



## United Nations Development Programme

<b>Project title:</b> Fourth National Communication to the UNFCCC		
<b>Country:</b> Egypt	<b>Implementing Partner:</b> Egyptian Environmental Affairs Agency (EEAA)	<b>Management Arrangements :</b> National Implementation Modality (NIM)
<b>UNDAF/Country Programme Outcome:</b> UNDAF Outcome 2 - Environmental Sustainability.		
<b>UNDP Strategic Plan Output:</b> Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.		
<b>UNDP Social and Environmental Screening Category:</b> <i>Exempt</i>	<b>UNDP Gender Marker:</b> 1	
<b>Atlas Project ID/Award ID number:</b> 00106809	<b>Atlas Output ID/Project ID number:</b> 00107368	
<b>UNDP-GEF PIMS ID number:</b> 6197	<b>GEF ID number:</b> 10010	
<b>Planned start date:</b> January 2019	<b>Planned end date:</b> December 2022	
<b>LPAC date:</b> 6 August 2018		
<b>Brief project description:</b>  The project will enable Egypt to prepare and submit its Fourth National Communication to the Conference of Parties (CoP) of the UN Framework Convention on Climate Change in accordance with its commitments as a Party to the Convention as mandated by Articles 4 and 12 of the Convention and subsequent CoP decisions. It will update and strengthen information provided regarding national circumstances, inventories of greenhouse gases, policies and measures undertaken to mitigate climate change, assessments of vulnerability to climate change and steps taken to adapt to climate change, and information on public awareness, education, training, systematic research and observation, and technology transfer. The project will also increase the capacity of experts and institutions in Egypt to produce subsequent National Communications that meet all guidelines established by the CoP and that serve as a source of information for national policies and measures to mitigate and adapt to climate change in key economic and social sectors.		

<b>FINANCING PLAN</b>		
GEF Trust Fund	USD 500,000	
UNDP TRAC resources		
Cash co-financing to be administered by UNDP		
<b>(1) Total Budget administered by UNDP</b>	<b>USD 500,000</b>	
<b>PARALLEL CO-FINANCING</b> <i>(all other co-financing that is not cash co-financing administered by UNDP)</i>		
UNDP		
Government In-kind	USD 80,000	
<b>(2) Total co-financing</b>	<b>USD 80,000</b>	
<b>(3) Grand-Total Project Financing (1) +(2)</b>	<b>USD 580,000</b>	
<b>SIGNATURES</b>		
H.E. Ambassador Hany Selim, Assistant Minister of Foreign Affairs and Director of the Department for International Cooperation for Development, Ministry of Foreign Affairs <b>Signature:</b>	<b>Agreed by Government</b>	<b>Date/Month/Year:</b>
Dr. Mohamed Salah Chief Executive Officer Egyptian Environmental Affairs Agency Ministry of Environment <b>Signature:</b>	<b>Agreed by Implementing Partner</b>	<b>Date/Month/Year:</b>
Ms. Randa Aboul-Hosn Country Director, United Nations Development Programme, Egypt <b>Signature:</b>	<b>Agreed by UNDP</b>	<b>Date/Month/Year:</b>

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## LIST OF ACRONYMS

APF	Adaptation Policy Framework
APR	Annual Progress Reports
AWP	Annual Work Plan
CC	Climate Change
CCCD	Climate Change Central Department
CDM	Clean Development Mechanism
CGE	Consultative Group of Experts
CoP	Conference of Parties
CPAP	Country Programme Action Plan
DNA	Designated National Authority
EE	Energy Efficiency
EEAA	Egyptian Environmental Affairs Agency
EER	Energy and Environment Review
FNC	Fourth national communication
GDP	Gross Domestic Production
GEF	Global Environmental Facility
GEF	Global Environmental Facility
GHG	Greenhouse gases
GoE	Government of Egypt
GPG	Good Practice Guidance
HFCs	Hydrofluorocarbon
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
KP	Kyoto Protocol
LUCF	Land Use Change and Forestry
MALR	Ministry of Agriculture & Land Reclamation
MDGs	Millennium Development Goals
MFTI	Ministry of Foreign Trade & Industry
MoFP	Ministry of Family & Populations
MoT	Ministry of Tourism
MoTR	Ministry of Transport
MSEA	Ministry of State for Environment Affairs
MSW	Municipal Solid Waste
NC	National Communication
NCSP	National Communications Support Programme
NEX	National Execution
NGOs	Non-governmental Organizations
NPM	National Project Manager

NSS-CDM	National Strategy Study for Clean Development Mechanism
PAMs	Policies and Measures
PFCs	Perfluorocarbons
PIU	Project Implementation Unit
PSC	Project Steering Committee
PO	Project Officer
QA/QC	Quality Assurance/Quality Control
QPRs	Quarterly Progress Reports
RCPS	Representative Concentration Pathways
SBAA	Standard Basic Assistance Agreement
SBSTA	Subsidiary Body for Scientific and Technological Advice
SF6	Sulphur hexafluoride
SNC	Second National Communication
TL	Team Leader
TNC	Third National Communication
UNEP	United Nations Environment Programme
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change
USD	US Dollar (\$)
V&A	Vulnerability and Adaptation [to climate change]
WHO	World Health Organization
WMO	World Meteorological Organization

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## I. SITUATION ANALYSIS

Law No. 4/1994 and its amendments on Environmental Protection form the basis for environmental management in Egypt. The law addresses the prevention and reduction of pollution, sustainable management of natural resources, and provides binding provisions for environmental impact assessment. According to the Law 4/1994 for the Protection of the Environment, the Egyptian Environmental Affairs Agency (EEAA) was restructured with the new mandate to substitute the institution initially established in 1982. The Egyptian Ministry of state for Environment affairs was established in 1997. The Ministry of Environment and EEAA are the highest authority in Egypt responsible for promoting and protecting the environment and coordinating adequate responses to these issues. At the central level, EEAA represents the executive arm of the Ministry.

In 1994, Egypt ratified the United Nations Framework Convention on Climate Change (UNFCCC) as a member of the non-Annex I party. In 1995, the Intergovernmental Panel on Climate Change (IPCC) in its Third assessment report, identified Egypt's Mediterranean coast and the Nile Delta as vulnerable regions to sea level rise and potential coastal erosion threats. As a result, Egypt has set up a climate change institutional structure at the national level. A Climate Change Unit (CCU) was established in 1996 at EEAA and a climate change committee was formed in 1997, which was later reformed in 2007 through decree No.272.

The new Climate Change Committee has been chaired by the Minister of State for Environmental Affairs and includes members representing a wide range of governmental and non-governmental representatives. In addition to that, the Ministry of State for Environmental Affairs upgraded CCU to be a Central Department in EEAA in 2009, in order to strengthen the climate change institutional structure on the national level. Two ministerial climate change committees have been established; one in the Ministry of Agriculture & Land Reclamation and the other in the Ministry of Irrigation & Water Resources. A climate change information centre in the Agriculture Research Centre has also been established. The climate change committee was later reformed as National Climate Change Council in 2015 through Prime Minister Decree No.1912.

Egypt ratified Kyoto protocol in January 2005, followed by the establishment of the Egyptian Designated National Authority for Clean Development Mechanism "DNA-CDM". Egypt participated with some North African Countries from 2003 - 2006 in a UNEP regional program entitled "Capacity Development for Clean Development Mechanism (CDM)". The regional program assisted Egypt in building one of the largest CDM portfolio in Africa. The Egyptian portfolio includes 26 projects and program of activities that have been internationally registered at the clean development mechanism Executive Board.

To date, Egypt has prepared three National Communications (NCs), the Initial National Communication (INC) in 1999, the Second National Communication (SNC) in 2010 and the Third National Communication (TNC) in 2016. Egypt's most vulnerable sectors to climate change have been identified as follows: 1) coastal zones, 2) water resources and 3) agriculture. The sea level rise will be the cause of the most serious climate change impacts that threaten the

densely populated River Nile Delta, which includes extensive infrastructure and fertile agriculture lands. In this respect, sea level rise is expected to inundate large areas of low lying lands in the Nile Delta and sea water intrusion will increase water logging conditions and soil salinity in other lands. Moreover, temperature rise is expected to reduce the productivity of major crops and increase crop water requirements. The overall food production would be therefore significantly reduced, due to the expected water stress and loss of lands and fertility in the Nile Delta. Nevertheless, extreme weather events which were not identified by NCs as one of the expected climate change impacts on Egypt started to increase in its frequency, intensity and magnitude. Particularly, in the last five years Egypt witnessed three flash floods on Sinai Peninsula & Red Sea, two heavy precipitation on Alexandria, Nile Delta governorates and Cairo, one heat wave incident on Cairo governorate and three sand & dust storms over many governorates in Egypt. Therefore, the analysis of frequency and impact extreme weather events become of great importance in future adaptation studies. INC, SNC and TNC presented a number of mitigation and adaptation measures to climate change impacts, in order to play an effective role in achieving the main target of the UNFCCC.

In accordance with Decisions 1/CP.19 and 1/CP.20, the Arab Republic of Egypt (ARE) has submitted a report on the Egyptian Intended Nationally Determined Contributions<sup>1</sup> (INDCs) towards achieving the objectives of the United Nation Framework Convention on Climate Change (UNFCCC) set forth in Article 2. The report showcases national efforts implemented to combat effects resulting from climate change. The report also investigates Egypt's efforts to reduce GHGs emissions in different sectors (energy, transportation, industry, etc.). It adopts a multi-sectorial approach in addressing impacts across a number of sectors and includes actions to promote resilience, which are focused on three pillar sectors: water resources; agricultural security, and coastal zones.

According to Egypt's INDC's as per the UNFCCC set forth, table 1 below showcases the different national adaptation efforts taken into consideration.

Table 1. Egypt's Adaptation Action Packages for each sector

Sector	Adaptation Action Packages
Coastal Zones	<ol style="list-style-type: none"> <li>1. Reduce climate change associated risks and disasters.</li> <li>2. Capacity building of the Egyptian society to adapt to climate change and associated risks and disasters.</li> <li>3. Enhance national and regional partnership in managing crises and disasters related to climate change and the reduction of associated risk.</li> </ol>

<sup>1</sup> Egyptian Intended Nationally Determined Contributions as per United Nation Framework Convention on Climate Change:

<http://www4.unfccc.int/submissions/INDC/Published%20Documents/Egypt/1/Egyptian%20INDC.pdf>

Sector	Adaptation Action Packages
Water Resources and Irrigation	<ol style="list-style-type: none"> <li>1. Increase investments in modern irrigation systems.</li> <li>2. Cooperate with Nile Basin countries to reduce water evaporation and increase river capacity.</li> <li>3. Develop national policies to encourage citizens on water use rationalization.</li> </ol>
Agricultural Sector	<ol style="list-style-type: none"> <li>1. Build an effective institutional system to manage climate change associated crises and disasters at the national level.</li> <li>2. Activate genetic diversity of plant species with maximum productivity.</li> <li>3. Achieve biological diversity of all livestock, fishery, and poultry elements to protect them and ensure food security.</li> <li>4. Develop agro-economic systems and new structures to manage crops, fisheries and animal production, which are resilient to climate changes.</li> <li>5. Increase the efficiency of irrigation water use, while maintaining crop productivity and protecting land from degradation.</li> <li>6. Review of new and existing land use policies and agricultural expansion programs to take into account possibilities of land degradation in Delta and other affected areas resulting from Mediterranean Sea level rise.</li> <li>7. Develop systems, programs and policies to protect rural community and support its adaptive capacity to the expected trend in land use change, plant and animal production, and internal migration due to climate change.</li> </ol>
Health Sector	<ol style="list-style-type: none"> <li>1. Identify potential health risks as a result of climate change.</li> <li>2. Raise community awareness about climate change risks and means of adaptation.</li> <li>3. Increase the efficiency of healthcare sector and improve the quality of health services in dealing with climate change.</li> <li>4. Support Ministry of Health efforts to improve the social and economic status and population characteristics.</li> </ol>
Rural Areas, Population, and Roads	<p>Draw a baseline scenario for the optimal regional distribution of population and economic activities within the geographical boundaries of Egypt up to the year 2100, taking climate change into consideration.</p>
Tourism Sector	<ol style="list-style-type: none"> <li>1. Reduce climate change risks in touristic areas.</li> <li>2. Engage users in supporting the proposed strategy.</li> <li>3. Support periodical monitoring and observations systems and follow-up bodies.</li> <li>4. Raise environmental awareness.</li> <li>5. Cooperate with international bodies.</li> <li>6. Incorporate disaster risks within the plans to promote</li> </ol>



Sector	Adaptation Action Packages
	sustainable tourism in Egypt. 7. Capacity building of local communities in touristic areas.
Energy Sector	1. Conduct comprehensive studies to assess the impact of climate change on the energy sector, propose appropriate adaptation measures, and estimate the economic cost of the proposed adaptation measures. In addition, these studies should determine the safe locations for the construction of power generation projects. 2. Build institutional and technical capacities of different units in the energy sector in climate change issues. 3. Support research and technological development to enable the electricity sector to deal properly with climate change.

Furthermore, mitigation policies and measures have been determined accordingly in order to be applied to face climate change. As outlined in its Intended Nationally Determined Contributions (INDC), one of Egypt’s most important mitigation measures is increasing the share of renewables in the energy mix. Therefore, according to Egypt’s INDC’s, table 2 below presents mitigation actions of most importance across different sectors at the national level.

Table 2. Mitigation policies targeting development that is more sustainable rely on five main pillars:

<b><u>Mitigation Policies</u></b>	1. More efficient use of energy, especially by end users
	2. Increased use of renewable energy as an alternative to non-renewable energy sources
	3. Use of advanced locally-appropriate and more-efficient fossil fuel technologies, which is less-emitting, in addition to new generations of nuclear power
	4. Energy efficiency is the cornerstone to be targeted by policy makers to decouple demand on energy and economic growth
	5. Reform energy subsidies. This policy is implemented using four pillars, namely: set different prices for petroleum products based on energy generation efficiency; increase the efficiency of energy use; provide support to certain sectors to promote switching from conventional energy sources to clean energy sources; and apply the fuel subsidy smartcard system to ensure that subsidies are received by target beneficiaries

Through Egypt's experience with the Initial, Second and Third National Communications, the EEAA has learned various lessons that will improve the Fourth National Communication; among them is a larger involvement of key actors not only in the technical evaluation, but also in the implementation of measures for climate change adaptation and mitigation of greenhouse gas (GHG) emissions.

It will be necessary to fill the information gaps and reduce uncertainties, as well as incorporate technical and statistical elements to improve it. Therefore, the proposed FNC will take this process a step further and will represent a strategic tool to the development of mitigation and adaptation strategies based on more focused mitigation and vulnerability assessment for key sectors.

The main outcomes of the proposed FNC will be to update the National Greenhouse Gas Inventory; to revise, analyse and describe national programs that have aided in the reduction of GHG emissions; to identify policies and measures adopted for different national sectors which, directly or indirectly, have served in the reduction of GHG emissions or in the removal of gases through carbon sinks, as it will include a macroeconomic evaluation of these initiatives; and to carry out evaluations of impacts, vulnerability and adaptation strategy feasibility in priority sectors and systems in the country in the face of variability, climate change and projected extreme events for 2020, 2030, 2050 and 2080.

Thorough knowledge on the country's stance amidst the climate change phenomenon is required. Effective mitigation actions can be implemented and decisions on adaptation measures need to be taken, with deeper focus on vulnerable sectors and zones. It is expected that the studies done for the creation of the FNC will be used as a tool for the definition of environmental public policies and strategies, particularly in addressing climate change, as well as an instrument of diffusion of information and institutional and technical capacity building in line with national priorities and sustainable development. Therefore, the project has the potential to assist the country in moving towards a less carbon-intensive and more sustainable energy consumption path as well as, increase resilience, reduce climate change risks and avoid maladaptation.

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## II. STRATEGY

### Project rationale

The UN Intergovernmental Panel on Climate Change (IPCC) stated in the Special report on Emissions scenarios in 2001 that the global path of CO<sub>2</sub> emissions has surpassed the worst case scenario. However, in the past three years, there has been a declining growth in annual emissions; 2% in 2013, 1.1% in 2014 and further down to -0.1% ( $\pm 0.5\%$ ) in 2015. Therefore, accurate data on GHG is mandatory for the international community, in order to enable the development of effective climate change mitigation measures.

Almost 90% of Egypt's population lives on only 5% of its total area represented in Nile Valley and the Delta. As mentioned, IPCC in its third assessment report identified Egypt's Mediterranean coast and the Nile Delta as vulnerable regions to sea level rise due to its relative low elevation as compared to the surrounding land.

Sea level rise is estimated to be 50 cm accompanied with Nile Delta subsidence, impacting low land delta regions and nearby populated cities as; Alexandria and Port Said, expecting coastal zones to suffer from indirect impacts. The indirect impacts could affect also the health sector as climate change will take part in the burden of diseases in Egypt due to shortage of water supply which leads to agricultural area erosion leading to a shortage in essential food. In addition, Egypt has also suffered numerous extreme climate events that have resulted in several disasters such as flash floods, heavy precipitation, heat waves and sand storms. Since the frequency and impact of the extreme weather events is expected to increase, it is highly important to improve the decision making process related to disasters by addressing the gaps in early warning systems and related decision support tools.

