Republic of North Macedonia
Ministry of Environment and Physical Planning

UNDP Project Document

for projects financed by the various GEF Trust Funds

Project title: Development of North Macedonia's First Biennial Transparency Report and the combined Second Biennial Transparency Report and Fifth National Communication on climate change under the UNFCCC (BTR1 and BTR2/NC5)		
Country: Republic of North Macedonia	**Implementing Partner (GEF Executing Entity):** Ministry of Environment and Physical Planning (MOEPP)	**Execution Modality:** UNDP Country Office Support to National Implementation Modality (NIM)
Contributing Outcome (UNSDCF/CPD, RPD, GPD): STRATEGIC PLAN OUTCOMES: 2. Accelerate structural transformations for sustainable development and 3. Build resilience to crises and shocks		
UNDP Social and Environmental Screening Category: Low Risk	**UNDP Gender Marker:** GEN2 (Gender equality as a significant objective)	
Quantum Award ID: 1249834	**Quantum Project ID:** 01001594	
UNDP PIMS ID number: 9696	**GEF Project ID number:** 11502	
LPAC meeting date: 10th January 2024		
Last possible date to submit to GEF: N/A		
Latest possible CEO endorsement date: N/A		
Project duration in months: 42		
Planned start date: 20 June 2024	**Planned completion date:** 20 December 2027	
Expected date of Mid-Term Review (MTR) submission to the GEF: N/A (This is an Enabling Activity Project)	**Expected date of Terminal evaluation (TE) submission to the GEF:** N/A (This is an Enabling Activity Project)	
Expected Operational Closure Date: 20 September 2028	**Expected Financial Closure Date:** 20 March 2029	

Brief project description:
The objective of this project is to assist the Republic of North Macedonia in the preparation and submission of its First Biennial Transparency Report on Climate Change and a combined Second Biennial Transparency and Fifth National Communication Report (BTR1 and BTR2/NC5) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA), in line with the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA[1].1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3. The project will support the Republic of North Macedonia in achieving its global environment concerns and commitments to international conventions, and to integrate climate change considerations in national development planning and policy through ensuring continuity of the institutional and technical capacity building, partly initiated, and consequently sustained by reporting instruments under the United Nations Framework Convention on Climate Change (UNFCCC).

FINANCING PLAN	
GEF Trust Fund grant	USD 1,233,000
UNDP TRAC resources	N/A
Confirmed cash co-financing to be administered by UNDP	N/A
(1) Total Budget administered by UNDP	**USD 1,233,000**
(2) Total confirmed co-financing to this project not administered by UNDP	**N/A**
(3) Grand-Total Project Financing (1) + (2)	**USD 1,233,000**

SIGNATURES:

Signature: Izet Mexhiti Minister of Environment and Physical Planning	Agreed by: Ministry of Environment and Physical Planning	**Date/Month/Year:** 24.07.2024
Signature: Armen Grigoryan UNDP Resident Representative	Agreed by UNDP	**Date/Month/Year:** 25.07.2024

[1] CMA: The Conference of the Parties, the supreme body of the Convention, shall serve as the meeting of the Parties to the Paris Agreement. All States that are Parties to the Paris Agreement are represented at the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), while States that are not Parties participate as observers. The CMA oversees the implementation of the Paris Agreement and takes decisions to promote its effective implementation (source: UNFCCC, https://unfccc.int/process/bodies/supreme-bodies/conference-of-the-parties-serving-as-the-meeting-of-the-parties-to-the-paris-agreement-cma).

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LIST OF ACRONYMS AND ABBREVIATIONS

AD	Activity Data
ASE	Association of Societies of Engineers, Engineering Institution of the Republic of North Macedonia
BUR	Biennial Update Report
BTR	Biennial Transparency Report
CBIT	Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement
CBT	Climate Budget Tagging
COP	Conference of Parties to the United Nations Framework Convention on Climate Change
CPD	Country Programme Document
DRR	Disaster Risk Reduction
EA	Enabling Activity
EEA	European Environment Agency
EFs	Emission Factors
EnC	Energy Community
EU	European Union
EU ETS	EU Emission Trading Scheme
GEF	Global Environment Facility
GCF	Green Climate Fund
GHG	Greenhouse gases
GSP	Global Support Programme
IA	Institute of Agriculture, St. "Cyril and Methodius" University in Skopje
ICA	International Consultation Analysis
IPA	Instrument for Pre-Accession Assistance
IPCC	Intergovernmental Panel on Climate Change
IPECC	Institute for good governance and policies in environment and climate change – Skopje
IPPU	Industrial Processes and Product Use
KM	Knowledge Management
LSGs	Local Self Governments
LTS	Long Term Strategy on Climate Action
MASA	Macedonian Academy of Sciences and Arts
MOEPP	Ministry of Environment and Physical Planning
MMR	Monitoring Mechanism Regulation
MoU	Memorandum of Understanding
MPGs	Modalities, Procedures and Guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement
MRV	Measurement, Reporting and Verification
NAP	National Adaptation Plan
NC	National Communication
NECP	National Energy and Climate Plan
NDC	Nationally Determined Contributions
NDS	National Development Strategy
NGOs	Non-Governmental Organizations
NIM	National Implementation Modality

NIR	National Inventory Report on greenhouse gases emissions
PIF	Project Identification Form
POPP	Programme and Operations Policies and Procedures
QA/QC	Quality Assurance/Quality Control
SDGs	Sustainable Development Goals
SESP	Social and Environmental Screening Procedure
TER	Technical Expert Review
TOR	Terms of Reference
UKIM	St. Cyril and Methodius University in Skopje
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change
V&A	Vulnerability assessment and adaptation
WAM	"With Additional Measures" mitigation scenario
WEM	"With Existing Measures" mitigation scenario
ZELS	Association of the Units of Local Self Government

I. DEVELOPMENT CHALLENGE

The Republic of North Macedonia ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1997, Kyoto Protocol in 2004, and signed and ratified the Paris Agreement in 2016 and 2018 respectively. As Party to the Convention, the Republic of North Macedonia has the obligation to implement decisions of the Conference of the Parties (COP) relevant to the implementation of policies and measures to mitigate climate and adapt to change, thereby contributing to the attainment of the objective of the Convention.

So far, the Republic of North Macedonia has prepared and submitted Four National Communications (NCs): the Initial National Communication (NC1) on Climate Change in 2003; the Second National Communication (NC2) in 2009; the Third National Communication (NC3) in 2014 and the Fourth National Communication in 2023, with a stand alone National Inventory Reports in 2014 and 2023 as mandated by articles 4 and 12 of the Convention.

The country has also prepared and submitted three Biennial Update Reports (BURs): First Biennial Update Report (BUR1) in 2015; the Second Biennial Update Report (BUR2) with a stand alone National Inventory Report (NIR) in 2018 and the Third Biennial Update Report (BUR3) with a stand-alone NIR in 2021.

To conform with decisions 1/CP.19 and 1/CP.20 of the COP, the Republic of North Macedonia submitted its Intended Nationally Determined Contribution (NDC) in 07/2015, setting a target of 30% reduction of the national CO_2 emission from the combustion of fossil fuels by 2030 in comparison with the Business as Ususal scenario. The Republic of North Macedonia submitted its revised NDC in 04/2021 with the aim to reduce 51% of its greenhouse gas (GHG) emissions in 2030 compared to 1990 levels (or 82% reduction in net GHG emissions). With this submission, the Macedonian Government has significantly increased its ambition to reduce the GHG emissions in the country. Moreover, the Republic of North Macedonia has also developed a number of complementary documents to support the NDC implementation, such as the Roadmap for NDC implementation, Financing Strategy, De-risking Roadmap etc. In line with the increased ambition, the revised NDC embraces social aspects such as the impact of the proposed mitigation measures for creation of green jobs, adopts a gender-responsive approach, and enhances engagement of the youth in development of climate policies. Additionally, the revised NDC highlights the vital role of the private sector in the mitigation actions and the contribution to the regional development of the Republic of North Macedonia.

The preparation process of NC and BUR reports has led to the following achievements:

- strengthened institutional, technical and analytical capacities (strengthened the role of the Ministry of Environment and Physical Planning in development and implementation of national and sectoral climate change policies), developed institutional capacities in academia sector for preparation of GHG inventory and for modelling of mitigation policies and actions);
- assisted in developing legal frameworks for institutional cooperation among key stakeholders (draft Law on Climate Action – expected to be adopted in the second half of 2024, MRV platform for policies and actions);
- supported the development of the Long-term Strategy on Climate Action (LTS) adopted in 2021; the Integrated National Energy and Climate Plan (NECP) adopted in 2022; the National Development Strategy 2023-2043 (NDS) under development; the Macedonia's Climate Public Finance Review (PFR) under development; the National Adaptation Program (NAP) project proposal submitted to the Green Climate Fund (GCF) in February 2023; as well as the most ambitious revised NDC in the region;
- ensured consistency among key climate change relevant policy documents (NDC, LTS, NECP);
- integration of climate change consideration into more than 40 sectoral policies and legislations;
- ensured that socio-economic, just transition and gender aspects are integrated into the climate policies;
- significantly improved climate change knowledge and awareness in the country, which are backed up by innovative and comprehensive Climate Change Communication Strategies, the last of which has been adopted for the period of 2022-2030, as part of the Fourth National Communication on Climate Change.

This project builds on the findings and recommendations from previous NC and BUR work as well as recommendations resulting from the ICA (International Consultation and Analysis) process for BUR3, the UNFCCC Quality Assurance (QA) exercise on the GHG inventory and the review conducted on the latter under the Global Support Program (GSP). These processes confirmed that the information reported is mostly consistent with requirements and transparent, and noted improvements in the reporting in Macedonia's BUR3 compared with that in its previous BUR. This demonstrates that the Republic of North Macedonia has taken into consideration the recommendation for enhancing the transparency of the information reported in the summary report of the BUR2

technical analysis. However, improvements are ongoing and the following outstanding areas for future improvements have been identified in BUR3 technical analysis:

(a) Strengthening national capacity for using UNFCCC Reporting Tool to prepare for reporting using the new GHG inventory common reporting tables;

(b) Strengthening institutional and human capacities by establishing climate change units or climate focal points to develop and operationalize the MRV arrangements;

(c) Enhancing national capacity to design mechanisms for financing mitigation actions.

The terminal evaluation of the CBIT project recognized the country's improved capacities for transparent UNFCCC reporting and climate mainstreaming in sectoral policies, while recommending further enhancements including increased capacities for NDC implementation monitoring, adoption of the Climate Budget Tagging (CBT) for climate finance accessibility, swift adoption of the Law on Climate Action as a prerequisite for establishment of a functional national coordination body, replacing the non-functional National Climate Change Committee, and a pressing need for targeted capacity-building in data utilization for policy making.

The project can further coordinate with Capacity-Building Initiative for Transparency – Global Support Programme (CBIT-GSP) as baseline project considering that the programme provides additional technical support to the implementation of the BTR projects. Through regional networks, various activities are provided through CBIT GSP including in-person workshops and trainings, e.g., on NDC tracking, virtual knowledge-sharing events among countries, e.g. on tracking support needed and received, and national support activities, e.g. recommendations for institutional arrangements in countries or the identification of indicators for a country's NDC.

As a candidate country for the EU, the Republic of North Macedonia committed to the Green Agenda for the Western Balkans (Sofia Declaration) in November 2020. This commitment involves various actions, including the implementation of carbon pricing mechanisms and market-based support for renewable energy, the gradual phasing out of coal subsidies, and collaboration with the EU to achieve carbon neutrality for the continent by 2050. This collaboration entails the integration of a rigorous climate policy and the reform of energy and transport sectors. The 2022 European Commission Report for the Republic of North Macedonia acknowledges limited progress in the domain of environmental and climate change and highlights weak administrative capacities at all levels, with insufficient human and financial resources to implement and enforce legislation. It underscores the pressing need to adopt a climate Law, enhance the administrative, technical, and financial capacity of central and local authorities to implement and enforce climate policies. Additionally, it emphasizes the necessity for improved inter-institutional coordination, increased staffing levels, continued investment in environmental initiatives, and enhanced strategic investment planning and management, including transparent procedures. A well-coordinated institutional structure is essential to facilitate the substantial and high-quality investments required by the Republic of North Macedonia and to incorporate climate action across various sectors.

Reporting to the UNFCCC has historically been conducted on a project-specific basis. While reporting efforts have seen improvements, they have been hindered by an ad-hoc approach and frequent changes in governance structures within the country. These challenges make it difficult to foster and sustain capacity for transparency initiatives. Building on the successes of the CBIT project implemented in the Republic of North Macedonia and the established climate change MRV system, the country can now undertake periodic reporting on climate change in a more progressive manner than before. Nevertheless, without support from the GEF, the Republic of North Macedonia would not be able to fully engage in transparency activities due to existing capacity and stakeholder engagement gaps. Expert support from external sources is still needed to provide comprehensive contributions to the global understanding of climate change and actions to address it.

The project for the development of the Republic of North Macedonia's BTR1 and BTR2/NC5 will extend the groundwork laid by previous National Communications (NCs) and Biennial Update Reports (BURs). It will leverage the MRV system and institutional structures established through the CBIT project to facilitate data collection and operationalization, focusing on climate change mitigation and adaptation. The project will also track the implementation of NDCs and emphasize gender considerations throughout relevant report sections. In the domain of climate change adaptation, the project will draw from vulnerability assessments and adaptation measures defined in the GCF-NAP project for the Republic of North Macedonia. It will contribute to the implementation and future revisions of the NDC document, building on the work carried out by UNDP through the "UNDP Climate Promise Initiative," which enhanced the Republic of North Macedonia's NDC. Furthermore, the project will advance climate ambition for the upcoming NDC cycle by ensuring close collaboration between policymakers and the scientific sector.

II. STRATEGY

As emphasized in the Intergovernmental Panel on Climate Change's 6th Assessment Report[2], human-induced climate change is already influencing a wide array of weather and climate extremes worldwide, leading to unprecedented adverse consequences affecting nearly all regions, sectors, and communities to varying extents. Over the last 50 years the Republic of North Macedonia has experienced 10x increase of floods, 6x increase of the length of extreme heat waves, 6x increase of forest fires, 5X increase of tropical nights and 2X increase of storms. In the past two decades Macedonian citizens have witnessed 12 climate-related national disasters, impacting 1.3 million individuals. It can be concluded that the present generation of North Macedonians faces significantly higher exposure to climate extremes than their parents or grandparents. Furthermore, it is projected that climate change could diminish global economic output by as much as 18% by 2050, Climate change poses an overarching challenge that jeopardizes Macedonia's broader economic, social, and environmental goals. The World Bank Regular Economic Report for the Western Balkans "Toward Sustainable Growth" (October 2023) indicates that decarbonizing the economy as a critical issue for North Macedonia. The document recommends that the country needs to decarbonize its economy and build resilience to climate change shocks to maintain international competitiveness ahead of the EU Cross-Border Adjustment Mechanism implementation. The report also suggests that boosting productivity, advancing on inclusion, and enhancing fiscal and environmental sustainability are critical for long-term steady growth in the context of pronounced and widespread uncertainty.

To effectively meet North Macedonia's climate obligations while navigating climate challenges, critical actions must be taken. These actions include: enhancing UNFCCC and Paris Agreement reporting in line with the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support, adopting comprehensive climate legislation i.e. Law on Climate Action, establishment of a dedicated national coordination body, reinforcing reporting capacity with essential data and tools, fostering transparency and inter-institutional coordination, investing in capacity-building, acknowledging the link between climate change and gender equality, building resilience to climate and disaster risks, promoting knowledge sharing and synergy from prior climate projects, and transitioning towards National Implementation Modality (NIM) for cost-effective implementation.

Without this project, the Republic of North Macedonia is unlikely to meet its reporting obligations on time, jeopardizing essential milestones for nationally adopted climate policies and actions, as well as the Sustainable Development Goals. The proposed project aims to refocus the Government on climate change concerns by supporting institutions in fulfilling their UNFCCC reporting obligations, equipping them with data, tools, and capacities to reinvigorate their commitment to a low-carbon transition.

Through this Enabling Activity (EA) project, the Republic of North Macedonia aims to prepare its First Biennial Transparency Report (BTR1) as a standalone report and combined Second Biennial Transparency Report and Fifth National Communication on climate change (BTR2/NC5) under the UNFCCC, utilizing institutional and analytical capacities developed over the last two decades and the Capacity Building Initiative on Transparency project supported by the GEF. This project not only aligns with recent climate policy documents of the Republic of North Macedonia but also significantly enhances climate change reporting and transparency, addresses capacity building needs, and follows recommendations from the CBIT Terminal Evaluation Report[3].

Moreover, the project activities strengthen the National Transparency Framework, improve coordination at all governance levels, support the operationalization of Monitoring, Reporting and Verification of climate policies and actions, and address BTR reporting-related capacity-building needs, including flexibility provisions.

Furthermore, the Republic of North Macedonia's BTR1 and BTR2/NC5 project presents an opportunity to explore the interconnectedness of climate change, gender equality, and socio-economic factors, advocate for women's participation in decision-making processes, enhance knowledge, strengthen national and local capacities to assess the intersection of climate change and specific gender needs, and mainstream gender equality principles alongside

[2] https://www.ipcc.ch/assessment-report/ar6/
[3] https://erc.undp.org/evaluation/evaluations/detail/13229

climate change concepts in the development framework. This holistic approach contributes to gender-responsive climate change policies and, consequently, the improvement of gender equality within the country.

The cost-effectiveness of this project lies in capitalizing on institutional networks and working relationships developed during the NC, BUR, NDC, and CBIT processes, ensuring that lessons learned inform the project's implementation. Moreover, the project will support transitioning the implementation modality towards National Implementation Modality (NIM), with the Ministry of Environment and Physical Planning acting as the Executing Entity, in terms of implementation capacities, capability to comply with UNDP's programming principles, standards, and quality requirements, and social and environmental considerations.

The expected deadline for submission of the First Biennial Transparency Report (BTR1) is December 2024, and the expected date for the combined Second Biennial Transparency and Fifth National Communication Report (BTR1 and BTR2/NC5) is December 2026.

In February 2023, the Republic of North Macedonia has submitted a readiness and preparatory support proposal to the Green Climate Fund (GCF) entitled "Improving resilience in North Macedonia by integrating adaptation into planning processes". The second submission was on 25.05.2023 and the third submission was on 26 December 2023.

The proposal envisages the preparation and adoption of an Adaptation Communication in conjunction with a National Adaptation Plan (NAP), in line with Article 7 of the Paris Agreement and Decision 9/CMA.1, in a period of 36 months, as one of the project outputs. Macedonia's BTR1 and BTR2/NC5 shall strongly support and complement the development of the NAP to avoid any duplication of work and will report NAP findings within Component III 3 of its BTR2/NC5, in accordance with the relevant guidelines in decisions 17/CP.8 (para. 43 of 1/CP.24), to the extent possible (NAP might not be officially adopted by the Government in time for the BTR2/NC5 submission).

III. RESULTS AND PARTNERSHIPS

This project is prepared in line with the GEF-8 Climate Change (CC Set-aside) Focal Area Strategy and Associated Programming/Pillar II: Foster enabling conditions to mainstream mitigation concerns into sustainable development strategies/Objective 2.2 Support relevant Convention obligations and enabling activities; and following goals and objectives:

Project Development Objective:
"The project will strengthen technical and institutional capacity to assist the Republic of North Macedonia to mainstream climate change concerns into sectoral and national development priorities by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications and Biennial Update Reports processes to date."

Project Immediate Objective:
"The project will enable the Republic of North Macedonia to prepare and submit its First Biennial Transparency Report (BTR1) as standalone report and Second Biennial Transparency Report and Fifth National Communication on Climate Change (BTR2/NC5) as combined report, to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3".

Expected Results:

1. DEVELOPMENT OF THE MACEDONIA'S FIRST BIENNIAL TRANSPARENCY REPORT (BTR1)

1.1. Macedonia's BTR1 developed as a stand-alone report

1.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases (GHG) updated to 2022, for the sectors of Energy, IPPU, AFOLU and Waste using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (version 2.861 released in June 2023)

Macedonia's NC4 provides estimates of GHG inventories for the period 1990 – 2019, using the 2006 IPCC Guidelines for the Development of National Inventories and the 2019 Refinement. Sectors covered include Energy, Industrial Production and Other Product Use (IPPU), Agriculture, Forest and Land Use Change (AFOLU) and Waste. The inventory also covers the indirect greenhouse gases: Carbon Monoxide (CO), oxides of Nitrogen (NO_x), and Non-Methane Volatile Organic Compounds (NMVOCs), Sulphur Dioxide (SO_2) and Ammonia (NH_3). The emissions of Sulphur Hexafluoride (SF_6) are not estimated due to the lack of activity data. The country has regular practice to submit a National Inventory Report as standalone document. Tier 2 was applied for CO_2 emission factors for lignite, residual fuel oil and natural gas for Fuel combustion activities (Energy sector), emission factors in Mineral industry, for cement production and in Metal industry, for Iron and steel production and Ferroalloys production (IPPU sector). The IPCC First Order Decay (FOD) method was applied in the Waste sector, while the Tier 1 default method was used for the remaining sectors. Uncertainty analysis was conducted using both Approach 1 (Error Propagation method) and Approach 2 (Monte Carlo method) for each inventory sector. Quality Assurance and Quality Control (QA/QC) activities were implemented. Finally, the recommendations for improving future GHG inventories have been compiled in an Improvement plan that focuses on enhancing the data collection processes to enable the use of country-specific emission factors and other essential parameters for determining greenhouse gas emissions, particularly by applying higher Tiers.

The main gaps and capacity building needs identified are:

- Enhance capacity of institutions to improve national procedures and arrangements for continuous activity data collection (livestock for example) and archiving for the preparation of the national GHG inventory, including: lack of data for F-gases, composition and carbon content of fuels; biogas electricity production; more detailed data on cement, lime and steel production;

- Enhance capacities of the GHG compilers to cope with the new requirements posing from the improved interoperability between the UNFCCC Reporting Tool and the IPCC Inventory Software i.e. 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (version 2.861 released in June 2023)[4];
- Enhance institutional cooperation to bolster data collection.
- Refine national emission factors and essential parameters.
- Elevate the consistency and accuracy of time series data.

Under this project output, the following activities will be undertaken:

- National circumstances and institutional arrangements described;
- Activity data (AD) collected, quality controlled, and formatted for use in IPCC software for sectors (a) Energy (b) Industrial Production and Other Product Use (c) Agriculture, Forest and Land Use Change (AFOLU), and (d) Waste, and all emission factors (EFs) reviewed/generated as appropriate;
- Emissions estimated according to the IPCC 2006 Guidelines, its 2013b supplement and 2023 refinements, using the 2006 IPCC software complemented with the IPCC Inventory Software User Manual Version 2.86. Data trended for the period 1990-2022 for the IPCC sectors listed above and steps of the compilations including Activity Data (AD) and EFs documented and archived;
- Enhanced reporting of Fluorinated (F) gases ensured by supporting MoEPP to put in place collection of segregated data for the F-gas emissions from refrigeration and air-conditioning for the specific part of the equipment life-cycle, as per the requirements of the draft Law on Climate Action;
- Recalculation and fine-tuning of GHG inventory whole time series performed;
- Higher Tier introduced to the extent possible depending of the available data, at least for the sectors: livestock (using surveys), AFOLU (use satellite imaging) and energy (carbon content in fuels);
- Quality Assurance and Quality Control activities (designed within the NC2 project) introduced;
- Implementation of the Improvement Plan for subsequent inventories (developed within NC4) supported, also taking into account the findings of the review of the BUR3;
- National Inventory Report (NIR) developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1;
- Human capacities strengthened in the key national climate change institution i.e. MoEPP, by engaging three junior technical persons and involving them in the GHG inventory development, as well as monitoring and reporting of mitigation/adaptation policies and measures;
- Mechanisms for continued collection of GHG relevant data strengthened, including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories;
- Transfer of knowledge ensured and national capacities build for sustainable development of GHG inventories, in order to prevent loss of knowledge and institutional memory (such as training of trainers, study visits in the region, trainings for the compiler team etc.);
- A comprehensive project Training Plan developed, building upon the CBIT activities, capacity building/training needs identified in previous NCs/BURs. Inclusion of a training module for Climate Budget Tagging within this plan should be ensured;
- Public awareness raised on sources of GHG emissions in the country and the potential consequences for various target groups (as per the 2022-2030 Climate Change Communication Strategy adopted in NC4).

The common reporting tables presented in Annex 1 to decision 5/CMA.3 will be used for the electronic reporting of the information in the national inventory reports of anthropogenic emissions by sources and removals by sinks of greenhouse gases and follow the outline of the national inventory document presented in Annex 5 of Decision 5/CMA.3.

1.1.2. Information necessary to track progress made in implementing and achieving the NDC up to 2022 provided, including estimates of emissions avoided

The CBIT project led to the development of a Monitoring, Reporting, and Verification (MRV) platform to track Macedonia's NDC implementation progress. The draft Law on Climate Action has been revised based on feedback

[4] Presented in June 2023

from public consultations and is anticipated to be adopted in the second half of 2024[5]. The CBIT Terminal Evaluation (TE) recommended additional measures to ensure the effective operation of the MRV platform and to safeguard against the loss of knowledge and institutional memory within key national institutions. Finally, the TE report highlighted the early conceptualization of Knowledge Management, which evolved into a Knowledge Management (KM) Plan, as a best practice that should be replicated in future projects.

The main gaps and capacity building needs identified are:

- Operationalization of the MRV platform lags behind the low pace of adoption of the Law on Climate Action and its enforcement;
- The limited institutional and human capacities within the Ministry of Environment and Physical Planning (MOEPP) and other key institutions present obstacles to implementing the MRV arrangements effectively;
- The European Environment Agency (EEA) is committing the nine Contracting Parties of the Energy Community (among which is the Republic of North Macedonia) to report on their progress to climate and energy planning and the implementation of the 2030 GHG reduction, renewable and energy efficiency targets. This creates duplication of reporting and needs to be resolved;
- National institutions lack the capacity to monitor the implementation of climate policies, including the NDC, LTS, and NECP.

Under this project output, the following activities will be undertaken:

- National circumstances and institutional arrangements for NDC development and implementation described;
- The potential overlap or synergy between the national MRV platform and the EEA platform is assessed, and the choice for NDC reporting is made;
- Description of the NDC and information on NDC mitigation policies and measures provided, as well as their effects as per the MPGs of decision 18/CMA.1;
- The necessary information provided to track progress made in implementing and achieving the NDC (such as M&E schemes and indicators adopted to facilitate clarity, transparency and reporting of the NDC developed);
- Mitigation policies and measures, actions and plans described, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving the NDC. Quantitative indicators for GHG reduction potential, cost, and responsible institutions for tracking and reporting progress are included for each measure;
- Institutional and human capacities strengthened by establishing climate change MRV unit in MOEPP to operationalize the MRV arrangements;
- Institutional arrangements strengthened for implementation of the climate policies and legislation;
- A Climate Action mentorship programme for the key Ministries designed;
- Synergies with the Western Balkans Green Agenda assessed to enhance implementation of the adopted climate policies (Unboxing the Green Agenda for enhanced climate Action);
- Recommendations from NDC/NC4/BUR3 are addressed to the extent possible, including areas such as green cooling and climate-resilient infrastructure;
- Contribution made to the development of a new NDC, projecting to the 2040 time-horizon, to enhance ambition in decarbonization and green transition, while considering energy crises, rising fuel/food prices, and relevant socio-economic aspects;
- Youth engagement in the NDC development process ensured by strengthening youth-led climate coalitions in the country and convening consultations or undertaking surveys with youth constituencies, to inform the NDC and secure buy-in;
- A project Knowledge Management Plan developed, capturing lessons learned, good practices and knowledge management products and its implementation initiated;
- Support provided for the Republic of North Macedonia's global stocktake reporting and feeding the Global stocktake information portal, in accordance with Article 14 and Article 19 of the Paris Agreement.

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[5] The Parliamentarian elections will take place in May 2024. The technical Government will be elected by end of January 2024, and the current Parliament will be dissolved 40 days before the election day. Therefore, it is unlikely that in draft Law on Climate Change will be adopted before autumn 2024.

The project will use the common tabular formats presented in Annex 2 to decision 5/CMA.3 for the electronic reporting of the information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement.

1.1.3. Information related to climate change impacts and adaptation up to 2022 disaggregated by sex[6] provided

Climate change scenarios by the end of the century have been developed within the NC4 for the Republic of North Macedonia and for three most vulnerable urban regions: Skopje, Strumica and Polog. Impact analysis and a framework of adaptation measures were developed for the sectors: Agriculture, Land Use, Livestock, Forestry and Forest Management, Water resources, Biodiversity, Spatial Planning, Health, Tourism, Cultural Heritage, Climate resilient Infrastructure and Disaster Risk Reduction. Several novel concepts have been introduced: Policy brief for loss and damage, Livelihood Vulnerability Index to estimate the climate change vulnerability on a municipality level and a multi-dimensional Water-Energy-Food nexus approach to facilitate adaptation planning across the sectors, helping to understand how one sector may impact another.

The main gaps and capacity building needs identified are:

- Insufficient data/methodologies/digital tools for adaptation analyses, particularly in the AFOLU sectors.
- Improvement required in the existing M&E framework.
- Gender-disaggregated data at a low level.
- Absence of a developed National Adaptation Plan.
- Local-level climate change adaptation planning to be facilitated.
- Inadequate coordination of institutions in the implementation of adaptation actions and a deficiency of human capacities possessing appropriate knowledge.
- Insufficient systematic and continuous approach for raising public awareness on climate change adaptation necessitates the enhancement of national capacity.

Under this project output, the following activities will be undertaken:

- National circumstances, institutional arrangements and legal frameworks described;
- Climate Variability and Climate Change in the country analyzed by year 2022;
- Climate Change and Loss and Damage data collection process (initiated within the CBIT project) scaled up in close cooperation with the Crisis Management Center, to feed the development of the Macedonia's BTR2/NC5;
- Climate change scenarios for Macedonia (developed in NC4) revisited to assess the climate change impact using nexus approaches at least for the following sectors: Agriculture, Water, Biodiversity, Forest and Forest Management, Public Health, Clean Air and Infrastructure (in close cooperation with the NAP project);
- Digital landscape in the AFOLU areas advanced, using technology (soil map, forests as sinks or sources etc.) to spur delivery of the AFOLU related measures in the revised NDC;
- The M&E schemes and SMART indicators further improved to facilitate clarity, transparency and reporting of the adaptation policies and actions;
- Methodology for local adaptation planning revised, including MRV framework supported to capture local adaptation measures;
- Assessment of "how to use" existing financing mechanism in the country to finance climate actions supported (such as IPARD (Instrument for Pre-Accession Assistance for Rural Development for agriculture);
- Cooperation with national institutions responsible for other relevant international reporting requirements enhanced (such as SDGs, Sendai Framework for Disaster Risk Reduction, as well as at EU energy and climate reporting under Energy Community);
- Governance set-up analyzed in order to identify and propose most suitable UNFCCC loss and damage contact point, with a view to enhancing the implementation of approaches to address loss and damage associated with the adverse impacts of climate change at the national level in Macedonia (see decision 4/CP.22, paragraph 4(d));
- Strong coordination with other donors/projects/international organizations supported to enhance transparency and complementarity of project results (such as Macedonia's National Designated Authority for GCF, GIZ, FAO, WHO)

[6] Gender considerations and collection of gender sensitive data under this project is expected to be based on gender binary data, i.e. men/women.

- Different views and experiences of man and women (captured within the micronarratives exercise in BUR3) analyzed and used to develop gender responsive adaptation measures;
- Implementation of the Climate Change Communication Strategy (developed within the NC4) supported, to enhance public awareness and equip citizens and policy makers with knowledge (as greatest resource) to increase their resilience to climate change.

The climate change impacts, and adaptation chapter will follow guidance on BTR outline presented in Annex 4 of Dec 5/CMA.3 and MPG requirements as per section IV of Decision 18/CMA.1

1.1.4. Support needed and received and other relevant information, including support on gender mainstreaming and on advancement of gender equality

Information in financial, technology development and transfer and capacity-building support needed and received up to 2022 has been partially reported in previous NCs and BURs. The country lacks established mechanisms for systematic data collection. Although the Climate Budget Methodology and Guidance were developed in NC4 and BUR3, they have not yet been incorporated into the Governmental Budget. Support to nomination of a National Focal Point (NFP) for Gender and Climate Change to the UNFCCC has been provided within the CBIT project, as well as the establishment of a pilot mentorship programme for several municipalities to for gender and climate change. Furthermore, assistance has been extended in developing a framework for the integration of gender and climate change policies.

The main gaps and capacity building needs identified are:

- Old and outdated Technology Needs Assessment (TNA) covering only mitigation technologies related to energy;
- Underutilization of the UNFCCC Technology Transfer Clear mechanism in Macedonia;
- Lack of systematically collected information on climate finance on support received, research, and capacity building activities;
- Nonexistence of mechanisms to assess public climate finance;
- Lack of capacity in relevant institutions for systematic and continuous reporting of finance, technology, and capacity-building needs and support, in accordance with UNFCCC reporting guidelines on BTRs;
- There's a need to scale up the gender and climate change capacity-building and mentorship program introduced within the CBIT project.

Under this project output, the following activities will be undertaken:

- Detailed description provided of the national circumstances and institutional arrangements in place to track and report on financial support needed under Article 9, support needed for technology development and transfer under Article 10, capacity-building support needed under Article 11 of the Paris Agreement, support needed and received for the implementation of Article 13 of the Paris Agreement and transparency related activities, including for transparency-related capacity-building, in alignment with CBIT project recommendations;
- Technology Needs Assessment (TNA) development supported, covering both mitigation and adaptation aspects (to the extent possible);
- Climate Budget Tagging implementation supported (building upon previous work done in BUR/NC4/CBIT projects);
- Nomination of most suitable institution as focal point to the UNFCCC Technology Transfer Clear mechanism supported, in order to advance this agenda on national level;
- Climate Change public awareness survey deployed, to assess progress from 2021 (previous survey deployed within NC4);
- A self-assessment and stocktaking exercise for preparation of subsequent BTRs completed and used to feed development of the BTR2;
- Areas of improvement identified and reported in a transparent process with stakeholders on all levels;
- Reporting-related capacity-building support needs identified, including those related to flexibility provisions;
- Support provided in strengthening the National Transparency Framework established within the CBIT project and coordination on all governance levels improved;
- Progress assessment on the level of interaction between gender and climate change policies developed,
- Support for including climate change actions in the National Action Plan on Gender Equality for the period 2025-2027 provided;
- Gender mentorship programme (piloted on the CBIT project) scaled up;

- "Gender in NDC" consultative mechanism designed to support interaction between the Government, private sector, academia, NVO and local self-governments;
- Project's Gender and Climate Change Action Plan designed and implementation supported;
- A comprehensive future foresight scanning exercise in the inception phase encompassing the impacts of digitalization on climate change policy formulation and institutional digital transformation.

The end-of-project report will include information on support needed and received by using the common tabular formats presented in Annex 3 to the Decision 5/CMA.3 for the electronic reporting of the information on financial, technology development and transfer and capacity-building support needed and received, under Articles 9–11 of the Paris Agreement. Supplemental chapters on research and systemic observation and on education, training and public awareness, will be prepared in accordance with applicable guidelines in decisions 17/CP.8, as appropriate (para. 43 of 1/CP.24).

1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by 31 December 2024

Following the completion of the activities stipulated above, the First Biennial Transparency Report on Climate Change will be compiled according to the guidelines, requirements and formats set by the MPGs. In this respect, the final format will follow the outline for Biennial Transparency Report and apply common reporting tables and tabular formats presented in 5/CMA.3. Supplemental chapters on research and systemic observation and on education, training and public awareness will be compiled in accordance with applicable guidelines in 17/CP.8. The compilation and approval process of the BTR1 will be conducted in close consultation with all relevant national stakeholders. Once finalized, the document will be edited and submitted to the UNFCCC Secretariat for posting and dissemination. The BTR1 is expected to be finalized and submitted to the UNFCCC by December 2024.

