



Umbrella Programme for Preparation of National Communications (NCs) and Biennial Update Reports (BURs) to the UN Framework Convention on Climate Change (UNFCCC)

Part I: Project Information

GEF ID

10167

Project Type

EA

Type of Trust Fund

GET

CBIT

No

Project Title

Umbrella Programme for Preparation of National Communications (NCs) and Biennial Update Reports (BURs) to the UN Framework Convention on Climate Change (UNFCCC)

Countries

Global, Afghanistan, Azerbaijan, Benin, Dominica, Fiji, Gambia, Mauritania, Pakistan, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan, Suriname, Uganda, Vietnam, Yemen, Burundi

Agency(ies)

UNEP

Other Executing Partner(s)

18 National Governments; UN Environment

Executing Partner Type

Government

GEF Focal Area

Climate Change

Taxonomy

Focal Areas, Climate Change, Climate Change Mitigation, United Nations Framework Convention on Climate Change, Enabling Activities, Influencing models, Strengthen institutional capacity and decision-making, Stakeholders, Type of Engagement, Information Dissemination, Partnership, Gender Equality, Gender results areas, Awareness Raising, Knowledge Generation and Exchange, Capacity Development, Capacity, Knowledge and Research, Knowledge Generation, Training, Workshop, Knowledge Exchange, South-South

Rio Markers**Climate Change Mitigation**

Climate Change Mitigation 1

Climate Change Adaptation

Climate Change Adaptation 1

Duration

60 In Months

Agency Fee(\$)

940,534

Type of Reports	Submission Date	Expected Implementation Start
UNFCCC National Communications (NC)	12/31/2024	6/1/2020
UNFCCC Biennial Update Report (BUR)	12/31/2022	6/1/2020

A. Indicative Focal/Non-Focal Area Elements

Programming Directions	Trust Fund	GEF Amount(\$)	Co-Fin Amount(\$)
CCM-EA	GET	9,900,360	960,000
	Total Project Cost (\$)	9,900,360	960,000

B. Indicative Project description summary**Project Objective**

To support eighteen (18) developing countries prepare and submit National Communications (NCs) and Biennial Update Reports (BURs) that comply with the United Nations Framework Convention on Climate Change (UNFCCC) reporting requirements while responding to national development goals.

Project Component	Project Outcomes	Project Outputs	GEF Amount(\$)	Co-Fin Amount(\$)
1. Preparation of Project Implementation Plans (PIPs) for NCs and BURs	1.1 Increased human and institutional capacity for preparing NC and/or BUR	1.1.1 Project Implementation Plans for NC and BUR including stocktaking, institutional arrangements, stakeholders' plans, workplans and budget are completed	330,000	30,000
2. Preparation of NCs and BURs	2.1 Countries meet their NC and/or BUR reporting requirements under the UNFCCC.	2.1.1 Six (6) BURs prepared and submitted to the UNFCCC 2.1.2 Fifteen (15) NCs prepared and submitted to the UNFCCC	9,117,000	880,000

3. National stakeholder involvement and institutional arrangements for preparation of subsequent BUR and NC	3.1 Human and institutional capacities for preparation, of subsequent NCs and BURs sustained	3.1.1 Stocktaking assessment and institutional arrangements for preparation of subsequent NCs and BURs developed.	165,000	10,000	
			Sub Total (\$)	9,612,000	920,000
Project Management Cost (PMC)					
				288,360	40,000
			Sub Total(\$)	288,360	40,000
			Total Project Cost(\$)	9,900,360	960,000

C. Indicative sources of Co-financing for the Project by name and by type

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Investment Mobilized	Amount(\$)
Government	Eighteen(18) government ministries and departments responsible for climate change reporting	In-kind	Recurrent expenditures	920,000
GEF Agency	UN Environment	In-kind	Recurrent expenditures	40,000
			Total Project Cost(\$)	960,000

Describe how any "Investment Mobilized" was identified

Not Applicable

D. GEF Resources Requested by Agency, Trust Fund, Country, Focal Area and the Programming of Funds

Agency	Trust Fund	Country	Focal Area	Programming of Funds	Amount(\$)	Fee(\$)	Total(\$)
UNEP	GET	Global	Climate Change	CC Set-Aside	9,900,360	940,534	10,840,894
Total GEF Resources(\$)					9,900,360	940,534	10,840,894

Part II. Enabling Activity Justification

A. ENABLING ACTIVITY BACKGROUND AND CONTEXT

Provide brief information about projects implemented since a country became party to the convention and results achieved

- In 1992, countries joined an international treaty, the United Nations Framework Convention on Climate Change (UNFCCC) to cooperatively consider what they could do to limit average global temperature increases and the resulting climate change, and to cope with whatever impacts were, by then, inevitable. Reporting under the UNFCCC is implemented through national communications (NCs) and biennial update reports (BURs). NCs provide information on greenhouse gas (GHG) inventories, measures to mitigate and to facilitate adequate adaptation to climate change, and any other information that the Party considers relevant to the achievement of the objective of the Convention. NCs are submitted every four years. BURs provide an update of the information presented in NCs, on national GHG inventories, mitigation actions, constraints and gaps, including support needed and received. Whereas NCs are expected to be submitted every four years, BURs are to be submitted every two years, either as a summary of parts of their national communication in the year in which the national communication is submitted or as a stand-alone update report. Discretion on timing is granted to the Least Developed Countries (LDCs) and Small Island Developing States (SIDS). In addition to providing information to assess the progress of efforts to address climate change, national reports are useful documents in the national planning and development process as well as for policy-makers.

The reporting requirements under the UNFCCC have evolved over time, into a more comprehensive measurement, reporting and verification framework, starting with the adoption of the revised guidelines for preparation of national communications (NC) at COP 8. Additional measures seeking to significantly enhance transparency of action and support under the Convention were adopted as part of the Bali Action Plan at COP 13 and elaborated in decisions adopted at subsequent COPs. Parties at COP 16 decided to enhance the reporting in national communications, through preparation and submission of biennial update reports (BURs). The 17th session of the COP adopted the guidelines on the preparation of biennial reports by developed country Parties (the "UNFCCC biennial reporting guidelines for developed country Parties"); and those contained in annex III, for the preparation of biennial update reports (BURs) by developing countries. Parties adopted the Paris Agreement in 2015 during COP 21. Decision 1/CP.21, paragraph 98 of the Paris Agreement state that 'the modalities, procedures and guidelines of this transparency framework shall build upon and eventually supersede the measurement, reporting and verification system established by decision 1/CP.16, paragraphs 40–47 and 60–64, and decision 2/CP.17, paragraphs 12–62, immediately following the submission of the final biennial reports and biennial update reports;' Parties at COP 24 (in December 2018) emphasized the need to align the reporting under the Convention to the enhanced transparency framework of the Paris Agreement. At COP 24, Parties reaffirmed decision 1/CP.21, paragraph 98, that, following the submission of the final biennial reports and biennial update reports, the modalities, procedures and guidelines contained in the annex to decision - /CMA.112 will supersede the measurement, reporting and verification system established by decision 1/CP.16, paragraphs 40–47 and 60–64, and decision 2/CP.17, paragraphs 12–62; 40. Also reaffirms the reporting obligations under Articles 4 and 12 of the Convention.

Non-Annex I Parties give a high priority to the preparation of National Communications and Biennial Update reports. These reports are the main mechanism countries have in place to bring climate change related information to the attention of national policy makers, relevant institutions, the wider national audience as well as to multilateral and bilateral development partners. National Communications and Biennial Update Report preparations present unique opportunities

to countries to integrate climate change into national development priorities, through establishment of national institutional frameworks and coordination mechanisms. The process of preparing these reports has not only assisted countries to meet their reporting requirements under the UNFCCC but have more importantly supported in (i) establishing subcommittees and sectoral working groups responsible for specific chapters of national reports as well as (ii) linking scientific assessments of climate change to national policies aimed at contributing to reducing GHG emissions and promoting adequate adaptation to the adverse effects of climate change whilst ensuring sustainable development of their national economies.

Presently, there are 154 non-Annex I Parties to the Convention, out of which 49 are classified as least developed countries (LDCs) and are given special consideration under the Convention because of their limited capacity to respond to climate change and adapt to its adverse effects. Information provided by the Global Environment Facility on its activities relating to the preparation of national communications and biennial update reports [FCCC/SBI/2018/INF.9](#) and the UNFCCC updates on National Reports from non-Annex I Parties indicate that most non-Annex I Parties are finalizing their preparation of the Third National Communications (NC3) and Initial Biennial Reports (BUR1). The following presents the status of NCs and BURs submitted to the UNFCCC by non-Annex I Parties as of 25th March 2019: -

Table: Number of National Communications and Biennial Update Reports Submitted to the UNFCCC By Developing Country Parties (March 2019)

National Communications						Biennial Update Reports		
NC1	NC2	NC3	NC4	NC5	NC6	BUR1	BUR2	BUR3
152	135	64	5	1	1	45	25	4

Key: -	
NC1 – Initial National Communication	NC6 – Sixth National Communication
NC2 – Second National Communication	BUR1 – Initial Biennial Update Report
NC3 – Third National Communication	BUR2 – Second Biennial Update Report
NC4 – Fourth National Communication	BUR3 – Third Biennial Update Report
NC5 – Fifth National Communication	

This umbrella programme seeks to support the following eighteen (18) developing countries prepare and submit National Communications (NCs) and Biennial Update Reports (BURs): Afghanistan; Azerbaijan; Benin; Burundi; Dominica; Fiji; Gambia; Mauritania; Pakistan; Sao Tome and Principe; Senegal; Sierra Leone; Somalia; South Sudan; Suriname, Uganda, Viet Nam and Yemen. The eighteen countries have expressed their interest to join the umbrella programme, as indicated in their letters of endorsement because: -

- they have benefitted from UN Environment support under previous NC/BUR umbrella programmes
- most countries in the umbrella have the same/close submission timelines for their current NCs/BURs under preparation- see Table summary below

- they have expressed their readiness to initiate the implementation of the subsequent NCs/BURs early next year.
- Each country have the opportunity to outline their priority needs and design their country-specific implementation strategy, under Component 1, that will be responsive to their needs and inform the approach they adopt during NC/BUR preparation

The following presents a summary of the Parties with regards to meeting the reporting obligation under the UNFCCC.

