



United Nations Development Programme
Country: Georgia
PROJECT DOCUMENT

Project Title: Georgia’s First Biennial Update Report to the UNFCCC

UNDAF Outcome: Underlying disaster risk factors are reduced, focusing on sustainable environmental and natural resource management

UNDP Strategic Plan Environment and Sustainable Development Primary Outcome: UNDP Strategic Plan **Secondary Outcome:** Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded

Expected CP Corporate Outcome(s):

Outcome 1. Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded

CP Output(s): Output 1.4. Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented

Expected CPAP Outcome:3.2: Disaster risks are identified, assessed and monitored and early warning is enhanced.

Expected CPAP Output(s): 3.2.2 System, institutional and staff level capacities enhanced for implementation of national environmental commitments and major international agreements on climate change, biodiversity, land degradation and chemicals

Executing Entity/Implementing Partner: Ministry of Environment and Natural Resources Protection

Brief Description

The **goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectoral development policies by giving continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention under decision 1/CP.16 (paragraph 60) and decision 2/CP.17 (paragraph 41) and it’s Annex III.

Programme Period:	2011- 2015
Atlas Award ID:	00081344
Project ID:	00090653
PIMS #	5386
Start date:	August, 2014
End Date	December, 2015
Management Arrangements	NIM
PAC Meeting Date	

Total resources required	\$ 416,000
Total allocated resources:	\$ 416,000
• Regular	_____
• Other:	
o GEF	\$352,000
o Government	_____
o In-kind	\$ 64,000
o Other	_____
In-kind contributions	\$ 64,000

Agreed by (National UNFCCC Focal point in Georgia):

Date/Month/Year

Agreed by (Executing Entity/Implementing Partner):

Date/Month/Year

Agreed by (UNDP):

Date/Month/Year

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I. SITUATION ANALYSIS

Georgia ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1994 and accessed to the Kyoto Protocol in 1999.

Despite of the fact that the country has not taken any qualitative obligation, Georgia has committed to develop, implement and publish national and regional programmes which would include mitigation measures. One of the other important components in implementing the commitments under UNFCCC is the development and promotion of public awareness on climate change and its consequences, preparation of scientific and technical specialists.

In this regard, Georgia has developed and submitted the Initial National Communication to UNFCCC in 1999 and the Second National Communication in 2009. The preparation of the Third National Communication is underway and is expected to be finalized by the end of 2014. Preparation of the National Communications has been supported by the GEF, and implemented by UNDP.

The Ministry of Environment Protection and Natural Resources of Georgia was established in 1991. In 2013 it became the Ministry of Environment and Natural Resources Protection of Georgia (MENRP).

One of the most important goals of the MENRP is to support sustainable development of the country in the field of environment; to organize environmental planning system; to elaborate and implement state policy, target programs, strategy of environmental protection for sustainable development, national environmental action programs and management plans in the field of environmental protection and natural resources; to protect and preserve unique landscapes and ecosystems, rare and endangered species of flora and fauna that are characteristic for the country, biodiversity, climate change, atmospheric air, water, land and mineral resources; to implement public administration (regulation, registration, supervision and control) on waste management and chemicals; to follow the Georgian legislation in the field of environmental protection and to implement the international commitments within its competence.

Nowadays MENRP coordinates 15 international environmental conventions among the convention ratified by Georgia, 3 protocols and 3 agreements to these conventions. In addition, the Ministry carries out certain actions and participates in environmental activities under 7 international environmental conventions and protocols, which are not ratified by Georgia yet.

The MENRP presents National Reports on State of Environment (SoE) every 3 years which are documents summarizing the information about the environmental situation in Georgia (the last SoE and the first so far was presented in 2011). The document reflects the main trends in environmental policy, provides information on environmental quality, ongoing environmental projects and consequences of environmental activities.

By the Decree of the Government of Georgia dated 20 January 2005 MENRP was appointed as Designated National Authority (DNA) for the Clean Development Mechanism (CDM) of Kyoto protocol. Nowadays there are seven registered CDM projects in Georgia with about 2 million tons of CO₂-eq annual emission reductions in total.

Georgia has associated to the Copenhagen Accord in 31st January 2010 and has submitted APPENDIX II: “Nationally appropriate mitigation actions of developing country Parties”.

In 2013 the development of the Low Emission Development Strategy (LEDS) was launched supported by US EC-LEDS programme. A high level inter-ministerial committee and a LEDS working group have been established under the leadership of the MENRP by the Decree of the Government of Georgia dated on the 26th of July 2013.

On the local level, eight cities of Georgia have already signed the EU initiative “Covenant of Mayors”, committing to a voluntary reduction of municipal GHG emissions of at least by 20% compare with baseline by 2020. This process has national relevance, as the eight signatory cities already represent 41-46 % of the total population of Georgia, and an ever larger share of GDP.

At present time, a number of projects related to climate change are implemented in Georgia initiated by different international donors. Some of the projects are listed below:

1. UNDP/GEF Project “Georgia - Promoting the Use of Renewable Energy Resources for Local Energy Supply” (2004-2012). Main results of the project can be summarized as:
 - Renewable energy revolving fund (RERF) established and 2 SHPP rehabilitation projects funded;
 - The financial barrier to Renewable Energy development has been reduced by the establishment of the RERF that can and should be expanded;
 - Capacity was built of the participating local banks to analyze project risk and perform project finance for Small Hydro Power Plants;
 - A new design and construction techniques was introduced from international best practice which is being replicated in Georgia by local entrepreneurs for SHPP construction.
2. Regional Project RER/01/G31 “Capacity Building for Improving National GHG Inventories” (2003-2006). The project has applied a regional programmatic approach developed to build capacity for improving the quality of national greenhouse gas inventories, using the IPCC Good Practice Guidance for cost-effectiveness.
3. European Commission EuropeAid/111523/C/SV/Multi- Lot No.2 “Technical Assistance to Armenia, Azerbaijan, Georgia and Moldova with respect to their Global Climate Change Commitments” (2005-2006);
4. “Technology Needs Assessment” project (2010-2012). Project activities include in-depth analysis and prioritization of technologies, analysis of potential barriers hindering the transfer of prioritized technologies and analyses of potential market opportunities at the national level.

