MINISTERIO DE AMBIENTE Y ENERGÍA | GOBIERNO DE COSTA RICA | INSTITUTO METEOROLÓGICO NACIONAL

United Nations Development Programme

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

Project title: "Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change"		
Country: Costa Rica	**Implementing Partner (GEF Executing Entity):** Organization for Tropical Studies	**Execution Modality:** Non-governmental Organization (NGO)
Contributing Outcome (UNSDCF/CPD, RPD, GPD): UNSDCF 4.2.8. Nationally Determined Contributions: Strengthen the implementation of the Just Transition Strategic Plan for Costa Rica, based on the NDCs. CPD Product 1.1: Public institutions have strengthened their capacities to design, implement, and evaluate public policies to achieve the 2030 goals based on evidence generation, digitalization, information analysis, and participatory approaches.		
UNDP Social and Environmental Screening Category: *Low*	**UNDP Gender Marker: 2**	
Quantum Award ID: 1381428	**Quantum Project ID:** 01004045	
UNDP PIMS ID number: *9712*	**GEF Project ID number:** 11847	
LPAC meeting date: *February 6, 2025*		
Last possible date to submit to GEF: N/A (This is an Enabling Activity Project)		
Latest possible CEO endorsement date: N/A (This is an Enabling Activity Project)		
Project duration in months: 48 months		
Planned start date: March 2025	**Planned completion date:** *March 2029*	
Expected date of Mid-Term Review (MTR) submission to the GEF: *N/A*	**Expected date of Terminal evaluation (TE) submission to the GEF:** *N/A*	

Expected Operational Closure Date: *September 2029*	**Expected Financial Closure Date:** *March 2030*

Brief project description: *This project aims to support Costa Rica in fulfilling its reporting obligations under the United Nations Framework Convention on Climate Change (UNFCCC), in alignment with Article 13 of the Paris Agreement and Decision 18/CMA.1, which outlines the modalities, procedures, and guidelines (MPGs) for the transparency framework for action and support as referred to in Article 13. Additionally, the project will strengthen Costa Rica's technical and institutional capacity to prepare and submit its* combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change.

Through this initiative, Costa Rica will meet the following reporting requirements specified in the MPGs:

(a) Submission of a ***national inventory report*** *detailing anthropogenic emissions by sources and removals by sinks of greenhouse gases (GHGs);*

(b) Provision of the information necessary to ***track progress*** *in the implementation and achievement of its nationally determined contribution (NDC) under Article 4 of the Paris Agreement;*

(c Optionally, Costa Rica may provide information on ***climate change impacts and adaptation*** *measures, in accordance with Article 7 of the Paris Agreement;*

(d) Costa Rica, as a developing country, may submit information on ***financial, technology transfer, and capacity-building support needed and received*** *to enhance transparency and action under the Paris Agreement.*

Furthermore, the project will ensure the integration of key elements from Costa Rica's Fifth National Communication, consolidating both mitigation and adaptation strategies, and aligning national efforts with international climate commitments. This will provide a comprehensive update on Costa Rica's progress in addressing climate change, encompassing a wide range of sectors and initiatives under its climate

FINANCING PLAN ***(only cash transferred to UNDP's bank account and included in the TBWP for this specific GEF project should be included under this section (1), all others should be included under section (2).***	
GEF Trust Fund grant	USD 1,233,000.00
UNDP TRAC resources[1]	USD 0,00
Confirmed cash co-financing to be administered by UNDP	USD 0,00
I. Total Budget administered by UNDP	**USD 1,233,000.00**
II. Total confirmed co-financing to this project not administered by UNDP	**USD 0,00**
III. Grand-Total Project Financing (1)+(2)	**USD 1,233,000.00**
SIGNATURES:	

[1] This is not a mandatory requirement.

NOTE: IF THE PROJECT DOCUMENT IS IN FRENCH OR SPANISH, THE FINAL PROJECT DOCUMENT MUST BE CLEARED BY THE RTA BEFORE SIGNATURE.		
Signature: **Franz Tattenbach** **Minister of Environment and Energy**	**Agreed by Government Development Coordination Authority[2]**	**Date/Month/Year:** *within 6 months of GEF CEO endorsement*
Signature: ***Sandra Sosa*** ***Resident Representative***	**Agreed by UNDP[3]** 13/05/2025	**Date/Month/Year:** *within 6 months of GEF CEO endorsement*

[2] *Other evidence of government agreement may be accepted in lieu of a signature unless the programme country government requires a signature.*

[3] *For NIM projects, this is the CO RR. For DIM projects in a single country, this is the CO RR. For global, regional DIM projects, this is the Head of the lead Unit (as per the Department of the project. For example, regional project managed by Regional Hub, Head of Regional Hub will sign; global project managed NCE-VF, it is the NCE-VF Executive Coordinator).*

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List of Acronyms

GEF	Global Environment Facility
GEFSEC	Global Environment Facility Secretariat
POPP	Programme and Operations Policies and Procedures
UNDP-GEF	UNDP Global Environmental Finance Unit
MINAE	Ministry of Environment and Energy of Costa Rica
IMN	National Meteorological Institute
DCC	Climate Change Directorate
MAG	Ministry of Agriculture and Livestock
DSE	Direction of Energy
DIGECA	Direction of Environment
SETENA	Technical Secretariat for Environment
SINAC	National System of Conservation Areas (SINAC)
MIDEPLAN	Ministry of Planning and Economic Policy (MIDEPLAN)
INAMU	National Institute of Women-INAMU
4C	Scientific Council on Climate Change
5C	Consultative Citizens Council for Climate Change
IUCN	International Union for Conservation of Nature
CONARE	National Council of State University Rectors
UCR	University of Costa Rica
UNA	National University
UTN	National Technical University
CATIE	Center for Tropical Agronomical Research and Extension
PPG	Project Preparation Grant
CEPREDENAC	Central American Disaster Prevention Council
UCCAEP	Union of Chambers of Industry and Business
BTR	Biennial Transparency Report
FONAFIFO	National Forest Financial Fund
NDC	Nationally Determined Contributions
STAP	GEF Scientific Technical Advisory Panel
FSP	Full Size project
MSP	Medium size project

II. DEVELOPMENT CHALLENGE

Costa Rica ratified the United Nations Framework Convention on Climate Change (UNFCCC) on July, 1994, the Kyoto Protocol on August, 2002, and the Paris Agreement on October, 2016. As Party to the Convention, Costa Rica 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, Costa Rica has prepared and submitted four National Communications (NCs): the Initial National Communication (NC1) in 2000; the Second National Communication (NC2) in 2009; the Third National Communication (NC3) in 2014 and the Fourth National Communication (NC4) in 2021, with a stand-alone National Inventory Report (NIR4) in 2021 as mandated by articles 4 and 12 of the Convention.

Costa Rica has also prepared and submitted 02 Biennial Update Reports (BURs): First Biennial Update Report (BUR1), with a stand-alone NIR (National Inventory Report) in 2014; the Second Biennial Update Report (BUR2), with a stand-alone NIR in 2019.

Costa Rica submitted its First Bienal Transparency Report (BTR1) on 31 Dec 2024 implementing GEF funds to develop their first generation of BTRs. With this First Biennial Transparency Report to the United Nations Framework Convention on Climate Change, Costa Rica reaffirms its commitment to ambitious climate action, transparency and collaborative leadership, and to work on this agenda under the principles of equity, transparency and environmental integrity for the benefit of current and future generations. This submission marks a significant milestone in aligning national efforts with the Enhanced Transparency Framework of the Paris Agreement.

The project will implement in the BTR2/NC5+BTR3 the recommendations reflected in the End of Project report from the BTR1 and lessons learned from the preparation and submission of the BTR1. Some of the suggested changes for future teams include greater involvement of national public sector experts in the design of key technical processes to foster local ownership, advance planning of data validation to ensure that there is sufficient time to incorporate feedback, and fostering greater international collaboration for the exchange of best practices and lessons learned, both through UNDP and other agencies and bodies. Following submission of Costa Rica BTR1, it will be key to reference to the improvement plans and TER: technical expert review; FMCP: Facilitative, multilateral consideration of progress. Additionally, ensuring the presence of key stakeholders, counterparts, interested sectors, and marginalized groups in decision-making processes is fundamental for achieving common objectives. The inclusion of diverse actors guarantees that the perspectives and needs of all groups are considered, increasing the legitimacy and sustainability of implemented actions. Strengthening accessible and equitable participation mechanisms will promote collaboration and dialogue among the various actors involved

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

1. Costa Rica has improved its ability to compile and analyze greenhouse gas (GHG) emissions data and the adoption of standardized methodologies from the IPCC, resulting in more accurate and consistent emissions reporting.
2. The country has established roles and responsibilities among various governmental bodies, enhancing collaboration in data collection and reporting, strengthening the formation of inter-governmental committees to integrate data from different sectors.
3. Transparency mechanisms have been revised to enhance the accessibility and clarity of climate data and reports, aligning with the Paris Agreement's transparency requirements and including public platforms for reporting climate actions and progress.

Costa Rica submitted its revised Nationally Determined Contribution (NDC) in December 2020, with the aim to reach net-zero GHG emissions by 2050. The NDC outlines actions across sectors, including decarbonization of the transport sector, expanding renewable energy, and enhancing climate resilience, particularly in vulnerable ecosystems and communities.

Costa Rica 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:

- National Decarbonization Plan (2018-2050): This ambitious plan aims for a net-zero emissions economy by 2050 and includes strategies for various sectors such as transportation, energy, and agriculture.
- National Policy for Adaptation to Climate Change (2018-2030): This policy focuses on strengthening resilience to climate impacts and has been recently operationalized through a National Plan for Adaptation to Climate Change for 2022-2026.

a) Baseline projects, programs, and initiatives:

Project/Program	Timeframe	Objectives/Results Achieved
Reform to Article 33 of the Forestry Law No. 7575	2022 - present	The reform included articles 33 bis and 33 ter, that make the management rules of the protection areas more flexible, clarifying the issue of civil works that must necessarily be located within said areas, such as bridges, dams, walls, sewers, aqueducts, waste collection nets, drinking water intakes or discharge of treated wastewater.
National Climate Change Strategy	2009 - present	Reduce the social, environmental and economic impacts of climate change and take advantage of opportunities, promoting sustainable development through economic growth, social progress and environmental protection by means of mitigation initiatives and adaptation actions
Costa Rica National REDD+ Strategy	2015-present	REDD+ Strategy contributes to priority social and environmental objectives for the country that are consistent with the Sustainable Development Goals, such as the promotion of rural development and the improvement of the quality of life of inhabitants
National Blue Carbon Strategy	2023-2030	To establish a framework that integrates actions related to the management, conservation, restoration and rehabilitation of blue carbon ecosystems and wetlands with carbon capture potential to promote a model that benefits communities that directly depend on the ecosystem services they provide.
National Biodiversity Policy	2015-2030	This Policy is a guiding framework that guides actions for the conservation and sustainable use of biodiversity and its binding role with human development, adaptation to climate change, human health, the reduction of socio-environmental vulnerability and food security in Costa Rica. The Policy serves as a framework for the National Biodiversity Strategy 2016-2025.
National Biodiversity Strategy	2016-2025	The Strategy offers measures for adaptation to climate change within the framework of the National System of Conservation Areas, SINAC, including protected wild areas, biological corridors (including interurban biological corridors), agricultural and livestock production practices that enhance adaptation, ecosystem-based adaptation (EbA), and community-based adaptation (CbA).
National Action Plan on Gender Equality in Climate Action	2023	Articulation of multisectoral actions that promote the reduction of the differentiated impacts of the climate crisis on women in all their diversity, especially those in greater situations of vulnerability.

This project will build on findings and recommendations from previous NC, BUR and BTR 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. In Costa Rica, previous NCs and BURs highlighted the need for strengthened national capacities in data collection, GHG inventory preparation, and reporting mechanisms. The ICA process has identified critical gaps in institutional coordination and technical expertise that hinder effective climate action reporting and transparency. This project aims to address these capacity-building needs by enhancing training programs for national entities, improving data management systems, and establishing robust frameworks for ongoing monitoring and evaluation of climate initiatives. By focusing on these areas, Costa Rica will be better positioned to meet its international climate commitments and enhance its resilience to climate change impacts.

Article 13 of the Paris Agreement establishes an Enhanced Transparency Framework (ETF) for action and support designed to build trust and confidence that all countries are contributing their share to the global effort.

The CMA 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 LDCs and 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.).

III. STRATEGY

According to the Theory of Change (ToC) developed in the diagram below, the expected impact of the project is the compliance of Costa Rica with its commitments to submit its combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) 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. The project challenge is in line with the next outcome: UNSDCF 4.2.8. Nationally Determined Contributions: Strengthen the implementation of the Just Transition Strategic Plan for Costa Rica, based on the NDCs. In particular, the project will contribute to the CPD Product 1.1: Public institutions have strengthened their capacities to design, implement, and evaluate public policies to achieve the 2030 goals based on evidence generation, digitalization, information analysis, and participatory approaches.

