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United Nations Development Programme

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

Project title: Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC		
Country(ies): Albania	**Implementing Partner (GEF Executing Entity):** Ministry of Environment in Albania	**Execution Modality:** National Implementation Modality (NIM)
Contributing Outcome (UNSDCF/CPD, RPD, GPD): UNSDCF 2022-2026: Strategic Priority B: Sustainable, resilient and green economic growth and resource management; Outcome 2: By 2026, innovative and integrated policy solutions accelerate sustainable, productive and inclusive economic development, enhancing climate change adaptation and mitigation and transition to e green and blue economy. CPD 2022-2026: OUTPUT 2.1 Environment and Climate Change: Implement existing legislation more effectively, new commitments, measures targets, and governance mechanisms to address climate change, biodiversity loss, waste, pollution, and degradation strengthening systems of protected areas and natural capital to promote ecotourism and circular bioeconomy.		
UNDP Social and Environmental Screening Category: Low		**UNDP Gender Marker:** GEN2
Quantum Award ID: 1382725		**Quantum Project ID:** 01003562
UNDP PIMS+ ID number: 9482		**GEF Project ID number:** 11852
LPAC meeting date: 20 March 2025		
Last possible date to submit to GEF: Not applicable		
Latest possible CEO endorsement date: Not applicable		
Project duration in months: 36 Months		
Planned start date: 1 May 2025		**Planned completion date:** 1 May 2028
Expected date of Mid-Term Review (MTR) submission to the GEF: Not applicable		**Expected date of Terminal evaluation (TE) submission to the GEF:** Not applicable

Expected Operational Closure Date: 1 February 2029	**Expected Financial Closure Date:** 1 August 2029

Brief project description: The overall goal of the project is to support the Government of Albania to fulfil the obligations of the country to the UNFCCC, mainstream and integrate climate change considerations into development strategies and sector-based policy frameworks, through ensuring a regular mechanism of national monitoring, reporting and verification of climate change actions towards a low-carbon and climate resilient development pathway.

The immediate objective of the project is to assist the Government of Albania in the preparation and submission of its First Biennial Transparency Report (BTR1) and its Fifth National Communication (NC5) and Second Biennial Transparency Report (BTR2) as a combined report to the United Nations Framework Convention on Climate Change (UNFCCC), in accordance with its commitments as a non-Annex1 party (as mandated by Article 4 and 12 of this Convention) and in line with Decision 17/CP. 8, 5/CMA.3 and 18/CMA.1. In addition, the Project will strengthen existing institutional arrangements for climate change transparency and support the achievement of the long-term targets to addressing the impacts of climate change.

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

SIGNATURES:

Signature: Mrs. Ledina Beqiraj Agalliu, Secretary General, Ministry of Environment, Albania	**Agreed by Government Development Coordination Authority**	**Date/Month/Year:** 17/06/26
Signature: Mr. Francisco Roquette UNDP Resident Representative a.i , Albania	**Agreed by UNDP**	**Date/Month/Year:** 17/6/26

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LIST OF ACRONYMS AND ABBREVIATIONS

AFOLU	Agriculture, Forestry and Other Land Use
AF	Alternative Fuels
ARA	Albanian Recyclers Association
ARTI	Agency for Research, Technology and Innovation
BoA	Bank of Albania
BAT	Best Available Technology
BaU	Business as Usual
BAP	Bali Action Plan
BUR	Biennial Update Report
BTR	Biennial Transparency Report
CCS	Climate Change Strategy
CDM	Clean Development Mechanism
CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
CH_4	Methane
COP	Conference of Parties
CO_2eq	Carbon dioxide equivalent
CPD	Country Programme Document
DCM	Decree of Council of Ministers
EBRD	European Bank for Reconstruction and Development
EC	European Commission
ECT	Energy Community Treaty
EEA	European Environment Agency
EIA	Environmental Impact Assessment
EIB	European Investment Bank
EITI	Extractive Industries Transparency Initiative
EU	European Union
EU ETS	European Union's Emission Trading System
ETF	Enhanced Transparency Framework
FAO	Food and Agriculture Organization
GACMO	Greenhouse gas Mitigation Cost Model
GCF	Green Climate Fund
GDP	Gross Domestic Product
GEF	Global Environment Facility
Gg	Gigagram
GHG	Greenhouse Gas
GVA	Gross Value Added
GWP	Global Warming Potential
HPP	Hydro Power Plant
ICZM	Integrated Coastal Zone Management
IMF	International Monetary Fund
IMWGCC	Inter-ministerial Working Group on Climate Change

INSTAT	Albanian Institute of Statistics
IPCC	Intergovernmental Panel on Climate Change
IWRM	Integrated Water Resources Management Strategy
LEAP	Long Range Energy Alternatives Planning
LEDS	Low Emissions Development Strategy
LUCF	Land Use Change and Forestry
MoE	Ministry of Environment
MoIE	Ministry of Infrastructure and Energy
MoARD	Ministry of Agriculture and Rural Development
MWh	Megawatt hours
MRV	Monitoring, Reporting and Verification
MSW	Municipal Solid Waste
NAE	National Agency of Environment
NAF	National Agency of Forestry
NAEE	National Agency for Energy Efficiency
NANR	National Agency of Natural Resources
NAMA	Nationally Appropriate Mitigation Action
NAP	National Adaptation Plan
NC	National Communication
NCSP	National Communications Support Programme
NECAP	National Energy and Climate Action Plan
NGO	Non-governmental organization
NSDI	National Strategy for Development and Integration
ODS	Ozone Depleting Substance
OECD	Organization for Economic Co-operation and Development
PHI	Public Health institution
PB	Project Board
POP	Persistent Organic Pollutant
PRTR	Pollutant Release and Transfer Register
R&D	Resource and Development
RES	Renewable Energy Sources
RCP	Representative Concentration Pathways
SD	Sustainable Development
UNSDCF	United Nations Sustainable Development Cooperation Framework
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
WEM	With Existing Measures
WHO	World Health Organization
WMO	World Meteorological Organization

II. DEVELOPMENT CHALLENGE

Albania ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1994, Kyoto Protocol in 2004 and the Paris Agreement in 2016. As Party to the Convention, Albania has the obligation to implement decisions of the Conference of the Parties (COP) regarding the implementation of policies and measures to adapt to, and mitigate climate change, thereby contributing to the attainment of the objective of the Convention.

So far, Albania has prepared and submitted 4 National Communications (NCs): the Initial National Communication (NC1) in 2004; the Second National Communication (NC2) in 2009; the Third National Communication (NC3) in 2016 and the Fourth National Communication (NC4) in 2022 with a stand-alone National Inventory Report (NIR) in 2021 as mandated by articles 4 and 12 of the Convention.

Country has also prepared and submitted First Biennial Update Report (BUR1), with a stand-alone NIR (National Inventory Report) in 2021.

The preparation process of 4 NCs and 1 BUR reports has led to the following achievements:

- Albania, as a Non-Annex I country to the United Nations Framework Convention on Climate Change (UNFCCC), has been developing an inventory of anthropogenic emissions by sources and removals by sinks of greenhouse gases (GHGs) emitted to or removed from the atmosphere since 1990 as part of its National Communications (NCs) on Climate Change. The national GHG inventory covers the years 2009-2019 and is consistent with the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines.

- The Albania's first BUR has initiated an improvement process to better address the completeness, accuracy and transparency of the reported information, based on the reccomendations from the Team of Technical Experts (TTE) during the first international consultation and analysis (ICA) process to overcome the obstacles reported by previous evaluation processes.

- The law no.155/2020 on climate change and the Governmental Decree no. 889/2022 on the approval of the regulation for monitoring, reporting of greenhouse gas emissions and other information related to climate change at the national level, form the legal basis for the national inventory system of climate change. Albanian Parliament ratified the Paris Climate Agreement on 14th July 2016 through the law "On ratification of the Paris Agreement in the frame of the UNFCCC". The Inter-ministerial Working Group on Climate Change (IMWGCC) serves as a permanent coordinating body regarding climate change issues. It is headed by the Deputy Minister of Environment at the political level and supported by nominated technical focal points in each related institution.

- Mitigation potential in key development sectors (energy, transport, agriculture, waste) is assessed, and abatement measures proposed/described/prioritized, including: (i) coverage, (ii) objectives, (iii) activities, (iv) information on the extend of achieved mitigation or projected to achieve, and (v) information on methodologies and assumptions used in estimating the mitigation potential of actions; with gender considerations included.
- National Determined Contribution (NDC) was revised, endorsed and submitted to UNFCCC on 12 October 2021 with an enhanced national mitigation target until 2030 compared to Business as Usual (BAU) scenario, a separate chapter on climate change adaptation and moreover with a full Implementation Plan associated with monitoring indicators, the calculated cost, responsible institutions and means of implementation for the mitigation and adaptation actions.

- Options and possibilities for establishment of a domestic MRV system are analyzed and the MRV system is recommended as part of the BUR1 together with a prototype MRV Management Portal.
- The vulnerability and adaptation (V&A) assessment focus through all National Communications has been in the whole territory of Albania, in the Drini River basin, in the Coastal Zone of Albania and recently in the Vjosa River basin. The reports provide research-based analysis on climate vulnerabilities (current and future due to climate changes) for sectors/systems: water resources, agriculture, biodiversity and forests, energy, soil, health, disaster risk, tourism, population and settlements, and gender. They also consider existing adaptive capacities and priority adaption measures potential to cope with climate changes. Recently, the NAP (National Adaptation Planning) project, implemented by UNDP, is strengthening the evidence base on climate risks and vulnerabilities at the national level in five priority sectors (energy, transport, urban development, agriculture, and tourism) through conducting five multi-hazard climate risk and vulnerability assessments at national level and 8 chosen municipalities. Gender analysis has been undertaken as to link gender with climate change adaptation with focus on agriculture and energy sectors in the Vjosa River basin. Furthermore, Gender and Climate Action Plan was prepared and costed.
- Research on climate change in Albania is still at its pioneering phase. Even though climate has entered the lexicon of the research community, especially through the education system, research outputs in the field of climate, energy efficiency, and environmental management in general are very limited. The main research institutions in Albania include the Academy of Sciences and Universities (public and private), including their affiliated entities. In addition, national and International NGOs have influenced the establishment of the national innovation, technology transfer and Resource and Development (R&D) infrastructure through awareness raising in climate change and sustainable development.
- Document containing information on Albania's national circumstances, development objectives and main concerns arising from the adverse effects of climate change is decribed and continuously updated as part of the national communications of Albania to the UNFCCC.
- Despite the problems and constraints of development, a considerable experience has been gained, a national capacity has been further developed and many lessons have been learnt. The process for the development of national communications has become a useful tool and basis for sustainability of the preparation process of future National Communications and mainstreaming of climate change related issues into other sectorial policies, including gender issues.

In line with global and regional commitments and national priorities, in July 2019, Albania approved the National Climate Change Strategy and corresponding national mitigation and adaptation plans. The country has implemented several mitigation and adaptation projects and studies.

In response to the invitation of the UNFCCC parties, Republic of Albania adopted the INDC document by the Decision of the CoM no. 762, dated 16.09.2015 and submitted to the UNFCCC Secretariat by 24 September, 2015. As per Article 3 of the Paris Agreement, countries' contributions are expected to be "ambitious" and "represent a progression over time". For this reason, in October 2022, Albania presented its revised NDC with enhanced ambition, but also with a broader scope that encompasses more types of GHGs and more sectors. Albania's revised contribution to mitigation aims to decrease emissions by 3,170 kt CO_2e by 2030 compared to the BAU scenario, corresponding to a mitigation impact of -20.9%.

The revised NDC is complemented by its Implementation Plan which lays out the roadmap to operationalize the NDC. It acknowledges that climate change is a cross-cutting issue for all sectors and regions of Albania, and that several policies and strategies have or are being developed to address it in many of these sectors and regions. The Action Plan also builds on the National Climate Change Strategy and Plan (NCCS&P), not only through the integration of the priority actions in the revised NDC, but also by aligning implementation mechanisms and timelines.

Albania has various policies, strategies, and legal frameworks in place to respond to climate change, on mitigation and adaptation, which are key to the successful implementation of the NDC, NAP, and Paris Agreement:

Policy and Legislative Framework for Climate Change:

In June 2014, Albania received the EU candidacy status. In September 2015, Albania adopted the new 2030 Agenda for Sustainable development including the Sustainable Development Goals (SDGs), alongside all other Member States of the United Nations. In early 2016, the Government issued its National Strategy for Development and (European) Integration (NSDI II) 2015 – 2020, followed by the National Program for Accession in the European Union 2024-2030. In March 2020, the European Council decided to open negotiations for Albania's membership in the union, followed by the first intergovernmental conference (19 July 2022) when the negotiations officially began. These key and ambitious events underpin the United Nations' Programme of Cooperation for Sustainable Development (PoCSD) with the Government of Albania. The UN system is assisting Albania to achieve its SDG targets by supporting the pursuit of full European integration, as expressed in the NSDI, with a rights-based and inclusive approach.

In 2019 Albania endorsed the Strategic Document on Climate Change and its Action Plan on Mitigation. Six mitigation strategy priorities (SP) identified below got further mainstreamed in the enhanced NDC, the country submitted to the UNFCCC in October 2022:

- SP.1 Ensure a sustainable economy growth consistent with GHG emission pathways defined in the NDC and move towards an economy-wide target
- SP.2 Establish a monitoring, reporting and verification system of GHG in line with EU requirements.
- SP.3 Strengthen the capacity of relevant institutions and inter-institution cooperation to address climate change issues.
- SP.4 Streamline climate changes across sectoral strategic planning.
- SP.5 Reinforce capacity building and awareness raising on climate change issues.
- SP.6 Align with the EU Climate Change framework across sectors.

This project will build on findings and recommendations from previous NC and BUR work as well as recommendations resulting from the ICA (International Consultation and Analysis) process for BUR, and FMCP (Facilitative, Multilateral Consideration of Progress) for BTR:

- To overcome the challenges that the country faces in preparing the GHG emissions estimates mainly related to data collection and accuracy and to improve the quality of the GHG inventories, the activities under this Project will focus on the methods and approaches for the data collection process, filling data gaps and on the approaches and activities to improve data consistency.
- The problem faced on reporting the mitigation actions in the previous NCs and BUR was lack of formal arrangements and assigned responsibilities ensuring data provision on completed, on-going and planned actions. Different ministries, local governments, and the private sector are involved in the implementation of mitigation actions, without overall coordination, which causes the risk that not all of them are captured. Therefore, in the frame of the BTR1 and BTR2/NC5 project, discussions and consultations with the key stakeholders will be held to identify requirements and relevant arrangements for Monitoring, Reporting and Verification (MRV) system in relation to the mitigation actions, built lessons from the NC4, BUR1 and enhanced NDC and its Action Plan preparation processes.
- Moreover, the Project will consult with the Governmental Decree no. 889/2022 "On the approval of the regulation for monitoring, reporting of greenhouse gas emissions and other information related to climate change at the national level", which from its own, transposes the REGULATION (EU) 2018/1999 of 11 December 2018 on the Governance of the Energy Union and Climate Action. It is also based on the experience and typology of data for each economic sector obtained in more than 20 years for the development of the four National Communications of Albania to the UNFCCC, prepared with the assistance of UNDP.

The CMA[1] decided that Parties shall submit their first Biennial Transparency Report (BTR) and National Inventory Report (NIR), if submitted as a stand-alone report, in accordance with the adopted modalities, procedures and guidelines, 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 Enhanced Transparency Framework (ETF) under the Paris Agreement. At the 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.

[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

According to the Theory of Change (ToC) developed in the diagram below, the expected impact of the project is the compliance of Albania with its commitments to submit 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 (UNFCCC) and the Paris Agreement (PA). These reports are considered important instruments for the generation of useful and updated information that can be used for the formulation of national policies and strategies on climate change.

This project builds on ongoing efforts to improve the collection and sharing of GHG inventory and climate risk data. Coordination is led by the National Environmental Agency (NEA) under the Ministry of Environment, the Albania Institute of Geosciences (IGEO), and the National Institute of Statistics (INSTAT) and line ministries such as ministry responsible for Agriculture, Energy.

The NEA serves as the national focal point for environmental monitoring, assessment, and reporting. It provides quality references and laboratory services related to water, air, land, biodiversity, and forest components. Additionally, the NEA is responsible for building and managing the National Environmental Information System and the National Forest Inventory. Complementing these efforts, IGEO provides meteorological, climatological, and hydrological data (excluding air and water quality), while INSTAT serves as the primary source of macroeconomic data, and provide expertise on sector-specific emissions, and GHG inventory calculations.

Currently, the lack of tools and capacity to analyze existing data, combined with fragmented databases, hinders the regular production of data quality control, data homogenization, and general statistics.

Under this project, training will be provided to enhance the technical capacity and knowledge base for climate risk management within national institutions, particularly IGEO. In the long term, the project aims to strengthen Albania's institutional arrangements for climate change transparency and support the achievement of long-term targets to address the impacts of climate change.

By focusing on enhancing data collection methods, filling data gaps, and improving data consistency, the project addresses the challenges Albania faces in preparing accurate GHG emissions estimates, thereby strengthening the quality of GHG inventories.

The project also aims to resolve the lack of formal arrangements and responsibilities for data provision on completed, ongoing, and planned mitigation actions—a key issue identified in previous National Communications (NCs) and Biennial Update Reports (BURs). The involvement of multiple ministries, local governments, and private sector actors in mitigation actions without overarching coordination risks incomplete reporting.

To address these challenges, the project will facilitate stakeholder consultations during implementation to identify requirements and establish arrangements for a comprehensive MRV system for mitigation actions. Lessons learned from Albania's Fourth National Communication (NC4), First Biennial Update Report (BUR1), and enhanced Nationally Determined Contribution (NDC) and its Action Plan will inform this process.

Additionally, the project will align with Governmental Decree no. 889/2022, which regulates the monitoring and reporting of GHG emissions and other climate-related information at the national level. Also, the project will build upon the work done so far under the Readiness and Preparatory Support Project of Green Climate Fund on 'National Climate Change Measurement, Reporting and Verification System' introducing the elements of the National Inventory System.

By addressing systemic challenges and leveraging existing frameworks and experiences, the project will establish a transparent, coordinated, and effective climate reporting system, supporting Albania's transition to a low-carbon and climate-resilient future.

The project aligns with Outcome 2 of the UNDP Country Program Document: "By 2026, innovative and integrated policy solutions accelerate sustainable, productive, and inclusive economic development, enhancing climate change

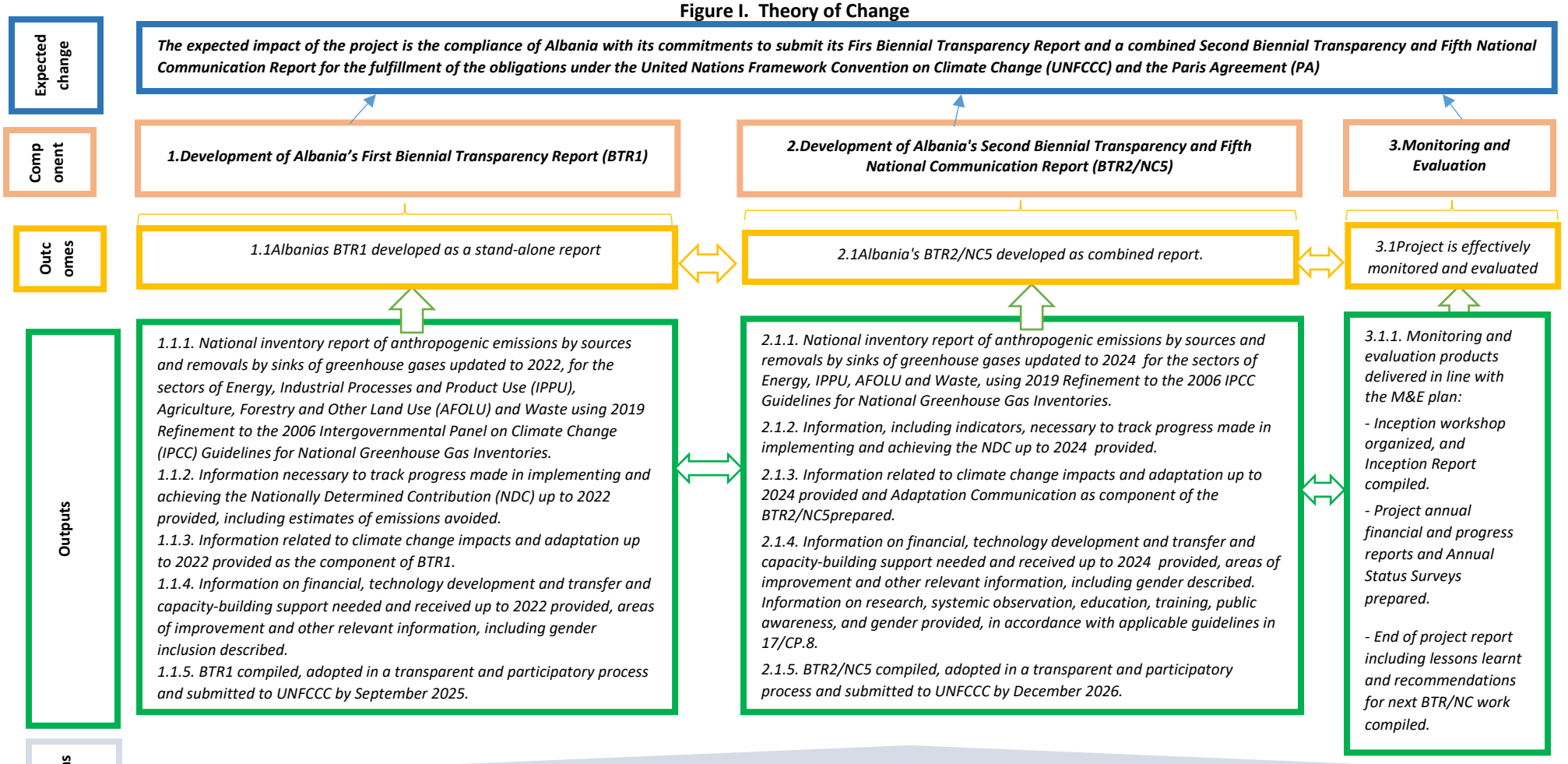
adaptation and mitigation, and supporting the transition to a green and blue economy." Specifically, the project contributes to Output 2.1: Environment and Climate Change, which focuses on the effective implementation of existing legislation, adoption of new commitments and targets, and strengthening governance mechanisms to address climate change, biodiversity loss, waste, pollution, and environmental degradation. The project also supports the development of systems for protected areas and natural capital to promote ecotourism and a circular bioeconomy.