There are several on-going projects:

1. GEF/UNDP project: Third National Communication to the UNFCCC;
2. Clima East : Support to Climate Change Mitigation and Adaptation in Russia and ENP East countries;
3. Adaptation Fund Project “Developing Climate Resilient Flood and Flash Flood Management Practices to Protect Vulnerable Communities of Georgia”. The main objective of the project is to improve resilience of highly exposed regions of Georgia to hydrometeorological threats that are increasing in frequency and intensity as a result of climate change. The project will help the governments and the population of the target region of Rioni Basin to develop adaptive capacity and embark on climate resilient economic development;
4. Clima East/UNDP project “Sustainable management of pastures in Georgia to demonstrate climate change mitigation and adaptation benefits and dividends for local communities”.

The Project objective is to rehabilitate about 9 thousand ha of degraded pastures (including pastures in Vashlovani Protected Areas and alternative pastures) and introduce/implement sustainable pasture management practices in the area among the farmers/sheep-breeders in the Dedoplistskaro region of Georgia;

5. UNDP/GEF Project “Promotion of Biomass Production and Utilization in Georgia” The overall objective of the project is to promote sustainable production and utilization of upgraded biomass fuels to meet the municipal services sector’s heating needs in a sustainable and efficient way, thereby reducing dependence on fossil fuels and avoiding GHG emissions.

The ongoing process for preparation of the Third National Communication (TNC) to the UNFCCC aims to strengthen the information base, analytical and institutional capacity of the key national institutions to integrate climate change priorities into country development strategies and relevant sector programs. The process for development of the TNC shall further strengthen the dialogue, information exchange and cooperation among all relevant stakeholders including governmental, non-governmental, academic, and private sectors. It is expected that this will result in achieving national consensus on the actions and measures that need to be undertaken to address the climate change related issues relevant for the country on a short and long term. The Third National Communication will be submitted to the UNFCCC in 2014.

Recognizing the important steps forward taken for the institutionalization of climate change issues and the mainstreaming of climate change in the national and sectorial development policies, the Third National Communication is expected to contribute to strengthen these integration processes as well as to inform the international community on the actions taken by the country to address climate change issues. In parallel to the Third National Communication, the Third National GHG Inventory has already been conducted, reflecting the national GHG emissions from 2007 to 2011.

In order to fulfil the obligations arisen from Cancun and Durban decisions related to the submission of national communications and biennial update reports, support from the Global Environment Facility is needed to continue to develop and consolidate the existing technical and institutional capacity and to continue the efforts of integrating climate change into national policies, plans and programmes.

Georgia's First Biennial Update Report will build on the findings and recommendations of Third National Communication, as well as the outcomes of the ongoing complementary projects in the country, and will be submitted to the UNFCCC at the COP21 in December 2015.

II. STRATEGY

The **goal** of the project is to assist the country in mainstreaming and integrating climate change considerations into national and sectorial development policies by giving continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to UNFCCC for the fulfilment of its obligations to the Convention under decision 1/CP.16 (paragraph 60) and decision 2/CP.17 (paragraph 41) and its Annex III.

The project objective will be achieved with the fulfillment of the following outcomes, which are in line with the GEF's climate change mitigation strategic objective (SO-6) under GEF-5: Enabling Activities: Support enabling activities and capacity building under the Convention. The outcome is: Completed climate change enabling activities under the UNFCCC.

The **project outcomes** are:

1. National circumstances and institutional arrangements relevant to the preparation of the national communications updated;
2. GHG inventory for 2012-2013 prepared. New inventory will be based on the same sources of the Activity Data as the previous one, with possible facilitation from the national statistics. It usually publishes previous year's data during one year. So, by the end of the 2014, the data for 2013 will be available. Periodic update of the inventories under BUR process will build Georgia's capacity to establish a national GHG Inventory system, on the basis of already existing current team of experts and liaisons, including official statistical office. The inventory for the period 2010-2011 updated. Update of the 2010-2011 will be based on additional resources (if any) for Activity Data (for more detailed disaggregation), Emission Factors (country-specific instead of IPCC default, more differentiated), methodology/approach (higher tier), among others;
3. Mitigation actions and their effects, including associated methodologies and assumptions, and progress of implementation are described;
4. Constraints and gaps identified; related financial, technology and capacity building needs assessed; and recommendation for addressing the needs provided;
5. Establishment of domestic Measurement, Reporting and Verification arrangements supported;
6. Compilation, consolidation of information in tabular format and publication of the First Biennial Update Report conducted;
7. Monitoring, reporting, and preparing of financial audits conducted.

The **project outputs** are:

Outcome 1

- 1.1 Updated information on natural resources, climate and economic features which may affect mitigation of and adaptation to climate change capacity;
- 1.2 Description of national development objectives, priorities and circumstances, and the specific needs and concerns arising from the adverse impacts of climate change;
- 1.3 Description of institutional arrangements relevant to the preparation of the national communications and biennial update reports on a continuous basis;
- 1.4 Mechanisms for stakeholders' involvement and participation to enable the preparation of national communications and biennial update reports.

Outcome 2

- 2.1 GHG inventories for period 2010-2011 updated;
- 2.2. GHG inventory for period 2012-2013 prepared;
- 2.3. National emission factors for the key sources updated on annual basis, if needed;
- 2.4. Data collection and management system revised/improved;

2.5. Support given to the process of inclusion of the National GHG inventory in the national environment information system;

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

Outcome 3

3.1. Analytical work carried out in order to assess the mitigation potential of the country, considering technical, environmental and economic aspects;

3.2. Participatory process initiated, aimed at analyses and setting of appropriate and feasible emission reduction and limitation targets;

3.3. Appropriate criteria for prioritization of the mitigation measures developed and mitigation measures evaluated against the agreed criteria;

3.4. Support given to the mitigation-related activities proposed in the Third National Communication: assess the mitigation potential in key sectors;

3.5. National capacities for the National GHG mitigation potential strengthened.

Outcome 4

4.1 Technology, financial and capacity needs for mitigation assessed;

4.2 A case study for mitigation potential - switching from natural gas to renewable energies, showing the economic and environmental benefits, developed;

4.3. Information updated on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors for activities related to climate change;

4.4. Information on national resources allocated for climate change collected.

Outcome 5

5.1 Options and possibilities for establishment of a domestic MRV system analysed;

5.2 Support given to the process of development of national institutional and legal frameworks for establishment of domestic MRV.