Theory of Change and Project Approach

The Theory of Change (ToC) for this project identifies the key challenges and lays out how UNDP, working alongside national entities, will address them. The evidence-based approach incorporates gender equity and digital innovation to ensure inclusivity, improve data accuracy, and enhance the efficiency of climate monitoring and reporting processes.

Gender considerations are central to the project, integrated through capacity-building activities and participatory consultations designed to ensure the active inclusion of women, particularly from rural and Indigenous communities. These efforts aim to elevate their perspectives in climate decision-making and policy implementation.

The project builds on lessons learned and best practices from previous efforts, including Costa Rica's National Communications and Biennial Transparency Reports. These prior initiatives have provided valuable insights into effective stakeholder collaboration and data management, which have been incorporated into the current strategy to refine and optimize its implementation.

The project's primary focus is on strengthening Costa Rica's ability to deliver robust climate reports. To achieve this, the project includes activities such as stakeholder consultations, targeted training, institutional capacity development, and technical workshops. Expected results at the output level include:

1. Updated GHG inventories aligned with the latest IPCC methodologies, ensuring greater transparency and reliability in emissions reporting.
2. Engagement of Indigenous and vulnerable communities, ensuring that their needs and priorities are fully integrated into climate policies and strategies.
3. Strengthened capacity of stakeholders at national and subnational levels through specialized training programs, enabling effective monitoring and reporting of mitigation and adaptation efforts.
4. Identification of gaps in climate action implementation, providing strategic input to align national efforts with the Paris Agreement and the Sustainable Development Goals (SDGs).

GEF Alignment and Incremental Cost Reasoning

The project aligns with the GEF7 climate change mitigation objective CCM3: "Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies." This alignment is based on the fact that the preparation of the BTR2, BTR3, and NC5 are enabling activities that aim to mainstream climate change considerations into national planning and policy-making. Incremental costs since PIF approval reflect additional measures taken to address gaps in data quality and stakeholder engagement identified during the pandemic.

The implementation of the Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR to the United Nations Framework Convention

on Climate Change (UNFCCC) will significantly contribute to achieving the outcomes outlined in the United Nations Sustainable Development Cooperation Framework (UNSDCF) and UNDP's Country Programme Document (CPD) for Costa Rica. This project, aligned with UNDP's theory of change, will provide more accurate and up-to-date data through enhanced digital tools and technologies, enabling Costa Rica to be more efficient in defining, developing, and implementing policies and measures to address climate change.

Moreover, by improving the monitoring and evaluation systems of climate instruments, the project will strengthen transparency in climate information management and in tracking the country's progress toward national and international commitments. This aligns with UNDP's theory of change, which promotes people-centered governance and the strategic use of innovation and digitalization to support evidence-based public policies. By doing so, it ensures that decision-making processes are more effective, data is cyber-secure and transparent, and that no one is left behind in accessing the services provided by the State.

Theory of Change (ToC) for this project addresses the challenge of enhancing Costa Rica's national capacity to meet its reporting requirements under the UNFCCC, focusing on the Enhanced Transparency Framework (ETF). The ETF requires more comprehensive, accurate, and inclusive reporting, specifically in GHG inventories, mitigation, adaptation, and financial reporting.

To address it, the project will follow an approach centered around the strengthening technical and institutional capacities through support from UNDP and other partners. This includes improving data collection methodologies for GHG inventories and integrating digital technologies for more accurate reporting.

The project will provide training for national agencies such as the National Meteorological Institute (IMN), enhancing their ability to collect, process, and report climate-related data. This capacity-building ensures a sustained national capability for MRV (Measurement, Reporting, and Verification) processes, critical to the country's NDC (Nationally Determined Contributions) commitments.

The project's strategy integrates gender and social inclusion to ensure that climate reporting reflects the needs and contributions of marginalized groups (women, indigenous peoples, and vulnerable communities). This is in line with Costa Rica's gender-sensitive climate policies and UNDP's gender-transformative approaches, ensuring that the reports are inclusive and reflect diverse societal inputs

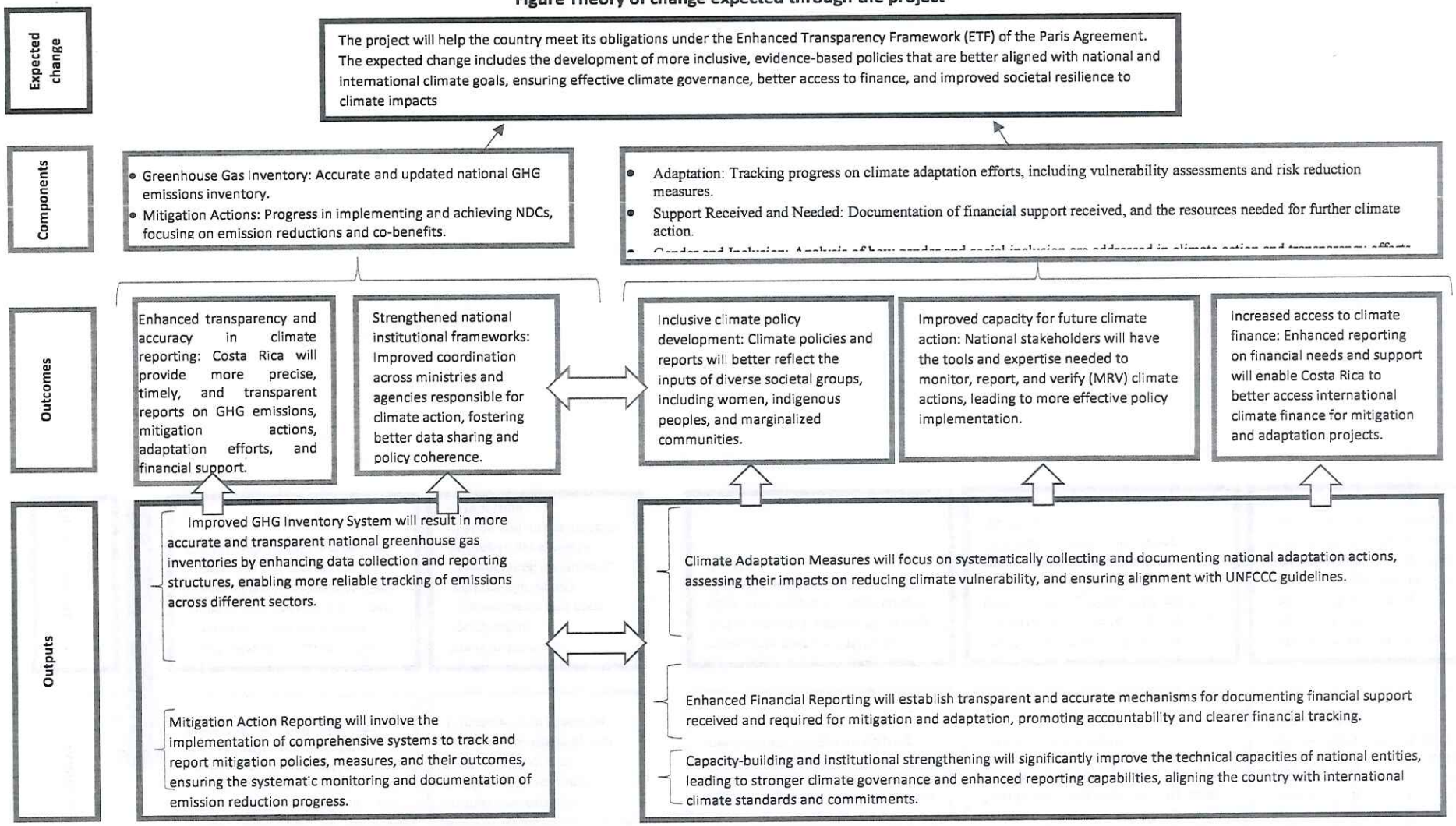
Additionally, UNDP Costa Rica has previously implemented Biennial Update Reports (BURs) and National Communications in Costa Rica, highlighting the importance of continuous stakeholder engagement, capacity-building, and institutional strengthening. Lessons learned from this support, as well as from previous GEF-funded projects in Costa Rica, emphasize the need for integrated approaches that foster cooperation across sectors, particularly between ministries of Environment and Finance, and other key stakeholders.

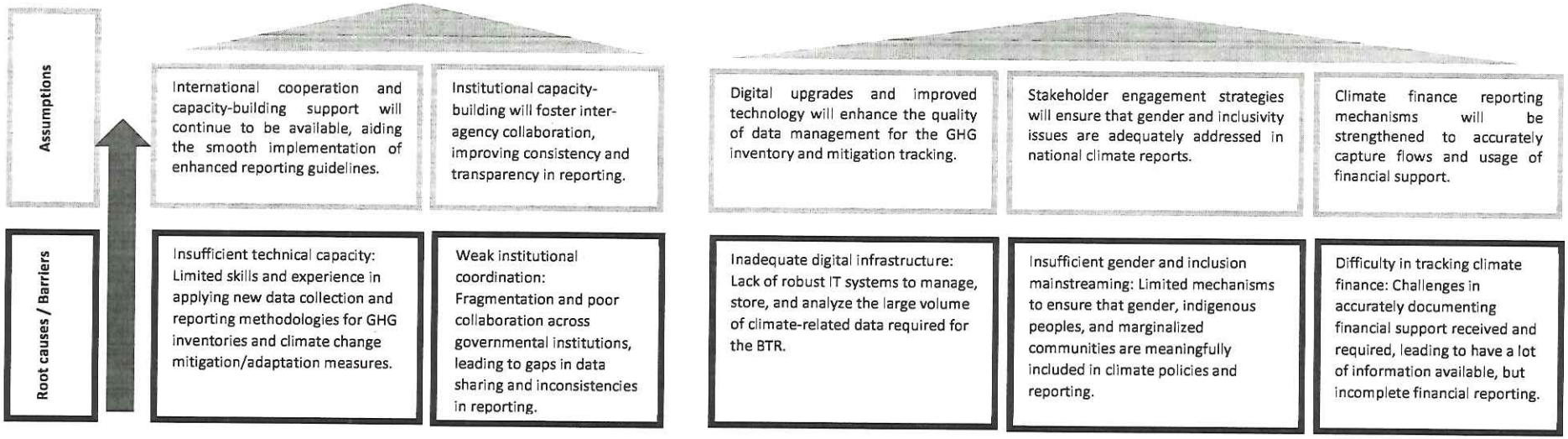
This project is aligned with the GEF Climate Change Mitigation Strategy, specifically supporting countries in transparency and accountability for climate actions. The incremental cost reasoning for Costa Rica involves enhancing national capacity to meet international climate commitments, improving data management, and fostering institutional coordination for future climate actions. Lessons learned from previous GEF projects emphasize the value of multi-stakeholder collaboration and the importance of gender inclusivity and social equity in climate reporting. This strategy ensures that Costa Rica continues to strengthen its climate reporting mechanisms, ultimately contributing to global climate goals while supporting national development priorities.

Theory of Change Diagram

A Theory of Change diagram is included in the annex to visually depict the linkages between the development challenge and its immediate, underlying, and root causes. This diagram demonstrates how activities such as capacity building, stakeholder engagement, and data management lead to expected outputs, outcomes, and impacts over the short and long term.

Figure Theory of change expected through the project




Assumptions
International cooperation and capacity-building support will continue to be available, aiding the smooth implementation of enhanced reporting guidelines.
Institutional capacity-building will foster inter-agency collaboration, improving consistency and transparency in reporting.
Digital upgrades and improved technology will enhance the quality of data management for the GHG inventory and mitigation tracking.
Stakeholder engagement strategies will ensure that gender and inclusivity issues are adequately addressed in national climate reports.
Climate finance reporting mechanisms will be strengthened to accurately capture flows and usage of financial support.
Root causes / Barriers
Insufficient technical capacity: Limited skills and experience in applying new data collection and reporting methodologies for GHG inventories and climate change mitigation/adaptation measures.
Weak institutional coordination: Fragmentation and poor collaboration across governmental institutions, leading to gaps in data sharing and inconsistencies in reporting.
Inadequate digital infrastructure: Lack of robust IT systems to manage, store, and analyze the large volume of climate-related data required for the BTR.
Insufficient gender and inclusion mainstreaming: Limited mechanisms to ensure that gender, indigenous peoples, and marginalized communities are meaningfully included in climate policies and reporting.
Difficulty in tracking climate finance: Challenges in accurately documenting financial support received and required, leading to have a lot of information available, but incomplete financial reporting.