Through the provision of updated, accurate information and improved monitoring and evaluation mechanisms, the project enhances Albania's capacity to define, develop, and implement climate policies and measures more efficiently. This strengthened approach enables Albania to address climate change more effectively, contributing to sustainable development and long-term environmental resilience.

The scope of the mitigation assessment for BTR1 and BTR2/5NC will include an analysis of relevant legislation, policies, and programs to support and facilitate the implementation of mitigation actions across all sectors. The reporting of mitigation-related activities under BTR1 and BTR2/5NC will align with the recommendations provided during the International Consultation and Analysis (ICA) of Albania's BUR1.

The project will transparently report on the progress of policies and actions implemented to reduce GHG emissions from 2019 to 2023, as well as planned measures across all sectors. This approach will enable an assessment of the effects of mitigation actions and their contributions toward achieving the enhanced NDC targets. By ensuring comprehensive and transparent reporting, the project supports evidence-based decision-making and strengthens Albania's capacity to monitor and achieve its climate goals.

Figure I. Theory of Change



IV. RESULTS AND PARTNERSHIPS

Expected Results*:*

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

Project Development Objective:
"The project will strengthen technical and institutional capacity to assist Albania in mainstreaming climate change concerns into sectoral and national development priorities and to enable to respond to international environmental obligations by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications and Biennial Update Reports processes to date."

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

To achieve these objectives, the project expected components, outcomes and outputs are:

COMPONENT 1: DEVELOPMENT OF ALBANIA'S FIRST BIENNIAL TRANSPARENCY REPORT (BTR1)

1.1 Albania's BTR1 developed as a stand-alone report

1.1.1 National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2022 for the sectors of Energy, Industrial Processes and Product Use (IPPU), Forestry and Other Land Use (AFOLU) and Waste using 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories

Albania has developed the National GHG Inventories as part of four National Communications and one Biennial Update Report. In addition, Albania submitted the draft National Inventory Document (NID) in December 2024[2]. As per the latest NC4, the national GHG inventory is presented for the years 2009-2019, and includes estimates of GHG from Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste. The 2006 IPCC Guidelines are used. Procedures and arrangements undertaken to collect and archive data for the preparation of national GHG inventories are explained. Information on the methodology used for the GHG inventory is provided. The Tier 1 methods are applied for all subsectors due to the absence of country specific emission factors. Explanation of the sources of emission factors and activity data are provided for each sector. Albania applied notation keys in tables where numerical data were not provided, in consistence with the UNFCCC guidelines for the preparation of NCs from Non-Annex I Parties. Information on the uncertainty analysis carried out is provided. An uncertainty value is provided for each category.

Under this component, existing data collection and management system will be revised as per the requirements of the 2006 IPCC guidelines and the 2019 Refinement to the 2006 IPCC Guidelines to the extent possible. Existing and/or identified data gaps will be addressed with a focus on the activity data for source categories in the energy sector, AFOLU, waste and wastewater.

[2] https://unfccc.int/documents/645244

On the other side, and to the extent possible, in addition to Tier 1 methodology, the option of the Tier 2 methodology for the Energy Sector will be taken into consideration, using country-specific emission factor particularly for the fuel combustion sub-categories. And yet, the data for the cultivation of organic soils, and on the production of non-N-fixing crops in the Agriculture Sector will be collected. Strengthening data information systems on activities are considered to be a priority to establish specific emission factors especially for the Energy Sector (fuel combustion and all what is included under the Key categories).

The GHG inventory for the years 2020-2022 will be prepared, and for 1990-2019 years recalculated for the Energy, Industrial Processes and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste Sectors, using 2006 IPCC Guidelines for National Greenhouse Gas Inventories, and 2019 Refinement to the 2006 IPCC Guidelines for National GHG Inventories; also applying the latest version of the GHG Inventory Software for Non-Annex I countries, the common reporting tables as per Decisions 5/CMA.3 and the Global Warming Potential (GWP) values from the IPCC Fifth Assessment Report.

In addition, the inventory report will include quality assurance/quality control (QA/QC) procedures, to ensure the results of the inventory are as reliable as possible. In consultation with key stakeholders, a list of QA activities will be formed/updated. A third-party independent entity for the implementation of QA procedures for the National GHG inventory will be selected. Report on implemented QA/QC activities and key category analysis for the years 2020-2022, together with the description of methods and references used in developing GHG emission calculations will be prepared. At the end, a workshop will be held to review the results. Policy makers and other stakeholders will be invited to participate in the workshop, to enhance their awareness of the importance of GHG inventory and on a long-term programme for the improvement of future GHG inventories.

The following activities will be undertaken:

- Establish a network of experts covering all GHG inventory categories: i) Energy, ii) Industrial Processes and Product Use, iii) Agriculture, Forestry and Other Land Use Change, and iv) Waste.
- Calculate the GHG inventory for the years 2020-2022, and recalculate the GHG inventory for the years 1990-2019 for the Energy, Industrial Processes and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste Sectors, using 2006 IPCC Guidelines for National Greenhouse Gas Inventories and 2019 Refinement to the 2006 IPCC Guidelines for National GHG Inventories to the possible extent; also applying the latest version of the GHG Inventory Software for Non-Annex I countries, the common reporting tables as per Decisions 5/CMA.3 and GWP values from the IPCC Fifth Assessment Report.
- Establish an institutional mechanism to coordinate data collection; establish a process to keep the values of the emission factors UpToDate for the key sources, as needed;

  Identify the needs in terms of capacity buidling for governmental / regulatory and research agencies on management of the GHG emission reporting / data collection / preparation of inventories.
- Conduct capacity building activities for the selected stakeholders such as e.g., the National Environmental Agency to conduct regular GHG inventory.
- Undertake the uncertainty analysis for emissions and removals estimates for all source and sink categories.
- Assess the completeness including information on exclusion of sources and sinks from the inventory and non-availability of data.
- Develop the QA/QC plan and implement the QA/QC procedures.
- Prepare the Inventory reports including the national inventory document and commeon reporting tables.

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

1.1.2 Information necessary, including indicators, to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2022 provided, including estimates of emissions avoided.

Albania submitted its first Nationally Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change (UNFCCC) in November 2015. It included a commitment to reduce business as usual (BAU) CO_2 emissions by 11.5% by 2030. Furthermore, a section has been added to include adaptation measures, specifically regarding (i) settlements, population, and tourism in coastal areas and (ii) agriculture.

The mitigation sections under the NC4 and BUR1 reflected and were aligned with the efforts to enhance the NDC of Albania in response to Paris Agreement.

The BTR1 will provide an update of this information along with the description of national circumstances and institutional administrative and procedural arrangements on NDC implementation. The sector details for Energy, AFOLU, IPPU and Waste on institutional arrangements will be reported. Furthermore, the BTR1 will analyse stakeholder engagements related to the implementation and achievement of the NDC with a sex-disaggregated data and appropriate information to be included in the report in accordance with the enhanced NDC. According to the Decision 8/CMA.1 related to the NDC, the sustainable development and poverty eradication aspects of the NDC will be subject of analysis and reporting.

The BTR1 of Albania will provide the analysed information on each selected indicator of the NDC for the reference points and any recalculation of the GHG inventory providing new revised values. Moreover, the reference values will be compared with the most recent information for each indicator at the time of reporting and the results will be described in the BTR1 report pursuant to the table 1, 2 and 4, Annex II of the Decision 5/CMA.3.

The Project will also provide information on the methodology and/or accounting approach used to define the targets, baselines and indicators, including key parameters, assumptions, definitions, data sources and models used, IPCC guidelines and metrics used. The BTR1 will analyse and explain how the methodology in each reporting year is consistent with the methodology or methodologies used when communicating the NDC, explain any methodological inconsistencies with the party's most recent NIR, and describe how the double-counting of net GHG emissions reductions has been avoided and provide information in a tabular format in accordance with the table 3 of the Annex II of the Decision 5/CMA.3.

The NDC tracking will also cover the analysis of mitigation policies and measures, actions, and plans. The BTR1 will provide an information on estimates of expected and achieved GHG emissions reductions from its mitigation actions, policies and measures, and the methodologies and assumptions used to estimate the GHG emissions reductions or removals by each action, policy and measure organized by sector (Energy, AFOLU, IPPU and Waste) in conjunction with the National Climate Change Strategy and Plan (NCCS&P) of Albania pursuant to the tables 5 and 12 of the Annex II of the Decision 5/CMA.3. Furthermore, supporting the global stocktake the BTR1 will assess the actions, policies and measures that affect GHG emissions from international transport and describe it in the report in case of relevance for the country.

The BTR1 of Albania will include a summary in tabular format of its GHG emissions and removals for the year corresponding to the country's most recent NIR pursuant to the table 6 of the Annex II of the Decision 5/CMA.3.

The assessments of the revised NDC implementation will also consider the assessment of the possible scenarios of GHG emissions in future. The measures identified in the NDC are to be implemented by the fourth quarter (Q4) of 2024 given their high priority level and the need to rapidly build an enabling environment for further climate action. For this reason, different timeframes have been identified in the action plan for NDC implementation. NDC

implementation efforts will continue beyond as a new/revised NDC with increased ambition is planned to be submitted in 2025.

In case of the methodology, the sectoral targets for mitigation in the enhanced NDC consider current and draft policies and measures that have been used to define the list of mitigation actions for each sector. Assumptions about the level of implementation of these policies and measures were prepared in discussion with national experts, considering the national circumstances and the current level of implementation of existing objectives. Methodologies from IPCC 2006 Guidelines are applied to estimate historical and projected emissions. The NDC is consistent with the latest national GHG inventory compiled. Global Warming Potential Values from IPCC Second Assessment Report are applied.

The Energy sector's NDC scenario is based on Combined Strategy scenario, calibrated with real figures for the period 2015-2019. The NDC scenario considers the introduction of natural gas in almost all sectors (including energy industry, manufacturing industry, transport, commercial, residential and agriculture). It also considers the implementation of different National Energy Efficiency Actions Plans (NEEAP) to increase energy efficiencies in both supply and demand reaching a 15% of the national final energy demand gain in 2030. It also considers the National Renewable Energy Action Plan (NREAP) with objectives of a share of 38% renewables in the final energy consumption in 2020 (already almost reached in 2019) and 42% in 2030.

Emissions in the Forestry sector for the NDC scenario (with mitigation measures) decrease from 1,430 kt CO_2e in 2016 to 326 kt CO_2e in 2030, which represents an evolution of -77.2%. The difference of 2030 with the BAU scenario is -1,153 kt CO_2eq., which represents a mitigation impact of -80.6%. The big forest fires episodes caused the two peaks (2011-2012 and 2017), and such episodes could not be projected. However, it is considered, in line with the national policy (Draft Environmental Cross-cutting Strategy), that an effort is put to avoid such episodes through the improvement of the monitoring system to prevent wildfires. In addition to this action regarding the prevention of wildfires, other mitigation measures are considered in the NDC scenario: the reduction of the use of fuelwood (the assumption on fuelwood consumption being estimated in the Energy sector so that FOLU and Energy sectors are consistent); new afforestation areas; improved efficiency of fuelwood harvest; improved sustainable management of forests, cropland, and grassland to enhance carbon sequestration and protect biodiversity.

In the Waste sector, emissions for the NDC scenario decreased from 977 kt CO_2e in 2016 to 796 kt CO_2e in 2030, which represents an evolution of -18%. The difference in 2030 compared to the BAU scenario is -171 kt CO_2e. The difference observed between the two scenarios can be partly explained by the degradation kinetics of the waste sent to landfills. In parallel, a strong increase of emissions associated with the development of waste incinerators in the country is considered.

Pursuant to the enhanced NDC, Albania intends to collect, manage, report and archive the information on gender-disaggregated relevant data in its national reports related to the GHG mitigation and climate change adaptation; also, gender analysis, capacity building and knowledge sharing within climate-related projects. Accordingly, BTR1 will assess the role of women and men in mitigation policies and measures and recommendations to ensure gender mainstreaming in planning and implementation of climate change mitigation policies& measures will be produced.

During the development of the NDC tracking chapter stakeholders' consultation workshops and outreach activities on climate change mitigation policies and measures will be organized to facilitate data provisions for analysis, raise awareness on mitigation aspects and validate results of assessment.

The following activities will be undertaken:

- Review the existing capacities and institutions with responsibility and expertise to address the GHG emissions mitigation policies.
- Evaluate the findings against a set of qualitative criteria.
- Prepare a strategy to enhance the capacity of experts within the selected institutions, e.g. such as National Environmental Agency to coordinate the mitigation action in the country.

- Set up the network of experts (e.g. in form of the working group) from different socio-economic sectors in particular energy, transport, waste, forestry and agriculture.
- Carry out assessment of the country mitigation potential in key economic sectors, and propose / update the list of key abatement measures, coupling where possible with rigorous economic analysis.
- Carry out assesment of the progress in implementation of policies and actions in line with the enhanced NDC of Albania.
- The methodology used to generate the projections, including models, approaches and key underlying assumptions and parameters used is described.
- Compile, peer-review and approve the draft section of Track Progress of NDC implementaion including the assesment of domestic mitigation actions for the BTR1.

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

1.1.3 Information related to climate change impacts and adaptation up to 2022 provided as component of the BTR1 prepared.

The vulnerability and adaptation (V&A) assessment under the NC4 of Albania to the UNFCCC, was focused on the Vjosa River Basin (VRB), which has been the second largest water system in Albania. This report provided a research-based analysis on climate vulnerabilities (current and future due to climate changes) for sectors/systems: water resources, agriculture, biodiversity and forests, soils, health, disaster risk, tourism, population and settlements, and gender. It also considered existing adaptive capacities and priority adaptation measures potential to cope with climate changes.

The annual average temperature for the VRB in 2010 already reached the values projected for 2020. Further analysis showed that since the turn of the century, there has been a positive trend of increasing temperature for all seasons. The total number of days with a maximum temperature of 35°C or higher, an indicator of extremely hot days, is higher for the period 1986-2005 (20 years) compared with the period 1961-1990 (30 years). A reverse trend is observed in the number of frost and extremely cold days.

Analysis of the annual precipitation trend for the period 1931-2008 for the Vjosa downstream area indicated different sub periods with a highly wet period during 1935-1945, followed by a wet period between 1951-1980, a dry period between 1981-2000 and since 2000 a period of increasing precipitation. Analysis of seasonal precipitation patterns showed no consistent patterns in variation with periods above and below normal values. The distribution of number of days with precipitation showed a decreasing trend over the years. The 24-hour maximum amount of precipitation is the most important parameter concerning the rainfall intensity, which is expected to increase. Sea level is projected to rise. As per the worst scenario, the sea level is expected to rise by 27 cm and 80 cm by 2050 and 2100, respectively.

A stocktaking exercise will be conducted to map out the most vulnerable sectors to climate risks in the country and to compile information on vulnerability and adaptation efforts including national/sectoral adaptation policies, strategies and measures based on scientific studies and research.

The BTR1 will conduct detailed assessment on the progress of adaptation measures in compliance with the enhanced NDC targets and identify barriers, challenges, and gaps to adaptation along with good practices and lessons learned. Furthermore, the BTR1 will report on the systems and institutional arrangements in place and approaches applied to monitor the implementation and achievement of adaptation actions.

The above assessments will be coordinated with and built on the results of the National Adaptation Plan (NAP) preparation process. With financing from the Green Climate Fund, the project "Advancing Albania's planning for medium and long-term adaptation through the development of a National Adaptation Planning (NAP) process" is

supporting the Government of Albania to increase its capacity to address the country's climate change vulnerabilities. The overall goal is to reduce climate change related risks throughout Albania, through the strengthened institutional and technical capacities that will support integrated CCA planning in the long-term.

The following activities will be undertaken:

- Set up a network of experts (e.g., as a working group) on climatology, key socio-economic sectors and natural resources.
- Perform a stocktaking exercise to map out the most vulnerable sectors to climate risks in the country and to compile information on vulnerability and adaptation efforts including national/sectoral adaptation policies, strategies and measures based on scientific studies and research.
- Collect and report sex-disaggregated data for adaptation of policies and measures.
- Compile, peer-review and aprove the draft section of Adaptation Communication for the needs of the BTR1.

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

1.1.4 Information on financial, technology development and transfer and capacity-building support needed and received up to 2022 provided, areas of improvement and other relevant information, including gender inclusion described.

The BTR1 will provide updated information on financial, technology development and transfer and capacity-building support received from GEF, UNFCCC Annex 1 Parties and other developed Parties, the Green Climate Fund and multilateral institutions for climate change mitigation and adaption and the implementation of the NDC; and information on support received for the preparation of the BTR1 and other transparency related activities.

- Macroeconomic conditions

The description of the country's economic circumstances will include a review of the most UpToDate macroeconomic indicators as well as information on the most relevant productive sectors. Macroeconomic data typically include indicators on productive capacities, aggregate demand components (such as e.g., private and government demand, investment patterns and country trade position). Moreover, detailed information on the economic structure, i.e. specific sectors, their energy and resource intensity. Description of labor market conditions both on demand and supply side add to the overall picture. In addition, if available any measure of country wealth would complete the analysis. Several of the mentioned indicators are in general already available to capture gender detail. Data on employment, different skill sets of the available labor force and income distribution would allow to trace the gender participation on the country's economy.

- Existing insittutional arrangements

In addition, the component on National Circumstances will offer a description of the existing institutional arrangements that are relevant to the preparation of National Communications and Biennial Transparency Reports on a continuous basis.

The following activities will be undertaken:

- Identify an explicit list of data request addressing each of the topics identified. Prepare a list of institutions / sources responsible for collection of such data.
- Collect data and policy related information using official statistics and information provided by the designated institutions or contained in any relevant projects / studies.
- In the absence of sex-disaggregated data to analyze status of women and men nationally and by economic sector in the context of climate change related activities: (i) study of UN tools and methodologies on gender equality: (ii) Review of country-based analystical and statistical reports on gender related issues; (iii) review on

the data and analysis provided in the frame of the NC4 and BUR1 on gender issues and analysis of availability and reliability of gender disagregated data on climate change; and (iv) Identification of main gender gaps to be tackled.

- Identify and analyze links between national development strategies and sector-based policies. Where appropriate highlight the channels how these policies / strategies affect or are affected by climate change.
- Describe institutional arrangements relevant to preparation of the national communications and biennial transparency reports on a continuous basis. Identify specific institutional responsibilities within the process and highlight information flow.
- Define mechanisms for gender responsive stakeholders involvement and consultations to support the preparation of the national communications and the biennial update reports.

The final report will include information on support needed and received by using the common tabular formats presented in Annex III to the Decision 5/CMA.3 for the electronic reporting of the information on financial, technology development and transfer and capacity-building support needed and received, under Articles 9–11 of the Paris Agreement.

1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by September 2025

After the preparation of BTR1 by July 2025, a national-level public consultation will be conducted in line with the process outlined in section 1.1.4. to be led by the Ministry of Environment (MoE). This consultation will gather input and feedback on the draft BTR1 from national experts, including representatives from relevant ministries and climate change-related institutions. Marginalized groups and vulnerable communities will also be engaged to ensure inclusivity throughout the process.

Following the consultation, an expert peer review will be conducted, where international experts from the Global Support Programme will assess the draft for compliance with UNFCCC guidelines. Based on the feedback from both peers and stakeholders, the BTR1 team will revise the draft accordingly.

The updated draft will then be sent to the line ministries for final comments. Once all annexes and supporting documents are completed and aligned with UNFCCC requirements, the draft will be finalized.

In the final stage, after government approval, the finalized BTR1 is expected to be submitted via the UNFCCC portal by September 2025.

COMPONENT 2: DEVELOPMENT OF ALBANIA'S SECOND BIENNIAL TRANSPARENCY REPORT AND FIFTH NATIONAL COMMUNICATION (BTR2/NC5)

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

2.1.1 National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2024, for the sectors of Energy, Industrial Processes and Product Use (IPPU), Forestry and Other Land Use (AFOLU) and Waste using 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC)Guidelines for National Greenhouse Gas Inventories

Under this component, existing data collection and management system will be revised as per the requirements of the 2019 Refinement to the 2006 IPCC Guidelines to the extent possible. Existing and/or identified data gaps during the BTR1 process will be addressed, new data will be collected and additional capacity building will be addressed. The GHG inventory for the years 2023-2024 will be prepared for the Energy, Industrial Processes and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste Sectors, using the 2019 Refinement to the 2006 IPCC Guidelines for National GHG Inventories to the possible extent; also applying the latest version of the GHG Inventory Software for Non-Annex I countries, the common reporting tables as per Decisions 5/CMA.3 and GWP values from the IPCC Fifth Assessment Report.

In addition, the inventory report will include quality assuarance/quality control (QA/QC) procedures, to ensure the results of the inventory are as realiable as possible. In consultation with key stakeholders, a list of QA activities will be formed/updated. A third-party independent entity for the implementation of QA procedures for the National GHG inventory will be selected. Report on implemented QA/QC activities and key category analysis for the years 2023-2024, together with the description of methods and references used in developing GHG emission calculations will be prepared. At the end, a workshop will be held to review the results. Policy makers and other stakeholders will be invited to participate in the workshop, as to enhance their awreness on the importance of GHG inventory and on a long-term programme for the improvement of future GHG inventories.