PARTY	National Communications (NCs)					Biennial Update Reports (BUR)			Project	Amount
	NC1	NC2	NC3	NC4	NC5	BUR1	BUR2	BUR3		
1. Afghanistan	√								NC3/BUR2	852,000
2. Azerbaijan						√	√		BUR3	352,000
3. Benin	√	√							NC4/BUR2	852,000
4. Burundi	√	√							NC4	500,000
5. Dominica	√	√							NC4	500,000
6. Fiji	√	√							NC4	500,000
7. Gambia									NC4	500,000
8. Mauritania	√	√	√						NC5	500,000
9. Pakistan	√								NC3	500,000
10. Sao Tome and Principe	√	√							NC4	500,000
11. Senegal	√	√	√						NC4	500,000
12. Sierra Leone	√	√	√						NC4	500,000
13. Somalia	√								NC2	500,000
14. South Sudan									NC2	500,000
15. Suriname									BUR1	352,000
16. Uganda									BUR2	352,000

17. Viet Nam	√	√	√						NC4	500,000
18. Yemen	√	√	√			√			NC4/BUR2	852,000
NCs & BURs		2	2	10	1	1	4	1	15 NCs; 6 BURs	

Key:

√	Reports completed and available on the UNFCCC website
	Technical reports undergoing final reviews and national validation processes before submission to the UNFCCC. The UN Environment is supporting these countries to ensure that they complete and submit their reports to the UNFCCC Secretariat prior to submission of the request for CEO Endorsement. Additional information provided on the expected submission dates to the UNFCCC.
	GEF-7 funds requested to support preparation of these reports

Summary from the Table on Status of NCs & BURs preparation

1. Uncompleted NC and BUR reports: -

The following eleven (11) countries are still preparing their NCs and BURs, and the UN Environment is supporting these countries to finalize and submit these reports to the UNFCCC Secretariat prior to submission of the Request for CEO Endorsement. The tentative dates of submission of these reports to the UNFCCC are as follows: -

Country	Expected Submission Dates to UNFCCC (Months/2019)			Comments
	Apr-June	July- Sept	Oct- Dec	
1. Afghanistan				NC2 report: Country team in consultation the UNFCCC on the submission process for the NC2 BUR1 technically completed.
2. Benin				NC3 & BUR1 reports will be technically completed in June 2019.
3. Burundi				NC3 report will be technically completed in June 2019
4. Dominica				NC3 report completed, undergoing national approval processes before submission
5. Fiji				NC3 report completed, undergoing national approval processes before submission
6. Gambia				NC3 report will be technically completed in June 2019
7. Mauritania				NC4 completed, undergoing national approval processes before submission
8. Pakistan				NC3 report completed, undergoing national approval processes before submission
9. Sao Tome and Principe				NC3 report will be technically completed in June 2019
10. South Sudan				NC1 report technically completed, finalizing on editorial layout before submission to the UNFCCC
11. Uganda				BUR1 will be technically completed in June 2019

2. Enhanced execution Support to LDCs and SIDs that would require it:

Out of the 18 countries included in this umbrella proposal; 12 are LDCs: - Afghanistan, Benin, Burundi, Gambia, Mauritania, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan, Uganda and Yemen and 3 SIDS: Dominica, Fiji and Suriname. These countries are given special consideration under the Convention because of their limited capacity to respond to climate change and adapt to its adverse effects. The UN Environment will therefore, request for GEF funding (3% of project cost) to provide enhanced administrative and technical support to LDCs and SIDS to enable these countries to meet their reporting obligation.

3. **Requested GEF funds will result in:** preparation of fifteen NCs and six BURs to be submitted to the UNFCCC as follows: -

- Two NC2 reports from Somalia and South Sudan
- Two NC3 report from Afghanistan and Pakistan
- Ten NC4 reports from Benin, Burundi; Dominica, Fiji, Gambia, Sao Tome and Principe, Senegal, Sierra Leone; Viet Nam and Yemen.
- One NC5 report from Mauritania
- One BUR1 report from Suriname
- Four BUR2 reports from Afghanistan, Benin, Uganda and Yemen
- One BUR3 from Azerbaijan

These 18 country projects have been placed into three categories based on the type of reports to be submitted to the GEF: -

- Twelve (12) countries each requesting US\$ 500,000 for National Communications report preparation i.e. Burundi, Dominica, Fiji, Gambia, Mauritania, Pakistan, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan and Vietnam
- Three (3) countries each requesting GEF funds of US\$ 352,000 for biennial update report preparation i.e. Azerbaijan, Suriname and Uganda)
- Three (3) countries (Afghanistan, Benin and Yemen) requesting funds for preparation of both the NC and BUR report – each at cost of US\$ 852,000

These countries have expressed their interest to join the umbrella programme, as indicated in their letters of endorsement, since: - (i) they have benefitted from participating in previous umbrella programmes; (ii) they have almost same timelines for completion and submission of their current NCs/BURs; and (iii) they have expressed their readiness to initiate the implementation of the subsequent NCs/BURs early next year.

Detailed information per country on the expected institutional arrangements, consistency with national priorities, stakeholders, coordination with other initiatives and expected report submission dates will be presented in the CEO endorsement request document. To address the diversity within this group: - The preparation of the Project Implementation Plans under Component 1 will present country-specific needs and inform the approach that each country will adopt during NC/BUR preparation. For instance, the SIDS are more likely to focus on the adaptation as priority sectors, whereas countries like Azerbaijan will focus on improving their domestic MRV systems for GHG/Mitigation. The PIP document will be reviewed and approved by the UN Environment before the start of component 2.

Considering that most of these countries have prepared their Initial and Second National Communications, country teams will be encouraged use the teams/structures established in previous projects to continue strengthening the existing information/data base and human/institutional capacities. This will provide an opportunity for EA teams to build on lessons learnt and good practices from previous NCs and BUR. Teams will also be encouraged to make use of the methodologies recommended by the UNFCCC, the Intergovernmental Panel on Climate Change (IPCC), the Conference of Parties (COP) and the Consultative Group of Experts (CGE) in preparation of these reports. Training materials developed by the CGE to facilitate the preparation of NCs (decision 17/CP.8) and BURs (decision 2/CP.17, annex III) in accordance with the guidelines of the Convention are available in: <https://unfccc.int/process/transparency-and-reporting/reporting-and-review-under-the-convention/support-for-developing-countries/training-opportunities/training-materials-for-the-preparation-of-national-communications-from-non-annex-i-parties>. In the absence of the project, once countries complete their current NC and BUR preparation, teams and the structures created on project basis, will be spread out and may be lost. Timely funds availability, through this project will contribute to an enhanced and maintained capacity of national experts in preparation of subsequent National Communication report.

As national teams get better in applying the recommended NC and BUR guidelines, human and national institutional capacities become strengthened in due course. Continuous preparation of these reports using established institutions, pool of experts and effective engagement of stakeholders at all levels will increase ownership and uptake of project findings at all levels. Results obtained from various studies conducted under these projects will not only result in preparation of reports that inform national climate policy formulation but will also support the alignment with priority actions in nationally determined contributions (NDCs) under the Paris Agreement. Better reports and enhanced capacities of non-Annex 1 countries means a better response to the implementation process of the UNFCCC and its treaties.

Consistency with National Priorities:

The project is also consistent with the National strategies, plans, reports and assessments under the UNFCCC and other Conventions. National teams will be guided to link their reporting to these processes, and where appropriate, strengthen its linkages with other equally relevant initiatives, such as: -

- § § The Capacity-building Initiative for Transparency (CBIT): - Projects designed to strengthen the institutional and technical capacities of non-Annex I countries to meet the enhanced transparency requirements defined in Article 13 of the Paris Agreement.
- § Intended Nationally Determined Contributions (INDCs): These reports outline the post-2020 voluntary national climate targets, including mitigation and adaptation, which countries committed to and which become a binding Nationally Determined Contributions (NDC) when a country ratifies the Paris Agreement.
- § National Capacity Self-Assessment (NCSA): Teams will be encouraged to address the identified capacity gaps in the NCSA to strengthen the capacity of stakeholders at all levels
- § International consultation and analysis (ICA) process of the BUR: Country teams who have been through the ICA process will be guided on how to incorporate the recommendations of the ICA process in the BUR/NC reporting processes
- § Poverty Reduction Strategy Papers (PRSP) PRSPs
- § National Implementation Plans under the Stockholm Convention (NIPs)
- § National Adaptation Programme of Action (NAPA)
- § Nationally Appropriate Mitigation Action (NAMA) outlining a set of policies and actions to be undertaken by a country as part of a commitment to reduce greenhouse gas emissions.
- § The Technology Needs Assessment (TNA) project assists developing country Parties to the UNFCCC determine their technology priorities for the mitigation of greenhouse gas emissions and adaptation to climate change.

The table below presents is a summary of reports prepared (√) by the countries that will be relevant to the NC and BUR process. Country-specific information will be presented in the PIP (output 1.1.1).

Table: Reports and Assessments Prepared by Countries under Relevant Conventions

Countries	CBIT concepts	INDCs	NCSAs	PRSPs	NIPs	NAPAs	NAMA	TNAs
1. Afghanistan		√	-	√	√	√	-	-
2. Azerbaijan	√	√	√	√	√	-	√	Round 2
3. Benin		√	√	√	√	√	-	Round 1
4. Burundi		√	√	√	√	√	-	Round 2
5. Dominica		√	√	√	√	-	√	Round 1
6. Fiji		√	√	-	√	-	-	-
7. Gambia		√	√	√	√	√	√	-
8. Mauritania		√	√	√	√	√	-	Round 2
9. Pakistan		√	-	√	√	-	√	Round 2
10. Sao Tome and Principe		√	√	√	√	√	-	-
11. Senegal		√	√	√	√	√	-	Round 2
12. Sierra Leone	√	√	√	√	√	√	√	-
13. Somalia		√	√	-	√	√	-	-
14. South Sudan		√	√	-	-	√	-	-
15. Suriname		√	√	-	√	-	-	-
16. Uganda	√	√	√	√	√	√	√	Round 1
17. Viet Nam	√	√	√	√	√	-	√	Round 2
18. Yemen		√	√	√	√	√	-	-

Coordination with other initiatives:

At the national level, coordination will be ensured with Technology Needs Assessments, Nationally Appropriate Mitigation Actions (NAMAs), Poverty-Environment Initiative (PEI); the UN Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD), as shown above, to avoid the duplication of work and help the countries in making necessary adjustments where needed. Participating countries will be encouraged to establish linkages and coordinate with other institutional arrangements established under the Convention. These institutions range from the National Designated Authority (NDA) or focal point designated under the Green Climate Fund (GCF), National Designated Entities (NDEs), under the Climate Technology Centre & Network (CTCN), and the institutions that will be charged to coordinate the NDC implementations

In view of the discussions on the Paris Agreement rulebook, participating countries will be encouraged to build their capacity to meet the enhanced reporting requirement by participating in the CBIT activities at global and national levels. Countries with national CBIT will be encouraged to specify the CBIT area of intervention and how these facilitate improved reporting over time, including the preparation of the biennial transparency reports. Specific activities/indicators that target to enhance synergies between NC/BUR-CBIT alignment will be included during PIP preparation process – (component 1).