Outcome 6

6.1 First Biennial Update Report published and submitted in accordance to the guidelines contained in Annex III of the decision 2/CP.17.

Outcome 7

7.1 Project financial and progress reports prepared and submitted for financial audits.

The preparation process of the three National Communications to the UNFCCC, has contributed to the institutional strengthening of the Ministry of Environment and Natural Resources Protection (MENRP), as competent institution for the application of the UNFCCC at the national level. The MENRP will act as Implementing Partner and coordinating body of the Project.

In addition to that, the national knowledge, concerns and awareness of the different stakeholders have been increased, in particular those from the government, non-government, private and academic sectors.

Based on the National Communication experience, it is understood that the most effective way to address climate change, is ensuring involvement of all the above mentioned stakeholders in both design and implementation of the mitigation actions through focused discussion and working groups. Such involvement will ensure to achieve optimal sectoral coverage and relevance of the actions and enhance their sustainability. Participation of broad range of relevant stakeholders from business, private and civil society sectors will draw closer the positions of official, business and civil society circles regarding national economic and environmental priorities and enhance raising awareness in sustainable development. The integration of the different sectors strengthens the institutional and technical capacity of the different stakeholders and institutions, not limited to a reduced group of experts and decision makers from the governmental institution where lies the responsibility for the fulfilment of the national obligations to the Convention.

The MENRP will perform a leadership and coordination role for the development of actions needed to fulfill the obligations to the UNFCCC and its formal communication to the international community, acting in coordination with the other stakeholders, integrating climate change in the ongoing national activities for the achievement of results to be reported and communicated through the National Communications and Biennial Update Reports.

Relevant sectoral Ministries, such as the Ministry of Economy and Sustainable Development, Ministry of Energy, Ministry of Agriculture and so on play a key role in the elaboration of the National GHG Inventories, as they are responsible for the estimation of the respective sectoral emissions according to the IPCC guidelines and under the guidance and coordination of the MENRP.

The MENRP will take part in capacity building activities for identification, preparation and implementation of mitigation actions for GHG emissions in key economic sectors. Relevant sectoral Ministries and bodies will participate in capacity building and strengthening activities aimed at the identification, preparation and implementation of mitigation actions in key economic sectors. Other relevant stakeholders, such as the Academy of Sciences, private sector, NGO sector and relevant Ministries will be included in the process as well to participate in training activities.

With respect to the gender dimension, the project ensures that women will benefit from it as one of the most vulnerable to climate change major groups, as the project contributes the climate change mitigation. This aspect will be considered within the analysis under outcomes 1.2 and 3.1 as the specific needs of vulnerable groups, including women will be reviewed under 1.2 and in assessing the economic aspects for mitigation potential (3.1). Besides, in both –project preparation and implementation stages the gender balance will be ensured.

Institutional framework

The project will be implemented under the NIM (NEX) modality with the Ministry of Environment and Natural Resources Protection as the implementing entity/responsible partner. The Ministry will be the executing and operational unit that will coordinate and implement the project activities for the preparation of the Biennial Update Report, in the same role it has now for the Third National Communication.

The Government will give support to the project through the use of equipment and premises for conferences and meetings. It will also provide the technical support for preparation of GHG inventories through the relevant structures within the Ministry.

UNDP Georgia will act as GEF Implementing Agency for the project and will assist the country for the entire project length to implement the activities set forth and will monitor and supervise the project on behalf of the GEF. The UNDP country office will monitor and support the implementation of the project in line with standard procedures.

Narrative description of the planned activities

Relations with similar project activities:

The FBUR has direct relevance with National Communications and National GHG Inventories, of which the third is to be finalized in 2014. The FBUR will build on the latest findings of these studies. In addition, the project will aim at improving the data (collect the Activity Data in more disaggregated level), methodology and approach (use higher-tier methods, models) and emission factors (ensure more differentiated or establish country-specific EFs for some emission sources), fill in gaps, and update key source analysis-based data on the latest estimates for the emissions and/or uncertainties. The BUR will enable continuity in the biennial emission estimation process with no more large intervals between the years covered for GHG emissions estimation. The FBUR project may also improve QA/QC and uncertainty assessment of the National GHG Inventory process, and even enhance establishment of a national GHG Inventory system in the country.

The findings of the ongoing (recently launched) GEF-funded project aimed at biomass use in Georgia will be used for elaboration of the economy-based, mitigation-related parts of the Project. Another, Austrian Aid-funded project on forestry will also contribute to GHG mitigation and the Project will use its estimates as well.

The Covenant of Mayors process, under the EU initiative, has been operative in Georgia for the past 3 years (with already 8 signatory cities) and is supported by the USAID under the EC-LEDS ongoing program (with one of its component – Support to Municipal Energy Efficiency). This process will supply the Project with data on GHG emission reductions in the signatory cities and the process of GHG mitigation under their Sustainable Energy Action Plans, adopted locally and submitted to the EU.

The USAID-LEDS clean energy program also aims at institutional capacity building in local municipalities. The capacity established and the awareness raised in climate change by this program at the local level will facilitate the data collection process for the Project.

The Project will ensure sustainability of the links with relevant ongoing projects for further use in the BUR process.

National circumstances

The information on the national circumstances provided in the Third National Communication (TNC) will be updated taking into account all new studies, projects and research developed since the preparation of the TNC.

This outcome includes an update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services. It will also include the characterization of the specific sectors such as water resources, energy, waste, transport. In particular, it will be analysed how the national circumstances described may affect country's ability to deal with mitigating to climate change. Special attention will be paid to new information and data related to those sectors that are largest contributors to the GHG emissions.

National development objectives, priorities and circumstances will also be described, including the specific needs and concerns arising from the adverse effects of climate change.