The following activities will be undertaken:

- Prepare a proposal for an institutional management of the regular and continuous collection of emission data. Identify each participating institution with clear responsibilities.
- Prepare a proposal for a secondary processing of the collected primary data.
- Establish a network of experts covering all GHG inventory categories: i) Energy, ii) Industrial Processes and Product Use, iii) Agriculture, Forestry and Other Land Use Change, and iv) Waste.
- Calculate the GHG inventory for the years 2023-2024 for the Energy, Industrial Processes and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste Sectors, using the 2019 Refinement to the 2006 IPCC Guidelines for National GHG Inventories to the possible extent; also applying the latest version of the GHG Inventory Software for Non-Annex I countries, the common reporting tables as per Decisions 5/CMA.3 and GWP values from the IPCC Fifth Assessment Report.
- Identify the needs in terms of capacity buidling for governmental/regulatory and research agencies on management of the GHG emission reporting / data collection / preparation of inventories.
- Conduct capacity building activities to the selected stakeholders such as e.g. the National Environmental Agency to conduct regular GHG inventory.
- Estabilish an institutional mechanism to coordinate data collection;
- Establish a process to keep the values of the emission factors uptodate for the key sources, as needed;
- Enforce the GHG emission data collection system within the national institutions in charge and INSTAT, providing for:

- *quality improvement works for the GHG Inventory, focused on the methods and approaches for data collection process, filling data gaps and supporting establishment of a sustainable system for developing GHGI.*
- *institutionalization of the inventory process in the work of the relevant agencies and ministries.*
- *establishment of the National Inventory System with defined institutional arrangements; and*
- *Institutional strengthening and capacity building including the thematic working groups for efficient and timely development and submission of GHG inventories.*

- Uncertainty analysis for emissions and removals estimates for all source and sink categories.
- Assessment of completeness including information on exclusion of sources and sinks from the inventory and non-availability of data.
- Development of QA/QC plan and implementation of QA/QC procedures.
- Prepare the Inventory reports including the national inventory document and common reporting tables.
- Review of the contraints facing GHG inventories per sectors.

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

2.1.2 Information, including indicators, necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2024 provided, including estimates of emissions avoided.

Albania plans to develop and submit the NDC 3.0 in 2025, that is why the BTR2/NC5 report will provide an update of this information along with the description of national circumstances and institutional administrative and procedural arrangements on NDC implementation. The sector details for Energy, AFOLU, IPPU and Waste on institutional arrangements will be reported. Furthermore, the BTR2/NC5 will analyze stakeholder engagements related to the implementation and achievement of the NDC with gender disaggregated data and appropriate information to be included in the report in accordance with the enhanced NDC. According to the Decision 8/CMA.1 related to the NDC, the sustainable development and poverty eradication aspects of the NDC will be subject of analysis and reporting.

The BTR2/NC5 of Albania will provide the analysed information on each selected indicator of the NDC 3.0 for the reference points and any recalculation of the GHG inventory providing new revised values. Moreover, the reference values will be compared with the most recent information for each indicator at the time of reporting and the results will be described in the BTR2/NC5 report pursuant to the table 1, 2 and 4, Annex II of the Decision 5/CMA.3.

The NDC tracking will also cover the analysis of mitigation and adaptation policies and measures, actions, and plans. The BTR2/NC5 will provide an information on estimates of expected and achieved GHG emissions reductions from its mitigation actions, policies and measures, and the methodologies and assumptions used to estimate the GHG emissions reductions or removals by each action, policy and measure organized by sector (Energy, IPPU, AFOLU and Waste) in conjunction with the National Climate Change Strategy and Plan (NCCS&P) of Albania pursuant to the tables 5 and 12 of the Annex II of the Decision 5/CMA.3. Furthermore, supporting the global stocktake the BTR2/NC5 will assess the actions, policies and measures that affect GHG emissions from international transport and describe it in the report in case of relevance for the country.

BTR2/NC5 of Albania will include a summary in tabular format of its GHG emissions and removals for the year up to 2024 pursuant to the table 6 of the Annex II of the Decision 5/CMA.3.

The assessments of the revised NDC implementation also considers the assessment of the possible scenarios of GHG emissions in future.

Pursuant to the enhanced NDC, Albania intends to collect, manage, report and archive the information on sex-disaggregated relevant data in its national reports related to the GHG mitigation and climate change adaptation; also, gender analysis, capacity building and knowledge sharing within climate-related projects. Accordingly,

BTR2/NC5 will assess the role of women and men in mitigation policies and measures and recommendations to ensure gender mainstreaming in planning and implementation of climate change mitigation policies and measures will be produced.

During the development of the NDC tracking chapter stakeholders' consultation workshops and outreach activities on climate change mitigation policies and measures will be organized to facilitate data provisions for analysis, raise awareness on mitigation aspects and validate results of assessment.

The following activities will be undertaken:

- Set up the network of experts (e.g. in form of the working group) from different socio-economic sectors in particular energy, transport, waste, forestry and agriculture.
- Carry out assessment of the country mitigation potential in key economic sectors, and propose / update the list of key abatement measures, coupling where possible with rigorous economic analysis.
- Carry out projections of GHG emission up to 2050 for the sectors of Energy, IPPU, AFOLU, and Waste.
- Describe the methodology used to generate the projections, including models, approaches, and key underlying assumptions.
- Review the existing capacities and institutions with responsibility and expertise to address the GHG emissions mitigation policies.
- Evaluate the findings against a set of qualitative criteria.
- Prepare a strategy to enhance the capacity of experts within the selected institutions e.g. such as National Environmental Agency to coordinate the mitigation action in the country.
- Compile, peer-review and approve the draft section of Track Progress of NDC implementation including the assesment of domestic mitigation actions for the BTR2/NC5.

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

2.1.3 Information related to climate change impacts and adaptation up to 2024 provided and Adaptation Communication as component of the BTR2/NC5 prepared

A stocktaking exercise will be conducted to map out the most vulnerable sectors to climate risks in the country and to compile information on vulnerability and adaptation efforts including national/sectoral adaptation policies, strategies and measures based on scientific studies and research.

Vulnerability and Adaptation assessment under the BTR2/NC5 of Albania will revise climate change scenarios for the whole territory of Albania based on the latest climate models and update the vulnerability and climate change impact assessments of the NC4 and the BTR1 for the following sectors: water resources, biodiversity and forests, food security, infrastructure and roads, high mountain settlements, and world heritage sites with a detailed analysis on their adaptive capacities towards the negative effects of climate change.

The BTR2/NC5 will conduct detailed assessment on the progress of adaptation measures in compliance with the enhanced NDC (NDC 3.0) targets and identify barriers, challenges, and gaps to adaptation along with good practices and lessons learned. Furthermore, the BTR2/NC5 will report on the systems and institutional arrangements in place and approaches applied to monitor the implementation and achievement of adaptation actions.

The project will carry out the analysis with a human-rights based and gender sensitive approach throughout the vulnerability assessment and ensure that the complied data will be disaggregated per age, gender, disability, to the extent possible. Furthermore, analysis on the different gender roles in adaptation interventions, policy formulation and decision-making process will be prepared, with recommendations for greater resilience of women and men to climate change and to enhance gender mainstreaming in planning and implementation of climate change adaptation measures.

During the development of the Climate Change Impacts and Adaptation/Adaptation Communication session, stakeholders' consultation workshops and outreach activities will be organized to facilitate data provisions for analysis, raise awareness in climate change impacts and adaptation including gender aspects and to validate results of assessment.

As referred to in Article 4 of the Paris Agreement, the Adaptation Communication shall be submitted as a component of or in conjunction with other communications or documents, including a national adaption plan, a nationally determined contribution and/or a national communication. Albania will consider the Adaption Communication as a component of the BTR2/NC5 and will consider the provisions of the Decision 9/CMA.1 during its preparation and finalization.

The following activities will be undertaken:

- Set up a network of experts (e.g. as a working group) on climatology, key socio-economic sectors and natural resources.
- Perform a stocktaking exercise to map out the most vulnerable sectors to climate risks in the country and to compile information on vulnerability and adaptation efforts including national/sectoral adaptation policies, strategies and measures based on scientific studies and research.
- Revise climate change scenarios for the whole territory of Albania based on the latest climate models and update the vulnerability and climate change impact assessments for the following sectors: water resources, biodiversity and forests, food security, infrastructure and roads, high mountain settlements, and world heritage sites with a detailed analysis on their adaptive capacities towards the negative effects of climate change.
- Collect and report the gender disaggregated data for adaptation of policies and measures.
- Compile, peer-review and aprove the draft section of Adaptation Communication for the needs of the BTR2/NC5.

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

2.1.4 Information on financial, technology development and transfer and capacity-building support needed and received up to 2024 provided, areas of improvement and other relevant information, including gender inclusion described. Information on research, systemic observation, education, training, public awareness and gender provided, in accordance with applicable guidelines in 17/CP.8.

Information on financial, technology development and transfer and capacity-building support needed and received provided in the BTR1 will be reviewd and updated.

Furthermore, BTR2/NC5 will provide updated information on financial, technology development and transfer and capacity-buiding support received from the GEF, UNFCCC Annex 1 Parties and other developed Parties, the Green Climate Fund and multilateral institutions for climate change mitigaton and adaption and the implementaion of the NDCs; and information on support received for the preparation of the BTR2/NC5 report and other transparency related activities. The following activities will be undertaken:

- Collect data and policy related information using official statistics and information provided by the designated institutions or contained in any relevant projects / studies.
- In the absence of gender-disaggregated data to analyze status of women and men nationally and by economic sector in the context of climate change, the following related activities will be conducted: (i) study of UN tools and methodologies on gender equality: (ii) Review of country-based analytical and statistical reports on gender related issues; (iii) review on the data and analysis provided in the frame of the BTR1 report on gender issues and analysis of availability and reliability of gender disaggregated data on climate change; and (iv) Identification of main gender gaps to be tackled.

- Identify and analyze links between national development strategies and sector-based policies. Where appropriate highlight the channels how these policies / strategies affect or are affected by climate change.
- Describe institutional arrangements relevant to preparation of the national communications, biennial update reports and biennial transparency reports on a continuous basis.
- Identify specific institutional responsibilities within the process and highlight information flow.

The final report will include information on support needed and received by using the common tabular formats presented in Annex III to the Decision 5/CMA.3 for the electronic reporting of the information on financial, technology development and transfer and capacity-building support needed and received, under Articles 9–11 of the Paris Agreement.

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

After the preparation of the BTR2/NC5 by December 2026, a national-level public consultation will be conducted, following the process outlined in section 2.1.4. to be led by the Ministry of Environment (MoE). This consultation will gather input and feedback on the draft BTR2/NC5 from national experts, including representatives from relevant ministries and climate change-related institutions. The consultation will also actively engage marginalized groups and vulnerable communities to ensure inclusivity throughout the process.

Following the consultation, an expert peer review will take place, during which international experts from the Global Support Programme will assess the draft for compliance with UNFCCC guidelines. Based on the feedback from both peers and stakeholders, the BTR2/NC5 team will revise the draft accordingly.

The updated draft will then be sent to the line ministries for final comments. Once all necessary annexes and supporting documents are complete and aligned with UNFCCC requirements, the draft will be finalized.

In the final stage, after government approval, the finalized BTR2/NC5 will be submitted via the UNFCCC portal by December 2026.

COMPONENT 3: MONITORING AND EVALUATION (M&E)

3.1 Project regularly monitored in line with the M&E plan.

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

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

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

The project monitoring and evaluation activities will be carried out according to UNDP and GEF programming policies and procedures and in line with M&E plan described under VII. Monitoring and Evaluation (M&E) Plan.

Agreement on intellectual property rights and use of the logo on the project's deliverables and disclosure of information: To accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed per relevant policies, notably the UNDP Disclosure Policy[3] and the GEF policy on public involvement[4].

[3] See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

[4] See https://www.thegef.org/gef/policies_guidelines

Resources required to achieve the expected result: The project stems from the desire of the Implementing Partner to achieve maximum results using resources available from ongoing or planned initiatives, or from resources to be mobilized, in order to adopt a coherent, integrated management approach that improves cost-effectiveness. It will also involve leveraging activities and partnerships with projects carried out with the support of other technical and financial partners, with the aim of achieving greater complementarity and synergy of actions all working towards the same goals.

- In the environment of scarce capacities within the governmental institutions, the Project Management Unit to be established under the Ministry of Environment will not only be the one in charge for the Project but will also serve as a good source of assistance for the governmental decision-making on climate change with a considerable contribution in the climate negotiations as part of the official delegation in meetings of the parties to the UNFCCC.
- Work is still heavily dependent on the project (GEF funding): governmental entities in charge of climate change are lacking human and technical capacities to prepare BTRs/NCs.
- The key role of the Inter-ministerial Working Group on Climate Change during the lifetime of the Project.
- The key role of the Project Steering Committee (Project Board) as to provide overall guidance and direction to the project, ensuring it remains within any specified constraints.
- The use of a very capacitated technical teams hired through the establishment of Rosters of experts under the previous projects developing the national communications of Albania to the UNFCCC (NC1, NC2, NC3, NC4 and BUR1) in three areas of expertise: (i) Policy and Legislation; (ii) GHG Inventory and Climate Change Mitigation; and (iii) Vulnerability and Adaptation.
- The inputs from the UNDP as the well-positioned agency with its decades of experience supporting the country to act on climate change, starting with the process of National Communications on climate change, including the UNDP staff at the country, region or HQ levels.
- Existence of the climate change strategy and its National Adaptation Plan and National Action Plan on Mitigation and the NDC's reports.
- Availability of some knowledge and capacities within the administration, universities, and other Albanian institutions (e.g. for Monitoring, Reporting and Verification - MRV).
- The cooperation with relevant institutions for technology transfer: Units of Information, Technology and Communication and the Agency of Research, Technology, and Innovation (ARTI).
- There is a need for the project's team and other relevant stakeholders to participate in national, regional or global training events organized by a center of excellence or *GSP, CGE, UNFCCC, etc.* during the course of the project aiming at: (i). Capacity building; (ii) Trainings/specific materials to assess/reduce uncertainties in GHG inventories; (iii) Trainings to better evaluate costs and benefits, potentials, and limitations regarding climate change policies and MRV; (iv) Know how and experiences exchange within experts/projects in the region and beyond; (v) Direct support from the GSP in ToRs formulation, international expertise identification, peer-review of the GHG inventory, etc.; (vi) Others to be identified.
- The broad stakeholders' involvement (national/local level) needed at all stages of project's implementation:
    - ***Stock-taking*** to help the stakeholders to understand (i) Major climate change and environment issues and trends; (ii) Capacity strengthening on climate change and environment issues; (iii) Data availability and access issues and (iv) preferred geographical and sectorial focus.
    - ***Inception*** is crucial to assist all partners to fully understand and take ownership of the process: discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms.
    - ***Implementation:*** Consultations during implementation help to (i) Promote appropriate policy proposals; (ii) Produce sound and accepted results, and (iii) Build human and institutional capacities that are necessary

Partnerships: The project will identify synergies and will be implemented in close collaboration and coordination with other ongoing initiatives and projects to increase cost-effectiveness and enhance consistencies with various national development priorities and programmes undertaken at national and local levels.

The project implementation strategy envisages an effective stakeholders' participation (engagement plan prepared and annexed to Project Document) including relevant ministries, regulatory agencies, local communities, NGOs, media, scientific, research and educational institutions, private sector, and international organizations. Their involvement in the planning, implementation, monitoring and evaluation phases of the project is essential. The list of stakeholders of the project draws on the rich network of partners and experts involved in the preparation of previous national communications.

Participation of all stakeholders on the capacity building and awareness raising activities aiming to ensure the continuation in the preparation of national communications and biennial transparency reports is an important part of the project. As the UNFCCC process itself is evolving and increasingly complex, capacity building activities are even more important to the BTR1 + BTR2/NC5 Project. Hence, they will form the key part of the project and will be done through training workshops, sharing experiences, and encouraging information exchange between national, regional, and international stakeholders. It is expected that such an approach will increase the existing capacities and reduce identified technical gaps.

The Project outcomes will facilitate the national mitigation and adaptation actions and planning, will enable recognition of mitigation and adaptation efforts in the country, as well as link the national climate action to international support. Moreover, the outcomes would support competent and informed policy making in the field of climate change and will enhance the positions of the country in the climate change negotiation process at international, as well as at European level.

At present time, a number of projects related to climate change in Albania initiated by different international development agencies and donors have been implemented or are under implementation. Some of the significatnt projects this Project will coordinate with are listed below:

Table I. Complementary Projects

Project Name	Timeframe	Baseline Information	Linkages with BTR1 + BTR2/5NC
Climate Promise: Advancing Albania's planning for medium and long-term adaptation through the development of a National Adaptation Planning (NAP) process ***Funded by GCF***	*Start Date 17/08/2020* *End Date 15/11/2025*	This project is designed to help the Government of Albania increase its capacity to address the country's climate change vulnerabilities. Specifically, the project supports Albania to develop a national plan for climate change adaptation through: - strengthening of a national mandate, strategy and steering mechanism that focuses on assessing and addressing capacity gaps (particularly in the priority sectors of tourism, urban development, agriculture, transport, and energy). - development of a NAP Strategy document and its implementation plan. - development of financing, monitoring and evaluation strategies to ensure that capacities and funding options are institutionalized for the long-term sustainability of adaptation planning beyond the life of the project.	Key deliverables of the NAP project which will contribute to the Chapter on adaptation and NDC Tracking of the BTR1+BTR2/NC5 include: •The Stocktaking Report •The Capacity Assessment and Gap Analysis identifying needs at the national and local levels. •The Analysis of Climate and Socio-Economic Data for the agriculture sector. •National Climate Change Scenarios developed using the SimCLIM AR6 software, which incorporates data from the Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report (AR6) and applies the corresponding Coupled Model Intercomparison Project 6 (CMIP6) data for future projections. •The Report on National Socio-Economic Scenarios, providing an overview of the country's main socio-economic characteristics and developing scenarios related to Gross Domestic Product (GDP) and population. These scenarios are based on the Shared

Project Name	Timeframe	Baseline Information	Linkages with BTR1 + BTR2/5NC
			Socioeconomic Pathways (SSPs) of the IPCC AR6 or the IPCC Fifth Assessment Report (AR5). •Sectoral Scenarios developed for energy, transport, agriculture, tourism, and urban development. •Five Multi-Hazard Climate Risk and Vulnerability Assessments for the five priority sectors at the national level, based on the above reports. •A Prioritized List of Adaptation Actions, including local measures integrated into eight local adaptation plans. •An Assessment Report on mainstreaming climate change adaptation into Albania's national legislation and sectoral policies. This includes integration into Strategic Environmental Assessments (SEA), five sectoral strategies, and the National Strategy for Development and Integration (NSDI), using the climate lens methodology. •The National Adaptation Strategy and its Implementation Plan, accompanied by the Climate Gender Action Plan and the Stakeholder Engagement and Communication Plan.
Integrated climate-resilient transboundary flood risk management in the Drin River basin in the Western Balkans (Albania, North Macedonia, Montenegro) ***Funded by the Adaptation Fund***	*Start Date 22/10/2019* *End Date 22/10/2025*	The project assists the riparian countries in the implementation of an integrated climate-resilient river basin flood risk management approach in order to improve their existing capacity to manage flood risk at regional, national and local levels and to enhance resilience of vulnerable communities in the Drini River Basin (DRB) to climate-induced floods. The countries will benefit from a basin-wide transboundary flood risk management (FRM) framework based on: improved climate risk knowledge and information; improved transboundary cooperation arrangements and policy framework.	Results of the Project to contribute under the Chapter on adaptation and NDC Tracking of the BTR1 + BTR2/NC5 Support provided to Institute of geosciences with trainings and equipment will benefit historical data processing that inputs in the process of BTRs and 5 NC
Climate Promise: Promoting Green Recovery in the Forestry Sector in Albania project ***Funded by the German Government***	*Start Date 01/04/2022* *End Date 31/12/2023*	Using NDC to guide Green Recovery through targeted support for incorporating NDC measures into recovery plans and budgets with focus on Forestry and Energy, advocating for those measures that target improvements for women, youth, and other vulnerable people.	Results of the Project to contribute to the Chapter on adaptation and NDC Tracking of the BTR1+ BTR2/NC5. Legislation developed on afforestation and the potential of biomass, and its application schema will contribute in the analysis of BTRs and 5NC under the energy sector i.e., renewable energies and LULUCF

Project Name	Timeframe	Baseline Information	Linkages with BTR1 + BTR2/5NC
Market transformation for solar energy PV acceleration ***Funded by the Japanese Government***	*Start Date 01/04/2022* *End Date 15/08/2024*	The project "Market transformation for solar energy PV acceleration" supported Albania's sustainable development and accelerated implementation of the NDC action plan towards achieving the overall enhanced target. It further supported the transition process towards diversification from hydropower and promoted alternative sources of renewable energy by 2030, reaching 42 % of renewable energy (rather than large hydro) in gross final energy consumption". Main objective was to remove the market barriers and facilitate penetration of solar PV through enabling the policy framework, availability of financing mechanisms, ensuring supply of reliable technology and services leveraging experience, material, and resources, leveraging also on Japanese expertise and know-how, for its expansion in Albania reaching an additional installed capacity of 1000 kW Solar PV.	Results of the Project to contribute to the chapter on NDC tracking of the BTR1+BTR2/NC5. Sublegal legislation on market mechanism and support solar energy will feed into the analysis of BTRs and 5NC under the energy sector i.e., renewable energies
Resilience Strengthening in Albania project ***Funded by the governments of: Sweden, Portugal, Swiss and Government of Albania***	*Start Date 01/07/2020* *End Date 30/06/2025*	The project intends to support the efforts of the Government of Albania for improving the disaster risk management (DRM) system in the country. The overall objective of the project is to strengthen, Albania's DRM system and support country's efforts in becoming a fully-fledged member of the EU Civil Protection Mechanism. The project is also In line with promoting the implementation of Sendai Framework for Disaster Risk Reduction (SFDRR) and is developed based on the Albania earthquake PDNA recommendations. Also, in light of the severe and acute public health emergency due to the COVID-19 global pandemic, measures related to risk preparedness and risk mitigation of biological hazards will be provided.	Results of the Project to contribute to the NDC tracking chapter of the BTR1+BTR2/NC5. The results of the National Risk Assessment for the 6 main risks and the National Strategy on Disaster Risk Reduction will feed into the analysis and national circumstances of the BTRs and 5NC.
EU4NATURE ***Funded by the European Union and the Government of Sweden***	*Start Date 11/07/2023* *End Date 01/09/2028*	The overall objective of the Project is to contribute to the protection and conservation of at least 25 per cent of the Albanian territory (at land and at sea) by 2030 through the establishment and the effective management of a system of Protected Areas (PA), including NATURA 2000 sites and other effective area-based conservation measures. The Project will build on previous efforts (i.e., NaturAl project, UNDP projects, SANE27, etc.) to advance the EU approximation	Results of the Project to contribute to Component 1 and Component 2 of the BTR1 and BTR2/NC5, related to the assessments at Protected Areas level for the inclusion of Climate Change in the management Plans of Protected Areas.