2. *DEVELOPMENT OF THE MACEDONIA'S SECOND BIENNIAL TRANSPARENCY REPORT AND FIFTH NATIONAL COMMUNICATION (BTR2/ NC5)*

2.1. Macedonia's BTR2/ NC5 developed as combined report

2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2024 for the sectors of Energy, IPPU, AFOLU and Waste, using 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories

Under the BTR1, the national inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases will be updated to 2022 in accordance with MPG requirements, and an Improvement Plan for subsequent inventories will be developed.

Under this project output, the following activities will be undertaken:

- National circumstances and institutional arrangements described;
- Implementation of the Quality Assurance and Quality Control Plan supported;
- Activity data (AD) collected, quality controlled, formatted for use in IPCC software for sectors (a) Energy (b) Industrial Production and Other Product Use (c) Agriculture, Forest and Land Use Change (AFOLU), and (d) Waste, and all emission factors (EFs) reviewed/generated as appropriate;
- Emissions of direct and indirect GHG estimated according to the IPCC 2006 Guidelines, its 2013b supplement and 2023 refinements, using the 2006 IPCC software complemented with the IPCC Inventory Software User Manual Version 2.86 and trended for the period 1990-2024 for the IPCC sectors listed in 2.1.1.3 and steps of the compilations including AD and EFs documented and archived;
- Higher Tier introduced to the extent possible depending on the available data (for the transport subsector, among others);
- Implementation of the Improvement Plan for subsequent inventories (developed within BTR1) supported, including findings/recommendations identified by the Technical Expert Review (TER) team as part of the BTR1 technical review process;
- Gender perspective of the GHG Inventory assessed;
- National Inventory Report (NIR) developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1;

- Mechanisms for continued collection of GHG relevant data strengthened, including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories;
- Implementation of the project training plan supported (developed within BTR1).

2.1.2. Information necessary to track progress made in implementing and achieving the NDC up to 2024 including sex-disaggregated data and information provided

In BTR1, information on the progress made in implementing and achieving the NDC up to 2022 will be provided and the mitigation scenarios will be revised taking into consideration the energy crises, raising fuel/food prices, circular economy considerations and relevant socio-economic aspects.

Under this project output, the following activities will be undertaken:

- National circumstances and institutional arrangements for NDC development and implementation described;
- Political will and national ownership and engagement for the NDC built through policy dialogues with the key national stakeholders (key ministries, local governments, CSOs, youth constituencies, academia, private sector);
- Awareness of policymakers increased and mainstreaming climate change Policies and Measures (from the NDC and key Climate Change Strategic documents) in the sectoral policies and plans supported;
- Description of the NDC and information on NDC mitigation policies and measures provided, as well as their effects as per the MPGs of decision 18/CMA.1
- NDC contributions to implementation of the Sustainable Development Goals in North Macedonia assessed and quantified for sectors Industry and General Policies and Measures (scale up previous analyses made with the Q-SCAN tool, a good practice identified in the revised NDC);
- Monitoring and Evaluation of the NDC supported, using SMART indicators adopted to facilitate clarity, transparency and reporting of the NDC;
- Mitigation policies and measures, actions and plans described, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving the NDC. Quantitative indicators for GHG reduction potential, cost, and responsible institutions for tracking and reporting progress are included for each measure;
- Recommendations for gender mainstreaming in BTR2/ NC5 introduced, as per the findings of the BUR3/NC4 and the CBIT project, complemented with mentorship for Governmental institutions on national level, as applicable;
- Training and capacity building activities applied on gender and climate change, with focus on gender sensitive data and indicators.
- Mechanisms for financing mitigation actions designed to enhance NDC implementation (mix and match funding to reach the -82% net emissions target for 2030);
- Most appropriate domestic sustainable financial mechanisms and institutional setup identified for mitigating climate change and adapting to it, including recommendations for improvement.

2.1.3. Information related to climate change impacts and adaptation disaggregated by sex up to 2024 provided

In BTR1, Climate Variability and Climate Change in North Macedonia will be analyzed by year 2022. The results will be used to revisit the impact assessment of climate change in NC4 and NAP and to scale-up the nexus approach. Different views and experiences of men and women will be analyzed and used to develop gender responsive adaptation measures.

Under this project output, the following activities will be undertaken:

- National circumstances, institutional arrangements and legal frameworks described;
- Climate Variability and Climate Change in North Macedonia analyzed by year 2024, including the degree of occurrence of climate extreme events;
- Information on implementation progress of adaptation policies and measures updated, with emphasis on the vulnerable groups;
- The carbon capture and storage potential assessed, especially potential for introduction of nature-based solutions or pilot programme on carbon farming;
- Support provided to development of the North Macedonia's NAP (project proposal submitted to GCF in 2023) in relevant sectoral policies on various governance levels;
- Data from the micronarratives (gender survey deployed within BUR3) used to address gender considerations within sectors covered in the NAP, to the extent possible;

- A country specific methodology for assessment of damages and losses from climate extremes development, with focus on the resilience of energy sector infrastructure (security of supply). Support mainstreaming climate change into the legislative and policy framework on critical infrastructure;
- Overlapping/complementarity between SENDAI, SDGs and UNFCC/Paris Agreement requirements on DRR reporting addressed, especially on loss and damage, as well as entry points to address loss and damage associated with climate change impacts in the country, particularly at the municipal level;
- Capacity building on local level supported, using transfer of knowledge between local governments on climate change adaptation facilitated, peer to peer or mentorship training for municipalities on preparation of local adaptation actions/policies.

The climate change impacts, and adaptation chapter will follow guidance on BTR outline presented in Annex 4 of Dec 5/CMA.3 and MPG requirements as per section IV of Decision 18/CMA.1

2.1.4. Support needed and received and other relevant information[7], including support on gender mainstreaming and on advancement of gender equality

In BTR1, information on financial support needed and received under Articles 9, 10, 11 and 13 of the Paris Agreement up to 2022 will be provided. TNA will be also developed. Recommendations for integrating climate finance monitoring in the MRV system shall be also offered. A self-assessment and stocktaking exercise for preparation of BTRs will be developed and used for the BTR2. Areas of improvement will be identified and reported in a transparent process. The reporting-related capacity-building support needs will be identified, including those related to flexibility provisions.

As for the research and systematic observations within the country, previous climate change enabling activity projects in the Republic of North Macedonia showed limited progress in. Educational and awareness-raising efforts concerning climate change were relatively modest, with a particular focus on transparency and information exchange. The 2022-2030 Climate Change Communication Strategy has been prepared to inform the NDC implementation.

The main identified gaps and capacity building needs on research, systemic observation, education, training, public awareness and gender are:

- Lack of environmental education strategies, which will integrate environmental elements, including climate change, into the curricula of schools and universities, especially technical, biotechnical, economic, legal and natural sciences faculties;
- Limited awareness towards climate change adaptation among the public and relevant parties.

Under this project output, the following activities will be undertaken:

- Detailed description provided of the national circumstances and institutional arrangements in place to track and report on financial support needed under Article 9, support needed for technology development and transfer under Article 10, capacity-building support needed under Article 11 of the Paris Agreement, support needed and received for the implementation of Article 13 of the Paris Agreement and transparency related activities, including for transparency-related capacity-building, building upon the recommendations and activities of the CBIT project;
- Most suitable data collection/compiling methodologies relevant for this chapter proposed, in order to ensure sustainable process of compilation in future BTRs/NCs;
- Implementation of the TNA (developed within BTR1) facilitated;
- Project Knowledge Management Plan implemented, capturing among other, lessons learned and recommendations for next BTRs;
- Implementation of the Climate Change Communication Strategy supported;
- Project Training plan fully implemented, following up on UNFCCC technical experts' recommendations for BTR1, using training of trainer's mode to the extent possible (in partnership with local universities or research institutes), in order to ensure that capacity-building activities will be sustained over time;
- Project Gender and Climate Change Action Plan fully implemented;
- Establishment of a system for monitoring and reporting on research and capacity building activities supported;

[7] Other information for combined NC/BTR report include supplemental NC chapters (research and systemic observation; and education, training and public awareness.

- Information on climate systematic observations in the country prepared;
- Cooperation with Universities advanced (from the previous NC/BUR activities) for integrating climate change in their curriculum, as anticipated in the draft Law on Climate Action;
- Awareness and capacities of the Ministry of Finance and local governments strengthened on the need to define, monitor and report on climate financing; as well as to provide funding for actions and reporting;
- Climate Change public awareness survey deployed, to assess progress from 2023 survey (survey deployed within BTR1);
- Support provided to implement the recommendations of the self-assessment and stocktaking exercise for preparation of subsequent BTRs (developed within BTR1);
- Further strengthening of the Transparency Framework established within the CBIT project facilitated and coordination on all governance levels improved;
- Partnerships with the umbrella institutions like ZELS (for LSGs), or Chambers of commerce (for private sector) enhanced, enabling mutual exchanges and support, as well as for effective outreach through established networks and contacts.

The end-of-project report will include information on support needed and received by using the common tabular formats presented in Annex 3 to the Decision 5/CMA.3 for the electronic reporting of the information on financial, technology development and transfer and capacity-building support needed and received, under Articles 9–11 of the Paris Agreement. Supplemental chapters on research and systemic observation and on education, training and public awareness, will be prepared in accordance with applicable guidelines in decisions 17/CP.8, as appropriate (para. 43 of 1/CP.24).

2.1.5. BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026

Under this project output, the following activities will be undertaken:
Following the completion of the activities stipulated above, North Macedonia's combined Second Biennial Transparency Report and Fifth National Communication on Climate Change will be compiled according to the guidelines, requirements and formats set by the MPGs. In this respect, the final format will follow the outline for Biennial Transparency Report and apply common reporting tables and tabular formats presented in 5/CMA.3. Supplemental chapters on research and systemic observation and on education, training and public awareness will be compiled in accordance with applicable guidelines in 17/CP.8. The compilation and approval process of the BTR2/ NC5 will be conducted in close consultation with all relevant national stakeholders. Once finalized, the document will be edited and submitted to the UNFCCC Secretariat for posting and dissemination. The BTR2/ NC5 is expected to be finalized and submitted to the UNFCCC by 31 December 2026.

3. MONITORING AND EVALUATION

3.1. Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated

3.1.1. Monitoring and evaluation products delivered in line with the M&E plan.

Agreement on intellectual property rights and use of the logo on the project's deliverables and disclosure of information: 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 per relevant policies, notably the UNDP Disclosure Policy[8] and the GEF policy on public involvement[9].

Resources required to achieve the expected result: To achieve the expected results of this climate change project, a combination of human resources, partnerships, and technical tools are essential. The key inputs required to deliver the expected outputs involve skilled project personnel, including experts in data collection, analysis, and report preparation. These professionals will play a crucial role in conducting comprehensive data gathering, quality control,

[8] https://www.undp.org/accountability/transparency/information-disclosure-policy
[9] https://www.thegef.org/sites/default/files/documents/Public_Involvement_Policy-2012.pdf

and formatting for the emissions inventory and associated parameters. In addition, they will be responsible for implementing quality assurance and quality control activities to ensure the accuracy and reliability of the reports.

Furthermore, strategic partnerships with relevant institutions, both at the national and international levels, are vital. Governance and horizontal coordination between the Ministry of Environment and Physical Planning and other governmental bodies will be crucial in providing access to crucial data, ensuring legal and procedural support, and fostering a supportive regulatory environment. These partnerships will also enable the project to access valuable data, institutional knowledge, and ensure the alignment of project activities with national climate change policy.

Technical resources and tools, such as software and databases, will be necessary to conduct emissions estimation and data analysis according to the IPCC Guidelines and other methodologies. These resources will help ensure that the emissions data are accurately processed, trended, and reported in line with international standards.

UNDP staff time, both at the country and regional levels, will be required to oversee project management, technical assistance, and quality control. The allocation of staff time will need to be carefully estimated, costed, and included in the project budget to ensure the smooth implementation and timely delivery of the two comprehensive reports.

Overall, these resources, when effectively coordinated with the Ministry of Environment and Physical Planning and other governmental institutions, will play a pivotal role in achieving the anticipated outcomes of this climate change project.

Partnerships: The cost-effectiveness of the BTR1- BTR2/NC5 project is the capitalization on institutional networks and working relations built during the NC, BUR, NDC and CBIT processes. All components of the project will ensure that lessons learned from relevant projects and other countries inform the implementation of this project. In this sense, the institutional arrangements will ensure that lessons are considered across ministries and sectors, with all relevant stakeholders providing inputs to and learning from the project. The Project will identify synergies with other on-going projects, to increase cost-effectiveness and enhance consistencies with various national development priorities and programmes undertaken at national and local levels, such as the National Adaptation Plan, which supports development of adaptation policies in the country.

This project shall be implemented in strong coordination with following projects to enhance transparency and complementarity of project results:

PROJECT NAME	BASELINE INFORMATION
"Building capacity towards sustainable human capital development in North Macedonia" Implementation period: 2022-2024 Implemented by: Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) GmbH	Overall objective of the project: to contribute to a shift towards sustainable human capital development in North Macedonia, achieved through building capacities and creating an evidence-based and enabling environment in the health, education, and labor & social protection sectors. These sectors deal with the socially vulnerable and marginalized groups but are often overlooked in climate finance discussions. How the BTR1-BTR2/NC5 project will benefit from the project: enhanced climate change capacities, knowledge and coordination into the three sectors specified above shall contribute to improved design and reporting in the relevant sections of the BTR1 and BTR2/NC5.
"Green Cities Facility Project" Implementation period: 2018 - 2034 Implemented by: European Bank for Reconstruction and Development (EBRD)	Overall objective of the project: to enable the transition of cities in North Macedonia, Albania, Armenia, Georgia, Jordan, Mongolia, Moldova, Serbia and Tunisia, to low-carbon, climate-resilient urban development. It is closely linked to GCF results areas such as energy generation and access, transport, buildings, cities, industries and appliances, livelihoods of people and communities, infrastructure and built environment. How the BTR1-BTR2/NC5 project will benefit from the project: support mainstreaming national policies on local level in all areas specified above,

PROJECT NAME	BASELINE INFORMATION
	especially linking loss and damage with resilient infrastructure and built environment.
"TRATOLOW - (Transition towards low emissions and climate-resilient economy in the Western Balkans and Turkey)" Implementation period: 2020-2023 Implemented by: European Union, represented by the European Commission Directorate General Climate Action.	Overall objective of the project: to contribute to climate change mitigation and adaptation in North Macedonia, Albania, Serbia, Kosovo, Bosnia and Herzegovina, Montenegro and Turkey, as well as the development towards a resource-efficient, low emissions and climate-resilient economy. How the BTR1-BTR2/NC5 project will benefit from the project: take into consideration national/regional recommendations and climate change priorities pushed forward in the TRATOLOW project.
"Just Transition Diagnostic project" Implementation period: 2012-2023 Implemented by: EU Delegation, in coordination with EBRD and the Government of North Macedonia	Overall objective of the project: to develop a Just Transition Action Plan, a cost benefit analysis on the proposed models of transition (slow, moderate and fast transition), all-inclusive and continued stakeholder consultation at central and local level, guide the coal regions in preparing for the transition. How the BTR1-BTR2/NC5 project will benefit from the project: ensuring that the social and economic effects of the green transition are taken into consideration, focusing on the regions, industries, communities and workers who will face the greatest challenges, as per the Just Transition Roadmap (adopted in June 2023).
"EU4 Green Recovery" Implementation period: 2022-2028 Implemented by: Umweltbundesamt GmbH (UBA)	Overall objective of the project: to enhance the Western Balkans transition to a growth strategy to achieve a fair and prosperous society, with a modern, resource efficient, decarbonized and competitive economy. How the BTR1-BTR2/NC5 project will benefit from the project: take into consideration project expected results (i.e. implementation of green recovery plans through a fit for purpose setup; operational monitoring and reporting processes; sustainable, resilient and green recovery plans), to feed the Disaster Risk Reduction (DRR) analyses.
"Further strengthening the capacities for effective implementation of the acquis in the field of industrial pollution"- twining project Implementation period: 2023 - 2024 Implemented by: the European Union, the Greek Government and the Center of International and European Economic Law	Overall objective of the project: to protect human health and the environment by reducing harmful industrial emissions in all environmental media (water, air and soil). Furthermore, the objective is to strengthen the national and local administrative capacities in the area of industrial pollution by improving the integrated environmental permits, which should contain conditions set in accordance with the principles and provisions of the Industrial Emission Directive (IED) and Best Available Techniques Conclusions (BATC). How the BTR1-BTR2/NC5 project will benefit from the project: improved data quality and accuracy will lead to more detailed GHG inventory for the industry sector.
"Green Financing Facility to Improve Air Quality & Combat Climate Change in North Macedonia" Implementation period: July 2020 – March 2026 (2020-2021 prep phase) Implemented by: UNDP	Overall objective of the project: to improve Air Quality and Combat Climate Change in North Macedonia The Green Financing Facility will support loans to households and small businesses to adopt renewable and efficient energy technologies. To incentivize businesses and households to take advantage of the loans supported by the facility, it will also offer technical assistance and performance-based payments. The loans will be disbursed to households and businesses through local banks, and women, and single parent led households will be prioritized, alongside households that receive

PROJECT NAME	BASELINE INFORMATION
	remittances or contain returning migrants. By providing both underserved households and businesses with financing to install renewable and efficient energy technology, the green financing facility aims to increase North Macedonia's renewable energy generation by 10.7 MW over four years. The programme is anticipated to extend loans to 105 businesses and 650 households, ultimately leading to 80,000 tons of greenhouse gas emissions avoided and 86,000 MWh of energy saved. How the BTR1-BTR2/NC5 project will benefit from the project: the project can utilize specific analyses done within this project as well can help to better fine-tune the GHG mitigation measures and actions.
"Climate Promise North Macedonia - From Pledge to Impact" Implementation period: 2022-31 March 2024 Implemented by: UNDP	Overall objective of the project: to turn Macedonia's revised NDC into ambitious climate action, by: strengthening National Coordinating Mechanism for Climate Action, developing three full proposals for implementation of the NDC with resource mobilization plans, develop proposal for a Biennial Transparency Report (BTR), establish Youth Climate Hub and strengthen the Women Entrepreneurship Platform, develop private-public sector Roadmap for the implementation of the NDC. How the BTR1-BTR2/NC5 project will benefit from the project: the development of this BTR1-BTR2/NC5 proposal is supported by this project. BTR1-BTR2/NC5 will take into consideration other project outputs.
"National Adaptation Plan" Implementation period: 3 years. It is expected to commence in the first quarter of 2024. Implemented by: UNDP	Overall objective of the project: to increase the resilience of North Macedonia to the risks and impacts of climate change by integrating adaptation planning into national and sectoral planning processes, resulting in development of a National Adaptation Plan with a prioritized investment action plan. How the BTR1-BTR2/NC5 project will benefit from the project: strong cooperation and coordination shall be established between both projects, in order to avoid duplication of work or different adaptation policies/actions. The adaptation analyses in NC5 shall follow the draft NAP and complement it with nexus assessments.
"Implementation of the priority actions in climate change sector" Implementation period: 30 months, estimated to start in 2024 Implemented by: To be selected	Overall objective of the project: to contribute to further alignment with EU climate legislation and to create an enabling environment for the successful implementation of the priority mitigation actions developed under the Long Term Strategy on Climate Action and the Action Plan. How the BTR1-BTR2/NC5 project will benefit from the project: strong cooperation and coordination shall be established between both projects, in order to avoid duplication, especially related to the MRV aspect.
"National Development Strategy 2023-2043" Implementation period: 2021-2023 (two years extension expected) Implemented by: UNDP, in coordination with the Office of the UN Resident Coordinator in North Macedonia	Overall objective of the project: to develop an overarching development strategy for the next two decades, using broad consultation process with all key stakeholders: institutions, academia, business sector, non-governmental organizations, and citizens from all over the country (by actively involving representatives of vulnerable and marginalized categories of persons).

PROJECT NAME	BASELINE INFORMATION
	How the BTR1-BTR2/NC5 project will benefit from the project: take into consideration final NDS, it's vision and views of all key stakeholders to feed BTR1 and NDC5/BTR2.
"North Macedonia Integrating Climate Change Perspectives into Fiscal Policy" Implementation period: 2022-2023 Implemented by: World Bank	Overall objective of the project: to inform public finance policy to properly respond to adaptation and mitigation challenges of climate change through a sustainable macro-fiscal framework. How the BTR1-BTR2/NC5 project will benefit from the project: the project sets the baseline for identifying climate related public finances and introduction of climate budget tagging, the only thing that the Republic of North Macedonia was not able to report so far in its BURs and NCs.
"Climate Proofing for Sustainable Development in the Western Balkans" (second phase) Implementation period: 2023-2027 Implemented by: UNEP	Overall objective of the project: to further assist the region in mainstreaming climate-proofing concepts by establishment of a comprehensive knowledge and information platform, tailored to the needs of Western Balkan stakeholders and by empowering key stakeholders and experts to incorporate climate considerations in respective planning and decision making. How the BTR1-BTR2/NC5 project will benefit from the project: Close cooperation for further incorporation of climate-proofing principles in decision making and investments in the Republic of North Macedonia, as well as exchange of good practices with other Western Balkan countries and targeted actions to implement effective and integrated adaptation measures.
"Capacity-building Initiative for Transparency – Global Support Programme (CBIT-GSP)" Implemented by: UNEP	The project will maintain an engagement with the CBIT-GSP: it will use its platform as a means of disseminating information, and it will also participate in capacity-strengthening workshops and other initiatives organized by the CBIT-GSP.

Risks and Assumptions: There are three risks identified under two categories: (1) operational (Capacities of the partners), (2) strategic (Change/turnover in government) and (3) strategic (Alignment with national priorities). The first two risks are evaluated as moderate and the third has been evaluated as low risk. No substantial risks are identified at this stage. All identified risks are described and addressed in Annex 6.

The MOEPP will invest significant efforts in enhancing horizontal coordination on climate change, primarily through the adoption of the Law on Climate Action. The project team will provide necessary technical assistance during implementation to operationalize the Law, integrate climate change policies into international and sectoral policies, and support data collection and processing. International and regional expertise will be leveraged when required. A Knowledge Management Plan will ensure that acquired knowledge remains within the institutions.

The SESP has been conducted for this project and identified with low-risk rating (please see Annex 5).

Stakeholder engagement: Effective engagement with key stakeholders and consultation processes are considered critical to the project's success. An emphasis on transparent and open dialogue to strengthen stakeholder participation is made at project preparation and is envisaged during project implementation, in order to enhance the ownership of the NC and BTR processes and makes these reports more responsive to national needs. The stakeholders involved in the project represent various sectors, including government ministries and agencies, local authorities, NGOs, media, academia, research institutions, the private sector, and international organizations.

The development of this project proposal included consultations with experts, government personnel, policymakers, and NGOs who were active in previous NC/BUR exercises. Insights and requirements gathered during these consultations have been integrated into the design of this enabling activity project.

During the project implementation the stakeholders will be engaged through different means such as thematic workshops, targeted trainings, bilateral meetings, policy dialogs for relevant climate policies and actions, surveys, relevant regional initiatives, etc. as per the Stakeholder Engagement Plan (Annex 8).

South-South and Triangular Cooperation (SSC/TrC): In addition, to bring the voice of the Republic of North Macedonia to global and regional fora, the project will explore opportunities for meaningful participation in specific events where UNDP could support engagement with the global development discourse on climate change and climate resilience. The project will provide regional cooperation opportunities with countries implementing initiatives on decarbonisation and green development in geopolitical, social and environmental contexts relevant to the proposed project in the Republic of North Macedonia. The project shall further coordinate with Capacity-building Initiative for Transparency – Global Support Programme (CBIT-GSP) as baseline project considering that the programme provides additional technical support to the implementation of the BTR projects. A comprehensive stakeholder engagement plan is provided in Annex 8.

Gender equality and Women's Empowerment: National reporting processes can be a meaningful entry point for training, awareness-raising, and capacity-building efforts to ensure women's equal engagement in and benefit from climate change action. Preparation of reports can also influence other ongoing climate change planning and policymaking processes. This has confirmed to be the case for the Republic of North Macedonia, showcasing how a carefully planned and integrated approach can change gender blind into gender responsive climate policies, and vice versa climate blind into climate responsive gender policies.

Previous NCs/BURs and "Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement" (CBIT) projects addressed gender mainstreaming into national reporting process in the following ways:

- The Republic of North Macedonia was the first country in the region to nominate gender focal point to the UNFCCC, from the Ministry of Labor and Social Policy;
- Assigning certain percentage of the project budget for gender related activities has shown to be huge success: with only 10% of the budget allocated for gender activities, the projects have ensured valuable solutions for mainstreaming gender and climate change;
- Within the Fourth NC and the Third BUR projects, the Gender and Climate Change Action Plans have been fully implemented. Gender consideration has been incorporated into all chapters of the NC4 and BUR3. Moreover, the BUR3 is the first national report that includes a separate Chapter (5.3) on social aspects-gender with specific measures to make the climate change mitigation process more gender responsive;
- Development and adoption of the new Strategy for Gender Equality 2022-2027 has been supported, first one that integrates climate change considerations;
- Development and adoption of the gender responsive Long-Term Strategy on Climate Action and draft Law on Climate Action have been supported;
- More than 10 workshops/trainings have been held as part of the training plan developed for 2020 and 2021 (CBIT project) through engaging more than 1500 representatives (high-level decision-makers and civil servants responsible for climate policy to gender focal points, youth, and civil society). All training materials are available on the national climate change platform www.klimatskipromeni.mk, under the "TRAININGS" section. The trainings were evaluated as very transformative for the participants, confirming that the training activities was well-tailored according to the participants' needs;
- Capacity building activities have been implemented for the network of practitioners working in the field of gender equality and climate change at the administrative level, comprising 319 representatives at both national and local level (61% women);
- Gender perspective was captured through developing and proposing a set of indicators in the climate change MRV activities;
- Governmental institutions responsible for gender (Ministry of Labour and Social Policies) and climate change (Ministry of Environment and Physical Planning) joined forces to introduce sustainable practices, mobilized women's political groups as advocates and created a strong network of gender and climate change practitioners at national and local level;
- Macedonian good practices have been recognised worldwide and shared with interested countries and organizations at numerous events (such as the regional workshop on supporting the integration of gender considerations into MRV/transparency processes in the Western Balkan Countries, organized by the UNDP/UNEP Global Support Program for National Communications and Biennial Update Reports (GSP) in

February 2020).

Macedonia's Gender and climate change journey can be seen in detail on the following links:

- http://gendermap.klimatskipromeni.mk/
- Policy brief
- Gender and Climate Change training package
- Macedonian Woman paving the way for Climate Change and
- Gender & Climate: How hot does it have to get for change?

This project will apply the "GENDER RESPONSIVE NATIONAL COMMUNICATIONS TOOLKIT[10]" developed by the Global Support Program (GSP) through UNDP and in collaboration with UNEP and GEF and its updated version upon its availability. In line with the GEF SEC's policy on gender equality[11] and Guidance to advance gender equality in GEF projects and programs[12], project will finalize the draft Gender Analysis and Gender Action Plan during its inception phase. The implementation of the Gender Action Plan will be regularly monitored and reported on as part of the annual project progress reports.

An initial stocktaking and gender analysis across all areas – and inclusion of stakeholders who understand gender issues in relation to their sectors – will be conducted to assess and understand where deeper analysis and action is required. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps.

The update of the national circumstances under each component will disaggregate relevant data by sex with the objective to better understand how the social and economic differences between men and women affects the capability of dealing with mitigating and adapting to climate change. Seeing that women are being acknowledged as agents of change who make important contributions to climate change adaptation and mitigation, a gender perspective will be incorporated in the climate change impacts and adaptation and NDC progress assessment and preparation of mitigation actions.

For all analysis included in the project, sex-disaggregated data[13] from national statistical agency and international approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), leadership, economic empowerment, and health among others will be included to summarize status of women and men nationally and by sector.

The project will encourage the active participation of women and men in decision-making processes. Gender balance will be considered in project management structures and capacity building activities. The Project will provide capacity-building in relation to NC/BTR purpose and content, gender issues in environment and their role in the NC/BTR processes if necessary. At least 51% participation of women is expected to be ensured in the stakeholder engagement processes.

The project will also support the development and implementation of a gender responsive Knowledge Management Plan, capturing lessons learned, good practices and knowledge management products. At least 3 gender specific products will be developed as part of the Knowledge Management Plan. The Draft Gender Action Plan is presented in Annex 9.

Knowledge: The project will place a specific emphasis on enhancing Climate Change Knowledge Management in the Republic of North Macedonia. This will involve the development of a comprehensive Climate Change Knowledge Management (KM) Plan. The KM Plan will propose improved methods for capturing, dissemination, and broader sharing of project results and knowledge products. This is aimed at creating new opportunities and increasing the transparency of knowledge products on the national climate change platform, www.klimatskipromeni.mk, as well as regionally and on UNDP, GEF, and UNFCCC platforms. The KM Plan will be actively implemented throughout the project's duration, establishing sustainable practices for capturing and sharing of knowledge products. This ensures

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[10] https://www.un-gsp.org/sites/default/files/documentos/undp_gender_responsive_national_communications_toolkit_0.pdf
[11] http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf
[12] http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf
[13] Gender considerations and collection of gender sensitive data under this project is expected to be based on binary data and disaggregated by sex, i.e. men/women.

easy access to and utilization of these resources by policy makers, practitioners, academia, the private sector, and other key organizations. Furthermore, the project will maintain a continuous flow of information exchange with other projects sharing similar objectives at the national, regional, and global levels.

Innovativeness, Sustainability and Potential for Scaling Up: This project scale up several innovative features and tools that have been introduced in previous enabling activity projects: 1) use the data collected from the innovative Micronarratives tool to design Gender-Responsive adaptation policies and measures; 2) Use remote sensing technology to enhance the accuracy of GHG inventories in the AFOLU sector and address sink reduction challenges for the new inventory years that will be prepared within the project; 3) Using Q-SCAN tool to identify NDC-SDG Linkages for the remaining two sectors (Industry and General Policies and Measures) that were not analyzed in previous EA projects.

The preparation process for previous National Communications and Biennial Update Reports to the UNFCCC's Conference of the Parties has bolstered the institutional capacity of the Ministry of Environment and Physical Planning and other relevant national institutions. This project will further enhance the sustainability of future NCs/BTRs/NDCs/NAPs preparation and revision, streamlining reporting to the UNFCCC. Active stakeholder involvement in monitoring and assessing mitigation and adaptation policies and measures will foster ownership and long-term sustainability.

The project's sustainability is twofold: it emphasizes strengthening existing institutions instead of creating new structures and it shifts from a project-based reporting model to a continuous process, ensuring sustained impact.

The project's scale up potential of certain outcomes is high, due to the systemic capture and dissemination of best practices that other countries can benefit from. Training materials, toolkits, and software applications developed within the project can be readily scaled and shared with neighboring nations in the region.

Digital Solutions: The project will conduct a comprehensive future foresight scanning exercise in the inception phase encompassing the impacts of digitalization on climate change policy formulation and institutional digital transformation. The insights gained from this exercise will inform the strategic implementation of the most suitable digital solutions. Significant focus will be given for advancing the digital landscape in the AFOLU areas to spur delivery of the AFOLU related nationally adopted policies and measures.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The cost effectiveness of this project is the capitalization on institutional networks and working relations built during the NC, BUR, NDC and CBIT processes. All components of the project will ensure that lessons learned from relevant projects and other countries inform the implementation of this project. In this sense, the institutional arrangements will ensure that lessons are considered across ministries and sectors, with all relevant stakeholders providing inputs to and learning from the project. Synergies will be built with the ongoing development projects stipulated in this project document.

In terms of procurement, outsourcing of services will be based on a transparent and competitive process, as well as on the value-for-money principle. For further cost efficiency, the project will make use of existing collaboration with responsible institutions, as usage of their information and data on climate change-related topics will reduce additional costs related to this phase of project implementation.

The project is also expected to result in increased effectiveness on the part of implementing partners and other organizational stakeholders by streamlining the data collection and consolidating and automating the reporting process. These steps should save time and money. Increased coordination among stakeholders should also improve the cost-effectiveness of MRV activities by reducing duplication and overlap in activities.

Project Management

The project will be implemented under the UNDP Country Office Support to National Implementation Modality (NIM) with the Ministry of Environment and Physical Planning (MoEPP) as the Implementing Partner, in accordance with the Standard Basic Assistance Agreement between the Government and the United Nations Development Programme, signed by the parties on 30 October 1995, and the Country Programme.

This project will be implemented on a national scale. The project will operate in North Macedonia's capital, Skopje, in the premises of the Project Management Unit (PMU) allocated by the Ministry of Environment and Physical Planning. The Government will also provide support to the project through the staff time of the UNFCCC Focal Point, the Department of Macedonian Environmental Information Centre within MoEPP (for preparation of GHG inventories) and the staff of the Public Relations Office (climate change communication and implementation of the Climate Change Communication Strategy).

The Project Manager (PM) will coordinate and implement the project activities for the preparation of the BTR1 and BTR2/NC5. S/he will be in charge of the day-to-day implementation of the project activities. This will include development of work plans and budget, development of Terms of References/Requests for Procurements, management of contracts, verification of the contracted deliverables, involvement of stakeholders, capacity building, awareness raising activities etc. The PM will also support the work of the Project Board by the organization and facilitation of meetings, and preparation of meeting minutes. The PM will be responsible for regular project-related reporting, including narrative and financial reporting.

As the UNDP Country Office (CO) will provide support to the project implementation as per the Letter of Agreement (LoA) for the provision of support services, the operations support will be provided in accordance with the list of services and associated costs described in the LoA (Annex 11).

This type of implementation modality has been agreed due to the specific situation in the country. Namely, as an EU candidate country, the Republic of North Macedonia is in the transitional process of adjusting its institutional and regulatory frameworks to the requirements of the EU in all relevant areas. This includes the Ministry of Environment and Physical Planning which is currently in the process of transposing relevant Climate Action package and modifying the existing internal institutional set-up. All these processes are engaging significant human and other resources and require additional capacities that will enable the Ministry to cope with the regular and new responsibilities. Moreover, the use of the national procurement system might cause delays in the selection of the individual consultants/companies due to the cumbersome procedures. The Ministry also has limited number of staff that is certified for carrying out the procurement. This applies to all government entities e.g. relevant ministries. There are

no CSOs which can implement complex projects with large budget. Furthermore, they cannot efficiently coordinate with different stakeholders such as the ministries and private sector, nor have capacity to provide expert advice to the responsible parties and/or consultants engaged by the project. However, UNDP will make particular efforts in order to ensure future sustainability, and close collaboration with the Ministry of Environment and other national stakeholders shall work out measures to build up the national capacities as part of the project implementation.