Also, the information on the institutional arrangements and the mechanisms for stakeholder's involvement relevant to the preparation of the national communications and the biennial update reports will be described.

GHG National Inventories

Under the National Communications to the UNFCCC, GHG Inventory of emissions by sources and removals by sinks for direct and indirect GHGs for the period 1987-2011 (INC covered 1987-1997; SNC covered 1998-2006; and TNC covered 2007-2011 years) were prepared, using Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories, IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories and IPCC Good Practice Guidance for Land Use, Land-Use Change and Forestry (LULUCF).

Within the BUR it is planned to prepare GHG inventory for 2012-2013 and update the GHG inventory for 2010-2011 years.

Under this component, the project will focus on the following:

- Data collection/interaction with data providers for preparation of inventory for 2012-2013;
- Revision of inventory for 2010-2011;
- Review of the proposed data collection and management system;
- Strengthen of the institutional arrangements with other institutions/ Ministries for data collection and management;
- Incorporation of good practices for improving sustainability of the process;
- Revision of nationally adopted emission factors on annual basis, if needed;
- Provision of input for preparation of relevant laws and regulations for institutionalization of the GHG inventory;
- Preparation of working sheets and summary tables, uncertainty estimation and management;
- Preparation of graphics, tables and analyses of results;
- Publication of GHG Inventory report.

Mitigation actions

The mitigation assessment will focus on clearly defined objectives and emphasize implementation. The results will facilitate the national mitigation action and planning, will enable recognition of the mitigation efforts in the country, as well as will link the national mitigation action to international support.

The mitigation analysis for the FBUR will follow the recommendations of the TNC.

The scope of the sectoral mitigation assessments will include an analysis of related legislation, policies and programmes that facilitate the rapid implementation of mitigation technologies and practices, as well as – to the extent possible – the macro-economic impact of the mitigation options (including possibilities for green job creation).

Macroeconomic Effects of Mitigation Actions:

Benefits:

- New investments in capital can lead higher growth and employment;
- Decreasing oil (imported) dependence of domestic sectors that can be an significant obstacle of economic growth in the case of Georgia; In addition, reduction of oil dependence can have positive impacts on the external position of Georgia regarding improvements in balance of payments of the country;
- Innovations in low carbon technologies can encourage growth;
- Adoption of low GHG technologies is likely more efficient in Georgia because industrial base is weakly developed in the country. As a result, this economic event can have a significant positive effects on overall productivity and thus long run growth;
- Reduction of “resource course” which can develop other domestic industries.

Costs

- Higher expenses for producers can increase prices that will cause real wages to fall;

Goals:

- Reduce adverse effects of mitigation actions on country’s competitiveness;
- Avoid creation of significant gaps between different industry sectors after the implementation of mitigation actions;
- Stimulate long-run growth.

The EU approximation process and international requirements derived from UNFCCC as guiding principles for development will be taken into consideration while doing the analyses within the FBUR.

The basic steps will include: Analytical work in order to identify/revise the mitigation potential of the country, considering technical, environmental and economic aspects using participatory approach to ensure connection with governmental priorities and to ensure implementation of recommended measures; adoption of appropriate criteria for prioritization of the mitigation measures; evaluation of the mitigation measures against the adopted criteria; National capacities for GHG mitigation potential including analyses for potential targets for emission limitation/reduction strengthened.

In particular, technical support will be given through this project to the activities of training and awareness rising to the sectors with mitigation potential in the framework of the UNFCCC. Support will also be needed to the process of identification of different types of financing and co-financing needed.

Financial, Technology and capacity building needs and support received.

These activities as part of the FBUR should closely link the process and outcomes of the TNC to relevant planning and decision making processes. A study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change will be conducted through the collection, synthesis and analysis of existing information, individual interviews or group discussions, site visits, among others.

A case study for mitigation potential will be developed, showing the economic and environmental benefits of the applied technology.

Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFCs, etc. for activities related to climate change will be collected. Also, information on national resources allocated for climate change upon ratification of the UNFCCC will be collected.

Domestic Monitoring, Reporting and Verification

In the context of international requirements on MRV (Cancun decision on domestic and international MRV of mitigation actions and the guidelines developed by SBSTA resulted from Durban decision 1/CP.17 for domestic MRV), the First BUR should support the establishment of a domestic MRV system for the national appropriate mitigation actions in accordance with the guidelines to be developed under the Convention.

Under the project, an assessment will be conducted regarding the different options and possibilities for the domestic MRV according to the guidelines to be developed, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions. In addition to that,

technical support will be given to the process of development of the national institutional and legal frameworks for establishment of domestic MRV.

Compilation, Publication and Submission of the First Biennial Update Report

When the expected outcomes 1 to 5 and its respective outputs are completed the First Biennial Update Report document will be compiled according to the guidelines contained in Annex II of the decision 2/CP.17 and it will be submitted to the UNFCCC according to the requirements and formats established by the UNFCCC Secretariat.

III. PROJECT RESULTS FRAMEWORK:

This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: Outcome:3.2: Disaster risks are identified, assessed and monitored and early warning is enhanced.

Country Programme Outcome Indicators: 3.2.2 System, institutional and staff level capacities enhanced for implementation of national environmental commitments and major international agreements on climate change, biodiversity, land degradation and chemicals;

UNDP Corporate Strategic Plan 2014-2017 Outcome 1. Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded. **Output 1.4.** Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented

Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): Mainstreaming environment and energy

Applicable GEF Strategic Objective and Program: Enabling Activities (CCM-6): Support enabling activities and capacity building under the Convention

Applicable GEF Expected Outcomes: Adequate resources allocated to support enabling activities under the Convention (Outcome 6.1)

Applicable GEF Outcome Indicators: Completed and submitted Biennial Update Report (BUR)