At the regional/global level, the project will seek closer collaboration with the GEF funded National Adaptation Plan Global Support Programme (NAP-GSP), a UNDP-UNEP programme, financed by the LDCF to assist LDCs to bring greater focus and attention to medium and long-term climate change planning as well as budgeting. Other initiatives such as Low Emissions Development Strategies (LEDS) and Nationally Appropriate Mitigation Actions (NAMAs) would help countries build on relevant initiatives and strengthen the transformational potential of NCs and BURs

The Global Support Program (GSP), which is a five-year project (2015 - 2019) jointly managed by UN Environment and UNDP. This programme targets to improve the quality of National Communications (NCs) and Biennial Update Reports (BURs) submitted by non-Annex I Parties will come to an end before the implementation start date of this programme. To ensure that developing countries Parties have access to additional technical support, the GEF-7 programming direction indicate that the GEF may support actions and activities to sustainably develop and enhance the capacity of countries to prepare their NCs and BURs through for example a Global Support Program that provides logistical and technical support, capacity-building, and knowledge management activities, with a view to facilitating the timely preparation and submission of NCs and BURs. Countries in this umbrella will be informed about any GSP-follow-up project that will provide the much needed logistical and technical support services during their preparation of the NCs and BURs.

The Initiative for Climate Action Transparency (ICAT) is also working with developing countries to strengthen capacity to assess climate actions and report their progress in line with the Paris Agreement, based on individual country needs. The Initiative is supporting in-country capacity development programmes through training modules on measurement, reporting and verification (MRV) of policies and actions, and knowledge sharing of good practice and lessons learned. Countries that have joined or will join the initiative will be encouraged to coordinate MRV related activities in the NC/BUR projects with the capacity building activities in ICAT.

NDC Partnership: Launched at COP22 in Marrakesh, the NDC Partnership aims to enhance cooperation so that countries have access to the technical knowledge and financial support they need to achieve large-scale climate and sustainable development targets as quickly and effectively as possible. Countries in the NDC Partnership will be encouraged to map out areas of NDP partnership support and identify complementary areas with the NC/BUR project during the PIP preparation (component 1).

Developing GHG inventories is an essential first step toward managing emissions. LEDS Global Partnership is hosting two complementary tools to help design, plan, assess, and operationalize more sustainable national greenhouse gas inventory systems: Developing a National Greenhouse Gas Inventory System Template Workbook; and the Greenhouse Gas Inventory Toolkit. This series of templates provides a comprehensive base for preparing a National Inventory System Report used for national greenhouse gas inventory development processes. A major component of the LEDS GP approach to building sustainable national greenhouse gas inventory management systems is starting with the pre-defined National Greenhouse Gas Inventory System Templates developed by the United States Environmental Protection Agency and USAID. These tools are consistent with IPCC and UNFCCC guidelines for national greenhouse gas inventory development.

In the context of the Information Matters project, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides capacity-building and technical support to partner countries on behalf of the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) under its International Climate Initiative (IKI)/ Zukunft – Umwelt – Gesellschaft (ZUG) gGmbH. The Information Matters project aims at strengthening the partner countries' in-country capacities for enhanced reporting under the United Nations Framework Convention on Climate Change (UNFCCC). The Information Matters project has a special focus on the preparation of Biennial Update Reports (BURs) and the development and implementation of sustainable systems for measurement, reporting and verification (MRV). There are templates and guidance documents that countries will be encouraged to make use of.

B. ENABLING ACTIVITY GOALS, OBJECTIVES, AND ACTIVITIES

The proposal should briefly justify and describe the project framework. Identify also key stakeholders involved in the project including the private sector, civil society organizations, local and indigenous communities, and their respective roles, as applicable. Describe also how the gender equality and women's empowerment are considered in project design and implementation

This proposal has been prepared in response to the COP decisions for the preparation of biennial update reports and National Communications by non-Annex I. The project targets to support eighteen countries to prepare NCs and BURs as per the UNFCCC COP guidelines.

There are prevailing capacity challenges associated with the preparation of these reports in many developing countries, especially in the least developed countries (LDCs) and small island developing states (SIDS). Many countries report persisting capacity gaps of government staff and insufficient institutional capacities, including gaps related to inter-agency and cross-sectorial coordination. Furthermore, countries report capacity needs related to mainstreaming climate considerations into their national planning and budgeting. With respect to the implementation of mitigation and adaptation measures, technical and institutional capacity gaps and needs are reported in areas such as greenhouse gas emission accounting, research and systematic observation, data collection, risk modelling, and vulnerability assessments. Developing countries also emphasize the need to build the capacities of local governments and communities, particularly for adaptation. These challenges have also been reported in the UNFCCC synthesis reports on 'Implementation of the framework for capacity-building in developing countries', FCCC/SBI/2016/4 and FCCC/SBI/2018/5, compiled by the UNFCCC secretariat. The FCCC/2016/ report stated that 'some Parties emphasized the need to consider the NCs and BURs as an ongoing activity and not a one-time project. Several non-Annex I Parties thus identified funding as key to strengthening institutional arrangements and organizing appropriate staff training.

In an attempt to address some of these challenges reported by countries; and make use of the lessons learnt over the period that the UN Environment has been supporting countries to prepare NCs and BURs, various strategies/measures, that will expedite implementation of the project through the three components of the project have been proposed. The following section presents the components of the proposal, and outlines the proposed strategies put in place under each strategy, to speed up project implementation:

This project proposal has the following three components: -

- i. Preparation of Project Implementation Plans (PIPs) for NCs and BURs;
- ii. Preparation of NCs and BURs.
- iii. National stakeholders' involvement and institutional arrangements for preparation of subsequent NC and BUR

Component 1: Preparation of Project Implementation Plans (PIPs) for National Communications and Biennial Update Reports

During the first phase of the project (4 months maximum), participating countries will receive up to \$20,000 to prepare a detailed NC and/or combined NC & BUR PIPs and US\$ 10,000 to prepare BUR PIPs, as applicable. This phase is initiated by signing a Project Cooperation Agreements (PCAs) between the UN Environment and each Executing Agency (EA). The PCA outlines roles and responsibilities of the Executing Agency (EAs) and Implementing Agency (IAs) in the project. In addition to signing the PCA, the EAs are expected to provide banking details, or indicate their preferred mode of funds transfer to allow UN Environment disburse funds from its Headquarters in Nairobi to each of the 18 National Governments. The options of funds disbursement from UN Environment to the EAs can be through (i) direct cash transfers to EAs Project Account, where EAs provide their banking details; (ii) sub-allotments to UN Environment Regional Offices, or (iii) UNDP Country Offices, subject to country preference.

Once the PCA has been signed, participating countries will receive up to \$20,000 to prepare a detailed NC and/or combined NC & BUR PIPs and US\$ 10,000 to prepare BUR PIPs, as applicable. UN Environment will provide guiding notes on PIP preparation in the form of a simplified templates that detail how to complete the PIP and specifies the information required in different sections. By preparing the PIPs, Executing Agencies teams will outline appropriate institutional arrangements and stakeholder engagement mechanisms over the four and two-year periods that national teams will be preparing NCs and BURs respectively. In addition, a budget line for supporting activities under Component 3 will be reserved in the PIP. The amount will be up to \$10,000 for NC self-assessment report and up to US\$ 5,000 for stand-alone BUR self-assessment report. The completed PIP will outline proposed project activities; activity costs/component and workplan; roles, responsibilities and draft Terms of References (ToRs) of institutions/representatives. Benchmarks and indicators that conform to UNFCCC reporting guidelines and GEF guidelines for financing NCs and BURs and will be included in PIPs to serve as a baseline for monitoring the performance of the projects in terms of its scope, budget and schedule. In addition to acting as a tool for monitoring the performance of the projects in terms of its scope, budget and schedule, countries will also be requested to qualitatively assess the state of their institutional capacity for preparation of National Communications (NCs) and Biennial Update Reports (BURs) based on a rating scale of 1-4 as follows and include this information in the PIP. The rating of 1-4 is detailed as follows: -

1. No designated institution to support and coordinate, planning and implementation of the UN Framework Convention on climate change reporting processes
2. Designated institution exists, but with limited staff and capacity to support and coordinate implementation of the Convention reporting requirements. Institution lacks authority or mandate to coordinate Convention reporting.
3. Designated institution has an organizational unit with standing staff with some capacity to coordinate and implement Convention reporting requirements. Institution has authority or mandate to coordinate Convention reporting. Activities are not integrated into national planning or budgeting activities.
4. Designated institution(s) has an organizational unit with standing staff with some capacity to coordinate and implement Convention reporting requirements. Institution(s) has clear mandate or authority to coordinate activities under Convention reporting, and activities are integrated into national planning and budgeting activities

The allocated ranking will be included in the PIP document, for comparison purposes at the end of the project - as the same will be repeated under component 3, to compare the ratings before and after completion and submission of the reports to the UNFCCC.

The output under this component will be three types of PIPs: -

- Twelve NC PIPs prepared by Burundi, Dominica, Fiji, Gambia, Mauritania, Pakistan, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan and Viet Nam
- Three BUR PIPs prepared by Azerbaijan, Suriname and Uganda
- Three combined NC & BUR PIPs prepared by Afghanistan, Benin and Yemen

Lessons learnt, and strategies put in place to speed up completion of project implementation plans: -

- **Delays experienced during clearance and signing of project agreements:** Some countries experience challenges at this phase due to prolonged review and approval processes necessary of new agreements by Cabinet and/or Attorney General. While recognizing the importance of this approval processes, and the need to expedite the national project approval processes, the UN Environment has ensured that the clauses/paragraphs of the project agreements have remained unchanged, so that country-legal teams are familiar with all clauses in the Agreements, which expedite the project agreement approval processes
- **Delays in opening a bank account project:** Where Government entities have lengthy procedures for opening new project account, the UN Environment will approve the use of previous NC/BUR bank accounts, for the follow-up projects, upon EA's request
- **Limited expertise at national level to prepare Project Implementation Plans:** - Preparation of the Project implementation plans entails: -
 - hiring national expert(s) to draft the project implementation plan;
 - organizing workshops to obtain input from relevant stakeholders;
 - reviewing the project plans to ensure that it meets the UN Environment, GEF and UNFCCC standards, before its approval.

The UN environment will provide the following execution support services to speed up PIPs preparation: -

- Support EA teams to draft terms of references for consultants to be engaged in preparing the project implementation plans
 - Assist national governments to identify qualified experts to undertake stocktaking exercise, stakeholder consultations and PIP preparation;
 - review the document prepared by the consultant to ensure compliance with the GEF and UN Environment financial guidelines.
- **Fast-tracking the preparation of the Project Implementation Plans:** In addition to the strategies outlined above, the UN Environment will encourage countries, who are willing, to start preparing the project implementation plans immediately after GEF Council approval, to avoid the additional time required for PIP preparation. For those countries that would have completed their NC/BUR PIPs by the time of signing of the project agreements, the initial cash advance will not only include funds for project inception phase but will also include a re-imbursment of the funds used for NC and/or BUR PIPs.

Component 2: Preparation of National Communications and Biennial Update Reports

Once the Project Implementation Plan has been agreed and signed between the country and UN Environment, funding for the second phase (up to 20 months for BURs projects; and up to 32 months for NCs and NC/BUR combined projects) will be made available for countries to implement the project activities as per the approved project document. Progress of project implementation will be monitored by UNEP according to the project indicators and the agreed work programme and UNEP will be responsible for reporting this information annually to the GEF Secretariat.