VI. PROJECT RESULTS FRAMEWORK

Contribution to the Sustainable Development Goal (s): SDG 13 – Climate Action: Take urgent action to combat climate change and its impacts							
STRATEGIC PLAN OUTCOMES: 2. Accelerate structural transformations for sustainable development and 3. Build resilience to crises and shocks							
Applicable Output(s) from the UNDP Strategic Plan: *Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.*							
Project title and Quantum Project Number: 01001594 - Development of North Macedonia's First Biennial Transparency Report and the combined Second Biennial Transparency Report and Fifth National Communication on climate change under the UNFCCC (BTR1 and BTR2/NC5)							
Objective and Outcome Indicators		**Data Source**	**Baseline**	**Mid-term Target**	**End of Project Target**	**Data Collection Methods**	**Risks/Assumptions**
Project Objective:	*The objective of this project is to assist the Republic of North Macedonia in the preparation and submission of its First Biennial Transparency Report and a combined Second Biennial Transparency and Fifth National Communication Report (BTR1 and BTR2/NC5) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA), in line with the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA .1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3. The project will support the Republic of North Macedonia in achieving its global environment concerns and commitments to international conventions, and to integrate climate change considerations in national development planning and policy through ensuring continuity of the institutional and technical capacity building, partly initiated, and consequently sustained by reporting instruments under the United Nations Framework Convention on Climate Change (UNFCCC).*						
	*<u>**Mandatory** Indicator 1:</u> # direct project beneficiaries disaggregated by sex (individual people)*	*Inception Report* *End-of- project Report*	*50* *(at least 50% female)*	*N/A*	*400* *(at least 50% female)*	*Inception Workshops Participants;* *Training/Events participants;* *Final Workshop Participants.*	*No risk identified.*
Project component 1	***Development of the Macedonia's First Biennial Transparency Report (BTR1)***						
Project Outcome 1 ***Macedonia's BTR1 developed as a stand-alone report***	*Indicator 2: Macedonia's First Biennial Transparency report submitted to UNFCCC as a standalone report, including gender related data*	*UNFCCC website www.klimatskipromeni.mk*	*0*	*1*	*N/A*	*Data collected from the UNFCCC report registries*	*Parliamentarian elections that are scheduled on 8th May 2024 could potentially cause delays in the government's document adoption.* *Assumption: Responsible Parties will timely implement their tasks.*
	Indicator 3: # of trainings organized on specific BTR aspects	*Report from the Project's Training Plan*	*0*	*5*	*10*	*Review of training reports and evaluations*	*No risk identified.* *Assumption: The targets are defined based on the previous CBIT experience related to capacity building activities and trainings.*

Outputs to achieve Outcome 1	*1.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases (GHG) updated to 2022, for the sectors Energy, IPPU, AFOLU and Waste, using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (version 2.861 released in June 2023);* *1.1.2. Information necessary to track progress made in implementing and achieving the NDC up to 2022 provided, including estimates of emissions avoided;* *1.1.3. Information related to climate change impacts and adaptation up to 2022 disaggregated by sex provided;* *1.1.4. Support needed and received and other relevant information, including support on gender mainstreaming and on advancement of gender equality;* *1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2024.*						
Project component 2	***Development of the Macedonia's Second Biennial Transparency Report and Fifth National Communication (BTR2/NC5)***						
Outcome 2 Macedonia's BTR2/NC5 developed as a combined report	*Indicator 4: Macedonia's BTR2/NC5 submitted to UNFCCC as a combined report, including gender related data*	*UNFCCC website www.klimatskipromeni.mk*	*Four National Communications submitted to UNFCCC*	*N/A*	*BTR2/NC5 submitted to UNFCCC as combined report*	*Data collected from the UNFCCC report registries*	*Potential risk: Political authorities may not prioritize the obligations defined under the UNFCCC and the Paris Agreement, that could potentially cause delays in the government's document adoption.* *Assumption: Responsible Parties will timely implement their tasks.*
	Indicator 5: # of knowledge products produced, based on project's Knowledge Management (KM) Plan	*Inception Workshop Report;* *Annual Status Surveys;* *End of Project Report*	*0*	*2*	*4*	*Project Board minutes;* *Annual Status Surveys.*	*No risk identified.* *Assumption: Development of the KM Strategy shall be initiated in the first year of project implementation.*
	Indicator 6: National Inventory Report (NIR) submitted to UNFCCC as separate document	*UNFCCC report registries*	*0*	*1* *(NIR covering period 1992-2022 submitted to UNFCCC as separate document)*	*2* *(NIR covering period 1990-2024 submitted to UNFCCC as separate document)*	*Data collected from the UNFCCC report registries*	*No risk identified.*
Outputs to achieve Outcome 2	*2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2024 for the sectors Energy, IPPU, AFOLU and Waste, using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories;* *2.1.2. Information necessary to track progress made in implementing and achieving the NDC up to 2024 including sex-disaggregated data and information provided;* *2.1.3. Information related to climate change impacts and adaptation disaggregated by sex up to 2024 provided;* *2.1.4. Support needed and received and other relevant information, including support on gender mainstreaming and on advancement of gender equality;* *2.1.5. BTR2/ NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.*						

Project component 3	**Monitoring & Evaluation**						
Outcome 3	*Indicator 7: # of monitoring reports compiled*	*Project reports (e.g., Inception Report, End of Project report; Quarterly/annual progress reports)* *Annual Status Surveys*	*0*	*N/A*	*6*	*Project Board minutes;* *Confirmation of the availability of the envisaged reports;* *Interview with the Project Manager.*	*No risk identified.*
Outputs to achieve Outcome 3	*3.1.1. Monitoring and evaluation products delivered in line with the M&E plan*						

VII. MONITORING AND EVALUATION (M&E) PLAN

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP Programme and Operations Policies and Procedures (POPP) (including guidance on GEF project revisions) and UNDP Evaluation Policy **The UNDP Country Office is responsible for ensuring full compliance with all UNDP project M&E requirements including project monitoring, UNDP quality assurance requirements, quarterly risk management, and evaluation requirements.**

Additional mandatory GEF-specific M&E requirements will be undertaken in accordance with the GEF Monitoring Policy and the GEF Evaluation Policy and other relevant GEF policies[14]. The M&E plan and budget included below will guide the GEF-specific M&E activities to be undertaken by this project.

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 – including during the Project Inception Workshop - and will be detailed in the Inception Report.

Minimum project monitoring and reporting requirements as required by the GEF:
Inception Workshop and Report: A project inception workshop will be held within 2 months from the First disbursement date, with the aim to:

a. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
b. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
c. Review the results framework 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 and other stakeholders in project-level M&E.
e. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework (where relevant) and other safeguard requirements; project grievance mechanisms; Gender Action Plan; Knowledge Management Plan, and other relevant management strategies.
f. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
g. Plan and schedule Project Board meetings and finalize the first-year annual work plan. Finalize the TOR of the Project Board.
h. Formally launch the Project.

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-Climate Regional Technical Adviser, and will be approved by the Project Board.

Annual progress reporting: Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out by the project team once a year, in line with GEF and UNFCCC reporting requirements for NCs and BTRs.

Final/End of Project Report: Three months before the project's completion date, the project team will prepare the End of Project Report (in English). 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

[14] See https://www.thegef.org/projects-operations/policies-guidelines

replicability of the project's results. The End of Project Report shall be discussed with the Project Steering Committee during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up.

In the project's third year, a mid-term assessment workshop will convene with key stakeholders to evaluate implementation effectiveness and foster collaborative management. Four months before project completion, an end-of-project workshop will be organized to present final results, establish priorities, and plan follow-up initiatives.

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans.

Monitoring Plan: The project results, corresponding indicators and mid-term and end-of-project targets in the project results framework will be monitored by the Project Management Unit annually and will be evaluated periodically during project implementation. If baseline data for some of the results indicators is not yet available, it will be collected during the first year of project implementation. Project risks, as outlined in the risk register, will be monitored quarterly.

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
Track results progress	**Project objective from the results framework** To assist the Republic of North Macedonia in the preparation and submission of its First Biennial Transparency Report on Climate Change and a combined Second Biennial Transparency and Fifth National Communication Report (BTR1 and BTR2/NC5) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA).	**Indicator 1** # direct project beneficiaries disaggregated by gender (individual people)	End of Project 400 (at least 50% female)	Number of people from the partner institutions, as well as participants of the planned project workshops and trainings. The target is defined by envisaging 10 persons per institution (at least 40 institutions).	Annually	Project Manager	Signed lists of the events, trainings, conferences or technical meetings; Nominated representatives of the Project Board;
	Project Outcome 1	**Indicator 2** Macedonia's First Biennial Transparency	Mid-term 1	This indicator will measure if the country has successfully adopted the First BTR and met its	Annually	Project Manager	UNFCCC web site

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	Macedonia's BTR1 developed as a stand-alone report	report submitted to UNFCCC as a standalone report, including gender related data.	End of Project N/A	obligations under the UNFCCC.			
		Indicator 3: # of trainings organized on specific BTR aspects	Mid-term 5 End of Project 10	This indicator will measure the number of trainings provided to the stakeholders, as per the project's Training Plan.	Annually	Project Manager	Reports and evaluations of the trainings
	Project Outcome 2 Macedonia's BTR2/NC5 developed as a combined report	**Indicator 4:** Macedonia's BTR2/NC5 submitted to UNFCCC as a combined report, including gender related data	End of Project 1	This indicator will measure if the country has successfully adopted the BTR2/NC5 as a combined report and has met its obligations under the UNFCCC.	Annually	Project Manager	UNFCCC web site
		Indicator 5: # of knowledge products produced, based on project's Knowledge Management (KM) Plan	Mid-term 2 End of Project 4	This indicator will measure the number of available knowledge products that will contribute to improved awareness and understanding of the new transparency requirements, including, but not limited to improved data in the GHG inventory, information on new climate change mitigation and adaptation measures etc.	Annually	Project Manager	Annual Status Surveys; End of Project Report.

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
				The targets are identified as per the expected KM products.			
		Indicator 6: National Inventory Report (NIR) submitted to UNFCCC as separate document	Mid-term 1 End of Project 2	This indicator will measure if the country has submitted NIR as standalone report and met its obligations under the UNFCCC. The mid-term target is NIR developed within the BTR1 (for the period 1990-2022), the end of project target is one more NIR developed within BTR2/ NC5 (for the period 1990-2024).	Annually	Project Manager	UNFCCC web site
	Project Outcome 3 Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated	**Indicator 7:** # of monitoring reports compiled	End of Project 6	This indicator will assess whether key monitoring reports are prepared as envisaged by the project. The target is identified as per the number of expected monitoring reports: one Inception Workshop Report, four Annual Status Surveys and one End of Project Report.	Annually	Project Manager	Monitoring Reports submitted to UNDP Regional Team and shared with Project Board members.

Monitoring Activity			
	Frequency/Timeframe	**Expected Action**	**Partners (if joint)**
Inception Workshop and Report	Inception Workshop within 2 months of the First Disbursement	As per above description	
Track results progress (see above table for details)	Annually and at mid-point and closure	Slower than expected progress will be addressed by project management.	
Monitor and Manage Risk	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	
Monitor implementation of project plans (gender action plans, KM Plan, Communication Plan)	Annually	Slower than expected progress will be addressed by project management.	
Annual Project Quality Assurance	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	
Review and Make Course Corrections	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	
Project Review (Project Board)	At least annually	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	
End of project workshop and Report	The workshop shall be held 4 months before operational closure and the end of project report shall be finalized 3 months before operational closure	To be approved by the Project Board	

Monitoring and Evaluation Plan and Budget:		
GEF M&E Requirements	**Indicative costs (US$)**	**Time frame**
Inception Workshop	5,000	Within 2 months from the date of First Disbursement
Inception Report	None	Within 30 days after Inception Workshop
Monitoring of indicators in project results framework	None 5,000	Annually Third Year of implementation
Supervision missions[15]	None	Annually
End of project workshop	5,000	4 months before operational closure
End of project report	None	3 months before operational closure
TOTAL indicative COST	**15,000 USD**	

[15] The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Section 1: General roles and responsibilities in the projects' governance mechanism

Implementing Partner: The Implementing Partner for this project is the Ministry of Environment and Physical Planning (MOEPP).

The Implementing Partner is the entity to which the UNDP Administrator has entrusted the implementation of UNDP assistance specified in this signed project document along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, as set forth in this document.

The Implementing Partner is responsible for executing this project. Specific tasks include:

- Project planning, coordination and management. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary.
- Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
- 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 Ministry of Environment and Physical Planning will support the project through the use of equipment and premises for the Project Management Unit (PMU). The Public Relations Officer within the MoEPP will provide support in all activities aimed at promoting and communicating the project results to the key stakeholders and general public. Preparation processes of BTR1 and BTR2/NC5 will be closely coordinated by the UNFCCC National Focal Point.

Responsible Parties: Four **Responsible Parties** have been identified for this project:

1. *Macedonian Academy of Sciences and Arts (MASA):* to develop/revise/improve the GHG inventory in the sectors of energy, IPPU and waste, compile National Inventory Reports (NIRs), model GHG projections, identify and report climate change mitigation policies and measures in the sectors mentioned;
2. *Institute of Agriculture, Ss. Cyril and Methodius University in Skopje*: to develop/revise/improve the GHG inventory in the sectors of agriculture, forestry, other land use (AFOLU) and livestock; to identify and report climate change mitigation and adaptation policies, and to assess vulnerability of the AFOLU sectors to climate change;
3. *Association of Societies of Engineers, Engineering Institution of Macedonia*: to support development of the chapter on research and innovation, develop Technology Needs Assessment, and support mainstreaming climate change in education;
4. *The Institute for good governance and policies in environment and climate change – Skopje (IPECC)*: to support the design of secondary climate change legislation, efficient implementation of the MRV of climate policies and actions, promote the dialogue between the non-governmental sector, the business community and the state and local administration, identify/share good practices and support the development of policy recommendations.

Note: Responsible parties are directly accountable to the implementing partner in accordance with the terms of their agreement or contract with the implementing partner.

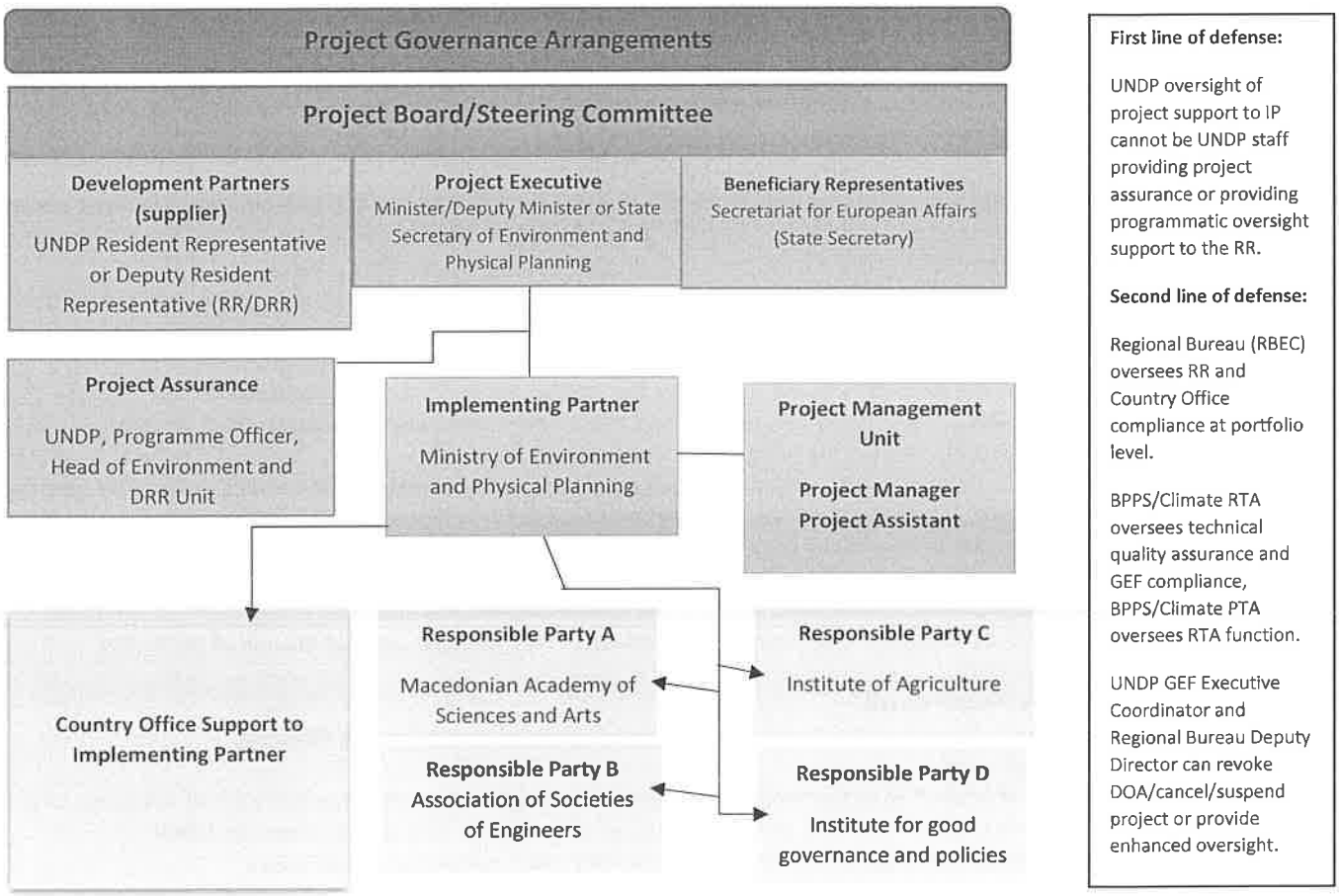
Project stakeholders and target groups: The participation and contribution of stakeholders and key target groups are critical for the success of the project. The project applies multiple strategies and mechanisms to ensure stakeholder engagement. First and foremost is the Project Steering Committee, or the Project Board (as discussed further below), involving the MoEPP, the Secretariat for European Affairs and UNDP. The project will provide transparent decision-making, facilitate participatory planning processes, and support the capacity development of stakeholders and partners. Formal and informal partnerships will be developed and established with gender balance, and gender mainstreaming approaches in mind. The project will highlight at various points the mechanisms and channels of communication that stakeholders may employ if they have any grievances related to the social and environmental impacts of the project. For example, this point will be indicated during the project inception workshop, mid-term workshop and through the project capacity building and awareness activities. A detailed Stakeholder Engagement Plan is described in Annex 8.

UNDP: UNDP is accountable to the GEF for the implementation of this project. This includes overseeing project execution undertaken by the Implementing Partner to ensure that the project is being carried out in accordance with UNDP and GEF policies and procedures and the standards and provisions outlined in the Delegation of Authority (DOA) letter for this project. **The UNDP GEF Executive Coordinator, in consultation with UNDP Bureaus and the Implementing Partner, retains the right to revoke the project DOA, suspend or cancel this GEF project.** UNDP is responsible for the Project Assurance function in the project governance structure and presents to the Project Board and attends Project Board meetings as a non-voting member.

A firewall will be maintained between the delivery of project oversight and quality assurance performed by UNDP and charged to the GEF Fee and any support to project execution performed by UNDP (as requested by and agreed to by both the Implementing Partner and GEF) and may be charged to the GEF project management costs (only if approved by GEF). The segregation of functions and firewall provisions for UNDP in this case is described in the next section.

Section 2: Project Governance Structure

Supported NIM for National Project



The UNDP Resident Representative assumes full responsibility and accountability for oversight and quality assurance of this Project and ensures its timely implementation in compliance with the GEF-specific requirements and UNDP's Programme and Operations Policies and Procedures (POPP), its Financial Regulations and Rules and Internal Control Framework. A representative of the UNDP Country Office will assume the assurance role and will present assurance findings to the Project Board, and therefore attends Project Board meetings as a non-voting member.

UNDP project support: The Implementing Partner and GEF OFP have requested UNDP to provide support services in the amount of **37,120 $US** for the full duration of the project, and the GEF has agreed for UNDP to provide such execution support services and for the cost of these services to be charged to the project budget. The execution support services – whether financed from the project budget or other sources - have been set out in detail and agreed between UNDP Country Office and the Implementing Partner in a Letter of Agreement (LOA). This LOA is attached to this Project Document (See Annex 11).

To ensure the strict independence required by the GEF and in accordance with the UNDP Internal Control Framework, these execution services will be delivered independent from the GEF-specific oversight and quality assurance services.

Section 3: Segregation of duties and firewalls vis-à-vis UNDP representation on the project board:

As noted in the Minimum Fiduciary Standards for GEF Partner Agencies, in cases where a GEF Partner Agency (i.e. UNDP) carries out both implementation oversight and execution of a project, the GEF Partner Agency (i.e. UNDP) must separate its project implementation oversight and execution duties, and describe in the relevant project document a: 1) Satisfactory institutional arrangement for the separation of implementation oversight and executing functions in different departments of the GEF Partner Agency; and 2) Clear lines of responsibility, reporting and accountability within the GEF Partner Agency between the project implementation oversight and execution functions.

In this case, UNDP's implementation oversight role in the project – as represented in the project board and via the project assurance function – is performed by UNDP Resident Representative and Programme Officer, Head of Energy, Environment and Disaster Risk Reduction Portfolio. UNDP's execution role in the project (as requested by the implementing partner and approved by the GEF) is performed by the relevant Procurement, HR, Finance, Travel, and IT staff of the CO who report to the CO Operations Manager.

Section 4: Roles and Responsibilities of the Project Organization Structure:

a) **Project Board:** All UNDP projects must be governed by a multi-stakeholder board or committee established to review performance based on monitoring and evaluation, and implementation issues to ensure quality delivery of results. The Project Board (also called the Project Steering Committee) is the most senior, dedicated oversight body for a project.

The two main (mandatory) roles of the project board are as follows:

1) **High-level oversight of the execution of the project by the Implementing Partner** (as explained in the "Provide Oversight" section of the POPP). This is the primary function of the project board and includes annual (and as-needed) assessments of any major risks to the project, and decisions/agreements on any management actions or remedial measures to address them effectively. The Project Board reviews evidence of project performance based on monitoring, evaluation and reporting, including progress reports, evaluations, risk logs and the combined delivery report. The Project Board is responsible for taking corrective action as needed to ensure the project achieves the desired results.
2) **Approval of strategic project execution decisions of the Implementing Partner** with a view to assess and manage risks, monitor and ensure the overall achievement of projected results and impacts and ensure long term sustainability of project execution decisions of the Implementing Partner (as explained in the "Manage Change" section of the POPP).

Requirements to serve on the Project Board:

- ✓ Agree to the Terms of Reference of the Board and the rules on protocols, quorum and minuting.
- ✓ Meet annually; at least once.
- ✓ Disclose any conflict of interest in performing the functions of a Project Board member and take all measures to avoid any real or perceived conflicts of interest. This disclosure must be documented and kept on record by UNDP.
- ✓ Discharge the functions of the Project Board in accordance with UNDP policies and procedures.
- ✓ Ensure the highest levels of transparency and ensure Project Board meeting minutes are recorded and shared with project stakeholders.

Responsibilities of the Project Board:

- ✓ Consensus decision making:
  - The project board provides overall guidance and direction to the project, ensuring it remains within any specified constraints, and providing overall oversight of the project implementation.
  - Review project performance based on monitoring, evaluation and reporting, including progress reports, risk logs and the combined delivery report;
  - The project board is responsible for making management decisions by consensus.
  - 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 consensus cannot be reached within the Board, the UNDP representative on the board will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.
- ✓ Oversee project execution:
  - Agree on project manager's tolerances as required, within the parameters outlined in the project document, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded.
  - Appraise annual work plans prepared by the Implementing Partner for the Project; review combined delivery reports prior to certification by the implementing partner.

- Address any high-level project issues as raised by the project manager and project assurance;
- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor and refer such proposed major and minor amendments to the UNDP BPPS Nature, Climate and Energy Executive Coordinator (and the GEF, as required by GEF policies);
- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily and according to plans.
- Track and monitor co-financed activities and realisation of co-financing amounts of this project.
- Approve the Inception Report
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project.

✓ Risk Management:

- Provide guidance on evolving or materialized project risks and agree on possible mitigation and management actions to address specific risks.
- Review and update the project risk register and associated management plans based on the information prepared by the Implementing Partner. This includes risks related to that can be directly managed by this project, as well as contextual risks that may affect project delivery or continued UNDP compliance and reputation but are outside of the control of the project. For example, social and environmental risks associated with co-financed activities or activities taking place in the project's area of influence that have implications for the project.
- Address project-level grievances.

✓ Coordination:

- Ensure coordination between various donor and government-funded projects and programmes.
- Ensure coordination with various government agencies and their participation in project activities.

Composition of the Project Board: The composition of the Project Board must include individuals assigned to the following three roles:

1. **Project Executive:** This is an individual who represents ownership of the project and chairs (or co-chairs) the Project Board. The Executive usually is the senior national counterpart for nationally implemented projects (typically from the same entity as the Implementing Partner), and it must be UNDP for projects that are direct implementation (DIM). In exceptional cases, two individuals from different entities can co-share this role and/or co-chair the Project Board. If the project executive co-chairs the project board with representatives of another category, it typically does so with a development partner representative. The Project Executive is **the Minister of Environment and Physical Planning *or another senior manager from the Ministry nominated by the Minister.***
2. **Beneficiary Representative(s):** Individuals or groups representing the interests of those groups of stakeholders who will ultimately benefit from the project. Their primary function within the board is to ensure the realization of project results from the perspective of project beneficiaries. Often representatives from civil society, industry associations, or other government entities benefiting from the project can fulfil this role. There can be multiple beneficiary representatives on a Project Board. *The Beneficiary representative (s) is/are: the* ***State Secretary of the Secretariat for European Affairs.***
3. **Development Partner(s):** Individuals or groups representing the interests of the parties concerned that provide funding, strategic guidance and/or technical expertise to the project. The Development Partner(s) is: UNDP Resident Representative or the Deputy Resident Representative who will ensure the policies of UNDP and the GEF are complied with. Other co-financing partners can also jointly hold this role. As noted above responsible parties cannot serve on the Project Board.

b) **Project Assurance:** Project assurance is the responsibility of each project board member; however, UNDP has a distinct assurance role for all UNDP projects in carrying out objective and independent project oversight and monitoring functions. UNDP performs quality assurance and supports the Project Board (and Project Management Unit) by carrying out objective and independent project oversight and monitoring functions, including compliance with the risk management and social and environmental standards of UNDP. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. Project assurance is totally independent of project execution.

A designated representative of UNDP playing the project assurance role is expected to attend all board meetings and support board processes as a non-voting representative. It should be noted that while in certain cases UNDP's project assurance role across the project may encompass activities happening at several levels (e.g. global, regional), at least one UNDP representative playing that function must, as part of their duties, specifically attend board meeting and provide board members with the documentation required

to perform their duties. The UNDP representative playing the main project assurance function is UNDP Programme Officer, Head of Energy, Environment and Disaster Risk Reduction Portfolio.

c) **Project Management – Execution of the Project:** The Project Manager (PM) (also called project coordinator) is the most senior representative of the Project Management Unit (PMU) and is responsible for the overall day-to-day management of the project on behalf of the Implementing Partner, including the mobilization of all project inputs, supervision over project staff, responsible parties, consultants and sub-contractors. The project manager typically presents key deliverables and documents to the board for their review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk registers.

   A designated representative of the PMU is expected to attend all board meetings and support board processes as a non-voting representative.

   The primary PMU representative attending board meetings is the Project Manager.

IX. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is USD 1,233,000. This is financed through a GEF grant of USD 1,233,000 administered by UNDP. UNDP, as the GEF Implementing Agency, is responsible for the oversight of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Budget Revision and Tolerance: As per UNDP POPP, the project board may agree with the project manager on a tolerance level for each detailed plan under the overall multi-year workplan. The agreed tolerance should be written in the project document or approved project board meeting minutes. It should normally not exceed 10 percent of the agreed annual budget at the activity level, but within the overall approved multi-year workplan at the activity level. Within the agreed tolerances, the project manager can operate without intervention from the project board. Restrictions apply as follows:

Should the following deviations occur, the Project Manager/IP through UNDP Country Office will seek the approval of the BPPS/NCE-VF team to ensure accurate reporting to the GEF. It is strongly encouraged to maintain the expenditures within the approved budget at the budgetary account and at the component level:

a) Budget reallocations must prove that the suggested changes in the budget will not lead to material changes in the results to be achieved by the project. A strong justification is required and will be approved on an exceptional basis. Budget re-allocations among the components (including PMC) of the approved Total Budget and Work Plans (TBWP) that represent a value greater than 10% of the total GEF grant.
b) Introduction of new outputs/activities (i.e. budget items) that were not part of the agreed project document and TBWP that represent a value greater than 5% of the total GEF grant. The new budget items must be eligible as per the GEF and UNDP policies.
c) Project management cost (PMC): budget under PMC component is capped and cannot be increased.

UNDP is not in a position to increase the total budget above the amount approved by the donor. Therefore, any over-expenditure would have to be absorbed from non-GEF resources by the Implementing Partner (GEF Executing Entity)

Project extensions: The UNDP-BPPS-NCE team Executive Coordinator must approve all requests for extension of the Project Completion Date and for other milestone extensions with hard deadlines. All extensions impose additional time and cost burdens at all levels and the GEF project budget cannot be increased beyond its originally approved amount. A single extension may be granted on an exceptional basis and subject to the conditions and maximum durations set out in the UNDP POPP. The project management costs during the extension period must remain within the originally approved amount, and any increase in PMC costs shall be covered by non-GEF resources; the additional UNDP oversight costs during the extension period must be covered by non-GEF resources, in accordance with UNDP's policy as set out in UNDP POPP.

For any extension request, UNDP CO and IP will consult and jointly present a clear plan indicating how and from which specific sources the additional oversight costs that will be incurred by UNDP will be covered during the extended period. The BPPS-NCE Executive Coordinator will consult the Regional Bureaux (RBX) and may reject the extension request if no (external co-financing by the IP or internal UNDP CO resources) can be identified.

All extension requests, along with all supporting documentation, shall be submitted by the IP to the UNDP CO in line with the requirements and within the deadlines set out in the UNDP SOPs and policies in UNDP POPP.

Audit: The project will be audited as per UNDP Financial Regulations and Rules and applicable audit policies. Audit cycle and process must be discussed during the Inception workshop. If the Implementing Partner is an UN Agency, the project will be audited according to that Agencies applicable audit policies.

Transfer or disposal of assets: In consultation with the Implementing Partner and other parties of the project, UNDP 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, however, **must be done before the operational closure date**. In all

cases of transfer, a transfer document must be prepared and kept on file[16]. The transfer should be done before Project Management Unit completes its assignments.

Completion Date: The project completion date is the date of Project Document Signature plus project duration. This date can only be extended through a formal extension request. Prior to completion date, all UNDP-financed inputs must be provided and related activities for the Project completed. No activities, except for the final clearance of the End of Project Report and the end-of-project review Project Board Meeting should take place after the Completion Date.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP. All costs incurred to close the project must be included in the project closure budget and reported as final project commitments presented to the Project Board during the final project review. The only costs a project may incur following the final project review are those included in the project closure budget.

- **Operational Closure**: **Operational closure must happen within 9 months from project completion date.** Prior to operational closure, the End of Project Report must have been submitted and the corresponding TE management response and the end-of-project review Project Board meeting must have been completed. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. Before Operational Closure, the project must have completed the transfer or disposal of any equipment that is still the property of UNDP.
- **Financial Closure: Financial closure must happen within 6 months of operational closure or after the date of cancellation.** 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).
  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 BPPS/NCE for confirmation before the project will be financially closed in Quantum by the UNDP Country Office.

Cancellation and Suspension: All projects considering going through cancellation or suspension must follow UNDP and GEF requirements. Guidance can be found in the UNDP POPP (SOPs for management actions of Vertical Fund projects escalated to the Executive Coordinator and Guidance for GEF project revisions).

Refund to GEF: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the BPPS/NCE team Directorate in New York. No action is required by the UNDP Country Office on the actual refund from UNDP project to the GEF. Unspent project balance is not permitted to be transferred to any other projects.

[16] See https://popp.undp.org/ https://popp-prod.acquia.undp.org/policy-page/close-and-transition.

X. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Quantum Business Unit:	UNDP-MKD		
Quantum Project ID:	01001594	**Quantum Project Title:**	PIMS - 9696 Development of North Macedonia's 1st Biennial Transparency Report and the combined 2nd Biennial Transparency Report and 5th National Communication on CC under the UNFCCC
Quantum Award ID:	1249834	**Quantum Award Title:**	PIMS - 9696 Development of North Macedonia's 1st Biennial Transparency Report and the combined 2nd Biennial Transparency Report and 5th National Communication on CC under the UNFCCC
UNDP-GEF PIMS No.	9696		
Implementing Partner	Ministry of Environment and Physical Planning		

Quantum Outcome (GEF Component)	Quantum Output (GEF Outcome)	Quantum Activity (GEF Output)	Quantum Responsible Party (UNDP, IP, or Responsible Party)[17]	Quantum Fund ID	Quantum Donor ID	Quantum Budgetary Account Code	Quantum Budget Account Description	Amount Year 1 2024	Amount Year 2 2025	Amount Year 3 2026	Amount Year 4 2027	Total (USD)	Budget Note No.
Component 1. Development of the Macedonia's First biennial transparency report BTR1	Outcome 1.1 Macedonia's BTR1 developed as a stand-alone report	1.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases (GHG) updated to 2022, for the sectors of Energy, IPPU, AFOLU and Waste using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (version 2,861 released in June 2023)	Macedonian Academy of Science and Arts (MASA)	62000	010003	71800	Contractual services - Imp Partner	12,000	-	-	-	12,000	1
						71300	Local Consultants	59,000	-	-	-	59,000	2
			Total for MASA					**71,000**	-	-	-	**71,000**	
			Institute of Agriculture (IA)	62000	010003	71800	Contractual services - Imp Partner	12,000	-	-	-	12,000	3
						71300	Local Consultants	49,000	-	-	-	49,000	4
			Total for IA					**61,000**	-	-	-	**61,000**	
			Association of Societies of Engineers (ASE)	62000	010003	71300	Local Consultants	8,000	-	-	-	8,000	5
			Total for ASE					**8,000**	-	-	-	**8,000**	
			Institute for Good Governance and policies in environment and climate change (IPECC)	62000	010003	71800	Contractual services - Imp Partner	12,000	-	-	-	12,000	6
						71300	Local Consultants	25,000	-	-	-	25,000	7
			Total for IPECC					**37,000**	-	-	-	**37,000**	
			UNDP	62000	010003	75700	Training Workshop and Conference	3,000	-	-	-	3,000	8

[17] On UNDP: "UNDP will be providing execution support to the Executing Entity Ministry of Environment and Physical Planning (MOEPP). for these activities, as requested by the GEF Operational Focal Point of North Macedonia. UNDP will use its own operational rules and guidelines for these activities. The Executing Entity will maintain ultimate responsibility and accountability for the use of GEF resources and the successful achievement of project outputs, in alignment with the approved annual work plans."