IV. RESULTS AND PARTNERSHIPS

Expected Results:

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

Project Development Objective:
"The project will strengthen technical and institutional capacity to assist Costa Rica in mainstreaming climate change concerns into sectoral and national development priorities and to enable Costa Rica 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 Costa Rica to prepare and submit its combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) as stand-alone 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 COSTA RICA'S FIFTH NATIONAL COMMUNICATION AND SECOND BIENNIAL TRANSPARENCY REPORT (BTR2/NC5)

- *Costa Rica BTR2/NC5 developed as combined report*
  - *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.*

  The main gaps and capacity building needs identified are:
  - *Persistent challenges in obtaining comprehensive, high-quality data, particularly in the AFOLU and Waste sectors, continue to hinder inventory accuracy.*
  - *A need exists to strengthen technical capacity to effectively apply the 2019 refinement to the 2006 IPCC Guidelines and CTF of the UNFCCC*
  - *Improved coordination among governmental entities is crucial for consistent and accurate data reporting across sectors.*

  Under this project output, the following activities will be undertaken:
  - *Costa Rica will base its inventory on the 2006 IPCC Guidelines and the 2019 Refinement, ensuring the use of internationally recognized principles for estimating GHG emissions and removals.*
  - *A national framework will be developed, assigning clear roles to institutions such as the Ministry of Environment and other relevant stakeholders to ensure continuous and consistent inventory preparation.*
  - *Processes for data collection, emission factor development, and reporting will be documented transparently, alongside the archiving of all related data and QA/QC information.*
  - *Key categories contributing significantly to national emissions and removals will be identified, focusing on those contributing at least 85% of the total emissions.*
  - *Consistent methodologies and data will be used across all reported years. Techniques such as interpolation and extrapolation will address any data gaps.*

- *Changes in methodologies or assumptions will be documented and justified, providing clarity on recalculations in the inventory.*
- *Quantitative and qualitative uncertainty analyses will be conducted for emissions and removals, particularly for key categories, to improve inventory reliability.*
- *Gaps in data or methodologies will be identified and addressed through a plan for future improvements in reporting.*
- *Develop and implement a QA/QC plan for quality assurance and quality control measures, aligned with IPCC guidelines. It will ensure the reliability and accuracy of the inventory.*
- *Use approved Global Warming Potentials (GWPs) to maintain consistency in CO2 equivalent calculations.*
- *Annual data will be reported from 1990 or another agreed reference year, with the last reported year no more than two years prior to submission.*

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 2024 provided, including estimates of emissions avoided.

The main gaps and capacity building needs identified are:

- *Enhanced skills are needed to collect, analyze, and report data on emissions and mitigation measures effectively.*
- *Greater coordination among key actors, stakeholders and sectors is essential for integrated NDC management.*
- *Strengthened MRV systems like SINAMECC are required to ensure accurate tracking of emissions and mitigation actions, climate trends and mitigation finance opportunities.*
- *Broadening the professional development of climate experts in emissions estimation methodologies, data analysis, and report preparation is necessary for different institutions and national entities to ensure national capacities.*
- *Enhancing the management to access national and international financial resources is critical to support mitigation and adaptation efforts.*

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

- *Costa Rica will formalize and strengthen institutional frameworks to align with Article 4 of the Paris Agreement. This will include designating lead agencies for NDC implementation, improving interagency coordination, and establishing clear roles for monitoring, reporting, and archiving.*
- *Provide a detailed description of NDCs to clearly define targets, baseline years, and timeframes for implementation, and enhance methodologies for tracking progress using quantitative and qualitative indicators aligned with Articles 4 and 6.*
- *The country will implement advanced tools and methodologies to monitor the implementation and achievement of NDC targets, incorporating indicators for progress tracking, and reporting mechanisms for comparing progress across reporting years and against baseline indicators.*
- *Enhance data transparency, adopting standardized reporting formats for submitting structured summaries of NDC progress, including GHG emissions and removals by sector, contributions from the LULUCF sector, and information on internationally transferred mitigation outcomes, if applicable.*
- *Efforts will focus on designing and implementing policies and measures with the greatest potential to impact GHG emissions.*

- *Improve projection methodologies: Projections of future GHG emissions and removals will be developed using scenarios such as "with measures," "with additional measures," and "without measures," sensitivity analysis and assumptions.*
- *Will engage civil society, academia, and the private sector to ensure inclusivity in NDC implementation and reporting, by regular workshops, training and updates on methodologies and data requirements.*

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 2024 provided.

The main gaps and capacity building needs identified are:

- *The lack of clear definitions for activities that meet adaptation criteria, as well as the absence of indicators, limits vulnerability assessments and adaptation planning.*
- *It is essential to strengthen mechanisms for monitoring and evaluating adaptation initiatives, as without these, it is impossible to measure progress and results or to adjust necessary policies effectively.*
- *Adaptation measures need to be consistently integrated into all sectoral policies to prevent fragmented implementation and reduce redundant or inefficient efforts.*
- *Sectoral initiatives for capacity building in risk assessment and the implementation of adaptation measures must be strengthened across all levels and sectors.*
- *Improved cooperation among different levels of government and sectors is crucial to harmonize and unify adaptation responses.*
- *Increasing the participation of local communities is necessary to ensure sustainable adaptation solutions that are culturally relevant and aligned with social, geographic, and economic conditions.*

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

- *Will assess its national circumstances, including adaptive capacities, and strengthen institutional arrangements and legal frameworks to support climate adaptation planning and implementation.*
- *will analyze current and future climate risks, focusing on key sectors such as water, agriculture, and health, while addressing data gaps and uncertainties.*
- *Adaptation priorities will be set based on national needs, and solutions will be designed to overcome barriers such as technical and financial constraints.*
- *Will implement national and subnational adaptation plans, integrating local knowledge and promoting nature-based solutions, with strong stakeholder involvement.*
- *Domestic systems will be established to track adaptation actions, assess effectiveness, and document lessons learned to guide future strategies.*
- *Data collection and institutional arrangements will address climate-related loss and damage, with a focus on supporting vulnerable communities.*
- *Will share knowledge, strengthen partnerships, and adopt innovative practices to enhance resilience and foster regional and international cooperation.*

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 2024 provided, areas of improvement and other relevant information, including gender inclusion described.

The main gaps and capacity building needs identified are:

- *Limited tracking systems across ministries and state entities, as well as reporting on climate-related financial resources, hinder transparency and accountability.*

- *The lack of sufficient and detailed records on the sources, applications and impacts of technologies transferred to address the climate crisis and strengthen innovation processes, reduces the ability to assess their effectiveness.*
- *The lack of periodic systematic evaluations, beyond the reporting processes, carried out with BTRs and NCs, limits the understanding of capacity-building results and future needs.*
- *Detailed systems for transparent reporting on climate finance need to be developed, allowing for greater knowledge of actions, sectors, results obtained and lessons learned.*
- *The processes available to document and evaluate transferred technologies need to be established and strengthened.*
- *Periodic evaluations are required to measure effectiveness and guide future initiatives.*
- *Gender-sensitive frameworks must be incorporated to ensure inclusive outcomes in climate finance and capacity-building initiatives.*

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

- *Describe Costa Rica's systems to track and report support needed and received, addressing existing challenges for improved compliance with Article 9.*
- *Define clear methodologies for financial and activity classification to ensure consistent reporting and alignment with MPG guidelines.*
- *Outline financial needs linked to Costa Rica's NDC, specifying priority sectors and projects to attract international funding.*
- *Provide structured reports on financial support received, including its sources, use, and outcomes to ensure transparency.*
- *Identify key technology needs for mitigation and adaptation, detailing plans and expected outcomes.*
- *Document case studies of technology transfers, highlighting successes, lessons learned, and contributions to capacity building.*
- *Focus on areas requiring training and institutional strengthening to enhance transparency and climate action.*
- *Report on capacity-building efforts received, their impact, and how they improved Costa Rica's climate change strategies.*
- *Request and document support for transparency activities, focusing on report preparation and addressing expert feedback.*
- *Ensure accurate reporting mechanisms to prevent double counting and improve accountability across all support categories.*
- *Conduct a review of previous BTRs and NCs to address areas needing improvement, such as data consistency and integration of sector-specific analysis.*
- *Enhance efforts to collect and analyze gender-specific data to better assess policy impacts on different population groups.*
- *Strengthen collaboration across agencies to ensure gender and social inclusion are effectively integrated into climate strategies.*
- *Offer training to stakeholders on incorporating gender perspectives into climate reporting and decision-making processes.*
- *Engage women's groups and vulnerable populations to include their perspectives and priorities in climate action reporting.*
- *Collaborate internationally to incorporate successful approaches for enhancing gender inclusion and transparency in reporting.*

Activities related with information on research, systemic observation, education, training, public awareness and gender provided:

- *Strengthen knowledge and observation: Conduct a comprehensive review of recent climate-related research and improve systemic observation systems with advanced technologies to enhance data accuracy and align findings with national priorities for inclusion in the Fifth National Communication.*

- *Enhance education and awareness: Develop educational resources and implement public awareness campaigns to promote understanding of climate science, mitigation, and adaptation measures, engaging youth and marginalized communities through culturally relevant content.*
- *Integrate gender perspectives and stakeholder engagement: Incorporate gender considerations through targeted workshops and data analysis, ensuring gender-responsive strategies in climate planning, and host inclusive forums to validate findings with government, academia, and civil society.*
- *Expand capacity-building and partnerships: Provide training programs for stakeholders, report on capacity-building initiatives, and collaborate with regional and international organizations to adopt innovative practices and strengthen Costa Rica's climate resilience.*

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

COMPONENT 2: DEVELOPMENT OF COSTA RICA'S THIRD BIENNIAL TRANSPARENCY REPORT (BTR3)

2.1. Costa Rica's BTR3 developed as standalone report

2.1.1 National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2026, 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 project output, the following activities will be undertaken:

- *Costa Rica will continue basing its inventory on the 2006 IPCC Guidelines and the 2019 Refinement, ensuring adherence to internationally recognized principles for estimating GHG emissions and removals, with minor updates for enhanced accuracy.*
- *The national framework will remain in place, assigning clear roles to the Ministry of Environment and other stakeholders, while incorporating feedback to strengthen institutional coordination for consistent inventory preparation.*
- *Processes for data collection, emission factor development, and reporting will be transparently maintained, with improvements in archiving related data and QA/QC information based on previous review insights.*
- *Key categories contributing significantly to national emissions and removals will be reassessed, ensuring the focus remains on those representing at least 85% of total emissions.*
- *Consistent methodologies and data usage will be reinforced across reported years, while interpolation and extrapolation techniques will continue addressing any data gaps effectively.*
- *Any changes in methodologies or assumptions will be thoroughly documented and justified, ensuring clarity and transparency in recalculations for the inventory.*
- *Quantitative and qualitative uncertainty analyses will again focus on emissions and removals for key categories, with minor refinements to enhance inventory reliability.*
- *Identified gaps in data or methodologies will be addressed through an updated plan for future reporting improvements, ensuring continuous enhancement of inventory quality.*
- *The QA/QC plan for quality assurance and control measures will be reviewed and updated in alignment with IPCC guidelines, reinforcing the reliability and accuracy of the inventory.*
- *Approved Global Warming Potentials (GWPs) will continue being used for consistent CO2 equivalent calculations, incorporating updates as necessary for alignment with international standards.*

- *Annual data will be reported from 1990 or another agreed reference year, ensuring the last reported year remains no more than two years prior to submission, in line with MPG requirements.*

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 2026 provided, including estimates of emissions avoided.

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

- *Costa Rica will formalize and strengthen institutional frameworks to align with Article 4 of the Paris Agreement, maintaining a focus on designating lead agencies for NDC implementation, improving interagency coordination, and ensuring clear roles for monitoring, reporting, and archiving, while integrating feedback from the previous reporting cycle.*
- *Provide a refined description of NDCs to reinforce clarity in targets, baseline years, and implementation timeframes, with slight adjustments to enhance methodologies for tracking progress using quantitative and qualitative indicators consistent with Articles 4 and 6.*
- *The country will continue implementing advanced tools and methodologies to monitor the implementation and achievement of NDC targets, with minor updates to incorporate feedback for improving progress tracking indicators and reporting mechanisms.*
- *Enhance data transparency by maintaining standardized reporting formats for structured summaries of NDC progress, ensuring consistency in reporting GHG emissions and removals by sector, contributions from the LULUCF sector, and internationally transferred mitigation outcomes, if applicable.*
- *Efforts will remain focused on designing and implementing policies and measures with the greatest potential to reduce GHG emissions, incorporating lessons learned from earlier initiatives.*
- *Continue improving projection methodologies by updating scenarios ("with measures," "with additional measures," and "without measures") with minor refinements to sensitivity analysis and assumptions, ensuring consistency with previous methodologies.*
- *Costa Rica will sustain engagement with civil society, academia, and the private sector, with an emphasis on maintaining inclusivity in NDC implementation and reporting through workshops, training, and updated guidance on methodologies and data requirements.*

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 2026 provided and Adaptation Communication as component of the BTR3 prepared.