**In this context, National Communications (NCs) provide essential information for supporting decision making to enable reaching the ultimate goal of the UNFCCC.** According to Article 4, paragraph 1, and Article 12, paragraph 1 of the UNFCCC, each Party shall communicate to the Conference of the Parties (COP), through the secretariat, the following elements of information: (a) a national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the COP; (b) a general description of steps taken or envisaged by the Party to implement the Convention; and (c) any other information that the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

### Country Ownership

The Fourth National Communication (FNC) will be the responsibility of Egyptian Environmental Affairs Agency (EEAA) with the support of the United Nations Development Program (UNDP) and the funding of the Global Environment Facility (GEF) to help Egypt better understand the current and expected impacts of climate change in the different sectors,

identify opportunities for mitigation interventions, and recommend adaptation measures to climate change.

Active engagement of line ministries, local authorities, local communities, NGOs, mass-media, research institutes, universities and private sector in the planning, monitoring and evaluation of the FNC is a necessity for the success of the project. Key stakeholders include – and are not limited to – Egyptian Environmental Affairs Agency (EEAA)/Ministry of Environment, Ministry of Electricity and Energy, Ministry of Agriculture and Land Reclamation, Ministry of Transport, Ministry of Planning and Administrative Reform, Ministry Of Housing, Utilities & Urban Development, Ministry of Water Resources and Irrigation, Ministry of Industry, Trade and Small Industries, Ministry of Technical Training and Education, Ministry of Health and Population, Ministry of State for Local Development, Central Agency for Public Mobilization and Statistics (CAPMAS), Health Institutes, Universities, Research Centres, NGOs, women’s groups, youth groups and mass-media. The Table below shows the role of individual key stakeholders in the NC process.

<b>Stakeholder</b>	<b>Role</b>
Ministry of Environment	Implementing agency and overall coordination.
Ministry of Agriculture and Land Reclamation	GHG inventory lead for Agriculture and land use, land-use change and forestry (LULUCF). Provides policy advise & AD.
Ministry of Water Resources and Irrigation	Provides policy advise and AD on water resources, shoreline erosions and sea level rise.
Ministry of Industry, Trade & Small Industries	GHG inventory lead for Industrial Process and Product Use (IPPU).
Ministry of Electricity and Renewable Energy	GHG inventory lead for Energy.
Ministry of Petroleum	AD for fuel supply
Ministry of Transport	AD and other information on transport, road infrastructure.
Ministry of Housing, Utilities & Urban Development	AD and other information on Waste Sector.
Ministry of Planning and Administrative Reform	Provides policy advise and information related to Mitigation & Adaptation
Ministry of Health and Population	AD and other information on Waste Sector.
Ministry of State for Local Development	Provides policy advise and information related to Mitigation & Adaptation
Ministry of Technical Training and Education	Work on dissemination of results
Ministry of Higher Education and Research	Work on dissemination of results and inclusion in the national research plan
Central Agency for Public Mobilization and Statistics (CAPMAS)	AD collection Lead
Egyptian Meteorological Authority	Provide weather observed data and climate projections

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### **III. RESULTS AND PARTNERSHIPS**

The goal of this project is to prepare Egypt's FNC by building on the previous and on-going work carried out under Egypt's Initial, Second and Third National Communication, First Biennial Update Report, Egypt's National Environmental, Economic and Development Study (NEEDS) for Climate Change and other climate change-related studies which lay a sound ground and baseline for developing such a product. Working with priority areas / issues selected under the stocktaking exercises would be the main focus of the project. The FNC project and NC projects in general, are considered as a vehicle to facilitate integrating climate change in development planning and policies.

This will aid the government of Egypt (GoE) in making all necessary institutional changes on the national level in response to climate change in compliance with Egypt's 2030 Sustainable Development Strategy (SDS) and with its commitment to the United Nations Framework Convention on Climate Change (UNFCCC). This entails:

- Meeting all the reporting requirements of Article 4 and 12 of the Convention.
- Data collection, interpretation, development and utilization of the GHG inventory.
- Improve the quality of climate change projection over Egypt until 2100 by using
- Representative Concentration Pathways (RCPs) scenarios that used in the last IPCC report.
- Enhance the vulnerability assessment for affected sectors and identify required adaptation measures
- Develop required indicators for V&A of M&E system and collect adaptation success stories in adaptation inventory
- Building the needed technical and institutional capacity for integrating the climate change issue into Egypt's plans and into the 2030 Sustainable Development Strategy (SDS) and national plans.

The main value of this project is interrelating project strategies and milestones to more efficiently coordinate between projects in the planning, implementation and outcome. The process of submitting the INC, SNC and TNC aided a lot in building this capacity. The FNC will enhance, update and strengthen this capacity, fill gaps and overcome constraints to be able to transform all this potential into on-ground implementation. Preparing the FNC will require co-operation and strong communication between different stakeholders; local and international institutes, academic experts, private consultants and vulnerable groups of the society.

#### **Project Outcomes and Outputs**

The project's objective will be achieved through a set of outcomes and outputs consistent with the guidelines for the preparation of NCs by countries not included in Annex I to the convention contained in decision [17/CP.8](#):

***Outcome 1: National circumstances, policies and institutional arrangements relevant to the preparation of the Fourth National Communication described, analysed and assessed.***

- Output 1.1: National Circumstances of Egypt following the TNC report updated, analysis of the effectiveness of the TNC conducted and points of improvement highlighted.
- Output 1.2: Information on geographic, anthropogenic and climatic conditions and overview of cultural considerations provided.
- Output 1.3: Information on current natural resources, imports, exports and national GDP updated.
- Output 1.4: Reports on programs adopting mitigation and adaptation measures in Egypt provided and analysed.
- Output 1.5: Gender roles related to climate change, access to information, finance and decision making, collected and analysed. Gender gaps, needs assessment and vulnerability to climate change presented with recommendations to reach gender equity with respect to cultural sensitivities.

***Outcome 2: Updated GHG inventory prepared and capacity to collect this information on an on-going basis for future NCs enhanced.***

- Output 2.1: System for activity data collection developed, based on the recommendations of the last BUR report. Procedures and arrangements for collection and archiving of data and role of institutions involved in preparation of GHG inventory described.
- Output 2.2: Budget for activity data collection estimated and financial mechanisms identified.
- Output 2.3: Activity data - required by IPCC 2006 guidelines- collected, analysed and database-improved if needed.
- Output 2.4: Emissions factor for key source categories re-calculated/confirmed.
- Output 2.5: National GHG inventory for the following sectors; energy, IPPU, AFOLU and waste, prepared using IPCC software, for the years 2016-2017 in accordance with IPCC 2006 and GHG-LULUCF 2003 guidelines.
- Output 2.6: An analysis of key GHG emitting sectors (energy, IPPU, AFOLU and waste) carried out, and uncertainty analysis conducted.
- Output 2.7: Constraints facing national inventories per sectors reviewed.
- Output 2.8: Quality assurance and Quality control plan developed and implemented.

***Outcome 3: Updated report on policies and measures (PAMs) to mitigate CC prepared and capacity to collect this information on an on-going basis for future NCs strengthened***

- Output 3.1: Necessary data and relevant information for scenario development, collected, analysed and used in the scenario development
- Output 3.2: Capacity assessment for emission projections and their institutional set up conducted.

- Output 3.3: Mitigation scenarios with current measures and with future measures until 2030 for reduction of GHG emissions - with consideration to socio-economic status developed.
- Output 3.4: Review and further elaboration of mitigation actions proposed in Egypt's NDC report
- Output 3.4: Long-term (until 2050 and 2080) mitigation possibilities proposed.
- Output 3.5: Set roadmap for NDC implementation
- Output 3.6: Policy framework recommendations for mitigation strategies outlined.
- Output 3.7: Capacity for collecting and analysing information on policy and mitigation measures strengthened.
- Output 3.8: Stakeholder engagement workshops, and awareness raising activities conducted, quarterly reports publicly accessed.

**Outcome 4: Updated assessment of climate changes, vulnerability to CC, and measures to adapt to CC prepared; capacity to collect this information on an on-going basis for future NCs strengthened.**

- Output 4.1: Climate conditions described and analysed
- Output 4.2: Vulnerability assessments for all sectors (coastal area, informal settlements, rural areas, local communities, biodiversity, agriculture and forests, public health, etc.) conducted with identification of potential impacts such as those due to heat waves, scarcity of water resources, flooding, gender, among others.
- Output 4.3: Climate change risks and impacts on socio-economic development of Egypt identified, described, analysed, and opportunities for risk reduction identified.
- Output 4.4: Progress in implementation of adaptation actions for most vulnerable sectors since the TNC implementation assessed.
- Output 4.5: An updated adaptation measures including risk assessment for most vulnerable sectors (coastal area, informal settlements, rural areas, local communities, biodiversity, agriculture and forests, public health, etc.) including cost-benefit analysis, loss and damage issues, synergy between mitigation and adaptation, development agencies activities related to V&A, identified roles for private sector and civil society, etc. The FNC will build upon the Adaptation Plan developed during the TNC and will coordinate with GCF supported NAP under development
- Output 4.6: Models of possible hazards with relation to costs, as well as impacts developed (e.g. rise of the sea level), to be able to increase adaptation capacities in areas where needed.
- Output 4.7: Framework for effective integration of adaptation measures into national Sustainable Development Strategy identified.
- Output 4.8: Public engagement to understand the impact of climate change on public health and socioeconomic conditions and to find the most equitable adaptation measures for different vulnerable groups.

**Outcome 5: Capacity building needs, education, public awareness and technology transfer activities assessed and identified.**

- Output 5.1: Needs, gaps and priorities for education, training and public awareness identified and programmes prepared.
- Output 5.2: Information on financial, technical and capacity needs and constraints associated with the fulfilment of the national obligations under UNFCCC updated.
- Output 5.3: Gaps and needs identified for the fulfilment of the national obligations under UNFCCC based on the previous NCs assessed.
- Output 5.4: Financial resources, technology transfer and technical assistance for mitigation and adaptation activities assessed.
- Output 5.5: Information on integration of UNFCCC requirements into national legislation and strategies updated.
- Output 5.7: Legal assistance in transposition and approximation of international climate change legislation to the national level strengthened.
- Output 5.9: Information on NGOs, individuals, community and initiatives in terms of climate change adaptation and mitigations explored, updated, and publicized as a contribution to the project's knowledge sharing framework. (national circumstances).
- Output 5.10: Website of the Ministry of Environment updated with information concerning climate change issues and actions taken by the government, as well as the national GHG inventory results in accordance with the initial, second and third national communications.
- Output 5.11: Workshops and seminars that transfer information on climate change issues, and progress and achievements conducted.
- Output 5.12: Integrating awareness raising & adaptation trainings into school curriculums, job trainings, TV commercials and social media campaigns with a focus on vulnerable people of informal settlements, rural areas, and coastal cities and local communities.

**Outcome 6: The Fourth national communication compiled, prepared, submitted, and disseminated.**

- Output 6.1: FNC compiled, reviewed, approved and submitted in both English and Arabic.
- Output 6.2: Project financial and progress reports prepared and submitted.
- Output 6.3: End of Project report and lessons learned compiled.



## **Project activities**

Following activities will be undertaken under project components:

### **1-National Circumstances and Institutional Arrangements:**

- Review and update all components that characterize the national circumstances provided in the 1<sup>st</sup> BUR and TNC, taking in consideration new emerging issues in the country. For that purpose, the most recent databases and information systems and recent socio-economic assessments will be used, as well as the data from new national documents and ongoing projects.
- Collect information on:
  - geographic, anthropogenic and climatic conditions and cultural considerations;
  - current natural resources;
  - imports, exports; and
  - national GDP
- Review reports on programs adopting mitigation and adaptation measures in Egypt and ensure that the national circumstances sections cover all areas identified as priorities for mitigation and adaptation.
- Collect and analyze gender roles related to climate change, access to information, finance and decision making and identify gender gaps, needs assessment and vulnerability to climate change, and develop recommendations in order to reach gender equity with respect to cultural sensitivities.
- Draft and circulate the National Circumstances section under the FNC in compliance with the guidelines set by 17CP/8 to receive comments and incorporate them into the report.

### **2-National Greenhouse Gas Inventory:**

#### *Activity data Collection system*

- Draft ToR, identify and mobilize national experts in targeted sectors and areas of relevance.
- Institutionalize the data collection process and harmonize it with national statistical data collection processes.
- Identify specific training needs for enterprises in data collection (particularly for those in key source sectors that are major point sources of emissions)
- Procure and implement training for enterprises on data collection as necessary
- Submit recommendations for endorsement by the EEAA.

#### *Activity data collection*

- Review and confirm the activity data collection, developed by the BUR project.
- Draft ToR, identify and mobilize national experts in targeted sectors and areas of relevance.
- Identify data gaps and all new sources of information for filling data gaps.
- Identify new activity data needed for estimates of GHG emissions, incorporating UNFCCC in-depth review team recommendations and IPCC good practice methodology, where applicable

***National GHG inventory for the following sectors; energy, IPPU, AFOLU and waste, prepared for the years 2016-2017 in accordance with the IPCC 2006 guidelines and using IPCC 2006 software***

- Assess the current estimate of the GHG emissions inventory as provided in the BUR, and identify any modifications/re-calculation.
- Prepare a draft inventory of anthropogenic greenhouse gas emissions by sources and removals by sinks using IPCC 2006 software, following the guidelines adopted by COP.
- Report and develop a time series for 2016-2017.
- Develop key source category analysis and sensitivity analysis as guided by IPCC 2006 guidelines and using IPCC 2006 software.
- Identify uncertainties and undertake uncertainty assessment as guided by IPCC 2006 guidelines and using IPCC 2006 software.
- Circulate the inventory for internal review as part of QA/QC and verification plan.
- Commission a technical peer review as part of QA/QC and verification plan and incorporate its recommendations into the inventory.
- Organize a national workshop to present findings from the GHG inventory exercise and obtain additional comments.
- Incorporate comments received from the review process, including comments received by any in-depth reviews of the TNC organized by the UNFCCC.
- Quality Assurance /Quality Control and verification plan developed and procedures for the inventory data applied.
- Finalize the inventory to be submitted as a part of the FNC of Egypt.
- Archive activity data, emission factors (if any) and estimates to the template developed under GEF regional project on GHG inventories

**3-Climate Change Mitigation Measures:**

*Collection of necessary data and relevant information for scenario development*

- Collect all relevant macro-economic data and set assumptions to be made for the purpose of emission and mitigation scenarios development. This data should include data from the new energy balance and from all recent sectoral economic plans, including but not limited to the Energy Sector Development Plan, Transport sector Development Plan, Industry Sector Development Plan, and Agriculture Sector Development Plan and rural development trends.
- Identify any difference / change to the Business as Usual (BAU) scenario developed under Egypt's 1<sup>st</sup> BUR and TNC, including trends in fuel energy pricing, recent economic output in non-energy sectors, and stated goals under the Egyptian National Plan; explain the reasons for such differences.
- Assess changes that may be necessary in assumptions and data in the With Measures (WM) scenario due to new economic development policies for various production sectors and for the economy as a whole and implement the changes where possible.
- Process the collected data, format them for entry, and enter them as required by the software that will be utilized for the purpose of generating scenarios. Include updated forecasts of energy, IPPU, waste & AFOLU output and mitigations measures impacts using new government projections and modeling software that is well suited to Egypt's status.

*Policies and Measures (PAMs)*

- Assess the status of the PAMs reported in the TNC and 1<sup>st</sup> BUR and add any additional relevant PAMs; Incorporate any information and expert comments provided for identifying mitigation scenarios with current measures and with future measures until 2030 for reduction of GHG emissions - with consideration of socio-economic status – developed and long-term (until 2050 and 2080) mitigation scenarios and possibilities proposed and the policy framework recommendations for mitigation strategies outlined.
- Review the status of the relevant policy and legal framework
- Assess the capacity for collecting and analyzing information on policy and mitigation measures.
- Incorporate updated information into PAMs discussion section and into data for scenarios.
- Develop the draft chapter on PAMs, including a summary comparison of PAMs and a concluding sub-section that identifies priorities for action.
- Circulate the draft chapter on PAMs for peer review and comments.
- Organize a national workshop to highlight findings from modeling and analysis of PAMs While ensuring stakeholder engagement in workshops, and awareness raising activities conducted
- Finalize the PAMs chapter to be submitted as a part of Egypt's FNC.
- Archive and document all related studies, model runs, assumptions, and estimates for the PAMs chapter.
- Development of methodologies for the Measurement, Reporting and Verification (MRV) of GHG mitigation to ensure Quality Assessment and Quality Control of the data reported. Those methodologies are communicated in the report for transparency.

#### 4-Climate Change Scenarios, Vulnerability Assessment and Adaptation Measures

##### *Climate change impact on socio-economic development of Egypt*

- Confirm and collect all new supporting data needed for updating the climate change scenarios, (using new IPCC RCPs Scenarios), particularly national climate observed data and socioeconomic data.
- Compile updated climate information for time period post-dating the TNC and compare with historical data 1980-2010, including all factors related to climate change and variability such as temperature and precipitation data, extreme weather events and conduct trend analysis for this data using the applicable indicators of the core set of 27 descriptive indices of extremes defined by the Joint CCI/CLIVAR/JCOMM Expert Team on Climate Change Detection and Indices.
- Update the section in the NC on changes in SLR and extreme weather events. Responsible party National Experts
- Building the capacity of national experts on using new IPCC scenarios (RCPs) and adaptation planning
- Incorporate updated information into the discussion section of the FNC chapter on V&A and into recommendations on adaptation.
- Building the capacity of the national experts on using the vulnerability assessment methods and tools

*Vulnerability assessments for all sectors (coastal areas, biodiversity, agriculture, water resources, tourism, energy, industry & trade, public health, etc.,*

- Review information on vulnerability and impacts provided in the TNC and re-confirm gaps in data collection and analysis for all areas, with special emphasis on the following three priority areas identified under the TNC and designated by the Government as continuing priority areas for the FNC:
  - Agriculture and food security
  - Water resources
  - Coastal Zones
  - Human settlements/Cities

In addition to studying new areas that were not covered in TNC.