					71300	Local Consultants	8,000	-	-	-	8,000	9
		Total for UNDP					**11,000**	-	-	-	**11,000**	
		Total Output 1.1.1					**188,000**	-	-	-	**188,000**	
		Macedonian Academy of Science and Arts (MASA)	62000	010003	71300	Local Consultants	24,000	-	-	-	24,000	10
		Total for MASA					**24,000**	-	-	-	**24,000**	
		Institute of Agriculture (IA)	62000	010003	71300	Local Consultants	10,000	-	-	-	10,000	11
		Total for IA					**10,000**	-	-	-	**10,000**	
		Association of Societies of Engineers (ASE)	62000	010003	71300	Local Consultants	10,000	-	-	-	10,000	12
		Total for ASE					**10,000**		-	-	**10,000**	
		IPECC	62000	010003	71300	Local Consultants	15,000	-	-	-	15,000	13
		Total for IPECC					**15,000**	-	-	-	**15,000**	
	1.1.2. Information necessary to track progress made in implementing and achieving the NDC up to 2022 provided, including estimates of emissions avoided	UNDP	62000	010003	75700	Training Workshop and Conference	3,000	-	-	-	3,000	14
					71300	Local Consultants	8,000	-	-	-	8,000	15
		Total for UNDP					**11,000**	-	-	-	**11,000**	
		Total Output 1.1.2					**70,000**	-	-	-	**70,000**	
		Institute of Agriculture (IA)	62000	010003	71300	Local Consultants	10,000	-	-	-	10,000	16
		Total for IA					**10,000**	-	-	-	**10,000**	
		Association of Societies of Engineers (ASE)	62000	010003	71300	Local Consultants	12,000	-	-	-	12,000	17
		Total for ASE					**12,000**	-	-	-	**12,000**	
		IPECC	62000	010003	71300	Local Consultants	13,000	-	-	-	13,000	18
		Total for IPECC					**13,000**	-	-	-	**13,000**	
	1.1.3. Information related to climate change impacts and adaptation up to 2022 disaggregated by gender provided	UNDP	62000	010003	75700	Training Workshop and Conference	3,000	-	-	-	3,000	19
					71300	Local Consultants	8,000	-	-	-	8,000	20
		Total for UNDP					**11,000**	-	-	-	**11,000**	
		Total Output 1.1.3					**46,000**	-	-	-	**46,000**	
	1.1.4. Support needed and received and other relevant information, including support on gender mainstreaming	Association of Societies of Engineers (ASE)	62000	010003	71300	Local Consultants	20,000		-	-	20,000	21
		Total for ASE					**20,000**	-	-	-	**20,000**	
		UNDP	62000	010003	75700	Training Workshop and Conference	2,000	-	-	-	2,000	22

		and on advancement of gender equality				71300	Local Consultants	4,000	-	-	-	4,000	23
			Total for UNDP					**6,000**	-	-	-	**6,000**	
		Total Output 1.1.4						**26,000**	-	-	-	**26,000**	
		1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2024	Institute of Agriculture (IA)	62000	010003	71300	Local Consultants	14,000				14,000	24
			Total for IA					**14,000**	-	-	-	**14,000**	
			Association of Societies of Engineers (ASE)	62000	010003	71300	Local Consultants	15,000	-	-	-	15,000	25
			Total for ASE					**15,000**	-	-	-	**15,000**	
			IPECC	62000	010003	71300	Local Consultants	20,000	-	-	-	20,000	26
			Total for IPECC					**20,000**	-	-	-	**20,000**	
			UNDP	62000	010003	71400	Contractual services - Individual	18,720	-	-	-	18,720	27
						71400	Contractual services - Individual	8,895				8,895	28
						71300	Local Consultants	49,000	-	-	-	49,000	29
						71600	Travel	3,000	-	-	-	3,000	30
						72100	Contractual Services - Companies	20,000	-	-	-	20,000	31
						72400	Communic & Audio Visual Equip	3,000	-	-	-	3,000	32
						74200	Audio Visual & Print Products cost	20,017	-	-	-	20,017	33
						75700	Training Workshop and Conference	5,000	-	-	-	5,000	34
			Total for UNDP					**127,632**	-	-	-	**127,632**	
		Total Output 1.1.5						**176,632**	-	-	-	**176,632**	
	Total Outcome 1.1							**506,632**	-	-	-	**506,632**	
Total Component 1								**506,632**	-	-	-	**506,632**	
Component 2. Development of the Macedonia's Second Biennial Transparency Report and Fifth National Communication (BTR2/NC5)	Outcome 2.1. Macedonia's BTR2/NC5 developed as a combined report	2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2024 for the sectors of Energy, IPPU, AFOLU and Waste, using 2019 Refinement to	Macedonian Academy of Science and Arts (MASA)	62000	010003	71300	Local Consultants	-	5,000	17,000	-	22,000	35
						71800	Contractual services - Imp Partner	-	12,000	-	-	12,000	36
			Total for MASA					-	**17,000**	**17,000**	-	**34,000**	
			Institute of Agriculture (IA)	62000	010003	71300	Local Consultants	-	5,000	17,000	-	22,000	37
						71800	Contractual services - Imp Partner	-	12,000	-	-	12,000	38
			Total for IA					-	**17,000**	**17,000**	-	**34,000**	
			Association of Societies	62000	010003	71300	Local Consultants	-	25,000	10,000	-	35,000	39

		the 2006 IPCC Guidelines for National Greenhouse Gas Inventories	of Engineers (ASE)										
			Total for ASE					-	**25,000**	**10,000**	-	**35,000**	
			IPECC	62000	010003	71300	Local Consultants	-	5,000	5,000	-	10,000	40
						71800	Contractual services - Imp Partner	-	12,000	-	-	12,000	41
						75700	Training Workshop and Conference	-	7,500	7,500	-	15,000	42
			Total for IPECC					-	**24,500**	**12,500**	-	**37,000**	
			UNDP	62000	010003	75700	Training Workshop and Conference	-	1,500	1,500	-	3,000	43
						71300	Local Consultants	-	4,000	4,000	-	8,000	44
			Total for UNDP					-	**5,500**	**5,500**	-	**11,000**	
		Total Output 2.1.1						-	**89,000**	**62,000**	-	**151,000**	
		2.1.2. Information necessary to track progress made in implementing and achieving the NDC up to 2024 including gender disaggregated data and information provided	Macedonian Academy of Science and Arts (MASA)	62000	010003	71300	Local Consultants	-	5,000	17,000	-	22,000	45
			Total for MASA					-	**5,000**	**17,000**	-	**22,000**	
			Institute of Agriculture (IA)	62000	010003	71300	Local Consultants	-	5,000	17,000	-	22,000	46
			Total for IA					-	**5,000**	**17,000**	-	**22,000**	
			IPECC	62000	010003	71300	Local Consultants	-	9,000	4,000	-	13,000	47
			Total for IPECC					-	**9,000**	**4,000**	-	**13,000**	
			UNDP	62000	010003	75700	Training Workshop and Conference	-	1,500	1,500	-	3,000	48
						71300	Local Consultants	-	4,000	4,000	-	8,000	49
			Total for UNDP					-	**5,500**	**5,500**	-	**11,000**	
		Total Output 2.1.2						-	**24,500**	**43,500**	-	**68,000**	
		2.1.3. Information related to climate change impacts and adaptation disaggregated by gender up to 2024 provided	Institute of Agriculture (IA)	62000	010003	71300	Local Consultants	-	5,000	17,000	-	22,000	50
			Total for IA					-	**5,000**	**17,000**	-	**22,000**	
			IPECC	62000	010003	71300	Local Consultants	-	5,000	5,000	-	10,000	51
			Total for IPECC					-	**5,000**	**5,000**	-	**10,000**	
			UNDP	62000	010003	75700	Training Workshop and Conference	-	1,500	1,500	-	3,000	52
						71300	Local Consultants	-	4,000	4,000	-	8,000	53
			Total for UNDP					-	**5,500**	**5,500**	-	**11,000**	
		Total Output 2.1.3						-	**15,500**	**27,500**	-	**43,000**	
		2.1.4. Support needed and received and other relevant information,	Macedonian Academy of Science and Arts (MASA)	62000	010003	71300	Local Consultants	-	5,000	17,000	-	22,000	54
			Total for MASA					-	**5,000**	**17,000**	-	**22,000**	

		including support on gender ;mainstreaming and on advancement of gender equality	IPECC	62000	010003	71300	Local Consultants	-	5,000	5,000	-	10,000	55
			Total for IPECC					-	**5,000**	**5,000**	-	**10,000**	
			UNDP	62000	010003	75700	Training Workshop and Conference	-	1,500	1,500	-	3,000	56
						71300	Local Consultants	-	-	5,000	-	5,000	57
			Total for UNDP					-	**1,500**	**6,500**	-	**8,000**	
		Total Output 2.1.4						-	**11,500**	**28,500**	-	**40,000**	
		2.1.5 BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026	Macedonian Academy of Science and Arts (MASA)	62000	010003	71300	Local Consultants	-	-	17,000	-	17,000	58
			Total for MASA					-	-	**17,000**	-	**17,000**	
			Institute of Agriculture (IA)	62000	010003	71300	Local Consultants	-	-	17,000	-	17,000	59
			Total for IA					-	-	**17,000**	-	**17,000**	
			Association of Societies of Engineers (ASE)	62000	010003	71300	Local Consultants	-	-	30,000	-	30,000	60
			Total for ASE					-	-	**30,000**	-	**30,000**	
			IPECC	62000	010003	71300	Local Consultants	-	-	15,000	-	15,000	61
			Total for IPECC					-	-	**15,000**	-	**15,000**	
			UNDP	62000	010003	71400	Contractual services - Individual		24,883	24,883	12,441	62,207	62
						71400	Contractual services - Individual		10,677	10,677	4,552	25,906	63
						71300	Local Consultants	-	10,000	5,000	5,000	20,000	64
						71200	International Consultant	-	24,750	-	-	24,750	65
						71600	Travel	-	2,000	2,000	1,000	5,000	66
						72100	Contractual Services - Companies	-	25,000	25,000	-	50,000	67
						72400	Communic & Audio Visual Equip	-	2,000	2,000	1,250	5,250	68
						74200	Audio Visual & Print Products cost	-	5,000	5,000	10,000	20,000	69
						72800	Information Technology Equipmt	5,955	-	-	-	5,955	70
			Total for UNDP					**5,955**	**104,310**	**74,560**	**34,243**	**219,068**	
		Total Output 2.1.5						**5,955**	**104,310**	**153,560**	**34,243**	**298,068**	
	Total Outcome 2.1							**5,955**	**244,810**	**315,060**	**34,243**	**600,068**	
Total Component 2								**5,955**	**244,810**	**315,060**	**34,243**	**600,068**	
Component 3 Monitoring and Evaluation (M&E)	Outcome 3.1 Project regularly monitored, inception workshop organized, lessons learned	3.1.1 Monitoring and evaluation products delivered in line with M&E plan	UNDP	62000	010003	71300	Local Consultants	2,000	1,000	2,000	2,000	7,000	71
						75700	Training Workshop and Conference	2,000	2,000	2,000	2,000	8,000	72
			Total Responsible Party - UNDP					**4,000**	**3,000**	**4,000**	**4,000**	**15,000**	

	compiled and disseminated												
Total M&E								**4,000**	**3,000**	**4,000**	**4,000**	**15,000**	
Project Management Costs	PMC	PMC	UNDP	62000	010003	71400	Contractual services - Individual	10,800	10,022	10,022	5,011	35,855	73
						71400	Contractual services - Individual	908	1,686	1,686	1,697	5,977	74
						74100	Professional Services	5,000	6,000	6,000	6,000	23,000	75
						71600	Travel	-	1,500	1,348	-	2,848	76
						74596	Services to projects - GOE	10,000	10,000	10,000	7,120	37,120	77
						72400	Communic & Audio Visual Equip	1,000	1,000	1,000	500	3,500	78
						75700	Training Workshop and Conference	-	-	-	3,000	3,000	79
			Total Responsible Party - UNDP					**27,708**	**30,208**	**30,056**	**23,328**	**111,300**	
Total Project Management Cost								**27,708**	**30,208**	**30,056**	**23,328**	**111,300**	
Total Project Grant								**544,295**	**278,018**	**349,116**	**61,571**	**1,233,000**	

Budget Note No.	Project Output (Description)
1	Salary for transfer of knowledge to one associate **(1 person*1.000USD/month*12 months=12.000USD)** for development/reporting of mitigation policies and actions.
2	Update the GHG inventory for sectors energy, IPPU and waste up to 2022; revise the whole 1990-2019 time series using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories; Compile the National Inventory Report **(5 persons*200 USD/day*59 days = 59.000USD)**
3	Salary for transfer of knowledge to one associate **(1 person*1.000USD/month*12 months=12.000USD)** for development/reporting of adaptation policies and actions.
4	Update the GHG inventory for the AFOLU sectors up to 2022; revise the whole 1990-2019 time series using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories; Use remote sensing to introduce higher Tier for the AFOLU sectors; Prepare AFOLU chapters for the National Inventory Report **(5 persons*200 USD * 49 days = 49.000 USD)**
5	Support provision of data for the GHG inventory and introduction of higher Tier, to the extent possible **(2 persons*200 USD * 20 days = 8.000 USD)**
6	Transfer of knowledge to one associate **(1 person *1.000USD/month * 12 months = 12.000USD)** for climate change governance and capacity building.
7	Supporting improvement of the institutional setup for policy development and for MRV of policies and actions **(2 persons*200 USD * 62.5 days = 25.000 USD)**
8	Trainings and workshops for communication, clarification and presentation of the inventory report **(2 workshops 1,500 USD per workshop)**
9	Gender Expert - Short term local consultants will be engaged for mainstream gender in the Macedonia's BTR1 and NC4/BTR2 and provide advisory support for implementation of the national gender and climate change action plan and monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled etc. (1 people*200 USD/day* 40 days = 8,000 USD)
10	Revise and describe mitigation policies and measures in BTR1; support operationalization of MRV platform **(2 persons*200 USD/day*60 days = 24.000USD)**
11	Revise and describe mitigation policies and measures in BTR1; support operationalization of MRV platform **(2 persons*200 USD/day*25 days = 10.000USD)**
12	Supporting improvement of the institutional setup for policy development and for MRV of policies and actions;**(2 persons*200 USD/day*25 days = 10.000USD)**
13	Supporting improvement of the institutional setup for policy development and for MRV of policies and actions;**(1 persons*200 USD/day*75 days = 15.000USD)**
14	Trainings and workshops for communication, clarification and presentation of the inventory report **(2 workshops 1,500 USD per workshop)**
15	Climate Finance expert - Support operationalization of climate budget tagging; Prepare relevant assessment for climate finance and input for the BTR1 and BTR2/NC5; Provide expert advice on climate finance as needed **(1 person*200 USD * 40 days = 8.000 USD)**
16	Provide information related to climate change impacts and adaptation up to 2022 **(2 persons*200 USD * 25 days = 10.000 USD)**
17	Provide information related to climate change impacts and adaptation up to 2022 **(1 person*200 USD * 60 days = 12.000 USD)**
18	Provide information related to climate change impacts and adaptation up to 2022 **(1 persons*200 USD * 65 days = 13.000 USD)**
19	Trainings and workshops for communication, clarification and presentation of the inventory report **(2 workshops 1,500 USD per workshop)**
20	SDG expert - Analyze NDC-SDGs synergies and trade-offs using SCAN tool; Prepare relevant report serving as input for the BTR1 and BTR2/NC5 **(1 persons*200 USD * 40 days = 8.000 USD)**
21	Support provision of data for the GHG inventory and introduction of higher Tier, to the extent possible; Support addressing the recommendations from the NDC/NC5/BUR3 (such as for green cooling, climate resilient infrastructure etc.);(2 persons*200 USD * 50 days = 20.000 USD)
22	Trainings and workshops for communication, clarification and presentation of the inventory report **(1 workshop, 2,000 USD)**
23	Knowledge Management expert - Develop Knowledge Management Plan for the project and support its implementation **(1 persons*200 USD * 20 days = 4.000 USD)**
24	Revise and describe mitigation policies and measures in BTR1; support operationalization of MRV platform **(2 persons*200 USD/day*35 days = 14.000USD)**

25	Support knowledge and capacity building project activities; Support selection of SMART indicators to facilitate clarity, transparency and reporting of the climate policies and actions; Develop Technology Needs Assessment **(2 people*200 USD/day* 37.5 days = 15.000 USD)**
26	Develop necessary by-laws to enhance operationalization of the Law on Climate Action (should be adopted by the end of 2023); Design Capacity Building Plan for the project and support its implementation **(2 people*200 USD/day* 50 days = 20.000 USD)**
27	GEF contribution of project manager: appx. 2.880 USD per month (total of 115.200 USD over 3,5 years for 40 months) / The contribution to the project manager is 65% of the total project manager salary for the first year of project, implementation. The project manager will dedicate 65% of its working time on this component: **A total of 18,720 USD under this budget line.** In this item, the salary of the manager will be covered until the implementation of this outcome of the project, appx. 10 months.
28	GEF contribution of project assistant (50% working time): app. 1.059 USD per month (total of 42.360 USD over 3,5 years for 40 months)/The contribution to the project assistant is 84% of the total project assistant salary for the first year of project implementation. The project assistant will dedicate 84% of its working time on this component of the project: **A total of 8,895 USD under this budget line.** In this item the salary for the manager will be covered until the implementation of this outcome of the project. In this item the salary for the manager will be covered until the implementation of this outcome of the project, appx. 10 months.
29	**Short term local consultants - Complier approx.. 45** days to Review sectoral analyses, information and reports prepared by different national / international consultants and institutions; Compile all sectoral analyses, information and data into a single document "Macedonia's First Biennial Transparency Report on Climate Change" following the UNFCCC Guidelines and the signed project document.**(app. 45 working days/200 USD, which is 9.000 USD)** **Loss and Damage consultant approx.. 30 days** to Assess the carbon capture and storage potential in the country, including design of country specific methodology and design of pilot programme on carbon farming; **(app. 30 working days/200 USD, which is 6.000 USD)** **Lead Technical Advisor approx.. 170 days** to Provide critical advisory support at certain decision-making points by drafting specific advisory notes (e.g. co-benefits of the proposed actions in various mitigation scenarios, impact analyses of different policy instruments for GHG emission reduction and similar, transfer of technology etc.); Oversee the impact assessment of sectoral policies and measures on GHG emissions; Provide overall technical backstopping support (e.g. review technical documentation produced by the Responsible Parties, consultants, companies and provide comments/recommendations for improvement of their quality); **(app. 170 working days/200 USD, which is 34.000 USD)**
30	Travel expenses for related trainings, workshops, presentations, exchange of knowledge and good practices **(total of 3.000 USD)**
31	Companies will be engaged to work on operationalization of the loss and damage mechanism in the country, design and implementation of a Climate Action mentorship programme for the key Ministries and to support introduction of nexus approaches for climate change adaptation **(total of 20.000 USD)**
32	Communications related expenses: acquisition of audio-visual equipment, telephone charges, e-mail subscription, postage etc. **(total of 3.000 USD)**
33	Publication/submission of the BTR1, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBi etc.) to collect data, translation costs (total of 20.017 USD)
34	Workshops to ensure transparency and public participation in BTR1 development **(total of 5.000 USD)**
35	Update the GHG inventory for sectors energy, IPPU and waste up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Compile the National Inventory Report **(2 persons*200 USD/day*55 days = 22.000USD)**
36	Transfer of knowledge to one technical associate **(1 person*1.000USD/month*12 months=12.000USD)** related to development of GHG inventoriesand mitigation scenarios.
37	Update the GHG inventory for the AFOLU sectors up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Prepare AFOLU chapters for the National Inventory Report **(4 persons*200 USD * 27.5 days = 22.000 USD)**
38	Transfer of knowledge to one junior technical persons **(1 person*1000USD/month*12 months=12.000USD)**
39	Facilitate implementation of the project training plan in engineering areas, such as transfer of technologies, green cooling, climate proofing etc.; **(2 people*200 USD/day* 87.5 days = 35.000 USD)**
40	Facilitate implementation of the project training plan in the area of governance; Facilitate implementation of the project Capacity Building Plan;) **(2 people*200 USD/day* 25 days = 10.000 USD)**
41	Transfer of knowledge to two junior persons **(2 persons * 500USD/month * 12 months = 12.000USD):** one for governance/policy making, one on communication/capacity building.
42	Workshops to ensure transparency and public participation in BTR2 development **(total of 15.000 USD)**
43	Trainings and workshops for communication, clarification and presentation of the inventory report **(2 workshops 1,500 USD per workshop)**
44	Gender Expert - Short term local consultants will be engaged for mainstream gender in the Macedonia's BTR1 and NC4/BTR2 and provide advisory support for implementation of the national gender and climate change action plan and monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled;s etc. **(1 person*200 USD/day* 40 days = 8.000 USD)**

45	Update the GHG inventory for sectors energy, IPPU and waste up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Compile the National Inventory Report **(2 persons*200 USD/day*55 days = 22.000USD)**
46	Update the GHG inventory for the AFOLU sectors up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Prepare AFOLU chapters for the National Inventory Report **(4 persons*200 USD * 27.5 days = 22.000 USD)**
47	Facilitate implementation of the project training plan in the area of governance; Facilitate implementation of the project Capacity Building Plan;) **(2 people*200 USD/day* 32.5 days = 13.000 USD)**
48	Trainings and workshops for communication, clarification and presentation of the inventory report **(2 workshops 1,500 USD per workshop)**
49	Climate Finance expert - Support operationalization of climate budget tagging; Prepare relevant assessment for climate finance and input for the BTR1 and BTR2/NC5; Provide expert advice on climate finance as needed **(1 person*200 USD * 40 days = 8.000 USD)**
50	Update the GHG inventory for the AFOLU sectors up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Prepare AFOLU chapters for the National Inventory Report **(4 person*200 USD * 27.5 days = 22.000 USD)**
51	Facilitate implementation of the project training plan in the area of governance; Facilitate implementation of the project Capacity Building Plan;) **(1 person*200 USD/day* 50 days = 10.000 USD)**
52	Trainings and workshops for communication, clarification and presentation of the inventory report **(2 workshops 1,500 USD per workshop)**
53	SDG expert - Analyze NDC-SDGs synergies and trade-offs using SCAN tool; Prepare relevant report serving as input for the BTR1 and BTR2/NC5 **(1 person*200 USD * 40 days = 8.000 USD)**
54	Revise and describe mitigation policies and measures in BTR2; support development of new NDC; support operationalization of MRV platform **(2 persons*200 USD * 55 days = 22.000 USD)**
55	Draft Governance sections of the BTR2/NC5; Facilitate implementation of the recommendations arising from the Self-Assessment and Stocktaking exercise for preparation of subsequent BTRs performed within BTR1) **(2 people*200 USD/day* 25 days = 10.000 USD)**
56	Trainings and workshops for communication, clarification and presentation of the inventory report (2 workshops 1,500 USD per workshop, **3.000USD total**)
57	Knowledge Management expert - Develop Knowledge Management Plan for the project and support its implementation **(1 person*200 USD * 25 days = 5.000 USD)**
58	Revise and describe mitigation policies and measures in BTR2; support development of new NDC; support operationalization of MRV platform **(2 persons*200 USD * 42.5 days = 17.000 USD)**
59	Revise and describe mitigation policies and measures in BTR2; support operationalization of MRV platform **(2 persons*200 USD * 42.5 days = 17.000 USD)**
60	Facilitate implementation of the project training plan in engineering areas, such as transfer of technologies, green cooling, climate proofing etc.; Facilitate implementation of the Technology Needs Assessment; Support climate change mainstreaming in education **(2 people*200 USD/day* 75 days = 30.000 USD)**
61	Facilitate implementation of the project training plan in the area of governance; Facilitate implementation of the project Capacity Building Plan; Draft Governance sections of the BTR2/NC5; Facilitate implementation of the recommendations arising from the Self-Assessment and Stocktaking exercise for preparation of subsequent BTRs performed within BTR1) **(2 people*200 USD/day* 37.5 days = 15.000 USD)**
62	GEF contribution of project manager: appx. 2.880 USD per month (total of 115.200 USD over 3,5 years for 40 months) / the contribution to the project manager is 72% of the total project manager salary. The project manager will dedicate 72% of its working time on this component of the project: **A total of 62,207 USD under this budget line.** In this item, the salary of the manager will be covered until the implementation of this outcome of the project, appx. 30 months.
63	GEF contribution of project assistant (50% working time): appx. 1.059 USD per month (total of 42.360 USD over 3,5 years for 40 months)/ The contribution to the project assistant is 86% of the total project assistant salary. The project assistant will dedicate 71% of its working time on this component of the project: **A total of 25,906 USD under this budget line**. In this item, the salary for the assistant will be covered until the implementation of this outcome of the project, appx. 30 months.

64	**Short term local consultants - Adaptation and resilience consultants in various sectors for 40 days** to Analyze vulnerability to Climate Change in various sectors and propose most suitable adaptation actions using nexus approach; Identify the level of implementation of previous adaptation actions. **(app. 40 working days/200 USD, which is 8.000 USD)** **Short term local consultant - Compiler for 30 days** to Review sectoral analyses, information and reports prepared by different national / international consultants and institutions; Compile all sectoral analyses, information and data into a single document "Macedonia's First Biennial Transparency Report on Climate Change" following the UNFCCC Guidelines and the signed project document.**(app. 30 working days/200 USD, which is 6.000 USD)** **Lead Technical Advisor approx.. 30 days** to Provide critical advisory support at certain decision-making points by drafting specific advisory notes (e.g. co-benefits of the proposed actions in various mitigation scenarios, impact analyses of different policy instruments for GHG emission reduction and similar, transfer of technology etc.); Oversee the impact assessment of sectoral policies and measures on GHG emissions; Provide overall technical backstopping support (e.g. review technical documentation produced by the Responsible Parties, consultants, companies and provide comments/recommendations for improvement of their quality); **(app. 30 working days/200 USD, which is 6.000 USD)**
65	International consultant to assess the carbon capture and storage potential in the country, including design of country specific methodology and design of pilot programme on carbon farming **(750 USD/day*33 days = 24.750USD)**
66	Travel expenses for related trainings, workshops, presentations, exchange of knowledge and good practices **(total of 5.000 USD** for two and half years)
67	Companies will be engaged to scale up loss and damage data collection process; Facilitate implementation of the Climate Change Communication Strategy; Facilitate introduction of Climate Budget Tagging; Facilitate implementation of the Climate Action mentorship programme for the key Ministries; Support introduction of nexus approaches for climate change adaptation **(total of 50.000 USD)**
68	Communications related expenses: acquisition of audio-visual equipment, telephone charges, e-mail subscription, postage etc. **(total of 5.250 USD** in a period of two years)
69	Publication/submission of the BTR2, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBi etc.) to collect data, translation costs **(total of 20.000 USD)**
70	Various IT equipment (such as laptops, printers, PCs etc.) in total value of **5,955 USD**
71	Local consultants to support organization of the inception workshop, mid-term stakeholders consultation workshop, end-of-project workshop, translation services **(200 USD/day*35 days = 7.000USD)**
72	Inception workshop, mid-term stakeholders consultation workshop, end-of-project workshop **(total of 8,000 USD)**
73	GEF contribution of project manager: appx. 2.880 USD per month (total of 115.200 USD over 3,5 years for 40 months) /The contribution to the project manager is 35%, for the second, third and fourth year the contribution to the project manager is 29%. The project manager will dedicate 35% in the first year and 29% in the following years of its working time on the all component of the project: **A total of 35,855 USD under this budget line.**
74	GEF contribution of project assistant (50% working time): appx. 1.059 USD per month (total of 42.360 USD over 3,5 years for 40 months/ The contribution to the project assistant is 25% for the first year of project implementation and for the second, third and fourth year the contribution will be 14%. The assistant will dedicate 25% in the first year and 14% in the following years of its working time on the all component of the project: **A total 5,977 USD under this budget line.**
75	Audit services **(total of 23,000 USD)**
76	Project management related travel **(total of 2,848 USD for 3,5 years).**
77	Direct Project Cost - Services to project **(total 37,120 USD** for 3,5 years). Direct Project Costs: for services rendered by UNDP to the project. DPCs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with the GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee.
78	Communications related expenses: acquisition of audio-visual equipment, telephone charges, e-mail subscription, postage etc. **(total of 3.500 USD** in a period of 3,5 years).
79	Final Project Event **(1 workshop 3,000 USD)**

XI. 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 the Republic of North Macedonia and UNDP, signed on 30 October 1995. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the Ministry of Environment and Physical Planning ("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.

XII. RISK MANAGEMENT

Option a. Implementing Partner is a Government Entity (NIM)

1. 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.

2. 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.

3. 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 United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via https://www.un.org/securitycouncil/content/un-sc-consolidated-list.

4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.

   (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").

   (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:

   i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;

   ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding

the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;

iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;

iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and

v. Promptly and confidentially, record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.

b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.

6. 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).

7. 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.

8. 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.

9. 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.

10. In the implementation of the activities under this Project Document, UNDP places reasonable reliance upon the Implementing Partner for it to apply its laws, regulations and processes, and applicable international laws regarding anti money laundering and countering the financing of terrorism, to ensure consistency with the principles of then in force the UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy.

11. The Implementing Partner will ensure that its financial management, anti-corruption, anti-fraud and anti-money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.

12. 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.

13. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. 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.

14. 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.

15. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud, corruption or other financial irregularity, 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. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

    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, corruption or other financial irregularity, 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.

16. 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.

17. 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.

18. 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.

MANDATORY ANNEXES

1. Project Map
2. GEF Budget Template
3. GEF Execution Support Letter
4. Multiyear Workplan
5. Social and Environmental Screening Procedure (SESP)
6. UNDP Risk Register
7. Overview of technical consultancies/subcontracts
8. Stakeholder Engagement Plan
9. Gender Analysis and Gender Action Plan
10. Procurement Plan
11. Draft LOA between UNDP and IP requesting UNDP Support Services
12. Terms of Reference for Project Board and Project Team
13. GEF Core indicators
14. GEF Taxonomy
15. Results of the Partners Capacity Assessment Tool (PCAT) and HACT Micro Assessment
16. UNDP Project Quality Assurance Report
17. End of Project Report Template

Annex 1: Project Map



Annex 2: GEF Budget Template

Expenditure Category	Detailed Description	Component (USDeq.)													Total (USDeq.)	Responsible Entity
		Component 1					Component 2					Sub-Total	M&E	PMC		(Executing Entity receiving funds from the GEF Agency)[1]
		Sub-component 1.1	Sub-component 1.2	Sub-component 1.3	Sub-component 1.4	Sub-component 1.5	Sub-component 2.1	Sub-component 2.2	Sub-component 2.3	Sub-component 2.4	Sub-component 2.5					
Equipment	Communications related expenses: acquisition of audio-visual equipment, telephone charges, e-mail subscription, postage etc. (total of 3,000 USD)					3,000						3,000			3,000	UNDP
Equipment	Communications related expenses: acquisition of audio-visual equipment, telephone charges, e-mail subscription, postage etc. (total of 5,250 USD in a period of two years)										5,250	5,250			5,250	UNDP
Equipment	Various IT equipment (such as laptops, printers, PCs etc.) in total value of 5,955 USD										5,955	5,955			5,955	UNDP
Equipment	Communications related expenses: acquisition of audio-visual equipment, telephone charges, e-mail subscription, postage etc. (total of 3,500 USD in a period of 3,5 years).											-		3,500	3,500	UNDP
Contractual Services – Implementing partner	Salary for transfer of knowledge to one associate (1 person*1,000USD/month*12 months=12,000USD) for development/reporting of mitigation policies and actions.	12,000										12,000			12,000	MASA
Contractual Services – Implementing partner	Salary for transfer of knowledge to one associate (1 person*1,000USD/month*12 months=12,000USD) for development/reporting of adaptation policies and actions.	12,000										12,000			12,000	IA
Contractual Services – Implementing partner	Transfer of knowledge to one associate (1 person *1,000USD/month * 12 months = 12,000USD) for climate change governance and capacity building.	12,000										12,000			12,000	IPECC
Contractual Services – Implementing partner	Transfer of knowledge to one technical associate (1 person*1,000USD/month*12 months=12,000USD) related to development of GHG inventoriesand mitigation scenarios.						12,000					12,000			12,000	MASA
Contractual Services – Implementing partner	Transfer of knowledge to one junior technical persons (1 person*1000USD/month *12 months=12,000USD)						12,000					12,000			12,000	IA
Contractual Services – Implementing partner	Transfer of knowledge to two junior persons (2 persons * 500USD/month * 12 months = 12,000USD): one for governance/policy making, one on communication/capacity building.						12,000					12,000			12,000	IPECC

Contractual Services – Individual	GEF contribution of project manager: appx. 2,880 USD per month (total of 115,200 USD over 3,5 years for 40 months) / The contribution to the project manager is 65% of the total project manager salary for the first year of project, implementation. The project manager will dedicate 65% of its working time on this component: A total of 18,720 USD under this budget line. In this item, the salary of the manager will be covered until the implementation of this outcome of the project, appx. 10 months.					18,720						18,720			18,720	UNDP
Contractual Services – Individual	GEF contribution of project assistant (50% working time): app. 1.059 USD per month (total of 42.360 USD over 3,5 years for 40 months)/The contribution to the project assistant is 84% of the total project assistant salary for the first year of project implementation. The project assistant will dedicate 84% of its working time on this component of the project: A total of 8,895 USD under this budget line. In this item the salary for the manager will be covered until the implementation of this outcome of the project. In this item the salary for the manager will be covered until the implementation of this outcome of the project, appx. 10 months.					8,895						8,895			8,895	UNDP
Contractual Services – Individual	GEF contribution of project manager: appx. 2.880 USD per month (total of 115.200 USD over 3,5 years for 40 months) / the contribution to the project manager is 72% of the total project manager salary. The project manager will dedicate 72% of its working time on this component of the project. A total of 62,207 USD under this budget line. In this item, the salary of the manager will be covered until the implementation of this outcome of the project, appx. 30 months.										62,207	62,207			62,207	UNDP
Contractual Services – Individual	GEF contribution of project assistant (50% working time): appx. 1.059 USD per month (total of 42.360 USD over 3,5 years for 40 months)/ The contribution to the project assistant is 86% of the total project assistant salary. The project assistant will dedicate 71% of its working time on this component of the project: A total of 25,906 USD under this budget line. In this item, the salary for the assistant will be covered until the implementation of this outcome of the project, appx. 30 months.										25,906	25,906			25,906	UNDP

Contractual Services – Individual	GEF contribution of project manager: appx. 2,880 USD per month (total of 115,200 USD over 3,5 years for 40 months) /The contribution to the project manager is 35%, for the second, third and fourth year the contribution to the project manager is 29%. The project manager will dedicate 35% in the first year and 29% in the following years of its working time on the all component of the project: A total of 35,855 USD under this budget line.													35,855	35,855	UNDP
Contractual Services – Individual	GEF contribution of project assistant (50% working time): appx. 1.059 USD per month (total of 42.360 USD over 3,5 years for 40 months/ The contribution to the project assistant is 25% for the first year of project implementation and for the second, third and fourth year the contribution will be 14%. The assistant will dedicate 25% in the first year and 14% in the following years of its working time on the all component of the project: A total 5,977 USD under this budget line.													5,977	5,977	UNDP
Contractual services-Company	Companies will be engaged to work on operationalization of the loss and damage mechanism in the country, design and implementation of a Climate Action mentorship programme for the key Ministries and to support introduction of nexus approaches for climate change adaptation (total of 20.000 USD)					20,000						20,000			20,000	UNDP
Contractual services-Company	Companies will be engaged to scale up loss and damage data collection process; Facilitate implementation of the Climate Change Communication Strategy; Facilitate introduction of Climate Budget Tagging; Facilitate implementation of the Climate Action mentorship programme for the key Ministries; Support introduction of nexus approaches for climate change adaptation (total of 50.000 USD)										50,000	50,000			50,000	UNDP
International Consultants	International consultant to assess the carbon capture and storage potential in the country, including design of country specific methodology and design of pilot programme on carbon farming (750 USD/day*33 days = 24.750USD)										24,750	24,750			24,750	UNDP
Local Consultants	Update the GHG inventory for sectors energy, IPPU and waste up to 2022; revise the whole 1990-2019 time series using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories; Compile the National Inventory Report (5 persons*200 USD/day*59 days = 59.000USD)	59,000										59,000			59,000	MASA

Local Consultants	Update the GHG inventory for the AFOLU sectors up to 2022; revise the whole 1990-2019 time series using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories; Use remote sensing to introduce higher Tier for the AFOLU sectors; Prepare AFOLU chapters for the National Inventory Report (5 persons*200 USD * 49 days = 49.000 USD)	49,000										49,000			49,000	IA
Local Consultants	Support provision of data for the GHG inventory and introduction of higher Tier, to the extent possible (2 persons*200 USD * 20 days = 8.000 USD)	8,000										8,000			8,000	ASE
Local Consultants	Supporting improvement of the institutional setup for policy development and for MRV of policies and actions (2 persons*200 USD * 62,5 days = 25,000 USD)	25,000										25,000			25,000	IPECC
Local Consultants	Gender Expert - Short term local consultants will be engaged for mainstream gender in the Macedonia's BTR1 and NC4/BTR2 and provide advisory support for implementation of the national gender and climate change action plan and monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled;s etc. (1 people*200 USD/day* 40 days = 8.000 USD)	8,000										8,000			8,000	UNDP
Local Consultants	Revise and describe mitigation policies and measures in BTR1; support operationalization of MRV platform (2 persons*200 USD/day*60 days = 24.000USD)		24,000									24,000			24,000	MASA
Local Consultants	Revise and describe mitigation policies and measures in BTR1; support operationalization of MRV platform (2 persons*200 USD/day*25 days = 10.000USD)		10,000									10,000			10,000	IA
Local Consultants	Supporting improvement of the institutional setup for policy development and for MRV of policies and actions;(2 persons*200 USD/day*25 days = 10.000USD)		10,000									10,000			10,000	ASE
Local Consultants	Supporting improvement of the institutional setup for policy development and for MRV of policies and actions;(1 persons*200 USD/day*75 days = 15.000USD)		15,000									15,000			15,000	IPECC
Local Consultants	Climate Finance expert - Support operationalization of climate budget tagging; Prepare relevant assessment for climate finance and input for the BTR1 and BTR2/NC5; Provide expert advice on climate finance as needed (1 person*200 USD * 40 days = 8.000 USD)		8,000									8,000			8,000	UNDP
Local Consultants	Provide information related to climate change impacts and adaptation up to 2022 (2 persons*200 USD * 25 days = 10.000 USD)			10,000								10,000			10,000	IA
Local Consultants	Provide information related to climate change impacts and adaptation up to 2022 (1 person*200 USD * 60 days = 12.000 USD)			12,000								12,000			12,000	ASE