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

- *Costa Rica will continue assessing its national circumstances, including adaptive capacities, while reinforcing institutional arrangements and legal frameworks to further support climate adaptation planning and implementation, integrating recent developments. These efforts will include preparing and presenting the adaptation communication as part of the national transparency framework.*
- *Ongoing analysis of current and future climate risks will remain a priority, with a continued focus on key sectors such as water, agriculture, and health, addressing data gaps and uncertainties through improved methodologies.*
- *Adaptation priorities will be updated to reflect evolving national needs, with solutions designed to address barriers such as technical and financial constraints, leveraging recent support mechanisms.*

- *Costa Rica will advance the implementation of national and subnational adaptation plans, ensuring the integration of local knowledge and promoting nature-based solutions, with strengthened stakeholder engagement.*
- *Domestic systems will be refined to enhance the tracking of adaptation actions, assessing their effectiveness and documenting lessons learned to inform and improve future strategies.*
- *Data collection efforts and institutional arrangements will be bolstered to better address climate-related loss and damage, focusing on the most vulnerable communities and ensuring equitable support.*
- *Knowledge-sharing initiatives will be expanded, partnerships strengthened, and innovative practices adopted to enhance resilience, fostering greater regional and international collaboration in climate adaptation efforts.*

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 2026 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 and 6/CP.25

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

- *Clear methodologies for financial and activity classification will remain defined, ensuring consistent reporting and alignment with MPG guidelines.*
- *Financial needs linked to Costa Rica's NDC will be outlined, specifying updated priority sectors and projects to attract international funding.*
- *Structured reports on financial support received will be provided, maintaining transparency on sources, uses, and outcomes.*
- *Key technology needs for mitigation and adaptation will be identified, with plans and expected outcomes clearly detailed.*
- *Case studies of technology transfers will be documented, emphasizing recent successes, lessons learned, and capacity-building contributions.*
- *Areas requiring training and institutional strengthening will remain a focus to enhance transparency and climate action.*
- *Capacity-building efforts received will be reported, highlighting their impact on improving Costa Rica's climate change strategies.*
- *Support for transparency activities will be requested and documented, focusing on report preparation and addressing expert feedback.*
- *Accurate reporting mechanisms will be ensured to prevent double counting and improve accountability across all support categories.*
- *Review and improve reporting: Continue analyzing previous BTRs and NCs to address data consistency and integrate sector-specific analysis in the next BTR.*
- *Enhance gender data collection: Maintain efforts to gather and analyze gender-disaggregated data to assess policy impacts on diverse groups.*
- *Strengthen interagency collaboration: Focus on aligning efforts across institutions to integrate gender and social inclusion into climate strategies.*
- *Provide gender-focused training: Continue offering workshops for stakeholders on including gender perspectives in climate reporting.*
- *Engage vulnerable groups: Sustain dialogues with women's groups and vulnerable populations to reflect their priorities in climate action plans.*
- *Adopt best practices: Collaborate internationally to refine gender inclusion and enhance transparency in the upcoming BTR.*

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 BTR3 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028

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[4] and the GEF policy on public involvement[5].

Resources required to achieve the expected result: The project arises from the implementing partner's desire to achieve maximum results by utilizing resources available from ongoing or planned initiatives, or by mobilizing additional resources. The aim is to adopt a coherent and integrated management approach that enhances cost-effectiveness. It will also involve leveraging activities and partnerships with projects supported by other technical and financial partners, with the goal of achieving greater complementarity and synergy of actions, all aligned toward the same objectives.

To achieve the expected results in the implementation of transparency reports and the Fifth National Communication, including the preparation of greenhouse gas inventories and the reporting of mitigation and adaptation actions to address climate change in Costa Rica, integrated and efficient resource management is essential. According to the National Decarbonization Plan 2018–2050 and the National Energy Plan 2015–2030, which serve as the main policy instruments for emissions reduction, several critical resources are required. These include specialized technical personnel in areas such as environmental management, climate change, green economy, and sustainable development. Such expertise is vital for the design, implementation, and monitoring of proposed actions. Moreover, continuous training programs are necessary to ensure that personnel remain updated on emerging methodologies and technologies related to climate change.

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

Financial resources play a pivotal role, with government funds allocated to climate change initiatives, including investments in green infrastructure and renewable energy projects. Additionally, international financing mechanisms, such as the Green Climate Fund and the World Bank's Carbon Fund, are crucial for supporting mitigation and adaptation projects. Strategic partnerships enhance the effectiveness of these efforts, involving collaboration with international organizations such as the United Nations Development Programme (UNDP), leveraging their expertise and resources. Engaging the private sector through corporate social responsibility initiatives and sustainability projects further contributes to achieving climate goals. Non-governmental organizations (NGOs) bring technical knowledge and experience in implementing community-level projects, further enriching these efforts.

Promoting climate action to strengthen these pillars is fundamental. Costa Rica's Payment for Environmental Services (PES) programs exemplify the benefits that a country can achieve through detailed reporting. These programs provide a critical financial input, ensuring that landowners receive incentives to conserve forests, enhance carbon reserves through reforestation, and adopt sustainable agroforestry systems—key actions for climate change mitigation and adaptation. The implementation of PES programs also requires specialized human resources to design, supervise, and evaluate these actions, thereby strengthening institutional capacities, which are prerequisites for long-term sustainability. Costa Rica must continue mobilizing financial resources to secure technical support from strategic partners and reinforce the complementarity and synergy needed to maximize the impact of these actions, consolidating the effectiveness of measures reported in the BTR under the results framework of the theory of change.

Finally, the adoption of advanced technologies for monitoring, reporting, and verification (MRV) of greenhouse gas emissions is essential, including integrated digital systems such as SINAMECC. These systems enable real-time data collection, processing, and analysis, improving the precision and transparency of reported information. The implementation of these technologies requires additional resources for acquisition, installation, and maintenance, as well as for training technicians responsible for operating and optimizing them. These technological tools, combined with support from international financing platforms and technical cooperation, enable Costa Rica to meet its climate objectives efficiently and on a scalable basis, maximizing the impact of climate actions and strengthening compliance with its commitments under the Paris Agreement.

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 programs undertaken at national and local levels.

Table x. Complementary Projects

Project Name	Timeframe	Baseline Information	Linkages with BTR2/NC5 – BTR3
ICAT Initiative	First phase: until 2020; Second phase: 2020-2021	Support to Costa Rica's National Climate Change Metric System (SINAMECC) to strengthen MRV (Monitoring, Reporting, and Verification) at the national level, particularly in the transport sector.	Strengthens SINAMECC's capacity to comply with the Enhanced Transparency Framework of the Paris Agreement.
CBIT Costa Rica Project	2018 - 2023	Development of national capacities to meet the reporting requirements of the Enhanced Transparency Framework of the Paris Agreement.	Improves the quality of transparency instruments and builds capacity for using MRV in policy design.

Climate Promise	2019 - Present	UNDP initiative supporting Costa Rica in implementing its NDCs and transitioning to a low-carbon economy.	Supports the implementation of NDCs and the enhancement of MRV systems.
Biofin Costa Rica	2012 - Present	Mobilization of financial resources for biodiversity and conservation, focusing on the inclusion of women and Indigenous communities. Financial mobilization includes PSA and green bonds.	Contributes to financing mitigation and adaptation actions for climate change.
NDC Partnership	2016 - Present	Support in designing and improving policies, strategies, and plans related to NDCs, as well as mobilizing financial resources.	Facilitates NDC implementation and provides assistance in monitoring and reporting in BTRs and NCs.
REDD+ Projects and Payment for Results	2015 - Present	Implementation of REDD+ projects and payment for results schemes to conserve forests and reduce emissions.	Supports emission reductions and forest conservation, contributing to BTR and NC reporting.
TEVU Costa Rica Project	2020 - Present	Transition to a green urban economy through the decarbonization of the Greater Metropolitan Area and the creation of green jobs.	Contributes to climate change mitigation and improved urban quality of life.
Plan – A: Resilient Territories to Climate Change	2020 - Present	Reducing vulnerability and building resilience to climate change by integrating adaptation actions into regional and municipal planning.	Strengthens adaptation and resilience capacity at the subnational level, contributing to BTR and NC reporting.
Carbon Neutrality Program (PPCN)	Launched in 2012; updated in 2021	Encourages voluntary emission reductions in public and private sectors; updated to align with the NDC and Decarbonization Plan.	Contributes to emission reduction goals reported in BTRs and NCs.

Co-financing source	**Co-financing type**	**Co-financing amount**	**Included in project results?**	**If yes, list the relevant outputs**
(e.g. government, or NGO)	*(e.g. In kind) as per GEF CEO endorsement template*	*0.00*		
...	...	0.00		

Risks and Assumptions: The execution of the BTR2/NC5 and BTR3 project in Costa Rica, which focus on enhancing national climate transparency and reporting systems, encounters specific risks that could affect the attainment of its strategic goals. Key risks identified include potential political changes that may weaken commitments under the Paris Agreement and the implementation of Costa Rica's NDCs, as well as challenges in obtaining timely and accurate information from sectoral and non-governmental organizations required for transparency reporting. These risks are comprehensively outlined in the project's Risk Register, which is included as Annex 7 in the supporting documentation.

The projects operate under key assumptions: sustained commitment from the Costa Rican government to climate transparency objectives, availability of trained personnel and adequate financial resources throughout the project lifecycle, effective collaboration among institutions and local communities, and a politically and economically stable environment conducive to uninterrupted implementation.

To address these risks, tailored mitigation strategies have been developed. Based on the analysis, the identified risks are classified as moderate to low in terms of both likelihood and impact, as they can be effectively neutralized or managed. This is supported by the robust institutional and policy frameworks in Costa Rica, including the National Policy on Climate Change Adaptation and the National Adaptation Plan 2022-2026. Furthermore, initiatives such as the National Decarbonization Plan strengthen climate action across various sectors. High-level access to governmental institutions also facilitates the resolution of delays or omissions in providing critical data for the reports. Institutional risks related to delays in information collection will be mitigated through continuous capacity-building programs for technical staff and the establishment of clear and efficient coordination mechanisms among stakeholders. These measures, combined with Costa Rica's comprehensive policy framework, provide a strong foundation for the successful implementation of the BTR2/NC5 and BTR3 project.

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), mass-media, research institutions, private sector, and international organizations, with particular emphasis on related sectors.

This project proposal was developed in consultation with relevant experts, government staff, policymakers and NGOs who participated in the previous NC/BUR/BTR exercises. Their views and needs were integrated into the design of this new enabling activity project. The Stakeholder engagement plan is included in Annex 8.

South-South and Triangular Cooperation (SSC/TrC): South-South and Triangular Cooperation (SSC/TrC): In order to bring the voice of Costa Rica to global and regional fora, the project will explore opportunities for meaningful participation in specific events where UNDP could support engagement with the global development discourse on climate action and biodiversity conservation. Costa Rica has been actively involved in various initiatives to promote sustainable development and environmental protection. For instance, the country has collaborated with the Food and Agriculture Organization (FAO) to enhance agricultural development through South-South and Triangular Cooperation, focusing on food security, nutrition, and sustainable management of natural resources.

The project will provide regional cooperation opportunities with countries implementing initiatives on climate action and biodiversity conservation in geopolitical, social, and environmental contexts relevant to the proposed project in Costa Rica. Costa Rica has also engaged in partnerships with countries like the Dominican Republic, El Salvador, and Panama to share knowledge and best practices in environmental sustainability and climate resilience. Additionally, Costa Rica's involvement in the REDD+ program has facilitated the exchange of experiences and strategies for reducing emissions from deforestation and forest degradation.

By participating in these cooperative efforts, Costa Rica aims to strengthen its role as a leader in environmental sustainability and climate action, leveraging its rich biodiversity and commitment to conservation to influence global and regional policies. The country's proactive approach in these areas is further supported by its National Decarbonization Plan 2018-2050, which outlines ambitious goals for reducing greenhouse gas emissions and promoting renewable energy.

Gender equality and Women's Empowerment:

As has been reported and updated since Costa Rica's previous reports to the UNFCCC, responsive gender considerations have taken on great relevance in the country, thanks to political and social will, as well as the support of international organizations. However, the consequences of the climate crisis continue to have a greater differentiated impact on women, especially those in conditions of greater vulnerability, who face this reality with a disproportionate burden of domestic work, higher rates of poverty, less access to employment, less access to health care, and higher rates of gender-based violence. Despite progress in legislation and public policies, significant gender gaps persist, particularly in labor force participation and access to economic opportunities. The participation rate of women in Costa Rica is 50.1% compared to 72.9% for men, while women earn a gross national income per capita of $16,568 compared to $23,376 for men.

Violence against women is a critical issue in Costa Rica. Approximately 136 women request protection measures daily, translating to 62,000 cases annually, with femicides remaining alarmingly high. In 2023 alone, there were 25 femicides, and by August 2024, 40 violent deaths of women had been documented. Gender-based violence exacerbates women's vulnerability in the face of crises, including the climate crisis.

And although this reality is evident, the vast majority of the Costa Rican population considers that climate change affects men and women equally. Despite these huge gaps, women are great agents of change for climate action. Unfortunately, however, women in Costa Rica are still not an effective part of the solutions needed to address the climate crisis. Although Costa Rica has made important advances in the inclusion of a gender perspective in climate policies, there are still significant gender gaps because the main sectors related to climate change continue to be male-dominated.

The differentiated impact of the climate crisis in key sectors exacerbates existing gender gaps. In agriculture, women represent only 15.6% of agricultural producers and control only 4.4% of the total cultivated land. In forestry, only 15.1% of Payment for Environmental Services (PSA) contracts have been signed with women, despite their greater role in conservation activities. In transport, women hold only 10 out of 8,000 bus driver positions, and 28.6% report feeling unsafe in public transportation. In infrastructure, 46.3% of households in poverty are headed by women, and access to housing loans disproportionately favors men. In tourism, 41% of employees are women, but they face higher rates of informality and greater impacts during crises. In energy, there is a critical lack of gender-disaggregated data, hindering efforts to address gender inequalities in this sector.