Project Name	Timeframe	Baseline Information	Linkages with BTR1 + BTR2/5NC
		process by enabling EU Nature Protection legislation implementation, enhanced capacities of relevant authorities, CSO, academia, and private sector, and providing necessary resources for new and existing PAs effective management.	
Climate Change Measurement, Reporting and Verification **System of Albania: Emissions and Mitigation** ***Funded by the GCF***	*Start Date* 3/07/2022 *End Date 31/12/2024*	This readiness and preparatory support project help establish a national MRV system for (i) greenhouse gas emissions and (ii) mitigation actions. This system is crucial for the improvement of the quality of national climate change data and information on decision making. It will assist the National Environmental Agency (NEA) in establishing national MRV methods of greenhouse gas (GHG) emissions data, and the Ministry of Environment, line ministries, INSTAT, the private sector and local government units in establishing administrative structures, procedures and processes for the provision of data to the NEA. The establishment and implementation of the MRV system will support the improvement of the quality of national reporting on climate change, as well as the mobilization of climate finance from international donors.	Findings from national methods for the measurement, reporting and verification of data will be considered; as well as the evaluation/assessment of the technical capacities of the Government of Albania to determine the national GHG emission factors and improve the quality of GHG emission data in the medium to the long term will be further supported.

Co-financing source	Co-financing type	Co-financing amount	Included in project results?	If yes, list the relevant outputs
Co-financing is not applicable	…	…	…	…

Risks and Assumptions*:* There are 4 major risks identified (Operational), most of which are related to data unavailability or willingness to share data. All identified risks are described and addressed in Annex 5 – UNDP Risk Register.

Social and Environmental Screening has been conducted and identified 3 potential social and environmental risks addressed in the Social and Environmental Screening Procedures (SESP) template (see Annex 4). The overall project risk categorization has been assessed as low.

Stakeholder engagement: 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 non-governmental organizations (NGOs), media, research institutions, private sector, and international organizations, with particular emphasis on related sectors. Organizations specializing in energy, climate

change, and environmental sustainability can support data collection, analysis, and capacity-building efforts, ensuring a more robust and informed reporting process. Civil society groups can facilitate consultations, ensuring that diverse perspectives are incorporated into the reporting process. NGOs can contribute to tracking climate finance, implementation progress, and the effectiveness of mitigation and adaptation measures, enhancing the credibility and transparency of national reports.

This project proposal was developed in consultation with relevant experts, government staff, policymakers and NGOs who participated in the previous NC/BUR exercises. Their views and needs were integrated into the design of this new enabling activity project. The Stakeholder engagement plan is included in Annex 7.

South-South and Triangular Cooperation (SSC/TrC): In order to bring the voice of Albania to global and regional fora, the project will explore opportunities for meaningful participation in specific events where UNDP could support engagement with the global development discourse on knowledge exchanges, technology transfer, peer support, and neighborhood initiatives through the South-South and Triangular Cooperation (SSTrC). The project will provide regional cooperation opportunities with countries implementing initiatives on climate change mitigation and adaptation and regarding the calculation of the GHG National Inventory Reports in geopolitical, social and environmental contexts relevant to the proposed project in Albania.

Under the guidance and exchanges facilitated via Capacity Building Initiative for Transparency-Global Support Programme (CBIT-GSP), Albania will participate on the South-South learning and capacity building via webinars, regional workshops, and networks on NC and BTR specific topics.

Gender equality and Women's Empowerment: National reporting processes can be a meaningful entry point for training, awareness-raising, and capacity-building efforts to ensure women's equal engagement in and benefit from climate change action. Preparation of reports can also influence other, ongoing climate change planning and policymaking processes.

In recent years, with the Albanian ratification of international conventions and agenda in relation to climate change, progress has been made in the design of policy and legal strategic documents for addressing climate change. The Government of Albania has adopted, by DCM 466, date 3.07.2019 the National Strategy on Climate Change (NSCC) and its two annexes, the National Action Plan on Mitigation (NAPM) and the National Adaptation Plan (NAP). The National Integrated Energy and Climate strategy was formulated, as an engagement of Albania at the Ministerial Meeting of the Energy Community in 2017. However, steps to bring gender mainstreaming into climate change policies are not yet thoroughly addressed by national policies. Despite the development of guidelines on mainstreaming gender in climate change mitigation and adaptation programs and plans in the NC3, and the development of the Gender and Climate Action Plan in the BUR1, gender has not been reflected in any of the recent climate-related policies and laws. Except gender considerations inserted at the legal components related to climate change (Law no. 45/2019 "On civil protection" approved on 18/07/2019 and the Law on Climate change approved by DCM 499 date 17.7.2019), there are no separate gender sensitive objectives and actions, and the language used especially in the narrative description of these strategies is almost gender blind. Neither do gender-related strategies, such as the Third National Strategy on Gender Equality (NSGE) and its Action Plan 2016-2020, consider climate change issues. In contrast, climate change is identified in five Municipal Council's Gender Equity Local Action Plans 2018-2020.

Therefore, consideration has to be taken in addressing gender issues when designing programs and projects at community level, especially within the agriculture sector. Involving women in decision making on agricultural practices and financing is needed considering their high impact and involvement in farming. Capacity building interventions should consider the constraints hampering women's efforts on participating in capacity building events such as training and field demonstration. Low time availability due to being too burdened with homecare, low access to transport for meetings at administrative units and low financial access requires a careful selection of timing and location for events. Moreover, weak awareness to climate change impact and weak financial support increases the need for a provision of awareness campaign and budgetary support (grants and investments) related to capacity building interventions. To overcome these challenges, support with technology packages (protocols, demonstration

equipment, laboratory kits for land and water analyses), support of transport costs and support of advisory services and coaching in groups are recommended.

The Gender analysis (Annex 8) will follow the structure of five priority areas of UNFCCC Gender Action:

- Capacity Building, knowledge sharing and communications.
- Gender balance, participation, and women leadership
- Coherence
- Gender responsive implementation and means of implementation.
- Monitoring and reporting.

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

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

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

The Project will provide capacity-building in relation to NC/BTR purpose and content, gender issues in environment and their role in the NC/BTR processes. The project will encourage the active participation of women and men in decision-making processes. Gender balance will be considered in project management structures and capacity building actions (trainings, workshops).

The CBIT- GSP Transparency Gender Responsive Toolkit and the Policy on Gender Equality of the GEF will be applied for this project and the project will also follow GEF SEC's policy on gender equality and Guidance to advance gender equality in GEF projects and programs.

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

Innovativeness, Sustainability and Potential for Scaling Up: 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 the Ministry of Environment, as a competent lead institution of Albania for the application of the Convention as well as of other relevant institutions at national level. This project will additionally improve the sustainability for preparation/revision of future NCs/BTRs/NDCs/NAPs and will facilitate the reporting requirements to the UNFCCC. Active participation by all stakeholders in the monitoring and assessment of mitigation and adaptation policies and measures will be facilitated to ensure ownership and sustainability.

Digital Solutions[5]: Albania's BTR1 and combined BTR2/NC5 preparation process will enhance the national reporting capacity by utilizing the experience earned in the preparation of previous NCs and BURs and, above all, using digital technologies and solutions. In this context, it is worth mentioning that all Parties are required ('shall') to report information in the BTR report on:

- National inventory report of GHG which consists of a national inventory document (NID) and common reporting tables (CRT)
- Information on tracking progress in implementing and achieving NDCs, which shall be reported in a narrative and common tabular format (CTF).

This information should also reflect details on definitions, methodologies and accounting approaches, domestic actions to mitigate and adapt to climate change, their cooperation with other countries in these efforts and their progress towards achieving the goal(s) in their NDC. To provide this transparency information with such level of details and accuracy, a holistic and integral approach towards data management is required and should be used considering the huge number of reporting tables (CRTs and CTF) to be developed.

[5] Please see the Guideline "Embedding Digital in Project Design."

V. PROJECT MANAGEMENT

Efficiency and effectiveness

The project builds on earlier UNDP interventions and the projects related to climate change obligations, which was used as a benchmark to introduce cost effective design, based on the lessons learned and good practices from previous experience.

The project design embeds multiple elements of proven good practices and approaches related to climate change, ensuring the achievement of results in an effective manner, refined over several decades of UNDP's global engagement in the matter. The project design has also benefited from the close cooperation and continuous dialogue with the government and institutional partners, as well as wider range of relevant players from academia, NGOs and private sector.

In addition, the project will benefit from cooperation with other projects and initiatives on climate change mitigation and adaptation implemented in the same period. It is particularly important that this project is implemented in a coordinated manner with national CBIT project (if applicable) and that the project team coordinates with the national actors in charge of the National Determined Contribution, National Adaptation Plans, REDD Strategies, and National Biodiversity Strategies and Action Plans (NBSAPs), amongst others. Optimal synergy and synchronization between initiatives could result in a more mainstreamed and effective implementation of the project, enhance consistencies with various national priorities and programmes, as well as contribute to generating better information to be included in the NC and BTR reports.

Lastly, the implementation of the project will be following UNDP financial regulations and rules that ensure, inter alia, the best value for money.

Project management

The Project Management Unit (PMU), consisting of the Project Manager and the Project Assistant will be under the Ministry of Environment.

The project implementation will be managed by the Project Manager, with support of the PMU and the Project Steering Committee (PSC). The PMU will be responsible for the overall day-to-day management of the project on behalf of the Implementing Partner (IP), including the mobilization of all project inputs, supervision of responsible party, consultants, and sub-contractors. The IP will appoint a senior official of the Ministry of Environment as the National Project Director (NPD) and will handle overall guidance to project management, including adherence to the Annual Work Plan (AWP) and achievement of planned results as outlined in the Project Document and will be responsible for the use of GEF funds through effective management and well-established project review and monitoring mechanisms. The NPD will ensue coordination with various ministries and agencies.

The UNDP Country Office (CO) dedicated staff with the support of Regional and HQ technical advisors will provide oversight of the smooth implementation of the project, and will guarantee the quality of implementation and results, in accordance with UNDP and GEF policy and rules.

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

This project builds on UNDP's overarching offer to Transparency of the Paris Agreement and UNDP's Climate Promise, the largest offer of support to developing countries on NDCs. As such, synergies with the available expertise and support offered by the Climate Promise initiative should be identified and leveraged, where appropriate.

VI. PROJECT RESULTS FRAMEWORK

Contribution to the Sustainable Development Goal (s): SDG 13 – Climate Action: Take urgent action to combat climate change and its impacts
Intended Outcome as stated in the UNSDCF/Country Programme Results and Resource Framework: UNSDCF 2022-2026: Strategic Priority B: Sustainable, resilient and green economic growth and resource management; Outcome 2: By 2026, innovative and integrated policy solutions accelerate sustainable, productive and inclusive economic development, enhancing climate change adaptation and mitigation and transition to e green and blue economy.
Applicable Output(s) from the UNDP Strategic Plan: OUTPUT 2.1 Environment and Climate Change: Implement existing legislation more effectively, new commitments, measures targets, and governance mechanisms to address climate change, biodiversity loss, waste, pollution, and degradation strengthening systems of protected areas and natural capital to promote ecotourism and circular bioeconomy.
Project title and Quantum Project Number: Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC – Quantum Project Number: 01003562

Objective and Outcome Indicators		**Data Source**	**Baseline**	**Mid-term Target**	**End of Project Target**	**Data Collection Methods**	**Risks/Assumptions**
Project Objective:	The project will enable Albania to prepare and submit its First Biennial Transparency Report (BTR1) as standalone report and Second Biennial Transparency and 5th National Communication Report (BTR2/NC5) as combined report, to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3						
	Mandatory Indicator 1: # direct project beneficiaries disaggregated by gender (individual people)	Inception Report End-of- project Report	0	25 individuals *(10 men and 15 women) in the corresponding institutions responsible for climate change policy development and enforcement are familiarized with the UNFCCC enhanced reporting requirements*	40 individuals *(20 men and 20 women) in the corresponding institutions responsible for climate change policy development and enforcement are familiarized with the UNFCCC enhanced reporting requirements.*	Inception Workshops Participants. Training/Events participants. Final Workshop Participants.	Risks: Lack of relevant human capacities at responsible national institutions might slowdown the process of implementation. Assumptions: Enforcement of national legislation on climate change.
	Indicator 2: BTR1 and BTR2/NC5 submitted to the UNFCCC	Previous NC, BUR, NIR submitted to the UNFCCC Source: UNFCCC website	4NC, 1BUR, NIR submitted to the UNFCCC Albania's NDC	BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by September 2025	BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026	2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories	Risks: Lack of coordination among stakeholders resulting in a slow validation process. Structural changes in the Government might delay the adoption of the document.

Objective and Outcome Indicators		Data Source	Baseline	Mid-term Target	End of Project Target	Data Collection Methods	Risks/Assumptions
			Source: UNFCCC website				Assumptions: Enforcement of the national legislation on climate change and the Interministerial Committee on Climate Change.
Project component 1	**Development of Albania]'s First Biennial Transparency Report (BTR1)**						
Project Outcome 1 *Albania's BTR1 developed as a stand-alone report*	Indicator 3: National Inventory Report (NIR) covering period 2020-2022 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1	Previous NC, BUR, NIR(s) submitted to the UNFCCC *Source: UNFCCC website*	Previous NIR reported as part of NC4 and BUR1	An updated GHGI as part of the BTR1 submitted to the UNFCCC by September 2025	Same as in MTR Target	2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories	Risks: Specific data are unavailable or inaccessible for the GHG inventory team. Low capacities of the GHG inventory units in national institutions to provide relevant data as per the IPCC 2006 guidelines. Assumptions: Experts' judgements and analogue methods to be used.
	Indicator 4: Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements.	Previous NC, BUR submitted to the UNFCCC. Albania's NDC Decision 5/CMA.3 *Source: UNFCCC website*	The preparations of previous NCs and BURs have not followed the MPGs and the common reporting tables and tabular formats of Decision 5/CMA.3 NDC's goals	Information on the status of NDC implementation, climate change impacts and adaptation and support needed and received is compiled up to 2022 as part of the BTR1 in line with MPG requirements and by using the common reporting tables and tabular formats of Decision 5/CMA.3	Same as in MTR Target	Relevant national policy papers, strategies and actions plans	Risks: Specific data are unavailable or inaccessible Assumptions: Experts' judgements and analogue methods to be used.
Outputs to achieve Outcome 1	1.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2022, for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories. 1.1.2. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2022 provided, including estimates of emissions avoided.						

Objective and Outcome Indicators		Data Source	Baseline	Mid-term Target	End of Project Target	Data Collection Methods	Risks/Assumptions
	1.1.3. Information related to climate change impacts and adaptation up to 2022 provided as the component of BTR1 1.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2022 provided, areas of improvement and other relevant information, including gender inclusion described. 1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by September 2025						
Project component 2	**Development of Albania's Second Biennial Transparency and 5th National Communication Report (BTR2/NC5)**						
Outcome 2 *Albania's BTR2/NC5 developed as combined report.*	Indicator 5: National Inventory Report (NIR) covering period 2023-2024 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1	Previous NC, BUR, BTR1 and NIRs submitted to the UNFCCC Decision 5/CMA.3 *Source: UNFCCC website*	Previous GHGI reported as part of BTR1	GHGI reported as part of BTR2/NC5	An updated NIR as part of the BTR2/NC5 and as a separate report submitted to the UNFCCC by December 2026	2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories	Risks: Specific data are unavailable or inaccessible for the GHG inventory team. Low capacities of the GHG inventory units in national institutions to provide relevant data as per the IPCC 2006 guidelines. Assumptions: Experts' judgements and analogue methods to be used.
	Indicator 6: Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements.	Previous NC, BUR, BTR submitted to the UNFCCC Albania's NDC Decision 5/CMA.3 *Source: UNFCCC website*	CRTs and tabular formats of Decision 5/CMA.3.	Information on the status of NDC implementation, climate change impacts and adaptation and support needed and received is compiled up to 2022 as part of the BTR1 in line with MPG requirements and by using the common reporting tables and tabular formats of Decision 5/CMA.3	Information on the status of NDC implementation, climate change impacts and adaptation and support needed and received is compiled up to 2024 as part of the BTR2/NC5 in line with MPG requirements and by using the common reporting tables and tabular formats of Decision 5/CMA.3	Relevant national policy papers, strategies and actions plans	Risks: Specific data are unavailable or inaccessible for the GHG inventory team. Assumptions: Experts' judgements and analogue methods to be used.
Outputs to achieve Outcome 2	2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2024 for the sectors of Energy, IPPU, AFOLU and Waste, using 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories. 2.1.2. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to 2024 provided. 2.1.3. Information related to climate change impacts and adaptation up to 2024 provided and Adaptation Communication as component of the BTR2/NC5 prepared.						

Objective and Outcome Indicators		Data Source	Baseline	Mid-term Target	End of Project Target	Data Collection Methods	Risks/Assumptions
	2.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2024 provided, Areas of improvement and other relevant information, including gender described. Information on research, systemic observation, education, training, public awareness and gender provided, in accordance with applicable guidelines in 17/CP.8 2.1.5. BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.						
Project component 3	**Monitoring & Evaluation**						
Outcome 3	Indicator 7: # of monitoring report compiled	Project inception; progress and monitoring reports	0	3 (1 Inception Workshop Report, 2 Annual Status Survey)	6 (1 Inception Workshop Report, 4 Annual Status Survey, 1 End of Project Report).	Monitoring reports compiled and submitted to UNDP and shared with PSC members.	Not applicable
Outputs to achieve Outcome 3	3.1.1. Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated.						

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[6]. The M&E plan and budget included below will guide the GEF-specific M&E activities to be undertaken by this project.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed – including during the Project Inception Workshop - and will be detailed in the Inception Report.

Minimum project monitoring and reporting requirements as required by the GEF:

Inception Workshop and Report: A project inception workshop will be held within 2 months from the First disbursement date, with the aim to:

a. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
b. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
c. Review the results framework and monitoring plan.
d. Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP and other stakeholders in project-level M&E.
e. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework (where relevant) and other safeguard requirements; project grievance mechanisms; gender 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 Board.

Annual Progress: Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out once a year, in line with GEF and UNFCCC reporting requirements for NCs and BTRs. Within the third year of implementation, a mid-term workshop shall be held in order to assess the project implementation effectiveness with key stakeholders, in order to enable real co-management of project implementation.

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

End of Project Report/Workshop: Six months before the project ends, the project team will organize the end of project workshop to present the final results and the way forward (to agree on priorities, follow up projects and their implementation modality). During the last three months prior to the operational closure, the project team will prepare the End of Project Report. This comprehensive report (in English) 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 Board during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up.

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:** The project will enable Albania to prepare and submit its First Biennial Transparency Report (BTR1) as standalone report and Second Biennial Transparency and 5th National Communication Report (BTR2/NC5) as combined report, to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1)	**Indicator 1** # direct project beneficiaries disaggregated by gender (individual people)	Mid-term Target: 25 End of Project Target: 40	Number of people (disaggregated by sex) from the partner/stakeholder institutions, as well as participants of the planned project activities including workshops and trainings.	Annually and through periodic project progress reports	PMU (Project Manager)	• Signed participant lists of project events; trainings; workshops. • Nominated representatives of the Project Board. • Project progress reports
		Indicator 2 BTR1 and BTR2/NC5 submitted to the UNFCCC	Mid-term Target: BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026 End of Project Target: BTR2/NC5 compiled, adopted in a transparent and participatory process and	This indicator assesses whether BTR1 and BTR2/NC5 reports are prepared and submitted to the UNFCCC as envisaged by the project	Monitored annually through Status Surveys and in accordance with the report submission timelines as indicated by the UNFCCC	PMU (Project Manager)	• UNFCCC NC and BTR submission registries: https://unfccc.int/non-annex-I-NCs https://unfccc.int/first-biennial-transparency-reports • Annual Status Survey

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	and the guidance on operationalizing the MPGs as per Decision 5/CMA.3		submitted to the UNFCCC by December 2026				
	Project Outcome 1 Albania's BTR1 developed as a stand-alone report.	**Indicator 3** National Inventory Report (NIR) covering period 2020-2022 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1	An updated GHGI as part of the BTR1 and as a separate report submitted to the UNFCCC by September 2025.	GHGI will be prepared in line with 2006 IPCC Guidelines for National GHG Inventories for identified key categories.	Annually and through periodic project progress reports	PMU (Project Manager)	• Project progress reports • Annual Status Survey • End of Project Report • BTR1 submitted to the UNFCCC https://unfccc.int/first-biennial-transparency-reports
		Indicator 4 Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements.	Information on the status of NDC implementation, climate change impacts and adaptation and support needed and received is compiled up to 2022 as part of the BTR1 in line with MPG requirements and by using the common	This indicator will monitor progress in reporting on NDC implementation and other requisite BTR components as described under the Paris Agreement.	Annually and through periodic project progress reports	PMU (Project Manager)	• Project progress reports • Annual Status Survey • End of Project Report

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
			reporting tables and tabular formats of Decision 5/CMA.3				
	Project Outcome 2 Albania's BTR2/NC5 developed as combined report.	**Indicator 5** National Inventory Report (NIR) covering period 2023-2026 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1	An updated NIR as part of the BTR2/NC5 and as a separate report submitted to the UNFCCC by December 2026	An updated NIR will be prepared in line with 2006 IPCC Guidelines for National GHG Inventories for identified key categories.	Monitored annually through Status Surveys and in accordance with the report submission timelines as indicated by the UNFCCC	PMU (Project Manager)	• UNFCCC BTR submission registry: https://unfccc.int/first-biennial-transparency-reports • Annual Status Survey
		Indicator 6 Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements.	Information on the status of NDC implementation, climate change impacts and adaptation and support needed and received is compiled up to 2026 as part of the BTR2/NC5 in line with MPG requirements and by using the	This indicator will monitor progress in reporting on NDC implementation and other requisite BTR components as described under the Paris Agreement.	Monitored annually through Status Surveys and in accordance with the report submission timelines as indicated by the UNFCCC	PMU (Project Manager)	• UNFCCC BTR submission registry: https://unfccc.int/first-biennial-transparency-reports • Annual Status Survey

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
			common reporting tables and tabular formats of Decision 5/CMA.3				
	Project Outcome 3 Monitoring & Evaluation	**Indicator 7** # of monitoring reports compiled	6 (1 Inception Workshop Report, 4 Annual Status Survey, 1 End of Project Report)	This indicator will assess whether key monitoring reports are prepared as envisaged by the project.	Annually	PMU (Project Manager)	Monitoring reports compiled and submitted to UNDP and shared with PSC members. Interview with the Project Manager.