Local Consultants	Provide information related to climate change impacts and adaptation up to 2022 (1 persons*200 USD * 65 days = 13,000 USD)			13,000								13,000			13,000	IPECC
Local Consultants	SDG expert - Analyze NDC-SDGs synergies and trade-offs using SCAN tool; Prepare relevant report serving as input for the BTR1 and BTR2/NC5 (1 persons*200 USD * 40 days = 8,000 USD)			8,000								8,000			8,000	UNDP
Local Consultants	Support provision of data for the GHG inventory and introduction of higher Tier, to the extent possible; Support addressing the recommendations from the NDC/NC5/BUR3 (such as for green cooling, climate resilient infrastructure etc.);(2 persons*200 USD * 50 days = 20,000 USD)				20,000							20,000			20,000	ASE
Local Consultants	Knowledge Management expert - Develop Knowledge Management Plan for the project and support its implementation (1 persons*200 USD * 20 days = 4,000 USD)				4,000							4,000			4,000	UNDP
Local Consultants	Revise and describe mitigation policies and measures in BTR1; support operationalization of MRV platform (2 persons*200 USD/day*35 days = 14,000USD)					14,000						14,000			14,000	IA
Local Consultants	Support knowledge and capacity building project activities; Support selection of SMART indicators to facilitate clarity, transparency and reporting of the climate policies and actions; Develop Technology Needs Assessment (2 people*200 USD/day* 37.5 days = 15,000 USD)					15,000						15,000			15,000	ASE
Local Consultants	Develop necessary by-laws to enhance operationalization of the Law on Climate Action (should be adopted by the end of 2023); Design Capacity Building Plan for the project and support its implementation (2 people*200 USD/day* 50 days = 20,000 USD)					20,000						20,000			20,000	IPECC
Local Consultants	Short term local consultants - Complier approx., 45 days to Review sectoral analyses, information and reports prepared by different national / international consultants and institutions; Compile all sectoral analyses, information and data into a single document "Macedonia's First Biennial Transparency Report on Climate Change" following the UNFCCC Guidelines and the signed project document.(app. 45 working days/200 USD, which is 9.000 USD). Loss and Damage consultant approx. 30 days to Assess the carbon capture and storage potential in the country, including design of country specific methodology and design of pilot programme on carbon farming; (app. 30 working days/200 USD, which is 6.000 USD). Lead Technical Advisor approx. 170 days to Provide critical advisory support at certain					49,000						49,000			49,000	UNDP

	decision-making points by drafting specific advisory notes (e.g. co-benefits of the proposed actions in various mitigation scenarios, impact analyses of different policy instruments for GHG emission reduction and similar, transfer of technology etc.); Oversee the impact assessment of sectoral policies and measures on GHG emissions; Provide overall technical backstopping support (e.g. review technical documentation produced by the Responsible Parties, consultants, companies and provide comments/recommendations for improvement of their quality); (app. 170 working days/200 USD, which is 34.000 USD)																
Local Consultants	Update the GHG inventory for sectors energy, IPPU and waste up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Compile the National Inventory Report (2 persons*200 USD/day*55 days = 22.000USD)						22,000					22,000			22,000	MASA
Local Consultants	Update the GHG inventory for the AFOLU sectors up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Prepare AFOLU chapters for the National Inventory Report (4 persons*200 USD * 27.5 days = 22.000 USD)						22,000					22,000			22,000	IA
Local Consultants	Facilitate implementation of the project training plan in engineering areas, such as transfer of technologies, green cooling, climate proofing etc.; (2 people*200 USD/day* 87.5 days = 35.000 USD)						35,000					35,000			35,000	ASE
Local Consultants	Facilitate implementation of the project training plan in the area of governance; Facilitate implementation of the project Capacity Building Plan;) (2 people*200 USD/day* 25 days = 10.000 USD)						10,000					10,000			10,000	IPECC
Local Consultants	Gender Expert - Short term local consultants will be engaged for mainstream gender in the Macedonia's BTR1 and NC4/BTR2 and provide advisory support for implementation of the national gender and climate change action plan and monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled etc. (1 person*200 USD/day* 40 days = 8.000 USD)						8,000					8,000			8,000	UNDP
Local Consultants	Update the GHG inventory for sectors energy, IPPU and waste up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Compile the National Inventory Report (2 persons*200 USD/day*55 days = 22.000USD)							22,000				22,000			22,000	MASA

Local Consultants	Update the GHG inventory for the AFOLU sectors up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Prepare AFOLU chapters for the National Inventory Report (4 persons*200 USD * 27.5 days = 22,000 USD)							22,000				22,000			22,000	IA
Local Consultants	Facilitate implementation of the project training plan in the area of governance; Facilitate implementation of the project Capacity Building Plan;) (2 people*200 USD/day* 32.5 days = 13,000 USD)							13,000				13,000			13,000	IPECC
Local Consultants	Climate Finance expert - Support operationalization of climate budget tagging; Prepare relevant assessment for climate finance and input for the BTR1 and BTR2/NC5; Provide expert advice on climate finance as needed (1 person*200 USD * 40 days = 8,000 USD)							8,000				8,000			8,000	UNDP
Local Consultants	Update the GHG inventory for the AFOLU sectors up to 2024; Introduce improvements as per the recommendation of the BTR1 technical revision by the UNFCCC; Prepare AFOLU chapters for the National Inventory Report (4 person*200 USD * 27.5 days = 22,000 USD)								22,000			22,000			22,000	IA
Local Consultants	Facilitate implementation of the project training plan in the area of governance; Facilitate implementation of the project Capacity Building Plan;) (1 person*200 USD/day* 50 days = 10,000 USD)								10,000			10,000			10,000	IPECC
Local Consultants	SDG expert - Analyze NDC-SDGs synergies and trade-offs using SCAN tool; Prepare relevant report serving as input for the BTR1 and BTR2/NC5 (1 person*200 USD * 40 days = 8,000 USD)								8,000			8,000			8,000	UNDP
Local Consultants	Revise and describe mitigation policies and measures in BTR2; support development of new NDC; support operationalization of MRV platform (2 persons*200 USD * 55 days = 22,000 USD)									22,000		22,000			22,000	MASA
Local Consultants	Draft Governance sections of the BTR2/NC5; Facilitate implementation of the recommendations arising from the Self-Assessment and Stocktaking exercise for preparation of subsequent BTRs performed within BTR1) (2 people*200 USD/day* 25 days = 10,000 USD)									10,000		10,000			10,000	IPECC
Local Consultants	Knowledge Management expert - Develop Knowledge Management Plan for the project and support its implementation (1 person*200 USD * 25 days = 5,000 USD)									5,000		5,000			5,000	UNDP
Local Consultants	Revise and describe mitigation policies and measures in BTR2; support development of new NDC; support operationalization of MRV platform (2										17,000	17,000			17,000	MASA

	persons*200 USD * 42.5 days = 17.000 USD)																
Local Consultants	Revise and describe mitigation policies and measures in BTR2; support operationalization of MRV platform (2 persons*200 USD * 42.5 days = 17.000 USD)										17,000	17,000			17,000	IA
Local Consultants	Facilitate implementation of the project training plan in engineering areas, such as transfer of technologies, green cooling, climate proofing etc.; Facilitate implementation of the Technology Needs Assessment; Support climate change mainstreaming in education (2 people*200 USD/day* 75 days = 30.000 USD)										30,000	30,000			30,000	ASE
Local Consultants	Facilitate implementation of the project training plan in the area of governance; Facilitate implementation of the project Capacity Building Plan; Draft Governance sections of the BTR2/NC5; Facilitate implementation of the recommendations arising from the Self-Assessment and Stocktaking exercise for preparation of subsequent BTRs performed within BTR1) (2 people*200 USD/day* 37.5 days = 15.000 USD)										15,000	15,000			15,000	IPECC
Local Consultants	**Short term local consultants - Adaptation and resilience consultants in various sectors for 40 days to Analyze vulnerability to Climate Change in various sectors and propose most suitable adaptation actions using nexus approach; Identify the level of implementation of previous adaptation actions. (app. 40 working days/200 USD, which is 8.000 USD). Short term local consultant - Compiler for 30 days to Review sectoral analyses, information and reports prepared by different national / international consultants and institutions; Compile all sectoral analyses, information and data into a single document "Macedonia's First Biennial Transparency Report on Climate Change" following the UNFCCC Guidelines and the signed project document.(appx. 30 working days/200 USD, which is 6,000 USD). Lead Technical Advisor approx. 30 days to Provide critical advisory support at certain decision-making points by drafting specific advisory notes (e.g. co-benefits of the proposed actions in various mitigation scenarios, impact analyses of different policy instruments for GHG emission reduction and similar, transfer of technology etc.); Oversee the impact assessment of sectoral policies and measures on GHG emissions; Provide overall technical backstopping support (e.g. review technical documentation produced by the Responsible Parties, consultants, companies**										20,000	20,000			20,000	UNDP

	and provide comments/recommendations for improvement of their quality); (app. 30 working days/200 USD, which is 6,000 USD).															
Local Consultants	Local consultants to support organization of the inception workshop, mid-term stakeholders consultation workshop, end-of-project workshop, translation services (200 USD/day*35 days = 7,000USD)											-	7,000		7,000	UNDP
Trainings, Workshops, Meetings	Trainings and workshops for communication, clarification and presentation of the inventory report (2 workshops 1,500 USD per workshop)	3,000										3,000			3,000	UNDP
Trainings, Workshops, Meetings	Trainings and workshops for communication, clarification and presentation of the inventory report (2 workshops 1,500 USD per workshop)		3,000									3,000			3,000	UNDP
Trainings, Workshops, Meetings	Trainings and workshops for communication, clarification and presentation of the inventory report (2 workshops 1,500 USD per workshop)			3,000								3,000			3,000	UNDP
Trainings, Workshops, Meetings	Trainings and workshops for communication, clarification and presentation of the inventory report (1 workshop, 2,000 USD)				2,000							2,000			2,000	UNDP
Trainings, Workshops, Meetings	Workshops to ensure transparency and public participation in BTR1 development (total of 5,000 USD)					5,000						5,000			5,000	UNDP
Trainings, Workshops, Meetings	Workshops to ensure transparency and public participation in BTR2 development (total of 15,000 USD)						15,000					15,000			15,000	IPECC
Trainings, Workshops, Meetings	Trainings and workshops for communication, clarification and presentation of the inventory report (2 workshops 1,500 USD per workshop)						3,000					3,000			3,000	UNDP
Trainings, Workshops, Meetings	Trainings and workshops for communication, clarification and presentation of the inventory report (2 workshops 1,500 USD per workshop)							3,000				3,000			3,000	UNDP
Trainings, Workshops, Meetings	Trainings and workshops for communication, clarification and presentation of the inventory report (2 workshops 1,500 USD per workshop)								3,000			3,000			3,000	UNDP
Trainings, Workshops, Meetings	Trainings and workshops for communication, clarification and presentation of the inventory report (2 workshops 1,500 USD per workshop, 3.000USD total)									3,000		3,000			3,000	UNDP
Trainings, Workshops, Meetings	Inception workshop, mid-term stakeholders consultation workshop, end-of-project workshop (total of 8,000 USD)												8,000		8,000	UNDP
Trainings, Workshops, Meetings	Final Project Event (1 workshop 3,000 USD)													3,000	3,000	UNDP
Travel	Travel expenses for related trainings, workshops, presentations, exchange of knowledge and good practices (total of 3.000 USD)					3,000						3,000			3,000	UNDP

Travel	Travel expenses for related trainings, workshops, presentations, exchange of knowledge and good practices (total of 5,000 USD for two and half years)										5,000	5,000			5,000	UNDP
Travel	Project management related travel (total of 2,848 USD for 3,5 years).													2,848	2,848	UNDP
Other Operating Costs	Direct Project Cost - Services to project (total 37,120 USD for 3,5 years). Direct Project Costs: for services rendered by UNDP to the project. DPCs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with the GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee.											-		37,120	37,120	UNDP
Other Operating Costs	Publication/submission of the BTR1, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBi etc.) to collect data, translation costs (total of 20.017 USD)					20,017						20,017			20,017	UNDP
Other Operating Costs	Publication/submission of the BTR2, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBI etc.) to collect data, translation costs (total of 20.000 USD)										20,000	20,000			20,000	UNDP
Other Operating Costs	Audit services (total of 23,000 USD)											-		23,000	23,000	UNDP
Grand Total		**188,000**	**70,000**	**46,000**	**26,000**	**176,632**	**151,000**	**68,000**	**43,000**	**40,000**	**298,068**	**1,106,700**	**15,000**	**111,300**	**1,231,000**	

Annex 3: GEF execution support letter

Republic of North Macedonia
Ministry of Environment and Physical Planning

Arh.no. 24-7180/2
Date ----------
18. 12. 2023

To: **Pradeep Kurukulasuriya**
Executive Coordinator and Director - Environmental Finance
Vertical Funds Programming Support, Oversight, and Compliance Hub
Bureau for Policy and Programme Support (BPPS)
United Nations Development Programme
304 E45th Street, New York, NY 10010, USA

Subject: Letter of Support to request GEF Agency Execution for the project "Development of North Macedonia's First Biennial Transparency Report and the combined Second Biennial Transparency Report and Fifth National Communication on Climate Change under the UNFCCC (BTR1 and BTR2/NC5)"

1. In our capacity as GEF Political and Operational Focal Points for the Republic of North Macedonia, we hereby request the United Nations Development Programme, the GEF implementing agency for the aforementioned project, to also carry out execution services for the above project/program, on an exceptional basis.

2. The execution services provided by the United Nations Development Programme are expected to include:

Human Resources: Identification and/or recruitment of project personnel including advertising, long/short-listing, interviews; staff benefits administration and management; recurrent personnel management services; staff payroll, banking administration and management.

Procurement of goods and services: Review of the terms of reference; preparation of bidding documents; advertising, bidding evaluation, contract issuing and management; issuing the purchase orders.

Finance: Processing of payments, disbursements and other financial transactions; creation of vendor forms; managing vendor profiles, adjustment of financial transaction; monitoring and reviewing financial transaction, reimbursement of travel expenses

Travel: Administrative services including travel authorization, visa requests, ticketing, settlement/reimbursement of travel claims and other arrangements.

Ministry of environment
and physical planning
of the Republic of North Macedonia

Republic of North Macedonia

Republic of North Macedonia

Ministry of Environment and Physical Planning

The execution services to be provided by the Ministry of Environment and Physical Planning are expected to include:

- Project planning, coordination and management. This includes providing all required information and data necessary for timely, comprehensive, and evidence-based project reporting, as necessary.
- Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
- 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.

3. Execution activities, including those provided by the United Nations Development Programme will be described in detail in the GEF CEO Endorsement/Approval request and accompanying project/program documents, including the project/program budget.

Sincerely,

Minister of Environment and Physical Planning
Kaja Shukova

GEF Operational Focal Point
Vesna Indova Tochko
Head of Department for Implementation of IPA

Annex 4: Multi Year Work Plan

Component	Outcomes	Outputs	2024				2025				2026				2027		
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Component 1 Development of the Macedonia's First Biennial Transparency Report (BTR1)	1.1. Macedonia's BTR1 developed as a stand-alone report	1.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases (GHG) updated to 2022, for the sectors Energy, IPPU, AFOLU and Waste, using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (version 2.861 released in June 2023);		X	X												
		1.1.2. Information necessary to track progress made in implementing and achieving the NDC up to 2022 provided, including estimates of emissions avoided;		X	X	X											
		1.1.3. Information related to climate change impacts and adaptation up to 2022 provided;		X	X	X											
		1.1.4. Support needed and received and other relevant information, including gender;		X	X	X											
		1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2024.				X											

Component 2 Development of the Macedonia's Second Biennial Transparency Report and Fifth National Communication (BTR2/NC5)	2.1. Macedonia's BTR2/NC5 developed as a combined report	2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2024 for the sectors Energy, IPPU, AFOLU and Waste, using 2023 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories;					X	X	X	X	X	X	X	X			
		2.1.2. Information necessary to track progress made in implementing and achieving the NDC up to 2024 provided;					X	X	X	X	X	X	X	X			
		2.1.3. Information related to climate change impacts and adaptation up to 2024 provided;					X	X	X	X	X	X	X	X			
		2.1.4. Support needed and received and other relevant information, including gender;									X	X	X	X			
		2.1.5. BTR2/ NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.										X	X	X			
Component 3 Monitoring and Evaluation (M&E)	3.1 Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated	3.1.1. Monitoring and evaluation products delivered in line with the M&E plan.			X	X	X	X	X	X	X	X	X	X	X	X	X

Annex 5: UNDP Social and Environmental Screening Procedure (SESP)

Social and Environmental Screening Template

Project Information

Project Information	
1. Project Title	Development of Macedonia's First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report on climate change under the UNFCCC (BTR1 and BTR2/NC5)
2. Project Number (i.e. Atlas project ID, PIMS+)	PIMS + ID 9696, 01001594
3. Location (Global/Region/Country)	Republic of North Macedonia
4. Project stage (Design or Implementation)	Design stage
5. Date	30.11. 2023

Part A. Integrating Programming Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Programming Principles in Order to Strengthen Social and Environmental Sustainability?
Briefly describe in the space below how the project mainstreams the human rights-based approach
The objective of this project is to assist the Republic of North Macedonia in the preparation and submission of its First Biennial Transparency Report and a combined Second Biennial Transparency and Fifth National Communication Report (BTR1 and BTR2/NC5) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. Considering the nature of the project activities, human rights would not be in the center of the project. However, given that human rights and sustainable development are mutually reinforcing, the project will apply the HRBA, ensuring that the interests of disadvantaged and marginalized women, men and children (right-holders) are prioritized, and that people of power (duty-bearers) are identified and held accountable. Among the other, the project will ensure that principles of non-discrimination, participation, accountability and transparency are applied in the project design and implementation. It will also empower men, women, girls and boys with improved knowledge, skills, tools, communication channels, to enable them to address their situation and claim their rights individually and collectively on issues related to climate change while at the same time developing capacities of those who have power and formal obligations to protect, respect and fulfil human rights obligations.
Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment

The normative, policy and institutional framework for gender equality have been well developed in the Republic of North Macedonia. The Gender Equality Strategy 2022 – 2027 that was adopted in July 2022, considers the Action Plan for Gender Mainstreaming in Climate Change and the Strategy for Climate Action, and promotes gender responsive budgeting in all sectors. However, there is still a need to extend the gender mainstreaming in policies, measures and strategies at national and local levels, and greater participation in decision-making processes related to climate change issues. The Strategy specifically refers to different needs and requirements of women and men in agriculture, energy, water resources, transport, protected areas, tourism, and calls for strengthening of the capacities of the policy and decision makers for gender mainstreaming in climate change policies and strategies.

Under the previous climate change projects, especially the CBIT project, several capacity building activities for gender mainstreaming in climate change were implemented. The results achieved and lessons learnt served as a basis for the development of the project's Gender Action Plan which will ensure that women are effectively and actively engaged as project beneficiaries throughout the project implementation. The project will work on further strengthening of the technical capacities and expertise on gender mainstreaming of the thematic groups per theme and sectors. Moreover, the project will foster gender and climate change policy dialogues with the key national stakeholders (key ministries, local governments, CSOs, youth constituencies, academia, private sector). Another contribution of the project would be collection of sex-disaggregated data in relevant BTRs/NC5 thematic areas that will serve as a basis for identification of gaps and consequently for proposing appropriate actions and measures. Dissemination activities will ensure that best practices for promoting women's engagement in climate change action are visible and will motivate other women to consider engaging in similar actions.

Briefly describe in the space below how the project mainstreams sustainability and resilience

The preparation of the BTR1 and BTR2/NC5 will serve to further strengthen institutional and technical capacities of the country for implementing the Convention, Paris Agreement and reporting thereon to the UNFCCC. The project is designed to enhance technical capacity of national experts, academia and CSOs especially through their engagement as responsible parties that will implement specific sets of the project activities. It will also expand the network of practitioners working on climate change issues that will be involved in the implementation of the project activities and/or contribute to the data and information collection, and incorporation of the recommended actions and measures in respective sectoral strategies and plans.

Briefly describe in the space below how the project strengthens accountability to stakeholders

The project intends to strengthen stakeholder's participation to collectively participate in addressing climate change issues and challenges related to the identification and prioritization of activity data, mitigation and adaptation options and indicators as well as support and capacity building. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, local communities, local authorities and NGOs, media, research institutions, and private sector. The project shall ensure constant engagement with stakeholders starting from the design, then the implementation and completion of the project.

In order to ensure accountability to stakeholders, a project-level Grievance Redress Mechanism (GRM) shall be established during the project inception phase. This will provide for stakeholders to have access to appropriate grievance resolution procedures for hearing and jointly addressing complaints and disputes. Interested stakeholders may raise a grievance at any time to the project, the Executing Agency, the Implementing Agency or the GEF as the donor agency.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks? *Note: Complete SESP Attachment 1 before responding to Question 2.*	**QUESTION 3: What is the level of significance of the potential social and environmental risks?** *Note: Respond to Questions 4 and 5below before proceeding to Question 5*			**QUESTION 6: Describe the assessment and management measures for each risk rated Moderate, Substantial or High**
Risk Description ***(broken down by event, cause, impact)***	***Impact and Likelihood (1-5)***	***Significance*** ***(Low, Moderate Substantial, High)***	***Comments (optional)***	***Description of assessment and management measures for risks rated as Moderate, Substantial or High***

Risk 1: Lack of sex-disaggregated data and gender-related information may affect gender sensitivity of BTR1 and NC4/BTR2 Checklist Question P.9	I = 1 L = 1	Low	The project has already prepared a Gender Action Plan, and will additionally engage gender consultant if needed, to further support the integration of gender considerations into the assessment of climate mitigation and adaptation measures and make the reports gender sensitive.	As risk is low, no further assessment and/or management measures are needed.
Risk 2: The government agencies may fail to fully realize their obligations and responsibilities to respect, promote and mainstream human rights in relation to the proposed project and exclude potentially affected groups particularly marginalized groups and excluded individuals, including persons with disabilities from fully participating in the decisions that might affect them. Checklist Question P.2 Checklist question P13	I = 2 L=2	Low	The project will identify marginalized groups that may be particularly affected by the impacts of climate change and will make sure that those marginalized groups are fully involved in the project related assessments and in the development of respective action plans, with specific actions and measures that will take into consideration their needs. Also, the project will ensure expert support during the implementation of project activities to complement insufficient Governmental capacities, including the engagement of internal CO experts on Human rights and on People with Disabilities. The project will also invite relevant expert and CSOs that promote the rights of marginalized groups and of people with disabilities to participate at	As risk is low, no further assessment and/or management measures are needed.

			stakeholders' consultations. Developed reports, studies and data will be publicly available through extensive consultative process as an obligatory instrument that guarantee to all persons the right to free, active, meaningful, and informed participation in public affairs as a precondition or catalyst for the realization and enjoyment of human rights.	
Risk 3: Generation of inaccurate or incorrect information related to current vulnerabilities, impacts of climate change and disasters related to climate change, as well as low quality of data on GHG emissions per sector can result in non-adequate climate change adaptation and mitigation measures proposed by the project. Checklist Question 2.3 and 2.4 (Standard 2)	I = 2 L = 2	Low	The project will put special emphasis enhancing capacities on collection and preparation of the quality climate data, GHG emissions per sector to achieve adequate climate projections, climate change vulnerability assessments and related climate adaptation measures, as well as climate mitigation scenarios and relevant mitigation measures. This will be critically and appropriately scrutinized and examined to ensure that the recommended measures and actions are adequate, are applicable and do not increase vulnerability to climate change and/or increase the GHG emissions. To ensure accurate results and reports, the project will engage technical experts from related areas as well as institutions, academia, and do	As risk is low, no further assessment and/or management measures are needed.

			reality check through broad consultations with all relevant stakeholders on national and local levels.	

QUESTION 4: What is the overall project risk categorization?			
Low Risk	**x**	**This project is low risk for human rights, gender equality - women's empowerment, and climate change - disaster risks.**	
Moderate Risk	☐		
Substantial Risk	☐		
High Risk	☐		

QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are triggered? (check all that apply)				
Question only required for Moderate, Substantial and High Risk projects				
Is assessment required? (check if "yes")	☐			***Status? (completed, planned)***
if yes, indicate overall type and status		☐	Targeted assessment(s)	
		☐	ESIA (Environmental and Social Impact Assessment)	
		☐	SESA (Strategic Environmental and Social Assessment)	
Are management plans required? (check if "yes)	☐			
If yes, indicate overall type		☐	Targeted management plans (e.g. Gender Action Plan, Emergency Response Plan, Waste Management Plan, others)	
		☐	ESMP (Environmental and Social Management Plan which may include range of targeted plans)	

			☐	ESMF (Environmental and Social Management Framework)	
	Based on identified risks, which Principles/Project-level Standards triggered?		**Comments (not required)**		
	Overarching Principle: Leave No One Behind				
	Human Rights	☐			
	Gender Equality and Women's Empowerment	☐			
	Accountability	☐			
	1. Biodiversity Conservation and Sustainable Natural Resource Management	☐			
	2. Climate Change and Disaster Risks	☐			
	3. Community Health, Safety and Security	☐			
	4. Cultural Heritage	☐			
	5. Displacement and Resettlement	☐			
	6. Indigenous Peoples	☐			
	7. Labour and Working Conditions	☐			
	8. Pollution Prevention and Resource Efficiency	☐			

Final Sign Off

Final Screening at the design-stage is not complete until the following signatures are included

Signature	***Date***	***Description***
QA Assessor		Anita Kodzoman, Programme Officer.
QA Approver		Sanja Bojanic, Deputy Resident Representative
PAC Chair		Sanja Bojanic, Deputy Resident Representative

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks	
INSTRUCTIONS: The risk screening checklist will assist in answering Questions 2-6 of the Screening Template. Answers to the checklist questions help to (1) identify potential risks, (2) determine the overall risk categorization of the project, and (3) determine required level of assessment and management measures. Refer to the SES toolkit for further guidance on addressing screening questions.	
Overarching Principle: Leave No One Behind **Human Rights**	**Answer (Yes/No)**
P.1 Have local communities or individuals raised human rights concerns regarding the project (e.g. during the stakeholder engagement process, grievance processes, public statements)?	*NO*
P.2 Is there a risk that duty-bearers (e.g. government agencies) do not have the capacity to meet their obligations in the project?	YES
P.3 Is there a risk that rights-holders (e.g. project-affected persons) do not have the capacity to claim their rights?	NO
Would the project potentially involve or lead to:	
P.4 adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	NO
P.5 inequitable or discriminatory impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups, including persons with disabilities? [18]	NO
P.6 restrictions in availability, quality of and/or access to resources or basic services, in particular to marginalized individuals or groups, including persons with disabilities?	NO
P.7 exacerbation of conflicts among and/or the risk of violence to project-affected communities and individuals?	NO
Gender Equality and Women's Empowerment	
P.8 Have women's groups/leaders raised gender equality concerns regarding the project, (e.g. during the stakeholder engagement process, grievance processes, public statements)?	NO
Would the project potentially involve or lead to:	
P.9 adverse impacts on gender equality and/or the situation of women and girls?	YES
P.10 reproducing discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	NO
P.11 limitations on women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? *For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being*	NO
P.12 exacerbation of risks of gender-based violence?	NO

[18] Prohibited grounds of discrimination include race, ethnicity, sex, age, language, disability, sexual orientation, gender identity, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender and transsexual people.

	For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc.	
Sustainability and Resilience: Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below		
Accountability		
Would the project potentially involve or lead to:		
P.13	exclusion of any potentially affected stakeholders, in particular marginalized groups and excluded individuals (including persons with disabilities), from fully participating in decisions that may affect them?	YES
P.14	grievances or objections from potentially affected stakeholders?	NO
P.15	risks of retaliation or reprisals against stakeholders who express concerns or grievances, or who seek to participate in or to obtain information on the project?	NO
Project-Level Standards		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
Would the project potentially involve or lead to:		
1.1	adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? *For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes*	NO
1.2	activities within or adjacent to critical habitats and/or environmentally sensitive areas, including (but not limited to) legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	NO
1.3	changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	NO
1.4	risks to endangered species (e.g. reduction, encroachment on habitat)?	NO
1.5	exacerbation of illegal wildlife trade?	NO
1.6	introduction of invasive alien species?	NO
1.7	adverse impacts on soils?	NO
1.8	harvesting of natural forests, plantation development, or reforestation?	NO
1.9	significant agricultural production?	NO
1.10	animal husbandry or harvesting of fish populations or other aquatic species?	NO
1.11	significant extraction, diversion or containment of surface or ground water? *For example, construction of dams, reservoirs, river basin developments, groundwater extraction*	NO
1.12	handling or utilization of genetically modified organisms/living modified organisms?[19]	NO
1.13	utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)[20]	NO
1.14	adverse transboundary or global environmental concerns?	NO
Standard 2: Climate Change and Disaster Risks		
Would the project potentially involve or lead to:		

[19] See the Convention on Biological Diversity and its Cartagena Protocol on Biosafety.
[20] See the Convention on Biological Diversity and its Nagoya Protocol on access and benefit sharing from use of genetic resources.

2.1	areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions?	NO
2.2	outputs and outcomes sensitive or vulnerable to potential impacts of climate change or disasters? *For example, through increased precipitation, drought, temperature, salinity, extreme events, earthquakes*	NO
2.3	increases in vulnerability to climate change impacts or disaster risks now or in the future (also known as maladaptive or negative coping practices)? *For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding*	YES
2.4	increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	YES
Standard 3: Community Health, Safety and Security		
Would the project potentially involve or lead to:		
3.1	construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)	NO
3.2	air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?	NO
3.3	harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?	NO
3.4	risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?	NO
3.5	transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	NO
3.6	adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	NO
3.7	influx of project workers to project areas?	NO
3.8	engagement of security personnel to protect facilities and property or to support project activities?	NO
Standard 4: Cultural Heritage		
Would the project potentially involve or lead to:		
4.1	activities adjacent to or within a Cultural Heritage site?	NO
4.2	significant excavations, demolitions, movement of earth, flooding or other environmental changes?	
4.3	adverse impacts to sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	NO
4.4	alterations to landscapes and natural features with cultural significance?	NO
4.5	utilization of tangible and/or intangible forms (e.g. practices, traditional knowledge) of Cultural Heritage for commercial or other purposes?	NO
Standard 5: Displacement and Resettlement		
Would the project potentially involve or lead to:		

5.1	temporary or permanent and full or partial physical displacement (including people without legally recognizable claims to land)?	NO
5.2	economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	NO
5.3	risk of forced evictions?[21]	
5.4	impacts on or changes to land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	NO
Standard 6: Indigenous Peoples		
Would the project potentially involve or lead to:		
6.1	areas where indigenous peoples are present (including project area of influence)?	NO
6.2	activities located on lands and territories claimed by indigenous peoples?	NO
6.3	impacts (positive or negative) to the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? *If the answer to screening question 6.3 is "yes", then the potential risk impacts are considered significant and the project would be categorized as either Substantial Risk or High Risk*	NO
6.4	the absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	NO
6.5	the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	NO
6.6	forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources? *Consider, and where appropriate ensure, consistency with the answers under Standard 5 above*	NO
6.7	adverse impacts on the development priorities of indigenous peoples as defined by them?	NO
6.8	risks to the physical and cultural survival of indigenous peoples?	NO
6.9	impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? *Consider, and where appropriate ensure, consistency with the answers under Standard 4 above.*	NO
Standard 7: Labour and Working Conditions		
Would the project potentially involve or lead to: (note: applies to project and contractor workers)		NO
7.1	working conditions that do not meet national labour laws and international commitments?	NO
7.2	working conditions that may deny freedom of association and collective bargaining?	NO
7.3	use of child labour?	NO
7.4	use of forced labour?	NO
7.5	discriminatory working conditions and/or lack of equal opportunity?	NO
7.6	occupational health and safety risks due to physical, chemical, biological and psychosocial hazards (including violence and harassment) throughout the project life-cycle?	NO
Standard 8: Pollution Prevention and Resource Efficiency		

[21] Forced eviction is defined here as the permanent or temporary removal against their will of individuals, families or communities from the homes and/or land which they occupy, without the provision of, and access to, appropriate forms of legal or other protection. Forced evictions constitute gross violations of a range of internationally recognized human rights.