The National team, with guidance from UN Environment will organize a project inception workshop (PIW) not later than two months after the PIPs have been approved and project management teams set up. Different stakeholders will be invited to participate in the workshop, such as representatives of the civil society organizations, academia, private sector, NGOs as well as indigenous people.

The objective of the inception workshop will be to launch the project and finalize the institutional arrangements for carrying out the enabling activity project. The inception workshop will address several key issues including:

§ Presentation of the project's objectives and linkages/synergies to other ongoing or planned projects, activities and initiatives, and national/sectoral development strategies

§ Identification of stakeholders to be involved in the preparation of the NC and/or BUR, e.g. Governmental, private sector, donors, NGOs, academia and further assisting them to fully understand and take ownership of the project.

§ Discussing and clarifying the implementation modalities of the project. This will entail outlining in detail the roles, support services and complementary responsibilities of UN Environment staff vis-à-vis the project team; discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms.

§ National teams may wish to consider elaborating on the Theory of Change in Annex S, to fit its national circumstances during inception. This might help to identify the drivers and assumptions needed for the changes to happen.

§ Based on the project results framework finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.

The Executing Agency in consultation with stakeholders, will identify thematic study/research areas to be conducted by national experts and those that will require assistance from regional and/or international experts. Training plans to refine the skills of national experts in data collection, analysis and reporting will be developed by EAs.

The Project Management Unit will update the draft Terms of Reference (ToRs) developed in component I to reflect any additional inputs from the inception workshop and submit to UN Environment for final review before advertising in national media, newspapers and online platforms. Qualified national experts from relevant line Ministries, academia, private sectors will be targeted for these tasks as *individual consultants*. In addition to engaging individual experts/consultants, the project presents an opportunity for institutions to be sub-contracted to prepare NC/BUR chapters/sections of reports aligned to their mandate. This arrangement requires signing of Memorandum of Understanding (MoUs) or legal Agreements between the Executing Agency and the selected lead institutions/ or relevant sectors for instance establishing a MoU between the EA and the Ministry of Energy for energy data compilation. The engagement of national/regional/international experts/consultants and supporting institutions in the NC/BUR work will be guided by the procurement rules and regulations of participating countries.

Selected experts will be guided by the UNFCCC guidelines for National Communications for Parties not included in Annex I to the Convention (Decision 17/CP.8) and the adopted guidelines on the preparation of biennial update reports (BURs) by non-Annex I Parties as outlined in Annex III CoP.17 respectively. In addition, all participating countries will be encouraged to use the 2006 IPCC Guidelines, and its 2019 refinements which are expected to be adopted in May 2019. To this end, the UN Environment will notify and encourage executing agencies to appoint additional national experts, to be funded through NC/BUR project funds, to attend any IPCC hands-on training workshops (at regional/international level) organized by either the UNFCCC/IPCC, CGE, GSP or/and other donors. This approach will increase the number of national experts who benefit from these training opportunities, without resulting in additional cost implication to the organizers.

The following information will be presented in the NC and/or BUR reports respectively:

TABLE 2: An Overview of NCs and BURs Indicators

General Information	NC Indicators	BUR Indicators
National circumstances and institutional arrangements relevant to the preparation of the NC and BUR	<ul style="list-style-type: none"> – Relevant information will be provided on the socio-economic and environmental conditions that provide an overall understanding of climate change concerns in the context of national development priorities. – Development of institutional structure to sustain the national communication process 	<ul style="list-style-type: none"> – Information on geographical distinctiveness; climate, land resources, biological diversity, water and forest resources, demography, economy including energy, transport, – Description of institutional arrangements and strategies for continuous improvements for the preparation of BURs described and documented

EAs will be guided to make use of the following toolkit when preparing this Chapter of the NCs & BURs:
 - Toolkit for non-Annex I Parties on establishing and maintaining institutional arrangements for preparing national communications and biennial update reports http://unfccc.int/files/national_reports/non-annex_i_natcom/training_material/methodological_documents/application/pdf/unfccc_mda-toolkit_131108_ly.pdf

National greenhouse gas (GHG) inventory	- Formulation of arrangements to collect and manage data for continuous inventory preparation	- Preparation of the national GHG inventory (inventory year no more than 4 years prior to submission) and National Inventory Report
	- Formulation of procedures for managing uncertainties in inventory data and GHG emission calculations	- Strengthening of national institutional capacities for GHG preparation
		- Improving quality of GHG data generated using guidance on good practice and uncertainty management
		- Compilation of national GHG emissions, removals and projections for BUR

All participating countries will be encouraged to use the 2006 IPCC Guidelines, and its 2019 refinements which are expected to be adopted in May 2019. To this end, the UN Environment will notify and encourage executing agencies to appoint additional national experts, to be funded through NC/BUR project funds, to attend any IPCC hands-on training workshops (at regional/international level) organized by either the UNFCCC/IPCC, GSP or/and other donors. This approach will increase the number of national experts who benefit from these training opportunities, without resulting in additional cost implication to the organizers.

Programmes containing measures to facilitate adequate adaptation to climate change	- Completion of vulnerability assessments for or priority systems, sectors or regions	- Not applicable
	- Identification of adaptation strategies and measures	
	- Formulation of policy frameworks for developing and implementing adaptation strategies	

Programmes containing measures to mitigate climate change	- Completion of climate change mitigation analysis	Mitigation actions and their effects will be described as follows: -
	- Formulation of policy frameworks for implementing mitigation measures	- Name and description of the mitigation action, including information on the nature of the action, coverage (i.e. sectors and gases), quantitative goals and progress indicators;
		- Information on methodologies and assumptions;

- Objectives of the action and steps taken or envisaged to achieve that action;
 - Information on the progress of implementation of the mitigation actions and the underlying steps taken or envisaged, and the results achieved, such as estimated outcomes (metrics depending on type of action) and estimated emission reductions, to the extent possible;
 - Information on international market mechanisms.
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Other information considered relevant to the achievement of the objectives of the Convention	<ul style="list-style-type: none"> – Steps taken to integrate climate change considerations into national development and policy – activities related to transfer of environmentally sustainable technologies – information on climate change research and systematic observation – information on climate change education, training, and public awareness – information on capacity building activities, options and priorities – Measures to promote information exchange and networking 	<ul style="list-style-type: none"> – Report on non-climate related impacts, opportunities and benefits on sustainable development objectives prepared
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Constraints and gaps, and related financial, technical and capacity needs	<ul style="list-style-type: none"> – Further elaboration on the specific constraints, gaps and needs that have been identified in the preparation of the national communication 	<ul style="list-style-type: none"> – Financial, technology and capacity building needs for mitigation actions assessed. – Information on financial resources, technology transfer, capacity building and technical assistance received from the GEF, Annex II Parties and other developed country Parties, the GCF and multilateral institutions for GHG mitigation activities collected, analyzed and updated.
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- Report bringing the two elements above together and helping to match funding opportunities with needs prepared

Publication and	Fifteen NCs, and six BURs will be published and posted on the UNFCCC website
<u>submission</u>	

In recognition of the continuing climate change intergovernmental negotiations and the Paris Agreement, UN Environment will communicate to Parties any new NC or BUR reporting requirement that may be agreed upon by the COP and advise participating countries on potential adjustments to the project design and implementation, as appropriate.

Lessons learnt, and strategies put in place to speed up project implementation under this component: -

Over time, the UN Environment has noticed that some countries experience challenges during this phase of project implementation, which include and are not limited to limited technical expertise at national level to prepare these reports and unreliable or missing sectoral data for report compilation. The UN Environment has therefore put in place the following measures to address these concerns: -

- The following strategies will be put in place to address the limited expertise at the national level to prepare reports:
 - o Participating in hands-on training workshops on NCs/BURs preparation. Participating countries will be informed of and encouraged to participate in hands-on training workshops related to NC/BUR preparation processes, and the IPCC latest guidelines, organized by the UNFCCC, or other donors. The UN Environment will review and consider requests from executing agencies, for additional participants to be funded through the GEF project funds to participate in these workshops and increase the number of national experts' who benefit from these training. Experts will not only be trained at the national level but will be supported through project funds, to participate in relevant regional training workshops and peer review meetings to improve the quality of their reports.
 - o Match-making countries with existing technical support for improved quality reporting. Strategy: Initiation and operationalization of regional MRV networks for continuous capacity building and technical backstopping to the countries to enhance quality, efficiency and transparency of national climate change reports to UNFCCC. The established sub-regional networks will be supported in collaboration with UNFCCC- Regional Collaboration Centers (RCCs) as part of the collaboration Memorandum of Understanding (MOU) between the UN Environment and the UNFCCC.
 - o Provide closer support to projects that are lagging and have limited capacity. Our strategy: Engaging services of three consultants to be based in the following regions – Asia, the Caribbean and in Africa. The Presence of these consultants at the regional level will enhance the integration with the Regional offices, as well as ensure that country teams have access to the UN Environment support services nearby and within their operational time-zones
 - o Provision of enhanced execution support for LDCs and SIDS, as outlined under the enhanced execution support to Least Developed Countries (LDCs) and Small Island Developing States (SIDS)
- Data availability and reliability: -
 - o Awareness creation and involvement of experts from different sectors, private sector etc., for improved ownership of the process, through Memorandum of Understanding, developing Annual Performance targets for different sectors etc.
 - o Encouraging collaboration with regional research centers and institutes for data provision, where data is unavailable at country level

- o Long-term strategy to support countries to establish a centralized data management system and institutional coordination, through assessing Capacity-building Initiative for Transparency (CBIT) funds
- Tracking project implementation using an internal data-base: based on lessons learnt an interactive data-base that tracks projects milestones in flags automatically and in real-time project delays.

Component 3: National stakeholders' involvement and institutional arrangements for preparation of subsequent NC and BUR

This component was included in the proposal design phase as a strategy to address the needs expressed by countries in the report FCCC/2016/ stating that 'some Parties emphasized the need to consider them as an ongoing activity and not a one-time project. Several non-Annex I Parties thus identified funding as key to strengthening institutional arrangements and organizing appropriate staff training. To address the funding challenges highlighted by countries, the UN Environment introduced the 3rd component 'stocktaking and self-assessment exercise for preparation of subsequent BURs and NCs' in the project design that seeks to ensure continuous engagement of climate change structures/units in EAs and support the EAs to initiate GEF funding proposal development for subsequent NCs and BURs preparation, in parallel to the stocktaking exercise.

To sustain institutional capacities built during the NC and BUR processes as well as encourage continuous reporting at national level, the project will provide an opportunity for EAs to undertake national stocking exercise for subsequent NCs and BURs after completion of their NCs and BURs under Component II. The self-assessment and stocktaking exercise will be undertaken within four months, after completion of the NC/BUR reports and will include the following:

§ Work carried out under previous climate change enabling activities: Parties may provide a summary of activities and results achieved under the previous NC. Undertaking this activity is key as it will ensure that Parties build upon their achievements as they prepare the PIPs for the subsequent NCs and BURs as well as avoid duplication of effort.