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	N/A
Track results progress (see above table for details)	Annually and at mid-point and closure	Slower than expected progress will be addressed by project management.	N/A
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.	N/A
Monitor the implementation of Gender Action Plan, Knowledge Management (KM) Plan, Stakeholder Engagement Plan, Communication Plan and SESP	Annually	Actions contained in Gender Action Plan, KM and Communication plans, Stakeholder Engagement Plan and SESP are monitored. GAP and SES are monitored to ensure full participation of women and compliance with environmental and social safeguards.	N/A
Supervision Missions	Annually	Mission conducted as part of the routine quality assurance	N/A
Learning and Learning Missions	As needed	Relevant lessons are captured by the project team and used to inform management decisions.	N/A
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.	N/A
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.	N/A
Annual Status Survey for NC - BTR projects	Annually between June-September	Mandatory contribution by Project Team and CO	N/A
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.	N/A

Monitoring and Evaluation Budget for project execution:	
GEF M&E requirements to be undertaken by Project Management Unit (PMU)	**Indicative costs (US$)**
Inception Workshop	12,150 USD
Inception Report	None
M&E required to report on progress made in reaching GEF core indicators and project results included in the project results framework	None
Monitoring of Gender Action Plan, Knowledge Management (KM) Plan, Communication Plan and SESP	None
Supervision missions	None
Learning missions	None
TOTAL indicative COST	**12,150 USD**

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

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

Implementing Partner: The Implementing Partner for this project is the **Ministry of Environment (MoE).**

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: Not applicable.

Project stakeholders and target groups:

The information below presents the key stakeholders to be involved in the project work and briefly describes their respective roles.

Government agencies:

- **The Ministry of Environment** is responsible for the formulation and implementation of the national environmental policies and acting as UNFCCC Focal Point. MoE will be acting as the National Implementing Partner of the Project, which will provide full technical and administrative support and will facilitate coordination of project activities with other governmental agencies and decision-makers through the Inter-ministerial Committee on Climate Change.

- **The Ministry of Infrastructure and Energy** is responsible for formulating and implementing policies, plans, programs and projects with a focus on energy, transport, infrastructure and industry. This ministry will provide information and experts' participation for the calculations of the GHG inventory and both mitigation and adaptation analysis.

- **The Ministry of Agriculture and Rural Development** is responsible for formulating and implementing policies, plans, programs and projects on agriculture and rural development. They will provide information and experts' participation for the calculations of the GHG inventory and mitigation and adaptation related analysis.

- **The Ministry of Defense** is responsible for formulating and implementing policies, plans, and programs to ensure the country's security and defense. They will provide information and experts' participation with regards to the civil emergency service which operates under the Ministry of Defense.

- **The Ministry of Finance** is responsible for matters relating to economic policy, the central government budget, taxes, banking, security and insurance, international economic work, central, regional and local government. They will support the BTR1 + BTR2/5NC project with relevant data to produce the socio-economic scenarios for the country.

- **The Ministry of Culture** has a direct responsibility to preserve, protect and promote the cultural, material and immaterial heritage as the national asset of the country. They will support the BTR1 + BTR2/5NC project with relevant data regarding the V&A analysis related to the world heritage sites of the country.

Regulatory agencies:

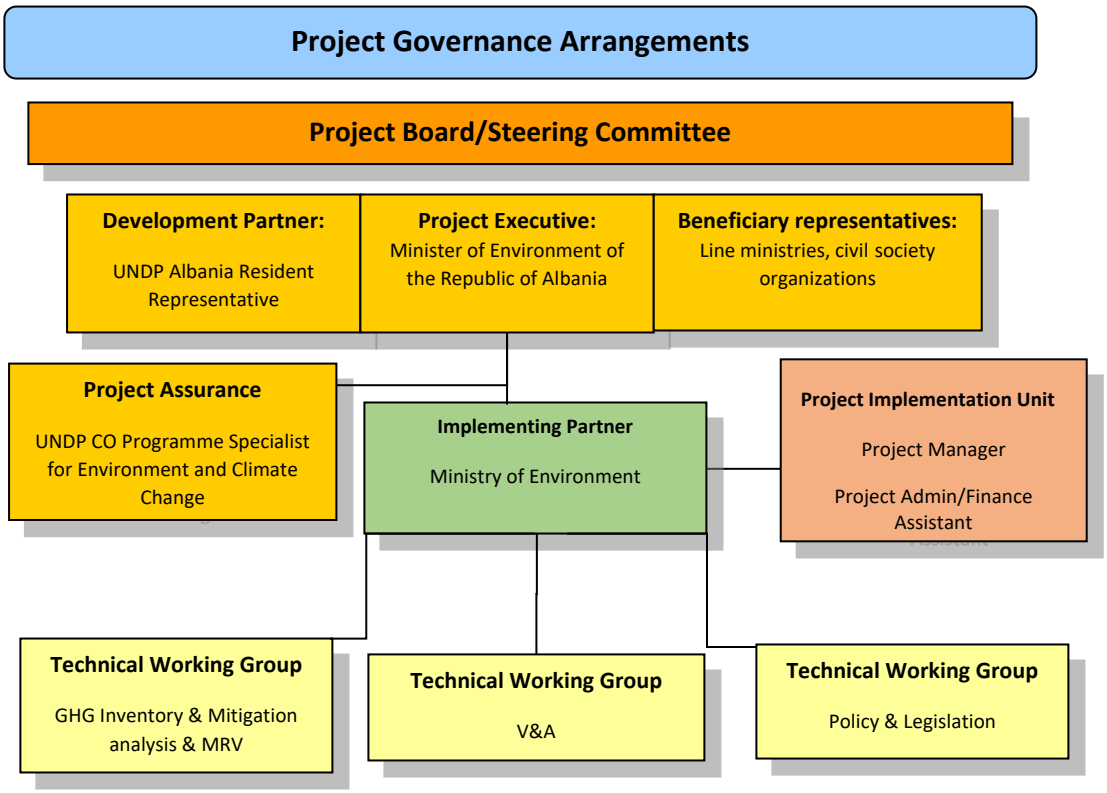
- **National Environmental Agency** – is responsible for reporting on i) Pollutant Release and Transfer Register (PRTR), ii) the urban air emissions inventory (CLRTAP). Recently this agency became responsible for reporting on the GHG emissions inventories. NEA will provide information and experts' participation mainly for the calculations of the GHG inventory.
- **National Agency for Natural Resources** – Its purpose is to maintain the interests of the State in the fields of hydrocarbons, minerals and energy. The agency oversees the development and rational use of natural resources and monitors their post-use. NANR will provide information and experts' participation mainly for the annual energy balances and renewable energy resources.
- **Water Resources Management Agency (WRMA)** – Its purpose is to secure integrated water resources management. They will provide information and experts' participation mainly for the vulnerability and adaptation of water resources.

Scientific organizations:

- **Institute of Geosciences** (IGEO) will act as the main source of collection and provision of hydrometeorological data under the leadership of the Tirana Polytechnic University. IGEO will also provide information and experts' participation for the V&A analysis.
- **Institute of Statistics** (INSTAT) is in charge of producing and publishing statistical information important for decision-making on economic and social policies in the country. INSTAT will provide information and experts' participation for macroeconomic data, sectors specific emissions and the calculations of the GHG inventory.
- **Others:** Academy of Sciences and Universities and other relevant research institutions.

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 CO 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.

Section 2: Project governance structure



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 Resident Representative (RR).

Second line of defense:

Regional Bureau oversees RR and Country Office compliance at portfolio level. UNDP Climate Regional Technical Advisor (RTA) oversees technical quality assurance and GEF compliance, Climate Principal Technical Advisor (PTA) oversees RTA function.

UNDP GEF Executive Coordinator and Regional Bureau Deputy Director can revoke Delegation of Authority/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 will therefore attend Project Board meetings as a non-voting member.

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 is only performing an implementation oversight role in the project vis-à-vis our role in the project board and in the project assurance function and therefore a full separation of project implementation oversight and execution duties has been assured.

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.
- ✓ 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 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** Minister of Environment of the Republic of Albania.
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:** High representatives of the line Ministries and Civil Society Organizations.
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 is:** UNDP Albania 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 UNDP CO Programme Specialist for Environment and Climate Change.

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.

IX. FINANCIAL PLANNING AND MANAGEMENT

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

Co-financing: **Not applicable.** The actual realization of project co-financing amounts will be monitored by the UNDP Country Office and the PMU on an annual basis in the GEF PIF and will be reported to the GEF during the mid-term review and terminal evaluation process as follows:

Co-financing source	Co-financing type	Name of Co-financier	Investment Mobilized	Co-financing amount
Not applicable				
Total				

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/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-VF 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-VF 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[7]. The transfer should be done before the Project Management Unit completes 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 final clearance of the Terminal Evaluation Report and the corresponding management response and the end-of-project review Project Board Meeting should take place after the Completion Date.

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

- **Operational Closure**: **Operational closure must happen within 9 months from project completion date.** Prior to operational closure, the Terminal Evaluation must be submitted, and the corresponding TE management response and the end-of-project review Project Board meeting must have been completed. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. Before Operational Closure, the project must have completed the transfer or disposal of any equipment that is still the property of UNDP.

- **Financial Closure: Financial closure must happen within 6 months of operational closure or after the date of cancellation.** The project will be financially closed when the following conditions have been met: a) the project is operationally completed or has been cancelled; b) the Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

  Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to BPPS/VF for confirmation before the project will be financially closed in Quantum by the UNDP Country Office.

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

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/VF 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.

X. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Quantum Business Unit	UNDP-ALB		
Quantum Project ID:	01003562	Quantum Project Title:	PIMS - 9482 Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC
Quantum Award ID:	1382725	Quantum Award Title:	PIMS 9482 - Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC
UNDP-GEF PIMS No.	9482		
Implementing Partner	Ministry of Environment		

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	Year 1	Year 2	Year 3	Total (USD)	See Budget Note
Component 1: Development of Albania's First Biennial Transparency Report (BTR1)	Outcome 1: Albania's BTR1 developed as a stand-alone report.	Output 1.1.1: National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2022, for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories.	Ministry of Environment in Albania	62000	010003	71300	Local Consultants	20,000.00	3,000.00	0.00	23,000.00	1
				62000		72100	Contractual services-companies	159,000.00	0.00	0.00	159,000.00	2
				62000		71600	Travel	3,000.00	2,000.00	0.00	5,000.00	3
				62000		75700	Training, Workshops and Confer	2,000.00	1,400.00	0.00	3,400.00	4
			Total Responsible Party : Ministry of Environment in Albania					**184,000.00**	**6,400.00**	**0.00**	**190,400.00**	
		Total Output 1.1.1						**184,000.00**	**6,400.00**	**0.00**	**190,400.00**	
		Output 1.1.2. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2022 provided, including estimates of emissions avoided.	Ministry of Environment in Albania	62000	010003	71200	International Consultants	18,000.00	6,000.00	0.00	24,000.00	5
				62000		71300	Local Consultants	18,000.00	6,000.00	0.00	24,000.00	6
				62000		71600	Travel	3,000.00	2,000.00	0.00	5,000.00	7
				62000		75700	Training, Workshops and Confer	2,340.00	2,400.00	0.00	4,740.00	8
			Total Responsible Party : Ministry of Environment in Albania					**41,340.00**	**16,400.00**	**0.00**	**57,740.00**	
		Total Output 1.1.2.						**41,340.00**	**16,400.00**	**0.00**	**57,740.00**	

		Output 1.1.3. Information related to climate change impacts and adaptation up to 2022 provided.	Ministry of Environment in Albania	62000	010003	71200	International Consultants	18,000.00	6,000.00	0.00	24,000.00	9
				62000		71300	Local Consultants	18,000.00	6,000.00	0.00	24,000.00	10
				62000		71600	Travel	3,000.00	2,000.00	0.00	5,000.00	11
				62000		75700	Training, Workshops and Confer	2,000.00	1,740.00	0.00	3,740.00	12
			Total Responsible Party : Ministry of Environment in Albania					**41,000.00**	**15,740.00**	**0.00**	**56,740.00**	
		Total Output 1.1.3.						**41,000.00**	**15,740.00**	**0.00**	**56,740.00**	
		Output 1.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2022 provided, areas of improvement and other relevant information, including gender inclusion described.	Ministry of Environment in Albania	62000	010003	71200	International Consultants	6,000.00	6,000.00	0.00	12,000.00	13
				62000		71300	Local Consultants	1,000.00	1,000.00	0.00	2,000.00	14
				62000		71600	Travel	5,000.00	6,000.00	0.00	11,000.00	15
				62000		74200	Audio Visual&Print Prod Costs	5,327.00	4,327.00	0.00	9,654.00	16
				62000		75700	Training, Workshops and Confer	5,740.00	5,740.00	0.00	11,480.00	17
			Total Responsible Party : Ministry of Environment in Albania					**23,067.00**	**23,067.00**	**0.00**	**46,134.00**	
		Total Output 1.1.4						**23,067.00**	**23,067.00**	**0.00**	**46,134.00**	
		Output 1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by September 2025		62000		71200	International Consultants	12,000.00	6,000.00	0.00	18,000.00	18
			Ministry of Environment in Albania	62000	010003	71800	Contractual Services - Individuals	18,000.00	9,000.00	0.00	27,000.00	19
				62000		71300	Local Consultants	19,000.00	6,000.00	0.00	25,000.00	20
				62000		74200	Audio Visual&Print Prod Costs	15,346.00	5,000.00	0.00	20,346.00	21
				62000		75700	Training, Workshops and Confer	11,040.00	6,300.00	0.00	17,340.00	22
			Total Responsible Party: Ministry of Environment in Albania					**75,386.00**	**32,300.00**	**0.00**	**107,686.00**	
		Total Output 1.1.5.						**75,386.00**	**32,300.00**	**0.00**	**107,686.00**	
	Total Outcome 1							**364,793.00**	**93,907.00**	**0.00**	**458,700.00**	
Total Component 1								**364,793.00**	**93,907.00**	**0.00**	**458,700.00**	
Component 2: Development of Albania's 2nd Biennial Transparency and	Outcome 2: Albania's BTR2/NC5 developed as	Output 2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2024 for the sectors of Energy, IPPU, AFOLU and Waste, using 2019	Ministry of Environment in Albania	62000	010003	71200	International Consultants	0.00	12,000.00	6,000.00	18,000.00	23
				62000		71300	Local Consultants	0.00	40,000.00	10,000.00	50,000.00	24
				62000		71600	Travel	0.00	3,000.00	3,400.00	6,400.00	25

the 5th National Communication Report (BTR2/NC5)	combined report.	Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.		62000		72100	Contractual services-companies	0.00	149,850.00	20,000.00	169,850.00	26
				62000		72400	Communication & Audio Visual Equip	0.00	26,000.00	8,000.00	34,000.00	27
				62000		75700	Training Workshops and Conferences	0.00	0.00	3,500.00	3,500.00	28
			Total Responsible Party: Ministry of Environment in Albania					**0.00**	**230,850.00**	**50,900.00**	**281,750.00**	
		Total Output 2.1.1						**0.00**	**230,850.00**	**50,900.00**	**281,750.00**	
		2.1.2. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to 2024 provided.	Ministry of Environment in Albania	62000	010003	71200	International Consultants	0.00	18,000.00	6,000.00	24,000.00	29
				62000		71300	Local Consultants	0.00	18,000.00	6,000.00	24,000.00	30
				62000		71600	Travel	0.00	6,360.00	2,000.00	8,360.00	31
				62000		75700	Training Workshops and Conferences	0.00	6,000.00	4,500.00	10,500.00	32
			Total Responsible Party: Ministry of Environment in Albania					**0.00**	**48,360.00**	**18,500.00**	**66,860.00**	
		Total Output 2.1.2.						**0.00**	**48,360.00**	**18,500.00**	**66,860.00**	
		2.1.3. Information related to climate change impacts and adaptation up to 2024 provided and Adaptation Communication as component of the BTR2/NC5 prepared.	Ministry of Environment in Albania	62000	010003	71200	International Consultants	0.00	18,000.00	6,000.00	24,000.00	33
				62000		71300	Local Consultants	0.00	18,000.00	6,000.00	24,000.00	34
				62000		71600	Travel	0.00	5,360.00	2,000.00	7,360.00	35
				62000		75700	Training Workshops and Conferences	0.00	7,000.00	4,000.00	11,000.00	36
			Total Responsible Party: Ministry of Environment in Albania					**0.00**	**48,360.00**	**18,000.00**	**66,360.00**	
		Total Output 2.1.3						**0.00**	**48,360.00**	**18,000.00**	**66,360.00**	
		Output 2.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2024 provided, Areas of improvement and other relevant information, including gender described. Information on research, systemic observation, education, training, public awareness and gender provided, in accordance with applicable guidelines in 17/CP.8.	Ministry of Environment in Albania	62000	010003	71200	International Consultants	0.00	18,000.00	6,000.00	24,000.00	37
				62000		71300	Local Consultants	0.00	2,000.00	2,000.00	4,000.00	38
				62000		71600	Travel	0.00	4,360.00	3,000.00	7,360.00	39
				62000		75700	Training Workshops and Conferences	0.00	6,000.00	3,000.00	9,000.00	40
			Total Responsible Party: Ministry of Environment in Albania					**0.00**	**30,360.00**	**14,000.00**	**44,360.00**	
		Total Output 2.1.4.						**0.00**	**30,360.00**	**14,000.00**	**44,360.00**	
				62000	010003	71200	International Consultants	0.00	31,000.00	11,000.00	42,000.00	41

		2.1.5. BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026	Ministry of Environment in Albania	62000		71300	Local Consultants	0.00	38,000.00	12,000.00	50,000.00	42
				62000		71800	Contractual Services - Implementing Partner	0.00	13,500.00	13,500.00	27,000.00	43
				62000		71600	Travel	0.00	8,730.00	5,000.00	13,730.00	44
				62000		72400	Communic & Audio Visual Equip	0.00	8,000.00	4,000.00	12,000.00	45
				62000		74200	Audio Visual&Print Prod Costs	0.00	9,000.00	5,000.00	14,000.00	46
				62000		75700	Training Workshops and Conferences	0.00	18,000.00	14,000.00	32,000.00	47
			Total Responsible Party :Ministry of Environment in Albania					**0.00**	**126,230.00**	**64,500.00**	**190,730.00**	
		Total Output 2.1.5						**0.00**	**126,230.00**	**64,500.00**	**190,730.00**	
	Total Outcome 2							**0.00**	**484,160.00**	**165,900.00**	**650,060.00**	
Total Component 2								**0.00**	**484,160.00**	**165,900.00**	**650,060.00**	
M&E	M&E	M&E	Ministry of Environment in Albania	62000	010003	75700	Training, Workshops and Confer	12,150.00	0.00	0.00	12,150.00	48
			Total Responsible Party : Ministry of Environment in Albania					**12,150.00**	**0.00**	**0.00**	**12,150.00**	
Total M&E Component								**12,150.00**	**0.00**	**0.00**	**12,150.00**	
Project Management Cost (PMC)	PMC	PMC	Ministry of Environment in Albania	62000	010003	71800	Contractual Services - Implementing Partner	31,200.00	31,200.00	31,200.00	93,600.00	49
				62000		72500	Supplies	1,490.00	1,000.00	1,000.00	3,490.00	50
			Total Responsible Party : Ministry of Environment in Albania					**32,690.00**	**32,200.00**	**32,200.00**	**97,090.00**	
			UNDP	62000	010003	74100	Professional Services	0.00	0.00	15,000.00	15,000.00	51
			Total Responsible Party : UNDP					**0.00**	**0.00**	**15,000.00**	**15,000.00**	
Total Project Management Cost								**32,690.00**	**32,200.00**	**47,200.00**	**112,090.00**	
Total Project Grant								**409,633.00**	**610,267.00**	**213,100.00**	**1,233,000.00**	

Budget Note No.	Budget Note (Description)
1	**Output 1.1.1. Local Consultants:** 5 GHG Experts (60 working days)*(200 USD/day) = 12,000 USD).Each consultant (200 USD x 12w/ days =2,400 USD); These consultants will assist on GHG Inventory and GHG mitigation analyses for BTR1for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste . **Output 1.1.1. Local Consultants:** 5 Climate adaptation researchers (55 working days)*(200 USD/day) = 11,000 USD).Each consultant (200 USD x11w/ days =2,200 USD); These consultants will assist on Vulnerability and Adaptation analyses for BTR1
2	**Output 1.1.1. Contractual services/companies** Total 159,000 USD.The company will be engaged to work on development of the GHG inventory, MRV system operationalisation under the BTR1.
3	**Output 1.1.1.** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 5,000 USD for two years).
4	**Output 1.1.1.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR1 (total 3,400$ under this output)
5	**Output 1.1.2. International Consultant:** 1 Climate Mitigation Expert (40 working days)*(600 USD/day) = 24,000 USD). The consultant will provide track progress made in implementing and achieving the NDC
6	**Output 1.1.2. Local Consultant:** 1 Climate Mitigation Expert (120 working days)*(200 USD/day) = 24,000 USD). The consultant will provide track progress made in implementing and achieving the NDC (BTR1)
7	**Output 1.1.2.** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 5,000 USD for two years).
8	**Output 1.1.2.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR1 (total 4,740$ under this output)
9	**Output 1.1.3. International Consultant:** 1 Climate Adaptation Expert (40 working days)*(600 USD/day) = 24,000 USD). The consultant will provide track progress made in implementing and achieving the NAP and mainstreaming adaptation information in different sectorial policy documents.

