United Nations Development Programme

Project Document template for projects financed by the various GEF Trust Funds

Project title: Preparation of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of the Republic of Tajikistan under Article 13 of the Paris Agreement to the UNFCCC		
Country(ies): **Republic of Tajikistan**	**Implementing Partner (GEF Executing Entity):** Agency of Hydrometeorology under the Committee for Environmental Protection of the Republic of Tajikistan (Hydromet)	**Execution Modality:** Country Office Support to National Implementation (CO Support to NIM)
Contributing Outcome (UNSDCF/CPD, RPD, GPD): **UNSDCF Outcome 3:** Integrated management of climate and environmental risk.		
UNDP Social and Environmental Screening Category: Low	**UNDP Gender Marker: GEN2**	
Quantum Award ID: 1245639	**Quantum Project ID: 01002226**	
UNDP PIMS ID number: 9480	**GEF Project ID number: 11496**	
LPAC meeting date: 14 March 2024		
Last possible date to submit to GEF: *N/A*		
Latest possible CEO endorsement date: *N/A*		
Project duration in months: 48		
Planned start date: July 15, 2024	**Planned completion date:** July 15, 2028	
Expected date of Mid-Term Review (MTR) submission to the GEF: *N/A*	**Expected date of Terminal evaluation (TE) submission to the GEF:** *N/A*	
Expected Operational Closure Date: April 15, 2029	**Expected Financial Closure Date:** October 15, 2029	

Brief project description: The objective of this project is to assist Tajikistan in the preparation and submission of its First Biennial Transparency Report (BTR1) and a combined Fifth National Communication and Second Biennial Transparency (NC5/BTR2) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA). The project will support Tajikistan to address global environment concerns and achieving its 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 the reporting instruments under UNFCCC.	
FINANCING PLAN	
GEF Trust Fund grant	USD 1,233,000
(1) Total Budget administered by UNDP	**USD 1,233,000**
(2) Total confirmed co-financing to this project not administered by UNDP	-
(3) Grand-Total Project Financing (1)+(2)	**USD 1,233,000**

SIGNATURES:

Signature: Bahodur Sheralizoda Chairman, Committee of Environmental Protection under the Government of the Republic of Tajikistan	**Agreed by Government Development Coordination Authority**	**Date/Month/Year:** 05.08.2024
Signature: Abdullo Qurbonzoda Director of the Agency of Hydrometeorology under the Committee of Environmental Protection	**Agreed by Implementing Partner**	**Date/Month/Year:** 19.07.2024
Signature: Lenni Montiel UNDP Resident Representative, Tajikistan	**Agreed by UNDP**	**Date/Month/Year:** 19.07.2024

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List of Acronyms

BTR	Biennial Transparency Report
BUR	Biennial Update Report
CBIT	Capacity Building Initiative for Transparency
CCA	Climate Change Adaptation
CCM	Climate Change Mitigation
CMA	Conference of the Parties serving as the meeting of the Parties to the Paris Agreement
EA	Enabling Activity
ETF	Enhanced Transparency Framework
FAO	United Nations Food and Agriculture Organization
GAAP	Gender Analysis and Action Plan
GEF	Global Environment Facility
GEFSEC	Global Environment Facility Secretariat
GHGI	Greenhouse Gas Inventory
ICA	International Consultation and Analysis
NAP	National Adaptation Plan
NC	National Communication
NDC	Nationally Determined Contribution
PA	Paris Agreement
POPP	Programme and Operations Policies and Procedures
PSC	Project Steering Committee
SES	Social and Environmental Standards
SESP	Social and Environmental Screening Procedure
UNFCCC	United Nations Framework Convention on Climate Change
BPPS	Bureau for Policy and Programme Support

II. DEVELOPMENT CHALLENGE

Tajikistan acceeded to the United Nations Framework Convention on Climate Change (UNFCCC) in 1998, the Kyoto Protocol in 2009, and ratified the Paris Agreement in 2017. As Party to the Convention, Tajikistan has the obligation to implement decisions of the Conference of the Parties (COP) regarding the implemention of policies and measures to adapt to, and mitigate climate change, thereby contributing to the attainment of the objective of the Convention.

Tajikistan has prepared and submitted four (4) National Communications (NCs) to date: the Initial National Communication (NC1) in 2002; the Second National Communication (NC2) in 2008; the Third National Communication (NC3) in 2014, and the Fourth National Communication (NC4) in 2022 as mandated by articles 4 and 12 of the Convention. Tajikistan has also prepared and submitted one (1) Biennial Update Report (BUR): the First Biennial Update Report (BUR1) in 2019.

The preparation process of NC and BUR reports has had several notable impacts, particularly in terms of information and data for policy making on climate change:

- The BUR1 and 4NC both served as a data source for reference points in Tajikistan's Nationally Determined Contribution (NDC) under the Paris Agreement, allowing the country to pursue ambitious conditional and unconditional targets; and
- Enabling activity work under the production of the 4NC provided inputs to the development of the National Strategy on Adaptation for Climate Change (NSACC), which in turn will serve as a foundation for the National Adaptation Plan.

Tajikistan submitted its Intended Nationally Determined Contribution (INDC) in 2017 to conform with decisions 1/CP.19 and 1/CP.20 of the COP. Tajikistan then submitted its revised NDC in 2021 with the following targets:

- The **unconditional contribution** of reducing greenhouse gas emissions in Tajikistan is not to exceed 60-70% of greenhouse gas (GHG) emissions as of 1990, which is the reference year, by 2030.
- The **conditional contribution**, subject to significant international funding and technology transfer, is not to exceed 50-60% GHG emissions as of 1990 by 2030.

The mitigation information and targets cover all four IPCC sectors (energy, industrial processes and product use (IPPU), agriculture, forestry, and other land use (AFFOLU) and waste). The NDC also addresses climate change adaptation and notes that Tajikistan's high dependence on climate-sensitive sectors of the economy is a factor that increases the country's vulnerability to climate change and extreme weather events. Discussion of adaptation measures covers strategic sectors (energy, water resources, agriculture, forestry, transport, industry and construction) and cross-sectoral areas (technology and gender-sensitive planning. The NDC provides general recommendations for the implementation of policies and measures in these areas in Tajikistan. The NDC further identifies the most vulnerable regions to climate change in the Republic of Tajikistan, taking into account risk indicators, climate change impacts and existing adaptive potential. The domestic arrangements for the enhanced NDC were carried out by the Committee of Environmental Protection under the advisory of an inter-ministerial technical working group established for the revision and approval of the NDC and with the scientific advisory of Hydromet. In addition, consultations on gender and climate change were held with the civil society and the Committee on Women's Affairs and Family.

Developments in International Climate Policy: Article 13 of the Paris Agreement establishes an Enhanced Transparency Framework (ETF) for action and support designed to build trust and confidence that all countries are contributing their share to the global effort. The new transparency system under the Paris Agreement builds on and enhances the existing systems under the Convention. NCs, BURs, and International Consultation and Analysis (ICA) have formed part of the experience drawn upon and contributed to the improvements of capacity constraints and continuous building of capacity and expertise in advance of the ETF.

The Conference of Parties serving as the Meeting of Parties to the Paris Agreement (CMA)[1] has decided that Parties shall submit their first BTR and national inventory report, if submitted as a stand-alone report, in accordance with the adopted modalities, procedures and guidelines (MPGs), at the latest by 31 December 2024 and that Least Developed Countries (LDCs) and Small Island Developing States (SIDS) may submit this information at their discretion. The Modalities, Procedures, and Guidelines (MPGs) were adopted in the Katowice Climate Package through decision 18/CMA.1 sets the rules for the implementation of the ETF under the Paris Agreement. At COP26, the "Paris Agreement rulebook"/MPGs has been finalized. This set of rules lays out how countries are held accountable for delivering on their climate action promises and self-set targets under their Nationally Determined Contributions (NDCs) and enable the operationalization of the enhanced transparency framework. (Decision 5/CMA.3: Guidance for operationalizing the modalities, procedures and guidelines for the enhanced transparency framework referred to in Article 13 of the Paris Agreement).

As a result of these commitments, Tajikistan currently faces two concurrent challenges: 1) To transition from the UNFCCC-mandated BUR report to the Biennial Transparency Report (BTR) mandated by the Paris Agreement (PA) and to prepare and submit the country's first BTR by December 31, 2024; and 2) To continue improvements in climate measurement, reporting, and verification (MRV) and greenhouse gas (GHG) inventories that will improve the information available to national and international decision-makers for climate action and to build capacity in participating institutions. The project will support, and is consistent with, national efforts to update the NDC of Tajikistan, to develop a National Adaptation Plan, and to monitor climate-related progress in the Medium-Term Development Program (MDP) of the Republic of Tajikistan for 2021-2025.

[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).

III. STRATEGY

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.

The project objective is to assist Tajikistan in the preparation and submission of its First Biennial Transparency Report (BTR1) and a combined Fifth National Communication and Second Biennial Transparency Report (NC5/BTR2) for the fulfillment of the obligations under the UNFCCC and the Paris Agreement (PA).

The project is intended to achieve the following six outcomes:

1. National GHG inventory and supporting documentation compiled and updated for the period 1990-2022 as part of the BTR1 and for the period 1990-2024 as part of the NC5/BTR2.
2. Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement, including information on mitigation policies and measures, compiled and reported.
3. Information on climate change impacts and adaptation compiled consistent with reporting guidelines for the UNFCCC and the Paris Agreement.
4. Information on financial, technology development and transfer and capacity-building support compiled and updated, including other relevant information and supplemental NC chapters.
5. Tajikistan's BTR1 and BTR2/NC5 prepared in accordance with the methodological guidance contained in decisions 18/CMA.1 and 5/CMA.3 and submitted to the UNFCCC.
6. Monitoring & Evaluation (Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated.)

This project will build on findings and internal recommendations from previous NC and BUR work, as well as the recommendations resulting from the International Consultation and Analysis (ICA) process for BUR1 proposed by the technical team of experts (TTE). Capacity needs the project will address fall into three general categories: (1) strengthening the national GHG inventory; (2) enhancing the national capacity to assess and report information on mitigation actions; and (3) enhancing national capacity to establish national processes for reporting on support needed and received. All of these elements will require digital systems to compile, analyze, and report activity data and other information relevant to the UNFCCC and the PA.

The preparation of the BTR1 + NC5/BTR2 with the financial assistance of the GEF will also serve to further strengthen institutional and technical capacities of Tajikistan for implementing the Convention, Paris Agreement and reporting thereon to the UNFCCC. The project will provide the platform for furthering the development and implementation of the MRV systems for tracking emissions, mitigation, adaptation, and support within the Enhanced Transparency Framework of the PA. The BTR1 and NC5/BTR2 will be compiled according to the guidelines, requirements and formats set by the MPGs. Their final formats will follow the outline for Biennial Transparency Report and apply common reporting tables and tabular formats presented in Decision 5/CMA.3. Supplemental chapters on research and systemic observation and on education, training, and public awareness as part of the BTR2/NC5 will be compiled in accordance with applicable guidelines of Decision 17/CP.8. Tajikistan will prepare and submit its Adaptation Communication as a component of the BTR1 and the NC5/BTR2, thus both reports will conform to guidelines presented in Decision 9/CMA.1 on requirements for Adaptation Communications. The BTR1 is expected to be finalized and submitted to the UNFCCC by 31 December 2024 and the combined NC5/BTR2 is expected to be finalized and submitted to the UNFCCC by 31 December 2026.

A detailed description of the project activities and outputs which will contribute to the above-mentioned outcomes is provided in the following section on the Project Results Framework in Section V, and the Theory of Change diagram provided in Annex 16.

The project rationale reflects the long-standing logic of GEF enabling activities, which provide support for the preparation of national reporting to the UNFCCC, and more recently the Paris Agreement, with a view to meeting the requirements of those multilateral environmental agreements. This approach has been informed by more than 20 years of GEF experience with climate change enabling activities and its guidance on support modalities as well as lessons learned from previous climate change enabling activities projects in Tajikistan.

National reporting on climate change is an important element of compliance with the UNFCCC and Paris Agreement and contributes to the Global Stocktake and other reporting processes and support increasing ambition for climate action, which in turn accelerates structural transformation for sustainable development, and is the ultimate development outcome for the project. At the country level, country reporting exercises inform policy- and decision-making and increase capacity to address climate change, with the development output of enhancing and operationalizing legal and strategic frameworks to ensure sustainable management of natural, cultural, and energy resources.

The project is designed to address several underlying problems and needs:

1) reflect current national circumstances in country reporting,
2) strengthen information on GHG emissions and sinks with a view to increasing the quality of estimates,
3) information gaps on adaptation action,
4) track progress on the NDC,
5) mainstream gender into national reporting on climate change to the UNFCCC and Paris Agreement,
6) transition to reporting under Article 13 of the Paris Agreement.

The project theory of change (see Annex 16) assumes the following: a stable political situation and firm, continuing government support for the UNFCCC and the Paris Agreement; an inclusive stakeholder engagement process in which women and vulnerable groups participate meaningfully; Hydromet employees and other relevant government employees will have sufficient time allocate for training; and knowledge products will inform decision-making and updated NDCs.

Without enabling activity support, it will not be possible to produce the new BTR as required under Article 13 of the PA or the NC as specified under the UNFCCC, nor will it be possible to generate the information necessary to inform climate-resilient policies and decision-making in Tajikistan. In the absence of this project, the government would be able to make limited improvements in narrow areas of its GHG inventory, but its organizations and experts would not have sufficient funding and capacity resources to address many aspects of reporting. Finally, the country would be limited in the amount of information that it could exchange with other parties to the PA, including tracking its progress towards its NDC, which would limit its ability to participate meaningfully in the implementation of the Paris Agreement.

Lessons Learned: The project's implementation arrangements and proposed activities have been informed by previous EAs in Tajikistan and the ongoing Capacity-building Initiative for Transparency (CBIT) project. It will build on the findings and recommendations from previous NC and BUR work, which are described in detail in the Enabling Activity request form to the GEF. It is also informed by the recommendations resulting from the ICA (International Consultation and Analysis) process for BUR1.

IV. RESULTS AND PARTNERSHIPS

Expected Results: The project components, including outputs and corresponding activities, are described below.

Component 1: National Greenhouse Gas Inventory (GHGI) and Supporting Documentation

Outcome 1.1.: National GHG inventory and supporting documentation compiled and updated for the period 1990-2022 as part of the BTR1 and for the period 1990-2024 as part of the combined NC5/BTR2.

Component 1 is designed to strengthen all aspects of the national GHG inventory and supporting documentation. Activities will build upon the most recent GHG inventory, which was submitted under the auspices of the NC4 covering the period of 1990-2016. This work represented progress since previous inventory data from 1990 to 2003 were calculated using the methodology of the 1996 IPCC Guidelines, and the inventory from 2004 to 2016 was calculated using the methodology of the 2006 IPCC Guidelines. In the GHGI for the BUR1 and NC4 inventory, GHG emissions and removals covering the 2004-2016 inventories were estimated using the Tier 1 and Tier 2 methodologies of the 2006 IPCC Guidelines. The Tier 2 methodology of the 2006 IPCC Guidelines was used for the solid waste category in the waste sector, while the Tier 1 methodology of the 2006 IPCC Guidelines was used for all other categories and subcategories in all sectors. Three previous national communications used the 1996 IPCC Guidelines for the GHG Inventories.

Activities under the outputs of Component 1 are designed to identify areas where activity data collection, analysis, reporting, and archiving can be strengthened. Energy sector is a key sector, and the level of uncertainty regarding sectoral data in the inventory is "medium." Energy sector data providers have been identified as partners for capacity strengthening. Activities will also result in the extension of the GHG inventory to 2022 for the BTR1 and 2024 for the NC5/BTR2 as agreed by parties to the Paris Agreement. Inventory data will contribute to the next global stocktake and will also comprise a reference source for NDC updates.

The project will work closely with the ongoing FAO-GEF CBIT project to ensure consistency in institutional arrangements for reporting and for data archiving and management.

Output 1.1.1 Information on GHG inventories and climate change within the national context updated, including sex-disaggregated data[2] where applicable, a brief on national circumstances and institutional arrangements related to the inventory preparation, review, and improvement process including gender considerations.

Corresponding activities will include the following:

1.1.1.1 Update information on national circumstances and institutional arrangements related to the national GHG inventory, collecting information from other actors on legal and regulatory developments related to inventory management, particularly ETF arrangements developed under the FAO-GEF CBIT project.
1.1.1.2 Develop, apply, and document a QA/QC plan for both GHG inventories.
1.1.1.3 Formulate an inventory improvement plan and document improvements in the GHG inventories related to previous inventory reports.
1.1.1.4 Assess progress following the completion of each of the two GHG inventories and identify priority areas for future activities, incorporating any feedback received from UNFCCC review processes, such as the technical expert review and facilitative, multilateral consideration of progress of the BTR1, if available.

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

Output 1.1.2. The GHG inventory updated up to 2022 (BTR1) and 2024 (NC5/BTR2) for Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2006 IPCC guidelines, and its 2019 refinement to the extent possible, and trend analyses for the time series 1990-2022/1990-2024 performed.

Corresponding activities will include the following:

1.1.2.1. Identify specific capacity needs for data collection, analysis, and reporting in the energy sector in conjunction with the Ministry of Energy and Water Resources and other sectoral stakeholders and conduct capacity strengthening activities as needed.
1.1.2.2. Expand the collection of activity data for F-gases to SF_6 in accordance with the 2006 IPCC Guidelines for the BTR1 and NC5/BTR2.
1.1.2.3. Update and collect activity data for existing sources and sinks in the national GHG inventory and provide training for data providers as necessary to increase data quality and availability.
1.1.2.4. Expand data collection to estimate and report SO_x emissions for the BTR1 and NC5/BTR2.
1.1.2.5. Expand data collection to estimate and report CO, NO_x and NMVOC emissions for the BTR1 and NC5/BTR2.
1.1.2.6. Compile the inventory for the BTR1 and NC5/BTR2 according to the IPCC 2006 guidelines, taking into account the 2019 modification and applying higher tier methods where possible, using the UNFCCC Common Reporting Tables included in Decision 5/CMA.3.
1.1.2.7. Conduct an uncertainty assessment, key category analysis, and QA/QC procedures for the report.
1.1.2.8. Commission an external review of the GHG inventories and respond to and incorporate feedback.
1.1.2.9. Finalize the GHG inventories on the basis of a validation workshop organized by the project team.
1.1.2.10. Submit the National Inventory Report (NIR) and supporting documentation for incorporation into the BTR1 and NC5/BTR2.
1.1.2.11. Archive all supporting documentation, such as activity data, emission factors, methodologies, etc., in conjunction with the applicable institutional arrangements.

Component 2: Progress made in implementing and achieving the NDC, including information on mitigation policies and measures.

Outcome 2.1.: Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement, including information on mitigation policies and measures, compiled and reported.

At present, the NDC targets cover all sectors, but sectoral targets are not disaggregated into policies and measures that are provided in the NDC. Improved reporting on policies and measures contributing to the conditional and unconditional NDC targets will support prioritization and identify key areas for support, which can promote increased opportunities for climate finance. It is expected that the BTR1 will report on the progress of the updated NDC submitted in 2021 and the NC5/BTR2 will report on progress on a future version of the updated NDC to be submitted in 2025 prior to the report deadline of December 2026. The project will also work closely with the FAO-GEF CBIT project, which is currently under implementation, to ensure consistency in methodologies for reporting on NDC progress under Article 13 for the Paris Agreement.

The most recent national report to the UNFCCC to address mitigation within the NC4, forecasts future emissions up to 2030. Activities under this component will extend the time horizon of the forecasts to 2050. It is expected that mitigation analysis will also strengthen NDC tracking through scenario development and analysis for various policies and measures.

Output 2.1.1. Information provided to track the progress reached in the implementation and achievements of the NDC under article 4 of the Paris Agreement, including reporting on gender considerations.
Corresponding activities will include the following:

2.1.1.1. Determine the approach and methodology for reporting on progress towards the most recent available NDC under the BTR1.
2.1.1.2. Determine the approach and methodology for reporting on progress towards the most recent available NDC under the NC5/BTR2.

Output 2.1.2. GHG emissions and removals projections scenarios developed for the period 1990-2050, including estimates of avoided emissions.
Corresponding activities will include the following:

2.1.2.1. Select the necessary hardware and software to develop projections, and provide training on the software as necessary.
2.1.2.2. Establish the business as usual (BAU) scenario and at least two mitigation scenarios: a "with measures" scenario and a "with additional measures" scenario.
2.1.2.3. Run scenarios and analyze results, formulating sectoral and cross-cutting recommendations for mitigation policies and measures.

Output 2.1.3. Description of the NDC and information on its effects as per Decision 18/CMA.1 provided, including information on the effects of mitigation policies and measures and sex-disaggregated data.

Corresponding activities will include the following:

2.1.3.1. Describe the current NDC, including information on NDC tracking and supporting institutional arrangement.
2.1.3.2. Describe mitigation policies and measures, actions and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving a nationally determined contribution under Article 4 of the Paris Agreement.
2.1.3.3. Develop methodologies for estimating the quantified impacts of individual mitigation actions.
2.1.3.4. Report assumptions for individual mitigation actions.
2.1.3.5. Describe the contribution of mitigation actions to GHG emission reductions.
2.1.3.6. Report on the mitigation potential of adaptation actions.
2.1.3.7. Summarize the projections of GHG emissions and removals as developed in Output 2.2.
2.1.3.8. Provide information on any improvements in reporting and on any other information relevant to reporting on the NDC under Article 4 of the Paris Agreement, Including reporting on gender considerations.
2.1.3.9. Draft a summary report on NDC tracking corresponding to a chapter of the BTR1 and NC5/BTR2, organize a stakeholder validation for the chapters and finalize the chapters for inclusion in the reports.

Component 3: Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement.

Outcome 3.1.: Information on climate change impacts and adaptation compiled consistent with reporting guidelines of the UNFCCC and the Paris Agreement.

The most recent report to the UNFCCC on impacts, vulnerability and adaptation within the NC4, consists of 9 sections containing information on the impacts of climate change on natural resources, sectors of economy, public health and response measures in Tajikistan, and outlines financial and technological needs to address these impacts. Tajikistan has also developed a National Strategy on Adaptation to Climate Change, and it is currently formulating a National Adaptation Plan; in addition, adaptation is included both in national planning documents and the country's updated NDC.

In addition to advancing research in sectors that are considered by Tajikistan to be highly vulnerable to climate change, the work under Component 3 will compile and report on loss and damage, which will introduce new information and analysis. The project has identified key partners for capacity strengthening and will conduct a thorough stocktaking of information on climate change impacts and adaptation that has been compiled by in-country

partners, international organizations such as multilateral development banks, and international processes such as the Sendai Framework.

Tajikistan will submit its Adaptation Communication as a component of the BTR1 and NC5/BTR2, and outputs under Component 3 are designed to produce chapters for the BTR1 and the NC5/BTR2 that correspond to the requirements for an Adaptation Communication. The outputs and activities under this component are as follows:

Output 3.1.1. National circumstances related to adaptation as per the MPGs and guidelines for Adaptation Communications summarized under the BTR1 and combined NC5/BTR2, including sex-disaggregated data.