Would the project potentially involve or lead to:		
8.1	the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	NO
8.2	the generation of waste (both hazardous and non-hazardous)?	NO
8.3	the manufacture, trade, release, and/or use of hazardous materials and/or chemicals?	NO
8.4	the use of chemicals or materials subject to international bans or phase-outs? *For example, DDT, PCBs and other chemicals listed in international conventions such as the Montreal Protocol, Minamata Convention, Basel Convention, Rotterdam Convention, Stockholm Convention*	NO
8.5	the application of pesticides that may have a negative effect on the environment or human health?	NO
8.6	significant consumption of raw materials, energy, and/or water?	NO

Annex 6: UNDP Risk Register

Project Title: Development of North Macedonia's First Biennial Transparency Report and the combined Second Biennial Transparency Report and Fifth National Communication on climate change under the UNFCCC (BTR1 and BTR2/NC5)	**Project Number: 01001594**	**Date: 28-Dec-23**

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner
1	There is a risk that data providers (Government institutions, public and private companies) may be unwilling to provide data or unable to provide/process data.	As a result of insufficient technical and human capacity within data providers.	Which will impact in lower quality of planned assessments or their non-viability.	**3. OPERATIONAL (3.8. Capacities of the partners) - UNDP Risk Appetite: EXPLORATORY TO OPEN**	Likelihood: **3 - Moderately likely** Impact: **3 - Intermediate** Risk level: **MODERATE (equates to a risk appetite of EXPLORATORY)**	From: 01-Mar-24 To: 31-Dec-26	Project Manager	Risk Treatment 1.1: Representatives of all relevant institutions/companies will be involved in the process from the very beginning. Risk Treatment Owner: Project Manager
								Risk Treatment 1.2: MOEPP will sign MoUs or other forms of official cooperation in order to provide data to the project. Risk Treatment Owner: MOEPP
								Risk Treatment 1.3: The project team will offer essential technical support for data gathering and processing, supplemented with international/regional expertise as required. Risk Treatment Owner: Project Manager
2	There is a risk that Political authorities may not prioritize the obligations defined under the UNFCCC and the Paris Agreement	As a result of expected elections and other pressing concerns (such as EU accession)	Which will impact in late submission of Macedonia's BTR1 and BTR2/NC5	**7. STRATEGIC (7.6. Change/turnover in government) - UNDP Risk Appetite: OPEN TO SEEKING**	Likelihood: **2 - Low likelihood** Impact: **4 - Extensive** Risk level: **MODERATE (equates to a risk appetite of EXPLORATORY)**	From: 01-Feb-24 To: 31-Dec-26	MOEPP	Risk Treatment 2.1: The UNFCCC focal point, UNDP, and the project team will closely engage in regular and open dialogue with political authorities to educate them about the importance of the UNFCCC and Paris Agreement obligations and their potential benefits to the country. Risk Treatment Owner: MOEPP and Project Board

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								Risk Treatment 2.2: Support adoption of the draft Law on Climate Action as a robust mechanism that hold political authorities accountable for climate-related decisions and commitments, enhancing transparency. Risk Treatment Owner: MOEPP
								Risk Treatment 2.3: Launch public awareness campaigns to generate public support for climate action, which can influence political authorities' decisions Risk Treatment Owner: MOEPP and Project Manager
3	There is a risk of low level of coordination among institutions and stakeholders in the process of development of the BTR1-BTR2/NC5.	As a result of low commitment and ownership by the relevant institutions	Which will result in un-consistency of BTR1 and BTR2/ NC5 with relevant national strategic priorities	**1. SOCIAL AND ENVIRONMENTAL (1.2. Gender equality and women's empowerment) - UNDP Risk Appetite: CAUTIOUS**	Likelihood: **1 - Not likely** Impact: **3 - Intermediate** Risk level: **LOW (equates to a risk appetite of CAUTIOUS)**	From: 01-Mar-24 To: 30-Jun-27	MOEPP	Risk Treatment 3.1: Activities related to the strengthening of institutional arrangements and a Stakeholders Engagement plan elaborated in the project document Risk Treatment Owner: MOEPP and Project Manager
								Risk Treatment 3.2: The project will establish an Inter-institutional Technical Working Group (WG) for the preparation of the BTR1 and BTR2/NC5, including representatives of a wide range of relevant parties

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								(governmental institutions, business sector, CSOs) that will be closely engaged and consulted in every step of project implementation, ensuring effective coordination and a transparent process where all voices are heard. Risk Treatment Owner: Project Manager
								Risk Treatment 3.3: The draft Law on Climate Action suggests establishment of three-level national coordinating mechanism for climate action. The Project will provide support to foster adoption and operationalization of this law. Risk Treatment Owner: MOEPP
4	Lack of sex-disaggregated data and gender-related information may affect gender sensitivity of BTR1 and NC5/BTR2	Sex disaggregated and gender related data are not regularly collected by the national and local institutions	BTRs/NC5 not sufficiently sensitive to gender issues	**1. SOCIAL AND ENVIRONMENTAL (1.2. Gender equality and women's empowerment) - UNDP Risk Appetite: CAUTIOUS**	Likelihood: 1 Not likely Impact: 1 Negligible Risk Level: Low (equals to a know appetite of Minimal)	From: 01.03.2024 To: 31.12.2026	Project Manager	Risk Treatment 4.1 The project has already prepared a Gender Action Plan, and will additionally engage gender consultant if needed, to further support the integration of gender considerations into the assessment of climate mitigation and adaptation measures and make the reports gender sensitive. Risk Treatment Owner: Project Manager
5	The government agencies may fail to fully realize their obligations and	Although there are laws that prevent discriminatio n and		**1. SOCIAL AND ENVIRONMENTAL (1.1. Human rights) - UNDP Risk Appetite: CAUTIOUS**	Likelihood: 2 Low Likelihood Impact: 2 Minor	From: 01.03.2024	Project Manager	Risk Treatment 5.1 The project will identify marginalized groups that may be particularly affected by the impacts of

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner
	responsibilities to respect, promote and mainstream human rights in relation to the proposed project and exclude potentially affected groups particularly marginalized groups and excluded individuals, including persons with disabilities from fully participating in the decisions that might affect them.	promote inclusion, they are not fully enforced			Risk Level: 2 Low (equals to a know appetite of Minimal)	To: 31.12.2026		climate change and will make sure that those marginalized groups are fully involved in the project related assessments and in the development of respective action plans, with specific actions and measures that will take into consideration their needs. Risk Treatment Owner: Project Manager Risk Treatment 5.2 The project will ensure expert support during the implementation of project activities to complement insufficient Governmental capacities, including the engagement of internal CO experts on Human rights and on People with Disabilities. The project will also invite relevant expert and CSOs that promote the rights of marginalized groups and of people with disabilities to participate at stakeholders' consultations. Risk Treatment Owner: Project Manager Risk Treatment 5.3 Developed reports, studies and data will be publicly available through extensive consultative process as an obligatory instrument that

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								guarantee to all persons the right to free, active, meaningful, and informed participation in public affairs as a precondition or catalyst for the realization and enjoyment of human rights. Risk Treatment Owner: Project Manager
6	Generation of inaccurate or incorrect information related to current vulnerabilities, impacts of climate change and disasters related to climate change, as well as low quality of data on GHG emissions per sector	Insufficient capacity for data collection and analyses	The inaccurate and/or incorrect information and data can result in non-adequate climate change adaptation and mitigation measures proposed by the project.	3. OPERATIONAL (3.8. Capacities of the partners) - UNDP Risk Appetite: EXPLORATORY TO OPEN	Likelihood: 2 Moderately likely Impact: 3 Immediate Risk Level:	From: 01.03.2024 To: 31.12.2026	Project Manager	Risk Treatment 6.1 The project will put special emphasis enhancing capacities on collection and preparation of the quality climate data, GHG emissions per sector to achieve adequate climate projections, climate change vulnerability assessments and related climate adaptation measures, as well as climate mitigation scenarios and relevant mitigation measures. Risk treatment Owner: Project Manager
7	There is a risk of not meting the deadline for the BTR1	Delays in finalization and approval of the proposal	The country will not comply with its commitments for submission of the 1BTR by December 2024	7. STRATEGIC (7.5. Government commitment) - UNDP Risk Appetite: OPEN TO SEEKING	3 - Moderately likely Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	01.04 – 31.12. 2024	Project Manager	The CO will do all preparations to start the project immediately upon the approval and will closely monitor the contract execution by the contractors, as well the agreements with the responsible parties.

Annex 7: Overview of Technical Consultancies/Subcontracts

Consultant	*Time Input*	*Tasks, Inputs and Outputs*
For Project Management		
Local / National contracting		
Project Manager *Rate: $2,880/month*	*40 months / over 3,5 years*	*The Project Manager (PM), will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors.* *Duties and Responsibilities* • *Managing and coordinating the implementation of the respective activities based on the Project Document, including, as needed, supervision and guidance of consultants and experts with a view to achieving project results;* • *Developing comprehensive/detailed project work-plans that include all project activities and roles and responsibilities and setting-out corresponding milestones;* • *Monitoring the progress of implementation of project activities and key event schedules observing the work-plans and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports;* • *Mobilizing goods and services to support project activities, including drafting TORs and works/product requirements and specifications;* • *Managing and monitoring project risks initially identified, submitting information on the new risks and possible mitigating measures to the Project Board for consideration and updating the status of these risks by maintaining a Project Risk Log;* • *Assuming responsibilities in line with the office Internal Control Framework and act as a `first authority` for Project transactions;* • *Ensuring adherence of project activities to the existing financial, procurement and administrative processes that are in line with prevailing UNDP rules and regulations and, at the same time, observing the project timelines;* • *Preparing project progress reports (progress against planned activities, update on risks issues, expenditures etc.) and ensuring timely submission of the reports to the relevant instances, such as the project boards and relevant donors;* • *Managing project tracking in QUANTUM in accordance with UNDP procedures;* • *Managing the transfer of project deliverables and assets to national beneficiaries and other project stakeholders.* • *Cultivating relationships with the central and local authorities, academia, NGOs, Responsible Parties and other Project stakeholders, ensuring full understanding, cooperation and an appropriate fit of the project activities with the main needs of the beneficiaries;* • *Establishing effective linkages with other relevant projects and initiatives in the sector with a view to developing substantive partnerships and generating synergies;* • *Disseminating project reports and respond to queries from concerned stakeholders.* • *Maintaining regular coordination and quality assurance of expert inputs and products as well as among project partners to ensure coherence and complementarity of project activities;* • *Identifying opportunities for deepening the cooperation and recommending adequate approaches to dealing with different stakeholders based on information on all relevant stakeholders gathered during project implementation;* • *Maintaining regular communication on relevant project issues with the national counterparties, consultants and experts with an aim to ensure quality and timely delivery of all agreed outputs;*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Communicating project goals, activities and results clearly to both stakeholders and the wider public;* • *Submitting reports to UNDP, partners and donors in a quality and timely manner;* • *Support the partnerships and advocacy activities agreed by UNDP in the area/sector covered by the project;* • *Organize and ensure analytical reporting and project evaluations and collect and captures lessons learned from the project implementation;* • *Ensuring gender is effectively mainstreamed throughout the project activities, work plans, budgets, reports, researches, analyses and, where specifically relevant, analyzed in detail;* • *Ensuring gender equality is mainstreamed throughout team, consultant and staff management activities;* • *Ensuring knowledge on gender equality is incorporated in Project knowledge management activities and products.* • *Ensuring collection of sex-disaggregated data.* • *Preparation of Annual Status Surveys, End of Project report, quarterly reports, gathering data and reporting for RF indicator* *Contribution to technical components* *Component 1:* • *Assessing the possibility to use higher tier introduced depending on the available data, at least for the sectors: livestock (using surveys), AFOLU (use satellite imaging) and energy (carbon content in fuels);* • *Supporting the introduction of Quality Assurance and Quality Control activities (designed within the NC2 project);* • *Ensuring the implementation of the Improvement Plan for subsequent inventories (developed within NC4) taking into account the findings of the review of the BUR3;* • *Providing mentoring of the junior technical persons and involving them in the GHG inventory development, as well as monitoring and reporting of mitigation/adaptation policies and measures in close coordination with the Climate Change Advisor/UNFCCC Focal Point;* • *Assessing the possible options for establishing a mechanism for continued collection of GHG relevant data, including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories;* • *Ensuring the transfer of knowledge and building national capacities for sustainable development of GHG inventories, in order to prevent loss of knowledge and institutional memory (e.g. identifying opportunities for training of trainers, organization of study visits in the region, organization of trainings for the compiler team etc.);* • *Providing substantive input for the development of a comprehensive project Training Plan building upon the CBIT activities, capacity building/training needs identified in previous NCs/BURs, and ensuring inclusion of a training module for Climate Budget Tagging within this plan;* • *Ensuring implementation of relevant public awareness activities on sources of GHG emissions in the country and the potential consequences for various target groups (as per the 2022-2030 Climate Change Communication Strategy adopted in NC4).* • *Assessing potential overlap or synergy between the national MRV platform and the EEA platform, and proposing the choice for NDC reporting in close cooperation with the Ministry of Environment and Physical Planning and other relevant stakeholders;* • *Advising the Ministry of Environment and Physical Planning for strengthening the most suitable institutional and human capacities for the climate change MRV unit in MOEPP to operationalize the MRV arrangements;* • *Providing advice on the institutional arrangements strengthened for implementation of the climate policies and legislation based on the results of relevant assessments and reports;*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Supporting the development of a Climate Action mentorship programme for the key Ministries;* • *Assessing synergies with the Western Balkans Green Agenda to enhance implementation of the adopted climate policies (Unboxing the Green Agenda for enhanced climate Action);* • *Ensuring Youth engagement in the NDC development process by strengthening youth-led climate coalitions in the country and convening consultations or undertaking surveys with youth constituencies, to inform the NDC and secure buy-in;* • *Developing a Knowledge Management Plan, capturing lessons learned, good practices and knowledge management products;* • *Supporting the Republic of North Macedonia's global stocktake reporting and feeding the Global stocktake information portal, in accordance with Article 14 and Article 19 of the Paris Agreement.* • *Supporting the improvement of the M&E schemes and SMART indicators to facilitate clarity, transparency and reporting of the adaptation policies and actions;* • *Providing support to the assessment of "how to use" existing financing mechanism in the country to finance climate actions (such as IPARD (Instrument for Pre-Accession Assistance for Rural Development for agriculture);* • *Ensuring cooperation with national institutions responsible for other relevant international reporting requirements (such as SDGs, Sendai Framework for Disaster Risk Reduction, as well as at EU energy and climate reporting under Energy Community);* • *Contributing to a stronger coordination with other donors/projects/international organizations to enhance transparency and complementarity of project results (such as Macedonia's National Designated Authority for GCF, GIZ, FAO, WHO)* • *Ensuring that different views and experiences of man and women (captured within the micronarratives exercise in BUR3) are properly analyzed and used to develop gender responsive adaptation measures;* • *Ensuring the implementation of the Climate Change Communication Strategy (developed within the NC4) supported, to enhance public awareness and equip citizens and policy makers with knowledge (as greatest resource) to increase their resilience to climate change.* • *Providing input for the development of the Technology Needs Assessment (TNA), covering both mitigation and adaptation aspects (to the extent possible);* • *Supporting the implementation of the Climate Budget Tagging, building upon previous work done in BUR/NC4/CBIT projects);* • *Supporting the identification of the most suitable institution as focal point to the UNFCCC Technology Transfer Clear mechanism, in order to advance this agenda on national level;* • *Supporting the completion of the self-assessment and stocktaking exercise for preparation of subsequent BTRs and used to feed development of the BTR2;* • *Identifying the areas of improvement and consulting them in a transparent process with stakeholders on all levels;* • *Supporting the identification of the Reporting-related capacity-building support needs, including those related to flexibility provisions;* • *Supporting the strengthening the National Transparency Framework, established within the CBIT project, and ensuring coordination on all governance levels in close cooperation with the Ministry of Environment and Physical Planning;* • *Ensuring scaling-up of the Gender mentorship programme (piloted on the CBIT project);* • *Supporting the design of a "Gender in NDC" consultative mechanism to ensure an interaction between the Government, private sector, academia, NVO and local self-governments;*

Consultant	Time Input	Tasks, Inputs and Outputs
		• Supporting the design and implementation of the Project's Gender and Climate Change Action Plan; • Organizing a comprehensive future foresight scanning exercise in the inception phase encompassing the impacts of digitalization on climate change policy formulation and institutional digital transformation; • Reviewing the compiled BTR1, providing input for its improvement and ensuring a transparent and participatory process for its review prior the adoption. Deliverables and contribution to the following deliverables: • Assessment of possibility to use higher tier introduced depending on the available data, at least for the sectors: livestock (using surveys), AFOLU (use satellite imaging) and energy (carbon content in fuels); • Assessment of the possible options for establishing a mechanism for continued collection of GHG relevant data, including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories; • Assessment of the potential overlap or synergy between the national MRV platform and the EEA platform, and a proposal for the most suitable choice for NDC reporting in close cooperation with the Ministry of Environment and Physical Planning and other relevant stakeholders; • Assessment of the synergies with the Western Balkans Green Agenda to enhance implementation of the adopted climate policies (Unboxing the Green Agenda for enhanced climate Action); • Knowledge Management Plan, capturing lessons learned, good practices and knowledge management products; Component 2: • Assessing the use of the higher tier introduced to the extent possible depending on the available data (for the transport subsector, among others); • Supporting the implementation of the Improvement Plan for subsequent inventories (developed within BTR1), including findings/recommendations identified by the Technical Expert Review (TER) team as part of the BTR1 technical review process; • Assessing the incorporation of gender perspective of the GHG Inventory; • Ensuring the strengthened Mechanisms for continued collection of GHG relevant data, including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories; • Supporting the implementation of the project training plan (developed within BTR1). • Enhancing the political will and national ownership and engagement for the NDC built through organizing policy dialogues with the key national stakeholders (key ministries, local governments, CSOs, youth constituencies, academia, private sector) in close coordination with the Ministry of Environment and Physical Planning; • Supporting the awareness raising of policymakers and mainstreaming climate change policies and measures (from the NDC and key Climate Change Strategic documents) in the sectoral policies and plans supported; • Providing input for the description of the NDC and information on NDC mitigation policies and measures, as well as their effects as per the MPGs of decision 18/CMA.1 • Providing input for the assessment of the NDC contributions to implementation of the Sustainable Development Goals in North Macedonia and quantified for sectors Industry and General Policies and Measures (scale up previous analyses made with the Q-SCAN tool, a good practice identified in the revised NDC);

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Ensuring the Monitoring and Evaluation of the NDC using SMART indicators adopted to facilitate clarity, transparency and reporting of the NDC;* • *Providing input for the development of recommendations for gender mainstreaming in BTR2/ NC5, as per the findings of the BUR3/NC4 and the CBIT project;* • *Organizing training and capacity building activities on gender and climate change, with focus on gender sensitive data and indicators;* • *Providing support for identification of the most appropriate domestic sustainable financial mechanisms and institutional setup for mitigating climate change and adapting to it, including recommendations for improvement;* • *Providing support provided to the development of the North Macedonia's NAP in relevant sectoral policies on various governance levels;* • *Ensuring that data from the micronarratives (gender survey deployed within BUR3) are used to address gender considerations within sectors covered in the NAP;* • *Ensuring the implementation of capacity building activities on local level, using transfer of knowledge between local governments on climate change adaptation, peer to peer or mentorship training for municipalities on preparation of local adaptation actions/policies.* • *Facilitating the implementation of the TNA (developed within BTR1);* • *Ensuring the implementation of the Project Knowledge Management, capturing among other, lessons learned and recommendations for next BTRs;* • *Supporting the implementation of the Climate Change Communication Strategy;* • *Supporting the implementation of the Project Training Plan, following up on UNFCCC technical experts' recommendations for BTR1, using training of trainer's mode to the extent possible (in partnership with local universities or research institutes), in order to ensure that capacity-building activities will be sustained over time;* • *Providing support for the implementation of the Project Gender and Climate Change Action Plan;* • *Ensuring cooperation with Universities (from the previous NC/BUR activities) for integrating climate change in their curriculum, as anticipated in the draft Law on Climate Action;* • *Supporting the awareness raising and capacities strengthening of the Ministry of Finance and local governments strengthened on the need to define, monitor and report on climate financing; as well as to provide funding for actions and reporting;* • *Coordinating the Climate Change public awareness survey to assess progress from 2023 survey (survey deployed within BTR1);* • *Supporting the implementation of the recommendations of the self-assessment and stocktaking exercise for preparation of subsequent BTRs (developed within BTR1);* • *Facilitating the coordination on all levels for the improved Transparency and coordination on all governance levels improved;* • *Establishing partnerships with the umbrella institutions like ZELS (for LSGs), or Chambers of commerce (for private sector, enabling mutual exchanges and support, as well as for effective outreach through established networks and contacts.* • *Monitoring and evaluation products delivered in line with the M&E plan.* *Contribution to the following deliverables:* • *Assessment of the use of the higher tier introduced to the extent possible depending on the available data (for the transport subsector, among others);* • *Assessment of the incorporation of gender perspective of the GHG Inventory;* • *Policy dialogues on the eNDC organized with the key national stakeholders (key ministries, local governments, CSOs, youth constituencies, academia, private sector) in close coordination with the Ministry of Environment and Physical Planning;*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Monitoring and Evaluation Report of the NDC using SMART indicators to facilitate clarity, transparency and reporting of the NDC;* • *Training and capacity building activities organized on gender and climate change, with focus on gender sensitive data and indicators.* • *Lessons learned report on the implementation of the Project Knowledge Management Plan and recommendations for next BTRs;* • *Partnership with the umbrella institutions like ZELS (for LSGs), or Chambers of commerce (for private sector, enabling mutual exchanges and support, as well as for effective outreach through established networks and contacts;* • *Monitoring and evaluation products delivered in line with the M&E plan.*
Project Assistant (50% of the working time) *Rate: $1,059/month*	*40 months / over 3,5 years*	*The Project Assistant shall support the project manager by performing administrative and financial duties related to implementation of the project ensuring full operational compliance and quality of business processes, as well by facilitating knowledge sharing within the projects within the portfolio and with other portfolios.* *Duties and Responsibilities* • *Prepare requests of payments upon conducting proper control of the supporting documentation and ensuring that the supporting documentation meets the requirements and standards of UNDP rules and procedures;* • *Ensure optimal flow of payments toward contractors to avoid delays (tracking the payments in the system and intervene as required);* • *Assist in preparation of budget plans, budget revisions, financial reports, payments and status of funds and expenditures;* • *Assist in analysis of financial information, availability of funds, readjustment of funds, monitoring of delivery of funds;* • *Maintain the projects' financial books and assure that necessary financial, procurement, disbursement and personnel matters are effectively addressed;* • *Perform tasks in QUANTUM in conjunction with the functions/roles given (creating requisitions, assisting in preparation of budget plans, budget status of funds, drafting budget revisions, uploading project - related documents particularly with reference to RMG requirements, generate various reports, etc.)* • *Prepare timely and accurate financial reports based on donor and projects' requirements and provide timely reports from QUANTUM (such as monthly reports; quarterly reports, CDRs etc.).* • *Establish effective projects' financial monitoring system that enable the projects to have a timely and accurate information;* • *Support monitoring and communication officer in data collection, processing and tracking of progress in relation to project targets* • *Ensures that business processes are in line with the UNDP regulations and rules and the UNDP internal control framework;* • *Provide direct support to the procurement processes including support to the tender evaluation and minutes taking/writing;* • *Support management of contracts with companies (consultancies, works and supply of goods) and individuals (consultancy and other services).* • *Organize a system of tracking contract implementation and ensure that project management is timely alerted on the key milestones(e.g., submission and payment deadlines), and possible deviations of the original contract schedules. Prepare and necessary documentation for the possible extension of contract (cost and non-cost)*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Assist in preparation of projects work-plans through providing support in data collection, systematization and analysis of information, inter-action with institutions in data collection;* • *Supports project managers in monitoring delivery of project outputs;* • *Provides support to organizing and holding the meetings, including the preparation and dissemination of information and follow-up activities;* • *Assists in preparation of interview minutes and requests for contract;* • *Ensures full completion of monthly leave reports and attendance records of project staff;* • *Ensures regular office work is completed in a timely manner, including maintaining of all programme files, correspondence, photocopies, photos, etc.;* • *Drafts various correspondence concerning finance, operations and budgetary issues as required;* • *Maintains the inventory of project assets/equipment and project correspondence and files;* • *Supports organization of workshops, trainings, sessions, conferences, and other events.* • *Collects data and all relevant information to effectively contribute to measurable review of results and longer-term projects effects, as per the projects M&E plan and logical framework.* • *Any other related duty as assigned by the Project Managers.* • *Participate in the training for the operations/project staff on administration and other relevant topics;* • *Keep track of the changes of UNDP procedures and provide timely advice to the Project Managers on what are the applicable procedures to fulfilling the project objectives;* • *Ensure that all the data, when collecting and compiling inputs relating to the Projects, are gender/disability and youth disaggregated to the extent possible;* • *Support the Project managers in reporting to ensure that all data gathered during project implementation is disaggregated by gender/disability/youth; Support the Project Managers in gender/disability/youth mainstreaming* • *Administrative and financial tasks executed in line with UNDP corporate rules and procedures;* • *High quality support provided on time;* • *Indicators, targets and results captured.* *<u>Contribution to technical components</u>* *Component 1:* • *Collecting relevant information and data to support the assessment for the introduction of Higher Tier at least for the sectors: livestock (using surveys), AFOLU (use satellite imaging) and energy (carbon content in fuels);* • *Providing relevant mentoring to the three junior technical persons in his/her area of expertise and experience related to project management;* • *Collecting relevant information and data to support the assessment of the Mechanisms for continued collection of GHG relevant data, including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories;* • *Supporting the implementation of the public awareness activities on sources of GHG emissions in the country and the potential consequences for various target groups (as per the*

Consultant	Time Input	Tasks, Inputs and Outputs
		2022-2030 Climate Change Communication Strategy adopted in NC4) by identifying relevant target groups. • *Supporting the Project Manager in assessing potential overlap or synergy between the national MRV platform and the EEA platform and the choice for NDC reporting by collecting relevant information and data;* • *Supporting the Project Manager in assessing the synergies with the Western Balkans Green Agenda to enhance implementation of the adopted climate policies (Unboxing the Green Agenda for enhanced climate Action) by collecting relevant information and data;* • *Supporting the Youth engagement in the NDC development process by engaging in surveys with youth constituencies;* • *Supporting the Project Manager in the development of a project Knowledge Management Plan by collecting information and data and providing input for lessons learned, good practices and knowledge management products;* • *Supporting the M&E by collecting data and information for the relevant indicators;* • *Collecting information about other donors/projects/international organizations supporting complementary projects (such as Macedonia's National Designated Authority for GCF, GIZ, FAO, WHO)* • *Supporting the implementation of the Climate Change Communication Strategy (developed within the NC4) by collecting relevant information and data;* • *Supporting the implementation of the Climate Budget Tagging (building upon previous work done in BUR/NC4/CBIT projects) in her/his area of expertise;* • *Support the self-assessment and stocktaking exercise for preparation of subsequent BTRs by collecting relevant data and information;* • *Supporting the scaling-up of the Gender mentorship programme (piloted on the CBIT project);* • *Providing input for the development and implementation of the Project's Gender and Climate Change Action Plan;* *<u>Deliverable and contribution to the following deliverables:</u>* • *Brief report on information and data collected to support the assessment for the introduction of Higher Tier at least for the sectors: livestock (using surveys), AFOLU (use satellite imaging) and energy (carbon content in fuels);* • *Mentoring to the three junior technical persons in his/her area of expertise and experience related to project management provided;* • *Brief report on collected information and data to support the assessment of the Mechanisms for continued collection of GHG relevant data, including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories;* • *Brief report on relevant target groups for the implementation of the public awareness activities on sources of GHG emissions in the country and the potential consequences for various target groups (as per the 2022-2030 Climate Change Communication Strategy adopted in NC4);* • *Brief report on collected data and information for the assessment of potential overlap or synergy between the national MRV platform and the EEA platform and the choice for NDC reporting;* • *Brief report on collected data and information for the assessment of the synergies with the Western Balkans Green Agenda to enhance implementation of the adopted climate policies (Unboxing the Green Agenda for enhanced climate Action);* • *Brief report on collected data and information for the the development of a project Knowledge Management Plan, and for the lessons learnt report;* • *Brief report on data and information for the M&E indicators;* • *Brief report on data and information about other donors/projects/international organizations supporting complementary projects (such as Macedonia's National Designated Authority for GCF, GIZ, FAO, WHO)*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Brief report on data and information for the implementation of the Climate Change Communication Strategy (developed within the NC4);* • *Brief report on data and information in support of the self-assessment and stocktaking exercise for preparation of subsequent BTRs by collecting relevant data and information.* *Component 2:* • *Providing input for incorporation of Gender perspective in the GHG Inventory;* • *Collecting information and data for established Mechanisms for continued collection of GHG relevant data including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories in the Wester Balkan Countries and other comparable developing countries;* • *Supporting the organization of the project training plan (developed within BTR1).* • *Collecting relevant data and information on NDC contributions to implementation of the Sustainable Development Goals in North Macedonia and quantified for sectors Industry and General Policies and Measures (scale up previous analyses made with the Q-SCAN tool, a good practice identified in the revised NDC);* • *Collecting data and information for the indicators of the Monitoring and Evaluation of the NDC framework;* • *Supporting the organization of training and capacity building activities on gender and climate change, with focus on gender sensitive data and indicators.* • *Collecting information and data on implementation progress of adaptation policies and measures, with emphasis on the vulnerable groups;* • *Supporting the organization of capacity building on local level, using transfer of knowledge between local governments on climate change adaptation facilitated, peer to peer or mentorship training for municipalities on preparation of local adaptation actions/policies.* • *Supporting the implementation of the Project Knowledge Management Plan implemented, by collecting relevant information that will capture lessons learned and recommendations for next BTRs;* • *Supporting the Implementation of the Climate Change Communication Strategy;* • *Supporting the implementation of the Project Gender and Climate Change Action Plan;* • *Identifying potential other Faculties/Universities (from the previous NC/BUR activities) for integrating climate change in their curriculum, as anticipated in the draft Law on Climate Action;* • *Supporting the deployment of the Climate Change public awareness survey deployed, to assess progress from 2023 survey (survey deployed within BTR1);* *Contribution to the following deliverables:* • *Brief report on collected data and information for established Mechanisms for continued collection of GHG relevant data including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting of national inventory reports and mechanisms with gender considerations in place to produce GHG inventories in the Wester Balkan Countries and other comparable developing countries;* • *Brief report on collected relevant data and information on NDC contributions to implementation of the Sustainable Development Goals in North Macedonia and quantified for sectors Industry and General Policies and Measures (scale up previous analyses made with the Q-SCAN tool, a good practice identified in the revised NDC);*

Consultant	Time Input	Tasks, Inputs and Outputs
		• Brief report on collected relevant data and information on the indicators of the Monitoring and Evaluation of the NDC framework; • Brief report on collected relevant data and information on implementation progress of adaptation policies and measures, with emphasis on the vulnerable groups; Supporting the implementation of the Project Knowledge Management Plan implemented, by collecting relevant information that will capture lessons learned and recommendations for next BTRs; • Brief report on identified potential other Faculties/Universities (from the previous NC/BUR activities) for integrating climate change in their curriculum, as anticipated in the draft Law on Climate Action;
For Technical Assistance		
Across both Outcome 1 and Outcome 2		
Local / National contracting		
Lead Technical Advisor Rate: $200/day	200 days / over 3,5 years	• Provide critical advisory support at certain decision-making points by drafting specific advisory notes (e.g. co-benefits of the proposed actions in various mitigation scenarios, impact analyses of different policy instruments for GHG emission reduction and similar, transfer of technology etc.); • Oversee the impact assessment of sectoral policies and measures on GHG emissions; • Provide overall technical backstopping support (e.g. review technical documentation produced by the Responsible Parties, consultants, companies and provide comments/recommendations for improvement of their quality); • Review the compiled BTR1 and NC4/BTR2 and provide comments for improvement; · Provide advice for strengthening the inter-institutional coordination on climate change thus giving sustainability to the preparation process of NCs and BTRs; • Provide expert opinion and advice to the MEP in regard to specific questionnaires and/or requests for input related to GHG inventory and climate change mitigation issues; · Provide guidance on outreach and communication
Gender experts Rate: $200/day, 2 persons	80 days / over 3 years	• Mainstream gender in the Macedonia's BTR1 and NC4/BTR2 and provide advisory support for implementation of the national gender and climate change action plan; • Monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled; • Oversee/develop/coordinate implementation of all gender-related work; • Review the Gender Action Plan annually, and update and revise corresponding management plans as necessary; • Work with the UNDP M&E officer and Safeguards Officer to ensure reporting and monitoring fully address the gender issues of the project; • Present findings to relevant stakeholders on at least two workshops/trainings/events; • Provide input for various communication/training/KM project materials/products.
Climate Finance expert Rate: $200/day, 2 persons	80 days / over 3 years	• Support operationalization of climate budget tagging; • Prepare relevant assessment for climate finance and input for the BTR1 and BTR2/NC5; • Provide expert advice on climate finance as needed; • Present findings to relevant stakeholders on at least two workshops/trainings/events; • Provide input for various communication/training/KM project materials/products.
SDG expert Rate: $200/day, 2 persons	80 days / over 3 years	• Analyze NDC-SDGs synergies and trade-offs using SCAN tool; • Prepare relevant report serving as input for the BTR1 and BTR2/NC5; • Present findings to relevant stakeholders on at least two workshops/trainings/events; • Provide input for various communication/training/KM project materials/products.
Knowledge Management expert Rate: $200/day, 2 persons	45 days / over 3 years	• Develop Knowledge Management Plan for the project and support its implementation.

Consultant	Time Input	Tasks, Inputs and Outputs
Macedonian Academy of Science and Arts (MASA) *Rate:* *$200/day, 15 persons* *$1000/month, 1 person*	*830 days over 3 years* *24 months*	• *Develop/revise/improve the GHG inventory (according to the IPCC 2006 Guidelines, its 2013b supplement and 2023 refinements) in sectors energy, IPPU and waste, by 2022 for the BTR1 and by 2024 for the BTR2/NC5;* • *Ensure implementation of QA/QC activities and introduction of higher Tier, to the extent possible;* • *Develop and support implementation of the Improvement Plan for subsequent inventories, also taking into account the findings of the review of the BUR3 and potential review of the BTR1;* • *Compile NIRs,* • *Model GHG projections, identify and report climate change mitigation policies and measures in sectors above;* • *Provide technical support for development of the new NDC;* • *Present inventory/mitigation analyses at app.6 events;* • *Prepare mitigation chapters and support development of the other BTR/NC chapters;* • *Strengthen human capacities and ensure transfer of knowledge to 1 junior associate (for GHG inventory, modeling and mitigation); to be contracted by MASA.*
Institute of Agriculture (IA), Ss. Cyril and Methodius University in Skopje *Rate:* *$200/day, 25 persons* *$1000/month, 1 person*	*830 days over 3 years* *24 months*	• *Develop/revise/improve the GHG inventory and provide relevant input for the NIRs (according to the IPCC 2006 Guidelines, its 2013b supplement and 2023 refinements) in sectors agriculture, forestry, other land use (AFOLU) and livestock, by 2022 for the BTR1 and by 2024 for the BTR2/NC5;* • *Ensure implementation of QA/QC activities and introduction of higher Tier, to the extent possible;* • *Provide input and support implementation of the Improvement Plan for subsequent inventories, also taking into account the findings of the review of the BUR3 and potential review of the BTR1;* • *Identify and report climate change mitigation policies and measures in sectors above;* • *Support assessment of the Climate Variability and Climate Change in the country;* • *Use current climate change scenarios for Macedonia (developed in NC4) to revisit the impact assessment of climate change (in close cooperation with the NAP project) using nexus approaches;* • *Assess the carbon capture and storage potential, especially potential for introduction of pilot programme on carbon farming;* • *Advance the digital landscape in the AFOLU areas advanced, using technology (soil map, forests as sinks or sources etc.) to spur delivery of the AFOLU related measures in the revised NDC;* • *Support improvement of the M&E schemes and introduction of SMART indicators to facilitate clarity, transparency and reporting of the adaptation policies and actions;* • *Support revision of the methodology for local adaptation planning including MRV framework, in order to capture local adaptation measures;* • *Support development of policy paper aimed to efficient utilization of existing financing mechanism in the country to finance climate actions (such as IPARD (Instrument for Pre-Accession Assistance for Rural Development) for agriculture);* • *Provide technical support for development of the new NDC;* • *Present inventory/mitigation/adaptation analyses at app.8 events;* • *Prepare adaptation chapters and support development of the other BTR/NC chapters;* • *Strengthen human capacities and ensure transfer of knowledge to one junior consultant (for AFOLU sectors); to be contracted by the IA.*
Association of Societies of Engineers,		• *Support development of the chapter on Research and Innovation;* • *Develop Technology Needs Assessment (TNA) and support to its implementation;* • *Support mainstreaming climate change in education;*

Consultant	Time Input	Tasks, Inputs and Outputs
Engineering Institution of Macedonia *Rate:* *$200/day, 14 persons*	*645 days over 3 years*	• *Support data identification/collection processes in order to enable introduction of more detailed GHG inventories (for example F gasses, carbon content in fuels etc.);* • *Support addressing the recommendations from the NDC/NC5/BUR3 supported, to the extent possible (such as for green cooling, climate resilient infrastructure etc.);* • *Support implementation of the project training plan (to be designed when project starts) by presenting the results from the analyses above at app.6 events..*
The Institute for good governance and policies in environment and climate change – Skopje *Rate:* *$200/day, 15 persons* *$1000/month, 1 person*	*655 days over 3 years* *24 months*	• *Support design of secondary climate change legislation, as well as implementation of the Monitoring, reporting and Verification of climate policies and actions;* • *Support strengthening of existing mechanisms, including institutional, legal and procedural arrangements, for the continued assessment, compilation and timely reporting to UNFCCC;* • *Assess the potential collision/complementarity of the national MRV platform and the EEA platform and resolve which one to use for NDC reporting;* • *Analyze governance set-up in order to identify and propose most suitable UNFCCC loss and damage contact point, with a view to enhancing the implementation of approaches to address loss and damage associated with the adverse impacts of climate change at the national level in Macedonia (see decision 4/CP.22, paragraph 4(d));* • *Assess synergies with the EU Green Deal and the Western Balkans Green Agenda to enhance implementation of the adopted climate policies (Unboxing the Green Agenda for enhanced climate Action);* • *Promote the dialogue between the non-governmental sector, the business community and the state and local administration;* • *Identify/share good practices and support development of policy recommendations;* • *Strengthen human capacities and ensure transfer of knowledge to 2 junior consultants (one for policies and actions, the other for transparency); both to be contracted by the Institute.* • *Develop project Training Plan and support its implementation by presenting the results from the analyses above at app.6 events.*
Outcome 1: Macedonia's BTR1 developed as a stand-alone report		
Local / National contracting		
Compiler *Rate: $200/day*	*45 days/ over 1 year*	• *Review sectoral analyses, information and reports prepared by different national / international consultants and institutions;* • *Compile all sectoral analyses, information and data into a single document "Macedonia's First Biennial Transparency Report on Climate Change" following the UNFCCC Guidelines and the signed project document.*
Loss and Damage consultant *Rate: $200/day*	*30 days / over 1 year*	• *Assess the carbon capture and storage potential in the country, including design of country specific methodology and design of pilot programme on carbon farming;* • *Present finding at one online event.*
Outcome 2: Macedonia's BTR2/NC5 developed as a combined report		
Local / National contracting		
Adaptation and resilience consultant in various sectors *Rate: $200/day*	*40 days over 1 years*	• *Analyze vulnerability to Climate Change in various sectors and propose most suitable adaptation actions using nexus approach;* • *Identify the level of implementation of previous adaptation actions (from NC4)* • *Propose new adaptation actions;* • *Present findings to relevant stakeholders on at least two workshops/trainings/events;* • *Provide input for various communication/training/KM project materials/products.*
Compiler *Rate: $200/day*	*30 days / over 1 year*	• *Review sectoral analyses, information and reports prepared by different national / international consultants and institutions;* • *Compile all sectoral analyses, information and data into a single document "Macedonia's First Biennial Transparency Report on Climate Change" following the UNFCCC Guidelines and the signed project document.*
International / Regional and global contracting		

Consultant	*Time Input*	*Tasks, Inputs and Outputs*
Carbon Capture and Storage consultant *Rate: $750/day*	*33 days / over 1 year*	• *Assess the carbon capture and storage potential in the country, including design of country specific methodology and design of pilot programme on carbon farming;* • *Present finding at one online event.*
M&E		
Local / National contracting		
Transparency expert *Rate: $200/ day*	*35 days / over 3,5 years*	• *Support organization of the inception workshop, mid-term stakeholders consultation workshop, end-of-project workshop, and prepare follow up reports.*

Annex 8: Stakeholder Engagement Plan

Stakeholder involvement and consultation processes are critical to the success of the project. An effective engagement of key stakeholders has been done during project preparation and is envisaged during implementation, monitoring and evaluation to enhance ownership of the NC and BTR processes and makes these reports more responsive to national needs. The project proposal intends to strengthen stakeholder's participation to collectively participate in addressing climate change issues and challenges related to the identification and prioritization of activity data, mitigation and adaptation options and indicators as well as support and capacity building. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, local communities, local authorities and NGOs, mass-media, research institutions, private sector, and international organizations, with particular emphasis on related sectors.