- Develop a data collection plan in hot spot areas that could be severely damaged.
- Analyze data, document data sources, models used, and assumptions.
- Incorporate updated information into the discussion section on vulnerability and impacts and into recommendations on adaptation.
- Identify and rank potential climate change impacts according to clear criteria and address the impacts on the most vulnerable groups in (informal settlements, rural areas, local communities, etc.) including gender-specific different impacts.
- Map the outputs according to geographical distribution over Egypt

*An updated adaptation plan for most vulnerable sectors including cost-benefit analysis prepared.*

- Conduct a review of new policies and research on adaptation to climate change that post-date information provided in the TNC. Re-confirm gaps and priorities for data collection and analysis.
- Incorporate updated information into the discussion sections of the V&A chapter and cross-check with findings on climate change (i.e. temperature and precipitation trends) and vulnerability and impacts.
- Construct a V&A map illustrating vulnerability and proposed adaptation measures. Provide a listing of potential adaptation measures and actual adaptation measures currently being undertaken in Egypt. Provide a discussion of the relative importance and impact of these measures. Include a discussion of the additional benefits (i.e. economic and social benefits) of actual and potential adaptation measures and discuss their alignment with current government policies and programs. Assess the priority of these measures, and draft recommendations for undertaking the highest-priority measures to adapt to climate change. Incorporate this information into the V&A chapter of the draft FNC.
- Develop related indicators to measure progress in the implementation of adaptation measures and identify entry points for integration with Egypt's SDG 2030 strategy

*Chapter on Vulnerability and Adaptation (V&A) completed*

- Review time lines and outer bounds for medium-term and long-term scenarios for all sections and research in priority areas of the V&A chapter, check and adjust for comparability where possible; and cross-check and adjust with respect to other long-term forecasts (i.e. in the inventories and PAMs chapters) where possible.
- Circulate the draft chapter of V&A for peer review and comments.
- Receive comments and incorporate them into the document.
- Organize a national workshop to highlight findings from the V&A study and get more comments.

- Finalize the V&A chapter to be submitted as a part of Egypt's FNC.
- Archive and document all the V&A related studies and estimates.

#### 5-Other Information:

- Status of weather monitoring in different landscapes of Egypt; meteorological and atmospheric.
- Analysis of Egypt's participation in global research;
- Information on transfer of GHG-mitigating technologies, access to information, education, capacity building and public awareness and engagement in climate change related issues;
- Analysis on climate change integration in Egypt's public policy;
- Analysis on research needs and priorities of government agencies, research institutions, public sector, private sector and NGOs;
- Report on the constraints and gaps, and related financial, technical and capacity needs, and potential actions to overcome those constraints.
- Study on the process of building the capacity of local governments for the implementation of environment and climate change legislation and of capacity building programs prepared.
- Publication of documents and reports related to the issue elaborated especially by the IPCC, the UNFCCC Secretariat and the project management and by other relevant institution; Information on NGOs, individuals, community and sectoral initiatives in terms of climate change adaptation and mitigations.
- Awareness sessions and technical training for relevant government institutions and national consultants

#### 6-Publication, Monitoring and Evaluation

- FNC edited, finalized and reviewed by stakeholders.
- Executive Summary prepared.
- FNC document produced in both English and Arabic.
- FNC submitted to project steering committee for technical review.
- FNC published.
- FNC approved by the NCCC.
- FNC submitted to Executive Secretary of the UNFCCC.
- FNC report launched distributed to stakeholders.
- Lessons learned analyzed, shared, and thematic studies and results disseminated

### **Mainstreaming gender**

The UNFCCC and the CoP Lima Work Programme on Gender recognize that all aspects of climate change have gender dimensions. The [guidance on gender integration through the NCs and BURs](#) developed by the Global Support Programme through UNDP and in collaboration with UNEP and GEF, will be applied, as well as the new [Guidance to advance gender equality in GEF projects and programs](#)<sup>2</sup>.

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<sup>2</sup> The link: [http://www.thegef.org/sites/default/files/council-meeting-documents/EN\\_GEF.C.54.Inf\\_.05\\_Guidance\\_Gender\\_0.pdf](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf)

### Rationale for Gender consideration:

Climate change will influence all nations in all parts of the world; however, the effects of environmental change will be contrastingly dispersed among areas, eras, age classes, salary gatherings, occupations and genders. Poor people, the lion's share of where women live in developing nations, will be disproportionately negatively influenced.

Since CC affects women and men in different ways, a gender perspective established in the standard of gender equality is a must when considering policy development, and in the development and implementation of procedures concerning mitigation and adaptation.

Gender inequality can exacerbate the effects of climate change and on the other hand climate change backs off progress towards gender equality and hinders endeavours to accomplish more extensive objectives; alternately, finding a way to narrow the gender gap and engage women can likewise decrease these effects.

Egypt ratified CEDAW in 1981. In its preamble, CEDAW states that State Parties are bound to guarantee men and women equal opportunities in terms of economic, social, cultural, civil, and political rights.

Gender equality is also of primary concern to the Egyptian Environmental Affairs Agency (EEAA). Policy guidelines for the Egyptian Environmental Policy Framework call for “A holistic, gender sensitive and participatory approach”. A Gender Unit was established in EEAA in 2002 with the objective: “To mainstream gender issues, particularly the rights of women to access employment opportunities and get a proper education, through good governance and adopting democracy and popular participation”.

The main activities of the gender unit are to:

- a. Educate women on environmental problems and health-related topics.
- b. Enable women to perform their productive functions while preserving and conserving the environment.
- c. Empower women to assume responsibility of community development to promote sustainable development.
- d. Cooperate with NGOs concerned about women and environment issues.

The Initial and the Second National Communications have not included any gender considerations. Gender considerations were addressed as a crosscutting topic in the Third National Communication (TNC). The Fourth National Communication (FNC) will build on the TNC outputs and other relevant studies that identified gender in climate change projects in Egypt.

The FNC will consider gender topics in different activities in particular the role of women in mitigation actions and will identify any specific impacts of climate change on women. Meanwhile, efforts will also be made to have gender balance in project management structures (committees, institutional frameworks, technical team) and capacity building actions (trainings, workshops). The PMU will work with the gender unit in the Environmental Agency and the National Council for Women to organize awareness sessions on climate change mitigation and adaptation issues and role of women in management of climate change risks.

## **Sustainability and Replicability:**

The Egyptian Government in accordance to 2030 Agenda- has launched a working plan known as Sustainable Development strategy. This incorporates the economic, social and environmental dimensions of development. It is under the SDS that all development plans in Egypt are incorporated while in the meantime being strongly guided by the SDGs. Guiding Egypt's truly necessary development in a more sustainable direction is not just beneficial from an environmental perspective, but it has its economic benefits.

## **South-South and Triangular Cooperation (SSTrC)**

South-South cooperation (SSC) is “a process whereby two or more developing countries pursue their individual and/or shared national capacity development objectives through exchanges of knowledge, skills, resources and technical know-how, and through regional and interregional collective actions, including partnerships involving Governments, regional organizations, civil society, academia and the private sector, for their individual and/or mutual benefit within and across regions<sup>3</sup>. The UN’s working definition for triangular cooperation (TrC) is “Southern-driven partnerships between two or more developing countries, supported by a developed country(ies) or multilateral organization(s), to implement development cooperation programmes and projects”<sup>4</sup>.

The global development cooperation landscape is changing rapidly. Developing countries and emerging economies have become key actors in global and regional development. SSC and TrC have increased the diversity in opportunities for development assistance. For many developing countries, they are offering a significant resource channel that is additional to and on different terms from the official development assistance funds. Southern partnerships are vital in overcoming the current development challenges and reaching internationally agreed development goals, including the Millennium Development Goals.

Combating climate change and its impacts has been identified as a key SDG with the highest potential for South-South and triangular cooperation (SSC/TrC) and should be emphasized. The FNC has therefore high potential of exploiting the SSC/TrC. This may lead to improving Egypt’s adaptive capacity by adopting technology and knowledge that are affordable to developing countries. The FNC will tackle a diversity of sectors including but is not limited to Situation Analysis, GHGs inventory, Mitigation, V&A, among others. It is foreseen that during the implementation of the activities associated with each of these sectors, Egypt has the chance as a recipient to greatly benefit from the SSC/TrC. Upon completion of the FNC, Egypt would have developed capacity and expertise on both governmental and private sector level and could contribute as a provider after gaining knowledge on what has worked and what has not.

The FNC will involve Governmental organisations, private sector, NGO and research institutions, which will increase potential opportunities for cooperation. A number of challenges

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<sup>3</sup> Framework of operational guidelines on United Nations support to South-South and triangular cooperation SSC/17/3 (2012) Note by the Secretary-General, High-level Committee on South-South Cooperation Seventeenth session New York, May 2012 « Nairobi outcome document of the High-level United Nations Conference on South-South Cooperation 64/222

<sup>4</sup> Framework of operational guidelines on United Nations support to South-South and triangular cooperation SSC/17/3 (2012) Note by the Secretary-General, High-level Committee on South-South Cooperation Seventeenth session New York, May 2012

that Egypt need to overcome in order to enhance support to SSC/TrC and help in sustaining the NC results can be identified as follows:

- Inadequate regulatory frameworks and institutional set-up, allocation and expenditure
- Low ownership

Coordination with technical cooperation to build the capacity of programme to implement South-South cooperation and manage the start-up costs of collaboration and finance the scaling-up of promising ideas



## IV. PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s): Climate Action
This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: Environmental Sustainability.
This project will be linked to the following output of the UNDP Strategic Plan: Sustainable Development Pathways

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline <sup>5</sup>	End of Project Target	Source of Verification	Assumptions <sup>6</sup>
<b>Project Objective:</b> To aid the government of Egypt in making all necessary institutional changes on the national level in response to climate change in compliance with Egypt's 2030 SDS and with its commitment to the UNFCCC.	Ind1: Submission of Egypt's fourth national communication (FNC).	<i>Egypt prepared three National Communications: initial, second and third national communications, is currently preparing its first BUR and has not started to prepare its FNC.</i>	<i>Egypt's FNC published and submitted to UNFCCC by Dec 2020</i>	The FNC publication prepared and available at the UNFCCC web site: <a href="http://unfccc.int/national_reports">http://unfccc.int/national_reports</a>	All national stakeholders approve the content of the report
<b>Outcome 1: National circumstances, policies and institutional arrangements relevant to the preparation of the Fourth National</b>	Ind2: Chapter on National Circumstances completed, covering all the outputs indicated under Outcome 1	<i>Information included in the National Circumstances chapter in the TNC.</i>	1.1: National Circumstances of Egypt following the TNC report updated, analysis of the effectiveness of the TNC conducted and points of improvement highlighted.  1.2: Information on geographic,	Chapter on National Circumstances completed	<i>Stakeholders provided updated data related to national context</i>

<sup>5</sup> Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and need to be quantified. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

<sup>6</sup> Risks must be outlined in the Feasibility section of this project document.

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>5</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>6</sup></b>
<b>Communication described, analysed and assess</b>			<p>anthropogenic and climatic conditions and overview of cultural considerations provided.</p> <p>1.3: Information on current natural resources, imports, exports and national GDP updated.</p> <p>1.4: Reports on programs adopting mitigation and adaptation measures in Egypt provided and analysed.</p> <p>1.5: Gender roles related to climate change, access to information, finance and decision making, collected and analysed. Gender gaps, needs assessment and vulnerability to climate change presented with recommendations in order to reach gender equity with respect to cultural sensitivities.</p>		
<b>Outcome 2: Updated GHG inventory prepared and capacity to collect this information on an on-going basis for future NCs enhanced</b>	<p>Ind3: National inventory completed.</p> <p>Ind4: National archiving system of anthropogenic emissions by sources and removal by sinks of all GHGs prepared for the FNC.</p>	<p>GHG Inventory is currently being developed for the period 1990-2015, in accordance with 2006 Guidelines for Egypt first BUR.</p>	<p>2.1: System for activity data collection developed, based on the recommendations of the BUR report. Procedures and arrangements for collection and archiving of data and role of institutions involved in preparation of GHG inventory described.</p> <p>2.2: Budget for activity data collection estimated and financial mechanisms identified.</p>	<p>Chapter on GHG inventory completed</p>	<p>Activity data is available and stakeholders are ready to share</p>

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>5</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>6</sup></b>
			<p>2.3: Activity data - required by IPCC 2006 guidelines- collected, analysed and database-improved if needed.</p> <p>2.4: Emissions factor for key source categories re-calculated/confirmed.</p> <p>2.5: National GHG inventory for the following sectors; energy, IPPU, AFOLU and waste, prepared using IPCC software, for the years 2016-2017 in accordance with IPCC 2006 and GHG-LULUCF 2003 guidelines.</p> <p>2.6: An analysis of key GHG emitting sectors (energy, IPPU, AFOLU and waste) carried out, and uncertainty analysis conducted.</p> <p>2.7: Constraints facing national inventories per sectors reviewed.</p> <p>2.8: Quality assurance and Quality control plan developed and implemented.</p>		
<b>Outcome 3: Updated report on policies and measures (PAMs) to mitigate CC prepared and capacity to collect</b>	<i>Ind5: Updated report completed on policies and measures (PAMs) to mitigate climate change through research and development, technology</i>	Climate change mitigation chapter in TNC.	3.1: Necessary data and relevant information for scenario development, collected, analysed and used in the scenario development	Chapter on PAMs completed	BUR and LECB projects completed analysis of PAMs are published

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>5</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>6</sup></b>
<b>this information on an on-going basis for future NCs strengthened</b>	<i>transfer and others.</i>		<p>3.2: Capacity assessment for emission projections and their institutional set up conducted.</p> <p>3.2: Mitigation scenarios with current measures and with future measures until 2030 for reduction of GHG emissions - with consideration of socio-economic status – developed.</p> <p>3.3: Review and further elaboration of mitigation actions proposed in Egypt’s (i)NDC report</p> <p>3.4: Long-term (until 2050 and 2080) mitigation possibilities proposed.</p> <p>3.5: Set roadmap for (i)NDC implementation</p> <p>3.6: Policy framework recommendations for mitigation strategies outlined.</p> <p>3.7: Capacity for collecting and analysing information on policy and mitigation measures strengthened.</p> <p>3.8: Stakeholder engagement workshops, and awareness raising activities conducted, quarterly reports publicly accessed.</p>		

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>5</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>6</sup></b>
<b>Outcome 4: Updated assessment of climate changes, vulnerability to CC, and measures to adapt to CC prepared; capacity to collect this information on an on-going basis for future NCs strengthened.</b>	Ind6: <i>Climate change vulnerability assessment of key priority sectors and plans for programs containing measures to facilitate adequate adaptation to climate change prepared.</i>	<i>Vulnerability and adaption chapter in TNC</i>  <i>National Climate Change Adaptation Plan is expected to be initiated at the same time with FNC</i>	4.1: Climate conditions described and analysed  4.2: Vulnerability assessments for all sectors (coastal area, informal settlements, rural areas, local communities, biodiversity, agriculture and forests, public health, etc.) conducted with identification of potential impacts such as those due to heat waves, scarcity of water resources, flooding, gender, among others.  4.3: Climate change risks and impacts on socio-economic development of Egypt identified, described, analysed, and opportunities for risk reduction identified.  4.4: Progress in implementation of adaptation actions for most vulnerable sectors since the TNC implementation assessed.  4.5: An updated adaptation measures including risk assessment for most vulnerable sectors (coastal area, informal settlements, rural areas, local communities, biodiversity, agriculture and forests, public health, etc.) including cost-benefit analysis, loss and damage issues, synergy between mitigation and adaptation, development agencies activities related to V&A,	Chapter on V&A completed	Relevant ministries cooperate on updating vulnerability analysis

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>5</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>6</sup></b>
			<p>identified roles for private sector and civil society, etc</p> <p>4.6: Models of possible hazards with relation to costs, as well as impacts developed (e.g. rise of the sea level), to be able to increase adaptation capacities in areas where needed.</p> <p>4.7: Framework for effective integration of adaptation measures into national Sustainable Development Strategy identified.</p> <p>4.8: Public engagement to understand the impact of climate change on public health and socioeconomic conditions and to find the most equitable adaptation measures for different vulnerable groups.</p>		
<b>Outcome 5: Capacity building needs, education, public awareness and technology transfer activities assessed and identified</b>	Ind 6: Climate Change cross cutting issues are identified and analyzed.	<p><i>Vulnerability and adaption chapter in TNC</i></p> <p><i>National Climate Change Adaptation Plan</i></p>	<p>Output 5.1: Needs, gaps and priorities for education, training and public awareness identified and programmes prepared.</p> <p>Output 5.2: Information on financial, technical and capacity needs and constraints associated with the fulfilment of the national obligations under UNFCCC updated.</p> <p>Output 5.3: Gaps and needs identified</p>	Chapter on cross cutting issues completed	