There are also critical gaps in access to data and analysis of how the climate crisis affects women in all their diversity. The solutions proposed to address this crisis do not sufficiently address their differentiated needs. Making the differentiated impact of climate change visible from a gender perspective is essential to formulate gender-responsive mitigation and adaptation actions.

All previous NC/BURs have not conducted a comprehensive gender analysis as part of their core activities. All of the gender elements included in these reports have been drawn from secondary sources. One example being the sixth State of Education Report (PEN 2017c), which reveals gender disparities in enrollment and qualifications. Barriers persist for men and women to participate in areas with a traditional predominance of people of the opposite sex. Recently Costa Rica launched the National Policy for the Effective Equality between Women and Men (PIEG 2018-2020) promoting a transformative gender approach. This Policy includes in Annex 3 a specific result on climate change: More women strengthen their skills and abilities for mitigation and adaptation in cases of emergency or in the presence of disasters derived from natural phenomena and climate change. This represents an important public policy advancement. However, challenges remain: improving gender and climate change capabilities among decision-makers, enhancing inter-institutional coordination, analyzing report results from a gender perspective, and tracking progress in mitigation and adaptation actions with differentiated data.

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. In addition, the BTR2/NC5 and

BTR3 will incorporate an intersectional gender analysis to better understand how socioeconomic differences between men and women affect their ability to mitigate and adapt to climate change.

The inclusion of an intersectional gender perspective in the evaluation of climate efforts is essential. Costa Rica's First Biennial Transparency Report already provided significant recommendations for updating the NDC 2025. The BTR2/NC5 and BTR3 will continue analyzing compliance with gender commitments in adaptation and mitigation, identifying existing gaps and challenges, and assessing the impact of financial, technological, and capacity-building support on promoting gender equality and women's empowerment.

In addition, Costa Rica has approximately 104,443 indigenous people present in 8 indigenous groups recognized by the Costa Rican state. Each of these indigenous peoples have their own language, cultural systems and other characteristics that make this country a multicultural and multiethnic place. Within the framework of this The BTR2/NC5 and BTR3 project, the following points would be considered: formulation of the actions understanding the contextual difference of the indigenous peoples, their history and the cultural relevance when approaching and generating joint actions, breaking with a colonialist perspective and starting a collective construction that starts from this present interculturality; paying attention to the reality of gender in indigenous territories, the diverse ways in which indigenous women as transmitters of ancestral knowledge contribute to the cultural, economic and social dynamization of the peoples; highlighting the importance of emphasizing the indigenous peoples rights based on the legal instruments assumed by the country and involving indigenous peoples in issues related to the environment. This project will apply the "GENDER RESPONSIVE NATIONAL COMMUNICATIONS TOOLKIT[1]" developed by the Global Support Program (GSP) through UNDP and in collaboration with UNEP and GEF and its updated version upon its availability. In line with the GEF SEC's policy on gender equality[2] and Guidance to advance gender equality in GEF projects and programs[3], project will finalize Gender analysis and Gender action plan[4] during its inception phase[5].

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

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

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

[1] https://www.un-gsp.org/sites/default/files/documentos/undp_gender_responsive_national_communications_toolkit_0.pdf
[2] http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf
[3] http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf
[4] Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing: https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default
[5] The GEF Enabling Activities and policy/strategy work 33. Enabling Activity projects provide financing for the preparation of a plan, strategy, or national program to fulfill the commitments under the Conventions that the GEF serves, including national communication or reports to the Conventions. Similarly, many GEF-financed medium- and full-size projects include activities that focus on developing and preparing national policies or strategies and, as such, do not work directly with beneficiaries on the ground. These plans and strategies provide an essential opportunity to recognize, build capacity, and to develop actions to advance GEWE. Some possible actions to include in these national documents include the following:

- request that gender experts review draft plans and strategies;

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

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 other networks that may benefit the project. Costa Rica has a framework for sharing climate-related information, including platforms like the Sistema Nacional de Métrica para el Cambio Climático (SINAMECC) (SINAMECC- The National Climate Change Metric System)., the website of OET, and the website of the National Meteorological Institute. The project will identify, analyze, and share lessons learned that might benefit 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.

Some of the knowledge products and results are:

- Comprehensive documents detailing methodologies, data analyses, and findings related to greenhouse gas (GHG) inventories and mitigation/adaptation actions. These documents will be made publicly accessible through the Ministry of Environment and Energy's (MINAE) official website and SINAMECC.
- The project authorities will take advantage of events, workshops, and spaces related to the environment, adaptation, vulnerability, loss and damage, risk, and climate finance, among others, to share project findings, methodologies, and best practices identified with national and regional stakeholders. For example, Costa Rica collaborates with regional initiatives like the Central American Integration System (SICA) periodically.
- Collaboration with regional initiatives such as the Pacific Alliance and the regional collaboration initiatives (CBIT GSP) to share lessons learned and best practices. Costa Rica has been active in these forums, promoting regional cooperation on climate action and sustainability.
- Participation and presentation of project outcomes at international conferences and workshops, contributing to the global discourse on climate transparency and action. Costa Rica has a strong presence in international climate forums, including the Conference of the Parties (COP) and other UNFCCC events.

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 competent lead institution 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[6]: Costa Rica combined BTR2/NC5 and combined BTR3 preparation process will enhance the national reporting capacity by utilizing the experience of NCs/BURs/BTR occurred in the past and, above all, by the use of digital technologies and solutions. The project will closely interact with the Capacity Building Initiative for Transparency (CBIT) project which will establish the foundation, framework and tools for Costa Rica to improve its transparency processes as well as the capacity of key actors to put the Enhanced Transparency Framework into action. In this context, it is worth mentioning that all Parties are required ('shall') to report information in the BTR report on:

ii. National inventory report of GHG which consists of a national inventory document (NID) and common reporting tables (CRT)

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

jj. 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.

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 the previous experience.

The project design embeds multiple elements of proven good practices and approaches related to climate change, ensuring the achievement of results in 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 a Project manager, will be located at premises of the OET.

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 MINAE 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 support of Regional and HQ technical advisors will provide oversight and support to 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 audit and other assurance activities, including 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 or Regional Programme Results and Resource Framework: 4.2.8. Nationally Determined Contributions: Strengthen the implementation of the Just Transition Strategic Plan for Costa Rica, based on the NDCs.							
Applicable Output(s) from the UNDP Strategic Plan: CPD Product 1.1: Public institutions have strengthened their capacities to design, implement, and evaluate public policies to achieve the 2030 goals based on evidence generation, digitalization, information analysis, and participatory approaches.							
Project title and Quantum Project Number: Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change							
Objective and Outcome Indicators[7] (no more than a total of 20 indicators)		**Data Source**	**Baseline[8]**	**Mid-term Target[9]**	**End of Project Target**	**Data Collection Methods[10]**	**Risks/Assumptions**
Project Objective:	The project will enable Costa Rica to prepare and submit its Second Biennial Transparency Report and 5th National Communication Report (BTR2/NC5) as a combined report and Third Biennial Transparency report as standalone 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)[11]	*Inception Report* *End-of- project Report*	*0*	*50 (at least 50% women)*	*100 (at least 50% women)*	*Inception Workshops Participants;* *Training/Events participants;*	*Risks:* *No major risks have been identified.* *Assumptions:*

[7] *UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.*

[8] *Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and needs to be quantified. The baseline can be zero when appropriate given the project has not started. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.*

[9] *Target is the change in the baseline value that will be achieved by the mid-term review and then again by the terminal evaluation.*

[10] *Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification.*

[11]. *This indicator captures the number of individual people who receive targeted support or assistance from a given GEF-financed project or program and/or who use the specific resources that the project maintains or enhances. Direct beneficiaries are all individuals receiving either: (a) Targeted support. This includes individuals whom can be identified as receiving direct support or assistance, can be counted individually and are aware they are receiving support in some sort and/or use the specific resources. This implies a high degree of attribution to the project; or (b) High intensity of support. This means receiving a high level of support/effort provided per person, assessed on a continuum with broad levels from Low to Medium and High, where only high intensity of support qualifies as direct beneficiary as per Table 1 (page 26) of the GEF's Guidelines on the Implementation of the GEF-8 Results Measurement Framework*

						Final Workshop Participants.	*It is expected to obtain quality disaggregated data to ensure its acceptance and usefulness for decision-making in related projects.* *It is expected to obtain quality disaggregated data to ensure its acceptance and usefulness for decision-making in related projects.*
	Indicator 2: BTR2/NC5 and BTR3 submitted to the UNFCCC	*Previous NC, BUR, NIR submitted to the UNFCCC* *Source: UNFCCC website*	*Previous NC, BUR, NIR submitted to the UNFCCC* *Costa Rica's NDC* *Source: UNFCCC website*	*BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026*	*BTR3 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028*	*2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories* *MPGs* *(Agreement (Decision 18/CMA.1) and Decision 5/CMA.3)*	*Risks:* *Delays in data collection may hinder timely submission of BTR2/NC5 and BTR3* *Assumptions:* *Stable institutional support and reliable stakeholder collaboration ensure timely and accurate reporting.*
Project component 1	*Development of Costa Rica's* **combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR)**						
Project Outcome[12] 1 *Costa Rica's BTR2/NC5 developed as combined report.*	*Indicator 3: National Inventory Report (NIR) covering period 1990-2024 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1*	*Previous NC, BUR, NIR submitted to the UNFCCC* *Source: UNFCCC website and MINAE website*	*Previous NIR, GHGI reported as part of NC4 and/or BUR3*	*A revised NIR, as part of the Costa Rica's BTR2, submitted to the UNFCCC by December 2026.*	*An updated NIR as part of the BTR2 and as a separate report submitted to the UNFCCC by December 2028.*	*2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National*	*Risks:* *Limited resources, technical gaps, or inconsistent data could delay the NIR's preparation and compliance with IPCC guidelines.*

[12]*Outcomes are medium term results that the project makes a contribution towards, and that are designed to help achieve the longer-term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.*

						Greenhouse Gas Inventories	*Assumptions:* *Necessary resources and collaboration will be available for completion.*
	Indicator 4: Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements, and Information on financial, technology development and transfer and capacity-building support needed and received up to 2026 provided, and 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 and 6/CP.25.	*Previous NC, BUR submitted to the UNFCCC* *Costa Rica's NDC* *Decision 5/CMA.3* *Source: UNFCCC website and MINAE website* *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*	*An analysis of the information on the status of NDC implementation, climate change impacts and adaptation and support needed and received is compiled as part of the BTR1 presented to the UNFCCC, in line with MPG requirements and 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, and areas of improvement, information on research, systemic observation, education, training, public awareness and gender provided, submitted to the UNFCCC by December 2028*	*Methodologies developed by all sectors to measure and report progress on NDCs, both for mitigation and adaptation actions, climate change adaptation, and the support received and required.*	*Risks:* *Delays in aligning data collection with MPGs and Decision 5/CMA.3 formats due to technical gaps or inconsistent data.* *Assumptions:* *Stakeholders will cooperate, and resources will be sufficient to meet reporting standards (MPG's).*
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 2024, 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 2024 provided, including estimates of emissions avoided.* *1.1.3. Information related to climate change impacts and adaptation up to 2024 provided.*						

	1.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2026 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 and 6/CP.25. *1.1.5. BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026*						
Project component 2	**Third Biennial Transparency Report (3BTR) as standalone report**						
Outcome 2 *Costa Rica's BTR3 developed as standalone report.*	*Indicator 5: National Inventory Report (NIR) covering period 2000-2026 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1*	*Previous NC, BUR, BTR1, BTR 2 and NIRs submitted to the UNFCCC* *Decision 5/CMA.3* *Source: UNFCCC website and MINAE website*	*Previous NIR, GHGI reported as part of BTR1*	*NIR, GHGI reported as part of BTR2/NC5*	*An updated NIR as part of the BTR3 and as a separate report submitted to the UNFCCC by December 2028*	*2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories*	*Risks:* *Limited resources, technical gaps, or inconsistent data could delay the NIR's preparation and compliance with IPCC guidelines.* *Assumptions:* *Necessary resources and collaboration will be available for completion.*
	Indicator 6: Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements, and Information on financial, technology development and transfer and capacity-building support needed and received up to 2024 provided, and areas of improvement and other relevant information, including gender inclusion described.	*Previous NC, BUR submitted to the UNFCCC* *Costa Rica'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 2024 as part of the BTR3 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 2026 as part of the BTR3 in line with MPG requirements and by using the common reporting tables and tabular formats of Decision 5/CMA.3*	*Methodologies developed by all sectors to measure and report progress on NDCs, both for mitigation and adaptation actions, climate change adaptation, and the support received and required.*	*Risks:* *Delays in aligning data collection with MPGs and Decision 5/CMA.3 formats due to technical gaps or inconsistent data.* *Assumptions:* *Stakeholders will cooperate, and resources will be sufficient to meet reporting standards (MPG's).*
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 2026 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 2026 provided.*						

	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. *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.* *2.1.5. BTR3 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028*						
Project component 3	**Monitoring & Evaluation**						
Outcome 3	*Indicator 7:* # of monitoring report compiled	*Reports from project inception workshops, annual status surveys, and end-of-project evaluations.*	*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 will be compiled using standardized templates.* *The methodology will align with UNFCCC reporting guidelines and GEF-approved monitoring and evaluation frameworks.*	*<u>Risks:</u>* *Delays in data submission and coordination issues may affect report compilation.* *<u>Assumptions:</u>* *Active stakeholder participation and adequate resources will ensure timely and accurate reporting.*
Outputs to achieve Outcome 3	*3.1.1 Monitoring and evaluation products delivered in line with the M&E plan, including the inception workshops organized, the inception report compiled, the project annual financial, progress reports and annual status surveys, and the end of project report including lessons learned compiled.*						

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[13]. The M&E plan and budget included below will guide the GEF-specific M&E activities to be undertaken by this project. The project M&E team will adopt a human rights-based approach and ensure that gender equality and women's empowerment concerns are prioritized throughout the project cycle management.