Corresponding activities will include the following:

3.1.1.1. Summarize national circumstances, institutional arrangements, and legal frameworks related to adaptation in Tajikistan.
3.1.1.2. Describe priorities and barriers to climate change adaptation in Tajikistan and document adaptation strategies, policies, plans, goals and actions and how adaptation is integrated into national policies and strategies.
3.1.1.3. Describe progress towards the implementation of adaptation activities and compile information on monitoring and evaluation of adaptation policies and measures.
3.1.1.4. Describe cooperation, good practices, experience and lessons learned related to climate change adaptation.
3.1.1.5. Document areas of improvement in climate change adaptation in Tajikistan and provide other information related to climate change impacts and adaptation under Article 7 of the Paris Agreement if needed.

Output 3.1.2. Information related to averting, minimizing, and addressing loss and damage associated with climate change impacts in Tajikistan collected, including gender-differentiated impacts.

Corresponding activities will include the following:

3.1.2.1. Formulate an approach for the collection of information related to loss and damage associated with climate change impacts in Tajikistan.
3.1.2.2. Provide training for project experts, government partners, and other key stakeholders on methodological approaches to loss and damage reporting as needed.
3.1.2.3. Compile and summarize information on loss and damage.

Output 3.1.3. Climate scenarios modeled and analyzed for Tajikistan up to 2100.

Corresponding activities will include the following:

3.1.3.1. Model climate scenarios for Tajikistan up to 2100.
3.1.3.2. Describe forecasted changes in temperature, precipitation, and extreme weather events.
3.1.3.3. Update the glaciation forecast to 2050 for the Zeravshan, Vakhsh, and Panj river basins.

Output 3.1.4. Impacts of climate change, at the national and regional level; current and future vulnerability in Tajikistan assessed in key sectors, including gender-differentiated impacts.

Corresponding activities will include the following:

3.1.4.1. Describe climate impacts in Tajikistan, including those related to temperature, precipitation, and extreme weather events.
3.1.4.2. Confirm sectors vulnerable to climate change (energy, agriculture, water resources, transport, industry and construction, education and health care) for analysis.
3.1.4.3. Describe impacts, risks, and vulnerabilities in key sectors and analyze the differing risks and vulnerabilities in key sectors for women and men.

3.1.4.4. Assemble the information collected for the BTR1 into a chapter that corresponds to the requirements for Climate Change Impacts and Adaptation chapter of a Biennial Transparency Report as per Decision 18/CMA.1 an Adaptation Communication as per Decision 9/CMA.1, submit for review and validation, and finalize.

3.1.4.5. Assemble the information collected for the NC5/BTR2 into a chapter that corresponds to the requirements for the Climate Change Impacts and Adaptation chapter of a National Communication as per Decision 17/CP.8, a Biennial Transparency Report as per Decision 18/CMA.1 and an Adaptation Communication as per Decision 9/CMA.1, submit for review and validation, and finalize.

Component 4: Support needed and received and other information

Outcome 4.1: Information on financial, technology development and transfer and capacity-building support needed and received compiled and updated, including other relevant information and supplemental NC chapters.

Reporting in this area will build on the previous national reports that have reported on constraints and gaps, and related financial, technical and capacity-building needs but will involve a broader assessment of support needed and received including more detailed information on technology development and transfer needs. Other information will look at progress towards the gender-related targets under the Mid-Term Development Program of Tajikistan and will provide important information to policymakers.

The project will coordinate with the FAO-GEF CBIT project to ensure the consistent use of methodology for reporting on support received.

Output 4.1.1. Detailed description provided of the national circumstances and institutional arrangements in place to track and report on support needed and received, including sex-disaggregated data.

Corresponding activities will include the following:

4.1.1.1. Describe national circumstances and institutional arrangements for tracking and reporting on support needed and received.

4.1.1.2. Describe underlying assumptions, definitions and methodologies for tracking and reporting on support needed and received.

Output 4.1.2. Information on support needed and received for financing, technology development and transfer and capacity building compiled and reported, including sex-disaggregated data.

Corresponding activities will include the following:

4.1.2.1. Compile data on financial, technology development and transfer and capacity-building support needed and received under Articles 9, 10 and 11 of the Paris Agreement from all relevant data providers in a common tabular format as per Decision 5/CMA.3.

4.1.2.2. Compile data on support needed and received for the implementation of Article 13 of the Paris Agreement and transparency related activities including for transparency-related capacity-building from all relevant data providers in a common tabular format as per Decision 5/CMA.3.

4.1.2.3. Draft the chapters for the BTR1 and NC5/BTR2 on support needed and received, circulate them for review and validation, and finalize for inclusion in the respective reports.

Output 4.1.3. Other relevant information (e.g. gender) including supplemental NC chapters (research and systemic observation; education, training, and public awareness) are compiled and updated.

Corresponding activities will include the following:

4.1.3.1. Under "Other relevant information," assess and report on progress towards specific goals and indicators of gender aspects of climate change in the Mid-Term Development Program of the Republic of Tajikistan 2021-2025 for the BTR1 and update this assessment for the NC5/BTR2.
4.1.3.2. Provide information on climate change research and systematic observation for the NC5/BTR2.
4.1.3.3. Compile information on education, training and public awareness on climate change related impacts and measures for the NC5/BTR2.
4.1.3.4. Draft the applicable chapter of the BTR1 and NC5/BTR2, respectively, submit draft chapters for validation and incorporate feedback, and finalize for inclusion in the respective reports.

Component 5.1. Compilation and submission of the BTR1 and NC5/BTR2 reports to the UNFCCC.

Outcome 5.1.: Tajikistan's BTR1 and NC5/BTR2 prepared in accordance with the methodological guidance contained in decisions 18/CMA.1 and 5/CMA.3 and submitted to the UNFCCC.

This component will encompass the overall compilation, review, validation, and publishing process. The project will utilize external peer review to assure quality, and it will work with the inter-ministerial technical working groups (TWGs) to review and validate the report chapters in Tajikistan in addition to broader validation workshops of the reports as a whole. The publication of the reports and their executive summaries in both official national languages (in addition to its publication in English) will increase accessibility of the report to in-country researchers, the media, and the public.

Output 5.1.1. Stand-alone BTR1 report and combined NC5/BTR2 report technically validated, endorsed, and submitted to the UNFCCC by December 2024 and December 2026, respectively.

Corresponding activities will include the following:

5.1.1.1. Compile the complete BTR1 report in English according to all applicable guidance by the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA).
5.1.1.2. Draft an executive summary for the BTR1 in English.
5.1.1.3. Translate the BTR1 report and executive summary into Tajik and Russian.
5.1.1.4. Circulate the draft BTR1 report for comments and incorporate feedback.
5.1.1.5. Organize a validation workshop or a series of validation workshops for the report.
5.1.1.6. Publish the finalized BTR1 for submission by the Government to the UNFCCC.
5.1.1.7. Compile the complete NC5/BTR2 report in English according to all applicable guidance by the Conference of the Parties (COP) and the CMA.
5.1.1.8. Draft an executive summary for the NC5/BTR2 in English.
5.1.1.9. Translate the NC5/BTR2 report and executive summary into Tajik and Russian.
5.1.1.10. Circulate the draft NC5/BTR2 report for comments and incorporate feedback.
5.1.1.11. Organize a validation workshop or a series of validation workshops for the report.
5.1.1.12. Publish the finalized NC5/BTR2 for submission by the Government to the UNFCCC.

Component 6. Monitoring and Evaluation

Outcome 6.1: Monitoring and evaluation activities conform to UNDP and GEF standards and inform project management and learning

This component will cover monitoring and evaluation activities related to the national reporting process. Monitoring activities will ensure that project progress towards outputs is proceeding as planned and will support information collected by the GEF on the status of national reporting. Evaluation in the form of End of Project Report will generate lessons learned that can be used by the government to inform the development of subsequent enabling activities and by other countries preparing national reports under the UNFCCC and the Paris Agreement.

Output 6.1.1 Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated.

Corresponding activities will include the following:

6.1.1.1 Inception workshop organized, and Inception Report compiled.
6.1.1.2 Project annual financial and progress reports and Annual Status Surveys prepared.
6.1.1.3 End of project report including lessons learned and recommendations for next BTR/NC work compiled.

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 updated 2023 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[3] and the GEF policy on public involvement[4].

Resources required to achieve the expected result: Key inputs to the project are those that support capacity for stakeholders to support compliance with the Paris Agreement and, ultimately, information for effective mainstreaming of climate considerations into policies and measures. They include:

- People: Project experts will be critical to the success of the project, as they will lead efforts to compile, analyze, and report on activity data and information. UNDP country office staff will also play an important role by monitoring project progress, and UNDP's regional and global team will support the project in a quality assurance/quality control capacity. Staff at the government implementing partner, Hydromet, will have a critical role in data collection and post-project sustainability by overseeing the day-to-day activities of the project and managing and archiving all reporting information to support post-project sustainability.
- Purchases: Hardware and software to support improved data collection, analysis, and reporting will be important in order to ensure that the project has the necessary tools to handle activity data and to comply with the MPGs of the Paris Agreement, particularly in areas such as the common reporting tables.
- Partnerships: In Tajikistan, other stakeholders will play a key role in activity data collection and analysis. These stakeholders are identified and described in Annex 8. Other climate transparency-related initiatives in Tajikistan, Central Asia more broadly, and globally, will also provide technical support and training resources to the project. They are described in the following section of partnerships.

Partnerships: The project will coordinate closely with several current initiatives to achieve its objective. The table below lists these initiatives, along with summary information and how the projects will work together.

[3] See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/
[4] See https://www.thegef.org/gef/policies_guidelines

Name of Initiative	Summary Information	Linkage with Project
Strengthening the Capacity of the Republic of Tajikistan to Comply with the Enhanced Transparency Framework under the Paris Agreement (CBIT Tajikistan)	GEF ID 10967 Implemented by FAO 2023-2026 USD 1.3 million	The CBIT project will be managed through a Project Management Unit (PMU) at Hydromet, which will allow for close coordination with the proposed Enabling Activity. The CBIT project is focusing on enhancing institutional and legal-regulatory arrangements for the ETF, while the EA project will improve data collection, analysis, and archiving that will form the substance of the ETF. The two projects will maintain constant communication.
Global Capacity Building Initiative for Transparency – Global Support Programme (CBIT-GSP)	GEF ID 10128 and 10088 Implemented by UNEP 2023-2028 USD 2 million / 6.6 million	The project will maintain a two-way flow of information 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.
"Enabling an Effective National Adaptation Plan (NAP) Process for Tajikistan"	GCF Readiness Proposal Implemented by UNDP 2021- USD $2.7 million	The projects will maintain a two-way exchange of information. The NAP project will be reported under the adaptation sections of both reports, and the project will analyze the NAP and assess progress towards adaptation commitments under the country's NDC.
"Institutional Development of the State Agency for Hydrometeorology of Tajikistan"	GCF project FP 075 Implemented by Asian Development Bank 2018-2024 USD $8.7 million	As the GCF project supports the improvement of climate data, the project will draw upon data for projections and information related to impacts and vulnerability and for loss and damage.
Monitoring the Medium-Term Development Program of Tajikistan for 2021-2025 (MDP 2021-2025) under the section "Environmental Protection, Climate Change"	Ministry of Economic Development and Trade	The project will provide analysis on progress of the MDP towards its gender-related climate indicators, and the Ministry will generate information that will be used under the National Circumstances and Support Needed and Received chapters.
NDC Implementation Plan, NDC update (2025)	NDC Secretariat	The project will exchange information and data with current and future NDC initiatives in order to assess progress, inform supporting policies and measures, and provide support to the updated NDCs that are to be submitted in 2025.
Regional Climate Transparency Hub	Initiative for Climate Action Transparency (ICAT) Implemented by the Central Asian Regional Environmental Center (CAREC)	The Hub initiative will provide targeted training and capacity strengthening on skills related to the ETF.

Risks and Assumptions: The following table describes potential risks and steps that will be taken to address them. The project has undergone the Social and Environmental Screening Procedure (SESP), which is provided in Annex 5, and while potential risks related to stakeholder exclusion and gender discrimination were identified as possibilities, their risk level was assessed as "low." Annex 6 (UNDP Risk Register) provides a full list of risks considered and a justification of environmental and social risk ratings.

Risk	Type of Risk	Level of Risk	Mitigation Measures
Lack of support: High level political support is essential to ensure an active involvement of the relevant government entities in data collection and reporting. Insufficient participation could hinder the production of robust, high-quality reports. Additionally, the lack of reliable and easily accessible data may complicate the analytical phase of the project and the compilation of national reports to the UNFCCC.	Political	Low	Existing governmental decrees and bodies such as the Inter-Agency Commission on Climate Change will ensure that the preparation of the reports will be a political priority. The government has vested interest in data and information that will assess the progress towards the country's NDCs. The project will be implemented using support to NIM approach and the Agency for Hydrometeorology (Hydromet), as the project Implementing Partner, will lead and coordinate not only collection of available data from relevant interagency bodies but also support the generation of new data/knowledge where necessary. The Committee for Environmental Protection, as the entity overseeing Hydromet, can provide support if difficulties arise.
Staff turnover: As this enabling activity includes targeted capacity building, there is a risk that staff turnover could result in the loss of capacity and skills acquired through the project, which would reduce skills transfer.	Organizational	Low	Capacity strengthening activities will involve a carefully selected group of relevant experts within each ministry and agency to ensure that capacity can be retained, and succession planning will be discussed as a part of training. Guidelines and methodologies will be produced in written format, and the MRV system and operating procedures will be documented extensively, which will also contribute to retaining institutional memory.
Stakeholder exclusion: This enabling activity may inadvertently exclude potentially affected stakeholders, in particular vulnerable groups, from fully participating in the assessments that will be carried out under the project.	Social and Environmental	Low	The project features an inclusive and gender-sensitive stakeholder engagement process from the beginning of the project design to the M&E phase, including activities such as collecting and analysing the existing gender statistics, up-to-date research on gender issues in the climate change-related areas, analysing gender dimensions of various human activity fields being affected by/or contributing to climate change and highlighting constraints, gaps and needs in these areas. The equal gender

Risk	Type of Risk	Level of Risk	Mitigation Measures
			participatory process in the co-design of baseline and mitigation scenarios and in the assessment of how vulnerable groups are affected by climate change will be ensured. The project will undertake efforts to continuously identify additional stakeholders on a routine basis, especially vulnerable groups.
Lack of sex-disaggregated data and information may affect gender sensitivity of BTR1 and NC5/BTR2	Social and Environmental	Low	In the project inception phase, the project team will use the gender action plan to focus on additional assistance in sourcing sex-disaggregated data and information per sectors where possible. The project team will receive training on gender equality and women's meaningful participation in the project.

Stakeholder engagement: A detailed stakeholder engagement plan is provided in Annex 8 (Stakeholder Engagement Plan). The preliminary stakeholder engagement plan envisages the following means of engagement:

- Inception workshop to discuss the conceptual framework and design for each report/area of work and to highlight any existing challenges to data acquisition and sharing, monitoring, assessment, and reporting;
- Stakeholder consultation workshops to involve stakeholders in the reporting process;
- Capacity building workshops on thematic areas of the ETF, BTRs and NC;
- Individual meetings of thematic working groups with sector representatives;
- Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions;
- Validation workshops to discuss results and validate accuracy of the analysis and assure quality of the results;
- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking.

The stakeholder engagement plan will be consolidated and implemented in conjunction with the Gender Action Plan (see Annex 9), thus ensuring that gender equality considerations are firmly integrated throughout project interactions with stakeholders.

South-South and Triangular Cooperation (SSC/TrC): To present opportunities for replication in other countries, the project will codify good practices and facilitate dissemination through global ongoing South-South and global platforms, such as the CBIT-GSP Climate Transparency Platform, the UN South-South Galaxy knowledge sharing platform, and PANORAMA.[5]

In addition, to bring the voice of Tajikistan to global and regional fora, the project will explore opportunities for meaningful participation in specific events where UNDP can support engagement with the global development discourse on transparency-related issues. The project will furthermore provide opportunities for regional cooperation with countries that are preparing BTRs as Developing Country Parties under the PA. The project will also utilize communications tools and user interfaces developed under the FAO-GEF CBIT project to make climate change-related data and information accessible for south-south learning among many different stakeholders. Progress

[5] https://panorama.solutions/en

against the NDC targets will also be assessed and shared with people in Tajikistan and with all other countries in the agreement.

Gender equality and Women's Empowerment:

This project is aligned with the UNDP Gender Equality Strategy 2022-2025[6] and the GEF Policy on Gender Equality[7]. The project includes measures to address gender gaps or promote gender equality and women's empowerment, and the project's results framework includes gender-responsive indicators.

Several outputs specifically target gender mainstreaming in climate change reporting, including Output 2.3., which includes activities to document improvements in reporting and on any other information relevant to reporting on the NDC under Article 4 of the Paris Agreement, Including reporting on gender considerations; Output 3.4., which will compile information on current and future vulnerability in Tajikistan in key sectors, including gender-differentiated impacts; and Output 4.3, which will assess and report on progress towards specific goals and indicators of gender aspects of climate change in the Mid-Term Development Program of the Republic of Tajikistan 2021-2025 for the BTR1 and update this assessment for the NC5/BTR2.

The project is also expected to contribute to gender equality in the area of improving women's participation and decision making. The project will encourage the active participation of women and men in decision-making processes throughout the project implementation cycle. Gender balance will be considered in project management structures and capacity building actions (e.g., trainings, workshops, stakeholder consultations).

The preparation of this project has included a gender assessment and gender action plan, which are provided in Annex 9. The Gender marker for this project is GEN2.

Knowledge: While the primary knowledge products of the project will be the NIRs under Output 1.2 and the BTR1 and NC5/BTR2 reports under Output 5.1, results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. Within the country, documentation produced under Output 1.2 related to the activity data, methodology, and data analysis, storage, archiving, and management for the National Inventory Report, will be critical to informing national policies related to climate change mitigation and to future reports.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyze and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely, including through the end of project report. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

Good knowledge management will also enable Tajikistan to contribute and be an active partner of the CBIT-GSP Climate Transparency Platform[8] (GEF IDs 10128 and 10088) by exchanging information with other countries as well as actively participating in CBIT-GSP workshops. Sharing lessons learned and experiences through the global platform will ensure that Tajikistan's reporting efforts are aligned with other national, regional and global transparency initiatives and contribute to general knowledge on mitigation and adaptation policies and measures and progress towards global goals.

Innovativeness, Sustainability and Potential for Scaling Up: Several aspects of the project cover these areas.

Innovativeness: The project is innovative in the way that it will support the preparation of a type of climate report which is new to all parties to the Paris Agreement. In addition, the approaches to be designed under this project, which will address lack of data in certain sectors and for certain sources, represent innovative methods that may be

[6] https://genderequalitystrategy.undp.org/https://genderequalitystrategy.undp.org/
[7] http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf
[8] http://climate-transparency-platform.org

highly relevant to other countries in the same global sub-region. Finally, the proposed activities under several components and the proposed gender action plan will mainstream gender into BTRs and NDC tracking.

Sustainability: The project will ensure sustainability in several ways. In the area of *institutional sustainability*, the project will build upon existing institutions and bodies, such as the inter-ministerial technical working groups (TWGs), to underpin QA/QC and validation at the national level. Second, extensive documentation and data archiving arrangements for data providers will allow these activities to continue even when there are staff changes at government agencies.

The preparation process of the previous National Communications and Biennial Update Reports to the Conference of the Parties of the UNFCCC, has contributed to the institutional strengthening of Hydromet. This project will additionally improve the sustainability of the preparation of future NCs/BTRs/NDCs/NAPs and will facilitate the reporting requirements to the UNFCCC. Active participation by all stakeholders in the assessment of mitigation and adaptation policies and measures will be facilitated to ensure ownership and sustainability.

Three months before the project's completion date, the project team will prepare an 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 replicability of the project's results.

Scaling Up: 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. Improved reporting on progress towards the country's NDC and updated reporting on support needed and received will both lay the groundwork for leveraging financing for climate change mitigation and adaptation from a variety of sources.

Digital Solutions: The project will work closely with the GEF-funded CBIT project to increase transparency and expand the quantity and quality of data and information available to decision-makers and the public. For example, the project will support the collection of activity data, climate information, and reporting on areas such as loss and damage, and support needed and received. The CBIT project will develop the institutional arrangements and hardware and software to share this information through a digital platform.

V. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The project has several aspects that support cost efficiency and effectiveness:

- *Project Management:* The Agency of Hydrometeorology of the Committee for Environmental Protection (Hydromet), which is currently implementing the GEF-funded CBIT project, will serve as the Implementing Partner. This will streamline the management of national transparency-related projects.
- *Capacity Strengthening:* The emphasis on capacity strengthening will provide Hydromet and other government and non-governmental entities with the skills necessary to maintain the Enhanced Transparency Framework in Tajikistan through utilizing domestic experts over the long term, which will reduce costs. The capacity assessment was conducted (see Annex 15 for reference), and the CO will ensure HACT assurance activities are regularly conducted in accordance with the Annual HACT assurance plan. Assurance activities include, but are not limited to: programmatic monitoring visits, financial spot checks and scheduled and special audits as required. The CO will further ensure relevant capacity building activities for the partner are conducted based on the results of the HACT assurance activities.
- *Indicative Budgeting:* The project conforms to GEF indicative costing for the production of the BTR1 and the combined NC5/BTR2.

Project Management

The project will be implemented in synergy with the projects related to climate change that are being implemented in Tajikistan, such as the Enabling Effective National Adaptation Plan Process in Tajikistan, the GCF Readiness project implemented by UNDP in close partnership with Hydromet, and the CBIT project implemented by FAO office in Tajikistan; and it will collaborate closely with the NDC Secretariat established within the premises of the National Designated Authority. The synchronization of efforts between initiatives is already accounted for the design of each component of the project and the project management team structures will be designed so that coordination is also ensured in the implementation stage as well.

The project will have two full-time staff, as National Personnel Service Agreement (NPSA) holders:

1. Project Manager
2. Project Administrative and Finance Associate

The project team will be placed within the premises of Hydromet, which will provide them with favorable work conditions, as part of their in-kind contribution to the financial part.

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.

The project will be subject to audit and other assurance activities, including regular programmatic monitoring visits and financial spot checks as per HACT (Harmonized Approach to Cash Transfer) requirements.