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline <sup>5</sup>	End of Project Target	Source of Verification	Assumptions <sup>6</sup>
			<p>for the fulfilment of the national obligations under UNFCCC based on the previous NCs assessed.</p> <p>Output 5.4: Financial resources, technology transfer and technical assistance for mitigation and adaptation activities assessed.</p> <p>Output 5.5: Information on integration of UNFCCC requirements into national legislation and strategies updated.</p> <p>Output 5.7: Legal assistance in transposition and approximation of international climate change legislation to the national level strengthened.</p> <p>Output 5.9: Information on NGOs, individuals, community and initiatives in terms of climate change adaptation and mitigations explored, updated, and publicized as a contribution to the project's knowledge sharing framework. (national circumstances).</p> <p>Output 5.10: Website of the Ministry of Environment updated with information concerning climate change issues and actions taken by the government, as well as the national GHG inventory results in accordance with the initial, second and third national</p>		

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>5</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>6</sup></b>
			<p>communications.</p> <p>Output 5.11: Workshops and seminars that transfer information on climate change issues, and progress and achievements conducted.</p> <p>Output 5.12: Integrating awareness raising &amp; adaptation trainings into school curriculums, job trainings, TV commercials and social media campaigns with a focus on vulnerable people of informal settlements, rural areas, and coastal cities and local communities.</p>		
<b>Outcome 6: The Fourth national communication compiled, prepared, submitted, and disseminated.</b>	Ind. 7: FNC report completed		<p>Output 6.1: FNC compiled, reviewed, approved and submitted in both English and Arabic.</p> <p>Output 6.2. Project financial and progress reports prepared and submitted.</p> <p>Output 6.3. End of Project report and lessons learned compiled.</p>	FNC report completed and submitted to UNFCCC	Report is cleared by all relevant national entities



## V. TOTAL BUDGET AND WORKPLAN

Total Budget and Work Plan								
Atlas <sup>7</sup> Proposal or Award ID:	00106809			Atlas Primary Output Project ID:	00107368			
Atlas Proposal or Award Title:	Fourth National Communication							
Atlas Business Unit	EGY10							
Atlas Primary Output Project Title	Development of Egypt's Fourth National Communication to the UNFCCC							
UNDP-GEF PIMS No.	6197							
Implementing Partner	EEAA							
GEF Outcome/Atlas Activity	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Total (USD)	See Budget Note:
<b>OUTCOME 1:</b> National Circumstances and Institutional Arrangements	71300	Local Consultants	0	0	5,000	0	5,000	1
	72100	Contractual services-companies	0	0	0	3500	3,500	2
	71400	Contractual services-individuals	1,000	1000	1000	0	3,000	3
	71600	Travel	0	500	500	500	1,500	4
	72400	Audio visual Equipment	0	500	500	0	1,000	5
	72500	Supplies	0	200	200	100	500	6
	74500	Miscellaneous	0	0	500	0	500	7
		<b>Total Outcome 1</b>	<b>1,000</b>	<b>2,200</b>	<b>7,700</b>	<b>4,100</b>	<b>15,000</b>	
<b>OUTCOME 2:</b> National Greenhouse Gas Inventory	71300	Local Consultants	0	35,000	17,000	7,000	59,000	8
	71600	Travel	5,000	3,000	3,000		11,000	4
	71400	Contractual services-individuals	10,000	10,000	15,000	15,000	50,000	3
			<b>Total Outcome 2</b>	<b>15000</b>	<b>48,000</b>	<b>35,000</b>	<b>22,000</b>	<b>120,000</b>

<sup>7</sup> See separate guidance on how to enter the TBWP into Atlas

<b>OUTCOME 3:</b> Climate Change Mitigation	71200	International Consultants	0	10,000	10,000	0	20,000	9
	71400	Contractual Services - individuals	5,000	5,500	6,000	6,000	22,500	3
	71300	Local Consultant	0	17,000	10,000	5,000	32,000	10
	71600	Travel	0	1,000	1,000	0	2,000	4
	72400	Audio visual Equipment	500	0	0	500	1,000	5
	73100	Rent and Maintenance	4000	4,000	4,000	5,000	17,000	11
	74200	Audio visual & printing prod. cost	500	1,000	1,000	1,000	3,500	12
	74500	Miscellaneous	0	1,000	0	1000	2,000	7
		<b>Total Outcome 3</b>	<b>10,000</b>	<b>39,500</b>	<b>32,000</b>	<b>18,500</b>	<b>100,000</b>	
<b>OUTCOME 4:</b> Vulnerability Assessment & Adaptation to climate change (V&A)	71200	International Consultants	0	5,000	8,500	5,000	18,500	13
	71300	Local Consultants	0	2,000	5,000	10,000	17,000	14
	71400	Contractual Services - individuals	5,000	5,000	9,000	7,000	26,000	3
	71600	Travel	0	2,000	2,000	1,000	5,000	4
	72100	Contractual services – companies	0	8,000	10,000	10,000	28,000	15
	72400	Audio visual Equipment	0	500	1,000	1,000	2,500	5
	74200	Audio visual & printing prod. cost	0	1,000	500	500	2,000	12
	72500	Supplies	0	500	0	0	500	6
	74500	Miscellaneous	0	500	500	500	1,500	7
	75700	Trainings, workshops and Conferences	1,000	2,500	3,000	2,500	9,000	16
		<b>Total Outcome 4</b>	<b>6,000</b>	<b>27,000</b>	<b>39,500</b>	<b>37,500</b>	<b>110,000</b>	
<b>OUTCOME 5:</b>	71300	Local Consultants		5,000	10,000	10,000	25,000	17
	71400	Contractual services - Individuals	3,000	5,000	5,000	5,000	18,000	3
	71600	Travel	0	5,000	5,000	3,000	13,000	4

Other relevant (trainings and public awareness, capacity building, legal support, description of constraints and technical and capacity needs)	72400	Audio visual Equipment	0	500	500	500	1,500	5
	72500	Supplies	1,000	1,000	500	500	3,000	6
	72200	Equipment & Furniture	0	4,000	0	4,000	8,000	18
	74500	Miscellaneous	0	500	500	500	1,500	7
		<b>Total Outcome 5</b>	<b>4,000</b>	<b>21,000</b>	<b>21,500</b>	<b>23,500</b>	<b>70,000</b>	
<b>OUTCOME 6:</b> Compilation, editing and publication of final FNC report Monitoring, learning, adaptive, feedback & evaluation	72100	Contractual Services - companies	0	1000	1000	4,000	6,000	19
	74500	Miscellaneous	0	0	1,500	500	2,000	7
	74100	Professional Services	2,000	2,000	2,000	2,000	8,000	20
	75700	Training/ Workshops	4,000	5,000	10,000	5,000	24,000	16
		<b>Total Outcome 6</b>	<b>6,000</b>	<b>8,000</b>	<b>14,500</b>	<b>11,500</b>	<b>40,000</b>	
<b>Project management unit</b>	71400	Contractual services- individuals	4,000	10,000	8,000	8,000	30,000	21
	64397/74596	Services to projects – Staff/GOE for CO	3,500	3,500	3,500	4,500	15,000	22
		<b>Total Management</b>	<b>7,500</b>	<b>13,500</b>	<b>11,500</b>	<b>12,500</b>	<b>45,000</b>	
<b>PROJECT TOTAL</b>			<b>49,500</b>	<b>159,200</b>	<b>161,700</b>	<b>129,600</b>	<b>500,000</b>	

#### Summary of Funds

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Total
<b>GEF Contribution</b>	49,500	159,200	161,700	129,600	500,00
<b>Government in-kind</b>	20,000	20,000	20,000	20,000	80,000
<b>TOTAL</b>	<b>69,500</b>	<b>179,200</b>	<b>181,700</b>	<b>142,600</b>	<b>580,000</b>

## **Budget notes – justifications:**

1. Short-term local consultant will be engaged for development of the National Circumstances Chapter.
2. Local consulting company will be engaged to work on gender-related issues.
3. Project team including project manager and technical officer leading technically the local consultants and participating in the data collection and analysis for current and futuristic scenarios
4. Travel expenses for related/UNFCCC trainings, workshops, exchange of experiences and similar
5. Communications related expenses: acquisition of audio visual equipment, land telephone charges, mobile telephone charges, e-mail subscription, postage ...
6. Office supplies
7. Various miscellaneous expenses which are permitted by the rules
8. Short-term local consultants will be engaged in the preparation of the GHG inventories for the different sectors
9. Short Term international consultant to provide inputs and on-job training related to mitigation measures (as a support to national consultants).
10. Local consultants to work on mitigation chapter (with the support/training/coaching from international consultant).
11. Rent for project premises to host meetings for Project technical groups on GHG inventory, mitigation, adaptation, etc.
12. Translation costs during various meetings, and/or necessary promotion/education material related to climate change.
13. Short term international consultant to work on V&A, together with the national consultants' team and provide necessary trainings/coaching.
14. Local consultants to work on vulnerability assessment and adaptation measures (in cooperation with international consultant).
15. Engagement of local/national companies to develop chapter on V&A, together with the national/international consultants to be engaged for specific issues
16. Costs of training workshops and various stakeholder consultations meetings
17. Short-term local consultant on climate change cross cutting issues
18. Office Equipment
19. Finalization and submission of the 4NC (design, print and postal costs).
20. Anticipated audit fee
21. These funds will be used to cover part of the salary of the project admin staff
22. Direct project cost – GOE, Direct project cost – staff: Direct Project Costs (DPC) are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Pricelist (UPL) or the actual corresponding service cost, in line with GEF rules on DPCs. The amounts indicated here are estimations, however as part of annual project operational planning the Direct Project Costs would be defined, and the amount included in the yearly budgets. The DPC accounts can only be used for operational cost per transaction; it is not a flat fee.

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Manager and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.<sup>8</sup> On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Transfer or disposal of assets: In consultation with the NIM Implementing Partner and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file<sup>9</sup>.

Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

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<sup>8</sup>see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

<sup>9</sup> See [https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PPM\\_Project%20Management\\_Closing.docx&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default).

The project will be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

**VI. MANAGEMENT ARRANGEMENTS**

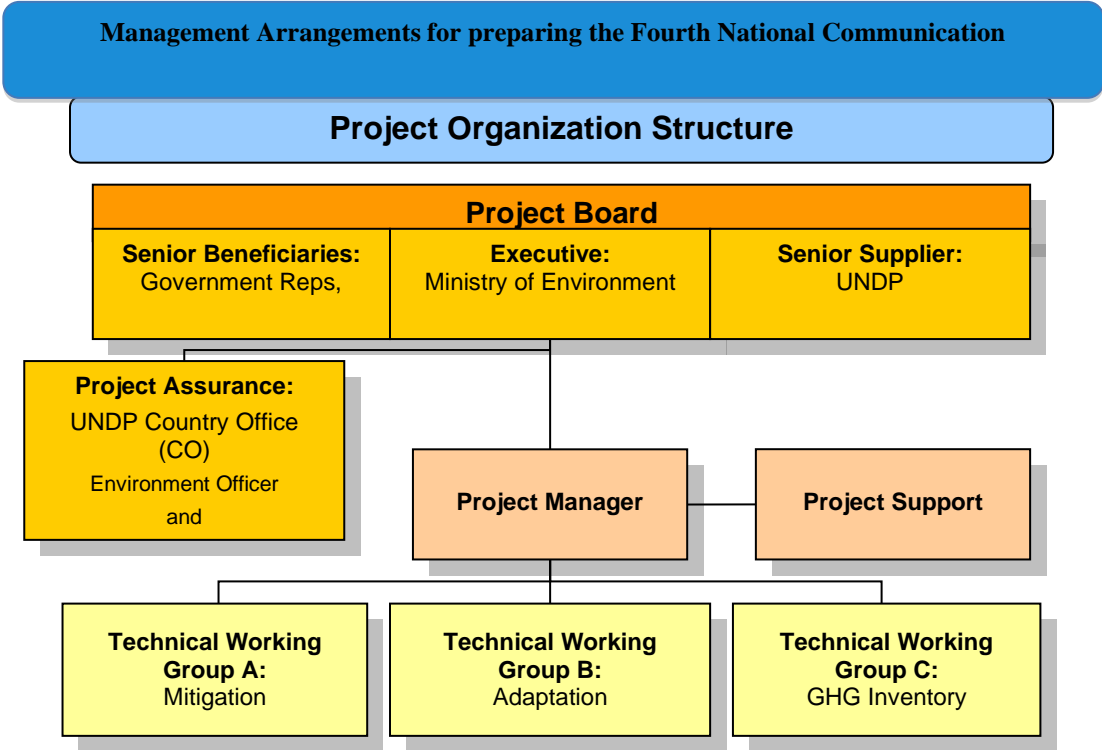
Roles and responsibilities of the project’s governance mechanism: The project will be implemented following UNDP’s national implementation modality, according to the Standard Basic Assistance Agreement between UNDP and the Government of *Egypt*, and the Country Programme.

The **Implementing Partner** for this project is Egyptian Environmental Affairs Agency (EEAA). The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP/GEF resources.

The Implementing Partner is responsible for:

- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

The project organisation structure is as follows:



This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Egypt and the United Nations Development Programme, signed by the parties on 19 January 1987. The project will be nationally implemented by the Egyptian Environmental Affairs Agency (EEAA) of the Ministry of Environment. UNDP will be accountable for the disbursement of funds and the achievement of the project goals, according to the approved work plan. The Project Implementing Partner will assign a senior officer as a Project Director to: (i) coordinate the project activities with activities of other Government entities; and (ii) certify the expenditures are in line with approved budgets and work-plans.

The **Project Board (PB)** (also called Project Steering Committee) will be established at the inception of the project to monitor project progress, to guide project implementation and to support the project in achieving its listed outputs and outcomes. The Project Board is responsible for making by consensus, management decisions, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager. The project Implementing Partner, with the support of UNDP and other members of the PB, will have the main responsibility of coordinating the project activities with other ongoing initiatives and actions in Egypt and for ensuring that the various components of the project are in place when they are needed: e.g. financial instruments are ready when regulations come into place; technical capacity and equipment supply are available at the appropriate time etc.

The terms of reference for the Project Board are contained in Annex B. The Project Board will be chaired by the EEAA, CEO and may include the following individuals/representatives of:

1. Ministry of State for Environmental Affairs (MSEA)/EEAA;
2. Ministry of Foreign Affairs
3. Ministry of Agriculture & Land Reclamation (MALR);
4. Ministry of Water Resources and Irrigation (MWRI);
5. Ministry of Foreign Trade and Industry (MFTI);
6. Ministry of Electricity and Power
7. Supreme Council of Energy(SCE);
8. Ministry of Transport
9. Ministry of Health (MOHP)
10. Ministry of Petroleum
11. Ministry of Electricity and Energy
12. Ministry of Planning
13. Ministry of International Cooperation
14. Ministry of Defence
15. Ministry of Aviation
16. Ministry of Trade and industry
17. Ministry of Economic Development
18. Private sector
19. NGOs
20. UNDP

The final list of the PB members will be completed at the outset of project operations and presented in the Inception Report by taking into account the envisaged role<sup>10</sup> of different parties in the PB. The project manager will participate as a non-voting member in the PB meetings and will also be responsible for compiling a summary report of the discussions and conclusions of each meeting.

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- Agree on project manager's tolerances as required;
- Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;
- Provide ad hoc direction and advice for exceptional situations when the project manager's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

The composition of the Project Board must include the following roles:

**Executive:** The Executive is an individual who represents ownership of the project who will chair the Project Board. This role can be held by a representative from the Government Cooperating Agency or UNDP. The Executive is Egyptian Environmental Affairs Agency, CEO.

The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The executive has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

**Specific Responsibilities:** (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organisation structure and logical set of plans;
- Set tolerances in the AWP and other plans as required for the Project Manager;
- Monitor and control the progress of the project at a strategic level;
- Ensure that risks are being tracked and mitigated as effectively as possible;
- Brief relevant stakeholders about project progress;
- Organise and chair Project Board meetings.

**Senior Supplier:** The Senior Supplier is an individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority

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<sup>10</sup> **Senior Supplier:** individual or group representing the interests of the parties concerned which provide funding for specific cost-sharing projects and/or technical expertise to the project. **Senior Beneficiary:** individual or group of individuals representing the interests of those who will ultimately benefit from the project.



to commit or acquire supplier resources required. If necessary, more than one person may be required for this role. Typically, the implementing partner, UNDP and/or donor(s) would be represented under this role. The Senior Supplier is: UNDP Environment Programme Officer.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Make sure that progress towards the outputs remains consistent from the supplier perspective;
- Promote and maintain focus on the expected project output(s) from the point of view of supplier management;
- Ensure that the supplier resources required for the project are made available;
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts.

**Senior Beneficiary:** The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiary role is held by a representative of the government or civil society. The Senior Beneficiary is: representatives of Ministries.

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiary role monitors progress against targets and quality criteria. This role may require more than one person to cover all the beneficiary interests. For the sake of effectiveness, the role should not be split between too many people.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Prioritize and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Specification of the Beneficiary's needs is accurate, complete and unambiguous;
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target;
- Impact of potential changes is evaluated from the beneficiary point of view;
- Risks to the beneficiaries are frequently monitored.

**The Project Manager:** The day-to-day management of the project will be carried out by a Project Management Unit (PMU) under the overall guidance of the Project Board. The PMU will be established within the EEAA and will coordinate its work with the other key stakeholders of the project. The Project Manager will be selected jointly by UNDP and the EEAA. The key project personnel will be selected on a competitive basis in accordance with the relevant UNDP rules and procedures. The roles and responsibilities of the Project Manager are described in detail in Annex B of this project document.