10	**Output 1.1.3. Local Consultant:** 1 Climate Adaptation Expert (120 working days)*(200 USD/day) = 24,000 USD). The consultant will provide track progress made in implementing and achieving the NAP and mainstreaming adaptation information in different sectorial policy documents. (BTR1)
11	**Output 1.1.3.** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 5,000 USD for two years).
12	**Output 1.1.3.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR1 (total 3,740$ under this output)
13	**Output 1.1.4. International Consultant:** 1 Climate Policy Expert , (20 working days)* (600USD/day) (Total:12,000USD). The consultant will contribute to identification of financial technology development and transfer and capacity-building for BTR1
14	**Output 1.1.4. National Consultant:** 1 Climate Policy Expert , (10 working days)* (200USD/day) (Total: 2,000USD). The consultant will contribute to identification of financial technology development and transfer and capacity-building for BTR1
15	**Output 1.1.4.** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 11,000 USD for two years).
16	**Output 1.1.4.** Audio Visual and Print Production Materials. Publication/submission of the BTR1, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBi etc.) to collect data and translation costs (total 9,654USD under this output).
17	**Output 1.1.4.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR1 (total 11,480$ under this output)
18	**Output 1.1.5. International Consultant:** 1 Lead Editor (30 working days)*(600 USD/day) = 18,000 USD). The consultant will compile, edit and design the reports of BTR1
19	**Output 1.1.5.:** **Pro rata costs of the Project Manager for 36 months:** (30% allocated under Component 1)= 27,000USD. The PM will contribute to the technical support to the project as described in the Annex VI of the agency project document.
20	**Output 1.1.5. Local Consultant:** 1 Lead Editor 100 working days)*(250 USD/day) = 25,000 USD). The consultant will compile, edit and design the reports of BTR1

21	**Output 1.1.5.** Audio Visual and Print Production Materials. Publication/submission of the BTR1, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBi etc.) to collect data and translation costs (total 20,346 USD under this output).
22	**Output 1.1.5.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR1 (total 17,340$ under this output)
23	**Output 2.1.1.International Consultants:** 1 Climate adaptation researcher (30 working days)*(600 USD/day) = 18,000 USD). The consultant will assist on Vulnerability and Adaptation analyses for for BTR2/NC5
24	**Output 2.1.1. National Consultants:** 5 GHG Experts (140 working days)*(200 USD/day) = 28,000 USD).Each consultant (200 USD x 28w/ days =5,600 USD); These consultants will assist on GHG Inventory and GHG mitigation analyses for BTR2/5NC for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste . **Output 2.1.1. National Consultants:** 5 Climate adaptation researchers (110 working days)*(200 USD/day) = 22,000 USD).Each consultant (200 USD x22w/ days =4,400 USD); These consultants will assist on Vulnerability and Adaptation analyses for BTR2/5NC
25	**Output 2.1.1.** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 6,400 USD for two years).
26	**Output 2.1.1. Contractual services/companies** Total 169,850 USD.The company will be engaged to work on development of the GHG inventory, MRV system operationalisation under the BTR2/5NC
27	**Output 2.1.1** IT tools and software to support the preparation of GHG Inventory and other BTR chapters; and Communications related expenses, including acquisition of audio-visual equipment etc. Also it is forecast payment of telephone charges, e-mail subscription, postage etc. (total 34,000USD)
28	**Output 2.1.1** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR2/5NC (total 3,500$ under this output)
29	**Output 2.1.2. International Consultant:** 1 Climate Mitigation Expert (40 working days)*(600 USD/day) = 24,000 USD). The consultant will provide track progress made in implementing and achieving the NDC (BTR2/5NC)
30	**Output 2.1.2. Local Consultant:** 1 Climate Mitigation Expert (120 working days)*(200 USD/day) = 24,000 USD). The consultant will provide track progress made in implementing and achieving the NDC (BTR2/5NC)

31	**Output 2.1.2.** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 8,360 USD for two years).
32	**Output 2.1.2.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR2/5NC (total 10,500$ under this output)
33	**Output 2.1.3. International Consultant:** 1 Climate Adaptation Expert (40 working days)*(600 USD/day) = 24,000 USD). The consultant will provide track progress made in implementing and achieving the NAP and mainstreaming adaptation information in different sectorial policy documents and prepare the Adaptation Communication as component of the BTR2/NC5.
34	**Output 2.1.3. Local Consultant:** 1 Climate Adaptation Expert (120 working days)*(200 USD/day) = 24,000 USD). The consultant will provide track progress made in implementing and achieving the NAP and mainstreaming adaptation information in different sectorial policy documents up and prepare the Adaptation Communication as component of the BTR2/NC5 .
35	**Output 2.1.3** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 7,360 USD for two years).
36	**Output 2.1.3.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR2/NC5 (total 11,000$ under this output)
37	**Output 2.1.4. International Consultant:** 1 Climate Policy Expert , (40 working days)* (600USD/day) (Total:24,000USD). The consultant will contribute to identification of financial technology development and transfer and capacity-building and national circumstances for BTR2/NC5
38	**Output 2.1.4. Local Consultant:** 1 Climate Policy Expert , (20 working days)* (200USD/day) (Total:4,000USD). The consultant will contribute to identification of financial technology development and transfer and capacity-building for BTR2/NC5
39	**Output 2.1.4** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 7,360 USD for two years).
40	**Output 2.1.4.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR2/NC5 (total 9000$ under this output)
41	**Output 2.1.5. International Consultant:** 1 Lead Editor (70 working days)*(600 USD/day) = 42,000 USD). The consultant will compile, edit and design the reports of BTR2/NC5
42	**Output 2.1.5. Local Consultant:** 1 Lead Editor 200 working days)*(250 USD/day) = 50,000 USD). The consultant will compile, edit and design the reports of the BTR2/5NC

43	**Output 2.1.5.** **Pro rata costs of the Project Manager for 36 months:** (30% allocated under Component 2)= 27,000USD. The PM will contribute to the technical support to the project as described in the Annex VI of the agency project document.
44	**Output 2.1.5** Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (total 13,730 USD for two years).
45	**Output 2.1.5** IT tools and software to support the preparation of GHG Inventory and other BTR chapters; and Communications related expenses, including acquisition of audio-visual equipment etc. Also it is forecast payment of telephone charges, e-mail subscription, postage etc. (total 12,000USD)
46	**Output 2.1.5.** Audio Visual and Print Production Materials. Publication/submission of the BTR2/5NC, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBi etc.) to collect data and translation costs (total 14,000USD under this output).
47	**Output 2.1.5.** Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR2/NC5 (total 32,000$ under this output)
48	Inception workshop costs (total: 12,150)
49	**Pro rata costs of the Project Manager for 36 months:** 40% is charged under PMC. (total : 36,000 USD). **Pro rata costs of Project admin/finance assistant for 36 months**: total 57,600 USD
50	Office supplies (total 3,490 USD)
51	Project audit costs (total 15,000 USD)

XI. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Albania and UNDP, signed on 17 June 1991. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner.

This project will be implemented by the Ministry of Environment ("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 *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
   a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
   b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

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

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via https://www.un.org/securitycouncil/content/un-sc-consolidated-list.

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

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

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

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

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

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

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

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

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

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

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

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

7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

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

9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds.

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

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

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

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

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

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

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

15. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud, corruption or other financial irregularity, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

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

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

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

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

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

Mandatory Annexes

1. GEF Budget Template
2. Project Map and geospatial coordinates of the project area
3. Multiyear Workplan
4. Social and Environmental Screening Procedure (SESP)
5. UNDP Risk Register
6. Overview of technical consultancies/subcontracts
7. Stakeholder Engagement Plan
8. Gender Analysis and Gender Action Plan
9. Procurement Plan – for first year of implementation
10. Terms of Reference for Project Board and Project Team
11. GEF Taxonomy (see template below)
12. Results of the Partners Capacity Assessment Tool (PCAT) and HACT Micro Assessment
13. EA Completion Memorandum Template
14. UNDP Project Quality Assurance Report (to be completed in UNDP online corporate planning system)

Annex 1: GEF Budget Template

Expenditure Category	Detailed Description	Component (USDeq.)					Total (USDeq.)	Responsible Entity (Executing Entity receiving funds from the GEF Agency)
		Component 1	*Component 2*	*Sub-Total*	*M&E*	*PMC*		
		Outcome 1	Outcome 2	*Sub-Total*	*M&E*	*PMC*		
Equipment	IT tools and software to support the preparation of GHG Inventory and other BTR chapters; and Communications related expenses, including acquisition of audio-visual equipment etc. Also it is forecast payment of telephone charges, e-mail subscription, postage etc. (34,000USD and 12,000USD)		46,000	46,000			46,000	Ministry of Environment in Albania
Contractual services-Company	Total 159,000 USD.The company will be engaged to work on development of the GHG inventory, MRV system operationalisation under the BTR1.	159,000		159,000			159,000	Ministry of Environment in Albania
Contractual services-Company	Total 169,850 USD.The company will be engaged to work on development of the GHG inventory, MRV system operationalisation under the BTR2/5NC		169,850	169,850			169,850	Ministry of Environment in Albania
Contractual Services - Individ	Pro rata costs of the Project Manager for 36 months: (30% allocated under Component 1)= 27,000USD, (30% - Component 2)=27,000USD, (40% is charged under PMC)= 36,000 USD. The PM will contribute to the technical support to the project as described in the Annex VI of the agency project document.	27,000	27,000	54,000		36,000	90,000	Ministry of Environment in Albania
Contractual Services - Individ	Pro rata costs of Project admin/finance assistant for 36 months: total 57,600 USD			-		57,600	57,600	Ministry of Environment in Albania
International Consultants	1 Climate Mitigation Expert (40 working days)*(600 USD/day) = 24,000 USD. The consultant will provide track progress made in implementing and achieving the NDC	24,000		24,000			24,000	Ministry of Environment in Albania
International Consultants	1 Climate Adaptation Expert (40 working days)*(600 USD/day) = 24,000 USD. The consultant will provide track progress made in implementing and achieving the NAP and mainstreaming adaptation information in different sectorial policy documents.	24,000		24,000			24,000	Ministry of Environment in Albania
International Consultants	1 Climate Policy Expert , (20 working days)* (600USD/day) (Total:12,000USD). The consultant will contribute to identification of financial technology development and transfer and capacity-building for BTR1	12,000		12,000			12,000	Ministry of Environment in Albania
International Consultants	1 Lead Editor (30 working days)*(600 USD/day) = 18,000 USD. The consultant will compile, edit and design the reports of BTR1	18,000		18,000			18,000	Ministry of Environment in Albania
International Consultants	1 Climate adaptation researcher (30 working days)*(600 USD/day) = 18,000 USD. The consultant will assist on Vulnerability and Adaptation analyses for BTR2/NC5		18,000	18,000			18,000	Ministry of Environment in Albania

International Consultants	1 Climate Mitigation Expert (40 working days)*(600 USD/day) = 24,000 USD. The consultant will provide track progress made in implementing and achieving the NDC (BTR2/5NC)		24,000	24,000			24,000	Ministry of Environment in Albania
International Consultants	1 Climate Adaptation Expert (40 working days)*(600 USD/day) = 24,000 USD. The consultant will provide track progress made in implementing and achieving the NAP and mainstreaming adaptation information in different sectorial policy documents and prepare the Adaptation Communication as component of the BTR2/NC5.		24,000	24,000			24,000	Ministry of Environment in Albania
International Consultants	1 Climate Policy Expert , (40 working days)* (600USD/day) (Total:24,000USD). The consultant will contribute to identification of financial technology development and transfer and capacity-building and national circumstances for BTR2/NC5		24,000	24,000			24,000	Ministry of Environment in Albania
International Consultants	1 Lead Editor (70 working days)*(600 USD/day) = 42,000 USD. The consultant will compile, edit and design the reports of BTR2/NC5		42,000	42,000			42,000	Ministry of Environment in Albania
Local Consultants	5 GHG Experts (60 working days)*(200 USD/day) = 12,000 USD. Each consultant (200 USD x 12w/ days =2,400 USD); These consultants will assist on GHG Inventory and GHG mitigation analyses for BTR1 for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste.	12,000		12,000			12,000	Ministry of Environment in Albania
Local Consultants	5 Climate adaptation researchers (55 working days)*(200 USD/day) = 11,000 USD. Each consultant (200 USD x11w/ days =2,200 USD); These consultants will assist on Vulnerability and Adaptation analyses for BTR1	11,000		11,000			11,000	Ministry of Environment in Albania
Local Consultants	1 Climate Mitigation Expert (120 working days)*(200 USD/day) = 24,000 USD. The consultant will provide track progress made in implementing and achieving the NDC (BTR1)	24,000		24,000			24,000	Ministry of Environment in Albania
Local Consultants	1 Climate Adaptation Expert (120 working days)*(200 USD/day) = 24,000 USD. The consultant will provide track progress made in implementing and achieving the NAP and mainstreaming adaptation information in different sectorial policy documents. (BTR1)	24,000		24,000			24,000	Ministry of Environment in Albania
Local Consultants	1 Climate Policy Expert , (10 working days)* (200USD/day) (Total: 2,000USD). The consultant will contribute to identification of financial technology development and transfer and capacity-building for BTR1	2,000		2,000			2,000	Ministry of Environment in Albania
Local Consultants	1 Lead Editor 100 working days)*(250 USD/day) = 25,000 USD). The consultant will compile, edit and design the reports of BTR1	25,000		25,000			25,000	Ministry of Environment in Albania
Local Consultants	5 GHG Experts (140 working days)*(200 USD/day) = 28,000 USD. Each consultant (200 USD x 28w/ days =5,600 USD); These consultants will assist on GHG Inventory		28,000	28,000			28,000	Ministry of Environment in Albania

	and GHG mitigation analyses for BTR2/5NC for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste.							
Local Consultants	5 Climate adaptation researchers (110 working days)*(200 USD/day) = 22,000 USD.Each consultant (200 USD x22w/ days =4,400 USD); These consultants will assist on Vulnerability and Adaptation analyses for BTR2/5NC		22,000	22,000			22,000	Ministry of Environment in Albania
Local Consultants	1 Climate Mitigation Expert (120 working days)*(200 USD/day) = 24,000 USD. The consultant will provide track progress made in implementing and achieving the NDC (BTR2/5NC)		24,000	24,000			24,000	Ministry of Environment in Albania
Local Consultants	1 Climate Adaptation Expert (120 working days)*(200 USD/day) = 24,000 USD. The consultant will provide track progress made in implementing and achieving the NAP and mainstreaming adaptation information in different sectorial policy documents up and prepare the Adaptation Communication as component of the BTR2/NC5 .		24,000	24,000			24,000	Ministry of Environment in Albania
Local Consultants	1 Climate Policy Expert , (20 working days)* (200USD/day) (Total:4,000USD). The consultant will contribute to identification of financial technology development and transfer and capacity-building for BTR2/NC5		4,000	4,000			4,000	Ministry of Environment in Albania
Local Consultants	1 Lead Editor 200 working days)*(250 USD/day) = 50,000 USD). The consultant will compile, edit and design the reports of the BTR2/5NC		50,000	50,000			50,000	Ministry of Environment in Albania
Training, Workshops, Meetings	Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR1	40,700		40,700			40,700	Ministry of Environment in Albania
Training, Workshops, Meetings	Workshops, implementation of the Training Plan and Workshops to validate and disseminate BTR2/5NC		66,000	66,000			66,000	Ministry of Environment in Albania
Training, Workshops, Meetings	Inception workshop costs (total: 12,150)			-	12,150		12,150	Ministry of Environment in Albania
Office Supplies	Office supplies (total 3,490 USD)					3,490	3,490	Ministry of Environment in Albania
Travel	Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences	26,000	43,210	69,210			69,210	Ministry of Environment in Albania
Other Operating Costs	Audio Visual and Print Production Materials. Publication/submission of the BTR1 and BTR2/5NC, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBi etc.) to collect data and translation costs (30,000 USD under outcome 1 and 14,000USD under outcome 2).	30,000	14,000	44,000			44,000	Ministry of Environment in Albania
Other Operating Costs	Project audit costs (total 15,000 USD)			-		15,000	15,000	UNDP

Grand Total		**458,700**	**650,060**	**1,108,760**	**12,150**	**112,090**	**1,233,000**	

Annex 2: Project map and Geospatial Coordinates of project sites



Annex 3: Multi Year Work Plan

Component	Outcomes	Outputs	Year 1				Year 2				Year 3				Year 4				Year 5			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Component 1 **Development of Albania's 1st Biennial Transparency Report (BTR1)**	**Outcome 1:** **Albania's BTR1 developed as a stand-alone report**	Output 1.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2022, for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories.																				
		Output 1.1.2. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2022 provided, including estimates of emissions avoided.																				
		Output 1.1.3. Information related to climate change impacts and adaptation up to 2022 provided as the component of BTR1.																				
		Output 1.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2022 provided, areas of improvement and other relevant information, including gender inclusion described.																				
		Output 1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by September 2025																				
Component 2 **Development of Albania's 2nd Biennial Transparency and the 5th National Communication Report (BTR2/NC5)**	**Outcome 2:** **Albania's BTR2/NC5 developed as combined report**	Output 2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2024 for the sectors of Energy, IPPU, AFOLU and Waste, using 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.																				
		Output 2.1.2. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to 2024 provided.																				
		Output 2.1.3. Information related to climate change impacts and adaptation up to 2026 provided and Adaptation Communication as component of the BTR2/NC5 prepared.																				
		Output 2.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2024 provided, Areas of improvement and other relevant information, including gender described. Information on research, systemic observation, education, training, public awareness and gender provided, in accordance with applicable guidelines in 17/CP.8																				
		Output 2.1.5. BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026																				
Monitoring and Evaluation		Inception workshop																				
		Project Management Board meetings																				
Project Management		Recruitment of Project Management Team																				
		Audit/Spot checks																				

**Submission periods of BTR1 and BTR2/5NC are marked in orange.*
**Capacity-building and lessons-learned exchange activities are marked in green.*

Annex 4: UNDP Social and Environmental Screening Procedure (SESP)

Separately attached.

Annex 5: 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.	Lack of interest among stakeholders to participate in the process of BTR1, NC5 and BTR2 preparation, finalization and submission.	Government's willingness to engage with a broad range of stakeholders through a whole of government approach and address the gender issues raised	I=2	Operational Organizational	**Low**	April 2025 – April 2028	*Project Manager* *Ministry of Environment*	Consultations will be organized with stakeholders before and during each stage of the project, starting with the Inception stage.
2.	Lack of accurate reliable data collection as relates to the GHG inventories, GHG emissions scenarios and climate change scenarios and reporting capacity within national institutions	MRV system is not yet consolidated	I=2	Operational	**Low**	April 2025 – April 2028	*Project Manager* *Ministry of Environment*	Trainings will be organized as per main BTR1 and BTR2+ NC5 outcomes, GHG Inventory, GHG mitigation, and V&A to bring relevant stakeholders together and details will be given on the activity data to be collected and how to report using available guidelines and the IPCCC software.
3.	Unwillingness of some institutions to share data	MRV system is not yet consolidated	I=2	Operational	**Low**	April 2025 – April 2028	*Project Manager* *Ministry of Environment*	Letters requesting data will be sent to the management of institutions, through the Inter-ministerial Working Group on Climate Change, explaining the purpose of the data and the potential benefits thereof, with proper reference to national legal framework
4.	The validation of the BTR1, and BTR2/NC5 may take longer than planned	Due to possible unavailability of the Government representatives and existing formal procedures	I=2	Operational Organizational	**Low**	April 2025 – April 2028	*Project Manager* *Ministry of Environment*	Corresponding background information and policy framework will be presented and provided beforehand to the line ministries

		enabling validation of reports						
5.	Communities affected by climate change, including marginalized groups, may not have access to the processes or information supported by the project.	Many marginalized communities possess valuable traditional ecological knowledge and adaptive practices that have helped them survive in challenging environments. If they are not involved in the project, this knowledge may go unrecognized, depriving the project of valuable insights that could enhance climate resilience strategies	I=2	Social & Safeguards	**Low**	April 2025 – April 2028	*Project Manager Ministry of Environment*	The project will include activities to enhance transparency and access to information, through various channels, including: • Dissemination of project results, knowledge products, and BTR1 and BTR2/5NC in Albanian language; • Creating and using different platforms for open data dissemination (websites, social media, authorities' premises, public spaces) • Providing capacity-building in collection, analysis and dissemination of climate change data; • Conducting awareness raising campaigns on accessibility of open data (on climate change and its impacts). • Implementation of the Stakeholder Engagement Plan for the project, to ensure transparency and key stakeholders identified and engaged, ensuring representatives of affected communities and marginalized groups are engaged, including through engagement of NGOs/CSOs.

Annex 6: Overview of Technical Consultancies/Subcontracts

Consultant	Time Input	Tasks, Inputs and Outputs
Local / National contracting		
Project Manager	*36 months* *2,500 USD (per month)*	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, and will have technical duties. ***Managerial 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, including drafting terms of reference and work specifications, and overseeing all contractors' work. • Provide support for completion of assessments required by UNDP, 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 changes are controlled and problems addressed. • 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 risks log; • 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/periodically. ***Technical Responsibilities*** • Review the FNC (First National Communication), SNC (Second national Communication), TNC (Third National Communication, BUR1 (First Biennial Update Report) of Albania to the UNFCCC, the NIR (National Inventory Report, the revised NDC (National Determined Contribution) and its Action Plan and the Fourth National Communication of Albania to UNFCCC prepared and submitted to the UNFCCC. • Review sectoral analyses, strategies and action plans, information and reports prepared by different national/international consultants for climate change, climate change Monitoring, Reporting and Verification of the inventory, mitigation & adaptation measures, and climate finance. • Get familiar with the Transparency of Climate Action under the Paris Agreement and the UNDP offer.