§ Synergies with related programmes and institutions: The stocktaking should also identify, when applicable, how the NC & BUR will build on other on-going enabling activities e.g. (NCSA, NAPA if applicable), relevant regional projects, and national activities under other relevant international conventions (e.g. biodiversity, land degradation).

§ Lessons learned during previous NC & BUR: This may include technical issues but also experiences of process management /institutional arrangements adopted under the previous NC that could provide lessons or best practices for the preparation of the BUR. Identify major challenges especially as they range from cross sectoral assessments to mainstreaming climate change into National Development Planning frameworks and processes.

§ Develop a preliminary list of stakeholders and their potential roles in the NC & BUR process and propose a strategy to involve all relevant stakeholders.

This exercise will result in a self-assessment report that outlines: -

§ Proposed NC/BUR project institutional arrangement, inter-ministerial coordination for the preparation of the subsequent reports;

§ Scope of work to be covered during the preparation of subsequent reports

§ Work plans and activity budget for the preparation of the subsequent reports;

§ Final rating of the qualitative assessment of institutional capacity for preparation of National Communications (NCs) and Biennial Update Reports (BURs)

§ The expected output under this component will be:

- Twelve NCs self-assessment reports prepared by Dominica, Fiji, Gambia, Mauritania, Pakistan, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan and Viet Nam
- Three BUR self-assessment report prepared by Azerbaijan and Uganda

- Three self-assessment reports combining the experiences and lessons learnt in NC & BUR preparation prepared by Afghanistan and Benin

This component therefore will support Executing Partners to initiate the request for GEF funding for subsequent NCs and BURs alongside the stocktaking exercise to ensure a seamless transition without extended funding-gaps in the Enabling Activities (EAs) projects. The continuity of reporting will allow continuity in the strengthening of national capacities and institutional mechanisms necessary for preparation of NC and BURs, and/or any other reports under the enhanced framework for transparency under the Paris Agreement.

[1] FCCC/SBI/2018/INF.9: Information provided by the Global Environment Facility (in October, 2018) on its activities relating to the preparation of national communications and biennial update reports <https://unfccc.int/sites/default/files/resource/inf09.pdf>

Stakeholders' involvement in the NC/BUR processes is critical in ensuring successful project outcome and enhances countries' ownership of the NCs and the BURs. In similar projects, this process has seen the involvement of a diverse group of stakeholders' stakeholders ranging from Government Ministries, Research Institutions, Academia, civil society organizations and the indigenous people.

Participating countries will be guided to undertake a comprehensive stakeholder's analysis and mapping and include this information in the Project Implementation Plans (output I). Each executing agency will hold a project inception workshop where roles and responsibilities of different stakeholders in the project will be mapped out. The Executing partners will prepare and submit a report on the stakeholders' roles and responsibilities in the NCs and BURs process based on their expertise and representation. The indigenous people, private sector representatives and civil society organizations will also be among the invited stakeholders to participate in the NC and BUR project inception workshop. They will be actively involved in contributing to the project outputs as well as in providing comments on the preparation of the Project Implementation Plans. They will also provide their feedback and assessment on NC and BUR processes, moving forward (Component 3).

During the Project Implementation Plan preparation, countries will be guided to include a section on gender analysis outlining different roles, needs and priorities of women and men in the reporting process. The PIP templates provided to the EAs (Component 1) will include a budget line to support capacity-building for all working groups on linkages between gender and climate change priorities. A one-day training to Project Management Team, Thematic Working Groups, sector ministries, and selected environment and gender-based NGOs will be organized to support gender-equity measures in NC and BUR processes. National teams will be encouraged to refer to the Gender Responsive National Communication toolkit, that was developed through the GEF-funded programme - the Global Support Programme (GSP). This tool kit is easily accessible through the GSP website (<http://www.un-gsp.org/news/gender-responsive-national-communications-toolkit>).

The EAs, in consultation with the relevant entities, will identify gender focal point in working group to track and itemize issues linked to their respective reporting sections - adaptation, mitigation and greenhouse gases, gender financing, capacity, technology needs, public awareness, education, constraints and gaps. A short summary of section under the itemized issues will be prepared and linked to the NCs and BURs reports. Institutions to be consulted on gender issues at national level will include, but not limited to: Ministries in charge of gender, the gender focal point for the convention on climate change, civil society organizations working in the fields of gender and climate change as well as research institutions and development partners working on gender issues.

Efforts will be made to have acceptable gender representation in project management structures as well as in capacity building actions to provide for appropriate institutional coordination mechanisms for ensuring gender responsiveness during project implementation. Participating countries will also be encouraged to actively participate in the development of a synthesis report on implementation of the gender action plan as adopted by COP 23.

Engaging the private sector in mobilizing resources, knowledge and innovation for addressing climate change and promoting green growth is crucial in tackling climate change. There have been several significant donor-supported climate funds, as well as a steady increase in policy and financial support for climate-friendly technologies over the recent years. This project is expected to create awareness on climate reporting among critical stakeholders, including the private sector. Representatives of the private sector will be invited to the project inception workshop to provide their comments on the design of the project and their potential role in the relevant priority sectors of the project.

Knowledge Management:

The NC and BUR preparation processes is designed to enhance public participation and create awareness on climate change issues, promote information sharing and networking amongst all relevant institutions and stakeholders at national and local levels. Parties will indicate, where applicable, national climate change communication strategies that have been put in place, or that are proposed to enhance the general understanding of climate change issues and integration of the same in national development planning processes. Preferred channels for information sharing and dissemination will be identified and set up during the project implementation phase; this may include websites, e-libraries and climate change offices. Participating countries shall be required to identify and have elaborate plan of activities for raising awareness and education for different groups of people. This may include usage of publications, training workshops, public meetings, to facilitate dissemination of findings of the project at different stages. Funds to support these activities will be specified in the Project Implementation Plan (Component 1).

Once drafting and compiling of NC and/or BUR information is complete (component 2), participating countries will be encouraged to have a single document with an executive summary contained within it. The document could be presented as a hard copy and in electronic format. The Executive summary, which should be no more than 10 pages long, will be used for purposes of making the national communication publicly available and reader-friendly for policy makers

At the regional level: Participating countries will be guided to join regional Measurement Reporting and Verification (MRV) networks currently being created under the Global Support Programme (GSP) to share their experience and lessons learnt in their national reporting processes. Parties will also be encouraged to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports. This support will be linked to regional centers and international experts who will provide guidance to countries as and when needs arise while enhancing south-south networking. Project partners will also be informed of any events organized by the CGE. GEF and UN Environment, UNFCCC, GSP to disseminate information on project results and lessons learnt. Countries will also be encouraged to provide updates on CBIT and MRV related work onto the global coordination Platform website <https://www.cbitplatform.org/>. This platform provides a platform for knowledge sharing and management and encourages Parties to outline their capacity building needs.

Risks:

Considering that majority of countries participating in the project would have already completed two NCs with only a handful of countries initiating their SNCs, the risk of countries not delivering the project outputs can be considered none or minimal, as most countries have already established a reasonable technical and institutional basis to prepare their subsequent NCs. The main project risk, however, is related to (i) the possibility of most countries producing reports that lack adequate depth and quality, (ii) the existence of weak institutional arrangements, and (iii) poor stakeholder consultation processes that currently exist in these countries for the preparation of the NCs. The UN Environment will assist country teams to work towards mitigating the anticipated risks, as follows

Project Risks and Proposed Measures to Address Risks at the Time of Project Implementation

Risk	Level of Risk	Commentary and Mitigating Strategies and Actions
1. Limited consultations and weak participation process amongst stakeholders due to institutional rivalries or rigidities which	Moderate	The project implementation plan (PIPs) will outline roles and responsibilities of different institutions and stakeholders during NC & RIIRs implementation

<p>due to institutional frameworks or priorities which hamper responsiveness of project outputs to national development needs as well as effective work delivery and quality of the outputs.</p>		<p>During NC & BUR implementation:</p> <ul style="list-style-type: none"> - Teams will also refer to the various toolkits for assisting non-Annex I Parties in establishing and maintaining the most suitable national institutional arrangements to meet the enhanced reporting requirements for NCs and BURs. e.g. a toolkit developed by the UNFCCC Secretariat - UN Environment will encourage peer support by linking up country teams to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of national reports. Even in countries where the capacity of national experts is a constraint, every effort will be made to ensure that the project outputs are based on sound science and well-established methodologies
<p>2. Weak institutional arrangement structures and inexperienced staff: Inadequate incentives and difficulties in retaining staff involved in the preparation of previous or current national communications. This has resulted in high staff turnover in many countries and tend to affect not only the quality of the studies but also the timeliness of delivery of project outputs.</p>	Moderate	<ul style="list-style-type: none"> - Because of recent increased interest in climate change issues by national governments, countries will be encouraged to set up permanent and adequately staffed climate change offices to ensure sustainability of NCs and BUR processes including easy access to information, data and tools used for climate change studies. - Executing Agencies will be encouraged to actively involve other institutions in national reporting, through various channels – e.g. establishing robust institutional arrangements and constituting technical working groups with agreed terms of reference, contracts and memorandum of understanding - Continuous training of climate change project staff on both administrative and technical aspects of the project, to ensure that the unit retains a good institutional memory in case of staff movement - Through regular monitoring of project activities at the national level and identification of technical bottlenecks, UN Environment will advise countries on access to methodological tools, development of terms of references for national and international experts to undertake technical studies, and coordination with relevant stakeholders, etc. to ensure effective and timely work delivery
<p>3. Superficial and/or delayed reporting/no cost extension</p>	Moderate	<ul style="list-style-type: none"> - UN Environment will continue to support and provide regional capacity building workshops and on the job training on key NC thematic assessment for the local experts to enhance their reporting quality. - UN Environment will provide enhanced execution support to countries experiencing difficulties in drafting terms of references and identifying regional/international experts to facilitate training of local experts to understand the UNFCCC reporting guidelines and ensure effective and timely work delivery - In cases where there are challenges in project, the UN Environment team will undertake country missions to discuss financial and technical matters, and any other factors that may be hindering project delivery.
<p>4. The possibility of most countries producing reports that lack adequate depth a</p>	Moderate	<ul style="list-style-type: none"> - UN Environment will advise on access to methodologies and guidance notes for NC and BUR preparation, and recom

nd quality		<p>mend participation in capacity building initiative workshops, we binars organized by the CGE, IPCC, UNFCCC and other organizations</p> <ul style="list-style-type: none"> - UN Environment will raise the level of project supervision and work closely with the Global Support Programme to help countries identify regional centers of excellence in both Annex I and non-Annex I countries to help countries access climate relevant data, information and appropriate analytical tools particularly in the areas of vulnerability and adaptation. These centers of excellence will provide technical assistance to country teams to enhance overall quality of the National Communication reports - UN Environment will also encourage south-south cooperation and peer support by linking up country teams to exchange data and information, tools and methodologies, lessons learnt and good practices
5. Political risks: It is expected that political unrest/ instability in any of the Countries, will impede implementation of project activities and completion of the project within the stipulated time frame.	Moderate	<ul style="list-style-type: none"> - UN Environment will make use of its Post-Conflict & Disaster Management Offices and/or other UN Offices to liaise with the national government to assess the situation and put measures in place to ensure that the project incurs minimum losses and that project activities resume once the is favorable
6. Environmental risks/hazards: Occurrences of extreme weather events – floods, hurricane, droughts etc. will slow/stop implementation of project activities and completion of the project within the stipulated time frame.	Low	<ul style="list-style-type: none"> - National teams will be encouraged to create more awareness on climate change related hazards/disasters; enhance coordination of efforts between institutions for risk assessment, improve early warning systems to mitigate impacts and increase resilience to extreme events - National teams will be encouraged to prioritize data storage and archiving processes, to prevent loss of data /information which would impact the timely completion of the project

C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION

Discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A

Institutional arrangements:

The project will be implemented by the Economy Division of the United Nations Environment and executed by the following 18 executing agencies.