VI. PROJECT RESULTS FRAMEWORK

Contribution to the Sustainable Development Goals (SDGs): SDG 13 – Climate Action, SDG 17 – Partnerships for the Goals, SDG 11 - Sustainable cities and communities; SDG 5 – Gender equality						
Intended Outcome as stated in the UNSDCF/Country Programme Results and Resource Framework: Outcome 3: Integrated management of climate and environmental risk						
Applicable Output(s) from the UNDP Strategic Plan: Outcome 3: Resilience built to respond to systemic uncertainty and risk						
Project title and Quantum Project Number: Preparation of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of the Republic of Tajikistan under Article 13 of the Paris Agreement to the UNFCCC						
Objective and Outcome Indicators (no more than a total of 20 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 Tajikistan in the preparation and submission of its First Biennial Transparency Report and a combined Fifth National Communication Report and Second Biennial Transparency Report 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 for the transparency framework for action and support (MPGs)referred to in Article 13 of the Paris Agreement (Decision 18/CMA[9].1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3.					
	Mandatory Indicator 1: # direct project beneficiaries disaggregated by gender (individual people)	*Project reporting and lists of participants in training and outreach*	--	*By the mid-point of the project, 160 people (and of that, 64 women) will be direct project beneficiaries as defined by GEF-8 methodology*	*By the end of the project, 320 people (and of that, 128 women) will be direct project beneficiaries as defined by GEF-8 methodology*	*Tally of direct project beneficiaries as defined by GEF-8 methodology*	*Risk: Gender imbalance in stakeholders will result in lower-than-expected numbers of women beneficiaries.* *Assumption: The project team will implement the Gender Action Plan and will support women's active participation.*
Project component 1	National Greenhouse Gas Inventory (GHGI) and Supporting Documentation						
Project Outcome 1.1. National GHG inventory and supporting documentation compiled and updated for the period 1990-2022 as part of the first Biennial Transparency Report (BTR1)	*Indicator 2: Existence of an updated National Inventory Report (NIR) using common reporting tables (CRTs)*	*NIRs uploaded to UNFCCC website*	*An NIR was completed for the NC4 that covers the years 2004-2016*	*NIR for 1990-2022 using CRTs*	*NIR for 1990-2024 using CRTs*	*Document review and verification on UNFCCC website*	*Risk: Coordination issues may reduce the ability of the project team to collect the necessary activity data in all sectors.* *Assumption: The use of Technical Working groups will facilitate inter-agency coordination.*

[9] 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).

and for the period 1990-2024 as part of the combined Fifth National Communication and Second Biennial Transparency Report (NC5/BTR2)							
Outputs to achieve Outcome 1.1.	1.1.1 Information on GHG inventory and climate change within the national context updated, including sex-disaggregated data where applicable, a brief on national circumstances and institutional arrangements related to the inventory preparation, review, and improvement process including gender considerations. 1.1.2. The GHG inventory updated up to 2022 (BTR1) and 2024 (NC5/BTR2) for Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2006 Intergovernmental Panel on Climate Change (IPCC) guidelines, and its 2019 refinement to the extent possible, and trend analyses for the time series 1990-2022/1990-2024 performed.						
Project component 2	Progress made in implementing and achieving the NDC, including information on mitigation policies and measures.						
Outcome 2.1. Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement, including information on mitigation policies and measures, compiled and reported.	*Indicator 3: Conformity of NDC progress reporting with MPGs in common tabular format (CTF)*	*NC4 (2022)*	*The NC4 included a chapter on mitigation*	*BTR1 NDC chapter that tracks progress in CTF*	*NC5/BTR2 NDC chapter that tracks progress in CTF*	*Document review (verification of chapter in respective reports)*	*Risk: The project team may face difficulties in providing existing data in the new common tabular format.* *Assumption: The team will receive training on the new common tabular format.*
	Indicator 4: Level of gender mainstreaming in NDC progress reporting	*Revised NDC (2021)*	*Gender was not mainstreamed in NDC reporting*	*The BTR1 NDC progress chapter includes sex-disaggregated reporting and includes a gender analysis of the NDC*	*The NC5/BTR2 NDC progress chapter includes sex-disaggregated reporting and includes a gender analysis of the most recent NDC*	*Document review (verification of content in respective reports)*	*Risk: The team may encounter difficulties in collecting sex-disaggregated data for reporting.* *Assumption: The appointment of an Expert on Gender will ensure that sex-disaggregated data will be obtained from the State Statistical Commission.*
Outputs to achieve Outcome 2	2.1.1. Information provided to track the progress reached in the implementation and achievements of the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement, including reporting on gender considerations. 2.1.2. GHG emissions and removals projections scenarios developed for the period 1990-2050, including estimates of avoided emissions.						

	2.1.3. Description of the NDC and information on its effects as per Decision 18/CMA.1 provided, including information on the effects of mitigation policies and measures and sex-disaggregated data.						
Project component 3	Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement.						
Outcome 3.1. Information on climate change impacts and adaptation compiled consistent with reporting guidelines of the UNFCCC and the Paris Agreement.	*Indicator 5: Conformity with the requirements of an Adaptation Communication (ADCOM) under Article 7 of the PA*	*NC4 (2022)*	*Tajikistan has not filed an ADCOM yet;*	*The BTR1 chapter on adaptation meets the requirements for an ADCOM as specified by Article 7 of the PA.*	*The NC5/BTR2 chapter on adaptation meets the requirements for an ADCOM as specified by Article 7 of the PA.*	*Document review / expert judgment*	*Risk: The project team may face difficulties in providing data in areas new to country reporting (e.g. loss and damage).* *Assumption: The team will receive training on new areas, and the Expert on DRR will provide guidance on existing data.*
	Indicator 6: Extent of gender mainstreaming in adaptation reporting	*NC4 (2022)*	*Climate change impacts on women were noted in the "Other Information" chapter of the NC4 but not in the chapter addressing adaptation*	*The BTR1 chapter on adaptation provides gender-differentiated information on vulnerability of all key sectors identified in the chapter.*	*The NC5/BTR2 chapter on adaptation provides gender-differentiated information on vulnerability of all key sectors identified in the chapter.*	*Document review (verification of content in respective reports)*	*Risks: Low data availability in some sectors may make it difficult to compile gender-differentiated information.* *Assumption: The appointment of an Expert on Gender will ensure that conceptual linkages are established and that all available data are identified.*
Outputs to achieve Outcome 3.1	3.1.1. National circumstances related to adaptation as per the MPGs and guidelines for Adaptation Communications summarized under the BTR1 and NC5/BTR2, including sex-disaggregated data. 3.1.2. Information related to averting, minimizing, and addressing loss and damage associated with climate change impacts in Tajikistan collected, including gender-differentiated impacts. 3.1.3. Climate scenarios modeled and analyzed for Tajikistan up to 2100. 3.1.4. Impacts of climate change, at the national and regional level; current and future vulnerability in Tajikistan assessed in key sectors, including gender-differentiated impacts.						
Project component 4	Support needed and received and other information.						
Outcome 4.1. Information on financial, technology development and transfer and capacity-	*Indicator 7: Conformity of reporting on support needed and received with MPGs of the Paris Agreement*	*BUR1 (2019)*	*The BUR contained information on support needed and received as of 2019.*	*Support needed and received chapter with updated information through 2022 in*	*Support needed and received chapter with updated information through 2024 in CTF included in NC5/BTR2.*	*Document review (verification of content in respective reports)*	*Risks: The fact that different government institutions oversee climate-related finance could result in inadvertently overlooking some funding.*

building support needed and received compiled and updated, including other relevant information and supplemental NC chapters.				*CTF included in BTR1*			*Assumptions: The Technical Working Groups will facilitate access to ministries that tabulate support needed and received.*
	Indicator 8: Presence of additional chapters required for reporting through National Communications under the UNFCCC	*NC4 (2022)*	*The NC4 contained "National Circumstances" and "Other Information" chapters as specified by the Subsidiary Body on Implementation (SBI) of the Conference of the Parties with information as of 2022.*	--	*NC5/BTR2 contains additional chapters required for reporting through National Communications under the UNFCCC under SBI guidelines for non-Annex I countries submitting combined NC/BTR reports.*	*Document review (verification of content in respective reports)*	*Risks: It may not be possible to obtain the most up-to-date information on national circumstances.* *Assumption: Cooperation with the State Statistical Commission will ensure that the most current data are available for reporting.*
Outputs to achieve Outcome 4.1.	4.1.1. Detailed description provided of the national circumstances and institutional arrangements in place to track and report on support needed and received, including sex-disaggregated data. 4.1.2. Information on support needed and received for financing, technology development and transfer and capacity building compiled and reported, including sex-disaggregated data. 4.1.3. Other relevant information (e.g. gender) including supplemental NC chapters (research and systemic observation; education, training, and public awareness) are compiled and updated.						
Project component 5	Compilation and submission of the BTR1 and NC5/BTR2 reports to the UNFCCC.						
Outcome 5.1. Tajikistan's BTR1 and combined NC5/BTR2 prepared in accordance with the methodological guidance contained in decisions 18/CMA.1 and 5/CMA.3 and	*Indicator 9: Submission to and acceptance by UNFCCC of the mandatory country reports*	*BUR1 (2019)* *NC4 (2022)*	*Most recent reports submitted to the UNFCCC include the BUR1 (2019) and the NC4 (2022) with information current as of 2018 and 2022, respectively*	*BTR1 submission acknowledged by the UNFCCC Secretariat*	*NC5/BTR2 submission acknowledged by the UNFCCC Secretariat*	*Document review and verification on UNFCCC website*	*Risks: The project may experience delays due to the government endorsement process that could delay submission to the UNFCCC.* *Assumptions: High-level political will can provide an incentive to meet the UNFCCC and Paris Agreement submission deadlines.*
	Indicator 10: Level of stakeholder engagement in review and validation of	*NC4 (2022)*	*Stakeholders have contributed to*	*High level of stakeholder involvement in the*	*High level of stakeholder involvement in the NC5/BTR2 review*	*Verification of participation lists from validation workshops;*	*Risks: Some stakeholders may not participate*

submitted to the UNFCCC.	*reports, including participation by women*		*previous national reports*	*BTR1 review and validation process (i.e. 90% of stakeholders in engagement plan consulted prior to submission).*	*and validation process (i.e. 90% of stakeholders in engagement plan consulted prior to submission).*	*review of project correspondence*	*actively in the review and validation process.* *Assumptions: The project team will use multiple channels for stakeholder engagement (technical working groups, validation workshops, and direct outreach).*
Outputs to achieve Outcome 5.1.	5.1.1. Stand-alone BTR1 report and combined NC5/BTR2 report technically validated, endorsed, and submitted to the UNFCCC by December 2024 and December 2026, respectively.						
Project component 6	Monitoring and Evaluation (M&E)						
Outcome 6.1. Monitoring and evaluation activities conform to UNDP and GEF standards and inform project management and learning	*Indicator 11: Conformity of M&E procedures with UNDP good practice*	--	--	*An inception workshop has been conducted within three months of project inception that includes project board representatives.*	*An End-of-Project Report has been compiled that includes lessons learned.*	*Review of inception report and end of project report*	*Risks: Project team may lack capacity to conduct monitoring and evaluation activities.* *Assumptions: Annual survey exercises and support from UNDP at the CO and regional level will ensure guidance and timely completion of activities.*
Outputs to achieve Outcome 6.1.	6.1.1. Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated.						
Additional Indicators from Gender Action Plan	*Indicator 12: Presence of information in the GHG inventory chapter on sex-disaggregated data and/or gender issues and/or areas for improvement*	*Country reports*	--	*Sex-disaggregated data, gender issues, and/or areas for improvement are reported in the GHG inventory chapter of the BTR1*	*Sex-disaggregated data, gender issues, and/or areas for improvement are reported in the GHG inventory chapter of the NC5/BTR2*	*Review of GHG chapter in national reports.*	*Risk: The team may encounter difficulties in collecting sex-disaggregated data for reporting.* *Assumption: The appointment of an Expert on Gender will ensure that sex-disaggregated data will be obtained from the State Statistical Commission.*

	Indicator 13: Extent of gender mainstreaming in project implementation	*Project documentation, annual reports, country reports*	--	*Sex-disaggregated findings, including quantitative and qualitative data, are documented in at least one report related to the project approach and activities in documentation regarding the BTR1.*	*Sex-disaggregated findings, including quantitative and qualitative data, are documented in at least one report related to the project approach and activities in documentation regarding the NC5/BTR2.*	*Review of project reports and annual EA survey data.*	*Risk: The team may encounter difficulties in collecting sex-disaggregated data for reporting.* *Assumption: The appointment of an Expert on Gender will ensure that sex-disaggregated data will be obtained from the State Statistical Commission.*
	Indicator 14: Extent to which progress on gender and climate is tracked in national strategy documents	*Project documentation, annual reports, country reports.*	--	*The "Other Relevant Information" section of the BTR1 tracks progress on the gender and climate indicators presented in the national Mid-Term Development Program*	*The "Other Relevant Information" section of the NC5/BTR2 tracks progress on the gender and climate indicators presented in the national Mid-Term Development Program*	*Review of "Other Relevant Information" chapter in national reports.*	*Risks: Low data availability in some sectors may make it difficult to compile gender-differentiated information.* *Assumption: The appointment of an Expert on Gender will ensure that conceptual linkages are established and that all available data are identified.*
	Indicator 15: Extent of mainstreaming gender expertise into technical analysis in national reporting	*Project documentation, attendance and registration lists*	--	*The technical working groups (TWG) for the BTR1 include the participation of social and gender analysis specialists.*	*The technical working groups (TWG) for the NC5/BTR2 include the participation of social and gender analysis specialists.*	*Review of participant lists in TWG meetings*	*Risk: Given the limited number of social and gender analysis specialists in Tajikistan, it may be difficult to ensure their participation.* *Assumption: The project team will actively recruit from project stakeholders.*

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 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[10]. 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. Sex-disaggregated data and gender considerations will be an integral part of the project`s M&E plan and reporting.

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 strategy; knowledge management strategy, 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 Hub Regional Technical Adviser, and will be approved by the Project Steering Committee.

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.

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

Final/End of Project Report:[11] 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 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.

[11] Per the POPP, the TE, PIR and MTR are not subject to EA projects (EA 1 Step). Instead of the TE exercise, the project will submit Final/End of Project Report. Reference to: "UNDP Annotated Project Document for Projects Financed by the Various GEF Trust Funds", pages 25-26, https://popp.undp.org/document/undp-annotated-project-document-projects-financed-various-gef-trust-funds

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 Tajikistan in the preparation and submission of its First Biennial Transparency Report and a combined Second Biennial Transparency and Fifth National Communication Report for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change*	***Indicator 1*** *# Direct project beneficiaries disaggregated by gender (individual people)*	*By the mid-point of the project, 160 people (and of that, 64 women) will be direct project beneficiaries as defined by GEF-8 methodology* *By the end of the project, 320 people (and of that, 128 women) will be direct project beneficiaries as defined by GEF-8 methodology*	*This is a quantitative GEF core indicator. Targets are derived by using expert judgment based on previous and similar projects; and values were estimated by using GEF-8 core indicator methodology.*[12]	*Annually and at project mid-term and at closure*	*Project Manager will appoint project staff or consultant* *QA by UNDP CO*	*Project reporting and lists of participants in training and outreach*

[12] Available at https://www.thegef.org/documents/gef-8-core-indicators-worksheet (accessed 18 August 2023).

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	(UNFCCC) and the Paris Agreement (PA)						
	Project Outcome 1.1 *National GHG inventory and supporting documentation compiled and updated for the period 1990-2022 as part of the first Biennial Transparency Report (BTR1) and for the period 1990-2024 as part of the combined Fifth National Communication and Second Biennial Transparency Report (NC5/BTR2)*	***Indicator 2*** *Existence of an updated National Inventory Report (NIR) using common reporting tables (CRTs)*	*NIR for 1990-2022 using CRTs by December 2024* *NIR for 1990-2024 using CRTs by December 2026*	*This is a (yes/no) binary measure based on GEF indicative components for CC EA projects.*	*Annually and at project mid-term and at closure*	*Project manager*	*Published reports.*
	Project Outcome 2.1 *Information necessary to*	***Indicator 3*** *Conformity of NDC progress reporting with MPGs in common tabular format (CTF)*	*BTR1 NDC chapter that tracks progress in common tabular format (CTF)*	*This measure involves cross-checking the chapter against the prescribed*	*Annually and at project mid-term and at closure*	*Project manager; external review for QA*	*NDC progress chapter, and internal and external review*

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement, including information on mitigation policies and measures, compiled and reported.		*NC5/BTR2 NDC chapter that tracks progress in CTF*	*format from the CMA.*			
		***Indicator 4** Level of gender mainstreaming in NDC progress reporting*	*The BTR1 NDC progress chapter includes sex-disaggregated reporting and includes a gender analysis of the NDC* *The NC5/BTR2 NDC progress chapter includes sex-disaggregated reporting and includes a gender analysis of the most recent NDC*	*This binary indicator (includes / does not include) relies on text review to assess the presence of gender reporting*	*Annually and at project mid-term and at closure*	*Project manager; UNDP CO for QA*	*Internal and external document review*
	***Project Outcome 3.1** Information on climate change impacts and adaptation compiled consistent with reporting guidelines of*	***Indicator 5** Conformity with the requirements of an Adaptation Communication (ADCOM) under Article 7 of the PA*	*The BTR1 chapter on adaptation meets the requirements for an ADCOM as specified by Article 7 of the PA.*	*This binary measure (conforms / does not conform) involves cross-checking the chapter against the prescribed format from the CMA.*	*Annually and at project mid-term and at closure*	*Project manager; external review for QA*	*Document review and external review*

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	the UNFCCC and the Paris Agreement.		*The NC5/BTR2 chapter on adaptation meets the requirements for an ADCOM as specified by Article 7 of the PA.*				
		***Indicator 6** Extent of gender mainstreaming in adaptation reporting*	*The BTR1 chapter on adaptation provides gender-differentiated information on vulnerability all key sectors identified in the chapter.* *The NC5/BTR2 chapter on adaptation provides gender-differentiated information on vulnerability all key sectors identified in the chapter.*	*This binary indicator (provides / does not provide) relies on text review to assess the presence of gender reporting*	*Annually and at project mid-term and at closure*	*Project manager; UNDP CO for QA*	*Internal and external document review*
	***Project Outcome 4.1** Information on financial, technology development*	***Indicator 7** Conformity of reporting on support needed and received with MPGs of the Paris Agreement*	*Support needed and received chapter with updated information through 2022 in*	*This binary measure (included/not included) involves cross-checking the*	*Annually and at project mid-term and at closure*	*Project manager; external review for QA*	*Document review and external review*

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	and transfer and capacity-building support needed and received compiled and updated, including other relevant information and supplemental NC chapters.		*CTF included in BTR1* *Support needed and received chapter with updated information through 2024 in CTF included in NC5/BTR2*	*chapter against the prescribed format from the CMA.*			
		Indicator 8 *Presence of additional chapters required for reporting through National Communications under the UNFCCC*	*[By the end of the project] NC5/BTR2 contains additional chapters required for reporting through National Communications under the UNFCCC under SBI guidelines for non-Annex I countries submitting combined NC/BTR reports.*		*Annually and at project closure*	*Project manager; UNDP CO for QA*	*Document review and external review*
	Project Outcome 5.1 *Tajikistan's BTR1 and combined NC5/BTR2 prepared in*	***Indicator 9*** *Submission to and acceptance by the UNFCCC of the mandatory country reports*	*BTR1 submission acknowledged by the UNFCCC Secretariat*	*These targets are a binary (acknowledged / not acknowledged) means of verifying the*	*Annually and at project mid-term and at closure*	*UNDP CO*	*UNFCCC registry*

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	accordance with the methodological guidance contained in decisions 18/CMA.1 and 5/CMA.3 and submitted to the UNFCCC.		*NC5/BTR2 submission acknowledged by the UNFCCC Secretariat*	*submission of the reports that are the key project deliverables.*			
		***Indicator 10** Level of stakeholder engagement in review and validation of reports, including participation by women*	*High level of stakeholder involvement in the BTR1 review and validation process (i.e. 90% of stakeholders in engagement plan consulted prior to submission).* *High level of stakeholder involvement in the NC5/BTR2 review and validation process (i.e. 90% of stakeholders in engagement plan consulted prior to submission).*	*This is a quantitative measure of stakeholder participation that can be cross-checked against the project document.*	*Annually and at project mid-term and closure*	*Project manager; UNDP CO for QA*	*Project documentation and participation lists*
	***Project Outcome 6.1** Monitoring and evaluation activities conform to UNDP and GEF*	***Indicator 11:** Conformity of M&E procedures with UNDP good practice*	*An inception workshop has been conducted within three months of project inception that includes project*	*These targets are a binary (conducted/not conducted; compiled/not compiled) means of verifying two*	*Annually and at project mid-point and completion*	*Project manager; UNDP CO for QA*	*Inception workshop report; end of project report (document review)*

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	standards and inform project management and learning		*board representatives.* *An end of project report has been compiled that includes lessons learned.*	*milestone activities that are key M&E deliverables*			
	Gender Action Plan Results	***Indicator 12** Presence of information in the GHG inventory chapter on sex-disaggregated data and/or gender issues and/or areas for improvement*	*Sex-disaggregated data, gender issues, and/or areas for improvement are reported in the GHG inventory chapter of the BTR1* *Sex-disaggregated data, gender issues, and/or areas for improvement are reported in the GHG inventory chapter of the NC5/BTR2*	*This binary indicator (reported/not reported) relies on text review to assess the presence of gender reporting*	*At project mid-term and at closure*	*Project manager and UNDP CO for QA*	*BTR1 and NC5/BTR2*
		***Indicator 13** Extent of gender mainstreaming in project implementation*	*Sex-disaggregated findings, including quantitative and*	*This quantitative indicator relies on document review to assess the appearance*	*Annually, at project mid-term and at closure*	*Project manager UNDP CO and UNDP IRH for QA*	*Project documentation, annual reports, country reports, interviews*

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
			qualitative data, are documented in at least one report related to the project approach and activities in documentation regarding the BTR1. *Sex-disaggregated findings, including quantitative and qualitative data, are documented in at least one report related to the project approach and activities in documentation regarding the NC5/BTR2.*	*of findings related to gender in project reporting, such as annual reporting to the GEF or other product knowledge products (not to be confused with the reporting to the UNFCCC)*			
		***Indicator 14** Extent to which progress on gender and climate is tracked in national strategy documents*	*The "Other Relevant Information" section of the BTR1 tracks progress on the gender and climate indicators*	*This binary measure (tracks / does not track) will rely on text review.*	*At project mid-term and at closure*	*Project manager and UNDP CO for QA*	*Project documentation, annual reports and GEF survey; BTR1 and NC5/BTR2*

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
			presented in the national Mid-Term Development Program *The "Other Relevant Information" section of the NC5/BTR2 tracks progress on the gender and climate indicators presented in the national Mid-Term Development Program*				
		***Indicator 15** Extent of mainstreaming gender expertise into technical analysis in national reporting*	*The technical working groups (TWG) for the BTR1 include the participation of at least one social and gender analysis specialist.* *The scope of work and terms of reference of the technical working groups*	*This binary measure (absent / present) will rely on the review of membership / participation lists.*	*At project inception, annually, at project closure*	*Project manager and UNDP CO for QA*	*Project documentation, including terms of reference*

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
			(TWG) for the NC5/BTR2 require the participation of social and gender analysis specialists.				

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 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 gender action plan	Ongoing	Implementation of the action plan will be monitored and addressed by project management.	
Learning and Learning Missions	As needed	Relevant lessons are captured by the project team and used to inform management decisions.	
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.	
Supervision Missions	Annually	Supervision missions / visits will focus on monitoring project progress towards outcomes, while also facilitating adaptive	

Monitoring Activity			
	Frequency/Timeframe	**Expected Action**	**Partners (if joint)**
		management, supporting capacity building, enhancing stakeholder engagement, and capturing lessons learned to inform current and future project activities.	
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)	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.	

Monitoring and Evaluation Budget for project execution:	
GEF M&E requirements to be undertaken by Project Management Unit (PMU)	**Indicative costs (US$)**
Inception Workshop	**$5,000**
Inception Report	None
Monitoring of indicators in project results framework	**$7,200**
Supervision Missions	None
Monitoring of gender action plan	None
End of Project report	None
TOTAL indicative COST	**$12,200**

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 Agency of Hydrometeorology (Hydromet).

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, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
- Procurement of goods and services, including human resources.
- Financial management, including overseeing financial expenditures against project budgets.
- 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.