Stakeholder	*Role in the project*	*Means of Engagement*
Governmental Institutions		
Ministry of Environment and Physical Planning (MoEPP)	• *Project's Executing Entity;* • *Overall coordination and consultations with the project's Responsible Parties;* • *Key role in strengthening institutional cooperation, as well as communication with all other stakeholders and public;* • *National Focal Point to the UNFCCC is the State Advisor on Climate Change in the MoEPP.*	*Project Board member* *Monitoring and Evaluation (M&E) activities* *Regional/Global initiatives* *Bilateral meetings* *Measurement, reporting and verification (MRV) of climate policies and actions* *Quality Assurance/Quality control (QA/QC) activities* *Workshops* *Trainings*
Ministry of Economy	• *Data provider for the greenhouse gas (GHG) inventory and mitigation scenarios;* • *Key governmental body responsible for development of energy-related policies, including the National Energy and Climate Plans (NECP);* • *Plans and implements activities to reduce GHG emissions.*	*Workshops* *Trainings* *Bilateral meetings* *Policy dialogs* *Surveys* *Regional initiatives* *MRV of climate policies and actions* *QA/QC activities*
The Ministry of Agriculture, Forestry, and Water Economy (MAFWE)	• *Key partner for mainstreaming climate change policies in agriculture (including irrigation), forestry, fisheries, and livestock;* • *GHG inventory and mitigation data provider for Agriculture, Forestry and Water Management;* • *Collaborator in Vulnerability and Adaptation (V&A) assessment.*	*Workshops* *Trainings* *Bilateral meetings* *Policy dialogs* *Surveys* *Regional initiatives* *MRV of climate policies and actions* *Transfer of knowledge* *QA/QC activities*

Stakeholder	Role in the project	Means of Engagement
The Ministry for Transport and Communications	• *Mainstreams climate change policies into transport and infrastructure sectors;* • *Enhances climate resilience of built-in infrastructure;* • *Implements loss and damage relevant findings.*	*Workshops* *Trainings* *Bilateral meetings* *Policy dialogs* *Surveys* *Regional initiatives* *MRV of climate policies and actions*
Ministry of Finance	• *Lead institution for financing climate actions from the public budget;* • *Key institution for introduction of Climate Budget Tagging;* • *Enhances relevant governmental capacities for climate change (human capital and knowledge);* • *Responsible for the establishment of new financial support mechanisms for climate action.*	*Workshops* *Trainings* *Bilateral meetings* *Policy dialogs* *Surveys* *Regional initiatives* *MRV of climate policies and actions*
The Ministry of Labor and Social Policy	• *Data and policy support provider for gender responsive climate policies;* • *Collaborator in the V&A assessments, especially for the socio-economic issues;* • *Advances Gender and Climate Change Agenda, as the UNFCCC National Gender and Climate Change Focal Point also lies in this institution.*	*Workshops* *Trainings* *Bilateral meetings* *Policy dialogs* *Surveys* *Regional initiatives* *MRV of climate policies and actions*
Ministry of Health	• *Data provider for the vulnerability of the health sector to climate change;* • *Collaborator in the V&A assessment of the health sector;* • *Lead institution to implement climate change adaptation policies and actions in health sector.*	*Workshops* *Trainings* *Bilateral meetings* *Policy dialogs* *Surveys* *Regional initiatives* *Transfer of knowledge*
Ministry of Education and Science	• *Data provider for education and research;* • *Collaborator in the research and education assessments;*	*Workshops* *Trainings* *Transfer of knowledge* *Innovative solutions*

Stakeholder	Role in the project	Means of Engagement
	• Lead institution to mainstream climate change considerations into the education process.	Surveys
Ministry of Local Self-Government	• Key institution for mainstreaming national climate policies at local level; • Main supporter of climate budget tagging implementation.	Trainings Bilateral meetings Policy dialogs MRV of climate policies and actions Transfer of knowledge
Civil Aviation Agency	• Data provider for the GHG inventory • Responsible for monitoring and reporting GHG emissions for aviation.	Trainings Bilateral meetings Policy dialogs MRV of climate policies and actions Transfer of knowledge Memorandum of Understanding (MoUs)
Center for Crisis Management	• Data provider for integrated risk and hazard assessment at national and local level; • Potential data provider for loss and damage; • Key institution for systematized reporting for losses and damages associated with climate change; • Key institution for supporting the implementation of the Sendai Framework for Disaster Risk Reduction (DRR)	Workshops Focus Groups Meetings of governmental working groups/commissions Bilateral meetings Policy dialogs MRV of climate policies and actions Transfer of knowledge MoUs
Protection and Rescue Directorate	• Implements disaster risk reduction policies and activities	Workshops Focus Groups Meetings of governmental working groups/commissions Bilateral meetings Policy dialogs MoUs
National Coordinator for the Disaster Risk Reduction (DRR) Platform	• Reports on the implementation of the Sendai Framework for Disaster Risk Reduction; • Supports mainstreaming DRR, Sustainable Development Goals (SDGs) and climate change reporting.	Workshops Focus Groups Meetings of governmental working groups/commissions Bilateral meetings Policy dialogs
Secretariat for European Affairs (SEP)	• Lead coordinator role of the state administration authorities and of other	Project Board member

Stakeholder	Role in the project	Means of Engagement
	bodies and institutions in the context of the preparation of the Republic of Macedonia for the EU membership, with a strong focus on the climate agenda; • Data provider on climate change support received.	Regional/Global initiatives Bilateral meetings MRV of climate policies and actions Policy dialogs Workshops Trainings
Cabinet of the Deputy President of the Government in Charge of Economic Affairs, Coordination of Economic Sectors and Investments	• National Designated Authority to the Green Climate Funds; • Lead institution for development of the Macedonia's National Adaptation Plan; • Coordinating the preparation of the National Development Strategy 2024 - 2044 • Key Government entity that coordinates SDG reporting; •	Workshops Trainings Bilateral meetings Policy dialogs Surveys Regional initiatives MRV of climate policies and actions
State Statistical Office (SSO)	• Main data provider in all areas, including the Sustainable Development Goals; • Prepares and adopts uniform statistical standards.	Workshops Bilateral meetings Surveys MRV of climate policies and actions Transfer of knowledge MoUs
Hydro-Meteorological Service	• Main data provider for Climate Scenarios and climate extremes as main source for the vulnerability and adaptation policies and actions; • Provides systematic meteorological, climatological, agrometeorological and hydrological observations and monitoring, analysis and forecasting of conditions and changes in weather, climate and water, including extreme climate events.	Workshops Trainings Bilateral meetings Policy dialogs Surveys Regional initiatives Transfer of knowledge
Academia		
Macedonian Academy of Sciences and Arts (MASA)	• Key institution for development of the GHG inventory in sectors energy, Industrial Processes and Product Use (IPPU) and waste; • Key institution for modelling GHG projections and emission actions.	Responsible Party Trainings Bilateral meetings Policy dialogs Mentorships Transfer of knowledge

Stakeholder	Role in the project	Means of Engagement
Institute of Agriculture, Ss. Cyril and Methodius University in Skopje (UKIM)	• *Key institution for development of the GHG inventory in sectors agriculture, forestry, other land use (AFOLU) and livestock,* • *Key institution for modelling GHG projections and emission actions in AFOLU sector;* • *Key institution for vulnerability and adaptation assessments in the AFOLU sector.*	*Responsible Party* *Trainings* *Bilateral meetings* *Policy dialogs* *Mentorships* *Transfer of knowledge*
Association of Societies of Engineers, Engineering Institution of Macedonia	• *Key institution for research and innovation;* • *Key institution for transfer of technology;* • *Valuable partner for mainstreaming climate change in education.*	*Responsible Party* *Trainings* *Bilateral meetings* *Policy dialogs* *Mentorships* *Transfer of knowledge*
Private sector		
The Chamber of Commerce of North Macedonia	• *Data provider for the GHG inventory* • *Valuable partner for implementation of mitigation policies and measures.*	*Workshops* *Focus Groups* *Meetings of governmental working groups/commissions* *Trainings* *Regional/International Initiatives* *Transfer of knowledge*
Chamber of Energy in Macedonia	• *Data provider for the GHG inventory* • *Valuable partner for implementation of mitigation policies and measures.*	*Focus Groups* *Meetings of governmental working groups/commissions* *Trainings* *Regional/International Initiatives* *Transfer of knowledge*
The Chamber of Commerce of Northwest Macedonia	• *Data provider for the GHG inventory* • *Valuable partner for implementation of mitigation policies and measures.*	*Focus Groups* *Meetings of governmental working groups/commissions* *Trainings* *Regional/International Initiatives* *Transfer of knowledge*
NGOs, CSOs		
The Institute for good governance and policies in environment and climate change – Skopje (IPECC)	• *Supports the design of secondary climate change legislation;* • *Supports efficient implementation of the MRV of climate policies and actions* • *Promoting the dialogue between the non-governmental sector, the business*	*Responsible Party* *MRV of climate policies and actions* *Workshops*

Stakeholder	Role in the project	Means of Engagement
	community and the state and local administration; • Identify/share good practices and support development of policy recommendations.	Trainings Bilateral meetings Policy dialogs Regional initiatives Transfer of knowledge
"Platform 27" – an informal network of more than 20 civil organizations working in the field of environment and climate change	• Enhances public participation in the project, along with the Macedonia's accession negotiations with the European Union; • Actively engages in project implementation and consultation process; • Ensures engagement of youth; • Enhancing transparency in the development of BTR1 and BTR2/NC5	Workshops Workshops Trainings Bilateral meetings Policy dialogs Regional initiatives Transfer of knowledge

Annex 9: Gender Analysis and Gender Action Plan

National reporting processes can be a meaningful entry point for training, awareness-raising, and capacity-building efforts to ensure women's equal engagement in and benefit from climate change action. Preparation of reports can also influence other ongoing climate change planning and policymaking processes. This has confirmed to be the case for the Republic of North Macedonia, showcasing how a carefully planned and integrated approach can change gender blind into gender responsive climate policies, and vice versa climate blind into climate responsive gender policies.

Previous NCs/BURs and "Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement" (CBIT) projects addressed gender mainstreaming into national reporting process in the following ways:

- The Republic of North Macedonia was the first country in the region to nominate gender focal point to the UNFCCC, from the Ministry of Labor and Social Policy;
- Assigning certain percentage of the project budget for gender related activities has shown to be huge success: with only 10% of the budget allocated for gender activities, the projects have ensured valuable solutions for mainstreaming gender and climate change;
- Within the NC4 and the BUR3 projects, the Gender and Climate Change Action Plans have been fully implemented. Gender consideration has been incorporated into all chapters of the NC4 and BUR3. Moreover, the BUR3 is the first national report that includes a separate Chapter (5.3) on social aspects-gender with specific measures to make the climate change mitigation process more gender responsive;
- Development and adoption of the new Strategy for Gender Equality 2022-2027 has been supported, first one that integrates climate change considerations;
- Development and adoption of the gender responsive Long Term Strategy on Climate Action and draft Law on Climate Action have been supported;
- More than 10 workshops/trainings have been held as per the training plan developed for 2020 and 2021 (CBIT project), engaging more than 1500 representatives (high-level decision-makers and civil servants responsible for climate policy to gender focal points, youth, and civil society). All training materials are available on the national climate change platform www.klimatskipromeni.mk, under the "TRAININGS" section. The trainings were evaluated as very transformative for the participants, confirming that the training activities was well tailored according to their needs;
- Capacity building activities have been implemented for the network of practitioners working in the field of gender equality and climate change at the administrative level, comprising 319 representatives on both national and local level (61% women);
- Gender perspective was captured through developing and proposing a set of indicators in the climate change MRV activities;
- Governmental institutions responsible for gender (Ministry of Labour and Social Policies) and climate change (Ministry of Environment and Physical Planning) joined forces to introduce sustainable practices, mobilized women political groups as advocates and created a strong network of gender and climate change practitioners on national and local level;
- Macedonian good practices have been recognised worldwide and shared with interested countries and organizations on numerous events (such as the regional workshop on supporting the integration of gender considerations into MRV/transparency processes in the Western Balkan Countries, organized by the UNDP/UNEP Global Support Program for National Communications and Biennial Update Reports (GSP)).

Macedonia's Gender and climate change journey can be seen in detail on the following links:

- http://gendermap.klimatskipromeni.mk/
- Policy brief
- Gender and Climate Change training package
- Macedonian Woman paving the way for Climate Change and...
- Gender & Climate: How hot does it have to get for change?

This project will apply the "*GENDER RESPONSIVE NATIONAL COMMUNICATIONS TOOLKIT*[22]" developed by the Global Support Program (GSP) through UNDP and in collaboration with UNEP and GEF and its updated version upon its availability. In line with the *GEF SEC's*

[22] https://www.un-gsp.org/sites/default/files/documentos/undp_gender_responsive_national_communications_toolkit_0.pdf

policy on gender equality[23] and *Guidance to advance gender equality in GEF projects and programs*[24], project will finalize the draft *Gender Analysis and Gender Action Plan*[25] during its inception phase[26].

An initial stocktaking and gender analysis across all areas – and inclusion of stakeholders who understand gender issues in relation to their sectors – will be conducted to assess and understand where deeper analysis and action is required. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps.

The update of the national circumstances under each component will disaggregate relevant data by sex with the objective to better understand how the social and economic differences between men and women affects the capability of dealing with mitigating and adapting to climate change. Seeing that women are being acknowledged as agents of change who make important contributions to climate change adaptation and mitigation, a gender perspective will be incorporated in the climate change impacts and adaptation and NDC progress assessment and preparation of mitigation actions.

For all analysis included in the project, gender-disaggregated data from national statistical agency and international approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), leadership, economic empowerment, and health among others will be included to summarize status of women and men nationally and by sector.

The Project will provide capacity-building in relation to NC/BTR purpose and content, gender issues in environment and their role in the NC/BTR processes if necessary.

The project will encourage the active participation of women and men in decision-making processes. Gender balance will be considered in project management structures and capacity building actions (trainings, workshops).

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[23] http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf

[24] http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf

[25] Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing: https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default

[26] The GEF Enabling Activities and policy/strategy work 33. Enabling Activity projects provide financing for the preparation of a plan, strategy, or national program to fulfill the commitments under the Conventions that the GEF serves, including national communication or reports to the Conventions. Similarly, many GEF-financed medium- and full-size projects include activities that focus on developing and preparing national policies or strategies and, as such, do not work directly with beneficiaries on the ground. These plans and strategies provide an essential opportunity to recognize, build capacity, and to develop actions to advance GEWE. Some possible actions to include in these national documents include the following:

- request that gender experts review draft plans and strategies;
- ensure that any background and stocktaking exercises associated with development of the plans and strategies adequately account for the different roles for women and men;
- ensure that women are effectively engaged as members of stakeholder groups consulted during development of the strategies and plans;
- consider including gender-disaggregated data collection and/or gender-specific indicators; and
- consider how national gender policies can be incorporated into sectoral strategies and action plans.

Gender Action Plan Macedonia's BTR1 and BTR2/NC5					
Gender-related activity	**Indicator**	**Target**	**Baseline**	**Timeline**	**Responsibility**
Conduct initial gender analysis across sectors relevant for BTR1 and BTR2/NC5: 1. National circumstances and institutional arrangements; 2. GHG inventory; 3. Mitigation policies and measures; 4. Monitoring and Evaluation of the NDC; 5. Climate change adaptation and resilience; 6. Climate finance; 7. Technology development; 8. Education; 9. Public awareness.	# of analysis developed	At least 4 new analyses in Year 1, that include: • key areas that need deeper assessment and targeted action; • Recommendations for filling the data gaps; 9 analyses by the end of the project; Update the stakeholders list developed within the CBIT project.	Three gender assessments from BUR3 and NC4; Data from the micronarratives (gender survey) used to address gender considerations within sectors covered in the NAP, to the extent possible.	Year 1, 2 and 3	Gender consultant, in close coordination with the UNFCCC Focal Point in MoEPP and the UNFCCC Gender and Climate Change Focal Point in the Ministry of Labor and Social Policy (MLSP)
Support collection of sex-disaggregated data in relevant BTRs/NC5 thematic areas	# of identified sex-disaggregated datasets; # of institutions identified as most appropriate to collect gender specific datasets.	At least 3 datasets At least 3 institutions	0	Year 1,2 and 3	Gender consultant, in close coordination with the UNFCCC Focal Point in MoEPP and the UNFCCC Gender and Climate Change Focal Point in the Ministry of Labor and Social Policy (MLSP)
Support development and implementation of a gender responsive Knowledge Management Plan, capturing lessons learned, good practices and knowledge management products	# of gender specific knowledge management products in the Plan	At least 3 gender specific products in the Knowledge Management Plan;	0	Year 1 and 2	Gender consultant, in close coordination with the UNFCCC Focal Point in MoEPP and the UNFCCC Gender and Climate Change Focal Point in the Ministry of Labor and Social Policy (MLSP)
Ensure that women are effectively and actively engaged in stakeholder involvement and consultation processes	% of women in the stakeholder engagement processes; # of CSOs/NGOs working in the area of gender consulted.	At least 51% participation of women in the stakeholder engagement processes; At least 2 CSOs/NGOs working in the area of gender consulted.	0 0	Annually	Project team
Foster gender and climate change policy dialogues with the key national stakeholders (key ministries, local governments, CSOs, youth constituencies, academia, private sector)	# of policy dialogues	4 policy dialogues	Gender and climate change network established within CBIT project.	Years 1 and 2	Gender consultant, in close coordination with the UNFCCC Focal Point in MoEPP and the UNFCCC Gender and Climate Change Focal Point in the Ministry of Labor and Social Policy (MLSP)
Provide support for including climate change actions in the National Action Plan on	# of climate actions	5 climate actions	0	Year 1 and 2	Gender consultant, in close coordination with the UNFCCC Focal Point in MoEPP and the UNFCCC Gender and Climate

Gender Action Plan Macedonia's BTR1 and BTR2/NC5					
Gender-related activity	**Indicator**	**Target**	**Baseline**	**Timeline**	**Responsibility**
Gender Equality for the period 2025-2027					Change Focal Point in the Ministry of Labor and Social Policy (MLSP)
Increase the technical capacity and expertise in gender mainstreaming of the thematic groups per theme and sector	# of trainings on gender mainstreaming in BTRs/NCs	8	0	Years 1,2 and 3	Gender consultant
Ensure communication and public awareness activities are gender specific	# of gender specific communication/public awareness actions	10	0	Years 1,2 and 3	Gender consultant, in coordination with communication officers in MoEPP and UNDP, as well as with the communication company engaged for this assignment
Monitoring implementation of gender and climate actions on national and local level and based on the findings, provide mentorship support to enhance gender and climate change actions on both levels.	% of gender and climate actions implemented; # of institutions/municipalities with budgeted gender and climate change actions	at least 50% At least 20 institutions/municipalities	0 17 municipalities (within the CBIT project)	Years 1,2 and 3	CSO/Professional Organization

Annex 10: Procurement Plan

Component	Description	Contract Type	Amount [USD]	2024	Procurement method
1. Development of the Macedonia's First Biennial Transparency Report (BTR1)	National institutions to support operationalization of the loss and damage mechanism in the country	Service	10.000	x	Request for Proposal
	National institutions will be engaged to design and implement a Climate Action mentorship programme for the key Ministries	Service	10.000	x	Request for Proposal
	Responsible Parties	Service	360.000	x	Responsible Parties Agreement
	Organizing multiple workshops, events and trainings	Procurement	22.500	x	Micro-Purchasing
	Lead Technical Advisor	National Consultant	10.000	x	Individual Contract
	Gender expert	National Consultant	10.000	x	Individual Contract
	Climate Finance Expert	National Consultant	20.000	x	Individual Contract
	SDG expert	National Consultant	10.000	x	Individual Contract
	Knowledge Management expert	National Consultant	15.500	x	Individual Contract
	Compilers – Several consultants	National Consultant	30.000	x	Individual Contract
	Design/publication of the BTR1 and other communication materials	Procurement	25.000	x	Request for Quotation/Request for proposal
	Professional Service – Audit	Service	7.955	x	Micro-Purchasing
	Communication& Audio-visual Equip.	Procurement	3.000	x	Micro-Purchasing
2.Development of the Macedonia's Second Biennial Transparency Report and Fifth National Communication (BTR2/NC5	Information technology - equipment	Procurement	5.955	x	Micro-Purchasing
3. Monitoring and Evaluation	Inception workshop	Service	4.000	x	Individual Contract
Project Management	Communication& Audio-visual Equip.	Procurement	1.000	x	Micro-Purchasing
Total			544.910		

Annex 11: LOA between UNDP and IP requesting UNDP Support Services

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Minister Kaja Shukova,

1. Reference is made to consultations between officials of the Government of the Republic of North Macedonia (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 programme support document or 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 programme/project:

a) **Human Resources**: Identification and/or recruitment of project personnel including advertising, long/short-listing, interviews; staff benefits administration and management; recurrent personnel management services: staff payroll, banking administration and management.
b) **Procurement of goods and services**: Review of the terms of reference; preparation of bidding documents; advertising, bidding evaluation, contract issuing and management; issuing the purchase orders.
c) **Finance:** Processing of payments, disbursements and other financial transactions; creation of vendor forms; managing vendor profiles, adjustment of financial transaction; monitoring and reviewing financial transaction, reimbursement of travel expenses
d) **Travel**: Administrative services including travel authorization, visa requests, ticketing, settlement/reimbursement of travel claims and other arrangements.

The execution services to be provided by the Ministry of Environment and Physical Planning are expected to include:

• Project planning, coordination and management. This includes providing all required information and data necessary for timely, comprehensive, and evidence-based project reporting, as necessary.
• Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
• 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.

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 programme support document or 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 programme or project, the annex to the programme support document or 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 the Former Yugoslav Republic of Macedonia* (the "SBAA") signed on 30 October 1995, 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 programme or 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 programme support document or 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 programme support document or 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 effected 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,

_____

Signed on behalf of UNDP
Armen Grigoryan
Title: Resident Representative

_____

For the Government
Kaja Shukova, Minister of Environment and Physical Planning
Date:

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Environment and Physical Planning, the institution designated by the Government of the Republic of North Macedonia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Development of North Macedonia's First Biennial Transparency Report and the combined Second Biennial Transparency Report and Fifth National Communication on Climate Change under the UNFCCC (BTR1 and BTR2/NC5)", "the Project".

2. In accordance with the provisions of the letter of agreement signed on 03.11.2023 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 service	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)
1. Identification and/or recruitment of project personnel	Upon signature of the Project Document	1,516.00 USD (2 persons to be hired, price per person 758.00 USD)	As per the Universal Price List
2. Procurement of goods and services	Throughout the project implementation when applicable	24,000.00 USD	As per the Universal Price List
3. Processing of payments, disbursements and other financial transactions	Throughout the project implementation	8,145.60USD (estimation is that 240 payments will be done through the project, with each per payment of 33.94 USD)	As per the Universal Price List
4. Administrative services	Throughout the project implementation	3,457.6 (administrative costs for two persons for four years, price per year 432.30 USD)	As per the Universal Price List
	Total	**37,120 USD**	

4. Description of functions and responsibilities of the parties involved:

Details provided in the Project Document.

Annex 12: Terms of Reference for Project Board and Project Team

UNDP Standard Terms of Reference (ToR) for the
Project Board of project "Development of North Macedonia's First Biennial Transparency Report and the combined Second Biennial Transparency Report and Fifth National Communication on climate change under the UNFCCC (BTR1 and BTR2/NC5)

I. Background

All UNDP projects must be governed by a multi-stakeholder board or committee established to review performance based on established monitoring and evaluation metrics and high-level implementation issues to ensure quality delivery of results. For the purpose of this ToR and to ensure standardization, henceforth, as regards project documentation, such a body shall only be referred to as 'Project Board'. The Project Board is the most senior, dedicated oversight body for a UNDP 'Development Project', which is defined in the PPM as an instrument where UNDP "Delivers outputs where UNDP has accountability for design, oversight and quality assurance of the entire project."

II. Duties and Responsibilities

The two prominent (mandatory) roles of the Project Board are as follows:

3) **High-level oversight of the project** (as explained in the "Provide Oversight" section of the PPM). This is the primary function of the Project Board. The Project Board reviews evidence of project performance based on monitoring, evaluation and reporting, including progress reports, monitoring missions' reports, evaluations, risk logs, quality assessments, and the combined delivery report. The Project Board is the main body responsible for taking corrective actions as needed to ensure the project achieves the desired results. And its function includes oversight of annual (and as-needed) assessments of any major risks to the programme or project, and related decisions/agreements on any management actions or remedial measures to address them effectively.

   The Project Board also carries the role of quality assurance of the project taking decisions informed by, among other inputs, the project quality assessment. In this role the Board is supported by the quality assurer, whose function is to assess the quality of the project against the corporate standard criteria. This function is performed by a UNDP programme or monitoring and evaluation officer to maintain independence from the project manager regardless of the project 's implementation modality.

   The Project Board reviews updates to the project risk log.

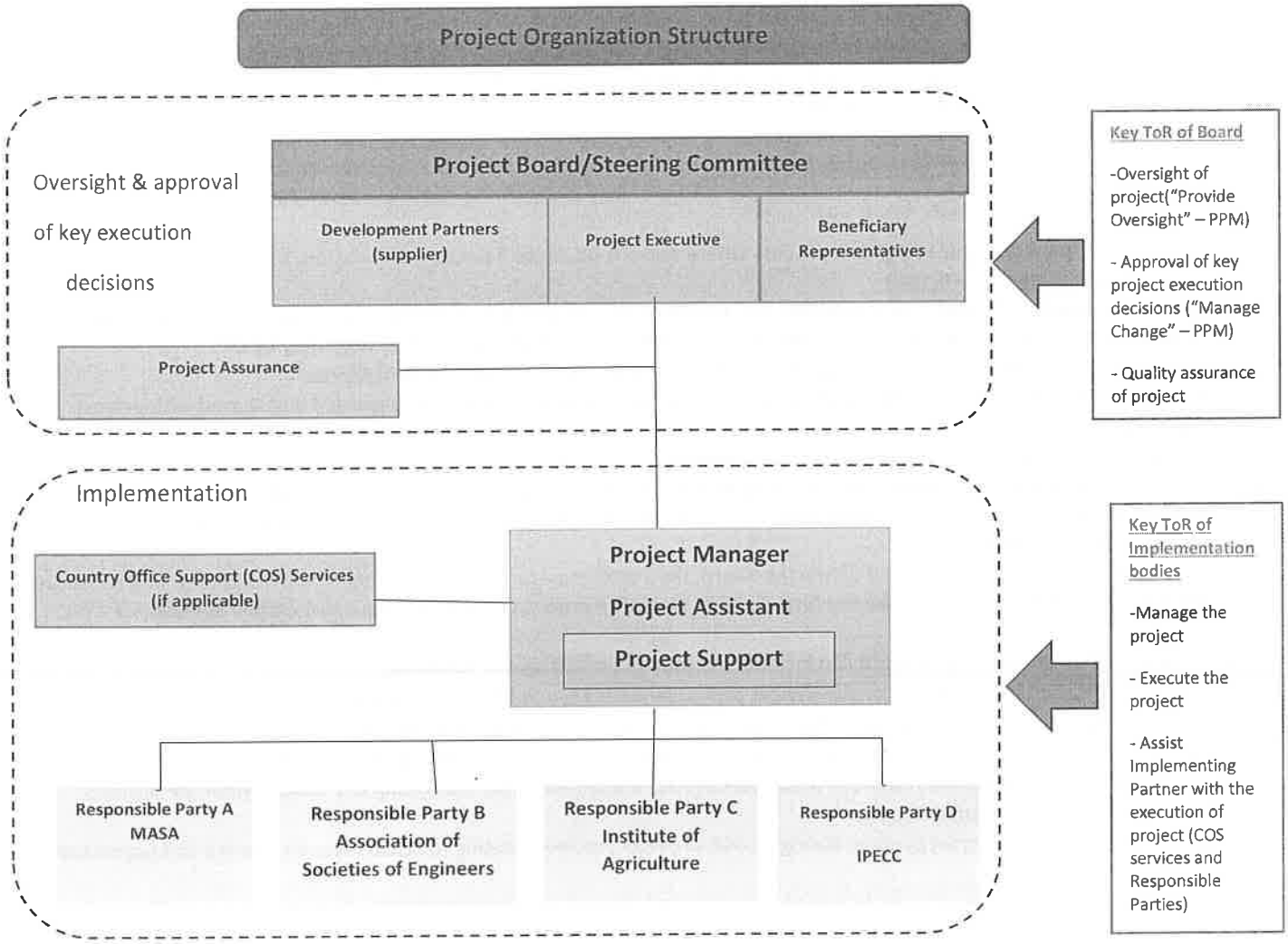
4) **Approval of key project execution decisions** (as explained in the "Manage Change" section of the PPM). The Project Board has an equally important, secondary role in approving certain adjustments above provided tolerance levels, including substantive programmatic revisions (major/minor amendments), budget revisions, requests for suspension or extension and other major changes (subject to additional funding partner/donor requirements).

The Project Board is responsible for making management decisions by consensus when required, including the approval of project plans and revisions, and the project manager's tolerances. The Project Board approves annual work plans and reviews updates to the project risk log.

Within the overall governance and management arrangements of the project, the role of the Project Board as regards these two key functions *('High-level oversight of the project' and 'Approval of key project execution decisions')* is distinct from the roles of entities involved in the implementation of the project, namely the implementing partner (IP), responsibilities parties (if applicable), service providers and project staff.

The diagram below outlines the main entities involved (and their respective responsibilities) in the 'oversight/approval of key execution decisions' layer and the 'implementation' layer of the project structure.

Diagram 1 – Standard Figure of Project Organization Structure vis-à-vis oversight & approval and implementation roles



In order to ensure UNDP's ultimate accountability, the Project Board decisions should be made in accordance with the Quality Standards for Programming that shall ensure management for development results, best value money, fairness, integrity, transparency and effective national and international competition. An effective Project Board needs credible data, evidence, quality assurance and reporting to aid decision making (see next section on supporting functions to the Board). The Project Board also needs to be accountable to protect against conflicts of interest and fraud.

Specific responsibilities of the Project Board include the following:

- Agree to the Terms of Reference of the Board and the rules on protocols, quorum and minuting;
- Meet annually; at least once;
- The project board provides overall guidance and direction to the project, ensuring it remains within any specified constraints, and providing overall oversight of the project implementation;
- Review project performance based on monitoring, evaluation and reporting, including progress reports, risk logs and the combined delivery report;
- Address any high-level project issues as raised by the project manager and project assurance;

- Provide guidance on emerging and/or pressing project risks and agree on possible mitigation and management actions to address specific risks (including ensuring compliance with UNDP's Social and Environmental Standards, Fraud/corruption, Sexual Exploitation and Abuse and Sexual Harassment);
- Agree or decide on project manager's tolerances as required, within the parameters set by UNDP (Manage Change in the PPM) and the donor, and provide direction and decisions for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor;
- Agree or decide on a project suspension or cancellation, if required;
- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Receive and address project level grievance, including overseeing whatever specific compliance and stakeholder response (or grievance) mechanisms have been put in place so that individuals and communities potentially affected by the project have access to effective mechanisms and procedures for raising concerns about the social and environmental performance of the project[27];
- Engage in the low value grant selection process where there is no Grant Selection Committee, as guided by the Low Value Grants – UNDP Operational Guide;
- Disclose any conflict of interest in performing the functions of a Project Board member and take all measures to avoid any real or perceived conflicts of interest. This disclosure must be documented and kept on record by UNDP;
- Discharge the functions of the Project Board in accordance with UNDP policies and procedures;
  Ensure highest levels of transparency and ensure Project Board meeting minutes are recorded and shared with project stakeholders;
- The project board is responsible for making management decisions by consensus;
- 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 consensus cannot be reached within the Board, the UNDP representative on the board will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.

Additional responsibilities of the Project Board can include, but are not limited to, the following:

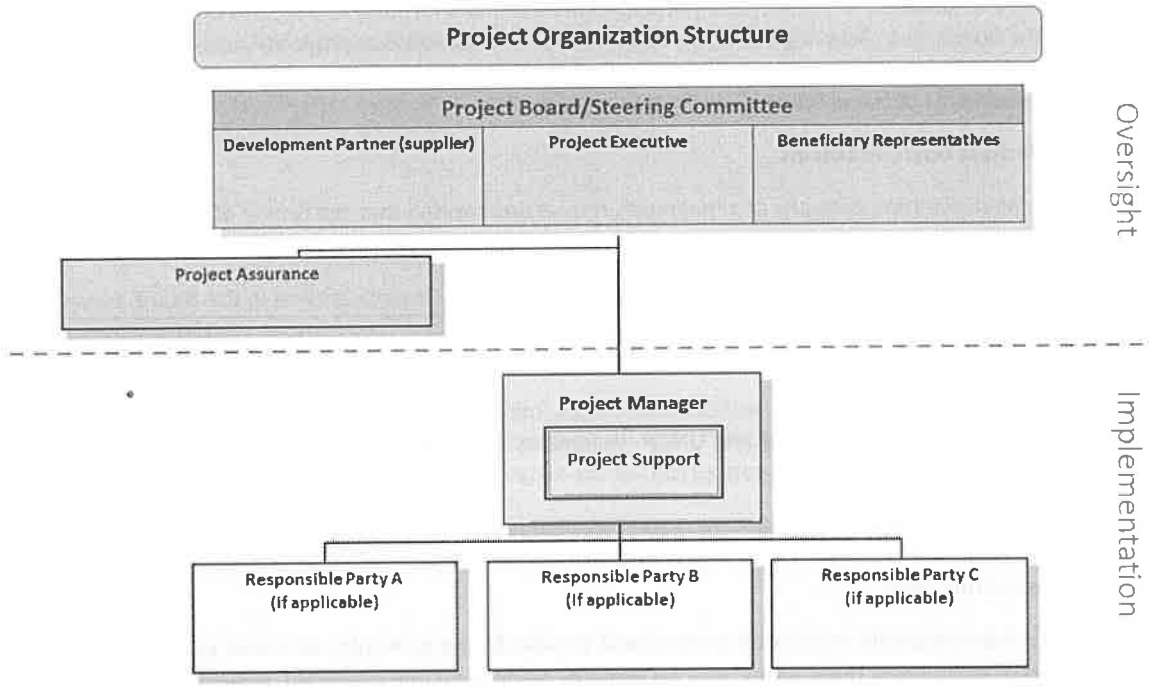
- Ensure coordination between the various donors and government-funded projects and programmes;
- Ensure coordination with multiple government agencies and their participation in project activities;
- Appraise the annual project implementation report, including the quality assessment rating report;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
- Approve the Project Inception Report;
- Review the final project report package during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up.