Consultant	Time Input	Tasks, Inputs and Outputs
		• Prepare a background paper reviewing the existing national strategic plans on climate change and the above-mentioned reports, contribution of the country development partners, evaluate the progress in drafting the relevant legislation and its implementation and identify existing gaps including in the existing technical and human capacities. • Prepare the country assessment for climate enabling activities and capacity building initiatives for transparency. • Advise on the main findings and lessons learnt from the Fourth National Communication and the previous ones and the relevant content to get considered while advising the four teams of experts to be mobilized in line with the Outcomes of the Prodoc for the initiation and implementation of their tasks until the revision, finalization and publication of BTR1 + BTR2/NC5 of Albania to the UNFCCC. • Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans • Prepare ToR for the consultancies. Assess the deliverables from consultancies and ensure their consultation with relevant stakeholders. • Assess major and minor amendments to the project within the parameters set by UNDP-GEF. • Capture lessons learned during project implementation. • Monitor events as determined in the project monitoring plan, and update the plan as required.
Project Admin/Finance Assistant	*36 months* *Approx. 1,600 USD (per month)*	Under the close supervision of Project Manager, the Project Admin/Finance Assistant will: <u>Duties and Responsibilities</u> • Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager; • Review project expenditures and ensure that project funds are used in compliance with the Project Document and the Ministry of Environment financial rules and procedures; • Validate and certify FACE forms before submission to UNDP; • Provide necessary financial information as and when required for project management decisions; • Provide necessary financial information during project audit(s); • Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues; • Consolidate financial progress reports submitted by the responsible parties for implementation of project activities; • Liaise and follow up with the parties responsible for implementation of project activities in matters related to project funds and financial progress reports.
Local / National contracting		

Consultant	Time Input	Tasks, Inputs and Outputs
Climate Policy Expert (national)	*30 Days* *200 USD/per day*	Under the close supervision of Project Manager, Climate Policy Expert will: • Identify an explicit list of data relevant for the analysis of each of the topics covered by the section on national circumstances in the NC/ BTRs. • Prepare a review of the national development strategies and sector specific policies relevant in the context of reporting on policy of climate change. Collect any relevant policy related information. Identify and analyze links between national development strategies and sector-specific policies. Where appropriate highlight the channels how these policies / strategies affect or are affected by climate change. • Describe the existing institutional framework for climate policy and arrangements relevant for the country reporting commitments to the UNFCCC. Identify specific institutional responsibilities within these processes and highlight the information flow. • Conduct a comprehensive assessment of the ability and constraints Albania is facing in the implementation of the UN Framework Convention on Climate Change (UNFCCC). Identify any shortcommings and needs to enhance their capacities. • Develop a set of practical recommendations to overcome constraints identified in the policy analysis. Similarly address any constraints arising during the process of preparation of the reports. Specific attention shall be paid to the options how to deepen and broaden governmental ownership and its substantive involvement in the entire reporting process to the UNFCCC, considering the existing and required human and financial resources, training and technology related capacities required. • Draft relevant sections as described under Outcome 1 of the Project Document.
GHG emissions sectoral experts (national)	*200 Days* *200USD/per day*	Under the close supervision of Project Manager, GHG emissions experts will be in charge of the following: ***Duties and Responsibilities*** • Calculate the GHG inventory for the years 2020-2022 and recalculate for the years 1990-2019 for the Energy, Industrial Processes and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste Sectors, using 2006 IPCC Guidelines for National Greenhouse Gas Inventories and 2019 Refinement to the 2006 IPCC Guidelines for National GHG Inventories to the possible extent; also applying the latest version of the GHG Inventory Software for Non-Annex I countries, the common reporting tables as per Decisions 5/CMA.3 and GWP values from the IPCC Fifth Assessment Report. • Set up the GHG emission data collection system within the national institutions in charge of specific data sets, as well as INSTAT, providing for: ✓ quality improvement works for the GHG Inventory, focused on the methods and approaches for data collection process, filling data gaps and supporting establishment of a sustainable system for developing GHGI. ✓ institutionalization of the inventory process in the work of the relevant agencies and ministries. ✓ establishment of the National Inventory System with defined institutional arrangements; and ✓ Institutional strengthening and capacity building including the thematic working groups for efficient and timely development and submission of GHG inventories. • Uncertainty analysis for emissions and removals estimates for all source and sink categories. • Assessment of completeness including information on exclusion of sources and sinks from the inventory and non-availability of data.

Consultant	Time Input	Tasks, Inputs and Outputs

		• Development of QA/QC plan and implementation of QA/QC procedures.
		  ○ Prepare the Inventory reports including the national inventory document and commeon reporting tables.
		  ○ Review of the contraints facing GHG inventories per sectors.
		• Circulate the inventory for review, conduct a validation workshop and finalise the inventory.

Climate change Mitigation sectoral experts (national)	*240 days* *200 USD/per day*	Under the close supervision of Project Manager, Climate Change mitigation sectoral experts will be in charge of the following: ***Duties and Responsibilities*** • Review the existing capacities and institutions with responsibility and expertese to address the GHG emissions mitigation policies. • Evaluate the findings against a set of qualitative criteria. • Prepare a strategy to enhance the capacity of experts within the selected institutions e.g. such as National Environmental Agency to coordinate the mitigation action in the country. • Set up the network of experts (e.g. in form of the working group) from different socio-economic sectors in particular energy, transport, waste, forestry and agriculture. • Carry out assessment of the country mitigation potential in key economic sectors, and propose / update the list of key abatement measures, coupling where possible with rigorous economic analysis. • Carry out assesment of the progress in implementation of policies and actions in line with the enhanced NDC of Albania. • Carry out assessment of the country mitigation potential in key economic sectors, and propose / update the list of key abatement measures, coupling where possible with rigorous economic analysis. • Projections of GHG emission up to 2050 completed for the sectors of Energy, AFOLU, and Waste. • The methodology used to generate the projections, including models, approaches and key underlying assumptions and parameters used is described. • Compile, peer-review and approve the draft section of Track Progress of NDC implementation including the assesment of domestic mitigation actions for BTR1 + BTR2/NC5.
International contracting		

Consultant	Time Input	Tasks, Inputs and Outputs
International Climate Policy Expert	*60 Days* *600 USD/per day*	In close coordination with the Project Manager, International Expert on Climate Change will provide international perspective, strategic guidance and technical inputs to the implementation of activities under all the outcomes of the Project, including the finalisation of the Inception stage and the writing of the reports of the BTR1 and BTR2/NC5 (on the basis of the relevant sections provided by the national consultants), ready for publication and submission to the UNFCCC.
Climate Mitigation Expert	*80 days* *600 USD/per day*	Under the close supervision of Project Manager, Climate mitigation experts will be in charge of the following: ***Duties and Responsibilities*** • Review the existing capacities and institutions with responsibility and expertese to address the GHG emissions mitigation policies. • Evaluate the findings against a set of qualitative criteria. • Prepare a strategy to enhance the capacity of experts within the selected institutions e.g. such as National Environmental Agency to coordinate the mitigation action in the country. • Set up the network of experts (e.g. in form of the working group) from different socio-economic sectors in particular energy, transport, waste, forestry and agriculture. • Carry out assesment of the country mitigation potential in key economic sectors, and propose / update the list of key abatement measures, coupling where possible with rigorous economic analysis. • Carry out assesment of the progress in implementation of policies and actions in line with the enhanced NDC of Albania. • Carry out assessment of the country mitigation potential in key economic sectors, and propose / update the list of key abatement measures, coupling where possible with rigorous economic analysis. • Projections of GHG emission up to 2050 completed for the sectors of Energy, AFOLU, and Waste. • The methodology used to generate the projections, including models, approaches and key underlying assumptions and parameters used is described. • Compile, peer-review and approve the draft section of Track Progress of NDC implementation including the assesment of domestic mitigation actions for BTR1 + BTR2/NC5 .
Lead Editor (International)	*100 days* *600 USD/per day*	Under the close supervision of Project Manager, Lead Editor will assist with compilation and publication of the BTR1,BTR2/5NC.
Contractual Services – Companies		

Consultant	Time Input	Tasks, Inputs and Outputs
GHG inventory/MRV system	*(328,850 USD, total)*	Under the close supervision of Project Manager, Contractor will: ***Duties and Responsibilities*** • Calculate the GHG inventory for the years 2020-2022 and recalculate for the years 1990-2019 for the Energy, Industrial Processes and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste Sectors, using 2006 IPCC Guidelines for National Greenhouse Gas Inventories and 2019 Refinement to the 2006 IPCC Guidelines for National GHG Inventories to the possible extent; also applying the latest version of the GHG Inventory Software for Non-Annex I countries, the common reporting tables as per Decisions 5/CMA.3 and GWP values from the IPCC Fifth Assessment Report. • Set up the GHG emission data collection system within the national institutions in charge of specific data sets, as well as INSTAT, providing for: ✓ quality improvement works for the GHG Inventory, focused on the methods and approaches for data collection process, filling data gaps and supporting establishment of a sustainable system for developing GHGI. ✓ institutionalization of the inventory process in the work of the relevant agencies and ministries. ✓ establishment of the National Inventory System with defined institutional arrangements; and ✓ Institutional strengthening and capacity building including the thematic working groups for efficient and timely development and submission of GHG inventories. • Uncertainty analysis for emissions and removals estimates for all source and sink categories. • Assessment of completeness including information on exclusion of sources and sinks from the inventory and non-availability of data. • Development of QA/QC plan and implementation of QA/QC procedures. o Prepare the Inventory reports including the national inventory document and commeon reporting tables. o Review of the contraints facing GHG inventories per sectors. • Circulate the inventory for review, conduct a validation workshop and finalize the inventory. • Support the MET and national Environmental agency to submit the Inventory according to the CRT and the relevant BTR1 and BTR2/NC5 to the Convention.

Annex 7: Stakeholder Engagement Plan

Stakeholder involvement and consultation processes are critical to the success of the project. An effective engagement of key stakeholders has been conducted during project preparation and is envisaged, during implementation and monitoring and evaluation, to enhance ownership of the NC and BTR processes, making 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. 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, civil society organizations, the private sector, and international organizations, with particular emphasis on related sectors. This project proposal has been developed in consultation with relevant experts, government staff, policymakers and NGOs who participated in the previous NC/BUR exercises. Their views and needs were integrated into the design of this new enabling activity project.

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 the Ministry of Environment in charge of the Reports as a competent lead institution for the application of the Convention, as well as other relevant institutions at a national level. This project will additionally improve the sustainability for preparation of future NCs/BTRs/NDCs/NAPs and will facilitate the reporting requirements to the UNFCCC. Active participation by all stakeholders in the formulation of mitigation and adaptation policies and measures will be facilitated to ensure ownership and sustainability.

It is understood that the most effective way to address climate change is to allow co-management of the issue, where all key stakeholders are involved, particularly in relation to the design and implementation of the mitigation and adaptation actions in the framework pursuing the wider objectives of sustainable development. The integration of different sectors strengthens the institutional and technical capacity of different stakeholders and institutions, not limited to a reduced group of experts and decision makers from the governmental institution with the responsibility to fulfill the national obligations to the Convention. Efforts will be made to take into consideration the needs of excluded and marginalized groups that are more affected by climate change and have less resources to adapt. For this purpose, the project team will use various tools, including design thinking, behavioral science, and foresight, to create a collaborative space where different stakeholders will join forces to design policies and actions. These actions will contribute to the mitigation of GHG emissions and will enhance the resilience and adaptive capacities to climate change on national and local levels.

The table below presents the main stakeholders at the national level who will be involved in the project. The table also provides an overview of their potential roles in the project and means of engagement:

STAKEHOLDER	ROLE IN THE PROJECT	MEANS OF ENGAGEMENT
GOVERNMENTAL INSTITUTIONS		
Ministry of Environment (MoE)	Executing Agency of BTR1 + BTR2/5NC, and overall coordination for all project aspects.	The Ministry is responsible for the formulation and implementation of the national environmental policies and acting as UNFCCC Focal Point. MoE will be acting as the **National Executing Agency** of the Project. The Ministry will provide full technical and administrative support to the project and will facilitate coordination of project activities with other governmental agencies and decision makers through the Inter-ministerial Committee on Climate Change.
Ministry of Infrastructure and Energy (MoIE)	MoIE will provide information and experts' participation for the calculations of the greenhouse gas (GHG) inventory and both mitigation and adaptation analysis.	The Ministry is responsible for formulating and implementing policies, plans, programs and projects with a focus on energy, transport, infrastructure and industry. The Ministry is also in charge of coordination of the formulation of the energy and climate

STAKEHOLDER	ROLE IN THE PROJECT	MEANS OF ENGAGEMENT
		plans in line with the energy community and EU requirements.
Ministry of Agriculture and Rural Development	The ministry will provide information and experts' participation for the calculations of the GHG inventory and mitigation and adaptation related analysis.	The Ministry is responsible for formulating and implementing policies, plans, programs and projects on agriculture and rural development.
Ministry of Defense	The ministry will provide information and experts' participation with regards to the civil emergency's service which operates under the Ministry of Defense	The Ministry is responsible for formulating and implementing policies, plans, and programs to ensure the country's security and defense.
Ministry of Finance	The Ministry will provide relevant data to produce the socio-economic scenarios for the country.	The ministry plays a central role in the country's economic management, fiscal policy, and financial regulation. It is responsible for overseeing public finance management, ensuring financial stability, and implementing policies to achieve macroeconomic goals.
Ministry of Economy, Culture and Innovation	The Ministry will provide relevant data for the Vulnerability and Adaptation (V&A) analysis regarding the world heritage sites of the country.	The Ministry plays a crucial role in formulating and implementing Albania's national economic policies, strategies, and development plans. It works on fostering sustainable economic growth, improving the business environment, and boosting Albania's competitiveness in the global market. It plays a vital role in preserving Albania's rich cultural heritage, including historical monuments, artifacts, and traditions and promotes digital innovation and the integration of modern technologies in the economy and government.
REGULATORY AGENCIES		
National Environmental Agency (NEA)	NEA will provide information and experts' participation mainly for the calculations of the GHG inventory.	The Agency is responsible for reporting on i) Pollutant Release and Transfer Register (PRTR), ii) the urban air emissions inventory (CLRTAP). Recently, this agency has become responsible for reporting on the GHG emissions inventories.
National Agency for Natural Resources (NANR)	Its purpose is to maintain the interests of the State in the fields of hydrocarbons, minerals and energy.	The Agency oversees the development and rational use of natural resources and monitors their post-use. NANR will provide information and experts' participation mainly for the annual energy balances and renewable energy resources.

STAKEHOLDER	ROLE IN THE PROJECT	MEANS OF ENGAGEMENT
SCIENTIFIC ORGANIZATIONS AND ACADEMIA		
Institute of Geosciences (IGEO)	Main source of collection and provision of hydrometeorological data under the leadership of the Tirana Polytechnic University.	IGEO will also provide information and experts' participation for the V&A analysis
Institute of Statistics (INSTAT)	Main provider of official statistical information important for decision-making on economic and social policies in the country.	INSTAT will provide information and experts' participation for macroeconomic data, sectors specific emissions and the calculations of the GHG inventory.
Academy of Sciences and Universities and other research institutions	The Academy's mission is to promote the development of sciences, in a knowledge society, with democratic and civic values. There are two major directions: (i) the development of the humanities and albanology sciences, in view of the human and national values and the social & spiritual cohesion of the nation, and (ii) the development of the natural and technical sciences, to provide for an economy developing at high steady rates, in compliance with the environmental requirements and values.	Academy of Sciences and Universities and other research institutions will be invlved in the technical review of the supporting documents and reports.
INTERNATIONAL ORGANIZATIONS		
German Development Agency - GIZ in Albania	GIZ is active in the field of adaptation to climate change, where they support preparation of the National Adaptation Program by engaging with the relevant working group. Main topics addressed by the GIZ-led interventions include the flood management and possibilities to forecast flood events, they also support preparation of the flood risk maps.	GIZ also targets capacity building activities. Given the broad scope of project-relevant activities, their achievements should be reflected within the preparation of the reports to the UNFCCC.
World Bank (WB)	WB is engaged in a range of related projects, which achievements will find a reflection in the reports. Moreover, WB as development agency has a broad portfolio with very strong expertise in the field of environmental policy and climate change.	Given the scope of the WB interventions, their achievements should be reflected within the preparation of the reports to the UNFCCC, especially the ones related to the Projects' activities on water resources and irrigation.
PRIVATE SECTOR		
Business associations in the energy sector (e.g., chambers of commerce) **Albanian Renewable Energy Association (AREA)** **Local Civil Society Organizations (CSOs) specializing in energy issues**	These organizations are involved in Renewable Energy Sources (RES) or Energy Efficiency (EE) projects, contributing to addressing energy-related climate change issues.	Data provider and expert participation, as needed for BTR1 + BTR2/5NC

STAKEHOLDER	ROLE IN THE PROJECT	MEANS OF ENGAGEMENT
CIVIL SOCIETY ORGANISATIONS		
Local Civil Society Organizations (CSOs) specializing in energy, climate chnage and environment sustainability	Organizations specializing in energy, climate change, and environmental sustainability can support data collection, analysis, and capacity-building efforts, ensuring a more robust and informed reporting process.	Crucial role in supporting the objectives and components of BTR1, BTR2, and NC5 through various means through support to data collection and relevant capacity building.
Civil Society Groups / NGOs	They can contribute to tracking climate finance, implementation progress, and the effectiveness of mitigation and adaptation measures, enhancing the credibility and transparency of national reports.	Facilitate consultations, ensuring that diverse perspectives are incorporated into the reporting.

A preliminary Stakeholder engagement plan envisage 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 8: Gender Analysis and Gender Action Plan

National reporting processes can be a meaningful entry point for training, awareness-raising, and capacity-building efforts to ensure women's equal engagement in and benefit from climate change action. Preparation of reports can also influence other, ongoing climate change planning and policymaking processes.

The CBIT- GSP Transparency Gender Responsive Toolkit and the Policy on Gender Equality of the GEF will be applied for this project and the project will also follow GEF SEC's policy on gender equality and Guidance to advance gender equality in GEF projects and programs.

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

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

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

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

1. The Methodology for the Development of the Action Plan

The development of the Action Plan selected a methodology that was participatory in nature and flexible enough to allow for necessary adjustments as more information and data became available. The action plan has been drafted on the basis of an analysis of the current national priorities concerning climate change. A reference document is the Guidelines to mainstreaming gender in climate change adaptation and mitigation programmes and plans in Albania which was prepared as part of the Third National Communication of Albania for UNFCCC, the preparation of which has started in 2019.
It followed a 4-step process as described below:
Step 1. Assessment of the situation: The assessment of the climate change and gender situation in Albania was based mainly on the use of literature review, undertaken in the frame of the BUR1 and NC4 Project Implementation. A literature review is conducted using national and international documents reflecting interventions and challenges identified in order to address, improve and promote gender mainstreaming on climate change actions. A thorough review of the relevant literature was carried out in order to build up a picture of the current state of climate change and gender situation in Albania covering a number of available policy documents, reports and project publications. Furthermore, a comprehensive analysis of the legal and policy framework was conducted by the expert. Extensive consultation of documented best practices on women entrepreneurship was carried out and selected examples from other countries in the region and beyond were identified and included as part of the Action Plan document.
Step 2. Stakeholder engagement process: The purpose of the stakeholder engagements is to ensure inputs from all relevant and affected stakeholders so to determine the pillars of the action plan which enable gender mainstreaming in climate change adaptation and mitigation activities. The engagement process was based on interviewing an initial set of participants representing different stakeholder groups such as MoE, Ministry of Health and Social Protection (MoHSP) and Ministry of Agriculture and Rural Development (MARD) as well as representatives from the NGOs and business community, donors and academia, following the "snowball sampling" approach, which used a small pool of initial informants to nominate other participants who meet the eligibility criteria for a study. The initial set of stakeholders suggested a list of other key stakeholders that were contacted during the process. During this step relevant information about the interests of the various stakeholders in the action plan, the resources they could provide for and the role they could play in the implementation of the plan were collected and processed.

Selection of action categories: Selection of the action categories was based on the literature review and the information collected during the stakeholder engagement process. The initial set of action categories was developed based on the literature review, a survey with advisory services and representative persons on administrative units of local government and qualitative interviews with various stakeholders. The literature review was used to identify and understand the level of gender mainstreaming on policies and legal acts related to climate change, collect past policy interventions, experienced gaps, good practice programmes and projects financing models and opportunities. The structured survey was conducted with 140 experts and local government representatives, mainly staff members of Albanian agricultural extension officers, operating throughout the 12 regions of Albania. The survey objectives were to explore the opinions of the experts on the climate shocks experienced during the recent decade, the share of roles in agriculture by gender as well as the experienced adaptive capacities and awareness of farmers according to gender. Moreover, opinions and experiences on the ability to apply mitigation actions as well as possible instruments and implementing partners were collected from the respondents. Interviews were carried out during the period November 2019 - February 2020. The results were complemented with qualitative information collected from workshop carried with policy makers and professionals/experts of the NC4&BUR1 of Albania to the UNFCCC. The aim of the workshop was to identify and discuss possible areas of actions/ interventions for an Action Plan on gender and climate change governance and coordination. In the workshop were consulted the best approach to integrate gender considerations in determining the pillars and activities, including the use of gender analysis, participation of women and/or women's organizations in discussions, and how gender has been considered in the identification of adaptation options. The working group under the NC4 and 1BUR served as the systematic approach for the discussion of the results and the validation of the findings.

Step 3. Peer review process and validation: The drafting of the Action Plan is planned with a consultation process with other Ministries such as MARD and MoHSP as well as dependent institutions and civil society representatives, before sending it to the Inter-Ministerial Committee for Climate Change (IMCCC) for approval.

2. Structure of the action plan

To achieve the goal and the ultimate vision the action plan includes provisions that fall under four main pillars. The main pillars are as the following:

Intervention no 1. Promote gender equality in decision making on climate change policies on central levels of policymaking and strengthen capacities of institutions to integrate gender considerations in climate change policies
This pillar will be achieved by carrying out studies with gender lenses of those strategies, programs, plans, and acts that are related to climate change and identify potential spheres where gender gaps prevail. Based on these studies, there will be prepared *training materials* for integrating best practices and information with gender and climate change issues taken into consideration. This activity will be followed by the *identification of key important actors* for training and *implementation of training*.