Responsible Parties: N/A

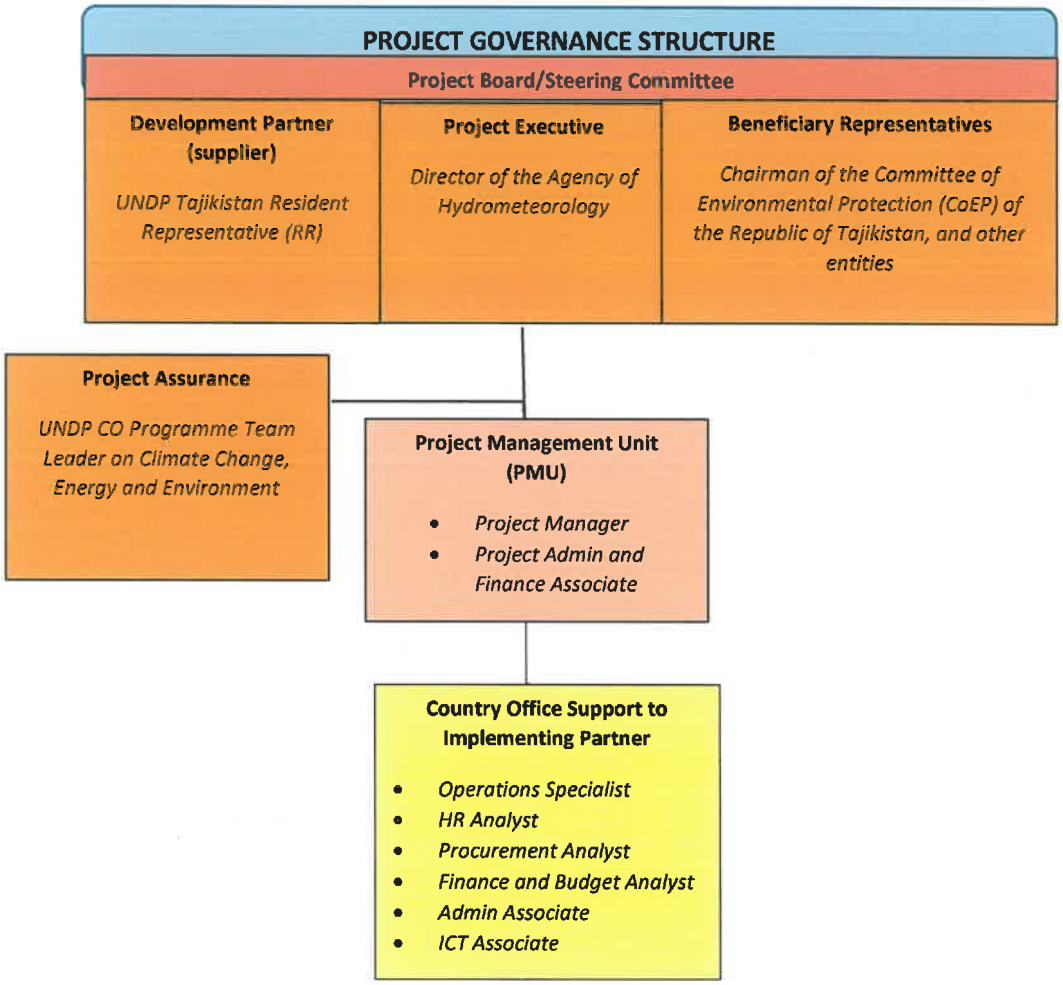
Project stakeholders and target groups: The stakeholder engagement plan for the project is described in Annex 8.

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

CO SUPPORT TO NATIONAL IMPLEMENTATION (CO SUPPORT TO NIM)



First line of defense:

UNDP oversight of project support to IP cannot be UNDP staff providing project assurance or providing programmatic oversight support to the RR.

Second line of defense:

Regional Bureau (RBEC) oversees RR and Country Office compliance at portfolio level.

BPPS/Climate RTA oversees technical quality assurance and GEF compliance, BPPS/Climate PTA oversees RTA function.

UNDP GEF Executive Coordinator and Regional Bureau Deputy Director can revoke DOA/cancel/suspend project or provide enhanced oversight.

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 will attend 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 **USD$ 13,995** 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 (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 the UNDP Resident Representative and the UNDP Programme Team Leader supported by the UNDP Programme Analyst on Climate Change, Energy and Environment. UNDP's execution role in the project (as requested by the implementing partner and approved by the GEF) is performed by the Operations staff of the CO including Operations Specialist (P3), HR Analyst (NOA), Finance and Budget Analyst (NOB), Procurement Analyst (NOA), Admin Associate (GS7) and ICT Associate (GS7)

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 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: ***Abdullo Qurbonzoda, Director of the Agency of Hydrometeorology***
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: ***Bahodur Sheralizoda, Chairman of the Committee of Environmental Protection (CoEP) under the Government of the Republic of Tajikistan***
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/are: ***UNDP Resident Representative***

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 required documentation required to perform their duties. The UNDP representative playing the main project assurance function is/are: **Team Leader and Programme Analyst on Climate Change, Energy and Environment.** Timely implementation of HACT assurance activities will be ensured by the CO HACT Focal Points (Operations Specialist and Programme Management Analyst). Annual HACT assurance activities will encompass programmatic monitoring visits, scheduled and special audits and financial spot checks depending on the amount of expenditures incurred per year.

c) **Project Management – Execution of the Project:** 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 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 to be recruited by UNDP.

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.

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[13]. The transfer should be done before Project Management Unit complete their 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 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 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.

[13] See https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default.

X. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Quantum Business Unit:	UNDP-TJK		
Quantum Project ID:	01002226	Quantum Project Title:	PIMS – 9480: Preparation of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of the Republic of Tajikistan under Article 13 of the Paris Agreement to the UNFCCC
Quantum Award ID:	1245639	Quantum Award Title:	PIMS-9480: Preparation of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of the Republic of Tajikistan under Article 13 of the Paris Agreement to the UNFCCC
UNDP-GEF PIMS No.	9480		
Implementing Partner	Agency of Hydrometeorology (Hydromet)		

Quantum Outcome (GEF Component)	Quantum Output (GEF Outcome)	Quantum Activity (GEF Output)	Quantum Responsible Party (UNDP, IP, or Responsible Party)	Quantum Fund ID	Quantum Donor ID	Quantum Budgetary Account Code	Quantum Budget Account Description	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Total (USD)	See Budget Note: (reference as number, not as letter)
Component 1 National Greenhouse Gas (GHG) Inventory and Supporting Documentation.	Outcome 1.1 National GHG inventory and supporting documentation compiled and updated for the period 1990-2022 as part of the first Biennial Transparency Report (BTR1) and for the period 1990-2024 as part of the combined Fifth National Communication and Second Biennial Transparency Report (NC5/BTR2)	Output 1.1.1 Information on GHG inventory and climate change within the national context updated, including sex-disaggregated data where applicable, a brief on national circumstances and institutional arrangements related to the inventory preparation, review, and improvement process including gender considerations.	UNDP	62000	010003	71200	International Consultants	1,300.00	1,300.00	1,300.00	1,300.00	5,200.00	1
			UNDP	62000	010003	71400	Contractual Services - Individual	5,025.50	5,025.50	5,025.50	5,025.50	20,102.00	2
			UNDP	62000	010003	71600	Travel	0.00	25,000.00	25,000.00	0.00	50,000.00	3
			UNDP	62000	010003	72400	Communic & Audio Visual Equip	7,000.00	0.00	0.00	0.00	7,000.00	4
			Sub-Total UNDP 1.1.1.					**13,325.50**	**31,325.50**	**31,325.50**	**6,325.50**	**82,302.00**	
			Agency for Hydrometeorology under the Committee for Environmental Protection (Hydromet)	62000	010003	71300	Local Consultants	8,000.00	9,300.00	9,350.00	8,000.00	34,650.00	5
			Hydromet	62000	010003	72400	Communic & Audio Visual Equip	1,972.00	2,000.00	2,000.00	1,972.00	7,944.00	6
			Hydromet	62000	010003	74200	Audio Visual&Print Prod Costs	2,000.00	3,000.00	3,000.00	2,000.00	10,000.00	7
			Hydromet	62000	010003	75700	Training, Workshops and Confer	6,000.00	8,000.00	8,000.00	6,000.00	28,000.00	8
			Sub-Total Hydromet 1.1.1.					**17,972.00**	**22,300.00**	**22,350.00**	**17,972.00**	**80,594.00**	
		Total Output 1.1.1						**31,297.50**	**53,625.50**	**53,675.50**	**24,297.50**	**162,896.00**	
		Output 1.1.2 The GHG inventory updated up to 2022 (BTR1) and 2024 (NC5/BTR2) for Energy, Industrial	UNDP	62000	010003	71200	International Consultants	39,000.00	51,000.00	51,000.00	26,050.00	167,050.00	9

		Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2006 Intergovernmental Panel on Climate Change (IPCC) guidelines, and its 2019 refinement to the extent possible, and trend analyses for the time series 1990-2022/1990-2024 performed.	UNDP	62000	010003	71400	Contractual Services - Individual	4,938.00	4,938.00	4,938.00	4,939.00	19,753.00	2
			Sub-Total UNDP 1.1.2.					**43,938.00**	**55,938.00**	**55,938.00**	**30,989.00**	**186,803.00**	
			Hydromet	62000	010003	71300	Local Consultants	20,790.00	20,790.00	20,790.00	20,790.00	83,160.00	10
			Hydromet	62000	010003	71600	Travel	2,000.00	2,300.00	2,340.00	2,000.00	8,640.00	11
			Hydromet	62000	010003	72300	Materials & Goods	2,480.00	4,000.00	4,000.00	2,480.00	12,960.00	12
			Hydromet	62000	010003	74200	Audio Visual&Print Prod Costs	3,700.00	4,700.00	4,556.00	3,970.00	16,926.00	13
			Hydromet	62000	010003	75700	Training, Workshops and Confer	8,000.00	9,000.00	9,000.00	8,000.00	34,000.00	14
			Sub-Total Hydromet 1.1.2.					**36,970.00**	**40,790.00**	**40,686.00**	**37,240.00**	**155,686.00**	
		Total Output 1.1.2						**80,908.00**	**96,728.00**	**96,624.00**	**68,229.00**	**342,489.00**	
Total Component 1								**112,205.50**	**150,353.50**	**150,299.50**	**92,526.50**	**505,385.00**	
Component 2 Progress made in implementing and achieving the NDC, including information on mitigation policies and measures.	Outcome 2.1 Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement, including information on mitigation policies and measures, compiled and reported.	Output 2.1.1 Information provided to track the progress reached in the implementation and achievements of the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement, including reporting on gender considerations.	Hydromet	62000	010003	71300	Local Consultants	10,000.00	12,000.00	12,000.00	10,000.00	44,000.00	15
			Hydromet	62000	010003	71600	Travel	2,000.00	2,320.00	2,320.00	2,000.00	8,640.00	16
			Sub-Total Hydromet 2.1.1.					**12,000.00**	**14,320.00**	**14,320.00**	**12,000.00**	**52,640.00**	
			UNDP	62000	010003	71400	Contractual Services - Individual	9,963.00	9,964.00	9,963.00	9,964.00	39,854.00	2
			Sub-Total UNDP 2.1.1.					**9,963.00**	**9,964.00**	**9,963.00**	**9,964.00**	**39,854.00**	
		Total Output 2.1.1						**21,963.00**	**24,284.00**	**24,283.00**	**21,964.00**	**92,494.00**	
		Output 2.1.2 GHG emissions and removals projections scenarios developed for the period 1990-2050, including estimates of avoided emissions	UNDP	62000	010003	71200	International Consultants	0.00	19,000.00	20,000.00	0.00	39,000.00	17
			Sub-Total UNDP 2.1.2.					**0.00**	**19,000.00**	**20,000.00**	**0.00**	**39,000.00**	
			Hydromet	62000	010003	74200	Audio Visual&Print Prod Costs	2,000.00	2,000.00	2,000.00	0.00	6,000.00	18
			Hydromet	62000	010003	75700	Training, Workshops and Confer	5,000.00	7,000.00	7,000.00	0.00	19,000.00	19
			Sub-Total Hydromet 2.1.2.					**7,000.00**	**9,000.00**	**9,000.00**	**0.00**	**25,000.00**	
		Total Output 2.1.2						**7,000.00**	**28,000.00**	**29,000.00**	**0.00**	**64,000.00**	
		Output 2.1.3 Description of the NDC and information on its effects as per Decision 18/CMA.1 provided, including information on the effects of	Hydromet	62000	010003	71300	Local Consultants	10,000.00	12,000.00	13,000.00	11,200.00	46,200.00	20
			Hydromet	62000	010003	71600	Travel	1,900.00	1,900.00	1,940.00	1,940.00	7,680.00	21
			Hydromet	62000	010003	74200	Audio Visual&Print Prod Costs	1,600.00	2,200.00	2,200.00	1,600.00	7,600.00	22
			Hydromet	62000	010003	75700	Training, Workshops and Confer	3,445.00	5,700.00	5,700.00	3,445.00	18,290.00	23
			Sub-Total Hydromet 2.1.3.					**16,945.00**	**21,800.00**	**22,840.00**	**18,185.00**	**79,770.00**	

		mitigation policies and measures and sex-disaggregated data											
		Total Output 2.1.3						**16,945.00**	**21,800.00**	**22,840.00**	**18,185.00**	**79,770.00**	
Total Component 2								**45,908.00**	**74,084.00**	**76,123.00**	**40,149.00**	**236,264.00**	
Component 3: Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement.	Outcome 3.1 Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement, including information on mitigation policies and measures, compiled and reported.	Output 3.1.1 National circumstances related to adaptation as per the MPGs and guidelines for Adaptation Communications summarized under the BTR1 and NC5/BTR2, including sex-disaggregated data.	UNDP	62000	010003	71200	International Consultants	0.00	10,000.00	12,750.00	0.00	22,750.00	24
			UNDP	62000	010003	71400	Contractual Services - Individual	9,963.00	9,964.00	9,963.00	9,964.00	39,854.00	2
			Sub-Total UNDP 3.1.1.					**9,963.00**	**19,964.00**	**22,713.00**	**9,964.00**	**62,604.00**	
			Hydromet	62000	010003	71300	Local Consultants	4,000.00	5,000.00	5,000.00	2,500.00	16,500.00	25
			Hydromet	62000	010003	74200	Audio Visual&Print Prod Costs	2,500.00	3,000.00	3,000.00	1,500.00	10,000.00	26
			Sub-Total Hydromet 3.1.1.					**6,500.00**	**8,000.00**	**8,000.00**	**4,000.00**	**26,500.00**	
		Total Output 3.1.1						**16,463.00**	**27,964.00**	**30,713.00**	**13,964.00**	**89,104.00**	
		Output 3.1.2. Information related to averting, minimizing, and addressing loss and damage associated with climate change impacts in Tajikistan collected, including gender-differentiated impacts.	UNDP	62000	010003	71200	International Consultants	0.00	10,000.00	12,750.00	0.00	22,750.00	27
			Sub-Total UNDP 3.1.2.					**0.00**	**10,000.00**	**12,750.00**	**0.00**	**22,750.00**	
			Hydromet	62000	010003	71300	Local Consultants	4,200.00	4,380.00	4,380.00	4,200.00	17,160.00	28
			Hydromet	62000	010003	75700	Training, Workshops and Confer	3,800.00	5,700.00	5,700.00	3,800.00	19,000.00	29
			Sub-Total Hydromet 3.1.2.					**8,000.00**	**10,080.00**	**10,080.00**	**8,000.00**	**36,160.00**	
		Total Output 3.1.2						**8,000.00**	**20,080.00**	**22,830.00**	**8,000.00**	**58,910.00**	
		Output 3.1.3. Climate scenarios modeled and analyzed for Tajikistan up to 2100..	UNDP	62000	010003	71200	International Consultants	0.00	10,000.00	12,750.00	0.00	22,750.00	30
			Sub-Total UNDP 3.1.3.					**0.00**	**10,000.00**	**12,750.00**	**0.00**	**22,750.00**	
			Hydromet	62000	010003	71300	Local Consultants	4,000.00	5,000.00	5,000.00	2,500.00	16,500.00	31
			Sub-Total Hydromet 3.1.3.					**4,000.00**	**5,000.00**	**5,000.00**	**2,500.00**	**16,500.00**	
		Total Output 3.1.3.						**4,000.00**	**15,000.00**	**17,750.00**	**2,500.00**	**39,250.00**	
		Output 3.1.4. Impacts of climate change, at the national and regional level; current and future vulnerability in Tajikistan assessed in key sectors, including gender-differentiated impacts.	Hydromet	62000	010003	71600	Travel	2,000.00	2,320.00	2,320.00	2,000.00	8,640.00	32
			Sub-Total Hydromet 3.1.4.					**2,000.00**	**2,320.00**	**2,320.00**	**2,000.00**	**8,640.00**	
		Total Output 3.1.4						**2,000.00**	**2,320.00**	**2,320.00**	**2,000.00**	**8,640.00**	

Total Component 3								**30,463.00**	**65,364.00**	**73,613.00**	**26,464.00**	**195,904.00**	
Component 4: Support needed and received and other information.	Outcome 4.1 Information on financial, technology development and transfer and capacity-building support needed and received compiled and updated, including other relevant information and supplemental NC chapters.	Output 4.1.1 Detailed description provided of the national circumstances and institutional arrangements in place to track and report on support needed and received, including sex-disaggregated data.	Hydromet	62000	010003	71300	Local Consultants	3,000.00	3,000.00	3,000.00	2,000.00	11,000.00	33
			Hydromet	62000	010003	74200	Audio Visual&Print Prod Costs	2,800.00	3,000.00	3,000.00	3,000.00	11,800.00	34
			Sub-Total Hydromet 4.1.1.					**5,800.00**	**6,000.00**	**6,000.00**	**5,000.00**	**22,800.00**	
			UNDP	62000	010003	71400	Contractual Services - Individual	6,069.00	6,069.00	6,069.00	6,069.00	24,276.00	2
			Sub-Total UNDP 4.1.1.					**6,069.00**	**6,069.00**	**6,069.00**	**6,069.00**	**24,276.00**	
		Total Output 4.1.1						**11,869.00**	**12,069.00**	**12,069.00**	**11,069.00**	**47,076.00**	
		Output 4.1.2. Information on support needed and received for financing, technology development and transfer and capacity building compiled and reported, including sex-disaggregated data.	Hydromet	62000	010003	71300	Local Consultants	1,375.00	1,375.00	1,375.00	1,375.00	5,500.00	35
			Hydromet	62000	010003	75700	Training, Workshops and Confer	5,000.00	7,000.00	7,000.00	0.00	19,000.00	36
			Sub-Total Hydromet 4.1.2					**6,375.00**	**8,375.00**	**8,375.00**	**1,375.00**	**24,500.00**	
		Total Output 4.1.2.						**6,375.00**	**8,375.00**	**8,375.00**	**1,375.00**	**24,500.00**	
		Output 4.1.3. Other relevant information (e.g. gender) including supplemental NC chapters (research and systemic observation; education, training, and public awareness) are compiled and updated.	Hydromet	62000	010003	71300	Local Consultants	3,275.00	3,275.00	2,475.00	2,415.00	11,440.00	37
			Sub-Total Hydromet 4.1.3					**3,275.00**	**3,275.00**	**2,475.00**	**2,415.00**	**11,440.00**	
			UNDP	62000	010003	72100	Contractual services -- company	0.00	18,916.00	29,740.00	0.00	48,656.00	38
			Sub-Total UNDP 4.1.3					**0.00**	**18,916.00**	**29,740.00**	**0.00**	**48,656.00**	
		Total Output 4.1.3.						**3,275.00**	**22,191.00**	**32,215.00**	**2,415.00**	**60,096.00**	
Total Component 4								**21,519.00**	**42,635.00**	**52,659.00**	**14,859.00**	**131,672.00**	
Component 5: Compilation and submission of the BTR1 and NC5/BTR2 reports to the UNFCCC.	Outcome 5.1 Tajikistan's BTR1 and combined NC5/BTR2 prepared in accordance with the methodological guidance contained in	Output 5.1.1 Stand-alone BTR1 report and combined NC5/BTR2 report technically validated, endorsed, and submitted to the UNFCCC by December 2024	UNDP	62000	010003	71200	International Consultants	0.00	12,500.00	20,000.00	0.00	32,500.00	39
			UNDP			74200	Audio Visual&Print Prod Costs	0.00	0.00	7,000.00	0.00	7,000.00	40
			Sub-Total UNDP 5.1.1.					**0.00**	**12,500.00**	**27,000.00**	**0.00**	**39,500.00**	

	decisions 18/CMA.1 and 5/CMA.3 and submitted to the UNFCCC.	and December 2026, respectively.											
		Total Output 5.1.1						**0.00**	**12,500.00**	**27,000.00**	**0.00**	**39,500.00**	
Total Component 5								**0.00**	**12,500.00**	**27,000.00**	**0.00**	**39,500.00**	
Monitoring and Evaluation of the project (M&E)	M&E	M&E	UNDP	62000	010003	71600	Travel	1,575.00	2,025.00	2,025.00	1,575.00	7,200.00	41
						74200	Audio Visual&Print Prod Costs	1,000.00	0.00	0.00	0.00	1,000.00	42
						75700	Training, Workshops and Confer	4,000.00	0.00	0.00	0.00	4,000.00	43
			Sub-Total UNDP					**6,575.00**	**2,025.00**	**2,025.00**	**1,575.00**	**12,200.00**	
		Total Output M&E						**6,575.00**	**2,025.00**	**2,025.00**	**1,575.00**	**12,200.00**	
Total M&E								**6,575.00**	**2,025.00**	**2,025.00**	**1,575.00**	**12,200.00**	
Project Management Cost (PMC)	PMC	PMC	UNDP	62000	010003	71400	Contractual Services - Individ	12,597.00	12,597.00	12,597.00	12,597.00	50,388.00	2
						72200	Equipment and Furniture	2,000.00	0.00	0.00	0.00	2,000.00	44
						72400	Communic & Audio Visual Equip	4,173.00	4,173.00	4,173.00	4,173.00	16,692.00	45
						72500	Supplies	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00	46
						73400	Rental & Maint of Other Equip	3,000.00	3,000.00	3,000.00	3,000.00	12,000.00	47
						74100	Professional Services	1,500.00	3,000.00	1,500.00	3,000.00	9,000.00	48
						64397	Services to Projects - CO staff	2,449.13	2,449.13	2,449.13	2,449.13	9,796.52	49
						74596	Services to Projects - GOE	1,049.62	1,049.62	1,049.62	1,049.62	4,198.48	
			Sub-Total UNDP PMC					**28,768.75**	**28,268.75**	**26,768.75**	**28,268.75**	**112,075.00**	
		Total PMC						**28,768.75**	**28,268.75**	**26,768.75**	**28,268.75**	**112,075.00**	
Total Project Management Cost								**28,768.75**	**28,268.75**	**26,768.75**	**28,268.75**	**112,075.00**	
Total Project Grant								**245,439.25**	**375,230.25**	**408,488.25**	**203,842.25**	**1,233,000.00**	

Budget Notes:

#	Budget Notes
1	International Consultant: Chief Technical Adviser / GHG Inventories Expert, 8 working days (w/d) * $650/day **(Total: 5,200USD).**
2	Approx. Project Manager 12.5% costs of NPSA 9 ($29,668) in Comp. 1 ($ 3,708.5 per year x 4 years); AFA 6,5% costs of NPSA 6 ($16,575) for Comp. 1 ($ 1,077.5 per year x 4 years); + 5% increase in payroll ($19,144 * 5% = $958 for 4 years). **(Total under this line: 20,102 USD)**
3	Project-related trainings under Component 1 to be provided directly by the donor for the government officials and specialists within AoH (approx. 5 persons * 2 missions). Travel arrangements (air ticket, DSA, terminals, visa) to be provided by UNDP per the executing role required under the support to NIM modality. **(Total:50,000)**
4	IT equipment for Project staff. **(Total: 7,000USD)**
5	National consultants: GHG Inventory Technical Consultants. Cost: $110/day for 105 w/d total * 3 local consultants (315 w/d total).**(Total: 34,650USD)**
6	Communication costs of project staff (internet, mobile & land phone, $120+$40+$5.5 * 48 months). **(Total: 7,944USD)**
7	Print-out of materials, translation services written and oral, editing. A minimum of 7 workshops to be held for the Interministerial working group that will be established for this project during the formulation of BTR1. We expect up to 30 members as part of the WG. **(Total: 10,000USD)**
8	Rent, participant transport, etc. ($4K per 3 days event, including: rent hall, interpreting equipment, meals, transport & per diem to participants). A minimum of 7 workshops to be held for the Interministerial working group that will be established for this project during the formulation of BTR1. We expect up to 30 members as part of the WG. **(Total: 28,000USD)**
9	International Consultant: Chief Technical Adviser / GHG Inventories Expert for 257 w/d * $650 to support the compilation of the GHG inventory and strengthen capacity of project stakeholders. **(Total: 167,050USD)**
2	Approx. Project Manager 12.5% costs of NPSA 9 ($29,668) in Comp. 1 ($ 3,708.5 per year x 4 years); AFA 6% of NPSA 6 ($16,575) for Comp. 1 ($ 994.5 per year x 4 years); + 5% increase in payroll ($18,812 * 5% = $941 for 4 years). **(Total under this line: 19,753 USD)**
10	National consultant: GHG Inventory Technical Consultants. Cost: $110/day for 252 w/d each for 3 local consultants **(Total: 83,160USD)**
11	In country staff travel (approx. 3 days *3 persons * 12 months * 4 years * $20 Government per diem rate)**(Total: 8,640USD)**
12	In-country staff travel fuel cost. 300 average liter * $0.90 for 48 months. The car and the driver are to be provided by the IP and calculated as in-kind contribution.**(Total: 12,960USD)**
13	Translation and publications for a minimum of 7 workshops to be held for the Interministerial working group that will be established for this project during the formulation of BTR1. It is expected up to 35-40 members as part of the WG (10,000USD) / Stationaries related to workshops for the Interministerial working group, supporting the technical project component activities(6,926USD) **(Total 16,926USD)**
14	Organizational costs (rent, participants transport costs, etc.) for a minimum of 7 workshops to be held for the Interministerial working group that will be established for this project during the formulation of BTR1. It is expected up to 35-40 members as part of the WG. **(Total: 34,000USD)**
15	National consultant: NDC Tracking Technical Consultant to be hired for outputs 2.1.1. and 2.1.2 , $110/day up to 100 each*4 local consultants.**(Total: 44,000USD)**
16	In country staff travel costs (approx. 3 days * 3 persons * 12 months * 4 years * $20 Government per diem rate).**(Total: 8,640USD)**
2	Approx. Project Manager 25% costs of NPSA 9 ($29,668) in Comp. 2 ($ 7,417 per year x 4 years); AFA 12,5% costs of NPSA 6 ($16,575) for Comp. 2 ($ 2,072 per year x 4 years); + 5% increase in payroll ($37,956* 5 % = $1,898 for 4 years). **(Total under this line: 39,854 USD)**
17	International Consultant: International Technical Expert on Mitigation, 60 w/d * $650 **(Total: 39,000USD)**
18	Printing and translation services for workshops on NDC update process.**(Total: 6,000USD)**
19	At least 5 trainings and workshops on NDC update process (5 trainings * 40 participants * 3 days: rent of hall, translation equipment, meals, transport & per diem of participants, approx. $3,800 per event * 5). **(Total: 19,000USD)**
20	Local consultants: Climate change mitigation technical consultants at approx. $110/day for 105 days * 4 local consultants.**(Total: 46,200USD)**
21	In country staff travel/ monitoring field visits (2 days * 4 persons * 48 months * $20 Government per diem rate). **(Total: 7,680USD)**
22	Stationaries for trainings and workshops supporting the technical component activities.**(Total: 7,600USD)**
23	At least 5 trainings and workshops on NDC update process, with expecting participants of 30-35 persons (5 trainings * 40 participants * 3 days: rent of hall, translation equipment, meals, transport & per diem of participants; approx. $3,658 per event * 5). **(Total: 18,290USD)**
24	International Consultant: Expert on climate modeling and vulnerability analysis, 35 w/d * $650. **(Total: 22,750USD)**
2	Approx. Project Manager 25% costs of NPSA 9 ($29,668) for Comp. 3 ($ 7,417 per year x 4 years); AFA 12,5% costs of NPSA 6 ($16,575) for Comp. 3 ($ 2,072 per year x 4 years); + 5% increase in payroll ($37,956* 5 % = $1,898 for four years). **(Total under this line: 39,854 USD)**

25	National consultants: Technical consultants on climate modeling and vulnerability analysis. Costing $110 * 75 w/d * 2 local consultants.**(Total: 16,500USD)**
26	Design/usage of various communication materials and tools (videos, infographics, on-line surveys) to collect data or promote specific 2BTRs/5NC results and recommendations, possibly through a company.**(Total: 10,000USD)**
27	International Consultant: Expert on Disaster Risk Reduction (DRR), Loss and Damage associated with Climate Change, and Sendai Framework Implementation, 35 w/d * $650.**(Total: 22,750USD)**
28	National consultant: Technical Consultant on DRR, Loss and damage associated with climate change, and Sendai Framework Implementation, $110 * 78 w/d * 2 local consultants.**(Total: 17,160USD)**
29	Trainings and workshops, various round tables required to obtain information, assessment of the current situation and model and analyze climate scenarios (at least 5 events * $4K, including: rent of hall, translation equipment, meals, transport & per diem of participants, approx. $3,800 per event * 5).**(Total: 19,000USD)**
30	International Consultant: Expert on climate modeling and vulnerability analysis, 35 w/d * $650.**(Total: 22,750USD)**
31	National consultants: Technical consultants on climate modeling and vulnerability analysis. Costing $110 * 75 w/d * 2 local consultants.**(Total: 16,500USD)**
32	In country staff travel/ monitoring field visits (approx. 3 days * 3 persons * 48 months * $20 Government per diem rate).**(Total: 8,640USD)**
33	National consultants: Climate finance consultant, $110 * 50 w/d*2 local consultants.**(Total: 11,000USD)**
34	Design/usage of various communication materials and tools (videos, infographics, on-line surveys) to collect data or promote specific 2BTRs/5NC results and recommendations, possibly through a company. **(Total: 11,800USD)**
2	Approx. Project Manager 12.5% costs of NPSA 9 ($29,668) in Comp. 4 ($ 3,708.5 per year x 4 years); AFA 12,5% costs of NPSA 6 ($16,575) for Comp. 4 ($ 2,071.5 per year x 4 years); + 5% increase in payroll ($23,120 * 5% = $1,156 for four years). **(Total under this line: 24,276 USD)**
35	National consultants: Climate finance consultant, $110 * 25 w/d*2 local consultants. **(Total: 5,500USD)**
36	Trainings envisaged for the formulation of the 5NC, at least 7 trainings (approx. $2,7-3K per event, including: rent of hall, translation equipment, meals, transport & per diem of participants). **(Total: 19,000USD).**
37	National Consultant: Gender specialist, $110*104w/d for compiling information on gender for "Other Information" chapters of the BTR1 and BTR2 and providing guidance on gender mainstreaming in the reports and the gender action plan. **(Total: 11,440USD)**
38	Company contract to prepare chapters required for NC5 reporting on research, systemic observation, and education and awareness, including stocktaking, research, and compilation **(lump sum total: 48,656USD)**
39	International consultant: Technical editor, 50 w/d * $650 needed in 2024 and 2026 for QA of BTR 1 and 5NC+BTR2, respectively. **(Total: 32,500USD).**
40	Publication and translation needs for finalization of the reports (approx. $16-$20 per page, approx. 425 pages). **(Total: 7,000USD).**
41	Travel: Project team M&E activities (160 days * $45). **(Total: 7,200USD).**
42	Translation services and printings for project Inception meeting, 2 translators/interpreters for written or oral. **(Total: 1,000USD)**
43	Project Inception meeting (rent of hall and translation equipment, coffee-break etc). **(Total: 4,000USD)**
2	Approx. Project Manager 12.5% costs of NPSA 9 ($29,668) in Comp. 5 ($ 3,708.5 per year x 4 years); AFA 50% cost of NPSA 6 ($16,575) for Comp. 5 ($ 8,288 per year x 4 years); + 5 % increase in payroll ($47,988 * 5% = $2,400 for four years). **(Total under this line: 50,388 USD)**
44	Furniture for project support team. **(Total: 2,000USD)**
45	Common premises services (internet, communication, utilities). **(Total: 16,692 USD)**
46	Supplies and stationary for project support team. **(Total: 8,000USD).**
47	Project vehicle cost of support team (200 liter * $0.9 * 48 months + vehicle maintenance cost) **(Total: 12,000USD)**
48	Project Audit and spot check exercises. **(Total: 9,000USD).**
49	DPC costs **(Total 13,995USD)** - 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.

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 Tajikistan and UNDP, signed on October 1, 1993. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the Agency of Hydrometeorology ("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

1. Consistent with the Article III of the SBAA, 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.

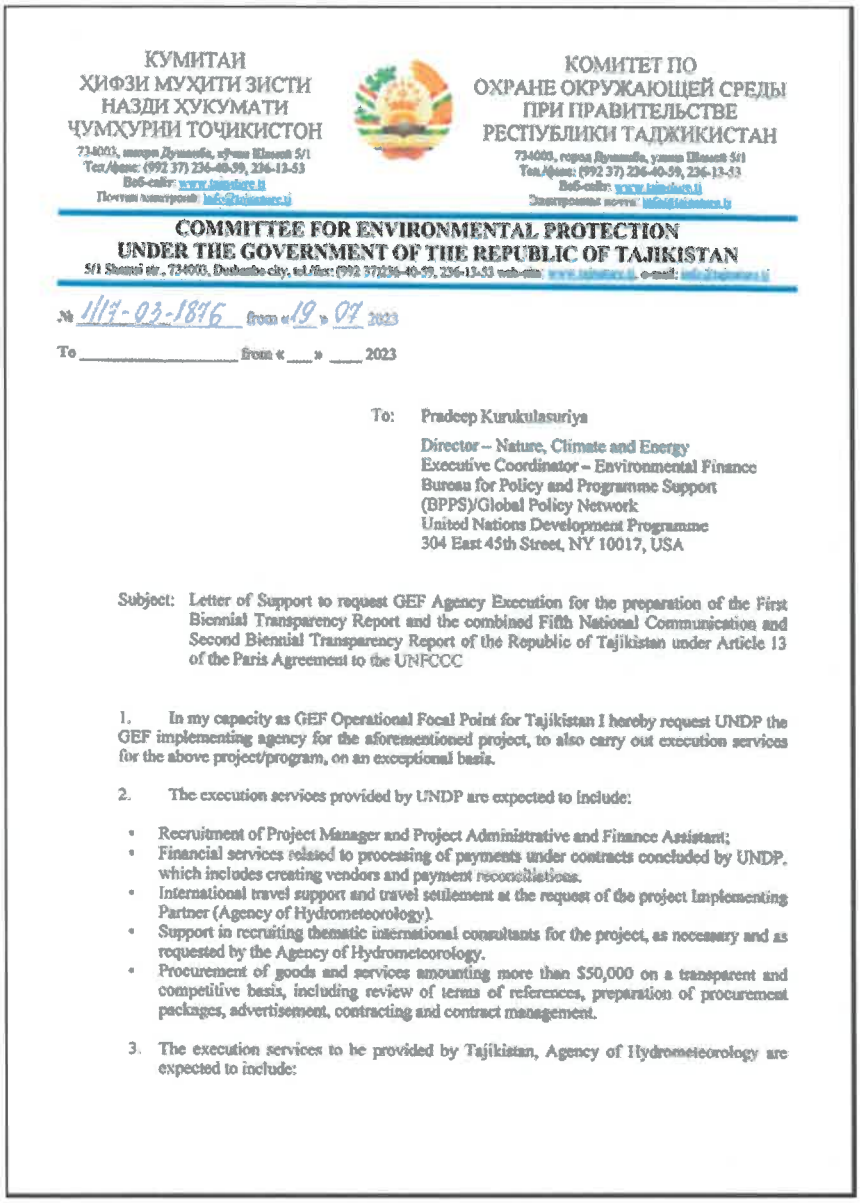
Mandatory Annexes

1. GEF Budget Template (available from BPPS NCE team)
2. GEF Execution Support Letter
3. Project Map and geospatial coordinates of the project area
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 – for first year of implementation
11. LOA between UNDP and IP requesting UNDP Support Services (if required on exceptional basis and authorized by the GEF)
12. Terms of Reference for Project Board and Project Team
13. GEF and/or LDCF/SCCF Core indicators (see template below)
14. GEF Taxonomy
15. Results of the Partners Capacity Assessment Tool (PCAT) and HACT Micro Assessment
16. Theory of Change
17. End of Project Report Template

Annex 1: GEF Budget Template

Attached separately.

Annex 2: GEF Execution Support Letter



КУМИТАИ
ҲИФЗИ МУҲИТИ ЗИСТИ
НАЗДИ ҲУКУМАТИ
ҶУМҲУРИИ ТОҶИКИСТОН

КОМИТЕТ ПО
ОХРАНЕ ОКРУЖАЮЩЕЙ СРЕДЫ
ПРИ ПРАВИТЕЛЬСТВЕ
РЕСПУБЛИКИ ТАДЖИКИСТАН

COMMITTEE FOR ENVIRONMENTAL PROTECTION
UNDER THE GOVERNMENT OF THE REPUBLIC OF TAJIKISTAN

№ 1117-03-1876 from «19» 07 2023

To _____ from «___» ____ 2023

To: Pradeep Kurukulasuriya

Director – Nature, Climate and Energy
Executive Coordinator – Environmental Finance
Bureau for Policy and Programme Support
(BPPS)/Global Policy Network
United Nations Development Programme
304 East 45th Street, NY 10017, USA

Subject: Letter of Support to request GEF Agency Execution for the preparation of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of the Republic of Tajikistan under Article 13 of the Paris Agreement to the UNFCCC

1. In my capacity as GEF Operational Focal Point for Tajikistan I hereby request UNDP 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 UNDP are expected to include:

- Recruitment of Project Manager and Project Administrative and Finance Assistant;
- Financial services related to processing of payments under contracts concluded by UNDP, which includes creating vendors and payment reconciliations.
- International travel support and travel settlement at the request of the project Implementing Partner (Agency of Hydrometeorology).
- Support in recruiting thematic international consultants for the project, as necessary and as requested by the Agency of Hydrometeorology.
- Procurement of goods and services amounting more than $50,000 on a transparent and competitive basis, including review of terms of references, preparation of procurement packages, advertisement, contracting and contract management.

3. The execution services to be provided by Tajikistan, Agency of Hydrometeorology are expected to include:

- Chairing of the Project Board and coordination of participation of other ministries, state agencies and other stakeholders in project implementation.
- Project planning, coordination, management, monitoring, evaluation and reporting.
- Management of project risks as included in this project document and new risks that may emerge during project implementation.
- Financial management, including monitoring financial expenditures against project budgets.
- Project event management.
- Approving and signing the quarterly combined delivery report - funding authorization and certificate of expenditures.
- Procurement of goods and services amounting lower than $50,000 on a transparent and competitive basis.

4. Execution activities, including those provided by UNDP, will be described in detail in the GEF CEO Endorsement/Approval request and accompanying project/program documents, including the project/program budget.

Sincerely,

Mr. Bahodur Sheralizoda

Chairman of the Committee for Environmental Protection
under the Government of the Republic of Tajikistan
GEF Operational and Political Focal Point

Annex 3: Project map and Geospatial Coordinates of project sites

The project is a national project and will cover data collection for the country as a whole.



Annex 4: Multi Year Work Plan

	Outcomes	Outputs	2024				2025				2026				2027				2028	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Component 1 National Greenhouse Gas Inventory (GHGI) and Supporting Documentation	1.1 National GHG inventory and supporting documentation compiled and updated for the period 1990-2022 as part of the first Biennial Transparency Report (BTR1) and for the period 1990-2024 as part of the combined Fifth National Communication and Second Biennial Transparency Report (NC5/BTR2)	1.1.1 Information on GHG inventory and climate change within the national context updated, including sex-disaggregated data where applicable, a brief on national circumstances and institutional arrangements related to the inventory preparation, review, and improvement process including gender considerations.		x	x	x			x	x										
		1.1.2 The GHG inventory updated up to 2022 (BTR1) and 2024 (NC5/BTR2) for Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2006 Intergovernmenta		x	x	x	x	x	x	x	x	x	x	X						

	Outcomes	Outputs	2024				2025				2026				2027				2028	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		l Panel on Climate Change (IPCC) guidelines, and its 2019 refinement to the extent possible, and trend analyses for the time series 1990-2022/1990-2024 performed.																		
Component 2 Progress made in implementi ng and achieving the NDC, including information on mitigation policies and measures.	2.1 Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement, including information on mitigation policies and measures, compiled and reported.	2.1.1 Information provided to track the progress reached in the implementation and achievements of the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement, including reporting on gender considerations.		x	x							x	x	x						
		2.1.2 GHG emissions and removals projections scenarios developed for the period 1990-2050, including estimates of avoided emissions.		x	x	x	x					x	x							

	Outcomes	Outputs	2024				2025				2026				2027				2028	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		2.1.3 Description of the NDC and information on its effects as per Decision 18/CMA.1 provided, including information on the effects of mitigation policies and measures and sex-disaggregated data.		x	x	x					x	x	x							
Component 3 Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement	3.1 Information on climate change impacts and adaptation compiled consistent with reporting guidelines of the UNFCCC and the Paris Agreement	3.1.1 National circumstances related to adaptation as per the MPGs and guidelines for Adaptation Communications summarized under the BTR1 and combined NC5/BTR2, including sex-disaggregated data.		x	x				x	x										
		3.1.2 Information related to averting, minimizing, and addressing loss and damage associated with climate change		x	x	x	x		x	x	x	x	x	x						

	Outcomes	Outputs	2024				2025				2026				2027				2028	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		impacts in Tajikistan collected, including gender-differentiated impacts.																		
		3.1.3 Climate scenarios modeled and analyzed for Tajikistan up to 2100.		x	x	x	x		x	x	x	x	x	X						
		3.1.4 Impacts of climate change, at the national and regional level; current and future vulnerability in Tajikistan assessed in key sectors, including gender-differentiated impacts.		x	x	x	x	x	x	x	x	x	x	X	x					
Component 4 Support needed and received and other information	4.1 Information on financial, technology development and transfer and capacity-building support needed and received compiled and	4.1.1 Detailed description provided of the national circumstances and institutional arrangements in place to track and report on support needed and received, including sex-		x	x	x			x	x	X									

	Outcomes	Outputs	2024				2025				2026				2027				2028	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
	updated, including other relevant information and supplemental NC chapters.	disaggregated data.																		
		4.1.2 Information on support needed and received for financing, technology development and transfer and capacity building compiled and reported, including sex-disaggregated data.		x	x	x	x	x	x	x	x	x	x	x						
		4.1.3 Other relevant information (e.g. gender) including supplemental NC chapters (research and systemic observation; education, training, and public awareness) are compiled and updated.					x	x	x	x	x	x	X	x						
Component 5 Compilation and submission of the BTR1 and NC5/BTR2	5.1 Tajikistan's BTR1 and combined NC5/BTR2 prepared in accordance with the methodologic	5.1.1 Stand-alone BTR1 report and combined NC5/BTR2 report technically validated, endorsed, and submitted to the			x	x							x	x						

	Outcomes	Outputs	2024				2025				2026				2027				2028	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
reports to the UNFCCC.	al guidance contained in decisions 18/CMA.1 and 5/CMA.3 and submitted to the UNFCCC.	UNFCCC by December 2024 and December 2026, respectively.																		
Component 6 M&E	6.1 Monitoring and evaluation activities conform to UNDP and GEF standards and inform project management and learning	6.1.1 Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated.		x	x	x	x	x	x	X	x	x	x	x	x	x	x	x	x	x

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

Project Information

Project Information	
1. Project Title	Preparation of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of the Republic of Tajikistan under Article 13 of the Paris Agreement to the UNFCCC
2. Project Number (i.e., Quantum project ID, PIMS+)	Quantum Project/Output ID: 01002226 PIMS ID #: 9480
3. Location (Global/Region/Country)	Tajikistan
4. Project stage (Design or Implementation)	Design
5. Date	11 October 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 aim of this project is to support Tajikistan to develop its First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report under the United Nations Framework Convention of Climate Change (UNFCCC), while ensuring meaningful, effective, and informed participation of stakeholders in project formulation, implementation, monitoring and evaluation. The project will increase capacity of the Government of Tajikistan and other stakeholders to respond to international environmental obligations defined by Article 4.1 and 12.1 of the Convention; decision 17/CP.8,Article 13 of the Paris Agreement; and decision 18/CMA.1, 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. Diverse stakeholder views have been integrated into the project at the design phase. Planned stakeholder engagement activities during project implementation will engage a wide variety of stakeholders (public sector, private sector, civil society, and academia) through targeted consultations, workshops, and trainings within the project that are designed to enhance the availability and accessibility to the process of decision-making for representatives of vulnerable group, including potentially marginalized individuals and groups, in accordance with non-discriminatory, equality and human-rights principles.
Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment
National Communications (NCs) and Biennial Transparency Reports (BTRs) are expected to report comprehensively on national progress in implementing the UNFCCC. Integrating gender considerations and analysis into these reporting mechanisms, ensures a holistic approach to socio-economic and environmental elements related to climate change. This project, which corresponds to the requirements of a GEN2 rating, incorporates gender perspective in the evaluation and understanding of how the different social roles and economic status of men and women affect and are affected differently by climate change adaptation and mitigation actions at national level. In doing so, the role of women will be considered not only as beneficiaries of climate change-related activities but also as key voices in the decision-making process. This project will provide important information to

the Government of Tajikistan by assessing and reporting on progress towards specific goals and indicators of gender aspects of climate change in the Mid-Term Development Program of the Republic of Tajikistan 2021-2025 for the BTR1 and updating this assessment for the NC5/BTR2.

A preliminary Gender Action Plan has been developed and will be presented to the stakeholders during the Inception Workshop. Gender indicators will be selected for the evaluation of the gender dimension in climate change adaptation and mitigation, as well as in the process of the project implementation. In project activities, gender-sensitive and sex-disaggregated data will be collected, and key partners will receive training on mainstreaming gender considerations into data collection and analysis. Reporting on progress towards Tajikistan's NDC will consider the distribution of progress and benefits for women and men. Vulnerability analyses conducted under reporting on impacts, vulnerability, and adaptation for key sectors will consider the differentiated impacts of climate change on women and men. In project management components, gender balance will be sought for all activities under the project. Efforts will be made to have acceptable gender representation in project management structures (committees, institutional frameworks, technical team) and capacity building actions (trainings, workshops). With regards to the technical team to be hired to implement the enabling activity, gender balance will be also considered.