UN Environment's Comparative Advantage:

The UN Environment has more than twenty years of experience supporting countries meet their reporting requirements under the UNFCCC. Over this time, the UN Environment has noted that these reports have not only assisted countries to meet their reporting requirements under the UNFCCC but more importantly have helped them to (i) establish subcommittees and sectoral working groups responsible for specific chapters of national reports as well as (ii) link scientific assessments of climate change to national policies aimed at contributing to reducing GHG emissions and promoting adequate adaptation to the adverse effects of climate change whilst ensuring sustainable development of their national economies.

The UN Environment delegates the following responsibilities to EAs (i) establishing a Project Management Unit within their respective Ministries; (ii) engaging services of national experts and research institutions in line with their national procurement processes; (iii) managing and reporting on use of GEF resources to IAs etc. This supported the Ministries (EAs) to move away from a one-person led project modality to creating climate change units within Ministries. EAs have expressed their satisfaction with this approach since it gives them the opportunity to conform the NC/BUR project implementation processes (hiring staff, organizing workshops, contracting services etc) to their established national procedures. The UN Environment will continue, through this programme, to support the establishment of climate change units and training project staff and experts on administrative and/or technical aspects of the project, to create sustainable institutional organizations that support the enhanced reporting requirement under the Convention and the Paris Agreement. Please refer to the project execution Arrangements for more information on EA's role in the project. The UN Environment will continue, through this programme, to support the establishment of climate change units and training project staff and experts on administrative and/or technical aspects of the project, to safeguard institutional memory in case of staff movement.

UN Environment's role in the Umbrella Programme

The UN Environment will support countries in two ways, in view of their national circumstances and capacity needs. The UN Environment will act as the GEF Implementing Agency as well as provide enhanced execution support to the Least Developed Countries (LDCs), LDCs and Small Island Developing States (SIDS) included in the Programme. Based on lessons learnt, as well as the geographical location of the participating countries, the UN Environment will engage services of three consultants to be based in (i) Apia, Samoa; (ii) Panama and (iii) Nairobi, Kenya, to enhance its support to all countries. The Presence of these consultants at the regional level will not only enhance the integration of UNFCCC reporting requirements at UN Environment Regional offices but will also ensure that country teams have access to the UN Environment support services nearby and within their operational time-zones as well as provide the needed support for the projects that are lagging.

- (i) UN Environment role as the Implementing Agency-
 - Lead in full internalization, UN Environment Project Agreement signing and first disbursement/sub-allotment to executing agency
 - Technically assess and oversee quality of project outputs, products and deliverables
 - Review of reporting, checking for consistency between execution activities and expenditures, ensuring that it respects GEF incrementality rules.
 - Clearance of cash requests, and authorization of disbursements once reporting is found to be complete and accurate
 - Approve budget revision, certify fund availability and transfer funds

- Create consensus to resolve inter-institutional and multi-country issues
- Manage relations with the GEF
- Umbrella programme oversight and feedback on demand to GEF Operational Focal Points
- Manage relations with the GEF Evaluation Office and UN Environment's Evaluation and Oversight Unit
- Provide consistent and regular oversight on project execution through an annual plan
- Follow-up with Executing agency for progress, equipment, financial and audit reports
- Provide no-objection to main TORs and subcontracts of the project, including selection of project manager or equivalent
- Attend inception workshops, field visits where relevant,
- Assess project risks, and monitor and enforce a risk management plan
- Ensure that GEF quality standards are applied consistently to all projects
- Ensure that independent evaluations are carried out according to GEF and UN Environment requirements (dedicated budget, TOR, mission planning), and review evaluation reports.

(ii) UN Environment role in providing enhanced execution support to Least Developed Countries (LDCs) and Small Island Developing States (SIDS) - covered by 3% PMC.

The umbrella programme will provide enhanced execution support to project management teams of 12 LDCs – i.e. Afghanistan, Benin, Burundi, Gambia Mauritania, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan, Uganda and Yemen and; 3 SIDS i.e. Dominica, Fiji and Suriname included in this programme, owing to their limited capacity to respond to climate change and adapt to its adverse effects. In addition to the IA request for GEF funding; the following range of administrative and technical support services will be provided (at 3% of project cost) to LDCs and SIDS to enable these countries to meet their reporting obligation:

- Support EA teams to draft terms of references for consultants to be engaged in preparing the project implementation plans (Component 1) by: -
 - i. assisting national governments to identify qualified experts to undertake stocktaking exercise, stakeholder consultations and PIP preparation;
 - ii. review the document prepared by the consultant to ensure compliance with the GEF and UN Environment financial guidelines.
- Provide advisory services during recruitment of project personnel and/or consultants to support the NC and BUR reporting process to ensure that the qualified candidates are selected to support project work.
- Closely monitor, in consultation with the EA, the technical quality of products, outputs and deliverables from local, regional and international consultants and national experts in line with the scope of their work.
- Provide training to country level project management teams on compliance with technical and financial reporting guidelines through the development of and dissemination of guidance notes to enable countries meet their reporting obligations to GEF and UNFCCC.
- Support national governments in identifying suitable national and sub-regional/ international climate change experts (by means of advertisements, website, and roster of experts) capable of carrying out the necessary thematic assessments in the areas of GHG Inventories, Mitigation Analysis and Vulnerability and Adaptation strategies
- Assist country teams to organize national workshops for different NC/ BUR components, this will entail: -
 - i. the identification of trainers for different NC/ BUR components
 - ii. designing the course/workshop agenda
 - iii. reviewing course/workshop training materials.
 - iv. Appraising the technical skill and expertise of the trainers to ensure delivery of high quality and targeted training support.
- Support project partners in the identification of regional centers of excellence to support countries access climate relevant data, information and appropriate analytical tools particularly in the areas of GHG Inventories, mitigation actions

Project Execution Arrangements:

The project will be executed by eighteen national entities, i.e. Executing Agencies (EAs) - listed below. The UN Environment will play a pivotal role in assisting the eighteen country teams to set-up appropriate national implementation modality within the Executing Agencies (EAs) and provide financial and execution support for project objectives to be realized. The EAs will be expected to set up project management units and thematic working groups of experts to

undertake project activities.

In addition, the role of the EAs in this project shall be to:

- § Ensure that the project meets its objectives and achieves expected outcomes;
- § Ensure technical execution according to the execution plan laid out in the PIPs;
- § Utilize the funds and any supplies and equipment provided by UN Environment in strict compliance with the project document.
- § Ensure technical quality of products, outputs and deliverables;
- § Ensure compilation and submission of progress, financial and audit reporting to IA;
- § Submit of budget revisions to IA for approval;
- § Address and rectifying any issues or inconsistencies raised by the IA;
- § Bring issues raised by or associated with clients to the IA for resolution;
- § Facilitate Steering Committees and other oversight bodies of the project;
- § Day to day oversight of project execution;
- § Submit all technical reports and completion reports to IA (realized outputs, inventories, verification of co-finance, terminal reporting, etc.)
- § Monitoring and evaluation of the project outputs and outcomes;
- § Effective use of both international and national resources allocated to it;
- § Timely availability of financing to support project execution;
- § Proper coordination among all project stakeholders; national parties;
- § Timely submission of all project reports, including work plans and financial reports.
- § Follow-up with, or progress, procurement, financial and audit reports;
- § Keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by UN Environment to ensure that all expenditures are in conformity with the provisions of the project document. For each disbursement, proper supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction.
- § Refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UN Environment;

The following entities/organizations/ministries have been appointed EAs in their respective countries, as shown in the Letters of Endorsement. These EAs have been involved in preparation of previous NCs and will therefore ensure smooth continuation of the NC & BUR processes. The following provides an overview of the roles of the appointed EAs with respect to climate change activities in their Government,

PARTY	PROPOSED EXECUTING AGENCY ROLE IN CLIMATE CHANGE
Afghanistan	<p><i>Executing Agency: The UN Environment in collaboration with the National Environmental Protection Agency (NEPA) in the Post Conflict and Disaster Management Branch (PCDMB)</i></p> <p>The National Environmental Protection Agency (NEPA) is an independent institutional entity, responsible for coordinating, monitoring conservation and rehabilitation of the environment, and the implementation of the Environmental Law that was approved in 2007.</p> <p>NEPA coordinates the country's contribution in the environment protection at global and regional levels, including its implementation of the United Nations Framework Convention on Climate Change (UNFCCC). NEPA will provide overall policy and technical guidance on the design of the project, while the Post Conflict and Disaster Management Branch of UN Environment, PCDMB provide administrative and execution support functions to NEPA in delivering this project.</p>
Azerbaijan	<p><i>Executing Agency: The Ministry of Ecology and Natural Resources of Azerbaijan</i></p>

The Ministry of Ecology and Natural Resources was established under the decree no 485 by the president

ent of the Republic of Azerbaijan dated May 23, 2001. The Ministry oversees regulation of the activities in the country relating to ecology, environmental protection and use of natural resources of Azerbaijan. At the International level, the Ministry oversees the implementation of the international multilateral environmental agreements, including the UNFCCC. The UNFCCC focal points and the GEF operational focal point are based in this Ministry.

Azerbaijan is supporting the legal framework for future climate change activities at the global level. It ratified the Doha Amendment to the Kyoto Protocol in April 2015 and has set a target to reduce its emissions of greenhouse gases by 35% by 2030, drawing the praise of the Climate Action Network for taking the lead in climate change mitigation. Azerbaijan is party to key international treaties, including on Climate Change, Land Degradation and Biodiversity, has enacted important national environmental laws, and has integrated environmental concerns into national policies and programmes

Benin

Executing Agency: Ministry of Environment and Sustainable development

The Republic of Benin's National Assembly, on June 18, 2018, adopted Law No. 2018-18, which regulates climate change across the country. The Ministry of Environment and Sustainable development is responsible for climate change issues in the country. The National Commission for Sustainable Development (CNDD), was established in 2000, as an advisory body whose mission is to integrate environmental considerations into policies, strategies, programs and sectoral development projects. To carry out its mission, the CNDD is hosted by the Ministry of Environment and Nature Protection and is charged with coordinating various public and private, NGOs, development associations, local decentralized and others to jointly seek ways to give Benin a better life.