	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
Project Objective (equivalent to output in ATLAS)	BUR completed and submitted to UNFCCC (Y/N)	Georgia pledged to submit its first BUR to the UNFCCC by December 2015	Georgia's First Biennial Report submitted to the UNFCCC Secretariat	UNFCCC Documentation	Strong government support and inter-ministerial cooperation for the preparation of the BUR is expected
Outcome 1 National Circumstances Chapter Completed	National Circumstances Chapter of BUR provides up to date information on current situation in Georgia (Y/N)	National Circumstance Chapter of SNC covers situation until 2012	National Circumstances Chapter includes all relevant climate change related aspects in the country as of 2014	<ul style="list-style-type: none"> Project documentation Government reports External expert review 	This chapter should be prepared and updated on regular basis capturing most recent state of climate change, economic, demographic, industrial circumstance prevalent in the country
Outcome 2 GHG Inventory Chapter completed	<ul style="list-style-type: none"> GHG Inventory is calculated based on IPCC 2006 software (Y/N) GHG Inventory should covers years 2012-2013 (Y/N) 	Georgia's GHG inventory submitted to the UNFCCC covers years until 2012	GHG Inventory using IPCC 2006 guidelines prepared covering years 2012-2013	<ul style="list-style-type: none"> Project documentation Government reports External expert review 	<ul style="list-style-type: none"> Enterprises will be willing and able to share data on their emissions with the project team Cooperation with the relevant state-managed entities contributing to GHG will be further expanded
Outcome 3 Climate Change Mitigation Chapter completed	Climate Change Mitigation Chapter of BUR completed (Y/N)	Mitigation strategy is currently being prepared under the TNC	Mitigation chapter demonstrating up to date mitigation potential of the country prepared	<ul style="list-style-type: none"> Project documentation, and technical reports Expert review 	<ul style="list-style-type: none"> Further integration of climate change risks mitigation and adaptation in the state policies and plans is expected
Outcome 4 Financial, Technology and capacity building needs analyzed	No. of sectors covered in technology needs assessment	UNEP TNA was completed in September 2012	Technology and Capacity Building needs are analyzed and updated	<ul style="list-style-type: none"> Project documentation, and technical reports 	Technology and capacity building needs should build upon 2013 UNEP/MENR Report

				• Expert review	
Outcome 5 Domestic MRV system is in place	• Domestic MRV system prepared and submitted to the Ministry (y/n)	Domestic MRV system is absent	Domestic MRV system is prepared based on best international practices	UNFCCC Documentation	Domestic MRV system should be integrated to the national statistics management portfolio which may take some time
Outcome 6 BUR is published and submitted to the UNFCCC Secretariat	• BUR is translated into English for official submission to the UNFCCC (y/n)		<ul style="list-style-type: none"> • All required chapters for BUR are prepared, reviewed, amended and submitted • BUR is published and distributed in hard-copy and electronic formats 	<ul style="list-style-type: none"> • Project documentation, and technical reports • Expert review 	Technical quality of the BUR should be ensured through excellent translation
Outcome 7	• Project financial and progress reports prepared and submitted for financial audits		•	•	

IV. TOTAL BUDGET AND WORKPLAN

Award ID:	00081344	Project ID(s):	00090653
Award Title:	Georgia's First Biennial Update Report to the UNFCCC		
Business Unit:	GE10		
Project Title:	Georgia's First Biennial Update Report to the UNFCCC		
PIMS no:	5386		
Implementing Partner (Executing Agency)	Ministry of Environment and Natural Resources Protection (MENRP)		

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2014 (USD)	Amount Year 2015 (USD)	Total (USD)	See Budget Note:
OUTCOME 1: National Circumstances chapter prepared	MENRP	62000	GEF	71300	Local Consultants	0	9,500	9,500	Local Climate Change Policy consultant 1800@5 months
				74500	Miscellaneous Expenses	0	500	500	Bank fee, social insurance, activity transport and communications costs
					sub-total GEF	0	10,000	10,000	
					Total Outcome 1	0	10,000	10,000	
OUTCOME 2: GHG Inventory Chapter completed	MENRP	62000	GEF	71300	Local Consultants	30,000	67,000	97,000	Consultancy fees for GHG inventory consultants, legal consultant and database management consultant
				72100	Contractual services	8,000	6,000	14,000	Professional service fees for companies to support the GHG inventory process
				71600	Travel	1,000	6,000	7,000	Capacity building training abroad for GHG inventory team
				74500	Miscellaneous Expenses	700	1,300	2,000	Bank fee, social insurance, activity transport and communications costs
					sub-total GEF	39,700	80,300	120,000	
	Total Outcome 2	39,700	80,300	120,000					

OUTCOME 3: GHG Inventory Chapter completed	MENRP	62000	GEF	71,200	International Consultant	0	14,000	14,000	International Consultant on Climate Change Mitigation
				71300	Local Consultants	28,000	46,000	74,000	Local consultants on Climate Change Mitigation
				72100	Contractual services	2,000	3,000	5,000	Local companies to assist with the mitigation analysis
				74500	Miscellaneous Expenses	700	1,300	2,000	Bank fee, social insurance, activity transport and communications costs
						30,700	64,300	95,000	
					sub-total GEF	30,700	64,300	95,000	
			Total Outcome 3	30,700	64,300	95,000			
OUTCOME 4: Financial, Technology and capacity building needs and support received	MENRP	62000	GEF	71300	Local Consultants	9,000	20,000	29,000	Local consultants to assist with the capacity assessment
				72100	Contractual services	0	4,000	4,000	Local companies to assist with the reporting
				74500	Miscellaneous Expenses	700	1,300	2,000	Bank fee, social insurance, activity transport and communications costs
					sub-total GEF	9,700	25,300	35,000	
			Total Outcome 4	9,700	25,300	35,000			
OUTCOME 5: Domestic Monitoring, Reporting and Verification	MENRP	62000	GEF	71200	International Consultants	0	16,000	16,000	International Consultant to assist with the establishment of the MRV system
				71300	Local Consultants	0	12,000	12,000	Local consultants to assist with the MRB
				72100	Contractual services	3,000	3,000	6,000	Local companies to assist with the reporting
				71600	Travel	0	5,000	5,000	International travel and DSA to study international experience on MRV
				74500	Miscellaneous Expenses	300	700	1,000	Bank fee, social insurance, activity transport and communications costs
					sub-total GEF	3,300	36,700	40,000	
			Total Outcome 5	3,300	36,700	40,000			