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

The proposed project is aimed at fulfilment of international obligations of Tajikistan related to climate change reporting thus improving national capacities of relevant institutions to conduct and constantly improve the quality of climate-related data collection, management and reporting especially within the enhanced transparency framework. Its goal is to support the integration of climate change considerations into relevant social, economic, and environmental policies and actions. Systematized information will be used to inform the development and revision of government policies and measures related to climate change mitigation and adaptation and for mainstreaming climate considerations into broader national development policies and measures. Resilience will also be assessed and analyzed in specific project activities, such as activities under Output 3.4 (Impacts of climate change, at the national and regional level; current and future vulnerability in Tajikistan assessed in key sectors, including gender-differentiated impacts).

The ongoing involvement of all relevant institutions, experts, and civil society will ensure local ownership of project results to maintain the continuity of the reporting and support sustainability of established processes. In addition, the project will utilize ongoing government mechanisms, such as inter-ministerial technical working groups, to ensure sustainability, and it will specifically support plans for long-term data archiving and management. Finally, the project will support sustainability by developing both individual and organizational capacity for key stakeholders in Tajikistan.

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

National partners have full ownership of the project and have participated directly in the process of project development jointly with UNDP. Through various initiatives, especially those on the development of previous NCs and BURs, a strong cooperation network has been established among the different national actors from both governmental and non-governmental sector. The stakeholder engagement plan, the M&E plan, and the use of inter-ministerial technical working groups, will all support accountability to stakeholders, as will the activities that ensure peer review and validation of individual report chapters and the two planned reports.

The project document defines the mechanisms for joint and transparent decision-making, suggest concrete areas and mechanisms for meaningful participation and inclusion of all stakeholders, information on how the affected stakeholders and individuals would be enabled to raise concerns and/or grievances including a redress process when activities may have adverse impact. The stakeholders will be informed about availability of the UNDP Social and Environmental Compliance Review and Stakeholder Response Mechanism.
The project will ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people: https://www.undp.org/accountability/audit/secu-srm/stakeholder-response-mechanism

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: The duty bearers may fail to fully realize their obligations and responsibilities to respect, promote and mainstream human rights in relation to the proposed project activities, and exclude potentially affected stakeholders and marginalized groups, from fully participating in the assessments that will be carried out under the project. Relevant Principles/ Standards applied: Human Rights and Accountability [Checklist questions P.2, P.3, P.5, and P.13]	L =1 I = 2	**Low**	Throughout the project design, implementation, and M&E phases the project is committed to an inclusive, transparent, informed and gender-sensitive stakeholder engagement process. The participation of institutions, companies and experts from various sectors strengthens the institutional and technical capacity of the different stakeholders and partners, that is not reduced to a group of experts and decision makers from the governmental institution. 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 other human rights. In order to ensure no adverse impact on enjoyment of the human rights all project partners and beneficiaries will be introduced with feedback mechanisms: https://www.undp.org/accountability/audit/secu-srm/stakeholder-response-mechanism.	As risk is low, no further assessment and/or management measures are needed. However, all project partners and beneficiaries will be introduced with feedback mechanisms to ensure no adverse impact on enjoyment of the human rights of them. The project's Stakeholder Engagement Plan also includes an NGO that represents affected stakeholders, communities and marginalized groups.
Risk 2:	L = 3 I = 2	**Low**	The OECD gender index statistics for 2023 (https://www.oecd.org/stories/gender/social-norms-	As risk is low, no further assessment and/or management measures are needed. The gender

Within the overall country context, it is possible that the project may produces discriminations against women based on gender, especially regarding participation in design and implementation as well as from project decision-making. Relevant Principles/ Standards applied: Gender Equality and Women's Empowerment [Checklist questions: p.9 and p.10]			and-gender-discrimination/sigi?country=TJK) note that in the areas of restricted physical integrity and restricted access to productive and financial resources, women in Tajikistan face above-average levels of discrimination against women relative to the global average and the average for countries in Asia. This project will envisage the different needs and requirements of women and men in Tajikistan, including different representation and traditional roles within vulnerable sectors, particularly bearing in mind different labor and labor migration patterns. Specific gender-responsive indicators will be monitored in relation to climate change, including indicators in national planning documents. The project will also apply a gender-sensitive approach to ensure effective participation in making decision and creation sound strategies and plans related to climate issues. A preliminary gender analysis and action plan (GAAP) have been prepared, and sex disaggregated data will be actively analyzed to support the monitoring of and reporting on climate policies and action.	action plan and gender-sensitive indicators and project activities will be monitored closely.

	QUESTION 4: What is the overall project risk categorization?				
	Low Risk	X			
	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)	N/A

			☐	ESIA (Environmental and Social Impact Assessment)	N/A
			☐	SESA (Strategic Environmental and Social Assessment)	N/A
	Are management plans required? (check if "yes)	☐			
	If yes, indicate overall type		☐	Targeted management plans (e.g. Indigenous Peoples Plan, Resettlement Action Plan, others)	N/A
			☐	ESMP (Environmental and Social Management Plan)	N/A
			☐	ESMF (Environmental and Social Management Framework)	N/A
	Based on identified <u>risks</u>, 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		UNDP staff member responsible for the project, typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases, PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

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?	*Yes*
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? [14]	*Yes*
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?	*Yes*
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? *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.*	*No*

[14] 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.

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?[15]	*No*
1.13	utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)[16]	*No*
1.14	adverse transboundary or global environmental concerns?	*No*
Standard 2: Climate Change and Disaster Risks		

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

Would the potentially involve or lead to:		
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? *For example, through increased precipitation, drought, temperature, salinity, extreme events*	*No*
2.3	direct or indirect increases in vulnerability to climate change impacts or disasters now or in the future (also known as maladaptive 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*	*No*
2.4	increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	*No*
Standard 3: Community Health, Safety and Security		
Would the 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*
3.4	transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	*No*
3.8	adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	*No*
3.2	influx of project workers to project areas?	*No*
3.3	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?	*No*
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?[17]	*No*
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*

[17] 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.

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		
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

#	Event/ Description	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment / Management Measures
1	*There is a risk of insufficient engagement and cooperation from key stakeholders*	As a result of the low political buy-in, lack of awareness and lack of /limited reliable and easily accessible data, complemented by competing interests/priorities.	This may lead to overall ineffective project implementation, diminishing the project's impact and undermining its success.	Political	L = 2 I = 3 LOW	Duration of project	Project Manager, Government Implementing Partner	Existing governmental decrees and bodies such as the Inter-Agency Commission on Climate Change will ensure that the preparation of the reports will be a political priority. The government has a vested interest in data and information that will assess progress towards the country's NDCs. The project will be implemented under support to NIM modality and the Agency for Hydrometeorology (Hydromet), as the project Implementing Partner, will lead and coordinate not only collection of available data from relevant interagency bodies but also support the generation of new data/knowledge where necessary. The Committee for Environmental Protection, as the ministry overseeing Hydromet, can provide support if difficulties arise.
2	*Risk of staff turnover:* As this enabling activity includes targeted capacity building, there is a risk that staff turnover could result in the loss of capacity and skills acquired as the result of the project,	Staff turnover could occur due to "brain drain" or re-organizations	Staff turnover would reduce skills transfer and reduce the sustainability of the capacity-strengthening activities.	Organizational	L = 3 I = 2 LOW	Project duration	Project Manager	Capacity strengthening activities will involve a carefully selected group of relevant experts within each ministry and agency to ensure that capacity can be retained, and succession planning will be discussed as a part of training. Guidelines and methodologies will be produced in written format, and the MRV system and operating procedures will be documented extensively, which will also contribute to retaining institutional memory.
3	*Risk of stakeholder exclusion:* This enabling activity may inadvertently exclude potentially affected stakeholders, in particular vulnerable groups, from fully participating in the assessments that will be	Project activities could mirror existing power structures and representations of various groups.	Project findings, particularly on vulnerability, might not reflect diverse voices in the country and may overlook sectors or groups that are disproportionately affected by climate impacts.	Social and Environmental	L = 1 I = 2	Project duration	Project Manager and Implementing Partner	The project features an inclusive and gender-sensitive stakeholder engagement process from the beginning of the project design to the M&E phase, including activities such as collecting and analysing the existing gender statistics and to date research on gender issues in the climate change related areas, analysing gender dimensions of various human activity fields being affected by/or contributing to climate

	carried out under the project.							change, highlighting constraints, gaps and needs. The equal gender participatory process in the co-design of baseline and mitigation scenarios and in assessment of how vulnerable groups are affected by climate change will be ensured. The project will undertake efforts to continuously identify additional stakeholders on a routine basis, especially vulnerable groups.
4.	Risk of perpetuation of gender inequalities.	A lack of sex- disaggregated data and gender information could perpetuate gender inequalities	Information that is not gender-sensitive may provide an incomplete and inaccurate depiction of the effects of climate change on women and men, which could limit the robustness of the BTR1 and NC5/BTR2 and misinform decision-making.	Social and Environmental	L = 2 I = 1	Project duration	Project manager	In the project inception phase, the project team will use the gender action plan to focus on additional assistance in sourcing sex-disaggregated data and information per sectors where possible. The project team will receive training on gender equality and women's meaningful participation in the project.

Annex 7: Overview of Technical Consultancies/Subcontracts

Consultant	Time Input	Tasks, Inputs and Outputs
For Project Management		
Local / National contracting		
Project Manager *NPSA 9 (annual rate of 29,668 at full-time)*	*100% time over 4 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* • Manage the overall conduct of the project. • Plan the activities of the project and monitor progress against the approved workplan. • Execute activities by managing personnel, goods and services, training, including drafting terms of reference and work specifications, and overseeing all consultants' work. • Monitor events as determined in the project monitoring plan, and update the plan as required. • Provide support for completion of assessments required by UNDP, including spot checks and audits. • Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form. • Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports. • Monitor progress, watch for plan deviations, and make course corrections when needed within project board-agreed tolerances to achieve results. • Ensure that project implementation is able to respond to changes in the operating environment and address problems. • Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities. • Prepare and submit financial reports to UNDP on a quarterly basis. • Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risk log; • Capture lessons learned during project implementation. • Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required. • Prepare the inception report no later than one month after the inception workshop. • Ensure that the indicators included in the project results framework are monitored annually. • Assess major and minor amendments to the project within the parameters set by UNDP-GEF; • Monitor implementation plans, including the gender action plan, and the stakeholder engagement plan; • Monitor and track progress against GEF Core indicator 1.

Consultant	Time Input	Tasks, Inputs and Outputs
		The Project Manager will also carry out the following selected technical tasks. • Provide technical support under Outputs 1.1.1, 1.1.2, 2.1.1, 3.1.1, and 4.1.1 • Carry out training, awareness-raising workshops, and publications as needed, including support to technical working groups • Facilitate the compilation and validation process for report chapters and ensure the inclusion of feedback into the final versions of the report *Required skills and expertise:* • A university degree (MSc or PhD) in a subject related to the natural or applied sciences, or economics . • At least 5 years of demonstrable project/programme management experience. • At least 5 years of experience working with ministries, national or local administrative bodies that are concerned with environmental management and national statistics. • At least 3 years involvement in climate change-related projects management
Project Administrative and Finance Associate *Rate: NPSA 6 (annual rate of 16,575 at full-time)*	*100% time over 4 years*	*Duties and responsibilities:* *Finance-related tasks:* • Manage all financial issues related to the project, • Ensure the timely payment of staff, subcontractors and service providers in accordance with payment requests and established payment schedules and ensure that all supporting documentation is provided; • Assist the Project Manager in preparation of the AWP, draft budget revisions and drafts monthly, quarterly and annual financial reports for the project • Maintain financial records for the UNDP/PIU as per UNDP financial and accounting rules, regulations and policies and ensure their compliance; • Maintain internal control environment and budgetary framework is followed as per UNDP rules and regulations; • Verify all payment requests, disbursement vouchers, cash receipt vouchers and other financial documents; • Prepare financial statements and verification of financial reports of project stakeholders; • Ensure the proper closing of accounts at the end of each financial year and the preparation of all financial reports required in accordance with established UNDP financial rules and regulations; • Support and facilitate ad-hoc and annual audit exercises; • Provide capacity building/on-job trainings on administration and financial management for the sub-contractors, including the governmental institutions, international and national NGOs. • Assist in preparation of Annual Working Plan, project budget revisions; prepare budget forecasts and check financial records, conformity of activities, expenditure with work plans; follow up on activities, and monitor advance balances of resources disbursed;

Consultant	Time Input	Tasks, Inputs and Outputs
		• Ensure the timely preparation of financial reports to donors in accordance with the donor reporting schedule and in the line with specific requirements of each donor; *Administration-related tasks:* • Manage all administrative issues related to the project;; • Assist the Project Manager in day-to-day management of the project. • Conduct logistics processes in accordance with UNDP Rules and Regulations; • Draft correspondence relating to assigned project areas; • Assist employees with travel claims, logistics and other administrative tasks; • Assist the project and PIU colleagues in proper tendering/bidding procedures, including submissions to CAP (Contracts, Assets and Procurement) Committee or to ACP (Advisory Committee on Procurement), when needed; • Provide inputs to preparation of procurement plans for the office; • Make all necessary arrangements for procurement/recruitment within the framework of the project. • Ensure that project assets (vehicles, computers, etc.) are properly maintained and inventory records are kept safely; • Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) is properly maintained in hard and electronic copies in an efficient and readily-accessible filing system, available on call for as needed by UNDP, external reviewers, project consultants, and other IP staff; • Manage HR related record keeping system (contracts, attendance records/leave records, travel authorizations, medical certificates, etc.); • Provide supervision of office Driver, set up of office security schedule and transportation; • Make logistical arrangements for missions and expert visits; • Support knowledge building and knowledge sharing in the project (participation in the learning sessions for the projects staff on administration and finance; sharing of gained knowledge with the project staff to ensure that administrative, procurement and finance processes are implementing in line with UNDP procedures). • Clarify, follow up, and respond to requests for information, ensuring proper communication and information exchange within the Project Team; • Support with translation of relevant communication, information notes, short reports, etc. • Verify availability of funds for project activities, recommending and effecting necessary budget line changes; prepare expenditure and budget forecasts for each quarter and prepare draft budget revisions as required; • Establish and maintain up-to-date monitoring systems for project budgets, donor funding, subcontracts, etc. and provide regular status reports to the management, as needed;

Consultant	Time Input	Tasks, Inputs and Outputs
		Project technical coordination tasks (under Component 1 – 2 – 3 - 4): • Provide support for conducting data collection, compilation of technical background materials for use in reporting, discussions and briefing sessions, prepare components of technical presentations and briefings under Technical Components; • Assist PM in establishment and maintenance of project technical database of donor organizations, development partners and other national agencies and ministries and provide assistance in organizing and conducting meetings with development partners, donors, and national counterparts. • Supporting the PM in technical coordination tasks. *Required skills and expertise:* • A Bachelor's degree or an equivalent qualification in Economics, management or other relevant field; • At least three years of work experience with an international organization and the field of administration or finance; • Strong analytical skills and ability to develop and apply financial monitoring systems; • Strong inter-personal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different national and cultural backgrounds; • Proficiency in the use of computer software applications especially MS Word and MS Excel. • Excellent language skills in English (writing, speaking and reading) and in Tajik and Russian.
For Technical Assistance		
International contracting		
IC Chief Technical Adviser / GHG inventories Expert Rate: USD 650 / day	*265 days over 4 years*	*Duties and Responsibilities:* • Oversee the preparation of the national GHG inventory for the BTR1 and NC5/BTR2 corresponding chapters (GHG Inventory) and National Inventory Reports through 2022 and 2024, respectively; • Develop detailed work plan for the preparation of the corresponding Chapters of BTR1 and NC5/BTR2; • Develop scope of work and detailed Terms of References for the team members; • Ensure that approaches used by team for compiling, archiving, updating and managing GHGI are consistent with the project document and with IPCC guidelines and MPGs; • Lead the expert team on GHG inventory development and identify the main challenges for GHG inventory development and improvement; • Identify training needs, prepare training materials, organize training programmes, consultation and workshops and develop publications, if needed;

Consultant	Time Input	Tasks, Inputs and Outputs
		• Provide technical inputs as needed on approaches to activity data collection, emission factors, key source analysis, and uncertainty assessment • Provide periodic progress report to the Project Manager on the progress of inventory development; • Draft the respective chapters of the BTR1 and NC5/BTR2 along with the respective part of the executive summary and National Inventory Reports in Common Tabular Format • Incorporate comments received from the review process in final products. • QA/QC, inventory improvement plan • Provide other support as needed under Output 1.1.1. and 1.1.2. *Qualifications and Experience:* • An advanced university degree (at least MSc. or equivalent) in energy, natural sciences or other relevant disciplines; • At least five years' experience relevant to GHG inventory preparation with substantial involvement in the preparation of the National GHG inventory reports under UNFCCC; • Demonstrated ability of analytical and drafting work; • Substantial knowledge of IPCC manuals and the 2006 good practice guidelines, Uncertainty Management in National GHG Inventories; • Familiarity with national communications and processes under the UNFCCC and MPGs;
IC / Technical Expert on Mitigation (Rate: USD 650/day)	*60 days over 4 years*	*Duties and Responsibilities:* • Oversee the preparation of NDC mitigation scenarios under the corresponding chapter in the BTR1 and NC5/BTR2; • Develop detailed work plan for the preparation of the scenarios • Develop scope of work and detailed Terms of References for the team members; • In conjunction with the implementing partner, select a standard, widely-accepted model for projection and provide relevant training to the team • Develop three scenarios for the period 1990-2050 using a widely accepted model: BAU, With Measures, and With Additional Measures on the basis of the NDC that is in effect • Identify other training needs, prepare training materials, organize training programmes, consultation and workshops and develop publications, if needed • Draft content for the NDC chapter of the BTR1 and NC5/BTR2 and provide information in Common Tabular Format • Submit deliverables to stakeholders and incorporate feedback into final report • Provide other support needed under Output 2.1.2 *Qualifications and Experience:*

Consultant	Time Input	Tasks, Inputs and Outputs
		• An advanced university degree (at least MSc. or equivalent) in energy, natural sciences, social sciences or other relevant disciplines; • At least five years' experience relevant to the preparation of mitigation scenarios for country reporting; • Demonstrated ability of analytical and drafting work; • Familiarity with common GHG emissions models in use (e.g. LEAP);
IC / Expert on Climate Modeling and Vulnerability Analysis (Rate: USD 650/day)	*70 days over 4 years*	*Duties and Responsibilities* • Study the Modalities Procedures and Guidelines and relevant CMA decisions as they apply to conducting the assessment of vulnerability of relevant sectors from climate change risks and variability. • Study and analyze the implementation progress of national adaptation plan, identification of needs and gaps. • Develop detailed work plan for the preparation of the corresponding Chapters of BTR1 and NC5/BTR2 • Develop scope of work and respective Terms of References for the team members • In consultation with Project Manager select and implement corresponding methodologies and models for assessment of the impact of adaptation policies and measures. • Assess the barriers, gaps and needs related to the improvement of the adaptation policy efficiency and develop recommendations for improving data collection and analysis process required for adaptation policy decision making. • Identify other training needs, prepare training materials, organize training programmes, consultation and workshops and develop publications, if needed • Oversee the compilation of the adaptation chapter of the BTR1 and NC5/BTR2 and ensure that reporting on adaptation conforms to the requirements of an Adaptation Communication (ADCOM). The report should be submitted to the stakeholders, the comments and recommendations should be taken into account in the final report. • Incorporate comments received from the review process in final products • Other support as needed under Outputs 3.1.1 and 3.3.1 *Qualifications and Experience:* • An advanced university degree (at least MSc. or equivalent) in energy, natural sciences or other relevant disciplines; • At least five years' experience relevant to GHG inventory preparation with substantial involvement in the preparation of the National GHG inventory reports under UNFCCC; • Demonstrated ability of analytical and drafting work; • Demonstrated experience with climate modeling • Demonstrated experience with vulnerability analysis • Familiarity with national communications and processes under the UNFCCC and MPGs;

Consultant	Time Input	Tasks, Inputs and Outputs
IC / Expert on Disaster Risk Reduction (DRR), loss and damage associated with climate change and Sendai Framework implementation (Rate: USD 650/day)	*35 days over 4 years*	*Duties and Responsibilities* • Study the Modalities, Procedures and Guidelines and relevant CMA decisions as they apply to reporting on loss and damage • Develop a detailed work plan for the compilation of loss and damage information • Develop a detailed scope of work and Terms of References for the national consultant • Identify training needs, prepare training materials, organize training programmes, consultation and workshops and develop publications, if needed • Develop the section on loss and damage under the adaptation chapter of the BTR1 and NC5/BTR2. • Submit deliverables to stakeholders and incorporate feedback into final report • Incorporate comments received from the review process in final products • Other support as needed under Output 3.2.1. *Qualifications and Experience:* • An advanced university degree (at least MSc. or equivalent) in energy, natural sciences or other relevant disciplines; • At least five years' experience relevant to loss and damage, such as work related to the Sendai Framework and Disaster Risk Reduction (DRR); • Demonstrated ability of analytical and drafting work related to loss and damage
IC / Technical Editor (Rate: USD 650/day)	*50 days over 4 years*	*Duties and Responsibilities* • Review all inputs for the BTR1, the NC6/BTR2, and their respective Executive Summaries to ensure completeness of the report • Cross-check all inputs for the appropriate format (e.g. use of common tabular formats) and length • Ensure proper documentation and citation formats for all material in the reports • Edit report content for consistency, grammatical correctness, and flow • Conduct a complete proofreading of the final report prior to publication • Review other related knowledge products under Output 5.1.1 as needed
Local / National contracting		
NC/ GHG Inventory Technical Consultant (3 total)	*1,071 days over 4 years*	*Duties and Responsibilities* • Support the CTA / GHG Inventory expert to carry out all activities under Outputs 1.1.1 and 1.1.2

Consultant	Time Input	Tasks, Inputs and Outputs
Rate: USD 110/day		• Collect activity data, analyze data, and report data in the common tabular format for the National Inventory Reports • Support the CTA / GHG Inventory expert to conduct the uncertainty assessment and key category analysis • Carry out all aspects of the QA / QC plan and archive all data and secondary documentation • Support the development of an inventory improvement plan and identify areas for improvement and strategies to achieve improvements (e.g. moving to higher tiers in certain sub-sectors)
NC / NDC Tracking Technical Consultant *(4 total)* *Rate: USD 110/day*	*400 days over 4 years*	• Support the Project Team and carry out relevant activities under Output 2.1.1 • Prepare all necessary descriptions of the current NDC • Identify all relevant policies and measures for analysis • Coordinate with the IC / Mitigation expert and the NC / Mitigation expert to ensure consistency in the assumptions for modeling under Output 2.1.2 • Support awareness-raising and outreach as needed Identify training needs prepare training materials, organize training programmes, consultation and workshops and develop publications, if needed; • Provide all information in common tabular format and in a narrative format for the relevant chapter of the BTR1 and NC5/BTR2
NC / Climate Change Mitigation Technical Consultant *(4 total)* *Rate: USD 110/day*	*420 days over 4 years*	*Duties and Responsibilities* • Support the project team and IC / Mitigation expert in conducting assessments of the mitigation policies and measures implemented, planned and needed for achieving the NDC targets under Outputs 2.1.2 and 2.1.3 • In consultation with the project team and IC / Mitigation expert, collect data needed for modeling activities • Participate in training as necessary and incorporate feedback from validation exercises • Support drafting of the respective chapters of the BTR1 and NC5/BTR2 along with the respective part of the executive summary.