Burundi

Executing Agency: Ministry of Environment, Agriculture and Livestock through the Burundian Office for the Protection of the Environment (OBPE)

The project will be executed by the OBPE, in collaboration with the Geographic Institute of Burundi (IGEBU), the National Environment Commission, the Sectoral Group on Water, Sanitation and the Environment (GSEAE), the National Water Partnership (PNE-Bu), and the National Platform for Risk Prevention and Disaster Management.

Dominica

Executing Agency: Environmental Coordinating Unit, Ministry of Environment, Climate Resilience, Disaster Management and urban renewal

The Environmental Coordinating Unit (ECU) of the Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal serves as the technical focal point for all multilateral environmental agreements, with direct responsibility for coordinating all activities related to these Conventions/Agreements, nationally. The ECU's mandate is to function as the "Coordinating, facilitating, administering and collaborating body for all environmental and sustainable development management programmes, projects, and activities in the Commonwealth of Dominica".

Fiji

Executing Agency: Ministry of Economy, Climate Change & International Cooperation Division

The Climate Change and International Cooperation Division (CCICD) of the Ministry of Economy is the responsible national agency for addressing climate change policy issues in Fiji. The CCICD is guided by the National Climate Change Policy (NCCP) and works in collaboration with government agencies, non-

the National Climate Change Policy (NCCP) and works in collaboration with government agencies, non-governmental organisation, regional and international agencies and development partners

Gambia	<i>Executing Agency: Department of Water Resources</i>
	<p>The Department of Water Resources (DWR) which is under the Ministry of Environment, Climate Change, Water Resources, Fisheries, Forestry Parks & Wildlife is the lead government institution for the implementation of the United Nations Framework Convention on Climate Change (UNFCCC) and also the focal point of the World Meteorological Organization (WMO) and the Regional Programme on AGRHYMET (Agriculture, Hydrology and Meteorology) under the Interstate Committee for the Control of Drought in the Sahel (CILSS). This department, which was established under the National Water Resources Council Act will execute the project</p>
Mauritania	<i>Executing Agency: Cellu Nationale de Coordination du Programme Changement climatique/Minister de l'Environnement et du Developpement durable (National Coordination Office of Climate Change Program / Ministry of Environment and Sustainable Development)</i>
	<p>Ministry of Environment and Sustainable Development (MEDD) and the Coordination Unit of Climate Change National Programme - CCPNCC are the key institutions specifically co-coordinating the implementation of policies and programmes on climate change. MEDD is also in charge of the implementation of international environment treaties to which Mauritania is a Party and thus hosts the UNFCCC Focal Point and GEF operational focal point. The project will be executed through the Coordination Unit of National Programme for Climate Change – CCPNCC of the Ministry</p>
Pakistan	<i>Executing Agency: The Ministry of Climate Change</i>
	<p>The Ministry of Climate Change has been vested with the mandate to comprehensively address Disaster Management along with spearheading national climate change initiatives both in adaptation and mitigation. It is the focal point for all international obligations under various Multilateral Environmental Agreements (Conventions, Protocols, Treaties etc.). The Ministry deals with current and emerging International Environmental Funds, (GEF, Green Climate Fund, Adaptation Fund, Climate Investment Fund, REDD+, MLF, ABS, GSF, SWA NPRI etc.) and acts as Focal Point for One UN Joint Programme on Environment.</p>
Sao Tome and Principe	<i>Executing Agency: National Institute of Meteorology</i>
	<p>The National Institute of Meteorology as Focal Point for climate change in partnership with the Directorate General of Environment coordinate all actions related to climate change in Sao Tome and Principe. It is also one of the key governmental bodies responsible for development of climate change policies.</p>
Senegal	<i>Executing Agency: Directorate of Environment and Classified Establishments (DEEC)</i>
	<p>The Directorate of Environment and Classified Establishments, under the Ministry oversees the implementation of the international multilateral environmental agreements, including the UNFCCC. The UNFCCC focal points and the GEF operational focal point are based in this Ministry. The Ministry will involve other relevant stakeholders, ensuring that a national representation is met in the reporting process. The</p>

Directorate will be responsible for reporting back to UN Environment and GEF the results of the NC project.

Sierra Leone
Executing Agency: Environment Protection Agency

The Environmental Protection Agency (EPA) was established in 2008 through the Environmental Protection Agency Act (2008) and became operational in 2009. It is the main government agency in charge of all issues concerning the environment and climate change and oversees coordinating, monitoring and evaluation of the implementation of national environmental policies, formulation of a National Climate Change Policy as well as establishment of a National Secretariat for Climate Change (NSCC).

Somalia
Executing Agency: Directorate of Environment.

The project will be executed by the Directorate of Environment, under the Office of the Prime Minister. This office is focal point for multi-lateral environmental agreements (MEAs) and will coordinate national level actions with line ministries to meet Somalia's obligations under the MEAs.

South Sudan
Executing Agency: Ministry of Environment and Forestry.

The Ministry of Environment and Forestry consists of the Directorate of Climate Change and Meteorology which has a mandate of designating an official as Focal point to UNFCCC and climate change focal points for States; develop NAPA & NAMA for South Sudan as well as national communication strategies to UNFCCC. It is also mandated creation of an enabling environment and institutional arrangements for addressing climate change and develop national response strategies to climate change to enhance the adaptive and mitigation capacity of South Sudan to become more resilient to climate change. This project will be executed by the Ministry of Environment and Forestry

Suriname
Executing Agency: Coordination Environment at the Cabinet of the President

The Cabinet of the President of the Republic of Suriname is charged with coordinating Environment Activities on National Level. The Coordination Environment is the focal point for all Multilateral Environmental Agreements, including the UNFCCC and oversees implementation of national climate change actions (Mitigation and Adaptation) in different sectors, including the creation of awareness among various stakeholders to enable them to internalize their roles and responsibilities under the Convention.

Uganda
Executing Agency: Climate Change Department under the Ministry of Water and Environment

The Climate Change Department (CCD), formerly Climate Change Unit (CCU) was created in 2008, directly under the office of the Permanent Secretary within the Ministry of Water and Environment. The main objective for the establishment of the CCU was to strengthen Uganda's implementation of the United Nations Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol (KP). The CCD oversees Coordinating implementation of national climate change actions (Mitigation and Adaptation) in different sectors, including the creation of awareness among various stakeholders to enable them to internalize their roles and responsibilities under the Convention and its Kyoto Protocol.

Viet Nam
Executing Agency: Climate Change Department, Ministry of Natural Resources and Environment (MONRE)

The project will be under the Ministry of Natural Resources and Environment (MONRE), which is the National Focal Point of the Government of Viet Nam to implement the UNFCCC, Kyoto Protocol and Paris Agreement and other relevant international treaties on climate change. The Ministry on behalf of the government of Vietnam prepared and submitted the initial national communication (2003), second national communication (2010) and third national communication (2019); initial biennial update report (2014) and second biennial update report (2017).

Yemen

Executing Agency: The Environmental Protection Authority (EPA) in collaboration with the Regional Office of West Asia of the UN Environment (ROWA)

The Ministry of Water and Environment (MWE) was established in May 2003 to reorganize the water sector, with the aim of creating an institutional structure for integrated water management and to prepare the necessary institutional and investment conditions to face the exacerbating water problem in Yemen. The MWE is charged with protecting and conserving biodiversity, marine environment, nature reserves and protected zones; and with the follow-up of Yemen's commitments as party to 12 regional and international environmental agreements. These agreements are: ozone protection, climate change, biodiversity, hazardous wastes, persistent organic pollutants, endangered species, Red Sea environment and others. The Environmental Protection Agency of Yemen operates under the MWE and it aims to maintain the natural resources of Yemen by reduction of pollution and environmental damage, preserving the natural resources by preserving the balance control and biodiversity of the wildlife of Yemen's ecosystem. The EPA is the National Designated Entity under the Climate Technology Centre and Network

UN Environment's Regional Office for West Asia will provide administrative and execution support functions to EPA in delivering this project.

D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT

This project has been prepared inline with UNFCCC COP guidance on provision of resources to non-Annex I countries to prepare National Communications (NCs) and Biennial Update Reports (BURs) and is in conformity with objective 3 of the GEF-7 Climate Mitigation Strategy that focuses on fostering enabling conditions for mainstreaming mitigation concerns into sustainable development strategies. In accordance with convention guidance this project is implemented on an agreed full cost basis requiring only in-kind contribution by GEF-eligible countries. The eighteen national governments under this program will make in-kind contribution of up to US\$ 920,000 and UN Environment will provide co-financing of US\$ 40,000 as an in-kind contribution for project management in form of travel, staff and personnel time of the Chief of the Branch (D-1), as well as, support from UN Environment's regional offices in West Asia, Africa and the Asia and Pacific.

The umbrella programme approach presents multiple benefits compared to preparation of eighteen (18) single-country enabling activities requests submitted to the GEF. This approach streamlines project development, approval and funds disbursement processes, which means that start-up of project activities is accelerated, and project cycle expedited saving significant time to countries and minimizing delay known during submission of NCs and BURs to the UNFCCC. Having stated that, the UN Environment also recognizes that no "one-size fits all" and introduced the first component of the proposal to capture diversity within each participating country. The third component has been included to support continuous engagement of climate change structures/units in EAs, as well as stakeholders interested in climate change enabling activities, after completion and submission of reports to the UNFCCC. In the absence of this project, once countries complete their current NC and BUR preparation, teams and the structures created on project basis, will be spread out and may be lost.

At the regional level: Participating countries will be guided to join regional Measurement Reporting and Verification (MRV) networks currently being created under the Global Support Programme (GSP) for experience sharing; continuous capacity building and technical backstopping which will enhance quality, efficiency and transparency of national climate change reports to UNFCCC. The established sub-regional networks will be supported in collaboration with UNFCCC- Regional Collaboration Centers (RCCs) as part of the collaboration Memorandum of Understanding (MOU) between the UN Environment and the UNFCCC. Parties will also be encouraged to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports. This support will be linked to regional centers and international experts who will provide guidance to countries as and when needs arise.

E. DESCRIBE, DESCRIBE THE BUDGETED M & E PLAN

The project will be monitored through the following M&E activities:

A Project Inception Workshop at the national level will be held within 2 months of start of project, and/or after the establishment of the Project Management Unit. Key stakeholders identified during the national consultation process (component 1) will be invited to the workshop. An Inception Workshop report will be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

UN Environment will conduct a visit to project site based on the agreed schedule in the project's Inception Report/Annual Work Plan to assess first hand project progress. A Field Visit Report/Mission Report will be prepared by Task Manager and will be circulated after the visit.

Reporting: The Project Coordinator will be responsible for preparation of quarterly progress reports and expenditure statements. Technical progress and financial reports shall be reviewed by UN Environment Task Manager and Fund Management Officer.