OUTCOME 6: Compilation, Publication and Submission of the First Biennial Update Report	MENRP	62000	GEF	74200	Audio Visual and Printing Production costs	0	6,000	6,000	Publication, translation and dissemination of the report
				71300	Local Consultants	0	3,700	3,700	Local consultants to assist with editing, compiling report
				74500	Miscellaneous Expenses	0	300	300	Bank fee, social insurance, activity transport and communications costs
				sub-total GEF		0	10,000	10,000	
				Total Outcome 6	0	10,000	10,000		
OUTCOME 7: Monitoring and evaluation	MENRP	62000	GEF	71300	Local Consultants	0	9,700	9,700	Local consultants to assist with Monitoring and evaluation
				74500	Miscellaneous Expenses	0	300	300	Bank fee, social insurance, activity transport and communications costs
				sub-total GEF		0	10,000	10,000	
						Total Outcome 6	0	10,000	10,000
PROJECT MANAGEMENT UNIT	MENRP	62000	GEF	71400	Contractual Services - Individual	8,000	20,000	28,000	Project Management costs
				72200	Equipment	2,000	0	2,000	Office equipment
				72500	Supplies	300	700	1,000	Supplies
				74500	Miscellaneous Expenses	300	700	1,000	Bank fee, social insurance, activity transport and communications costs
				sub-total GEF		10,600	21,400	32,000	
		Total Management	10,600	21,400	32,000				
PROJECT TOTAL						94,000	258,000	352,000	

Summary of Funds:

	Amount Year 1	Amount Year 2	Total
GEF	\$94,000	\$258,000	\$352,000
MENR (in-kind)	\$21,000	\$43,000	\$64,000\$
TOTAL	\$115,000	\$301,000	\$416,000

V. MANAGEMENT ARRANGEMENTS

National Execution (NIM). The project will be nationally executed by the Ministry of Environment and Natural Resources Protection (MENRP). Implementation support will be provided by the UNDP Country Office. In its capacity as Implementing Partner, the MENR will be responsible for overall project management. Besides, the MENRP will be responsible for the facilitation of all project activities such as international consultant missions, trainings for respective staff, ensuring appropriate access to project sites, relevant data, records, agencies and authorities. UNDP will provide procurement and contracting services in accordance with the relevant UNDP rules and regulations, policies and procedures for procurement, human resources management and RBM guidelines. Direct project costs will not be charged against the GEF-financed project budget for these services.

B. Project Governance Arrangements. The project will have a governance structure, aligned with UNDP's new rules for Results Based Management (see Figure: Project Governance Arrangements below).

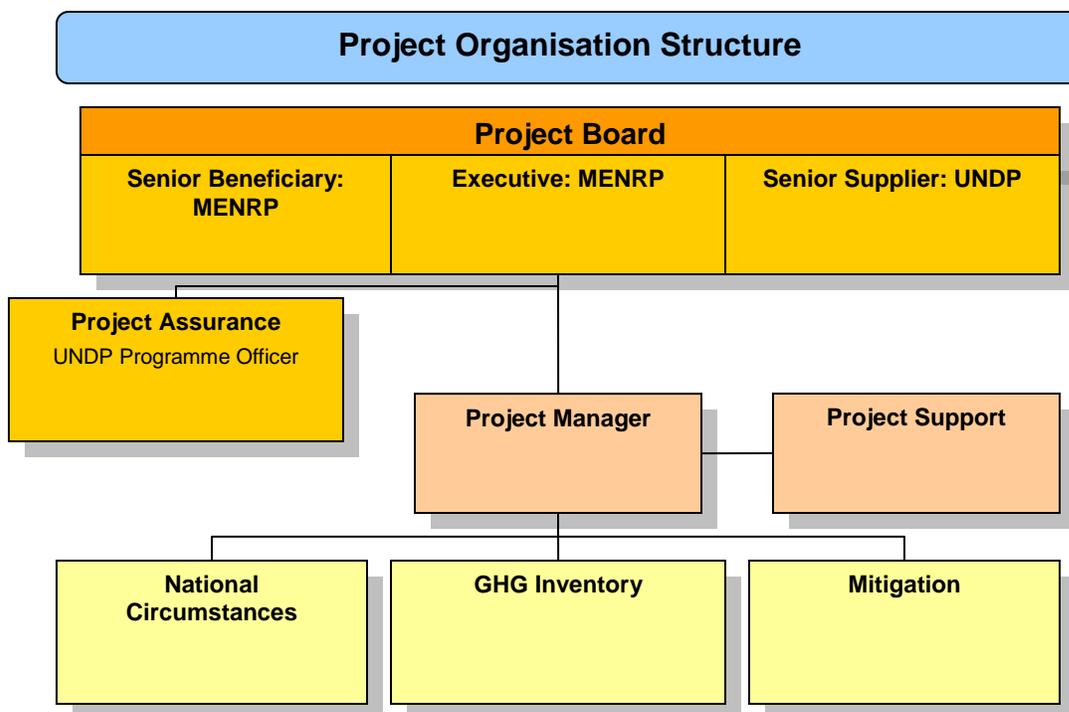
I. Project Executive Group. The Project Executive Group will be the executive decision making body for the project, providing guidance to the Project Manager, and approving project revisions. It will be responsible for reviewing and updating the project risk log, issue log, lessons learnt log and the project monitoring and communication plan. The Project Executive Group will consist of three members:

- The Executive (Implementing Partner) will convene the Project Executive Group. This position will be held by the representative of the MENRP;
- The Senior Supplier. This position will be held by the UNDP DRR, or a designated UNDP Development Advisor.
- The Senior Beneficiary. This position will be held by the representative of the MENRP.

ii. **Project Management.** A Project Manager will be selected through competitive process. He/she will be tasked with the day-to-day management of project activities, as well as with financial and administrative reporting. The Project Manager will be responsible for project implementation and will be guided by Annual and Quarterly Work Plans and follow the RBM standards.

iii. **Project Assurance.** UNDP will designate a Programme Advisor to provide independent project oversight and monitoring functions, to ensure that that project activities are managed and milestones accomplished.

iv. **Project Support.** UNDP will provide financial and administrative support to the project including procurement, contracting, payments, and travel arrangements.