Consultant	Time Input	Tasks, Inputs and Outputs
NC / Technical Consultant on climate modeling and vulnerability assessment *(Total 2)* *Rate: USD 110/day*	*300 days over 4 years*	*Duties and Responsibilities* • Support the project team and the IC / climate modeling and vulnerability analysis to produce deliverables under Outputs 3.1.1. and 3.3.1. • Study the Modalities Procedures and Guidelines and relevant CMA decisions as they apply to conducting the assessment of vulnerability of relevant sectors from climate change risks and variability. • Collect data and information on the implementation progress of national adaptation plan, identification of needs and gaps, particularly for priority areas • Support the IC / climate modeling in the assessment of the impact of adaptation policies and measures. • Support the assessment of vulnerability to climate change in key sectors • Identify barriers, gaps and needs related to the improvement of the adaptation policy efficiency. • Carry out and undertake training • Support the compilation of the adaptation chapter of the BTR1 and NC5/BTR2 • Incorporate comments received from the review process in final products • Other support as needed under Outputs 3.1.1 and 3.3.1.
NC / Technical Consultant on DRR, loss and damage associated with climate change and Sendai Framework implementation *(Total 2)* *Rate: USD 110/day*	*156 days over 4 years*	• Support the IC / DRR and loss and damage in the production of all deliverables under Output 3.2.1. • Study the Modalities Procedures and Guidelines and relevant CMA decisions as they apply to reporting on loss and damage • Collect data and information inputs for the section on loss and damage under the adaptation chapter of the BTR1 and NC5/BTR2. • Other support as needed under Component 3.
NC / Climate Finance Expert *(Total 2)* *Rate: USD 110/day*	*50 days over 4 years*	*Duties and Responsibilities* • Oversee all activities contributing to deliverables under Output 4.1.1 • Study the Modalities Procedures and Guidelines and relevant CMA decisions as they apply to conducting the assessment of support needed and received under Articles 9, 10, and 11 • Develop a detailed work plan for the preparation of the corresponding chapters of BTR1 and NC5/BTR2 • In conjunction with the inter-ministerial working groups, compile information related to support needed and received • Provide the information collected in common tabular format • Oversee the compilation of the chapter for the BTR1 and NC5/BTR2

Consultant	Time Input	Tasks, Inputs and Outputs
		• Collect feedback through project validation exercises and peer review and revise the draft chapter accordingly. • Other support as needed under Component 4.
NC / Gender Expert *Rate: USD 110/day*	*104 days over 4 years*	*Duties and Responsibilities* • Provide training on gender issues and the project Gender Action Plan at the inception workshop • Monitor progress in implementation of the project's Gender Action Plan, ensuring that targets are fully met and the reporting and representational requirements are fulfilled; • Ensure that all chapters of the report conform to good practice as identified by guidance from the CBIT-GSP Global Coordination Platform (i.e. mainstreaming gender into BTRs). • Oversee/develop/coordinate implementation of all gender-related work; • Develop at least one stand-alone knowledge product that highlights gender-sensitive issues or approaches in the enabling activity process • Review the Gender Action Plan annually, and update and revise corresponding management plans as necessary; • Work with the Project Manager to ensure that reporting, monitoring and evaluation fully address the gender issues of the project. • Provide inputs for Output 4.3.1.

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	
Committee for Environmental Protection (CEP) under the Government of the Republic of Tajikistan	The CEP houses the executing entity and the **GEF Operational Focal Point**. The CEP will provide data and information on environmental policies and measures (PAMs), particularly those relating to climate change and adaptation to climate change.	Committee officials will participate in project-related capacity building activities and will offer sectoral expertise in environmental indicators. They will also serve as a conduit for project-related information for policymaking.
Agency of Hydrometeorology (Hydromet)	Hydromet will serve as the **executing entity** for the project and will carry out the activities described under this designation. As the government entity responsible for national reporting, the Entity will also contribute directly to chapters on the greenhouse gas (GHG) inventory, mitigation, adaptation, and other National Communication-related information (systematic observation, research). This work will include mitigation and adaptation scenario development and analysis. Finally, Hydromet will oversee GHG inventory management, quality assurance/quality control (QA/QC) and improvement planning, and archiving.	Hydromet will serve on the Project Steering Committee (PSC) and relevant inter-ministerial technical working groups. As the agency with the UNFCCC focal point, Hydromet will also liaise with other stakeholders and coordinate the flow of information.
Department on environment protection and emergency situations under the Executive Office of the President of the Republic of Tajikistan	Information provision on institutional arrangements and policies and measures, including loss and damage; recipient of information for policymaking.	Regular exchange of information.
Inter-ministerial Technical Working Groups (TWGs)	TWGs on GHG inventories and on the National Adaptation Plan will be used for the expert review of relevant chapters under the BTR1 and NC5/BTR2. The Nationally Determined Contribution (NDC) TWG will be used to assess the relevant chapter(s) and to convey findings with the upcoming activities to update the NDC for the next round of submissions.	Regular meetings to review preliminary findings and provide feedback and validation for report chapters. Ad-hoc meetings as necessary. Training on emerging transparency issues as needed.

Ministry of Energy and Water Resources (MoEWR)	Data provider; Partner in capacity-building for improved activity data collection, analysis, and reporting for inventories in the Energy sector; information on mitigation policies and measures (PAMs) in the energy sector; and vulnerability and adaptation information in the water sector.	Capacity building activities on activity data collection and QA/QC under Component 1. Regular exchange of information and expertise.
Ministry of Economic Development and Trade (MoEDT)	Data provider (information on national circumstances, contributing information on loss and damage and support and received through donor coordination and monitoring).	Regular exchange of information; TWG participation.
Ministry of Finance	Data provider (information on Support Needed and Received).	Regular exchange of information; TWG participation.
Ministry of Agriculture (MoA)	Data provider (information on GHG inventories and climate change (CC) adaptation).	Regular exchange of information; TWG participation.
Ministry of Industry and New Technologies (MoINT)	Data provider (technology transfer, technology needs and support provided).	Regular exchange of information; TWG participation.
Ministry of Transport	Data provider (national circumstances, GHG inventories, mitigation).	Regular exchange of information; TWG participation.
Ministry of Health and Social Protection (MoHSP)	Data provider (information on national circumstances and CC adaptation).	Regular exchange of information; TWG participation.
Ministry of Education and Science (MoES)	Data provider (NC information on research, systematic observation, education, and public awareness).	Regular exchange of information; TWG participation.
Ministry of Foreign Affairs	COP/CMA ministry; responsible for submission of reports to the UNFCCC from the Government of Tajikistan.	Regular exchange of information; TWG participation.
Forestry Agency of the Republic of Tajikistan	Data provider (national circumstances, GHG inventories, mitigation, adaptation).	Regular exchange of information; TWG participation.
Statistics Agency under the President of the Republic of Tajikistan (TajStat)	Overall provision of data and analysis for the project; institutional interface with procedures for the submission of international statistics and indicators.	Regular exchange of information; TWG participation; targeted workshops and capacity building, including sex-disaggregated data collection and analysis.
Agency on Land Reclamation and Irrigation	Data provider (national circumstances, GHG inventories, adaptation).	Regular exchange of information; TWG participation.
Committee for Emergency Situations and Civil Defense	Data provider (national circumstances and adaptation, particularly loss and damage).	Regular exchange of information; TWG participation.
State Committee for Land Management and Geodesy of the Republic of Tajikistan	Data provider for national circumstances and GHG inventories, particularly in the land use and land use change (LULUC) sub-sector.	Regular exchange of information; TWG participation.
Committee of Women and Family Affairs	Data provider for gender information and indicators (national circumstances, adaptation, other information).	Regular exchange of information; TWG participation Partner for awareness-raising related to gender and climate change.
Committee on Investments and State Property	Data provider (national Circumstances, support needed and received, mitigation, and adaptation).	Regular exchange of information; TWG participation.
State Unitary Enterprise for Residential Services	Data provider (energy subsectors).	Regular exchange of information; TWG participation.

Academia		
Academy of Sciences	Liaising with research institutions and researchers across Tajikistan. Data provider (supplemental NC chapter including research)	Regular exchange of information; participation in review and validation of the reports.
Strategic Research Center	Data provider (supplemental NC chapter including research); source of expertise on GHG inventory compilation.	Regular exchange of information; participation in review and validation of the reports.
Universities (Russian-Tajik Slavonic University, Tajik National University, Tajik Technical University, Tajik Agrarian University)	Data provider (supplemental NC chapter including education related to climate change). Partner for awareness-raising among young researchers.	Regular exchange of information. Participation in awareness-raising and outreach activities
Private sector		
Barqi Tojik	Data provider (national circumstances, GHG inventories / energy generation)	Regular exchange of information
NGOs, CSOs		
Climate Network TajCN	Liaising with civil society; external source of expertise and information. Source of communications on project to civil society organizations (CSOs) and the public.	Chapter review and validation, regular exchange of information. Participation in awareness-raising and outreach activities.

The preliminary stakeholder engagement plan envisages the following meetings:

- Inception workshop to discuss conceptual framework and design for each report/area of work; and to highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting.
- Stakeholder consultations workshops to engage stakeholders and ensure their continuous involvement in the reporting process.
- Capacity building workshops on the thematic areas of the ETF, BTRs and NCs.
- Individual meetings of thematic working groups with sector representatives.
- Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions.
- Validation workshops to discuss results and validate accuracy of the analyses and assure quality of the results.
- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking.

The stakeholder engagement plan will be consolidated and implemented in conjunction with the Gender Action Plan, thus ensuring that gender equality considerations are firmly integrated throughout project interactions with stakeholders.

Annex 9: Gender Analysis and Gender Action Plan

This assessment is designed to conform to guidance from the GEF on gender equality[18] by meeting the following requirements for actions that projects must take prior to CEO endorsement.

- This annex represents a **gender analysis** as recommended under GEF procedures.
- A **gender action plan** is included below in order to ensure that differences identified will be addressed.

Gender is also addressed in other areas of this project document, which include

- **Project outputs and activities**, which include Output 2.3, which includes activities to document improvements in reporting and on any other information relevant to reporting on the NDC under Article 4 of the Paris Agreement, Including reporting on gender considerations; Output 3.4, which will compile information on current and future vulnerability in Tajikistan in key sectors, including gender-differentiated impacts; and Output 4.3, which will assess and report on progress towards specific goals and indicators of gender aspects of climate change in the Mid-Term Development Program of the Republic of Tajikistan 2021-2025 for the BTR1 and update this assessment for the NC5/BTR2.

- The **project results framework,** which includes targets for women's meaningful participation
- Annual **monitoring activities**, as the project will monitor the share of women and men who are direct project beneficiaries, and it will also monitor the nature of these benefits.
- **Project reporting**, as gender elements of targets and activities will be monitored both in annual reports and in the End of Project Report.
- The project **knowledge management** strategy, which will support the dissemination of lessons learned from the gender-related outputs of this project and will promote the use of guidance and good practice in gender mainstreaming as it develops from the GEF, the UNFCCC, and other projects including GEF-funded EA and CBIT projects.

In the project preparation stage, the project has incorporated "good practice" as per the UNDP Gender Responsive National Communications Toolkit, which is directly relevant to both NC and BTR as national reporting on climate change:

- The project proposal includes a statement that explains gender as a relevant issue
- It identifies that outcomes data and analysis of gender issues will be included in NC and BTR sections
- It includes personnel with gender analysis expertise on project team
- It includes gender-related costs in the project budget including costs for capacity-building, data collection and analysis and to integrate gender in each component of NC and BTR.
- The proposal notes that these small investments will provide a high return in quality and relevance of reporting.

The initial gender assessment here provides country context on gender issues and identifies areas relevant to project design and implementation of the project's efforts to support the compilation of national reports to the UNFCCC and Paris Agreement and to provide robust data and information for decision-making on climate change at the national and international level. The inputs for this analysis include a desk study and review of demographic data and research literature, expert consultations, and direct input from women and men participating in data collection, analysis, and reporting. Sources of data and analysis include the government, UN agencies, other bilateral and multilateral donors, and multilateral development banks.

This assessment is followed by a Gender Action Plan, which will serve as a guide for project management and M&E activities

Background Information

[18] GEF (2018). *GEF Policy on Gender Equality.*

The population of Tajikistan is approximately 8.4 million people. 49.5% of the population is male. 34.3% of the population is under the age of 15, and that figure includes more than 1.2 million girls.[19] As a UN Women summary notes "In rural areas, nearly 75 per cent of the people live below the poverty line. Women suffer disproportionately from this poverty. For every 100,000 live births, 65 women die from pregnancy-related causes; the adolescent birth rate is 42.8 per 1000 live births. The highest risk of poverty occurs in households headed by women, the uneducated heads or with many children." The same summary notes that women's representation in politics and decision-making is below international standards.[20]

Women in Tajikistan also face special problems related to the country's status as the highest source of outbound migrant labor in the region. As a 2023 report from the International Organization for Migration (IOM) notes, "Every year, about half a million Tajiks leave the country for overseas employment, the majority of them male (85.5 % in 2019) and short-term- seasonal migrants (75%).[21] Migrants are primarily from rural areas (85%) and young (85% between 15 and 44). The Russian Federation is the major destination country for Tajik migrants (97.6% in 2019)[22] Estimates of remittances' contribution to household budgets range from 30 to 80 per cent.[23] As the UN Women summary notes, "Most of the emigrants are male. Their left-behind or abandoned wives become de facto heads of households, solely responsible for generating family income – despite limited access to education, resources, micro-credit, social protection and employment, particularly in rural settings. As an earlier IOM report noted, "Abandonment is exacerbated by the negative social norms and traditional attitudes to women's status and rights within the family and society. Tajik parents often put more resources into boys as future breadwinners, creating a bleak future for girls and severely limiting women's economic self-sufficiency."[24]

Legal status of women

Tajikistan is a signatory of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW). As a signatory, it files periodic reports to the Convention. Reporting has been sporadic; however, Tajikistan filed its most recent report, the seventh, in November 2022. The report covers the period 2019-2022.[25]
As the 7th report notes, "Under current legislation, women and men have equal legal personality, in other words the ability to own, use and dispose of property, to conclude contracts and to exercise other civil rights. The legal personality of both women and men is enshrined in the Civil Code, and may be restricted only by law and under court order. Women are accorded equal rights with men in respect of travel and the freedom to choose their place of residence and domicile."[26]

Tajikistan has adopted the 2015 UN Sustainable Development Goals (SDGs). As a result, they have committed to progress under SDG 5: "Achieve gender equality and empower all women and girls." Under this goal, countries are to achieve nine specific targets that include the following relevant targets for this project:

- "Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life;" and
- "Enhance the use of enabling technology, in particular information and communications technology, to promote the empowerment of women."

As the most recent CEDAW report notes, "The National Development Council reporting to the President of Tajikistan, which was established to ensure coordination among State agencies, the private sector and civil society on the implementation of the country's national development strategy for the period to 2030, medium-term development programmes and the Sustainable Development Goals, has a gender equality group whose purpose is to participate in discussions and develop gender-sensitive recommendations to adjust the goals, objectives and indicators contained in the national development

[19] Source: State Statistical Commission 2016.
[20] http://eca.unwomen.org/en/where-we-are/tajikistan. Accessed July 11, 2023.
[21] ADB, 2020 in IOM (2023) *Policy Analysis on Migration, Environment, and Climate Change*: 4-5.
[22] Ibid.
[23] Murakami et al., 2019; World Bank, 2021b; Rubinov, 2016; Gampp, 2017; Oriol, 2014; UNDP, 2012a; Lerman and Sedik, 2009 in IOM 2023: pp. 4-5.
[24] UN Women 2023.
[25] UNOHCHR (2019). UN Treaty Body Database.
https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/TBSearch.aspx?Lang=en&TreatyID=3&DocTypeID=29 Accessed July 11, 2023.
[26] CEDAW/C/TJK/7 para. 6.

strategy for the period to 2030 and the medium-term development programmes with the aim of achieving Sustainable Development Goal 5."[27]

Gender Equality Policy and Institutional Framework

Article 17 of the Constitution of the Republic of Tajikistan guarantees the rights and freedoms of every person regardless of gender. Article 143 of the criminal code prohibits discrimination on the basis of sex. In 2022, the Government adopted Act #1890 on the elimination of all forms of discrimination under the law. The jurisdiction of the act also covers government agencies and self-governing local bodies, and it provides for legal recourse when discrimination occurs.

The Committee for Women's and Family Affairs (The Women's Committee) serves as the primary government body for the advancement of women in Tajikistan, and as of 2022, it had 273 employees in cities, regions, and districts, along with an additional 200 employees at district information and counseling centers.[28]

Relative Measures of Gender Equality and Discrimination

Gender Development Index (GDI)

In 2014, UNDP introduced a new measure into its Human Development Reports: the GDI. This measure is based on the sex-disaggregated Human Development Index, which is defined as a ratio of the female to the male HDI. As such, the GDI is meant to identify gender inequalities in three basic dimensions of human development: health (measured by female and male life expectancy at birth), education (measured by female and male expected years of schooling for children and mean years for adults aged 25 years and older); and command over economic resources (measured by female and male estimated GNI per capita). The 2023 GDI value for Tajikistan is .909, which places it 122nd among the 191 countries surveyed, which is the lowest ranking in Central Asia.

Social Institutions and Gender Index (SIGI)

This measure, which has been developed by the OECD, focuses on laws, social norms, and practices that may be the underlying drivers of gender inequality. The SIGI is one of the official data sources for monitoring SDG Indicator 5.1.1: "Whether or not legal frameworks are in place to promote, enforce and monitor gender equality and women's empowerment." SIGI calculations, which result in a score between 0 and 100, where 0 is no discrimination and 100 is absolute discrimination. The OECD provides scores for 179 countries and average scores for the world as a whole, distinct global regions, the OECD, and individual countries.

The SIGI value for Tajikistan (40) places above the global average score (29.1) and the average score for Asia (37).[29] Underlying variables that contribute to this composite score include women's representation in parliament (27%, which is the same as the global average), laws on land and non-land assets (higher assessed discrimination than the global average and the average for Asia), and laws on violence against women and divorce (assessed as significantly more discriminatory than the global and Asian averages).[30]

Global Gender Gap Index (GGGI)

The World Economic Forum also calculates a gender index: the Global Gender Gap Index. The Global Gender Gap Index report (2023) has scored Tajikistan at 0.672, which places it 111th out of 146 countries and among the three countries in Eurasia and Central Asia with the greatest gender gap between women and men.[31] Rankings of 70th in health and survival, 95th in political participation, 105th in economic participation and opportunity (among the lowest in the Eurasian region), are counter-balanced by a relatively greater gap in educational attainment (121st), partly due to an enrolment gap in tertiary education.

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[27] Ibid. para. 64.
[28] Ibid. para. 63.
[29] https://www.oecd.org/stories/gender/social-norms-and-gender-discrimination/sigi?country=TJK. Accessed July 11, 2023.
[30] Ibid.
[31] World Economic Forum (2023). Global Gender Gap Report. June 2023 Insight Report.

Gender Statistics and Gender in Climate Policy

A gender statistics portal in Tajikistan was established with support from the Asian Development Bank (2014-2016), and the most recent CEDAW report states that "work is underway to develop gender statistics."[32] It also notes that a gender statistics compendium is available at the website of the Agency on Statistics under the President of Tajikistan, or Tajstat.[33]

National reporting processes under the UNFCCC constitute an important opportunity 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.

Article 7 of the National Strategy on Adaptation to climate change to 2030 (approved in 2019) is devoted to gender. The strategy provides examples of differentiated impacts of climate change on women and men, noting that women working in agriculture tend to travel longer distances for firewood and water (para. 62) and that women's household labor may be disproportionately affected by the impacts of climate change (para. 31). The strategy also notes that women are more vulnerable to extreme weather events such as floods and mudslides. The Committee for Women's and Family Affairs is a party to the national strategy.[34]

Gender and Climate Change: A Rights Issue

As the 2015 UNDP Gender Responsive National Communications Toolkit notes, "It is important to keep in mind that climate change is also considered to be a human rights issue. National climate change commitments are therefore also linked to commitments such as those made through the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW). NCs that include men and women at all levels of the process, and which incorporate analysis of sex-disaggregated data and gender issues, will be better able to demonstrate linkages between fulfillment of human rights commitments and results of adaptation and mitigation efforts. Further, bringing together human rights commitments and gender considerations in the context of NCs will support both environmental sustainability and social development."[35]

Gender and Climate Change in Tajikistan

As the current NDC notes, gender aspects of climate change are included in the **National Development Strategy (NDS)** 2030, which was launched into 2016. The strategy emphasizes the need to address gender equality and climate change, in particular in the context of rural areas, in order to ensure sustainable development. The primary national development planning document, the **Medium-term Development Program (MDP)** of the Republic of Tajikistan for 2021-2025, includes specific tasks and indicators related to the gender aspects of climate change. Section 5.8. and the Matrix of Actions "Environment: Climate change and disaster Risk management" include gender-sensitive indicators for climate change, which have been noted in relation to adaptive measures. The MDP contains a target of increasing women's awareness of the risks of climate change from a baseline level of 15% to 35% in 2025. (The participation of women in Tajikistan in decision-making related to disaster preparedness and response is rare.)[36]

In recent years, Tajikistan has also taken steps towards mainstreaming aspects of gender into climate policies and aspects of climate change into gender policies. The **National Strategy for Adaptation to Climate Change** of the Republic of Tajikistan for the period up to 2030 (NSACC 2030) mentions that climate change can increase the domestic workload of women, which can in turn negatively affect women's equality in the country. The strategy also notes that women in agriculture face higher levels of vulnerability to communicable diseases and heatstroke and that women are more likely

[32] CEDAW/C/TJK/7 para. 4.
[33] Ibid., para. 17.
[34] National Strategy for Adaptation to Climate Change in the Republic of Tajikistan to 2030, approved by Government Decree #482 on 2 October 2019 (in Russian). https://faolex.fao.org/docs/pdf/taj190980.pdfAccessed 24 July 2023.
[35] UNDP Gender Responsive National Communications Toolkit (2015): 17.
[36] Ibid.

than men to be victims of natural disasters such as floods and mudslides. The NSACC 2030 also establishes indicators for monitoring gender-related aspects of adaptation.

In gender policy, the **National Strategy for the Activation of the Role of Women** in the Republic of Tajikistan for 2021-2030 proposes the specific measure of the improvement of a database on climate change and disaster risk management with the ability to assess gender-sensitive indicators in this area, and it proposes providing training for a variety of government officials on gender aspects of climate change adaptation. As the Grantham Institute notes, "This document notably aims to improve the database on climate change and disaster risk management with the possibility of assessing gender-sensitive indicators in this area (art. 54). It mandates the organisation of training sessions for employees of departments and sectors for women and family affairs of local executive bodies of state power of cities and districts, chairmen of jamoats and chairmen of the Council of Women of Jamoats on gender aspects in the development of dekhkan farms, and their adaptation to climate change. Training seminars and trainings should also be organised for rural women, heads of dekhkan (farm) enterprises on climate change and adaptation to it."[37]

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.