An inclusive approach will be reflected in recruitment policies, implementation of project activities, affirmative actions will be taken to promote gender balance within all committees, meetings, trainings and equal opportunities between men and women will be respected throughout recruitment and selection processes.

Gender balance will be considered in project management structures and capacity building actions (training and workshops). Budget permitting, measures can be put in place to facilitate women's participation in important, priority events, such as childcare assistance.

With the support of UNDP Costa Rica, committed to gender equality, and government personnel who have been trained and now possess greater experience, the development of the gender action plan included in Costa Rica's first BTR was achieved. This will enable detailed follow-up and effective reporting on gender-related outcomes.

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.

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

(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.

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 Costa Rica to prepare and submit its Second Biennial Transparency and 5th National Communication Report (BTR2/NC5) as combined report and Third Biennial Transparency Report (BTR3) as standalone 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	***Indicator 1*** # direct project beneficiaries disaggregated by gender (individual people)	Mid-term Target: 50 End of Project Target: 100	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 *BTR2/NC5 and BTR3 submitted to the UNFCCC*	Mid-term Target: *BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026* End of Project Target: *BTR3 compiled, adopted in a*	This indicator assesses whether *BTR2/NC5 and BTR3* 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* o Annual Status Survey

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
	(Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3		*transparent and participatory process and submitted to UNFCCC by December 2028*				
	Project Outcome 1 Costa Rica's Second Biennial Transparency and 5th National Communication Report (BTR2/NC5) as combined report	***Indicator 3*** National Inventory Report (NIR) covering period 1990-2024 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1	An updated NIR as part of the BTR2 and as a separate report submitted to the UNFCCC by December 2026	NIR 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 ✓ BTR2/NC5 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	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	This indicator will monitor progress in reporting on NDC implementation and other requisite BTR components as described under the Paris Agreement, areas of improvement, information on research, systemic	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**
		MPG requirements, and areas of improvement report, i*nformation on research, systemic observation, education, training, public awareness and gender provided*	line with MPG requirements and by using the common reporting tables and tabular formats of Decision 5/CMA.3	observation, education, training, public awareness and gender provided			
	Project Outcome 2 Costa Rica's Third Biennial Transparency Report (BTR3) as standalone report	***Indicator 5*** National Inventory Report (NIR) covering period 1990-2026 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1	An updated NIR as part of the BTR3 as separate report submitted to the UNFCCC by December 2028	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* 1. Annual Status Survey
		Indicator 6 Progress in reporting on NDC	*Information on the status of NDC implementation,*	This indicator will monitor progress in reporting on NDC implementation	Monitored annually through Status Surveys and in accordance with	PMU (Project Manager)	✓ UNFCCC BTR submission registry:

Monitoring Activity							
	Results Monitoring	**Indicators**	**Targets**	**Description of indicators and targets**	**Frequency**	**Responsible for data collection**	**Means of verification**
		implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements, and areas of improvement report.	*climate change impacts and adaptation and support needed and received is compiled up to 2026 as part of the BTR3 in line with MPG requirements and by using the common reporting tables and tabular formats of Decision 5/CMA.3*	and other requisites BTR components as described under the Paris Agreement.	the report submission timelines as indicated by the UNFCCC		*https://unfccc.int/first-biennial-transparency-reports* 2. Annual Status Survey
	Project Outcome 3 Monitoring & Evaluation	***Indicator 7*** *# of monitoring report 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.*	*Confirmation of the availability of the envisaged reports. Interview with the Project Manager.*	*Annually*	*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	

Monitoring Activity			
	Frequency/Timeframe	**Expected Action**	**Partners (if joint)**
Track results progress (see above table for details)	Annually and at mid-point and closure	Slower than expected progress will be addressed by project management.	
Monitor and Manage Risk	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	
Monitor the implementation of Gender Action Plan, Knowledge Management (KM) Plan, Communication Plan and SESP	Ongoing	Actions contained in Gender Action Plan, KM and Communication plans and SESP are monitored. GAP and SES are monitored to ensure full participation of women and compliance with environmental and social safeguards.	
Supervision Missions	Annually		
Learning and Learning Missions	As needed	Relevant lessons are captured by the project team and used to inform management decisions.	
Annual Project Quality Assurance	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	
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.	
Annual Status Survey for NC - BTR projects	Annually between June-September	Mandatory contribution by Project Team and CO	
Project Review (Project Board)	Biannually	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	

Monitoring and Evaluation Budget for project execution:	
GEF M&E requirements to be undertaken by Project Management Unit (PMU)	**Indicative costs (US$)**
Inception Workshop and Report	10,000
M&E required to report on progress made in reaching GEF core indicators and project results included in the project results framework	None
Preparation of the annual GEF Project Implementation Report (PIR)	Not applicable
Monitoring of Gender Action Plan, Knowledge Management (KM) Plan, Communication Plan and SESP	None
Supervision missions	None
Learning missions	None
Independent Mid-term Review (MTR):	Not applicable
Independent Terminal Evaluation (TE):	Not applicable
TOTAL indicative COST	10,000

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 Organization for Tropical Studies.

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:

a) 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.
b) Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
c) Procurement of goods and services, including human resources.
d) Financial management, including overseeing financial expenditures against project budgets.
e) Approving and signing the multiyear workplan.
f) Approving and signing the combined delivery report at the end of the year; and,
g) Signing the financial report or the funding authorization and certificate of expenditures.

Responsible Parties: *Not required for this project.*

Project stakeholders and target groups:
To address stakeholder engagement at the national level and considering the diversity of interests and institutions involved, it is recommended that stakeholder and beneficiary representation be selected from the Technical Interministerial Climate Change Committee (CTICC) of Costa Rica. The implementing partner (IP) will grant its members the opportunity to attend the project's Steering Committee.

To ensure adequate gender and cross-cultural representation, one woman could be selected from the various institutions represented; alternatively, representation could be rotating or temporary. The elected representative's mission will be to keep the institutions involved in the CTICC informed and updated on the progress of the project reports and activities.

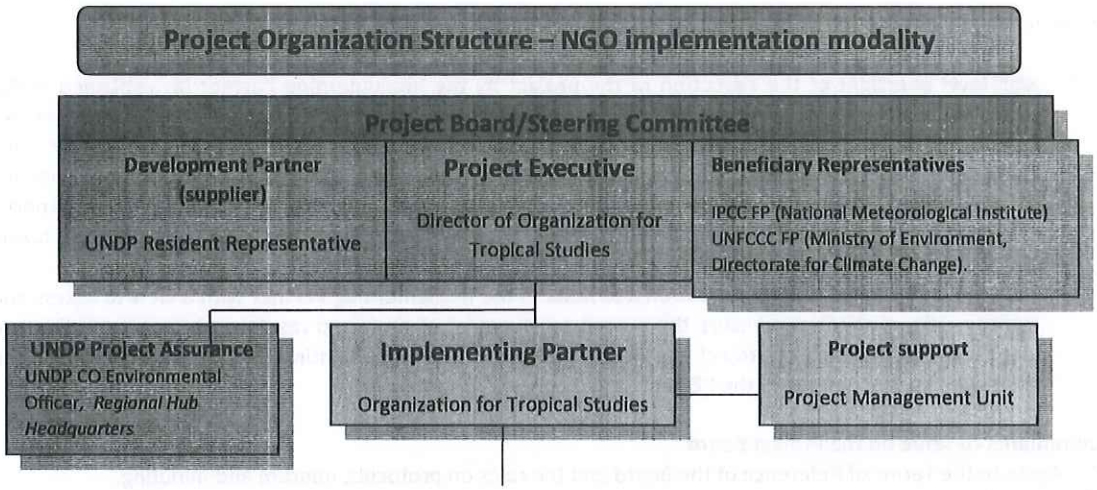
The CTICC, established by Executive Decree Nº 36823-MINAET in 2012, serves as an advisory and support body to the Ministry of Environment and Energy (MINAE) for the coordination and monitoring of climate actions at the institutional level. It is a permanent entity housed under the Climate Change Directorate.

This participatory structure ensures that the diverse institutions engaged in climate action in Costa Rica remain aligned and informed about the project's progress, fostering effective coordination and inclusive implementation of national climate strategies.

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

Section 2: Project governance structure

The Figure below illustrates how the organization structure of the project fits in the institutional context of the UNDP representation and the MINAE, as well as the relationship with other stakeholders and actors.



Second line of defense:

- Regional Bureau oversees RR and Country Office compliance at portfolio level.
- BPPS Climate Hub RTA oversees technical quality assurance and GEF compliance. BPPS Climate Hub PTA oversees RTA function.
- UNDP GEF Executive Coordinator and Regional Bureau Deputy Director can revoke DoA/cancel/suspend project or provide enhanced oversight.

The UNDP Resident Representative assumes full responsibility and accountability for oversight and quality assurance of this Project and ensures its timely implementation in compliance with the GEF-specific requirements and UNDP's Programme and Operations Policies and Procedures (POPP), its Financial Regulations and Rules and Internal Control Framework. A representative of the UNDP Country Office will assume the assurance role and will present assurance findings to the Project Board, and therefore attends 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 biannually.
- ✓ Disclose any conflict of interest in performing the functions of a Project Board member and take all measures to avoid any real or perceived conflicts of interest. This disclosure must be documented and kept on record by UNDP.
- ✓ Discharge the functions of the Project Board in accordance with UNDP policies and procedures.
- ✓ Ensure highest levels of transparency and ensure Project Board meeting minutes are recorded and shared with project stakeholders.

Responsibilities of the Project Board:

- ✓ Consensus decision making:
  - The project board provides overall guidance and direction to the project, ensuring it remains within any specified constraints, and providing overall oversight of the project implementation.
  - Review project performance based on monitoring, evaluation and reporting, including progress reports, risk logs and the combined delivery report;
  - The project board is responsible for making management decisions by consensus.
  - In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition.
  - In case consensus cannot be reached within the Board, the UNDP representative on the board will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.
- ✓ Oversee project execution:
  - Agree on project manager's tolerances as required, within the parameters outlined in the project document, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded.
  - Appraise annual work plans prepared by the Implementing Partner for the Project; review combined delivery reports prior to certification by the implementing partner.
  - Address any high-level project issues as raised by the project manager and project assurance;

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

✓ Risk Management:

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

✓ Coordination:

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

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

1. **Project Executive:** This is an individual who represents ownership of the project and chairs (or co-chairs) the Project Board. The Executive usually is the senior national counterpart for nationally implemented projects (typically from the same entity as the Implementing Partner), and it must be UNDP for projects that are direct implementation (DIM). In exceptional cases, two individuals from different entities can co-share this role and/or co-chair the Project Board. If the project executive co-chairs the project board with representatives of another category, it typically does so with a development partner representative. The Project Executive is: Miguel Mendez - Director of the Organization for Tropical Studies.
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 in a Project Board. The Beneficiary representative (s) is/are:
   i. The Focal point of Costa Rica to the IPCC Focal Point, (National Meteorological Institute).
   ii. The Focal point of Costa Rica to the UNFCCC Focal Point (Ministry of Environment, Directorate for Climate Change).
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: Sandra Sosa - UNDP Resident Representative

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

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

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: *Project Coordinator.*

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: N.A.[14]

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

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

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

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

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

[14] Co-financing is not required for Enabling Activity projects. It is expected, however that MINAE will provide in-kind co-financing of $75,000 for complementary activities for the preparation of the NC and BUR during the execution phase.

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

Completion Date: The project completion date is the date of Project Document Signature plus project duration. This date can only be extended through a formal extension request. Prior to completion date, all UNDP-financed inputs must be provided and related activities for the Project completed. No activities, except for the 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 have been submitted and the corresponding TE management response and the end-of-project review Project Board meeting must have been completed. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. Before Operational Closure, the project must have completed the transfer or disposal of any equipment that is still the property of UNDP.
- ✓ **Financial Closure: Financial closure must happen within 6 months of operational closure or after the date of cancellation.** The project will be financially closed when the following conditions have been met: a) the project is operationally completed or has been cancelled; b) the Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).
  Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to BPPS/NCE for confirmation before the project will be financially closed in Quantum by the UNDP Country Office.