VI. MONITORING FRAMEWORK AND EVALUATION

The project monitoring and evaluation will be carried out according to UNDP programming policies and procedures.

Project start

A Project inception meeting will be held within the first two months of project start with those with assigned roles in the project organization structure, UNDP country office and other relevant stakeholders.

Quarterly

The Project Manager shall report progress made in the quarterly reports. Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform

Bi-annually

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

Annually

Annual Report: The Project Coordinator with the collaboration of the project team will prepare an annual report which will be submitted to the Office of Planning and Budgeting (OPP) in its capacity of national coordination institution.

End of Project

During the last three months, the Project Manager with the collaboration of the project team will prepare the Project Terminal Report, to be submitted and reviewed by the national coordination institution (OPP) and UNDP.

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

Learning and knowledge sharing:

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation through lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

Communications and visibility requirements:

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

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

http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf.

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

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

M& E work plan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> ▪ Project Manager ▪ UNDP CO, UNDP GEF 	Indicative cost: \$4,000	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> ▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members. 		Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> ▪ Oversight by Project Manager ▪ Project team 		Prior to Status Survey and to the definition of annual work plans
Periodic status/ progress reports	<ul style="list-style-type: none"> ▪ Project manager and team 	None	Quarterly
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO ▪ local consultant 	0	At least three months before the end of the project
Visits to field sites	<ul style="list-style-type: none"> ▪ UNDP CO ▪ UNDP RCU (as appropriate) ▪ Government representatives 	For GEF supported projects, paid from IA fees and operational budget	Yearly

VII. LEGAL CONTEXT

Standard text has been inserted in the template. It should be noted that although there is no specific statement on the responsibility for the safety and security of the executing agency in the SBAA and the supplemental provisions, the second paragraph of the inserted text should read in line with the statement as specified in SBAA and the supplemental provision, i.e. “the Parties may agree that an Executing Agency shall assume primary responsibility for execution of a project.”

This document together with the CPAP signed by UNFCCC focal point in Georgia and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP’s property in the implementing partner’s custody, rests with the implementing partner.

The implementing partner shall:

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

VIII. ANNEXES

Agreements: Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGO (where the NGO is designated as the “executing entity”, letters of financial commitments, GEF OFP letter, GEF PIFs and other templates for all project types) should be attached.

Terms of Reference: TOR’s for key project personnel are attached.

Terms of Reference (ToR) of key project personnel

1. ToR for Project Manager

In close consultation with the NEX and UNDP, the Project Manager (PM) is responsible for day-to-day management, co-ordination and supervision of the implementation of the project. Specifically, his\her responsibilities are but not limited to the following:

- Supervises and ensures the timely implementation of the project relevant activities as scheduled in the project working plan;
- Prepares a detailed work plan for the project and draft terms of reference for the subcontracts (in consultation with the NEX and UNDP);
- Compiles the scope and content of the overall BUR report and relevant sections in consultation with Team Leaders;
- Develops the scope of the work and ToRs and other procurement documentation required to identify and facilitate recruitment of relevant experts and consultants (in consultation with the PSC and UNDP);
- Coordinates and supervises activities of national circumstances and institutional arrangements group in order to update relevant chapter;
- Coordinates and supervises activities of GHG inventory group on different thematic group (energy including transport, industry, waste, agriculture) for preparation of inventory for 2012-2013, and inventories for the period 2010-2011 updated;
- Coordinates and supervises activities of mitigation group for preparation of mitigation actions and their effects, including associated methodologies and assumptions, and progress of implementation;
- Coordinates project activities related to identification of constraints and gaps, assessment of related financial, technology and capacity building needs and development of recommendations for addressing the needs;
- Coordinates project activities for supporting establishment of domestic Measurement, Reporting and Verification arrangements and prepare domestic MRV system;
- Ensure compilation, consolidation of information in tabular format and publication of the First Biennial Update Report;
- Identifies and ensures synergy of the BUR with TNC, Clima East and with other relevant ongoing / new projects.
- Supervise project support staff national consultants who are recruited to provide technical assistance
- Liaises with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in project activities, and to gather and disseminate information relevant to the project;
- Collaborates with all relevant stakeholders and other partners to ensure their involvement in the BUR development process;
- Organizes and supervise the workshops and trainings needed during the project;
- Summarizes the results of the project, prepares periodic progress reports of the project;
- Control the expenditures and otherwise ensure adequate management of the resources provided for the project;
- Ensures that the BUR development process is in the line with UNFCCC guidance and contributes to the improvement of the UNFCCC reporting process.

Qualification and experience:

- Master's degree preferably in environment studies and other related disciplines;
- Good understanding of Georgia's environment/development issues as well as of the thematic areas under investigations;
- At least 6 to 8 years experience relevant to the project;
- Excellent communication (written and oral) Skills;
- Demonstrated experience in project management;
- Expertise in putting together results-oriented action plans;
- Demonstrated experience in working with government, donors and the United Nations system;
- Substantial knowledge of methodologies for inventories (*IPCC Revised 1996 Guidelines* and *Good Practice Guidance, LEAP etc*);
- Familiarity with international negotiations and processes preferably under the UNFCCC;
- Good knowledge of English.

2. ToR for Team Leader of GHG Inventory group

The National GHG inventory Team Leader should work in consultation with and under the guidance and supervision of the Project Manager. Specifically, his/her responsibilities are but not limited to the following:

- Assists the PM in establishing the team of experts for performing the GHG inventory;
- Prepares a detailed work-plan for GHG inventory exercise on the basis of the overall project work plan;
- Provides periodic progress report to the PM on the GHG inventory thematic area;
- Develops the scope of work and respective terms of reference for the team members;
- Leads the data collection process, including surveys;
- Leads and oversees the team to conduct the GHGs national inventory;
- Ensure the timely and effective management of the activities as scheduled;
- In consultation with PM select and implement the methodologies for the conducting of GHGs inventory;
- Identifies gaps and key sectors for GHG inventory;
- Organize data collection/ interaction with data providers for preparation of inventory for 2012-2013;
- Coordinate work of thematic groups including energy (including transport sector), industry, waste, agriculture and LULUCF sectors to update inventory for 2010-2011;
- Coordinate for of GHG inventory group for review of the proposed data collection and management system;
- Organize and coordinate the process of Incorporation of good practices for improving sustainability of the process, revision of nationally adopted emission factors on annual bases, if needed, as well provision of input for preparation of relevant laws and regulations for institutionalization of the GHG inventory;
- Coordinate work of GHG inventory group for preparation of working sheets and summary tables, uncertainty estimation and management, as well preparation of graphics, tables and analysis of results;
- Incorporates comments received from the review process;
- Assists PM to organize GHG inventory relevant training and workshops;
- Archives new data and estimates of new inventory;
- Drafts the National Inventory Report and respective chapter of BUR along with the respective part of executive summary and organizes all works for publication of GHG inventory report.