**The project assurance:** UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the GEF agency fee – involving UNDP staff in Country Offices and at regional and headquarters levels. Project Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. This project oversight and quality assurance role is covered by the GEF Agency.

UNDP Egypt will maintain the supervision, oversight and quality assurance role in project implementation, funded by GEF fee. It will oversee the overall project budget. It will be responsible for monitoring project implementation, timely reporting of the progress to the UNDP Regional Centre and the GEF, as well as organizing mandatory and possible complementary reviews, financial audits and evaluations on an as-needed basis. It will also support the Implementing Partner in the procurement of the required expert services and other project inputs and administer the required contracts. Furthermore, it will support the coordination and networking with other related initiatives and institutions in the country.

Governance role for project target groups: Annex I include a description of the role and involvement of the project's different stakeholders

#### UNDP Direct Project Services as requested by Government:

The UNDP, as GEF Agency for this project, will provide project management cycle services for the project as defined by the GEF Council. In addition, the Government of Egypt may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Egypt acknowledge and agree that those services are not mandatory, and will be provided only upon Government request. If requested the services would follow the UNDP policies on the recovery of direct costs. These services (and their costs) are specified in the Letter of Agreement (Annex G). As is determined by the GEF Council requirements, these service costs will be assigned as Project Management Cost, duly identified in the project budget as Direct Project Costs. Eligible Direct Project Costs should not be charged as a flat percentage. They should be calculated based on estimated actual or transaction based costs and should be charged to the direct project costs account codes: 64397 – 'Services to projects - CO staff' and 74596 – 'Services to projects - GOE for CO'.

Upon the request from the Egyptian Environmental Affairs Agency (EEAA) for support services during project implementation, an agreement will be signed between /EEAA and UNDP. The support services will be clearly documented and agreed in the Letter of Agreement (See Annex G.). In such a case, appropriate cost recovery will be charged as per UNDP-GEF rules and regulations. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened.

The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

- a) Identification and/or recruitment of project and programme personnel;
- b) Identification and facilitation of training activities;
- c) Procurement of goods and services;

The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures.

A Letter of Agreement (Annex G) describes all additional services required of UNDP beyond its role in oversight between the IP and UNDP. The direct project costs requested of UNDP are also detailed in the Total Budget Work Plan.

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information: In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects

funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy<sup>11</sup> and the GEF policy on public involvement<sup>12</sup>.

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## VII. MONITORING FRAMEWORK AND EVALUATION

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP and UNDP Evaluation Policy](#). While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](#) and other relevant GEF policies<sup>13</sup>.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements across all GEF-financed projects in the country.

### **M&E Oversight and monitoring responsibilities:**

**Project Manager:** The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project staff maintains a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Manager will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time, and provided to the UNDP Country Office for recording in the UNDP web-based monitoring tools, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy etc..) occur on a regular basis.

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<sup>11</sup> See [http://www.undp.org/content/undp/en/home/operations/transparency/information\\_disclosurepolicy/](http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/)

<sup>12</sup> See [https://www.thegef.org/gef/policies\\_guidelines](https://www.thegef.org/gef/policies_guidelines)

<sup>13</sup> See [https://www.thegef.org/gef/policies\\_guidelines](https://www.thegef.org/gef/policies_guidelines)

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal evaluation report and the management response.

Project Implementing Partner: The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used by and generated by the project supports national systems.

UNDP Country Office: The UNDP Country Office will support the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](#). This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.

### **Additional GEF monitoring and reporting requirements:**

Inception Workshop and Report: A project inception workshop will be held within two months after the project document has been signed by all relevant parties to, amongst others:

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification and monitoring plan;

- d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;
- e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the annual audit; and
- g) Plan and schedule Project Board meetings and finalize the first-year annual work plan.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

Annual progress:

Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out yearly, in line with GEF and UNFCCC reporting requirements for NCs and BURs.

Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area 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 the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

End of Project:

During the last three months, the project team will prepare the Project Terminal Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project’s results. The Project Terminal Report shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

**M & E Workplan and budget**

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> <li>▪ Project Manager</li> <li>▪ UNDP CO, UNDP GEF</li> </ul>	Indicative cost: 10,000	Within first two months of project start up
Measurement of Means of Verification of project results, as per Results	<ul style="list-style-type: none"> <li>▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and</li> </ul>	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Framework.	institutions, and delegate responsibilities to relevant team members.		annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> <li>▪ Oversight by Project Manager</li> <li>▪ Project team</li> </ul>	To be determined as part of the Annual Work Plan's preparation.	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RTA</li> <li>▪ UNDP EEG</li> </ul>	None	Not applicable
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> </ul>	None	Quarterly
Mid-term Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Final Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team,</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Lessons learned and knowledge generation	<ul style="list-style-type: none"> <li>▪ Project Manager</li> </ul>	<i>USD 1,000/year</i>	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Manager <ul style="list-style-type: none"> <li>▪ UNDP CO</li> </ul>	<i>None</i>	On-going
Addressing environmental and social grievances	Project Manager UNDP Country Office <ul style="list-style-type: none"> <li>▪ BPPS as needed</li> </ul>	None for time of project manager, and UNDP CO	<i>Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.</i>
Project Board meetings	Project Board UNDP Country Office <ul style="list-style-type: none"> <li>▪ Project Manager</li> </ul>	<i>USD 1000/year</i>	At minimum annually
Supervision missions	<ul style="list-style-type: none"> <li>▪ UNDP Country Office</li> </ul>	None <sup>14</sup>	Annually
Oversight missions	<ul style="list-style-type: none"> <li>▪ UNDP-GEF team</li> </ul>	None <sup>14</sup>	Troubleshooting as needed
<i>Knowledge management</i>	<ul style="list-style-type: none"> <li>▪ Project Manager</li> </ul>	USD 2,000	<i>On-going</i>

<sup>14</sup> The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
GEF Secretariat learning missions/site visits	<ul style="list-style-type: none"> <li>▪ UNDP Country Office and Project Manager and UNDP-GEF team</li> </ul>	None	To be determined.
Project Terminal Report	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ local consultant</li> </ul>	0	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ Project manager and team</li> </ul>	Indicative cost per year: 2,000	Yearly
Visits to field sites	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ UNDP RCU (as appropriate)</li> <li>▪ Government representatives</li> </ul>	For GEF supported projects, paid from IA fees and operational budget	Yearly
<b>TOTAL indicative COST</b> Excluding project team staff time and UNDP staff and travel expenses		US\$ 28,000	

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## VIII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Egypt and UNDP, signed on 19 January 1987. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Egyptian Environmental Affairs Agency (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

Any designations on maps or other references employed in this project document do not imply the expression of any opinion whatsoever on the part of UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

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## IX. RISK MANAGEMENT

Consistent with the Article III of the SBAA [*or the Supplemental Provisions to the Project Document*], the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner’s obligations under this Project Document.

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

Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).

The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the



project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at [www.undp.org](http://www.undp.org).

In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term “Project Document” as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

The Implementing Partner shall ensure that all of its obligations set forth under this section entitled “Risk Management” are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled “Risk Management Standard Clauses” are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

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## **X. MANDATORY ANNEXES**

- A. Multiyear Workplan (see template below)
- B. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate
- C. UNDP Social and Environmental and Social Screening Template (SESP) - Exempt
- D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)
- E. UNDP Risk Log (to be completed by UNDP Country Office)
- F. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)
- G. Standard Letter of Agreement Between UNDP and the Government for the Provision of Support Services.
- H. Final Report of Egypt’s National Communication’s/Biennial Update Report’s Project

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## **XI. ADDITIONAL ANNEXES**

- I. Stakeholders involvement Matrix

## Annex A. Multi Year Work Plan

Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
<b>Implementation arrangements and project inception</b>													
Contract the project office staff		X											
Establish technical teams		X											
Update the composition of the PSC		X											
Organize a project inception workshop		X											
Organize scoping meetings		X											
<b>National Circumstances</b>													
1. Review and update all components that characterize the national circumstances provided in the TNC	NPM, TLs, PA					X							
2. Collect information on: <ul style="list-style-type: none"> <li>○ geographic, anthropogenic and climatic conditions and cultural considerations;</li> <li>○ current natural resources;</li> <li>○ imports, exports; and</li> <li>○ national GDP</li> </ul>	NPM, TLs, and PA Assistant.						X	X					
3. Review reports on programs adopting mitigation and adaptation measures in Egypt and ensure that the national circumstances sections cover all areas identified as priorities for mitigation and adaptation.	NPM, TLs, PA								X				
4. Analyse gender issues in relation to climate change.	NPM, TLs, PA									X	X		
5. Draft and circulate the National Circumstances section under the FNC to receive comments and incorporate them into the report.	NPM, TLs, PA										X		
<b>National GHG Inventory</b>													

Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
• <b>GHG activity data system</b>		X	X										
6. Draft ToR, identify and mobilize national experts in targeted sectors and areas of relevance	TL	X	X										
7. Institutionalizing the data collection process and for harmonizing the process with national statistical data collection processes.	TL, National Experts	X	X										
8. Identify specific training needs for enterprises in data collection.		X	X										
9. Procure and implement training for enterprises on data collection as necessary.		X	X										
10. Submit recommendations for endorsement by the EEAA.			X										
• <b>GHG inventory activity data collection.</b>		X	X	X	X								
11. Review and confirm the activity data collection, developed by the BUR project.			X	X									
12. Draft ToR, identify and mobilize national experts in targeted sectors and areas of relevance.	TL, National Experts		X	X									
13. Identify data gaps.	TL, National Experts	X											
14. Identify all new sources of information for filling data gaps.	TL, National Experts			X	X								
15. Identify new activity data needed for estimates of GHG emissions, incorporating UNFCCC in-depth review team recommendations and IPCC good practice methodology, where applicable.													
• <b>National GHG inventory for the following sectors; energy, IPPU, AFOLU and waste, prepared for the years 2017-2020 in accordance to IPCC 2006 and using IPCC 2006 software.</b>					X	X	X	X	X	X	X	X	X

Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
16. Assess the current estimate of the GHG emissions inventory as provided in the BUR, and identify any modifications/re-calculation.	TL, National Experts				X								
17. Prepare a draft inventory of anthropogenic greenhouse gas emissions by sources and removals by sinks using IPCC 2006 software ,following the guidelines adopted by CoP	TL, National Experts				X	X							
18. Report and develop a time series for 2017-2020.	TL, National Experts					X	X						
19. Develop key sources analysis and sensitivity analysis as guided by IPCC GPG.	TL, National Experts					X	X						
20. Identify uncertainties and undertake uncertainty assessment as guided by IPCC 2006 guidelines and using IPCC 2006 software.	TL, National Experts					X	X						
21. Circulate the inventory for internal review.	NPM, TL, National Experts							X					
22. Commission a technical peer review and include its recommendations into the inventory.	NPM, TL, NCSP							X	X				
23. Organize a national workshop to present findings from the GHG inventory.	NPM, TL								X				
24. Incorporate comments received from the review process.	TL, National Experts								X	X			
25. Quality assurance and Quality control plan developed and procedures for the inventory data applied.										X			
26. Finalize the inventory to be submitted as a part of the FNC of Egypt.	NPM, TL, National										X	X	

Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
	Experts												
27. Archive activity data, emission factors and estimates to the template developed under GEF regional project on GHG inventories.	TL, National Experts, and Information & PA Assistant											X	X
<b>Climate Change Mitigation Measures</b>													
• <b>Collection of necessary data and relevant information for scenario development</b>			X	X	X	X	X						
28. Collect all relevant macro-economic data and set assumptions to be made for the purpose of emission scenario development.	TL, Information and PA Assistant and, National Experts		X										
29. Identify any differences to the BAU scenario developed under Egypt's TNC and explain reasons for these differences.	TL, National experts		X	X									
30. Assess changes that may be necessary in assumptions and data in the With Measures (WM) scenario.				X									
31. Process the collected data, format them for entry, and enter them as required by the software that will be utilized for the purpose of generating scenarios. Include updated forecasts of energy output using new government projections and modelling software that is well suited to Egypt's status.	TL, Information and PA Assistant and, National Experts			X									
• <b>Policies and Measures</b>				X	X	X	X	X	X				
32. Assess the status of the PAMs reported in the TNC and add any additional relevant PAMs.				X									

Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
33. Review the status of the relevant policy and legal framework.	NPM, TL, Legal expert, National Experts			X									
34. Incorporate updated information into PAMs discussion section and into data for scenarios.				X									
35. Develop the draft chapter on PAMs, including a summary comparison of PAMs and a concluding sub-section that identifies priorities for action.	TL				X								
36. Circulate the draft chapter on PAMs for peer review and comments.	NPM					X							
37. Organize a national workshop to highlight findings from modelling and analysis of PAMs and get more comments.	NPM, TL					X							
38. Finalize the PAMs chapter to be submitted as a part of Egypt's FNC.	NPM, TL, National Experts						X						
39. Archive and document all related studies, model runs, assumptions, and estimates for the PAMs chapter.	NPM, TL, National Experts							X					
<b>Vulnerability Assessment and Adaptation Measures</b>													
• <b>Climate change impact on socio-economic development of Egypt studied, described and analysed.</b>					X	X	X						
40. Confirm and collect all new supporting data needed for updating the climate change scenarios, particularly socioeconomic data.	TL				X								
41. Compile updated climate information for time period post-dating the TNC.	TL, National Experts					X							

Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
42. Update the section in the NC on changes in SLR and extreme weather events.	National Experts					X	X						
43. Incorporate updated information into the discussion section of the FNC chapter on V&A and into recommendations on adaptation.						X	X						
• <b>Vulnerability assessments for all sectors conducted with gender-specific different impacts highlighted.</b>			X	X	X								
44. Review information on vulnerability and impacts provided in the TNC and re-confirm gaps in data collection and analysis for all areas.			X										
45. Develop a data collection plan in hot spot areas.			X										
46. Analyse data, document data sources, models used, and assumptions	TL, local experts			X	X								
47. Incorporate updated information into the discussion section on vulnerability and impacts and into recommendations on adaptation.													
• <b>An updated adaptation plan for most vulnerable sectors including cost-benefit analysis prepared.</b>					X	X	X	X					
48. Conduct a review of new policies and research on adaptation to CC.	TL					X							
49. Incorporate updated information into the discussion sections of the V&A chapter.						X	X						
50. Provide a listing of potential adaptation measures and actual adaptation measures currently being undertaken in Egypt.							X	X					
• <b>Chapter on Vulnerability and Adaptation (V&amp;A) completed</b>									X	X	X	X	



Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
51. Review time lines and outer bounds for medium-term and long-term scenarios.								X					
52. Circulate the draft chapter of V&A for peer review and comments.	NPM							X					
53. Receive comments and incorporate them into the document.	NPM, TL, National experts								X				
54. Organize a national workshop to highlight findings from the V&A study and get more comments.	NPM, TL								X				
55. Finalize the V&A chapter to be submitted as a part of Egypt's FNC.	NPM, TL, National Experts									X			
56. Archive and document all the V&A related studies and estimates.	NPM, TL, National Experts										X		
<b>Other relevant Achievements</b>													
57. Study on the process of building the capacity of local governments for the implementation of environment and climate change legislation.											X	X	
58. Publication of documents and reports related to the issue elaborated especially by the IPCC, the UNFCCC Secretariat and the project management											X	X	
<b>Publications</b>													
59. Compile a draft of Egypt's FNC with the structure and scope of the report designed as guided by relevant CoP decisions.										X			
60. Circulate the draft for comments and review and incorporate them.										X	X		
61. Ensure that all recommendations from IPCC in-depth reviews	TL, National										X		

Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
(where appropriate) of the TNC are incorporated into all aspects of the FNC.	Experts												
62. Finalize Egypt's FNC.												X	X
63. Commission translation and technical editing of the FNC where necessary.												X	X
64. Publish Egypt's FNC in Arabic and English.												X	X
65. Prepare e-copies of Egypt's FNC in CD-ROM format.													X
66. Oversee official submission of Egypt's FNC to the CoP of the UNFCCC as necessary.													X
67. Organize a national workshop to launch and present the findings of Egypt's FNC.													X
68. Launch the FNC and present major findings in a side event.													X
<b>Project Management</b>													
<b>• Activities and staff coordination</b>													
69. Develop the TORs for the experts then identify and hire appropriate local experts.		X											
70. Establish regular team meetings.		X	X	X	X	X	X	X	X	X	X	X	X
71. Hold inception workshop and finalize timetable for all outputs.		X											
72. Provide equipment and office facilities as needed.		X											
73. Conduct an initial overview of data, parameter, time bounds for consistency.		X											
74. Coordinate training to be provided and oversee experience sharing.		X											
<b>• Communication among project experts, stakeholders, and the public coordinated</b>													
75. Include project stakeholders on PSC and convene it at least 4 times.		X			X				X				X

Task	Responsible Party	Year 1				Year 2				Year 3			
		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
76. Prepare press releases on an as-needed basis and respond to public queries.		X	X	X	X	X	X	X	X	X	X	X	X
77. Design and maintain a project website.		X	X	X	X	X	X	X	X	X	X	X	
<b>• Project activities, outputs, and outcomes monitored and evaluated</b>													
78. Compile documentation for the APR/PIR and terminal report		X	X	X	X	X	X	X	X	X	X		
79. File regular reporting documents for UNDP and GEF, incl. PIRs, and QORs		X	X	X	X	X	X	X	X	X	X	X	X
80. Conduct independent financial audit of the project annually					X				X				X
81. Compile and distribute a lessons-learned note (LLN) on the FNC process													X