Previous NC/BUR projects addressed Gender mainstreaming into national reporting process in the following ways:

- The **First (2002) and Second National Communications (2008)** partially reviewed the gender aspects of climate change alongside issues related to the climate change impacts on public health.
- The **Third National Communication** (2014) considered the gender aspects of climate change in more detail in the assessments of the vulnerability of women's reproductive health to climate change in the chapter on Impacts, Vulnerability and Adaptation. The report discussed the need to raise the level of education and awareness, especially of pregnant women, in connection with climate change.
- The **Fourth National Communication** (2022) reviewed the research conducted in Tajikistan on issues related to the impact of climate change on women and the most vulnerable segments of the population under its "Other Information" chapter. The review found two key factors that created a context for ongoing efforts to achieve gender equality: traditions and gender stereotypes adopted in relation to the role of women in the family and in society, as well as a large number of female-headed households due to the widespread labor outmigration of men. The review made specific recommendations such as: 1) Raise awareness and understanding of gender and climate change nexus in the development context; and 2) Improving the system of promoting the gender and climate change nexus in development planning, budgeting, and implementation.
- The **updated NDC** (2021) provides information on gender policies and the relationship between gender and climate change in Tajikistan. Specific consultations on gender and climate change were held with the civil society and the Committee on Women's Affairs and Family on the updated NDC.

In addition to these reports, the Green Climate Fund **(GCF) readiness proposal** on support for the formulation of the National Adaptation Plan includes specific references to gender mainstreaming, and the **GEF-funded CBIT project: "Strengthening the capacity of the Republic of Tajikistan to comply with the Enhanced Transparency Framework under the Paris Agreement"** (GEF ID 10967) also addresses sex-disaggregated data and a gender-sensitive approach to transparency activities, including a dedicated output in this area (Output 3.1.1 Established gender-sensitive guidelines, protocols and indicators on data collection, update archiving, and tracking of GHG inventory, adaptation, climate finance and support received in Tajikistan.").

[37] https://climate-laws.org/document/national-strategy-for-the-activation-of-the-role-of-women-in-the-republic-of-tajikistan-for-2021-2030_500b. Accessed July 11, 2023.

Recommendations

In summary, the project should encourage women's participation, empowerment, and access to justice in all project activities. Specific action items are included in the proposed Action Plan on the following page.

Specific recommendations follow good practice on gender mainstreaming in national reporting and are adapted from UNDP's 2015 guidance to respond to the BTR and BTR/NC requirements:

GHG Inventory Chapter:

- Engage gender specialists from government, private sector and civil society to develop gender analysis framework for GHG data collection across sectors within the national context.
- Establish criteria for technical working group (TWG) membership to ensure that social and gender analysis specialists participate in all aspects of GHG inventory process.
- Ensure that prioritization exercises for activity data collection, analysis, and areas for improvement highlight categories where gendered divisions of labour indicate scope for in-depth gender analysis.
- Where GHG inventories connect to social data, ensure collection of sex-disaggregated data, identify gaps in data and include consideration of gender issues in strategies to overcome data constraints.

Reporting on Progress Towards the NDC under Article 4 and Mitigation:

- Ensure that the description of the NDC includes how it incorporates gender issues.
- Ensure that activities supporting reporting on progress towards the NDCs highlight categories where gendered divisions of labour indicate scope for in-depth gender analysis.
- Coordinate with adaptation and vulnerability working group or experts to identify gender specialists who can contribute to mitigation assessments across sectors.
- Establish criteria for all terms of reference to include collection of sex-disaggregated data, establishment of a small set of gender-specific indicators, and employment of gender specialist to conduct gender analysis of mitigation findings.
- Ensure women and men are involved in development of baseline scenarios and mitigation-related parameters.
- Ensure that the description of improvements and reporting include gender-related items.
- Share gender analysis related to the NDC with national gender organizations and with the team that will compile the updated NDC.

Adaptation (Reporting Corresponding to an Adaptation Communication under Article 7 of the Paris Agreement for both reports and Impacts; Vulnerability and Adaptation reporting for the BTR and combined BTR/NC):

- Engage gender-equality organizations and specialists as regular stakeholders.
- Collect sex-disaggregated data and include analysis of male/female (M/F) differences in all reports and assessments to clarify differences between M/F vulnerability in the key sectors covered.
- Identify where sex-disaggregated data is not available.
- Highlight issues of men's and women's different access and control of resources.

- Include a description of gender differences and sex-disaggregated statistics in the discussion of loss and damage.
- Assess lessons learned vis-à-vis differences in men's and women's experiences, knowledge and contributions (such as differences in labor patterns, including household labor) for the description of lessons learned in adaptation.
- Assess gender differences in project benefits, such as training and capacity-strengthening, and ensure the inclusion of women in the description of M&E related to adaptation.
- Select a core set of gender and climate indicators from the National Strategy for Women's Activation and the Medium-Term Development Plan to monitor gender issues.
- Include gender analysis sessions in all adaptation–related workshops.
- Engage with local-level women's committees and the country-level organization to collect and disseminate information on women's roles in adaptation.
- Ensure that the description of improvements and reporting include gender-related items.

Support Needed and Received under Articles 9, 10, and 11 and Reporting Other Information

- Clearly articulate the needs and constraints relative to integrating gender in climate change actions.
- Ensure that stated technology needs include an analysis of the distribution of benefits between women and men and anticipated gender balance of users.
- Ensure that the compilation of research on climate change seeks out women's views and women researchers.
- Discuss gender representation in outreach, awareness, and education initiatives that are catalogued.
- Ensure that the "other information" section of both reports covers gender issues in detail.
- Ensure that the team of staff or consultants taking stock of national circumstances under the BTR1 and BTR2/NC5 includes individuals with expertise in gender analysis and gender statistics.
- Across all stocktaking areas, collect sex-disaggregated data and research done to date on gender issues in relation to resource use, natural resource management and women's and men's roles in each area of the economy, including gender differences in paid/unpaid labor and labor migration.
- Identify social and cultural factors such as men's and women's education and literacy levels, freedom of mobility, generational changes in gender roles, differences between rural/urban women and rural/urban men.
- Feature facts on women's and men's representation in decision-making on resource issues and in politics.

Cross-Cutting Activities

- The project should not only collect sex-disaggregated data, but it should provide this data and other project findings to other organizations and promote the use of this information in reporting to relevant UN conventions.
- The project provides an opportunity to develop training and professional development opportunities that can benefit women.
- Project interventions that are designed and implemented using a gendered approach should be documented and shared as a part of the project's knowledge management activities.

GENDER ACTION PLAN (GAP)

The following gender action plan has been drafted on the basis of the gender analysis presented above. The table below describes the outcomes, actions, corresponding indicators, and responsible parties for each project component and for cross-cutting areas such as monitoring and project management. Indicator numbers refer to the corresponding indicators numbers in the project results framework. All GAP indicators are included in the project results framework with their corresponding mid-term and endpoint targets.

Objective	Action	Indicator	Responsible Person/Institution
Component 1: National Greenhouse Gas Inventory (GHGI) and Supporting Documentation			
Ensure that prioritization exercises for activity data collection, analysis, and areas for improvement of the BTR1 and NC5/BTR2 highlight categories where gendered divisions of labour indicate scope for in-depth gender analysis.	Include gender analysis in the scope of work for the consultant(s) or contractor(s) compiling the GHG inventories.	Project Indicator 12: Presence of information in the GHG inventory chapter on sex-disaggregated data and/or gender issues and/or areas for improvement (targets provided in the project results framework).	Project Manager
Component 2: Progress made in implementing and achieving the NDC, including information on mitigation policies and measures.			
Mainstream gender into the chapters of the BTR1 and NC5/BTR2 on NDC tracking	Establish criteria for all terms of reference to include collection of sex-disaggregated data, establishment of a small set of gender-specific indicators, and employment of gender specialist to conduct gender analysis of mitigation findings.	Project Indicator 4: Extent of gender mainstreaming in NDC progress reporting (targets provided in the project results framework)	Project Manager
Component 3: Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement.			
Mainstream gender considerations into reporting on adaptation in the BTR1 and NC5/BTR2	Collect sex-disaggregated data and include analysis of male/female (M/F) differences in all reports and assessments to clarify differences between M/F vulnerability in the key sectors covered, highlighting issues of men's and women's different access and control of resources.	Project Indicator 6: Extent of gender mainstreaming in adaptation reporting (targets provided in the project results framework)	Project Manager
Component 4: Support needed and received and other information.			
Mainstream gender considerations into reporting on	Provide specific reporting on gender aspects of climate change	Project Indicator 14: Extent to which progress on gender and	Project Manager

Objective	Action	Indicator	Responsible Person/Institution
support needed and received and other information	and national efforts to mainstream these issues into socio-economic development plans	climate is tracked in national strategy documents (targets provided in the project results framework)	
Component 5: Compilation and submission of the BTR1 and NC5/BTR2 reports to the UNFCCC			
Ensure that national reports reflect gender-inclusive review and validation	Solicit the active participation of women in the BTR1 and NC5/BTR2 review and validation processes	Project Indicator 10: Level of stakeholder engagement in review and validation of reports, including participation by women (targets provided in the project results framework)	Project Manager
Monitoring and Evaluation / Project Management			
Support women's participation in project activities	Monitor gender balance in project participation.	GEF Core Indicator (Indicator 1): direct project beneficiaries disaggregated by gender (individual people)	Project Manager, UNDP CO
Increase understanding of how project benefits, such as employment opportunities and training opportunities, may vary by gender	Include gender issues in annual project reporting to the GEF and the End of Project report.	Project Indicator 13: Extent of gender mainstreaming in project implementation	Project Manager, UNDP CO, UNDP IRH
Ensure that reporting is informed by gender expertise	Establish criteria for technical working group (TWG) membership to ensure that social and gender analysis specialists participate in all aspects of GHG inventory process.	Project Indicator 15: Extent of mainstreaming gender expertise into technical analysis in national reporting	Project Manager

Annex 10: Procurement Plan - 1st Year of Implementation

Component	Description	Contract Type	Amount [USD]	Year	Procurement Method
Component 1	International Consultant: Chief Technical Adviser / GHG Inventories Expert	IC	$172,250	2024	Open recruitment process
Component 1	IT equipment for Project staff to be purchased through UNDP	Goods contract	$7,000	2024	Micro Canvass
M&E Component	Rent of hall, translation equipment, catering services for Project Inception meeting	Service contract	$4,000	2024	Micro Canvass
PMC	Furniture for project support team	Goods contract	$2,000	2024	Micro Canvass

Annex 11: LOA between UNDP and IP requesting UNDP Support Services (if required on exceptional basis and authorized by the GEF)

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE AGENCY OF HYDROMETEOROLOGY OF THE COMMITTEE OF ENVIRONMENTAL PROTECTION UNDER THE GOVERNMENT OF THE REPUBLIC OF TAJIKISTAN

FOR THE PROVISION OF SUPPORT SERVICES

Dear Mr. Abdullo Qurbonzoda,

1. Reference is made to consultations between officials of the Government of the Republic of Tajikistan (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 under Annex 1.

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

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project "Preparation of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of the Republic of Tajikistan under Article 13 of the Paris Agreement to the UNFCCC":

(a) Identification and/or recruitment of project personnel;

(b) Identification and facilitation of training activities;

(c) Procurement of goods and services;

(d) Facilitation of local and international travels and settlement of travel claims.

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

5. The relevant provisions of the Standard Basic Assistance Agreement between the United Nations Development Programme and the Government of Tajikistan signed on 1st of October 1993 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed 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 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 are described in paragraph 3 above is specified in the annex to the project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be 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 in Tajikistan

Mr. Lenni Montiel

Resident Representative

Signed on behalf of the Agency of Hydrometeorology

Mr. Abdullo Qurbonzoda

Director

(Date)

Attachment

Description of UNDP Country Office Support Services under the project: "Preparation of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of the Republic of Tajikistan under Article 13 of the Paris Agreement to the UNFCCC

1. Reference is made to consultations between the Agency of Hydrometeorology of the Committee of Environment Protection under the Government of the Republic of Tajikistan (hereinafter referred to as AoH), the institution designated by the Government of the Republic of Tajikistan and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project " Tajikistan's First Biennial Transparency Report and Fifth National Communication and Second Biennial Transparency Report to the UNFCCC"

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

The execution services to be provided by **UNDP Country Office** are expected to include:

- Technical role (membership) on the Project Procurement Committee.
- Recruitment of Project Manager and Project Administrative and Finance Associate;
- Financial services related to processing of payments under contracts concluded by UNDP, which includes creating vendors and payment reconciliations.
- International travel support and travel settlement at the request of the project Implementing Partner and Responsible Parties (when the latter are unable to provide such service).
- Support in recruiting thematic international consultants for the project, as necessary and as requested by AoH.
- Procurement of goods and services amounting more than $50,000 on a transparent and competitive basis, including review of terms of references, preparation of procurement packages, advertisement, contracting and contract management.

The execution services to be provided by the Agency of Hydrometeorology under the Committee of Environmental Protection under the Government of the Republic of Tajikistan are expected to include:

- Chairing of the Project Board and coordination of participation of other ministries, state agencies and other stakeholders in project implementation.
- Project planning, coordination, management, monitoring, evaluation and reporting.
- Management of project risks as included in this project document and new risks that may emerge during project implementation.
- Financial management, including monitoring financial expenditures against project budgets.
- Project event management.
- Approving and signing the quarterly combined delivery report - funding authorization and certificate of expenditures.
- Procurement of goods and services amounting lower than $50,000 on a transparent and competitive basis.

3. Detailed breakdown of support services to be provided:

Support services (insert description)	**Schedule for the provision of the support services**	**Cost to UNDP of providing such support services (where appropriate)**	**Amount and method of reimbursement of UNDP (where appropriate)**
1. Project management unit recruitment and personnel management (including but not limited to): -Staff selection and recruitment process -Staff human resources and benefits administration and Management	Ongoing throughout implementation when applicable (2024-2028)	$564.03*Recruitment of 2 NPSA personnel= $1,128 (recruitment) DPC $193.97 *6 extension cases = $1,164 (extension) DPC	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner in accordance with the UPL.
2. Contractual Services for Individuals (including recruitment and contract issuance)	Ongoing throughout implementation when applicable (2024-2028)	$ 220.29 *6 ICs recruitment = $1,322 (IC) DPC	As above
3. Services related to financial transaction (including but not limited to): -Payments -Issuing cheques	Ongoing throughout implementation when applicable (2024-2028)	$36.86*120 payments processing = $4,423 (Payment) DPC $19.93*81 suppliers' profiles creation = $1,614 (Supplier) DPC	As above
4. Services related to procurement of goods and services: Travel	Ongoing throughout implementation when applicable (2024-2028)	$90.29*10 international trips = $903 (travel) DPC $62.56*55 local trips= $3,441 (travel local) DPC	As above
		TOTAL	**$13,995**

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

Terms of Reference for the Project Board

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 by one of two names: 'Project Board' or 'Project Steering Committee.'[38] The Project Board or Project Steering Committee 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."

Duties and Responsibilities

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

- 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.

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 Project Board meets annually, at least once.

[38] Please insert the appropriate entity name in the relevant sections in the document. Where this ToR refers to "Board" it is intended to apply to both these entities and should be changed accordingly to match the entity chosen for the specific project

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.
  - 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 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

The composition of the Project Board includes senior representatives from the following organizations assigned to the following three roles:

Role	Key function	Agency	Name (if known)
Project Executive:	Represents ownership of the project and chairs (or co-chairs) the Project Board	Agency of Hydrometeorology under the Committee of Environmental Protection	Director of the Agency of Hydrometeorology under the Committee of Environmental Protection

Beneficiary Representative(s):	Represents 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	Committee for Environmental Protection under the Government of the Republic of Tajikistan	Chairman of the Committee of Environmental Protection (CoEP) under the Government of the Republic of Tajikistan
Development Partner(s):	Represents the interests of the parties concerned that provide funding, strategic guidance and/or technical expertise to the project	UNDP	UNDP Resident Representative in Tajikistan

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. At least one UNDP representative playing project assurance role must, as part of their duties, specifically attend board meeting and provide board members with the required documentation required to perform their duties. The UNDP representative playing the main project assurance function is/are:

1) Team leader on Climate Change, Energy and Environment
2) Programme Analyst on Climate Change, Energy and Environment

Standard PSC protocols

Meetings
The PSC will meet on an annual basis to review the progress towards the project outcomes, outputs as well as challenges and opportunities present. Hydromet, in its role as the Project Executive, shall convene PSC meetings annually and based on the need. All documents to be reviewed at the PSC meeting must be shared with the PSC at a minimum of two weeks prior to the meeting.

Quorum
A quorum shall be deemed present by the Executive if fifty percent (50%) plus one (1) of the membership of the PSC is present at any PSC meeting convened (whether in person or online). If it becomes apparent that it's not possible to establish a quorum, the Project Executive may decide to move the meeting to another date. In the event that no quorum is present, the PSC secretary should reflect in the minutes how many members were present, that a quorum was not achieved, and the date and time of the rescheduled meeting.

Conflict of interest. As per internationally recognized professional standards and principles of sound governance, it is required that 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.

Minutes
The PSC Secretariat will be represented by UNDP Project Manager. The Secretariat will be responsible for organizing PSC meetings and for ensuring relevant updates (in the form of Power Point Presentations, financial diagrams, charts etc.) are prepared and presented

at the meetings. The Secretariat will be also responsible for preparation of minutes of PSC meetings. The minutes should at a minimum capture the agenda and issues discussed and the agreed upon action items and decisions (if applicable). Each minutes 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. All board decisions and minutes will be kept by the PSC Secretariat. Decisions are made by unanimous consensus. Complete copies of such minutes, including any attachments, shall be provided to all PSC members no later than fourteen (14) days following the meeting.

Decisions:
Decisions of the Project Steering Committee shall be adopted by consensus of quorum, provided that in the absence of a consensus the Development Partner shall have the authority to execute a final decision that is fair and transparent. All decisions adopted by the Project Steering Committee shall be duly recorded in minutes to the meeting to be shared no later than fourteen (14) days following the meeting.

Annex 13: GEF Core indicators

Project Core Indicators		Expected at PIF
1	**Terrestrial protected areas** created or under improved management for conservation and sustainable use (Hectares)	n/a
2	**Marine protected areas** created or under improved management for conservation and sustainable use (Hectares)	n/a
3	Area of **land restored** (Hectares)	n/a
4	Area of **landscapes under improved practices** (excluding protected areas)(Hectares)	n/a
5	Area of **marine habitat under improved practices** (excluding protected areas) (Hectares)	n/a
6	**Greenhouse Gas Emissions Mitigated** (metric tons of CO2e)	n/a
7	**Number of shared water ecosystems** (fresh or marine) under new or improved cooperative management	n/a
8	Globally over-exploited **marine fisheries** moved to more sustainable levels (metric tons)	n/a
9	**Reduction**, disposal/destruction, phase out, **elimination** and avoidance of **chemicals of global concern** and their waste in the environment and in processes, materials and products (metric tons of toxic chemicals reduced)	n/a
10	Reduction, avoidance of emissions of **POPs to air** from point and non-point sources (grams of toxic equivalent gTEQ)	n/a
11	Number of **direct beneficiaries disaggregated by gender** as co-benefit of GEF investment	By the mid-term: 160 beneficiaries (of those 64 women) By the end of the project: 320 beneficiaries (of those 128 women)

Annex 14: 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	
		☐ Behavior 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	

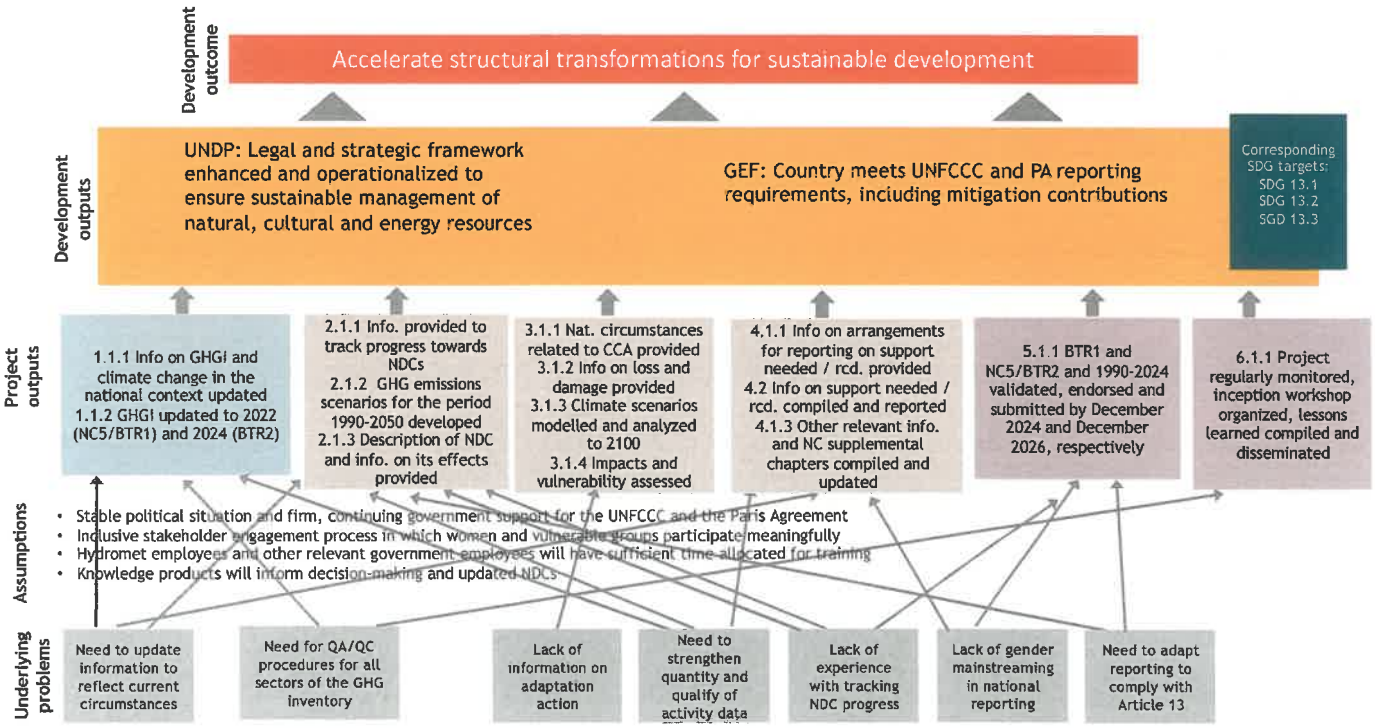
		☐ Non-Ferrous Metals Production	
		☐ Ozone	
		☐ Persistent Organic Pollutants	
		☐ Unintentional Persistent Organic Pollutants	
		☐ Sound Management of chemicals and Waste	
		☐ Waste Management	
			☐ Hazardous Waste Management
			☐ Industrial Waste
			☐ e-Waste
		☐ Emissions	
		☐ Disposal	
		☐ New Persistent 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 15: Results of the Partners Capacity Assessment Tool (PACT) and HACT Micro Assessment

Separately attached.

Annex 16: Theory of Change



Annex 17: End of Project Report

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 NC 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	