III. Composition of the Project Board

As noted in the diagram below, every Project Board in a UNDP project has three categories of formal members (e.g. voting members). The role of every formal Project Board member must correspond to one of these three roles and be identified accordingly in the project documentation.

[27] The responsibilities of the board in this regard should follow UNDP's Social and Environmental Standards (SES) as codified in the PPM. It should be noted that while a project board can play a role in addressing or assisting with the compliance and stakeholder response (or grievance) mechanisms put in in place for a given project (as part of their quality assurance and oversight function), this will be in addition to and does not substitute for UNDP's core responsibility to ensure compliance with the SES throughout the project management cycle as part of UNDP's Programming Quality Assurance system.

Diagram 2 – Standard Figure for a Project Organization Structure



The three categories of Project Board members are the following:

1) **Project Director/Executive:** This is an individual(s) who represents ownership of the project and chairs (or co-chairs) the Project Board. The executive usually is the most senior national counterpart for nationally implemented projects (typically from the same entity as the Implementing Partner), and it must be UNDP for projects that are direct implementation (DIM). In exceptional cases, two individuals from different entities can co-share this role and/or co-chair the Project Board. If the project executive co-chairs the Project Board with a representative of another category, it typically does so with a development partner representative. The Project Executive is: *Minister of Environment and Physical Planning or another senior manager from the Ministry nominated by the Minister.*

2) **Beneficiary Representative:** This is an individual(s) representing the interests of those groups of stakeholders who will ultimately benefit from the project. Their primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. Often representatives from civil society, industry associations, community groups or other government entities benefiting from the project can fulfil this role. If the project has a specific geographic focus, often representatives from the government entities in the targeted area/region will play this role. There can be multiple beneficiary representatives in a Project Board. The Beneficiary Representative(s) is: *Secretariat for European Affairs*

3) **Development Partner:** Individuals representing the interests of the parties concerned that provide funding, strategic guidance and/or technical expertise to the project[28]. There can be multiple development partners representatives in a Project Board. The Development Partner(s) representative(s) is: *UNDP Resident Representative*

A **UNDP representative must always be represented in the Project Board** in either the project executive or development partner role.

Where applicable, representatives from responsible parties to the project cannot sit on the Project Board as a formal voting member; they can (if requested) attend board meetings as observers. Since the chief responsibility of the Board is to provide high-level oversight of project implementation, to avoid any conflicts of interest, it is not appropriate for representatives of third party entities engaged by the project to provide services – whether responsible parties or contractors/service providers – to concurrently sit on the Board. Representatives of responsible parties can attend board meetings (as observers) but can have no official role in board decision-making.

[28] With the exception of responsible parties or any firms/entities engaged by the project to provide technical expertise with project funds

The same principle applies to the project manager who in attending and presenting at board meetings, does so in a non-voting capacity.

In cases where the inputs and guidance of responsible parties or other entities formally engaged in providing goods or services to the project are needed by the Board on a recurring basis, it is recommended to establish appropriate advisory or technical committees or working groups composed of those entities that can formally report to the Board, while ensuring the impartiality and integrity of board decisions happening independent of those bodies (see Section V of the ToR).

IV. Standard Project Board Protocols

The Project Board must meet one time annually at a minimum. It is recommended that the timing of board meetings be agreed upon in advance and corresponds to key project reporting or work planning milestones. This Project Board will meet one time annually.

Project Board members cannot receive remuneration from project funds for their participation in the Board. However, it is allowable for board members to be reimbursed from project funds for certain reasonable, qualified expeses related to travel or lodging to attend board meetings. Such protocols are outlined in this ToR and the benefits are applicable to all eligible board members.

All Project Boards must have rules for quorum and documentation/minuting of board decisions. All board decisions and minutes should be kept by the project management unit and UNDP. Guidelines on decisions taken in between board meetings or virtually should be clearly elaborated in the Terms of Reference (ToR) of the Project Board.

Unless otherwise specified, Project Board decisions are made by unanimous consensus. If a consensus cannot be reached within the Board, the final decision shall rest with the UNDP representative on the Project Board or a UNDP staff member with delegated authority as the programme manager.[29]

It is required that as per internationally recognized professional standards and principles of sound governance, conflicts of interest affecting board members in performing their duties must be formally disclosed if not avoidable. Where a board member has a specific personal conflict of interest with a given matter before the board, he/she must recuse oneself from their participation in a decision. No board member can vote or deliberate on a question in which he/she has a direct personal or pecuniary interest not common to other members of the board.

All board members should be presented with a ToR for the Project Board, which will include the responsibilities already outlined and indicate agreed board practices and logistics.

V. Standard Outputs of Project Board Meetings

In its oversight function, the Project Board will (at a minimum) review and assess the following project-related evidence at each meeting:

- Assessment of project progress to date against project output indicators (as documented in the project document results framework)
- Approval/review of annual work plans
- Assessment of the relevant Monitoring & Evaluation mechanisms, including all evaluations[30]
- Review and assessment of the Project Risk Log (with updating/amendments as needed)
- Assessment of project spending, based on a review of the combined delivery report
- Review of required resources versus available funding (if applicabel) and steps taken to reduce funding gap identified at the project design stage

This will be in addition to the review and approval of any required project execution decisions.

The output of every Project Board should be a written record (minutes) that captures the agenda and issues discussed and the agreed upon action items and decisions (if applicable). Each report should clearly document the members attending the meeting (as well as all participants in the meeting) and the modality used to agree on a certain action or decision (whether formal voting or no-objection or other mechanism). All records of board meetings should be documented and kept by UNDP in their quality assurance function (see next section).

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[29] UNDP has this special right since the ultimate legal and fiduciary accountability for a UNDP project, irrespective of modality, rests with UNDP and UNDP must (in line with its obligations to donors and to the Executive Board) be able to ensure that no action is taken by any body in a UNDP project that contravenes UNDP rules and regulations.

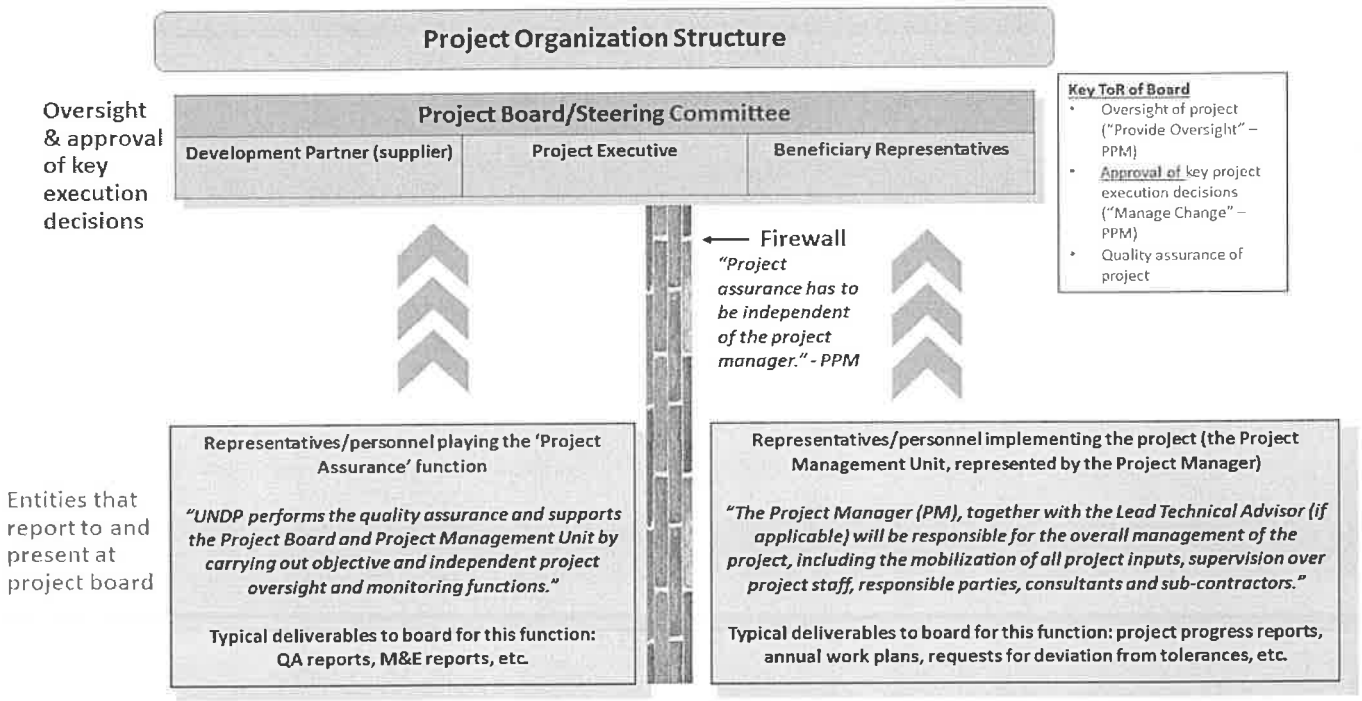
[30] Including audit reports and spot checks.

VI. Support Functions to the Project Board

There are two main entities/functions outside the Project Board structure whose role is to report to the Project Board and support board members in effectively fulfilling their roles: project assurance and project management.

The diagram below explains the primary role of these two entities in the context of their support to Board operations. A description of these two entities follows.

Diagram 3 – Standard Figure of Project Organization Structure – Board Support Entities



Project Assurance: Project assurance is the responsibility of each Project Board member; however, UNDP has a distinct assurance role for all UNDP projects in carrying out objective and independent project oversight and monitoring functions. UNDP performs quality assurance and supports the Project Board (and Project Management Unit) by carrying out objective and independent project oversight and monitoring functions, including applying UNDP's social and environmental management system to ensure the SES are applied through the project cycle. The Project Board cannot delegate any of its quality assurance responsibilities to the project manager. Project assurance is totally independent of project execution.

A designated representative of UNDP playing the project assurance role is expected to attend all Project Board meetings and support board processes as a non-voting representative. It should be noted that while in certain cases UNDP's project assurance role across the project may encompass activities happening at several levels (e.g. global, regional), at least one UNDP representative playing that function must, as part of their duties, specifically attend board meetings and provide board members with the required documentation required to perform their duties.

The UNDP representative playing the main project assurance function is: *Anita Kodzoman, UNDP Programme Officer*

Project Support, this function is often covered by the Project Management Unit: The Project Manager (PM) (also called project coordinator) is the senior most representative of the Project Management Unit (PMU) and is responsible for the overall management of the project on behalf of the Implementing Partner, including the mobilization of all project inputs, supervision over project staff, responsible parties, consultants and sub-contractors. The project manager typically presents key deliverables and documents to the Board for review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk logs.

A designated representative of the PMU is expected to attend all board meetings and present the required progress reports and other documentation needed to support board processes as a non-voting representative.

The primary PMU representative attending board meetings is: *Project Manager*

Annex A – Acknowledgement of this ToR by each designated official Project Board member

Project Board Members shall be officially appointed in project's inception phase.

Note: The form/evidence for this acknowledgement must be included as an annex or codified in other ways (e.g. note to file or minutes of a board meeting)

The formal acknowledgement of the ToR by board members can be done via various procedures, including the following options:

1) *Having copies of the ToR be signed by each appointed board member at the Appraise and Approve stage (LPAC) and then having all signed copies attached as an annex to the Project Document*
2) *Having the final ToR be signed by each appointed board member at the first project board meeting after Project Document signing with the approvals recorded in the minutes of the meeting*

In both cases, the signature or acknowledgement should include the name, title and category of board representation for the person signing

Draft Terms of Reference for the Project Manager

1. Position Information

Office/Unit/Project	CO North Macedonia/Energy, Environment and Disaster Risk Reduction/ Development of North Macedonia's First Biennial Transparency Report and the combined Second Biennial Transparency Report and Fifth National Communication on climate change under the UNFCCC (BTR1 and BTR2/NC5)
Title	Project Analyst
Level	NPSA-8
Duty station (City and Country)	Skopje, Republic of North Macedonia
Type (Regular or Short term)	Regular
Office- or Home-based	Office
Expected starting date	1 March 2024
Expected Duration	12 months (with possibility for extension)
Position Number	**XXX**

2. Office/Unit/Project Description

UNDP is the development arm of the United Nations system, with offices in 180 countries. Globally the organization employs 17,000 people and manages a budget of USD 5 billion each year. The UNDP office in North Macedonia employs a team of 71 and currently manages a portfolio of projects in inclusive prosperity, environmental protection, and good governance worth over USD 15 million per year. The Environment & Disaster Risk Reduction Portfolio includes projects on climate change, air pollution, natural resources management and disaster risk reduction.

The objective of this project is to assist the Republic of North Macedonia in the preparation and submission of its First Biennial Transparency Report on Climate Change and a combined Second Biennial Transparency and Fifth National Communication Report

(BTR1 and BTR2/NC5) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA), in line with the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA .1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3. The project will support the Republic of North Macedonia in achieving its global environment concerns and commitments to international conventions, and to integrate climate change considerations in national development planning and policy through ensuring continuity of the institutional and technical capacity building, partly initiated, and consequently sustained by reporting instruments under the United Nations Framework Convention on Climate Change (UNFCCC).

The Project/Action shall be implemented in close collaboration with the Ministry of Environment and Physical Planning, other relevant ministries, academia and CSO.

The Project Analyst will report directly to the Head of the UNDP Energy, Environment & Disaster Reduction Unit.

3. Scope of Work

Summary of key functions

- Ensuring effective project management of the assigned project by maintaining the delivery of appropriate technical, operational, financial and administrative outputs, while tracking the project progress by monitoring, evaluation and reporting;
- Building strategic partnerships needed to achieve results and maintaining collaborative working relationships among key project partners, through effective communication, consultation and reporting;
- Ensuring gender mainstreaming within the project.
- Providing technical input for various project products.

Specific tasks and responsibilities:

1. **Ensuring effective project management of the assigned project by maintaining the delivery of appropriate technical, operational, financial and administrative outputs, while tracking the project progress by monitoring, evaluation and reporting**

- Managing and coordinating the implementation of the respective activities based on the Project Document, including, as needed, supervision and guidance of consultants and experts with a view to achieving project results;
- Developing comprehensive/detailed project work-plans that include all project activities and roles and responsibilities and setting-out corresponding milestones;
- Monitoring the progress of implementation of project activities and key event schedules observing the work-plans and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports;
- Mobilizing goods and services to support project activities, including drafting TORs and works/product requirements and specifications;
- Managing and monitoring project risks initially identified, submitting information on the new risks and possible mitigating measures to the Project Board for consideration and updating the status of these risks by maintaining a Project Risk Log;
- Assuming responsibilities in line with the office Internal Control Framework and act as a `first authority` for Project transactions;
- Ensuring adherence of project activities to the existing financial, procurement and administrative processes that are in line with prevailing UNDP rules and regulations and, at the same time, observing the project timelines;
- Preparing project progress reports (progress against planned activities, update on risks issues, expenditures...) and ensuring timely submission of the reports to the relevant instances, such as the project boards and relevant donors;
- Managing project tracking in QUANTUM in accordance with UNDP procedures;
- Managing the transfer of project deliverables and assets to national beneficiaries and other project stakeholders.

2. **Building strategic partnerships needed to achieve results and maintaining collaborative working relationships among key project partners, through effective communication, consultation and reporting**

- Cultivating relationships with the central and local authorities, academia, NGOs, Responsible Parties and other Project stakeholders, ensuring full understanding, cooperation and an appropriate fit of the project activities with the main needs of the beneficiaries;
- Establishing effective linkages with other relevant projects and initiatives in the sector with a view to developing substantive partnerships and generating synergies;
- Disseminating project reports and respond to queries from concerned stakeholders.
- Maintaining regular coordination and quality assurance of expert inputs and products as well as among project partners to ensure coherence and complementarity of project activities;
- Identifying opportunities for deepening the cooperation and recommending adequate approaches to dealing with different stakeholders based on information on all relevant stakeholders gathered during project implementation;
- Maintaining regular communication on relevant project issues with the national counterparties, consultants and experts with an aim to ensure quality and timely delivery of all agreed outputs;
- Communicating project goals, activities and results clearly to both stakeholders and the wider public;
- Submitting reports to UNDP, partners and donors in a quality and timely manner;
- Support the partnerships and advocacy activities agreed by UNDP in the area/sector covered by the project;
- Organize and ensure analytical reporting and project evaluations and collect and captures lessons learned from the project implementation;

3. **Ensuring Gender mainstreaming within the project**

- Ensuring gender is effectively mainstreamed throughout the project activities, work plans, budgets, reports, researches, analyses and, where specifically relevant, analyzed in detail;
- Ensuring gender equality is mainstreamed throughout team, consultant and staff management activities;
- Ensuring knowledge on gender equality is incorporated in Project knowledge management activities and products.
- Ensuring collection of gender disaggregated data

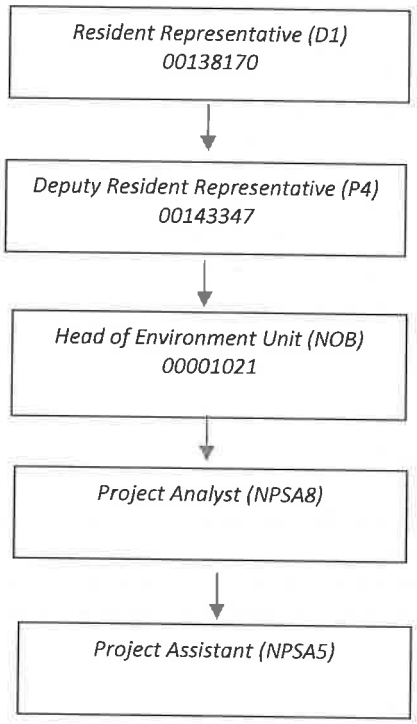
4. **Providing technical input for various project products**

Performance Indicators for evaluation of results

- Project activities executed in line with UNDP corporate rules and procedures;
- Project funds delivered and results achieved in accordance with the endorsed Annual Work Plans;
- Project staff/ team(s) effectively and efficiently guided and backstopped, as needed
- Links with other relevant projects/initiatives established and joint objectives effectuated;
- High quality reports prepared and submitted on time
- Projects work/plans and other relevant documentation for the project timely prepared;
- Projects progress reports timely prepared;
- Monitoring plans prepared;
- Quarterly project reports prepared (e.g. Combined Delivery Report);
- Indicators, targets and results captured;

Institutional Arrangement

The Project Analyst will be engaged on a regular NPSA contract and will report to the Head of the Environment, Energy and Disaster Risk Reduction Unit (for more details see the organigram below). The Project Analyst will be located in Skopje.



5. Competencies

Core	
Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously:	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility:	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination:	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner:	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion:	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

People Management

UNDP People Management Competencies can be found in the dedicated site.

Cross-Functional & Technical competencies

Thematic Area	*Name*	*Definition*
2030 Agenda: Planet	Nature, Climate and Energy	Climate Change
Business Management	Project Management	Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals
Business Direction & Strategy	Effective Decision Making	Ability to take decisions in a timely and efficient manner in line with one's authority, area of expertise and resources
Business Management	Partnerships Management	Ability to build and maintain partnerships with ide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies
Business Management	Risk Management	Ability to identify and organize action around mitigating and proactively managing risks
2030 Agenda: People	Gender	Gender Mainstreaming

Minimum Qualifications of the Successful NPSA

Min. Education requirements	University degree (Master´s degree or equivalent) in Environmental Science, Environmental Engineering, Natural Sciences, Agriculture, Mechanical and/or Electrical Engineering, or any relevant discipline for the project is required. A first-level university degree (Bachelor´s Degree) in Environmental Science, Environmental Engineering, Natural Sciences, Agriculture, Mechanical and/or Electrical Engineering, or any relevant discipline for the project in combination with additional 2 years of qualifying experience will be given due experience in lieu of Master´s degree.
Min. years of relevant work experience	Up to 2 years (with Master´s degree) or minimum 2 years (with Bachelor´s degree) of relevant professional experience in developments' project management, programme/project coordination.
Required skills	Excellent communications, report writing and analytical skills. Experience in development and/or implementation of GEF projects is an asset. Experience in the implementation of bigger projects run by international organizations as well as large environmental protection/climate change projects is a strong asset.
Desired skills in addition to the competencies covered in the Competencies section	Capability to work under pressure Excellent computer literacy (MS Office; Windows)
Required Language(s)	Fluency in Macedonian and English is required. Knowledge of other local languages shall be an asset.

Annex 13: GEF Core indicators

CROSS-CUTTING STRATEGIC AREAS					
Core Indicator 11	**People benefiting from GEF-financed investments**				
			Number		
			Expected		Achieved
			PIF Stage	Endorsement	
		Female	130	130	
		Male	130	130	
		Total	**260**	**260**	

COMMENTS (explain the methodological approach and underlying logic to justify target levels for Core and Sub-Indicators):
The initial beneficiary count is based on prior EA and CBIT projects, encompassing government representatives, Responsible Parties, academia, the private sector, and NGOs (260 in total, 130 female, 130 male). By project completion, the count will expand to 400 beneficiaries, evenly split between genders (200 female, 200 male). This increase is due to: National Coordination Mechanism representatives (to be established after the Climate Action Law adoption), a broader spectrum of companies consulted for carbon tax introduction (post Climate Action Law and bylaws development), farmers and their associations, along with other local adaptation beneficiaries, as well as municipal representatives involved in gender and climate change activities. Reporting on this indicator will be included in the end-of-project report, subject to approval by the Project Board.The number of beneficiaries is estimated as per the number of beneficiaries included in the previous EA and CBIT projects. Includes representatives from governmental institutions, Responsible Parties (260 in total), Academia, Private Sector and NGOs. This number will increase by the end of the project up to 400 beneficiaries (200 female, 200 male) , in order to include representatives of the National Coordination Mechanisam (to be set after adoption of the Law on Climate Action), broader number of companies consulted for introduction of the tax carbon (after adoption of the Law on Climate Action and development of bylaws), farmers/farmers associations and other beneficiaries of local adaptation measures, number of representatives of municipalities engaged in gender and climate chnage activities. Reporting for this indicator shall be part of the Project Final Repot, that shall be approved by the Project Board.

Annex 13: GEF Taxonomy

Level 1	Level 2	Level 3	Level 4
☒ Influencing models			
	☐ Transform policy and regulatory environments		
	☐ Strengthen institutional capacity and decision-making		
	☐ Convene multi-stakeholder alliances		
	☒ Demonstrate innovative approaches		
	☐ Deploy innovative financial instruments		
☒ Stakeholders			
	☐ Indigenous Peoples		
	☐ Private Sector		
		☐ Capital providers	
		☐ Financial intermediaries and market facilitators	
		☐ Large corporations	
		☐ SMEs	
		☐ Individuals/Entrepreneurs	
		☐ Non-Grant Pilot	
		☐ Project Reflow	
	☒ Beneficiaries		
	☒ Local Communities		
	☒ Civil Society		
		☐ Community Based Organization	
		☒ Non-Governmental Organization	
		☒ Academia	
		☐ Trade Unions and Workers Unions	
	☒ Type of Engagement		
		☒ Information Dissemination	
		☒ Partnership	
		☒ Consultation	
		☒ Participation	
	☒ Communications		
		☒ Awareness Raising	
		☒ Education	
		☒ Public Campaigns	
		☐ Behaviour Change	
☒ Capacity, Knowledge and Research			
	☒ Enabling Activities		
	☐ Capacity Development		
	☒ Knowledge Generation and Exchange		
	☐ Targeted Research		
	☐ Learning		
		☐ Theory of Change	
		☐ Adaptive Management	
		☐ Indicators to Measure Change	
	☐ Innovation		
	☒ Knowledge and Learning		
		☒ Knowledge Management	
		☐ Innovation	
		☐ Capacity Development	
		☐ Learning	
	☐ Stakeholder Engagement Plan		
☒ Gender Equality			
	☒ Gender Mainstreaming		
		☐ Beneficiaries	
		☐ Women groups	

		☒ Sex-disaggregated indicators	
		☐ Gender-sensitive indicators	
	☒ **Gender results areas**		
		☐ Access and control over natural resources	
		☒ Participation and leadership	
		☐ Access to benefits and services	
		☒ Capacity development	
		☐ Awareness raising	
		☐ Knowledge generation	
☒ **Focal Areas/Theme**			
	☐ **Integrated Programs**		
		☐ Commodity Supply Chains (Good Growth Partnership)	
			☐ Sustainable Commodities Production
			☐ Deforestation-free Sourcing
			☐ Financial Screening Tools
			☐ High Conservation Value Forests
			☐ High Carbon Stocks Forests
			☐ Soybean Supply Chain
			☐ Oil Palm Supply Chain
			☐ Beef Supply Chain
			☐ Smallholder Farmers
			☐ Adaptive Management
		☐ Food Security in Sub-Sahara Africa	
			☐ Resilience (climate and shocks)
			☐ Sustainable Production Systems
			☐ Agroecosystems
			☐ Land and Soil Health
			☐ Diversified Farming
			☐ Integrated Land and Water Management
			☐ Smallholder Farming
			☐ Small and Medium Enterprises
			☐ Crop Genetic Diversity
			☐ Food Value Chains
			☐ Gender Dimensions
			☐ Multi-stakeholder Platforms
		☐ Food Systems, Land Use and Restoration	
			☐ Sustainable Food Systems
			☐ Landscape Restoration
			☐ Sustainable Commodity Production
			☐ Comprehensive Land Use Planning
			☐ Integrated Landscapes
			☐ Food Value Chains
			☐ Deforestation-free Sourcing
			☐ Smallholder Farmers
		☐ Sustainable Cities	
			☐ Integrated urban planning
			☐ Urban sustainability framework
			☐ Transport and Mobility
			☐ Buildings
			☐ Municipal waste management
			☐ Green space
			☐ Urban Biodiversity
			☐ Urban Food Systems
			☐ Energy efficiency
			☐ Municipal Financing
			☐ Global Platform for Sustainable Cities
			☐ Urban Resilience
	☐ **Biodiversity**		
		☐ Protected Areas and Landscapes	
			☐ Terrestrial Protected Areas
			☐ Coastal and Marine Protected Areas
			☐ Productive Landscapes
			☐ Productive Seascapes

			☐ Community Based Natural Resource Management
		☐ Mainstreaming	
			☐ Extractive Industries (oil, gas, mining)
			☐ Forestry (Including HCVF and REDD+)
			☐ Tourism
			☐ Agriculture & agrobiodiversity
			☐ Fisheries
			☐ Infrastructure
			☐ Certification (National Standards)
			☐ Certification (International Standards)
		☐ Species	
			☐ Illegal Wildlife Trade
			☐ Threatened Species
			☐ Wildlife for Sustainable Development
			☐ Crop Wild Relatives
			☐ Plant Genetic Resources
			☐ Animal Genetic Resources
			☐ Livestock Wild Relatives
			☐ Invasive Alien Species (IAS)
		☐ Biomes	
			☐ Mangroves
			☐ Coral Reefs
			☐ Sea Grasses
			☐ Wetlands
			☐ Rivers
			☐ Lakes
			☐ Tropical Rain Forests
			☐ Tropical Dry Forests
			☐ Temperate Forests
			☐ Grasslands
			☐ Paramo
			☐ Desert
		☐ Financial and Accounting	
			☐ Payment for Ecosystem Services
			☐ Natural Capital Assessment and Accounting
			☐ Conservation Trust Funds
			☐ Conservation Finance
		☐ Supplementary Protocol to the CBD	
			☐ Biosafety
			☐ Access to Genetic Resources Benefit Sharing
	☐ **Forests**		
		☐ Forest and Landscape Restoration	
			☐ REDD/REDD+
		☐ Forest	
			☐ Amazon
			☐ Congo
			☐ Drylands
	☐ **Land Degradation**		
		☐ Sustainable Land Management	
			☐ Restoration and Rehabilitation of Degraded Lands
			☐ Ecosystem Approach
			☐ Integrated and Cross-sectoral approach

			☐ Community-Based NRM
			☐ Sustainable Livelihoods
			☐ Income Generating Activities
			☐ Sustainable Agriculture
			☐ Sustainable Pasture Management
			☐ Sustainable Forest/Woodland Management
			☐ Improved Soil and Water Management Techniques
			☐ Sustainable Fire Management
			☐ Drought Mitigation/Early Warning
		☐ Land Degradation Neutrality	
			☐ Land Productivity
			☐ Land Cover and Land cover change
			☐ Carbon stocks above or below ground
		☐ Food Security	
	☐ **International Waters**		
		☐ Ship	
		☐ Coastal	
		☐ Freshwater	
			☐ Aquifer
			☐ River Basin
			☐ Lake Basin
		☐ Learning	
		☐ Fisheries	
		☐ Persistent toxic substances	
		☐ SIDS : Small Island Dev States	
		☐ Targeted Research	
		☐ Pollution	
			☐ Persistent toxic substances
			☐ Plastics
			☐ Nutrient pollution from all sectors except wastewater
			☐ Nutrient pollution from Wastewater
		☐ Transboundary Diagnostic Analysis and Strategic Action Plan preparation	
		☐ Strategic Action Plan Implementation	
		☐ Areas Beyond National Jurisdiction	
		☐ Large Marine Ecosystems	
		☐ Private Sector	
		☐ Aquaculture	
		☐ Marine Protected Area	
		☐ Biomes	
			☐ Mangrove
			☐ Coral Reefs
			☐ Seagrasses
			☐ Polar Ecosystems
			☐ Constructed Wetlands
	☐ **Chemicals and Waste**		
		☐ Mercury	
		☐ Artisanal and Scale Gold Mining	
		☐ Coal Fired Power Plants	
		☐ Coal Fired Industrial Boilers	
		☐ Cement	
		☐ Non-Ferrous Metals Production	
		☐ Ozone	
		☐ Persistent Organic Pollutants	
		☐ Unintentional Persistent Organic Pollutants	
		☐ Sound Management of chemicals and Waste	
		☐ Waste Management	
			☐ Hazardous Waste Management
			☐ Industrial Waste
			☐ e-Waste
		☐ Emissions	

		☐ Disposal	
		☐ New Persistent Organic Pollutants	
		☐ Polychlorinated Biphenyls	
		☐ Plastics	
		☐ Eco-Efficiency	
		☐ Pesticides	
		☐ DDT - Vector Management	
		☐ DDT - Other	
		☐ Industrial Emissions	
		☐ Open Burning	
		☐ Best Available Technology / Best Environmental Practices	
		☐ Green Chemistry	
	☒ **Climate Change**		
		☒ **Climate Change Adaptation**	
			☒ Climate Finance
			☐ Least Developed Countries
			☐ Small Island Developing States
			☒ Disaster Risk Management
			☐ Sea-level rise
			☒ Climate Resilience
			☐ Climate information
			☐ Ecosystem-based Adaptation
			☐ Adaptation Tech Transfer
			☐ National Adaptation Programme of Action
			☐ National Adaptation Plan
			☐ Mainstreaming Adaptation
			☐ Private Sector
			☐ Innovation
			☐ Complementarity
			☐ Community-based Adaptation
			☒ Livelihoods
		☒ **Climate Change Mitigation**	
			☐ Agriculture, Forestry, and other Land Use
			☐ Energy Efficiency
			☐ Sustainable Urban Systems and Transport
			☐ Technology Transfer
			☐ Renewable Energy
			☐ Financing
			☒ Enabling Activities
		☒ **Technology Transfer**	
			☐ Poznan Strategic Programme on Technology Transfer
			☐ Climate Technology Centre & Network (CTCN)
			☐ Endogenous technology
			☒ Technology Needs Assessment
			☐ Adaptation Tech Transfer
		☐ **United Nations Framework on Climate Change**	☐ Nationally Determined Contribution
	☒ **Rio Markers**		
		☒ Paris Agreement	
		☐ Sustainable Development Goals	
		☐ Climate Change Mitigation 0	
		☐ Climate Change Mitigation 1	
		☐ Climate Change Mitigation 2	
		☐ Climate Change Adaptation 0	
		☐ Climate Change Adaptation 1	
		☐ Climate Change Adaptation 2	



Annex 14: Partners Capacity Assessment Tool (PACT) and HACT Micro Assessment

Micro Assessment of Ministry of Environment and Physical Planning and PCAT for the four Responsible Parties (Macedonian Academy of Sciences and Arts, Institute of Agriculture, Ss. Cyril and Methodius University in Skopje, Association of Societies of Engineers, Engineering Institution of Macedonia and The Institute for good governance and policies in environment and climate change – Skopje) **annexed as separate documents.**

Annex 15: UNDP Project Quality Assurance Report

Separately attached (weblink)

Annex 16: End of Project Report Template

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Transparency 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 and/or Biennial Transparency 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.

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 Transparency 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 Eva Huttova, 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.)

_____

_____

_____

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

_____

_____

_____

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?

_____

_____

What were the major challenges faced during this phase?

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

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).

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

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

2. NDC tracking

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 NDC tracking 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).

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

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

3. **Climate Change Impacts & Adaptation**

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 climate change impacts and adaptation 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).

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

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

4. **Financial, technology development and transfer and capacity-building support needed and received and other information (if applicable)**

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 financial, technology development and transfer and capacity-building support needed and received and other information (if applicable) 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).

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

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

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.

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?

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

Additional remarks

Institutional arrangements

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

Please, describe the composition of the project team.

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

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

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

What suggestions have you to make regarding the institutional arrangements for future NC and BTR work?

Additional remarks

Technical support from **Consultative Group of Experts** *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).

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

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

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)

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

D. Next steps

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

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

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

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

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 11: LOA between UNDP and IP requesting UNDP Support Services

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Minister Kaja Shukova,

1. Reference is made to consultations between officials of the Government of the Republic of North Macedonia (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 programme support document or 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 programme/project:

a) **Human Resources**: Identification and/or recruitment of project personnel including advertising, long/short-listing, interviews; staff benefits administration and management; recurrent personnel management services: staff payroll, banking administration and management.
b) **Procurement of goods and services**: Review of the terms of reference; preparation of bidding documents; advertising, bidding evaluation, contract issuing and management; issuing the purchase orders.
c) **Finance:** Processing of payments, disbursements and other financial transactions; creation of vendor forms; managing vendor profiles, adjustment of financial transaction; monitoring and reviewing financial transaction, reimbursement of travel expenses
d) **Travel:** Administrative services including travel authorization, visa requests, ticketing, settlement/reimbursement of travel claims and other arrangements.

The execution services to be provided by the Ministry of Environment and Physical Planning are expected to include:

• Project planning, coordination and management. This includes providing all required information and data necessary for timely, comprehensive, and evidence-based project reporting, as necessary.
• Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
• 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.

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 programme support document or 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 programme or project, the annex to the programme support document or 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 the Former Yugoslav Republic of Macedonia* (the "SBAA") signed on 30 October 1995, 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 programme or 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 programme support document or 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 programme support document or 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 effected 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,

Signed on behalf of UNDP
Armen Grigoryan
Title: Resident Representative

For the Government
Izet Mexhiti, Minister of Environment and Physical Planning
Date: 24.07.2024

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Environment and Physical Planning, the institution designated by the Government of the Republic of North Macedonia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Development of North Macedonia's First Biennial Transparency Report and the combined Second Biennial Transparency Report and Fifth National Communication on Climate Change under the UNFCCC (BTR1 and BTR2/NC5)", "the Project".

2. In accordance with the provisions of the letter of agreement signed on 03.11.2023 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 service	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)
1. Identification and/or recruitment of project personnel	Upon signature of the Project Document	1,516.00 USD (2 persons to be hired, price per person 758.00 USD)	As per the Universal Price List
2. Procurement of goods and services	Throughout the project implementation when applicable	24,000.00 USD	As per the Universal Price List
3. Processing of payments, disbursements and other financial transactions	Throughout the project implementation	8,145.60USD (estimation is that 240 payments will be done through the project, with each per payment of 33.94 USD)	As per the Universal Price List
4. Administrative services	Throughout the project implementation	3,457.6 (administrative costs for two persons for four years, price per year 432.30 USD)	As per the Universal Price List
	Total	**37,120 USD**	

4. Description of functions and responsibilities of the parties involved:

Details provided in the Project Document.