Periodic Monitoring through discussions with key partners: UN Environment Task Manager will conduct periodic monitoring of activities based on the agreed schedule in the Project Implementation Plan to assess status of implementation of project. The monitoring of project activities will identify areas of improvements and will make recommendations on how to address gaps in project implementation.

Project Financial Audit: Annual and final financial audit will be undertaken to assess probity (i.e. correctness, integrity etc.) of expenditure and transactions. The audit on project will follow UN Environment Financial Regulations and Rules and applicable Audit policies.

Midterm evaluation: A mid-term evaluation will be conducted by the Evaluation Office to provide a programme or project manager with a basis for identifying appropriate actions to: (a) address issues or problems in design, implementation and management, and (b) reinforce initiatives that demonstrate the potential for success.

In-line with UN Environment Evaluation Policy and the GEF's Monitoring and Evaluation Policy the project will be subject to a Terminal Evaluation. The Evaluation Office will be responsible for the Terminal Evaluation (TE) and will liaise with the Task Manager and Executing Agency(ies) throughout the process. The TE will provide an independent assessment of project performance (in terms of relevance, effectiveness and efficiency), and determine the likelihood of impact and sustainability. It will have two primary purposes: (i) to provide evidence of results to meet accountability requirements, and (ii) to promote learning, feedback, and knowledge sharing through results and lessons learned among UN Environment, the GEF, executing partners and other stakeholders. The direct costs of the evaluation will be charged against the project evaluation budget. The Terminal Evaluation will be initiated no earlier than six months prior to the operational completion of project activities and, if a follow-on phase of the project is envisaged, should be completed prior to the submission of the follow-on proposal. Terminal Evaluations must be initiated no later than six months after operational completion.

The draft TE report will be sent by the Evaluation Office to project stakeholders for comment. Formal comments on the report will be shared by the Evaluation Office in an open and transparent manner. The project performance will be assessed against standard evaluation criteria using a six-point rating scheme. The final determination of project ratings will be made by the Evaluation Office when the report is finalized and further reviewed by the GEF Independent Evaluation Office upon submission. The evaluation report will be publicly disclosed and may be followed by a recommendation compliance process.

A detailed monitoring & evaluation budget and workplan

Type of M&E activity	Responsible Parties	Budget from GEF (US\$)	Budget co-financing	Time Frame
Project Inception Workshop (PIW)	National Project Management Unit, Technical Expert Groups and UN Environment Task Manager to raise awareness, build stakeholder engagement and detailed work planning	\$72,000 (18 workshops * @ US\$ 4,000)	\$ 34,000	Within 2 months of project start-up and establishment of the project management unit
Project Inception Report	Project coordinator & UN Environment Task Manager			Latest, 1 month after project Inception Workshop
Technical progress reports & expenditure statements	National Project Management Unit, Task Manager, Funds Management Officer			Four (4) quarterly expenditure and technical progress reports for any given year, submitted by January 31, April 30, July 31 and October 31 (latest) and at the end of the project implementation
Project Monitoring	UN Environment Task Manager			Continuous
Annual Financial Audits	Independent Audit Entity, Executing Agency, Funds Management Officer	\$ 210,000	\$ 68,000	Annually, to be submitted within 6 months of the end of a calendar year (i.e. before 30 June latest), and within 2 months of the project completion date
Mid-term Evaluation	Independent evaluator(s), National Project Management Unit, Task Manager, FMO, UN Environment Evaluation Office	\$ 106,500		The Evaluation office will be notified, in December 2021 to initiate the mid-term review not later than April 2022
Independent Terminal Evaluation	Independent evaluator(s), National Project Management Unit, Task Manager, FMO, UN Environment Evaluation Office	\$ 106,500		Initiated no earlier than six months prior to the operational completion of project activities
Total M & E Plan Budget		\$ 495,000	\$ 102,000	

Reporting requirements for the Executing Agencies:

In accordance with the project budget, UN Environment shall provide all cash advances in US dollars. The first installment of US\$ 10,000 for BURs or \$ 20,000 for NCs and NC/BURs for project implementation plan preparation shall be advanced to the Executing Agency following signature of the Project Cooperation Agreements.

The second and subsequent installments shall be advanced to the Executing Agency as guided by the project workplan and budget in the approved project Implementation Plans. To do this, the EAs shall submit to UN Environment quarterly technical progress reports and details of expenditures on a quarterly basis. Once these reports have been received by UN Environment showing satisfactory progress of activities and adequate management and use of GEF resources, requests for subsequent cash advances shall be processed using formats/templates provided by the UN Environment.

Final report: Upon submission of the reports to the UNFCCC, and within 2 months of the project completion, the Executing Agency shall submit to UN Environment a final report and a list of outputs detailing the activities taken under the project, lessons learned and any recommendations to improve the efficiency of similar activities in the future.

Co-financing report: The Executing Agency shall submit to UN Environment, an annual co-financing report for the project as at 30 June showing amount of cash and in-kind co-financing realized compared to the amount of co-financing committed to at the time of the project implementation plan approval. The Executing Agency shall inform UN Environment whenever there is a potentially substantive co-financing change.

Audit requirements: -The total expenditures incurred during the year ending 31 December, wherein GEF funding is clearly identified, shall be endorsed by a duly authorized official of the Executing Agency and audited by an independent audit authority (a recognized firm of public accountants or for Governments by a government auditor) and dispatched to UN Environment within 180 days, i.e. on or before 30 June. The audit report and recommendations shall include such comments as the auditor may deem appropriate in respect of GEF funded operations and in particular, shall clearly indicate that in their opinion:

- a) GEF funds were covered by the scope of the audit;
- b) Proper books of account have been maintained;
- c) All project expenditures are supported by vouchers and adequate documentation;
- d) Expenditures have been incurred in accordance with the objectives outlined in the project implementation plan;
- e) The expenditure reports provide a true and fair view of the financial condition and performance of the project.

On completion of the project, a final audited statement of account containing signatures and audit opinion as required above, shall be dispatched to UN Environment within 6 months.

The information obtained from each country level reporting, shall be consolidated and reported at mid-term review and terminal evaluation of the umbrella programme for all the 18 countries. This information will show the amount of utilized funds against the approved total GEF funds, as well as the amount of realized co-financing, and any other additional sources of co-funding received by countries

F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE)

Not Applicable

Part III: Approval/Endorsement By GEF Operational Focal Point(S) And Gef Agency(ies)

A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT (S) ON BEHALF OF THE GOVERNMENT(S): (Please attach the Operational Focal Point endorsement letter with this template).

Name	Position	Ministry	Date
Mr. Schah Zaman Maiwandi	Director General	UN Environment	2/21/2019
Mr. Mukhtar Babayev	Minister, & GEF OFP	Ministry of Ecology and Natural Resources	2/25/2019
Mr. Delphin Aidji	Le Directeur/GEF OFP	Ministry of Environment and Sustainable development	2/22/2019
His Excellency Mr. Lloyd Pascal	GEF OFP	Environmental Coordinating Unit, Ministry of Environment, Climate Resilience, Disaster Management and urban renewal	1/25/2019
Mr. Joshua Wycliffe	Permanent Secretary/GEF OFP	Ministry of Waterways and Environment	3/27/2019
Mr. Momodou Jama Suwareh	Executive Director and GEF OFP	Department of Water Resources	1/31/2019
Dr. Mohamed- Yahya Lafdal Chah	GEF OFP	Cellu Nationale de Coordination du Programme Changement climatique/Minister de l'Environment et du Developpement durable	1/31/2019
Mr. Babar Hayat Tarat	GEF OFP	Ministry of Climate Change	2/8/2019
Mr. Lourenco Monteiro de Jesus	Director of Statistics and Environmental Education/ GEF OFP	National Institute of Meteorology	1/30/2019
Mrs. Mariline Diara	Director/ GEF OFP	Directorate of Environment and Classified Establishments (DEEC)	2/21/2019

Mr. Abdul Bakarr Salim	Deputy Director/GEF OFP	Environment Protection Agency	1/31/2019
Mr. Ahmed Yusuf Ahmed	Director General of Environment	Directorate of Environment	1/26/2019
Mr. David Batali Oliver	Director General for Environmental Planning and Sustainable Development / GEF OFP	Ministry of Environment and Forestry	2/27/2019
Ms. Nataly Plet	Environmental Policy Officer	Cabinet of the President of the Republic of Suriname	3/22/2019
Mr. Patrick Ocailap	Deputy Secretary Treasury/GEF OFP	Ministry of Water and Environment, climate Change department	2/28/2019
Mr. Nguyen Duc Thuan	Director of Viet Nam Environment Protection Fund/ GEF OFP	Department of climate change under MONRE	2/15/2019
Dr. Abdulqader Alkharraz	Chairman of the Environmental Protection Authority (EPA)	Ministry of Water and Environment	3/21/2019
Mr. Emmanuel Ndorimana	Permanent Secretary and GEF OFP	Ministry of Environment, Agriculture and Livestock	4/3/2019

B. Convention Participation

Convention	Date of Ratification/Accession	National Focal Point
United Nations Framework Convention on Climate Change	9/19/2002	Mr. Mohammad Zaman Stanikzai
United Nations Framework Convention on Climate Change	5/16/1995	Mr. Emin Garabaghli & Ms. Umayra Taghiyeva
United Nations Framework Convention on Climate Change	6/30/1994	Mr. Euloge Lima
United Nations Framework Convention on Climate Change	6/21/1993	H.E. Mr. Lloyd Gabriel Pascal
United Nations Framework Convention on Climate Change	2/25/1993	Ms. Makereta Konrote
United Nations Framework Convention on Climate Change	6/10/1994	Mr. Alpha A.K. Jallow
United Nations Framework Convention on Climate Change	6/10/1994	Mr. Sidi Mohamed El Wavi
United Nations Framework Convention on Climate Change	6/1/1994	Mr. Muhammad Irfan Tariq
United Nations Framework Convention on Climate Change	9/29/1999	Mr. Aderito Manuel Fernandes Santana
United Nations Framework Convention on Climate Change	10/17/1994	Mme Madeleine Rose Diouf Sarr & Mme Mariline Diara
United Nations Framework Convention on Climate Change	6/22/1995	Mr. Gabriel Kpaka

United Nations Framework Convention on Climate Change	9/11/2009	Mr. Mahdi Mohammed Gulaid
United Nations Framework Convention on Climate Change	2/17/2014	Mr. John Payai Manyok
United Nations Framework Convention on Climate Change	10/14/1997	Mr. Winston Guno Lackin
United Nations Framework Convention on Climate Change	9/8/1993	Mr. Maikut Chebet
United Nations Framework Convention on Climate Change	11/16/1994	Mr. Huy Luong Quang & Mr. Tang The Cuong
United Nations Framework Convention on Climate Change	2/21/1996	Mr. Abdulqader Mohammed Al-Kharraz & Mr. Fahmi Abdulhadi Binshbrak
United Nations Framework Convention on Climate Change	1/6/1997	Ms. Renilde Ndayishimiye