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## **Annex B. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate**

### **1. Terms of Reference for National Project Manager**

#### Managerial and Technical Skills

- Assume operational management of the project in consistency with the initiation plan;
- Assume overall responsibility for successful execution and implementation of the initiation plan and the achievement of the output: formulation of the project document;
- Plan, lead and review the technical inputs of local consultants and participate in the data analysis, development of futuristic scenarios
- Ensuring successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project's logframe matrix and within the planned schedule and budget otherwise
- Serve as the focal point of the project for coordination of the project activities with UNDP, the Government and other partners;
- Lead the technical mitigation and adaptation team of consultants
- Contribute to drafting sections of the report, as needed
- Liaise with UNDP programme officer on a regular basis to ensure proper monitoring and realizing results;
- Identify the need for national experts and consultancy teams and develop their scopes of work and terms of reference and other procurement documentation required to identify and facilitate recruitment of experts and consultants in consultation with PSC;
- Follow up on the deliverables of the national consultants contributing to the FNC report;
- Monitor all expenditures and ensure the project proceeds in compliance with UNDP-GEF budget, accounting and procurement guidelines;
- Ensuring effective dissemination of and access to information on project activities and results, (including a regularly updated project website);
- Lead collaborative design and execution of innovative proposals to develop training programmes and knowledge materials on how to address global environmental issues
- Lead the preparation for an organization of seminars, workshops and training activities, as needed.
- Prepare all needed report within the UNDP-GEF project cycle

#### Qualifications and Experience of the Project Manager:

- A minimum of Masters. degree in environment-related studies and other related disciplines;
- Good understanding of the national environment/development issues as well as being aware of national obligation towards the UNFCCC with an institutional development experiences.
- At least seven years of experience relevant to the project;
- Excellent communication (Written and Oral) Skills;
- Demonstrated experience in project coordination;
- Demonstrated experience in working with government, donors and the United Nations system;
- Appropriate experience working with government structures at local levels, and working with NGOs and private sector;
- Excellent inter-personal skills as well as working well within a team environment;
- Good command of English
- Previous work experience with International Agencies is an asset

## 2. Terms of Reference for Project Officer

### Duties

- Assist the National Coordinator in implementing the operational management of the project in consistency with the initiation plan; and the achievement of the output: formulation of the project document;
- Participate in the data collection, quality assurance of data and assist in analysis of GHG emissions data
- Assist the National Coordinator in identifying the national experts and consultancy teams and develop their scopes of work and terms of reference and other procurement documentation required to identify and facilitate recruitment of experts and consultants in consultation with MESA/EEAA and UNDP;
- Assist the National Coordinator in monitoring all expenditures and ensure the project proceeds in compliance with UNDP-GEF budget, accounting and procurement guidelines;
- Assist in the formulation and design of the project document;
- Assist the National Coordinator in the coordination process within government entities and between government entities and donors during the write up of the project document;
- Assist in the preparation for and organization of seminars, workshops and training activities, as needed.
- Perform other tasks as requested

### Qualifications and Experience of the Project Coordinator:

- A minimum of Master's degree in environment-related studies and other related disciplines;
- Good understanding of the national environment/development issues as well as being aware of national obligation towards the UNFCCC with an institutional development experiences.
- At least five years' experience relevant to the project;
- Excellent communication (Written and Oral) Skills;
- Demonstrated experience in project coordination;
- Demonstrated experience in working with government, donors and the United Nations system;
- Appropriate experience working with government structures at local levels, and working with NGOs and private sector;
- Excellent inter-personal skills as well as working well within a team environment;
- Good command of English

### **3. Terms of Reference for Project Technical Assistant**

#### Duties

- Reporting to Third National Communication Coordinator
- Support the staff members directly on special tasks e.g.: preparing short issue specific reports and briefing notes, drafting letters, speaking notes, reviewing contacts information to find special areas of cooperation;
- Provide research and background materials;
- Maintain project and organization-wide databases;
- Schedule events or meetings;
- Contribute to the preparation, production, and revision of project and meeting documents;
- Provide formatting and filing of documents when necessary;
- Assist with consultation, communication and promotion in respect of the Climate project activities
- Assist with monitoring and reporting on the operational performance of the project, including assisting with the generation of appropriate management information and updating the project website.
- Assist in the preparation for an organization of seminars, workshops and training activities, as needed.
- Perform other tasks as requested

#### Qualifications and Experience of the Project Technical Specialist (Assistant)

- University degree in Science/Engineering or Environment related disciplines; with minimum grade very good
- High efficiency in using computer, Microsoft package
- Good understanding of Climate change phenomena and its impacts;
- Fresh graduates are preferable
- Excellent communication skills (written and Oral) Skills;
- Excellent inter-personal skills as well as working well within a team environment;
- Good command of English

#### **4. TOR for National GHG Inventory Team Leader**

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

- Assists the NPM in establishing the team of experts for performing the GHG inventory on the basis of the roster of experts;
- Oversees the training –of –trainers sessions on GHG inventory.
- Assists NPM to organize GHG inventory relevant training and workshops.
- Prepares a detailed work-plan for GHG inventory exercise on the basis of the overall project work plan.
- Provides periodic progress report to the NPM 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 NPM select and implement the methodologies for the conducting of GHGs inventory;
- Identifies gaps and key sectors for GHG inventory;
- Incorporates comments received from the review process.
- Drafts the National Inventory Report and respective chapter of Egypt's FNC along with the respective part of executive summary.
- Leads and coordinates the updating the Manual of Procedures in the light of the new findings under the FNC exercise.
- Archives new data and estimates of new inventory.

#### Qualifications and experience

- An advanced degree in energy, environmental management or another field relevant to the project;
- A minimum of 7 years of working experience in the area relevant to the Climate Change;
- Substantial involvement in the preparation of the Second National Communication is highly preferred (GHG inventory and abatement analysis);
- Good understanding of GHGs inventory process and demonstrable knowledge of IPCC and GPG;
- Demonstrated ability of analytical and drafting work;
- Familiarity with computers and data processing (EXCEL; ACCESS)
- Fluency in English;

## 5. TOR for Mitigation Policies and Measures (PAM) Analysis Team Leader

The team leader of scenarios development sector should work in consultation with and under the guidance and supervision of the National Project Manager. Specifically, his\her responsibilities are but not limited to the following:

- Assists the NPM in establishing the team of experts for performing the PAM analysis on the basis of the roster of experts;
- Prepares a detailed work-plan for GHG abatement for the PAM analysis on the basis of the overall project work plan.
- Provides periodic progress report to the NPM on the PAM analysis by thematic area
- Develops the scope of work and respective terms of reference for the team members;
- Leads the data and information collection process.
- In consultation with NPM decide on methodologies for the elaboration of scenarios for sectors than energy;
- Leads and oversees the scenario development and update
- Organize the scheduled consultations/workshops and ensure their success;
- Ensures synergy with other relevant projects;
- Ensure the timely and effective management of the activities as scheduled;
- Incorporates comments received from the review process.
- Drafts the PAMs Report and respective chapter of Egypt's FNC along with the respective part of executive summary.
- Oversees the documentation of the studies made and archiving.

### Qualifications and experience

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 7 years of working experience in the area relevant to the Climate Change;
- Substantial involvement in the preparation of the First National Communication is mandatory (inventory and abatement and analysis);
- Good understanding of GHGs inventory process and projection;
- Demonstrable knowledge of IPCC 1996, IPCC GPG, LEAP etc.
- Demonstrated ability of analytical and drafting work;
- Familiarity with computers and word processing;
- Strong proficiency in English;



## 6. TORs for V&A Team Leader

The Vulnerability and Adaptation sector team leader should work in consultation with and under the guidance and supervision of the National Project Manager. Specifically, his\her responsibilities are but not limited to the following:

- Assists the NPM in establishing the team of experts for performing the V&A on the basis of the roster of experts;
- Prepares a detailed work-plan for V&A on the basis of the overall project work plan.
- Provides periodic progress report to the NPM on the V&A thematic area
- Develops the scope of work and respective terms of reference for the team members;
- Leads the data and information collection process for performing the V&A study.
- In consultation with NPM decide on approaches (not concluded under stocktaking phase) to be used if necessary;
- Leads and oversees the development baseline climate and socio-economic scenario and impact of climate change.
- Organize the scheduled consultations/workshops and ensure their success;
- Ensures synergy with other relevant projects
- Ensure the timely and effective management of the activities as scheduled;
- Incorporates comments received from the review process.
- Drafts the V&A Report and respective chapter of Egypt's FNC along with the respective part of executive summary.
- Oversees the documentation of the studies made and archiving.

### Qualifications and experience

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 7 years of working experience in the area relevant to the Climate Change;
- Substantial involvement in the preparation of the initial National Communication is mandatory (V&A);
- Good understanding of climate change and sustainable development issues;
- Demonstrated ability of analytical and drafting work;
- Demonstrable knowledge of IPCC 1994, MAGIC / SCENGEN, MARKAL etc.
- Familiarity with computers and word processing;
- Fluency in English;

## **7. TOR for Project Steering Committee**

The duties, responsibilities and operating rules of the PSC are as follows:

- Provides assistance and political support to the National Project Director, National Project Manager and national experts and counterparts during the implementation process of all project activities.
- Reviews and make necessary comments for the all draft documents prepared by the national climate change team
- Receives information on regular basis on the status of the implementation of the project activities and problems to be faced with. National Project Manager submits the report on the status of the implementation of project activities.

Rules under which PSC operates:

- The National Project Manager (NPM) serves as Moderator of PSC meetings. The NPD chairs the PSC meetings
- PSC meets not less than three times during the project life-time. In special cases the PSC shall meet upon the initiative of the National Project Director.
- When the PSC does not meet, the NPD and NPM may request inputs and support from individual members of the PSC.

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**Annex C. UNDP Environmental and Social Screening Template (SESP) - Exempt**

In line with the risk-based exemption criteria, this project is exempt from the SESP requirement, and therefore the SESP screening is not required.

**Annex D. UNDP Project Quality Assurance Report**

(to be completed by UNDP Country Office)

The annex is attached as a separate document to the project document.

## Annex E. UNDP Risk Log

### OFFLINE RISK LOG

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)



<b>Project Title:</b> Fourth National Communication Report to UNFCCC	<b>Award ID:</b> 00106809	<b>Date:</b>
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Enter a brief description of the risk  <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified  <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other <a href="#">Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information)</a>  <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur  Enter probability on a scale from 1 (low) to 5 (high) P =  Enter impact on a scale from 1 (low) to 5 (high) I =  <i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk  <i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk  <i>(in Atlas, use the Management Response box)</i>	Who submitted the risk  <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked  <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change  <i>(in Atlas, use the Management Response box)</i>
1	Change in priorities due to change in leadership.		Strategic	I - 3 P - 3	Government commitment to align institutions, legislation and policies to fully comply with obligations under UNFCCC and Paris Agreement	Project Board			
2	Lack of national expertise to implement project activities		Operational	I = 3 P=2	Project source the experts whose capacity is built under LECB and BUR projects as well as other donor funded projects	Project Manager			

3	Project activities and resources do not translate in increasing the capacity of key organizations to implement UNFCCC		Organizational	I=3 P=2	Project to be effective in developing the capacity to government and non-government stakeholders throughout the project implementation	Project Manager			
4	Lack of GHG emissions data		Operational	I= 3 P=2	Project will build on the database and data collection mechanisms established under the BUR and TNC projects	Project Manager			
5	Irregular frequency of meetings for relevant bodies, unclear approval mechanism for an inter-sectorial coordination body, unwillingness to participate in an inter-sectorial coordination body		Strategic	I=4 P=2	Government commitment to align institutions, legislation and policies to fully comply with obligations of UNFCCC	Project Board			
6	Limited budget, including limited cash co-financing for project activities to collect all climate change assessment studies		Operational	I= 2 P=2	The project will be built on and complement the previous studies conducted by the SNC, TNC, BUR and LECB and prioritize the remaining needed studies	Project Manager			

## **Annex F. Results of the capacity assessment of the project implementing partner and HACT micro assessment**

(to be completed by UNDP Country Office)

UNDP has requested from the Government of Egypt to approve conducting HACT micro assessment for all UNDP IPs covering the whole CO portfolio. The request is still being discussed internally within the government and UNDP CO senior management is following up on the issue. As a temporary arrangement, UNDP CO is not advancing funds to the IPs but is applying direct payment request for processing project financial transactions

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## **Annex G. Standard Letter of Agreement Between UNDP and the Government for the Provision of Support Services**

### **STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND EGYPTIAN ENVIRONMENTAL AFFAIRS AGENCY, EGYPT FOR THE PROVISION OF SUPPORT SERVICES**

*Under project "Fourth National Communication to the UNFCCC "*

Sir,

1. Reference is made to consultations between officials of the Egyptian Environmental Affairs Agency (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project:

- (a) Identification and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities;
- (c) Procurement of goods and services;
- (d) Financial support services

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government of Egypt dated 1987 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.



6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be affected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

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Signed on behalf of UNDP  
Randa Aboul-Hosn  
Country Director,  
UNDP, Egypt

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For the National Implementing Agency:  
Dr. Mohamed Salah  
Chief Executive Officer  
Egyptian Environmental Affairs Agency  
Ministry of Environment

Attachment to the LoA:

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Egyptian Environmental Affairs Agency and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project 00107368 “**Fourth National Communication to the UNFCCC Project**”, “the Project”.
2. In accordance with the provisions of the letter of agreement signed on [*insert date of agreement*] and the project document, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
<p><b>Procurement of services (including but not limited to):</b></p> <ul style="list-style-type: none"> <li>• Procurement of Goods and Services</li> <li>• International and Local Consultant recruitment</li> <li>• Advertising</li> </ul> <p>• <b>Identification/recruitment of PMU</b></p>	Ongoing throughout implementation when applicable	<p>As per the Universal Price List (UPL):</p> <p>Recruitment of PM (\$599.81 x 1) = \$599.81</p> <p>Contractual Services for Individuals (\$234.26 x 6) = \$1,405.56</p> <p>Other Advertising requests (\$46.85 x 20) = \$937.24</p> <p><b>Total: \$2,942.61</b></p>	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL
<p><b>Finance services (including but not limited to):</b></p> <ul style="list-style-type: none"> <li>• Payments and transactions for travel managements, logistics, events, salaries, conferences, consultants.</li> <li>• Vendor Profile</li> <li>• Budget Revision Process</li> </ul>	Ongoing throughout implementation when applicable	<p>As per the Universal Price List (UPL):</p> <p>Payments and transactions (250 x 38.79) = \$9,697.5</p> <p>Vendor Creation (\$20.66 x 16) = \$330.56</p> <p>Budget Revision Process (8 revisions x \$198.47) = \$1,587.76</p> <p><b>Total: \$11,615.82</b></p>	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL
<p><b>Admin services (including but not limited to):</b></p> <ul style="list-style-type: none"> <li>• Travel request, booking tickets</li> <li>• Hotel reservation</li> <li>• Letter of Guarantee Issuance to hotels only</li> </ul>	Ongoing throughout implementation when applicable	<p>As per the Universal Price List (UPL):</p> <p>Travel request (\$26.42 x 6) = 158.52</p> <p>Hotel reservation = (\$32.95 x 3) = \$98.85</p> <p>Letter of Guarantee Issuance to hotels only (\$36.84x5) = \$184.2</p> <p><b>Total: \$441.57</b></p>	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL
<b>Total from GEF grant</b>		<b>\$15,000.00</b>	

According to the GEF policy, DPCs can only be charged based on actual or transaction-based costs

## **Annex H. Final Report of Egypt's National Communication's/Biennial Update Report's Project**

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Update Reports do not require the production and publication of Terminal Evaluation Reports. Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

- The promotion of accountability and transparency, and the assessment and disclosure of the extent of the project accomplishments;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities;
- The provision of feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues; and
- The contribution to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.

The intent of this Final Report is not to propose an abridged alternative to the Terminal Evaluation Report. Instead, its purpose is to gather some insightful details about the process of preparing the mandatory report under the UNFCCC that can be of use to both the UNDP support teams, and the current and future national project teams. Its focus is therefore on providing:

- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities; and
- Feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues.

National project teams in charge of the future enabling activity for the preparation of the National Communication or Biennial Update Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up-taking its guiding role as implementing agency and partner within the Global Support Programme (GSP, previously known as National Communications Support Programme).

The template has been designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. It is therefore divided into three core sections – project identification phase, project implementation phase and project follow-up –with for each section a limited number of open questions.

The intention is to have the team leader, project manager or equivalent figure completing the template, in close collaboration with other team members within the last two months of project implementation. It is furthermore the intention of the completion of this Final Report to trigger the discussions of the upcoming National Communication and/or Biennial Update Report, taking advantage of the momentum created by the ongoing project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

The completion of this template has been made mandatory and has been budgeted for in all projects that received approval post 2013 (3 working days equivalent of project manager's time). You are kindly invited to send the completed template to Damiano Borgogno, [damiano.borgogno@undp.org](mailto:damiano.borgogno@undp.org) and to Eva Huttova, [eva.huttova@undp.org](mailto:eva.huttova@undp.org).