Intervention no.2: Update the relevant national and local strategic documents in order to integrate best practices and information with gender and climate change issues taken into consideration
The main activities for this plan are to participate into policy groups for *integrating gender responsiveness* and climate change in National Gender Strategy, National Strategy for Climate Change, Agriculture and Rural Development Strategy, Water and Irrigation Strategy, as well as relevant programmes and legal acts. An additional activity will be to integrate gender in the *local development plans* applied by providing assistance in pilot Municipalities.

Intervention no. 3: Developing and piloting gender-related climate change adaptation and mitigation projects with demonstration and awareness focus on agriculture as well as energy at local level
This pillar will be developed by first conducting gender lenses analysis and research of local practices with focus on the water resources in agriculture as well as energy in central and local level. This step will be followed by activities for increasing knowledge and awareness on gender specific roles in coping with impact related to climate change in irrigation and use of renewable energy resources. The project will organize demonstration activities that promote investments in technology that enable women farmers to cope effectively with the impacts of climate change in these two sectors.

Intervention no.4: Engage stakeholders in the process of the monitoring of Action Plans
The monitoring process will be guided first by designing SMART indicators for monitoring activities, carrying out monitoring activities as well as preparing the monitoring report.

The action plan integrated gender considerations into each of four pillars as identified by participant. Within the ambit of the four pillars a set of interrelated Activities has been developed along with timelines, target indicators, responsible institutions and partners and costing. The time frame of the Action Plan is of seven years 2020-2027.The selected timeline coincides with the timing of other sector and cross-sector strategies in Albania.

Gender Action Plan					
Gender-related activity	**Indicator**	**Baseline**	**Target**	**Timeline**	**Responsibility**
Promote gender equality in decision making on climate change policies at a central level of policymaking and strengthen capacities of institutions to integrate gender considerations in climate change policies.	# of trainings on gender mainstreaming	0	4 trainings	Years 1,2,3	Relevant Ministries and institutions
Update the relevant national and local strategic documents in order to integrate best practices and information with gender and climate change issues taken into consideration	# of annual action plans that promote gender equality and the empowerment of women	0	2	Years 3	Relevant Ministries and institutions
Developing and piloting gender-related climate change adaptation and mitigation projects with demonstration and awareness focus in agriculture as well as energy at local level	% of women participating in the working groups	20% of women participating in thematic working groups	50% of members of each of the WGs are women	Years 2 and 3	Relevant Ministries and institutions
Integrate gender-specific indicators into relevant monitoring and	# of gender-specific indicators in relevant monitoring and reporting systems	0	10	Year 1	Relevant Ministries and institutions

Gender Action Plan					
Gender-related activity	**Indicator**	**Baseline**	**Target**	**Timeline**	**Responsibility**
reporting systems/NDC					
Carry out research on the different adaptation and mitigation strategies and capacities of women and men	# studies on gender and climate change	0	2	Years 1,2,3	Relevant Ministries and institutions.
Mainstream gender equality considerations into BTRs and NCs	Gender equality considerations are mainstreamed into the BTRs and NCs	0	2	Years 2 and 3	Relevant Ministries and institutions.

Annex 9: Procurement Plan (Indicative - 1st year only)

Quantum Budget Description	General Description	Estimated Contract Value (US$)	Recruitment Method[1]	Advertisement Method	Advertisement Date (quarter/year)	International or National Assignment
Contractual Services - Individual	Project Manager	30,000.00 USD	Competitive Process	Open Calls/Social Media and websites	Q1 -Q4 / Year1	National Assignment
Contractual Services - Individual	Project Assistant	19,200.00 USD	Competitive Process	Open Calls/Social Media and websites	Q1 / Year1	National Assignment
Contractual services - companies	Hiring of a firm or firms to develop GHG Inventory under Outcome 1 and 2. See Budget Note 3,10.	159,000.00 USD				
Audio Visual and Print Production Materials	Audio Visual and Print Production Materials. Publication/submission of the NC5/BTR2, design/usage of various communication materials or tools (such as videos, infographics, on-line surveys, PowerBi etc.) to collect data, translation costs (total 15,000USD).Also it is forecast payment of telephone charges, e-mail subscription, postage etc. (total 2,000 USD in a period of 4 years).	20,673.00 USD			Q1 Year1	
Training Workshops and Conferences	Costs associated with renting facilities and hosting public meetings associated with capacity building and project coordination. Includes facility rental costs as well as printing of materials and any associated costs (see Budget Notes 6, 12.	35,270.00 USD	Competitive Process	Open Calls/Social Media and websites	Q1 Year1	National Assignment
Travel	Travel expenses for related local and international experts and trainings, workshops, presentations and exchange of knowledge and experiences (see Budget Notes 4, 11.	14,000.00 USD	Competitive Process	Open Calls/Social Media and websites	Q1 – Q4 / Year1	National Assignment

Annex 10: Terms of Reference for Project Board

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

Specific responsibilities of the Project Board include the following:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints, and promote gender equality and social inclusion (LNOB) in the project implementation;
- Review project performance based on monitoring, evaluation and reporting, including standard quality assurance checks, progress reports, risk logs, spot checks/audit reports and the combined delivery report;
- Address any high-level project issues as raised by the project manager and project assurance;
- Provide guidance on emerging and/or pressing project risks and agree on possible mitigation and management actions to address specific risks (including ensuring compliance with UNDP's Social and Environmental Standards, Fraud/corruption, Sexual Exploitation and Abuse and Sexual Harassment);
- Agree or decide on project manager's tolerances as required, within the parameters set by UNDP (Manage Change in the PPM) and the donor, and provide direction and decisions for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor;
- Agree or decide on a project suspension or cancellation, if required; (note that for GEF and GCF projects it is UNDP that decides to suspend or cancel and project and the [Project Board or Project Steering Committee] is informed/consulted only).
- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Receive and address project level grievance, including overseeing whatever specific compliance and stakeholder response (or grievance) mechanisms have been put in place so that individuals and communities potentially affected by the project have access to effective mechanisms and procedures for raising concerns about the social and environmental performance of the project[1].
- Engage in the low value grant selection process where there is no Grant Selection Committee, as guided by the Low Value Grants – UNDP Operational Guide.

Additional responsibilities of the Project Board include the following:

- Ensure coordination with multiple government agencies and their participation in project activities;
- Appraise the annual project implementation report, including the quality assessment rating report;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
- Act as an informal consultation mechanism for stakeholders;
- Approve the Project Inception Report, Mid-term Review and Terminal Evaluation reports and corresponding management responses;
- Review the final project report package during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up;
- Providing guidance or reporting protocols to technical committees or sub-bodies reporting to the Board (if applicable);

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

Annex 11: 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 12: Results of the Partners Capacity Assessment Tool (PACT) and HACT Micro Assessment

Separately attached.

Annex 13: EA Completion Memorandum (End of Project Report) Template

RTA will provide the final EA Completion Memorandum (End of Project Report) 6-months prior to the project completion.

ENABLING ACTIVITY COMPLETION MEMORANDUM

Background and Purpose

Monitoring and Evaluation plans of GEF-funded climate change enabling activities for the preparation of **Biennial Transparency Reports** (or combined Biennial Transparency Report/National Communication) do not require the production and publication of Terminal Evaluation Reports. However, the GEF Independent Evaluation Office (IEO) now requires GEF Enabling Activities to submit a Completion Memorandum[8].

The intention of the Enabling Activity (EA) Completion Memorandum is to gather some insightful details about the process of preparing the Biennial Transparency Reports (or combined BTR/NC) under the UNFCCC and the Paris Agreement that can be of use to both the UNDP support teams, and the current and future national project teams, and also fulfil GEF IEO requirements. Its focus is therefore on providing:

- Expected outputs of the project, their results and how they are important to enable generation of global environmental benefits;
- Discussion on UNDP's role and that of the implementing partner (GEF executing entity); and on stakeholder engagement and gender-related aspects;
- An account of the use of GEF financing, and materialization of co-financing, where applicable;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF-financed UNDP-supported activities;
- Understanding further on challenges related to climate change reporting in countries where BTR project is implemented, and related technical and capacity building needs;
- Feedback on issues that are recurrent across the global Enabling Activity portfolio, require attention, and on improvements regarding previously identified issues; and
- 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.

National project teams in charge of the future enabling activity for the preparation of the Biennial Transparency Report (or combined Biennial Transparency Report/National Communication) could 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 is designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. The requirement is to have the team leader, project manager or equivalent figure providing information in this template, in close collaboration with the government counterparts and other team members and send the report for the review of Regional Technical Oversight Team four months prior to the Operational Closure[9] of the project. It is furthermore the intention of the completion of this EA Completion Memorandum to trigger discussions for forthcoming Biennial Transparency Report and/or combined

[8] https://www.gefieo.org/evaluations/enabling-activities-2023

[9] as per the project timeline in PIMS+.

Biennial Transparency/National Communication, taking advantage of the momentum created by the ongoing project, the presence of the core national project team, and the renewed interest of national counterparts with the perspectives of an imminent or recent submission to the UNFCCC.

A. PROJECT INFORMATION TABLE

Project Title (as in ProDoc)			
UNDP Project ID (PIMS+ #)		**EA Approval Date**	
GEF Project ID		**ProDoc Signature date**	
Quantum Award ID **Quantum Project ID**		**Inception workshop date**	
Country(ies)		**Planned Project Duration** **(in months)**	
Region		**Actual Project Duration** **(e.g., if extension applied)**	
Focal Area		**Expected Project Completion Date**	
Trust Fund		**Actual Project Completion Date**	
GEF Focal Area Strategic Objective			
Executing Agency/Implementing Partner			
Other execution partners **(if applicable)**			
Name of Project Manager			
Project Financing	***at EA approval (US$)***	***at EA Completion Memorandum stage (US$)****	
[1] GEF financing:			
[2] UNDP contribution:			
[3] Government:			
[4] Other partners:			
[5] Total co-financing [2 + 3+ 4]:[10]			
PROJECT TOTAL COSTS [1 + 5]			
BTR or BTR/NC Submission to UNFCCC[11]			
Link to BTR and/or BTR/NC submitted to UNFCCC			

[10] Co-financing is not a requirement for EA projects. Please respond only if applicable.
[11] UNFCCC BTR Registry: https://unfccc.int/first-biennial-transparency-reports

B. REPORTING ON PROJECT DESIGN PHASE

1. Please indicate the duration of project design phase (in months):

2. Based on the preparatory work for the design of this project, what were the identified objectives? **Please select the most priority objectives of this project** from the table below in relation to each BTR component:

GHG Inventory	NDC Tracking	Vulnerability and Climate Change impacts	Support needed and received
Training National experts on Common Reporting Tables (CRTs) ☐	Developing indicators to track the progress made in implementing and achieving the NDC ☐	Enhancing M&E adaptation for reporting ☐	Assessing the constraints and gaps in financial, capacity-building and technology development support ☐
Advancing to higher Tier methodologies ☐	Operationalizing data collection for NDC tracking ☐	Identifying adaptation priorities and barriers ☐	Establishing/developing a tracking mechanism for support needed and received ☐
Developing country-specific Emission factors (EFs) ☐	Technical capacity-building of national experts/personnel on the monitoring of NDC implementation ☐	Capacity-building in selected vulnerability areas on the impacts of climate change ☐	**Other** ☐ Please specify below _____
Other(s) ☐ Please specify below _____	**Other(s)** ☐ Please specify below _____	**Other(s)** ☐ Please specify below _____	
Comments on selected choices (optional):	**Comments on selected choices (optional):**	**Comments on selected choices (optional):**	**Comments on selected choices (optional):**

3. Please answer the following:

   a. Select from the below table the stakeholders consulted during the design phase (please select all applicable).

   b. Elaborate on how the selected stakeholders were engaged in the project design phase (e.g., workshops, interviews, bilateral meetings etc.). Please add your explanations under **'Means of Engagement'** section.

Stakeholder Category	Please select	Means of Engagement
Governmental institutions - Ministries - Local governments - Parastatal organizations	Choose an item.	
Universities & Research Centers	Choose an item.	
Private Sector	Choose an item.	
CSOs and NGOs - Women's associations - Youth associations - Environment or climate related NGOs - Indigenous peoples' representatives	Choose an item.	
Media	Choose an item.	
Other (please specify) _____	Choose an item.	

4. Please explain how gender considerations were taken into account during the project design phase for the following:

   a) Project Management
   b) Stakeholder Engagement
   c) Gender-sensitive reporting

5. Were there any major challenges and issues faced during the project design phase that might have affected the implementation? If yes, please elaborate and explain any practices applied to resolve those challenges in this period.

6. Please answer the following:

   a. Select from the table below the parties involved in the preparation of the Project Document.
   b. Elaborate on the level and satisfaction of the collaboration with all involved parties. Please refer to the section '**Comments on Collaboration'**.

Parties	**Please select**	**Comments on Collaboration**	**Indicate the budget ($ USD) utilized for NC and/or IC (as applicable)**
1.Government	Choose an item.		N/A
2.UNDP Country Office	Choose an item.		N/A
3.National Consultant (NC)	Choose an item.		
4.International Consultant (IC)	Choose an item.		

C. REPORTING ON PROJECT OUTPUTS AND RESULT INDICATORS

1. Please report on the project outputs and result indicators of the project by following the guiding questions provided:
   a. *Please report on the final result of the indicators in line with the End of Project target in the Results Framework of the approved Project Document.*
   b. *Please describe and elaborate on the process of how Outputs were realized and validated? Consider the following:*
      - *Are there any deviations/changes in Outputs delivered during implementation? If yes, please explain what they are, what are the reason(s) of change, what their impact is to the Project Outcomes.*
      - *Were there any unintended positive or negative results?*
      - *If any major challenges or issues have been encountered in the implementation and validation of Outputs, please summarize, and explain if/ what practices have been applied in their resolution.*
   c. *Please provide any recommendations for future BTR/NC activities and priority areas of work.*

Objective and Outcome Indicators		Mid-term Target	End of Project Target	Status by End of Project	Deviations/Changes in project Outputs with impact on Project Outcomes	Challenges or issues encountered in the implementation and validation of Outputs, including practices applied in their resolution	Recommendations for future BTR work/activities
Project Objective:	The project will enable [country name] to prepare and submit its Second Biennial Transparency Report (BTR2) as standalone report and first Biennial Transparency and Xth National Communication Report (BTRx/NCy) as combined report, to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3						
	Mandatory Indicator 1: # direct project beneficiaries disaggregated by gender (individual people) *(see methodology available from GEF)*	*XX (at least 50% women)*	*XX (at least 50% women)*				
	Indicator 2: BTR1 and BTR2/NCx submitted to the UNFCCC	*BTR2 compiled, adopted in a transparent and participatory process and submitted to*	*BTR2/NCx compiled, adopted in a transparent and participatory*				

Objective and Outcome Indicators		Mid-term Target	End of Project Target	Status by End of Project	Deviations/Changes in project Outputs with impact on Project Outcomes	Challenges or issues encountered in the implementation and validation of Outputs, including practices applied in their resolution	Recommendations for future BTR work/activities
		UNFCCC by December 2026	*process and submitted to UNFCCC by December 2028*				
NATIONAL INVENTORY REPORT OF GHG EMISSIONS	*<u>Indicator 3:</u> National Inventory Report (NIR) developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1*	*National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 20xx, for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories.*	*National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 20xx, for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for*				

Objective and Outcome Indicators		Mid-term Target	End of Project Target	Status by End of Project	Deviations/Changes in project Outputs with impact on Project Outcomes	Challenges or issues encountered in the implementation and validation of Outputs, including practices applied in their resolution	Recommendations for future BTR work/activities
			National Greenhouse Gas Inventories.				
PROGRESS MADE IN IMPLEMENTING AND ACHIEVING NDCS	*Indicator 4: Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements*	*Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 20xx provided, including estimates of emissions avoided.*	*Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 20xx provided, including estimates of emissions avoided.*				
CLIMATE CHANGE IMPACTS AND ADAPTATION	*Indicator 4: Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements*	*Information related to climate change impacts and adaptation up to 20xx provided.*	*Information related to climate change impacts and adaptation up to 20xx provided and Adaptation Communication as component of the BTRx/NCx prepared*				

Objective and Outcome Indicators		Mid-term Target	End of Project Target	Status by End of Project	Deviations/Changes in project Outputs with impact on Project Outcomes	Challenges or issues encountered in the implementation and validation of Outputs, including practices applied in their resolution	Recommendations for future BTR work/activities
SUPPORT NEEDED AND RECEIVED **RESEARCH AND SYSTEMATIC OBSERVATIONS (RSO) AND EDUCATION/TRAINING AND PUBLIC AWARENESS *(APPLICABLE FOR COMBINED BTR/NC)***	*Indicator 4: Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements*	*Information on financial, technology development and transfer and capacity-building support needed and received up to 20xx provided.*	*Information on financial, technology development and transfer and capacity-building support needed and received up to 20xx provided, Areas of improvement and other relevant information, including gender described. Information on research, systemic observation, education, training, public awareness and gender provided, in accordance with applicable guidelines in 17/CP.8*				

D. REPORTING ON INSTITUTIONAL ARRANGEMENTS

1. Please provide an overview of the institutional arrangement of the project, and explain if any changes took place during the implementation. Also, briefly discuss the role and performance of the Implementing Partner.

2. Describe the composition of the Project Team and changes (if any) during the project implementation.

3. Looking back on the implementation phase, what were the main strengths and weaknesses of the institutional arrangements in place?

4. Briefly discuss the stakeholder engagement during the project implementation. How did the process go; were there any difficulties recorded?

5. Will the project team remain in place following the project's completion?

6. Speaking about the institutional arrangements, what feedback and/or suggestions would you give for future BTR projects?

E. UTILIZATION OF GEF FUNDING AND FINANCIAL MONITORING

1. Please provide a breakdown of funding utilization per project Output, and fill in the table below:

COMPONENT	OUTCOMES	OUTPUTS	GEF funding at EA Approval (USD)	GEF funding utilization at Project Completion (USD)	Funding utilization %
Component 1 **Development of [country]'s XX Biennial Transparency Report (BTRX)**	**Outcome 1** **[country]'s BTRX developed as a stand-alone report**	Output 1.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to XXX, for the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU) and Waste using 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories.			
		Output 1.1.2. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to XXX provided, including estimates of emissions avoided.			
		Output 1.1.3. Information related to climate change impacts and adaptation up to XXX provided.			
		Output 1.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to XXXX provided, areas of improvement and other relevant information, including gender inclusion described.			
		Output 1.1.5. BTR1 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December XXX .			
Component 2 **Development of [country]'s XX Biennial Transparency and**	**Outcome 2** **[country]'s BTRX/NCx developed as combined report**	Output 2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to XXXX for the sectors of Energy, IPPU, AFOLU and Waste, using 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.			

COMPONENT	OUTCOMES	OUTPUTS	GEF funding at EA Approval (USD)	GEF funding utilization at Project Completion (USD)	Funding utilization %
the National Communication Report (BTRX/NCx)		Output 2.1.2. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to XXX provided.			
		Output 2.1.3. Information related to climate change impacts and adaptation up to XXXX provided and Adaptation Communication as component of the BTRX/NCx prepared.			
		Output 2.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to XXX provided, Areas of improvement and other relevant information, including gender described. Information on research, systemic observation, education, training, public awareness and gender provided, in accordance with applicable guidelines in 17/CP.8.			
		Output 2.1.5. BTR2/NCx compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December XXXX.			
Monitoring and Evaluation		Output 3.1.1. Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated.			
Project Management		PMC			
		TOTAL			

2. Complete the co-financing[12] table below and briefly discuss in the text box how the materialization of co-financing affected the project outcomes/outputs:

Co-financing source	Co-financing amount committed at EA Approval	Materialized co-financing at end of project

[12] Co-financing is not a requirement for EA projects. Please respond to this question only if applicable.

F. CAPACITY BUILDING AND TECHNICAL SUPPORT NEEDS

1. How has the project worked to build institutional and technical capacities at national/institutional level, while considering cost-effectiveness and sustainability? Please provide a brief assessment.

2. Please answer the following:
    a. Please select from the table below the staff/consultants involved in the preparation of each BTR component.
    b. Under **'Comments'** section, please explain why national or international consultants were preferred for that particular work; and describe the division of work (%) if more than one category is selected in a line.

BTR component	National Staff	National Consultants	International Consultants	Comments
GHG inventory	Choose an item.	Choose an item.	Choose an item.	
NDC tracking	Choose an item.	Choose an item.	Choose an item.	
Vulnerability and Climate change impacts	Choose an item.	Choose an item.	Choose an item.	
Support needed and received	Choose an item.	Choose an item.	Choose an item.	

3. Has the project team, or members of the project team, participated in national/regional/global training events/workshops (in-person or virtual) organized by CBIT – Global Support Programme or other relevant international organizations during the course of the project? If yes, please specify the training/workshop event(s) with their names and the year of participation.

4. Has the project received support from **UNDP's Climate Promise - Enhanced Climate Transparency (ECT)** initiative? If yes, please specify the support received and how this contribution impacted the project results.

5. Overall, how would you assess UNDP's support during the project design and implementation? Was the oversight support provided timely and beneficial? Please explain.

6. Considering the project activities implemented and the results achieved, what additional capacity building and technical support is needed through implementing agencies, donor and other relevant international organizations to enhance the country's transparency system and climate change reporting mechanisms? Please specify with examples.

G. LESSONS LEARNED AND NEXT STEPS

1. In light of the responses provided in the earlier sections and looking back on the overall implementation, what would be the main feedback and/or advice to the future project teams? What are the main lessons learned from this BTR project?

2. How will findings of this project be further disseminated? What is the dissemination plan in place?

3. Are any balance funds available under this BTR project, which could be utilized to identify the strategy of the next cycle of BTR reports?

4. Has the Government expressed interest to continue working with UNDP on the next cycle of BTR reports? Please explain.

5. Additional/Final remarks (Optional)

H. REPORT COMPLETION AND RESPONSIBLE TEAM MEMBERS

Date of the report completion	
Name and e-mail address of person who completed this report	
Others involved in completion of this report (names of individuals and their institutions)	
Other attachments (if applicable)	

Annex 14: UNDP Project Quality Assurance Report

QA Report weblink on Quantum+