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

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

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

X. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Quantum Business Unit	UNDP-CRI		
Quantum Project ID:	01004045	Quantum Project Title:	PIMS-9712 Costa Rica`s combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change
Quantum Award ID:	1381428	Quantum Award Title:	*PIMS-9712 CRI_01004045 Costa Rica`s combined Fifth National Communication and Second Biennal Transparency Report (5NC/2BTR) and the Third Biennal Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change*
UNDP-GEF PIMS No.	9712		
Implementing Partner	*Organization for Tropical Studies/Organizacion para Estudios Tropicales*		

Quantum Outcome (GEF Component)	Quantum Output (GEF Outcome)	Quantum Activity (GEF Output)	Quantum Responsible Party (UNDP, IP, or Responsible Party)	Quantum Fund ID	Quantum Donor ID	Quantum Budgetary Account Code	Quantum Budget Account Description	Amount 2025	Amount 2026	Amount 2027	Amount 2028	Total (USD)	See Budget Note: *(reference as number, not as letter)*
1. Development of Costa Rica's Fifth National Communication and Second Biennial Transparency Report (BTR2/NC5).	*1.1. Costa Rica's BTR2/NC5 developed as combined report*	*1.1.1. 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*	*OET*	*62000*	*010003*	*71300*	*Local Consultants*	30,000	30,000			60,000	1
						71800	*Contract Services Impl Partner*	20,000	25,000			45,000	2
						71600	*Travel*	6,000	6,000			12,000	3
						72100	*Contractual Services - Companies*	25,000	30,000			55,000	4
						72400	*Communication & Audio Visual Equip*	25,000	21,000			46,000	5 and 6
		Total Output 1.1.1 OET						106,000	112,000	-	-	218,000	
		1.1.2. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to	*OET*	*62000*	*010003*	*71300*	*Local Consultants*	15,000	20,000			35,000	7
						71800	*Contract Services Impl Partner*	20,000	23,000			43,000	8
						71600	*Travel*	5,000	5,000			10,000	9

2024 provided, with a gender-sensitive approach.				*72100*	*Contractual Services - Companies*	10,000	30,000			40,000	10
				75700	*Training, Workshop and Conference*	3,000	8,000			11,000	11
Total Output 1.1.2 OET						53,000	86,000	-	-	139,000	
1.1.3. Information related to climate change impacts and adaptation up to 2024 provided and Adaptation Communication as component of the BTR2/NC5 prepared, with a gender-sensitive approach.	*OET*	*62000*	*010003*	*71300*	*Local Consultants*	10,000	10,000			20,000	12
				71800	*Contract Services Impl Partner*	25,000	25,000			50,000	13
				71600	*Travel*	3,000	2,000			5,000	14
				72100	*Contractual Services - Companies*	10,000	10,000			20,000	15
				74200	*Audio Visual&Print Prod Costs*	2,000	7,000			9,000	16
Total Output 1.1.3 OET						50,000	54,000	-	-	104,000	
1.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2024 provided, with a gender-sensitive approach, 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 and 6/CP.25.	*OET*	*62000*	*010003*	*71800*	*Contract Services Impl Partner*	15,000	15,000			30,000	17
				72100	*Contractual Services - Companies*	6,000	11,000			17,000	18
				74200	*Audio Visual&Print Prod Costs*	-	6,000			6,000	19
Total Output 1.1.4 OET						21,000	32,000	-	-	53,000	
1.1.5. BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.	*OET*	*62000*	*010003*	*71300*	*Local Consultants*		14,000			14,000	20
				71800	*Contract Services Impl Partner*	-	12,000			12,000	21
				75700	*Training, Workshop and Conference*		2,000			2,000	22

		Total Output 1.1.5 OET						-	28,000	-	-	28,000	
	Total Outcome 1.1							230,000	312,000	-	-	542,000	
Total Component 1								230,000	312,000	-	-	542,000	
2. Development of Costa Rica's Third Biennial Transparency Report (BTR3)	*2.1 Costa Rica's BTR3 developed as a stand-alone report.*	*2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2026, 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.*	*OET*	*62000*	*010003*	*71300*	*Local Consultants*			25,000	30,000	55,000	23
						71800	*Contract Services Impl Partner*			35,000	40,000	75,000	24
						71600	*Travel*			6,000	6,000	12,000	25
						72100	*Contractual Services - Companies*			15,600	35,000	50,600	26
						72400	*Communication & Audio Visual Equip*			15,000	10,000	25,000	27 and 28
		Total Output 2.1.1 OET						-	-	96,600	121,000	217,600	
		2.1.2. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2026 provided, with a gender-sensitive approach and including estimates of emissions avoided.	*OET*	*62000*	*010003*	*71300*	*Local Consultants*			20,000	20,000	40,000	29
						71800	*Contract Services Impl Partner*			30,000	25,000	55,000	30
						71600	*Travel*			2,000	2,000	4,000	31
						72100	*Contractual Services - Companies*			15,000	20,000	35,000	32
						74200	*Audio Visual&Print Prod Costs*			2,000	2,000	4,000	33
						75700	*Training, Workshop and Conference*			5,000	7,000	12,000	34
		Total Output 2.1.2 OET						-	-	74,000	76,000	150,000	
		2.1.3. Information related to climate change impacts and adaptation up to 2026 provided, with a gender-sensitive approach.	*OET*	*62000*	*010003*	*71300*	*Local Consultants*			10,000	10,000	20,000	35
						71800	*Contract Services Impl Partner*			34,400	20,000	54,400	36
						71600	*Travel*			4,000	5,000	9,000	37
						72100	*Contractual Services - Companies*			10,000	10,000	20,000	38

						74200	Audio Visual&Print Prod Costs			2,000	7,000	9,000	39
		Total Output 2.1.3 OET						-	-	60,400	52,000	112,400	
		2.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2026 provided, including gender described.	*OET*	*62000*	*010003*	*71800*	Contract Services Impl Partner			27,000	16,000	43,000	40
						72100	Contractual Services - Companies			10,000	10,000	20,000	41
						74200	Communic & Audio Visual Equip				3,000	3,000	42
		Total Output 2.1.4 OET						-	-	37,000	29,000	66,000	
		2.1.5. BTR3 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028.	*OET*	*62000*	*010003*	*71300*	Local Consultants				10,000	10,000	43
						71800	Contract Services Impl Partner			-	12,000	12,000	44
						75700	Training, Workshop and Conference				1,000	1,000	45
		Total Output 2.1.5 OET						-	-	-	23,000	23,000	
	Total Outcome 2.1							-	-	268,000	301,000	569,000	
Total Component 2								-	-	268,000	301,000	569,000	
3. Monitoring and Evaluation (M&E).	*3.1. Project regularly monitored, inception workshops organized, lessons learned compiled and disseminated.*	*3.1.1. Inception workshops organized, and Inception Report compiled.*	*OET*	*62000*	*010003*	*75700*	Training, Workshop and Conference	5,000		5,000		10,000	46
		Total Output 3.1.1 OET						5,000	-	5,000	-	10,000	
Total Component 3								5,000	-	5,000	-	10,000	
Project Management Cost (PMC)	*PMC*	*PMC*	*UNDP*	*62000*	*10003*	*74100*	Professional Services	2,000	2,000	2,000	2,000	8,000	47
			Total by UNDP					2,000	2,000	2,000	2,000	8,000	
			OET			*71800*	Contract Services Impl Partner	24,000	24,000	24,000	24,000	96,000	48
						72500	Supplies	2,000	2,000	2,000	2,000	8,000	49
			Total by OET					26,000	26,000	26,000	26,000	104,000	

Total Project Management Cost (PMC)	28,000	28,000	28,000	28,000	112,000	
Total Project Grant	263,000	340,000	301,000	329,000	1,233,000	

Budget Note No.	Budget Note (Description)
1	-Individual Contract for Inventory expert for Energy sector, rate: US$ 800/day, 25 days over 1 year; (US$ 20,000) -Individual Contract for Inventory expert for Waste sector, rate: US$ 800/day, 25 days over 1 year; (US$ 20,000) - Individual Contract for Gender Expert to provide the support to cross gender issue to all component (rate: US$ 250/day, 80 days over 1 year; (US$ 20,000).
2	Contractual service to provide the support to assist with reporting on the national GHG inventory (US$ 22,500/year for 2 years): Rate: $1,875/month - total US$ 45,000
3	The budget includes travel expenses of traveling from outside Costa Rica to attend meetings or capacity training events related to the preparation of the GHG Inventory. These travel expenses are crucial for ensuring knowledge sharing and for promoting the successful implementation of the project. (US$ 6,000 for year x 2 years- total: US$ 12,000)
4	Business contract to update the national GHG inventory data of all sectors of the Intergovernmental Panel on Climate Change (IPCC) in the Climate Change Information Platform of Costa Rica and thus complete the inventory estimation and analysis national GHG for 4 sectors including IPPU waste, agriculture and LULUCF. Rate: US$ 1,100/day, 50 days over 2 years. (Total US$55,000)
5* merged	Communication & Audio-Visual Equipment for online meeting tools for effective communication between actors located in different places Total: US$ 25,000
6* merged	The budget includes expenses for the acquisition of equipment necessary for daily work (PCs for the project's technical staff, printer, monitors, etc.), and software such as @Risk, Adobe creative cloud and the application of IPCC and ETF guidelines, video conferencing software, to run the models, calculations and other Inventory activities. In addition, equipment is required to safeguard information and avoid risks of loss. Total: US$ 21,000
7	Individual Contract to update the NDC implementation progress, including improve information, NDC definitions, indicators, methodology, and accounting approach in compliance with ETF and MPGs. Rate: US$ 350/day, 100 days over 2 years. (Total US$ 35,000)
8	Technical communication and diagramming contractual services to support NDC and GHG-related materials, documents, and reports. Total US$43,000 (US$ 21,500/year, over 2 years).
9	The budget includes travel expenses from outside Costa Rica to attend meetings related to the preparation of the NDC. These travel expenses are crucial to present the emissions reduction results reported in the Costa Rica NDC, in the Climate Change COPs. total: US$ 10,000 (5,000 x two meetings)
10	Business contract to develop projections scenarios to monitor the progress of the NDC in terms of emissions reduction, for BTR2/5NC with a trend analysis. Rate: US$ 800/day, 50 days over 1 year. (US$40,000)
11	Training workshops to enhance the capacity of responsible personnel and relevant experts for NDC monitoring and the MRV process, as well as their ability to complete the available reporting format. Rate: 2 workshops (US$ 2,500 for workshop) and validation processes (US$ 2,000 x 3 workshops) over 2 years. Total US$ 11,000
12	Individual contract to provide support for the preparation of information related to climate change and adaptation. (US$ 20,000 over 10 months) US$ 2,000 x month
13	Contractual service the support the preparation of adaptation contributions and NDC tracking progress (US$ 50,000 for 24 months) US$ 2,083.3 x month
14	The budget includes travel expenses within Costa Rica to attend meetings related to the preparation of climate change adaptation reports. These travel expenses are necessary to serve stakeholders working across the country. (US$ 1,000 x 5 travels) over 2 years. Total US$ 5,000
15	Business contract to report advances in the achieving of commitments related to climate change impacts and adaptation for BTR2/5NC. Rate: US$ 500/day, 40 days over 1 year (US$ 20,000)
16	Preparation of communication and audiovisual materials to explain, raise awareness and inform of the importance of supporting the Adaptation measures to attend climate change. Total US$ 9,000
17	Contractual service to provide the support the preparation of the information related to financial, technology development and transfer, capacity building, support needed and received. (US$ 30,000 for 24 months) US$ 1,250 x month
18	Business contract to report all information related to financial, technology development and transfer, capacity building, support needed and received. Rate: US$ 425/day, 40 days over 1 year. (US$ 17,000)