**A. Details of the project**

Project's title	
PIMS number	
Overall budget including GEF grant including co-financing	
Duration of implementation	
Planned duration of project	
Implementing partner	
Team Leader's name and contact details	
Link to final report	

**B. Project identification phase**

Duration of preparatory phase (expressed in months) \_\_\_\_\_

Was the project document developed by a national/international consultant? (Please, provide name if yes and expand on the satisfaction of this collaboration.)

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Please, shortly describe the milestones of this initial preparatory phase (e.g. Consultation workshops held, telephone interviews with key stakeholders, among others)

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Where consultations made with one or more of the following stakeholder groups?

Ministry of Finance (or equivalent)	Women's associations
Other Ministries (not being the Ministry in charge of climate change)	Youth movements
Local Governments	Indigenous peoples' representatives
National universities	Environment or climate related NGOs
Domestic Research Centers	Other NGOs/CSOs
Media	Others (specify)

What were the main objectives for the project identified as a result of this preparatory phase?

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What were the major challenges faced during this phase?

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Looking back, what issues that were identified and/or overlooked during this preparatory phase had an impact on the successive implementation phase?

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### C. Project implementation phase

#### *Technical components*

##### 1. GHG inventory

**Base year of the GHG inventory:**

**Base years used in previous GHG inventories:**

Expected outcome	
Expected output 1	
Expected output 2	

Expected output 3	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the GHG inventory component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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**2. Mitigation actions**

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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### 3. Vulnerability & Adaptation for NC or MRV for BUR

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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#### 4. Constraints and Gaps/Support needed

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the Constraints and gaps, and related financial, technical and capacity needs component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?



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*Capacities and use of capacities*

Do you believe the project has built - in a durable and cost-effective way - human and institutional capacities? Please, elaborate.

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Please, estimate the amount of work done by national consultants versus international consultants:

\_\_\_\_\_ % national consultants. \_\_\_\_\_ % international consultants and \_\_\_\_\_ % national staff.

What work was entrusted to international consultants and for what reasons?

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What would you have done differently, or do you advise the next project team to consider in this context?

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Additional remarks

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*Institutional arrangements*

Please, summarize an overview of the institutional arrangements for the project implementation.

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Please, describe the composition of the project team.

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Will the team remain in place, even after the project has fully closed?

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Were gender considerations taken into account during the project design and implementation? If so, how?

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Which were the strengths and weaknesses of the institutional arrangements used?

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What suggestions have you to make regarding the institutional arrangements for future NC/BUR work?

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Additional remarks

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*Technical support from GSP, CGE, or other bodies*

Has the project team, or members of the project team, participated in national, regional or global training events organized by a center of excellence or above-mentioned body during the course of the project? If yes, please, specify the training event(s).

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What has been the contribution of this participation to the project results?

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What identified knowledge gaps holding back the proper implementation of the NC project could not be addressed by any of the above-mentioned bodies?

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In addition to capacity building support, what other assistance did the project team receive during project implementation? (E.g. review of draft report, technical backstopping of international expert)

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Has UNDP provided timely and valuable support during project design and implementation? Please explain.

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**D. Next steps**

How will findings of the project be further disseminated, if at all?

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Are balance funds available under the NC/BUR project going to be used to identify the strategy of the next report?

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At full project closure, is there a person or institute to whom one can turn in case there are follow-up questions to the NC/BUR?

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Has the Government expressed interest to further work with UNDP on the next coming report? If no, please explain.

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**E. Additional information**

Date	
Name and e-mail address of person who completed this template	
Others involved in completion of this template (names of individuals and their institutions)	
In case a terminal evaluation report has been produced, please link it here.	
Other attachments	

## Annex I. Stakeholder Involvement Matrix

(Table below is non-exhaustive)

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ reasons for inclusion	Role in the self- assessment process
<b>PUBLIC INSTITUTIONS</b>				
<b>MINISTRY OF STATE FOR ENVIRONMENT AFFAIRS (MSEA)</b>	<b>EEAA</b>	<p>EEAA is the main specialized governmental body responsible for environmental protection in the Arab Republic of Egypt. Responsibilities of EEAA and its directorates and institutions that are under its responsibility and relevant to the climate change are as following:</p> <ul style="list-style-type: none"> <li>▪ Drafts and implements governmental policies, strategies and action plans for environmental protection;</li> <li>▪ Drafts laws, by-laws and decisions for the protection of the environment;</li> <li>▪ Follows-up the implementation of laws, by-laws and decisions of the Council of Ministers for Environmental Protection;</li> <li>▪ Coordinates the cooperation between relevant Ministries, local government, research institutions, and NGOs;</li> <li>▪ Supervise the monitoring of the state of environment in collaboration with relevant Ministries, local government, research institutions, and NGOs;</li> <li>▪ Proposes measures, activities and standards to protect water, soil, air and biological diversity;</li> <li>▪ Designs and endorse projects for the protection and remediation of environment;</li> <li>▪ Manages environmental funds provided by the Government of Egypt;</li> <li>▪ Raises awareness on environmental protection and related issues;</li> <li>▪ Issues environmental permission/ licence for all activities that have an impact to environment;</li> <li>▪ Prepares agreements and MoUs, in the framework of bilateral and multilateral co-operation and attends their implementation after their adoption;</li> <li>▪ Oversees the implementation process of all environmental conventions where Egypt is a Party;</li> </ul>	<ul style="list-style-type: none"> <li>▪ MSEA/EEAA <b>leads</b> the Project Steering Committee;</li> <li>▪ MSEA through its Climate Change Unit (CCCD) is <b>responsible</b> for the preparation of National Communications to the COP of the UNFCCC stands under the MSEA along with the overall implementation process of the UNFCCC;</li> <li>▪ The responsibility of the <b>GEF Focal Point</b> (Operational/Political) stands under MSEA;</li> <li>▪ The responsibility of the <b>UNFCCC and IPCC Focal Point</b> stands under CCCD;</li> <li>▪ The responsibility of the <b>UNEP</b> and other UN Conventions stands under MSEA;</li> <li>▪ The MSEA is the <b>Executing Agency</b> for UNDP-GEF portfolio for climate change and also for all GEF projects Egypt;</li> </ul>	<ul style="list-style-type: none"> <li>▪ The CCCD based under the MSEA <b>led</b> and <b>coordinated</b> the stocktaking exercise at national level being responsible for the preparation of the final stocktaking report and the Project Proposal for Egypt's Third National Communication to the UNFCCC;</li> <li>▪ Directorates, officials and experts of the MSEA are <b>consulted</b> and have provided their inputs and <b>feedback</b> to this process;</li> </ul>

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ reasons for inclusion	Role in the self- assessment process
	<b>Climate Change Central Department (CCCD)</b>	<ul style="list-style-type: none"> <li>▪ Serves as National Focal Point for the UNFCCC and provides technical support and policy advice to the MSEA for its implementation process and represents GoA into the negotiations;</li> <li>▪ Serves as National Focal Point for the IPCC;</li> <li>▪ Prepares inventories of GHG emissions and removals by sources;</li> <li>▪ Regularly archives data and inventory estimates;</li> <li>▪ Develops scenarios of GHG emissions and proposes mitigation policies and measures;</li> <li>▪ Performs assessment of vulnerability and proposes adaptation measures to the expected climate change;</li> <li>▪ Prepares Technology Needs Assessment;</li> <li>▪ Prepares National Communications and arrange their submission to the COP of UNFCCC as mandated by the COP decisions;</li> <li>▪ Raises general awareness and knowledge on climate change and related issues;</li> <li>▪ Strengthens the dialogue, information exchange and co-operation among all the relevant stockholders including governmental, non-governmental, academic, private sectors on climate change and related issues;</li> <li>▪ Mobilizes resources for implementation of the UNFCCC;</li> </ul> Designs and implements projects related to the implementation of the UNFCCC;	<ul style="list-style-type: none"> <li>▪ Main institution <b>responsible</b> for climate change and related issues in the Republic of Egypt.</li> <li>▪ CCCD is responsible for the <b>coordination</b> of stocktaking and <b>preparation</b> of the final stocktaking report and the Project Proposal for the Egypt's Third National Communication to the UNFCCC;</li> <li>▪ Potential for coordination of FNC project.</li> </ul>	

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ reasons for inclusion	Role in the self- assessment process
<b>MINISTRY OF AGRICULTURE &amp; LAND RECLAMATION (MALR)</b>	<b>Agricultural Research Center</b>	<p>MALR is the main specialized governmental body responsible for agriculture and food policy in the Republic of Egypt. Responsibilities of MALR and its directorates and institutions that are relevant to the climate change are as following:</p> <ul style="list-style-type: none"> <li>▪ Drafts and implements governmental policies, strategies and action plans for development of agriculture and food sector by aiming at: (i) increasing agricultural, livestock, agro-industrial, fishery production; (ii) improvement of market infrastructure; (iii) sustainable management of natural resources;</li> <li>▪ Set standards and propose policies and measures to ensure the improvement of food safety, and protect consumers;</li> <li>▪ Design agro-food policies that will be oriented towards the coordination of agriculture sector development with the regional one, by highlighting integrated rural development;</li> <li>▪ Design national policies for irrigation and drainage;</li> <li>▪ Drafts laws, by-laws and decisions for development of agriculture and food sector and achievement of the above aims;</li> <li>▪ Follows-up the implementation of laws, by-laws and decisions of the Council of Ministers for development of agriculture and food sector;</li> <li>▪ Develop institutional capacities, capable to design and implement agricultural policies oriented towards the regional and European integration of Egypt's agriculture and food sector;</li> <li>▪ Coordinates the cooperation between relevant Ministries, local government, research institutions, and NGOs regarding the development of Agriculture and Food.</li> </ul>	<ul style="list-style-type: none"> <li>▪ MALR is represented in the <b>PSC</b>;</li> <li>▪ Provides <b>policy advise</b> regarding the development of the LUCF and agriculture and livestock sector and related GHG mitigation and adaptation strategies;</li> <li>▪ Potential <b>data</b> provider on LUCF and Agriculture and Livestock;</li> </ul>	<ul style="list-style-type: none"> <li>▪ The <b>CCCD led</b> and <b>coordinated</b> the stocktaking exercise;</li> <li>▪ The <b>CCCD synthesized</b> thematic area specific reports into the core stocktaking report.</li> <li>▪ The <b>CCCD held consultations</b> with all national climate change relevant stockholders in the country;</li> <li>▪ The <b>CCCD got technical guidance</b> from UNDP-GEF NCSU and <b>exchanged experience</b> with homologue offices/colleagues from East Europe and CIS countries who were to develop stocktaking exercises;</li> </ul>

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<b>Ministry of Water Resources and Irrigation</b>	<b>Planning Sector</b>	<p><i>In the framework of its policy for providing water in adequate quantity and quality to the country's sectors, the ministry has been keen on formulating a policy based on scientific bases to face the continuously increasing demand in the water sector.</i></p> <p>The Ministry's Objectives can be summarized as follows:</p> <ul style="list-style-type: none"> <li>▪ Formulate the water policies necessary for securing coverage of all the water requirements in agriculture, industry, drinking, navigation and power sectors as well as other consuming requirements.</li> <li>▪ Maintain all the available water resources, rationalize its use, maximize its revenues and increase its efficiency by using state-of-the-art technologies in managing water of the Nile River, the underground reservoir, rainfall, torrents and drainage water that is usable according to specific standards.</li> <li>▪ Control distribution of irrigation water; establish, operate and maintain grand barrages and reservoirs and industrial works along the Nile River along with its branches, rayahat, canals, and irrigation and drainage networks.</li> <li>▪ Improve and develop irrigation methods for the optimization of the available water resources</li> <li>▪ Maintain water quality and protect water from pollution.</li> </ul> <p>Increase Egypt's share from the Nile water by cooperation and coordination with the Nile basin countries to establish joint projects to polarize and make use of the lost water.</p>	<ul style="list-style-type: none"> <li>▪ MWRI is represented in the <b>PSC</b>;</li> <li>▪ Provides <b>policy advise</b> regarding the water resources and coastal zones vulnerability assessment and adaptation strategies;</li> <li>▪ Potential <b>data</b> provider on water resources, shoreline erosions and sea level rise</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Consulted</b> by CCCD regarding the data provision for LUCF and Agriculture and Livestock.</li> <li>▪ Information of the <b>stock of activities / studies</b> related to the TNC provided.</li> <li>▪ <b>Feedback</b> on stocktaking report provided;</li> </ul>
	<b>Egyptian Public Authority for Shore Protection</b>	<ul style="list-style-type: none"> <li>▪ Preparing the general planning for shore protection activities and projects;</li> <li>▪ Develop master plans &amp; prepare the technical designs for new development projects on the seashores;</li> <li>▪ Develop pilot projects which serve the Authority's activities in cooperation with the different authorities and Egyptian universities and foreign universities</li> </ul> <p><b>Future Plans</b></p> <ul style="list-style-type: none"> <li>▪ Establish an overall plan for an integrated shoreline management plan to protect the Egyptian coast;</li> <li>▪ Expand the usage of arial wave photos for the Egyptian shores;</li> <li>▪ Expand the international cooperation between the SPA and the countries advanced in this field;</li> <li>▪ Expand in establishing and using the meteomarine current recording and wave measurements;</li> <li>▪ Establish net system for information and data at SPA and its branches to link all Egyptian shorelines to facilitate the follow-up process.</li> </ul>		<ul style="list-style-type: none"> <li>▪ <b>Consulted</b> by CCCD regarding the data provision for water resources and coastal zones vulnerability assessment and adaptation strategies;</li> <li>▪ Information of the <b>stock of activities / studies</b> related to the TNC provided.</li> <li>▪ <b>Feedback</b> on stocktaking report provided;</li> </ul>

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	<b>Coastal Research Institute (CoRI)</b>	<p><i>Coastal Research Institute (CoRI), was established in 1972 as an urgent need for monitoring and protecting the Egyptian coasts. CoRI is one of the twelve institutes of the National Water Research Center (NWRC).</i></p> <ul style="list-style-type: none"> <li>▪ Vision As the coastal zones of Egypt hosts many natural resources, CoRI emphasizes on Integrated Management Plans (IMP) for sustainable protection and development of the coastal zones.</li> <li>▪ Mission CoRI is concerned with research and investigation activities to protect and to develop the coastal zones of Egypt through the following objectives:</li> <li>▪ Monitoring the evolution of the Mediterranean coast in order to determine the near shore zone changes of the Nile delta and its neighborhood.</li> <li>▪ Collecting and analyzing Dynamical, coastal and marine data for the determination of the erosion and accretion pattern and their driving forces.</li> <li>▪ Conducting numerical models to predict future changes in the coastal zone, and select the most economical and effective protective measures and to find out their best alignment.</li> <li>▪ Studying and design the most efficient, low cost and high effective control works to protect the heavily populated areas with its valuable agricultural land, industrial establishments and infrastructure from the sea attacks and carrying out their EIA.</li> <li>▪ Providing expert advice to the Egyptian Government on problems associated with coastal instability.</li> <li>▪ Integrated coastal zone management studies considering current and future changes.</li> <li>▪ Carrying out studies concerning following up the existing and future coastal problems and the required protection system along the Egyptian coastal zone</li> </ul>		



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<b>MINISTRY OF FOREIGN TRADE AND INDUSTRY (MFTI)</b>	<b>Ministry in general</b>	<p>MFTI is the highest governmental authority responsible for energy and industry policy-making in the republic of Egypt. Responsibilities of MFTI and its directorates and institutions that are under its responsibility and relevant to the climate change are as following:</p> <ul style="list-style-type: none"> <li>• Designs, revises and regularly updates national strategies for sustainable development of energy and industry sectors;</li> <li>• Drafts the respective legal framework for the development of the energy and industry sectors;</li> <li>• Forecasts the continuous demand for different energy sources;</li> <li>• Promotes private investments, domestic or foreign ones, in both energy and industry sector by creating an attractive environment climate for these investments;</li> <li>• Boosts market reforms in the energy and industry sector to achieve the national objectives for their integration under EU structures;</li> <li>• Supervises and facilitates the merging of energy and industry public companies towards privatization process.</li> </ul>	<ul style="list-style-type: none"> <li>▪ MFTI is represented in the <b>PSC</b></li> <li>▪ Provides <b>policy advise</b> regarding the development of the Energy and Industry sector and related GHG mitigation and adaptation strategies for these sectors;</li> <li>▪ Significant <b>data</b> provider for Energy and Industry category;</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Consulted</b> by CCCD regarding the data provision for Energy and Industry</li> <li>▪ Information of <b>the stock of activities / studies</b> related to the TNC provided.</li> <li>▪ <b>Feedback</b> on stocktaking report provided;</li> </ul>