Qualifications and experience

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 5 years of working experience in the area relevant to the Climate Change;
- Substantial involvement in the preparation of the National Communications is highly preferred (GHG inventory and abatement analysis) ;
- Good understanding of GHGs inventory process and demonstrable knowledge of IPCC methodology;
- Demonstrated ability of analytical and drafting work;
- Familiarity with computers and data processing;
- Good knowledge of English is an asset.

3. ToR for Team Leader of Mitigation group

The Mitigation group Team Leader should work in consultation with and under the guidance and supervision of the Project Manager. Specifically, his\her responsibilities are but not limited to the following:

- Assists the PM in establishing the team of experts for performing the activities of mitigation group;
- Provides periodic progress report to the PM on the activities implemented within mitigation group;
- Develops the scope of work and respective terms of reference for the team members;
- Leads the mitigation analysis for the FBUR following the recommendations of the NCs (including preliminary recommendations from the TNC under preparation).
- Leads sectoral mitigation assessments that will include an analysis of related legislation, policies and programmes that facilitate the rapid implementation of mitigation technologies and practices, as well as – to the extent possible – the macro-economic impact of the mitigation options (including possibilities for green job creation);
- Organize and coordinate work of mitigation group for analytical work in order to identify/revise the mitigation potential of the country, considering technical, environmental and economic aspects using participatory approach to ensure connection with governmental priorities and to ensure implementation of recommended measures;
- Organize and coordinate work of mitigation group for adoption of appropriate criteria for prioritization of the mitigation measures, as well for evaluation of the mitigation measures against the adopted criteria, as well support to preparation of NAMA;
- Organize and coordinate work of mitigation group for strengthening national capacities for GHG mitigation potential including analyses for potential targets for emission limitation/reduction;
- Conduct training and awareness rising to the sectors with mitigation potential in the framework of the UNFCCC;
- Organize process of assessment on identification of different types of financing and co-financing needed;
- Ensure the timely and effective management of the activities as scheduled;
- Incorporates comments received from the review process;
- Drafts the respective chapter of BUR along with the respective part of executive summary.

Qualifications and experience

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 5 years of working experience in the area relevant to the Climate Change and Climate Change Mitigation;
- Substantial involvement in the preparation of the National Communications is highly preferred (Mitigation analysis) ;
- Good understanding of mitigation process and demonstrable knowledge of mitigation action;
- Demonstrated ability of analytical and drafting work;
- Good knowledge of English is an asset.

4. ToR for Team Leader of Domestic MRV group

The Domestic MRV Team Leader should work in consultation with and under the guidance and supervision of the Project Manager. Specifically, his\her responsibilities are but not limited to the following:

- Assists the PM in establishing the team of experts for performing the activities of Domestic MRV group;
- Provides periodic progress report to the PM on the activities implemented within Domestic MRV group;
- Develops the scope of work and respective terms of reference for the team members;
- Organize and coordinate work of Domestic MRV group support the establishment of a domestic MRV system for the national appropriate mitigation actions in accordance to the guidelines to be developed under the Convention;
- Organize and coordinate work of Domestic MRV group for assessment will be conducted regarding the different options and possibilities for the domestic MRV according to the guidelines to be developed, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions;
- Lead technical support will be given to the process of development of the national institutional and legal frameworks for establishment of domestic MRV;
- Organize process preparation of domestic MRV system and its submission;
- Ensure the timely and effective management of the activities as scheduled;
- Incorporates comments received from the review process;
- Drafts the respective chapter of BUR along with the respective part of executive summary.

Qualifications and experience

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 5 years of working experience in the area relevant to the Climate Change and Climate Change Mitigation;
- Good understanding of mitigation process and demonstrable knowledge of mitigation action;
- Demonstrated ability of analytical and drafting work;
- Good knowledge of English is an asset.

5. ToR for Lead Expert on National Circumstances and institutional arrangements

The Lead expert on National circumstances and institutional arrangements should work in consultation with and under the guidance and supervision of the Project Manager. Specifically, his\her responsibilities are but not limited to the following:

- Leads the data collection on national circumstances and institutional arrangements process;
- Ensure the timely and effective management of the activities as scheduled;
- Organize activities to update information on the national circumstances provided in the Second National Communication (SNC) taking into account all new studies, projects, programs and research developed since the preparation of the SNC;
- Organize activities to an update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services, including the characterization of the specific sectors such as water resources, energy, waste, transport, agriculture;
- Conduct analyzes if the national circumstances that affect country's ability to deal with mitigating to climate change, especially paying attention to new information and data related to those sectors that are largest contributors to the GHG emissions;
- Analyze national development objectives, priorities and circumstances, including the specific needs and concerns arising from the adverse effects of climate change;
- Conduct assessment to get information on the institutional arrangements and the mechanisms for stakeholder's involvement relevant to the preparation of the national communications and the biennial update reports;
- Incorporates comments received from the review process;
- Assists PM to organize relevant training and workshops;
- Drafts the National circumstances and institutional arrangements chapter of BUR along with the respective part of executive summary.

Qualifications and experience

- An advanced degree in environmental or economic sciences or other field relevant to the project;
 - A minimum of 5 years of working experience in the area relevant to the Climate Change;
 - Substantial involvement in the preparation of the National Communications or other development programs is highly preferred ;
 - Demonstrated ability of analytical and drafting work;
 - Familiarity with computers and computer software;
 - Good knowledge of English is an asset.
-