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Cabinet of Ministries	Supreme Council Of Energy(SCE)	<p>SCE advises the Government, Minister of Energy and other ministries and public institutions on energy issues.</p> <ul style="list-style-type: none"> <li>▪ Designs National Policy and Strategies for the Development of the Energy Sector and propose Actions for their implementation;</li> <li>▪ Designs Laws and by-Laws for development of Energy sector;</li> <li>▪ Prepares different development scenarios and carries out analyses in energy field (including energy efficiency) with the goal of orienting the Egypt's economy towards a sustainable development of energy sector.</li> <li>▪ Supervises the implementation process of the National Energy Strategy.</li> <li>▪ Gathers, assembles and analyzes data on production, supply and consumption of energy sources in all economic sectors by creating a database according to International Agency of Energy (IAE) and EUROSTAT standards.</li> <li>▪ Develops annual energy balance of the country according to IAE and EUROSTAT formats.</li> <li>▪ Forecasts and proposes action plans for rational and efficient use of energetic fuels in different economic sectors.</li> <li>▪ Carries out studies for promotion of using of renewable energy sources.</li> <li>▪ Prepares in cooperation with other institutions, the environment standards related to exploitation of energy sources.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The <b>Team Leader</b> role of GHG inventory and <b>technical expertise</b> on GHG mitigation analysis are provided by the <b>SCE</b>;</li> <li>▪ The NAE is the main <b>data</b> provider for energy sector, mainly from energy balance</li> <li>▪ <b>SCE</b> is represented in <b>PSC</b>;</li> </ul>	<ul style="list-style-type: none"> <li>▪ The <b>SCE</b> has <b>drafted the report on GHG inventories</b> – as significant part of the core stocktaking report;</li> <li>▪ The <b>SCE</b> has <b>drafted the sections of the V&amp;A report</b> related to the impact of CC into the <b>energy sector</b> and response adaptation measures;</li> <li>▪ The <b>SCE</b> is <b>consulted</b> on issues related to GHG inventories, GHG mitigation analysis; related activity data for GHG inventory (energy);</li> <li>▪ The <b>SCE</b> has provided information of the <b>stock of activities / studies</b> related to the TNC;</li> <li>▪ <b>Feedback and validation</b> of the stocktaking report is provided by <b>SCE</b>.</li> </ul>
MINISTRY OF TRANSPORT (MT)	Ministry in general	<ul style="list-style-type: none"> <li>▪ Designs national policies for sustainable development of the transport and telecommunication sector through expanding and enhancing the transport infrastructure;</li> <li>▪ Designs transport master plans for each mode of transport (road, maritime, air);</li> <li>▪ Designs and implements measures for commercialization of services into the overall infrastructure network;</li> <li>▪ Designs and implements measures for rehabilitation of road network;</li> <li>▪ Designs the legal and institutional framework that would help the implementation of the polices and measures to the transport and telecommunication;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potential <b>member of PSC</b>;</li> <li>▪ Potential <b>data</b> provider for transport category;</li> <li>▪ Provides <b>policy advice</b> for the development of transport and for integrated assessment of impact of expected climate changes into these sector;</li> </ul>	<ul style="list-style-type: none"> <li>▪ MOTT is <b>consulted</b> by CCCD regarding to the transport sector;</li> <li>▪ Information of the <b>stock of activities / studies</b> related to the TNC provided.</li> </ul>

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<b>MINISTRY OF HEALTH</b>	<b>Ministry in general</b>	MOHP is the highest governmental authority responsible for health policy-making in the republic of Egypt. Responsibilities of MOHP and its institutions that are under its responsibility and relevant to the climate change are as following: <ul style="list-style-type: none"> <li>▪ Designs national policies for the protection of the public health and improvement of public health services</li> <li>▪ Designs the respective legal framework and build institutional</li> <li>▪ Implements policies, laws and regulations for the protection of the public health and health service;</li> </ul>	<ul style="list-style-type: none"> <li>▪ MOHP is represented in the <b>PSC</b>;</li> <li>▪ Provides <b>policy advise</b> regarding the development of Health sector and related impact of climate change and adaptation strategy for this sector;</li> <li>▪ Potential <b>data</b> provider for health sector</li> </ul>	<ul style="list-style-type: none"> <li>▪ MOHP is <b>consulted</b> by CCCD regarding the health sector;</li> <li>▪ Information of the <b>stock of activities / studies</b> related to the TNC provided.</li> <li>▪ <b>Feedback</b> on stocktaking report provided;</li> </ul>
<b>MINISTRY OF PETROLEUM</b>	<b>Ministry in general</b>	Increasing Egypt's reserves of crude oil and natural gas Creating constant sufficiency in Egypt's consumption of crude oil and natural gas in their varied forms. To make the petroleum sector a major contributor to Egypt's national economy and a principal source of employment for Egypt's large and skilled work force. Protect Egypt's resplendent environment and its varied ecological systems through the enactment and implementation of stringent national and international environmental protection laws to govern petroleum operations. Curb Pollution through the increased use of environmentally friendly fuels such as natural gas and low-sulphur petroleum products that are produced in accordance with international specifications.	<ul style="list-style-type: none"> <li>▪ Provides the main source of anthropogenic fuel, which is the source for GHG emissions.</li> <li>▪ Contributes in the process of fuel switching from fluid fuel to natural gas fuel.</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is <b>consulted</b> by CCCD regarding the health sector;</li> <li>▪ Information of the <b>stock of activities / studies</b> related to the TNC provided.</li> <li>▪ <b>Feedback</b> on stocktaking report provided;</li> </ul>
<b>MINISTRY OF ELECTRICITY AND ENERGY</b>		Optimize use of available energy sources and minimize environment pollution in the field of electricity generation and supply Expand utilization of new and renewable energy resources Provide electricity with minimum price and best quality Set and Implement general policies in the fields of electricity generation, transmission and distribution to use the most technical and scientific proven developments and technologies. Follow up and monitor different activities to provide electrical power for the social and economic development to support the government's framework and plans. Suggest tariff of electrical power to the cabinet Supervise study and implementation of important electrical projects Set data structure and technical statistics of electric activities	<ul style="list-style-type: none"> <li>▪ One of the main contributors to GHG emissions in Egypt.</li> <li>▪ Implements important projects for climate change mitigation in the fields of renewable energies &amp; energy efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is <b>consulted</b> by CCCD regarding the health sector;</li> <li>▪ Information of the <b>stock of activities / studies</b> related to the TNC provided.</li> <li>▪ <b>Feedback</b> on stocktaking report provided;</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>PUBLIC ACADEMIA &amp; RESEARCH INSTITUTES</b></li> </ul>				

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CAIRO UNIVERSIT Y	Faculty of Science , Meteorology & Astronomy Department	<ul style="list-style-type: none"> <li>▪ Provides education at all levels on Meteorology &amp; Climatology, Chemistry, Physics, Biology, Computing Science and Mathematics.</li> <li>▪ Conducts scientific research and implements projects on Meteorology &amp; Climatology, Chemistry, Physics, Biology, Computing Science, and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSc is represented in PSC</li> <li>▪ FSc is a potential provider of the <b>technical expertise</b> for Meteorological forecasts, climatological researches</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSc is <b>consulted</b> by CCCD on general technical issues;</li> </ul>
ALAZHAR UNIVERSIT Y	Faculty of Science, Meteorology & Astronomy Department	<ul style="list-style-type: none"> <li>▪ Provides education at all levels on Meteorology &amp; Climatology, Chemistry, Physics, Biology, Computing Science and Mathematics.</li> <li>▪ Conducts scientific research and implements projects on Meteorology &amp; Climatology, Chemistry, Physics, Biology, Computing Science, and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Physics department provides <b>technical expertise</b> on uncertainty assessment for GHG inventory.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Physics department is <b>consulted</b> by CCCD related to the issue of uncertainty assessment;</li> <li>▪ <b>Feedback and validation</b> of the stocktaking report is provided by IHM;</li> </ul>
AIN SHAMS UNIVERSIT Y	Institute of Environment (IE)	<ul style="list-style-type: none"> <li>○ Provides Education at all levels on topics related to Environmental sciences, Media, Agro- Climatology.</li> <li>○ Conducts scientific research &amp; implements projects on Agro-Climatology, Public Awareness, Environmental protection &amp; mass media.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides advice regarding the development of Public Awareness &amp; impacts of Climate Change on different sectors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ IE is consulted by CCCD regarding the public awareness</li> <li>▪ Information of the stock of activities related to the TNC provided.</li> </ul>
National Research Center (NRC)	- Environmental & OCCCDational Medicine Department	<ul style="list-style-type: none"> <li>▪ Conducts scientific research &amp; implements projects related to Climate change and its health Impact among the different sectors of the population.</li> <li>▪ Conducts scientific research &amp; implements projects on Public Awareness, Environmental protection &amp; mass media.</li> <li>▪ Design and Implement activities that raise awareness of public on environmental issues.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assess the impacts of Climate Change on the health of the different sectors</li> <li>▪ Provides advice regarding the development of Public Awareness</li> </ul>	<ul style="list-style-type: none"> <li>▪ NRC is consulted by CCCD regarding information of the stock of activities related to the TNC provided and the public awareness.</li> </ul>
Egyptian Meteorologic al Authority (EMA)	Climatology	<ul style="list-style-type: none"> <li>▪ Systematically observes and monitors meteorological parameters from all national stations;</li> <li>▪ Process the data and information received from the observations;</li> <li>▪ Develop data base and information system on the metrological indicators of the country;</li> <li>▪ Develops weather forecast and provide it to the interested parties;</li> <li>▪ Report data to the World Metrological Organization and to other regional / sub-regional networks established;</li> </ul>	<ul style="list-style-type: none"> <li>▪ The EMA is the main Metrological <b>data</b> provider;</li> </ul>	<ul style="list-style-type: none"> <li>▪ The EMA is <b>consulted</b> on issues related to V&amp;A and related data</li> <li>▪ EMA has provided information of the <b>stock of activities / studies</b> related to the TNC;</li> <li>▪ <b>Feedback and validation</b> of the stocktaking report is provided by EMA</li> </ul>

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<b>Agricultural Research Center (ARC)</b>	* <b>Institute of Soil, Water, &amp; Environment</b> * <b>Central Laboratory for Agricultural Climate (CLAC)</b>	<ul style="list-style-type: none"> <li>▪ Conducts scientific research &amp; implements projects related to Climatology, Agro- Climatology &amp; Agro- meteorology</li> <li>▪ Researches in Climate Change impacts, vulnerability &amp; Adaptation in Agriculture.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides technical expertise for GHG inventory &amp; GHG mitigation analysis</li> <li>▪ Technical expertise on uncertainty assessment for GHG inventory</li> </ul>	<ul style="list-style-type: none"> <li>▪ ARC is consulted by CCCD on general issues related to Agro- meteorology.</li> </ul>
<b>Tebbin Institute for Metallurgical Studies (TIMS)</b>		<ul style="list-style-type: none"> <li>▪ Tebbin Institute for Metallurgical Studies started its activities in November 1968 as a scientific establishment for continuous engineering education, training, research and industrial consultation Under the Presidential Decree no. 1330/ 1975, issued on 31 December 1975. Currently it accomplishes these activities for the Ministry of Foreign Trade and Industry.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Center of energy efficiency in Industry, 1983 to 1987, 400 thousand US\$, UNDP.</li> <li>▪ Project of energy efficiency in metallurgical and glass industries, 1985 to 1988, 900 thousand US\$, UNDP</li> <li>▪ Energy efficiency and environment protection project (ECEP), 1989 to 1998, 67.5 Million US\$, USAID and 70 Million LE Egypt's Government contributions.</li> <li>▪ National Strategy Study for CDM, 160 thousand US\$, World Bank, 2000 to 2002.</li> <li>▪ Capacity Development for Clean Development Mechanism (CD for CDM) project 300 thousands US\$, UNEP, 2003 to present.</li> </ul>	
Non-Governmental Organizations (NGOs)				
<b>Arab Office for Youth and Environment (AOYE)</b>		Arab Office for Youth and Environment (AOYE) seeks to be one of the best NGOs working in the field of Environment and Sustainable Developmental on the National, Arab and International levels through comprehensive environmental action plan that has economical sustainable approach; That offer an integrated services and activities towards the environment protection and conservation, capable to provide full enabling to its beneficiaries.		

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Partners in Development for Research, Consulting and Training (PID)		<p>Partners in Development for Research, Consulting and Training PID are an Egyptian think tank that specializes in development studies, broadly defined. It was established as a private company under the Law of Companies No. 159 of 1981 and the Investment Law No. 8 of 1997.</p> <p>PID was founded by a number of Egyptian experts, university professors, international civil servants, and businessmen known for their concern with issues of development. They build on the experience of successfully running a research center at Cairo University, which had acquired an international reputation under their leadership</p> <p>They find in this new think tank an opportunity to put their knowledge and expertise to the service of economic, social, and cultural development in Egypt and other Arab countries. The status of a private company ensures the sustainability and independence of PID's activities.</p> <p>In carrying out its work, PID engages a large number of multi-disciplinary experts working in universities and research centers in the Middle East and North Africa region. Although priority is given to those with expertise in the field of economic and social developments, specialists in areas such as Political Science, Public Administration, Law, Information Technology, Nutrition Sciences, and in Science and Engineering will be called upon whenever the need arises.</p>		
<b>INTERNATIONAL ORGANIZATIONS BASED IN EGYPT</b>				
UNDP EGYPT		<p>UNDP Egypt is uniquely placed to advise the government on policies and institutions to meet development challenges, to work with partners to mobilize talent and resources, and to play the advocacy role through the Human Development Report and the Millennium Development Goals (MDGs). UNDP is helping Egypt integrate the Millennium Development Goals into national development frameworks.</p> <p>The Environment portfolio in Egypt's country office covers a wide range of projects that include conservation of biodiversity in at least seven protectorates promoting the sustainable use of natural resources and protecting indigenous knowledge thus linking biodiversity conservation to fighting poverty and improvement of livelihoods. UNDP Egypt is also tackling climate change issues through a number of projects focusing on developing innovative mechanism for improving energy efficiency and establishing marketing support for cleaner and renewable energy technologies targeting the upstream policy level and downstream consumer and grass root level. In addition, the CO office is engaged in pollution abatement through the introduction of low cost technologies for waste water treatment technologies such as engineered wetlands.</p>	<ul style="list-style-type: none"> <li>▪ UNDP holds the capacity of the <b>Implementing Agency</b> of all GEF funded Projects;</li> <li>▪ UNDP is represented in <b>PSC</b>;</li> <li>▪ UNDP provides <b>technical support</b> to the implementation process of the project;</li> </ul>	<ul style="list-style-type: none"> <li>▪ UNDP is systematically <b>consulted</b> by CCCD in all steps of the stocktaking exercise;</li> <li>▪ <b>Feedback</b> and <b>validation</b> of the stocktaking report is provided by UNDP Egypt</li> </ul>

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<b>WORLD BANK (WB)</b>		<p>The WB is helping Egypt achieve social and economic development by providing the country with loans and grants to finance development projects. In addition, the WB is supporting the country's growth through the provision of technical assistance, as well as analytical and policy advice. In partnership with the EU, the WB has facilitated donor coordination efforts and helped to catalyze additional resources to support Egypt's development.</p> <p>The WB's Country Assistance Strategy for Egypt for the period 2002-2005 focuses on reducing poverty and supports the Egyptian Government's. The WB is working closely with the Egypt's Government to achieve the priorities set in their strategy. The main priorities envisaged in the WB's strategy are to improve governance and strengthen institutions, promote sustainable private sector growth, and foster human development.</p>	<ul style="list-style-type: none"> <li>▪ WB has implemented and <b>implements projects</b> related to the management of natural resources including <b>forests</b> which are a significant source of data and information to be considered under the TNC;</li> <li>▪ WB is a potential innovative <b>financing mechanism</b> for carbon sequestration through its Prototype Carbon Fund (<b>PCF</b>) and other similar funds;</li> <li>▪ WB has recently approached the CCCD to participate into the <b>Natural Resources Management Project</b>, under PCF component.</li> </ul>	<ul style="list-style-type: none"> <li>▪ WB is <b>consulted</b> by CCCD regarding stocktaking</li> </ul>
<b>PROJECTS</b>				
<b>GEF Small Grants Program (SGP)</b>		<p><i>The GEF Small Grants Program is a corporate Program of the GEF, implemented by UNDP and executed by UNOPS.</i></p> <ul style="list-style-type: none"> <li>▪ The GEF's Small Grants Program aims to deliver global environmental benefits in the GEF Focal Areas of biodiversity conservation, climate change mitigation, protection of international waters, prevention of land degradation (primarily desertification and deforestation), and elimination of persistent organic pollutants through community-based approaches;</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Collaborator</b> regarding the projects on energy and climate change;</li> <li>▪ Potential <b>data provider</b> from relevant projects as this program has funded some projects (finalized / ongoing) in energy efficiency and renewable energy sources.</li> </ul>	<ul style="list-style-type: none"> <li>▪ GEF SGP is <b>consulted</b> by CCCD regarding stocktaking;</li> <li>▪ Information of the <b>stock of activities / studies</b> related to the TNC provided.</li> <li>▪ <b>Feedback</b> on stocktaking report provided;</li> </ul>
<b>Nile Basin Initiative (NBI)</b>		<ul style="list-style-type: none"> <li>▪ <i>The GEF's mission is</i> the protection of the global environment. The Global Environment Facility forges international cooperation and finances actions to address six critical threats to the global environment: biodiversity loss, climate change, degradation of international waters, ozone depletion, land degradation, and persistent organic pollutants (POPs).</li> <li>▪ <i>The Nile Basin Initiative is</i> supported by contributions from the NBI countries themselves and through the generous support of several multilateral and bilateral donors.</li> <li>▪ <i>A World Bank–managed</i>, multi-donor trust fund was established as proposed by the Nile Council of Ministers as the preferred initial funding mechanism</li> </ul>	<ul style="list-style-type: none"> <li>▪ The project has developed some work on the vulnerability of the arid land selected areas to the climate change and hereby a potential <b>data provider</b>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ NBI Project is <b>consulted</b> by CCCD regarding stocktaking;</li> <li>▪ Information of the <b>stock of activities / studies</b> related to the TNC provided.</li> </ul>