19	Preparation of communication and audiovisual materials for education, training and public awareness, on the importance of financing climate change. Total US$ 6,000
20	Individual Contract for the editing of the 5NC/2BTR. Rate: USD 350/day, 40 days in 1 year. (US$ 14,000)
21	Contractual service to provide support with the publication and submission of the 5NC/2BTR. US$ 6,000/year for 2 years (US$ 12,000)
22	Workshop to share and discuss implementation progress of the 5NC/2BTR to facilitate their publication and submission (1 workshop x US$ 2,000)
23	-Individual Contract for Inventory expert for Energy sector, rate: US$ 600/day, 25 days over 1 year; (US$ 15,000) -Individual Contract for Inventory expert for Waste sector, rate: US$ 800/day, 25 days over 1 year; (US$ 20,000) - Individual Contract for Gender Expert to provide the support to cross gender issue to all component (rate: US$ 250/day, 80 days over 1 year; (US$ 20,000).
24	Contractual service to provide the support to assist with reporting on the national GHG inventory (US$ 37,500/year for 2 years): Rate: $3,125/month - total US$ 75,000
25	The budget includes travel expenses of traveling from outside Costa Rica to attend meetings or capacity training events related to the preparation of the GHG Inventory. These travel expenses are crucial for ensuring knowledge sharing and for promoting the successful implementation of the project. (US$ 6,000 for year x 2 years- total: US$ 12,000)
26	Business contract to update the national GHG inventory data of all sectors of the Intergovernmental Panel on Climate Change (IPCC) in the Climate Change Information Platform of Costa Rica and thus complete the inventory estimation and analysis national GHG for 4 sectors including IPPU waste, agriculture and LULUCF. Rate: US$ 1,012/day, 50 days over 2 years. (US$ 50,600)
27* merged	Communication & Audio-Visual Equipment for online meeting tools for effective communication between actors located in different places Total: US$ 10,000
28* merged	Software such as @Risk, Adobe creative cloud and the application of IPCC and ETF guidelines, video conferencing software, to run the models, calculations and other Inventory activities. In addition, equipment is required to safeguard information and avoid risks of loss. Total: US$ 15,000
29	Individual Contract to update the NDC implementation progress, including improve information, NDC definitions, indicators, methodology, and accounting approach in compliance with ETF and MPGs. Rate: US$ 400/day, 100 days over 2 years. (Total US$ 40,000)
30	Contractual services for technical communication and diagram creation to support the development of NDC and GHG materials, documents, and reports. Total: US$55,000 (US$ 27,500 per year, over two years).
31	These travel expenses are crucial to present the emissions reduction results reported in the Costa Rica NDC, in the Climate Change COPs. total: US$4,000 (1 workshop)
32	Business contract to develop projections scenarios to monitor the progress of the NDC in terms of emissions reduction, for BTR3 with a trend analysis. Rate: US$ 700/day, 50 days over 1 year. (US$ 35,000)
33	Preparation of communication and audiovisual materials to explain, raise awareness and inform of the importance of supporting the NDC compliance and reporting process. total: US$ 4,000
34	Training workshops to enhance the capacity of responsible personnel and relevant experts for NDC monitoring and the MRV process, as well as their ability to complete the available reporting format. Rate: 2 workshops (US$ 3,000 for 2 workshops) and validation processes (US$ 2,000 x 3 workshops) over 2 years. Total US$ 12,000
35	Individual contract to support the preparation of climate change and adaptation-related information. Total: US$ 20,000. (US$ 2,000 per month, over 10 months).
36	Contractual services to support the preparation of adaptation contributions and the tracking of NDC progress. Total: US$ 54,400. (US$ 27,200 per year, over two years).
37	The budget includes travel expenses within Costa Rica to attend meetings related to the preparation of climate change adaptation reports. These travel expenses are necessary to serve stakeholders working across the country. It includes also travel expenses from outside Costa Rica to attend meetings related to the preparation adaptation component. (US$ 1,000 x4 travels) over 2 years and US$ 5,000 for international workshop. Total US$ 9,000
38	Business contract to report advances in the achieving of commitments related to climate change impacts and adaptation for BTR3. Rate: US$ 500/day, 40 days over 1 year (US$ 20,000)
39	Preparation of communication and audiovisual materials to explain, raise awareness and inform of the importance of supporting the Adaptation measures to attend climate change. total: US$ 9,000
40	Contractual services to support the preparation of information related to finance, technology development and transfer, capacity building, and support needed and received. Total: US$ 43,000. (US$ 21,500 per year, over two years).

41	Business contract to report all information related to financial, technology development and transfer, capacity building, support needed and received. Rate: US$ 400/day, 50 days over 1 year. (US$ 20,000)
42	Preparation of communication and audiovisual materials for education, training and public awareness, on the importance of financing climate change. total: US$ 3,000
43	Individual Contract for the editing of the 3BTR. Rate: USD 250/day, 40 days in 6 months. (US$ 10,000)
44	Contractual service to provide support with the publication and submission of the 3BTR. US$ 1,000/month for 1 year (US$ 12,000)
45	Workshop to share and discuss the implementation progress of the 3BTR, aiming to facilitate its publication and submission. (1 workshop x US$ 1,000)
46	Inception workshops. (US$ 5,000 x 2 workshops, over 4 years). Total US$ 10,000
47	Financial Audits. US$ 2,000 x year, over 4 years Total US8,000
48	Part-time Project Manager (US$ 24,000/year for 4 years) US Total 96,000
49	Supplies for workshops, meetings, and project offices, allocated at US$ 2,000 per year over 4 years, totaling US$ 8,000.

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 Costa Rica and UNDP, signed August 7, 1973. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by Organization for Tropical Studies ("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 and the Project Cooperation Agreement between UNDP and the Implementing Partner.

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 Sanctions 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 Sanctions 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:

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

    b. 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 such sub-parties may use the training material available at UNDP;

    c. 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;

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

    e. 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. UNDP is committed to the highest ethical standards and will not tolerate the diversion of the resources entrusted to it through Money Laundering or Terrorist Financing and will not partner with entities that tolerate the diversion of resources through Money Laundering or Terrorist Financing. To that effect, the Implementing Partner represents and warrants that it has not, and it shall not, at any time in the implementation of the Project engage in Terrorism Financing or Money Laundering. The Implementing

Partner shall communicate the restriction of this paragraph to its 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 Documents and shall take all reasonable measures to ensure that such persons do not engage in Terrorism Financing or Money Laundering.

10. The Implementing Partner shall immediately disclose to UNDP any actual, apparent, potential or attempted Terrorism Financing or Money Laundering activity that it becomes aware of. The Implementing Partner shall fully cooperate with any investigation or review of Terrorism Financing or Money Laundering activity by UNDP.

11. The Implementing Partner acknowledges and agrees that Terrorism Financing or Money Laundering constitute financial irregularities and that if the Implementing Partner or any 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 engages in Terrorism Financing or Money Laundering activity that would constitute a material breach of this Project Document, which entitles UNDP to immediately terminate the Project without incurring any liability or penalty.

12. Furthermore, the Implementing Partner expressly acknowledges and agrees that, in the event that UNDP were to determine through an investigation or otherwise that Terrorism Financing or Money Laundering occurred, UNDP shall have, in addition to its right to immediately terminate the Project, the rights to:

    1) apply and enforce the relevant sanctions in accordance with UNDP internal regulations, rules, procedures, practices, policies and guidelines, including referral of the matter to national authorities when appropriate; and
    2) recover all losses, financial or otherwise, suffered by UNDP in connection with such Terrorism Financing or Money Laundering activity.

13. For the purpose of this Project Document the following terms shall have the definition ascribed to the below:

    1) "Money Laundering" is generally considered as concealment of the origins of money obtained illegally, typically by passing it through a complex sequence of financial or commercial transactions. ML usually involves three stages: (i) introducing the proceeds of crime into the financial system (placement); (ii) transactions to convert or transfer the funds to other locations or financial institutions (layering); and (iii) reintroducing the funds into the legitimate economy as "clean" money and investing it in various assets or business ventures (reintegration) appearing to have been legally obtained. The FATF recommends that ML be criminalized by every country on the basis of article 3(1)(b) and (c) of the Vienna Convention and article 6(1) of the Palermo Convention.

    2) "Terrorist Financing" means providing support to individuals or entities that appear on the United Nations Security Council Consolidated Sanctions List accessible at https://www.un.org/securitycouncil/content/un-sc-consolidated-list.

14. 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 the UNDP funds. 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.

15. 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 (b) UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy; and (c) 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.

16. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP programmes and projects in accordance with UNDP 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.

17. The Implementing Partner will promptly inform UNDP 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.

18. 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 this 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 the Implementing Partner, responsible parties, subcontractors and sub-recipients.

19. 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.

20. 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.

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

Mandatory Annexes

Annex 1: GEF Budget Template

To be provided by MPSU after TBWP clearance.

Separately attached.

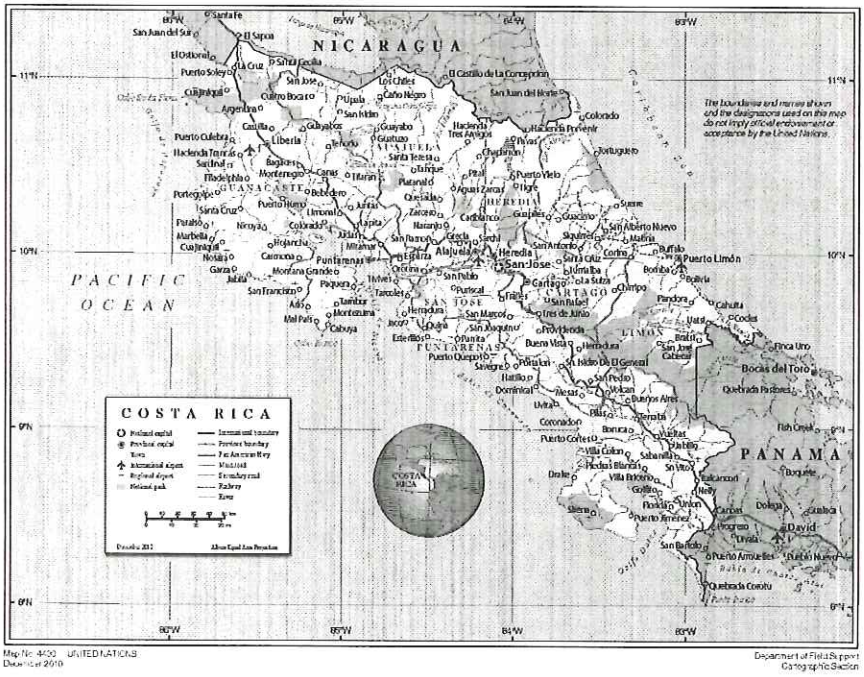
Annex 2: GEF execution support letter

N/A

Annex 3: Project map and Geospatial Coordinates of project sites

Any maps included in this project document must conform to maps accepted by the UN Geospatial Information Section (see https://www.un.org/geospatial/mapsgeo)

Costa Rica, located in Central America, covers an area of 51,179 km² and has a population of approximately 5,327,387 as of 2024. The capital city, San José, is situated at latitude 9° 56′ North and longitude 84° 5′ West. Bordered by Nicaragua to the north, the Caribbean Sea to the east, Panama to the southeast, and the Pacific Ocean to the west, Costa Rica is renowned for its rich biodiversity and strong environmental policies. It is one of the most stable democracies in Latin America and has not had an army since 1949.



Annex 4: 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 Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR)***	***Outcome 1:*** ***Costa Rica's BTR2/NC5 developed as combined report***	*Output 1.1.1. 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), 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 2024 provided, including estimates of emissions avoided.																				
		Output 1.1.3. Information related to climate change impacts and adaptation up to 2024 provided.																				
		Output 1.1.4. 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.																				
		Output 1.1.5. BTR2/NC5 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.																				
Component 2 **Development of Costa Rica's Third Biennial Transparency Report**	***Outcome 2:*** ***Costa Rica's BTR3 developed as stand-alone report***	*Output 2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to 2026 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 2026 provided.																				
		2.1.3. Information related to climate change impacts and adaptation up to 2026 provided and Adaptation Communication as component of the BTR3 prepared.																				
		Output 2.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to 2026 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 and 6/CP.25.																				
		2.1.5. BTR3 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028.																				
Monitoring and Evaluation		*Inception workshop*																				
		Project Management Board meetings																				
Project Management		*Recruitment of Project Management Team*																				
		Audit																				

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

Attached separately

Social and Environmental Screening Template (2021 SESP Template, v. July 2022)

Project Information

Project Information	
1. Project Title	"The combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR)"
2. Project Number (i.e. Atlas project ID, PIMS+)	PIMS ID: 9712/ Quantum ID: TBD
3. Location (Global/Region/Country)	Costa Rica
4. Project stage (Design or Implementation)	Design
5. Date	15/07/2024

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

QUESTION 1: How Does the Project Integrate the Programming Principles in Order to Strengthen Social and Environmental Sustainability?
Briefly describe in the space below how the project mainstreams the human rights-based approach
The project is clearly focused on promoting the right to a healthy and balanced environment through development of planning and programming tools to promote that Costa Rica is better prepared to mitigate and adapt to climate change, promoting the participation of vulnerable populations with a gender equality focus. The project will respect the human rights of all project participants regardless of their race, color, sex, gender, language, religion, political or other opinion, national or social origin, property, birth, or other status. Also, Costa Rican constitution protects the right to a clean and healthy environment and this project aims for state institutions, private sector and organizations around the country to provide relevant information to the UNFCCC in order to comply with commitments taken by the country under this convention.
Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment
The project will encourage gender equality and women's empowerment by promoting their equal representation and by making them active participants in decision-making processes and in the implementation of actions for achieve all activities and studies required. The project will incorporate gender considerations into all phases and activities develop. To ensure a good participation and women empowerment, the project will include an ethnically and culturally sensitive approach to ensure the participation of indigenous and culturally diverse women, immigrants and Afro-descendants, among others. Also, the project will involve women in the assessment, consultation, and validation processes, considering their condition of greater vulnerability to climate change and the different effects of climate change on women, to include the gender perspective as an essential aspect in the data gathering and analysis of GHG emissions and in the planning and implementation of climate goals, policies, and strategies, aligned to a sustainable national development model. Therefore, the role of women as agents of fundamental change will be recognized, and they will be trained, empower, and provided with opportunities in decision-making processes to contribute to the development of a low-carbon society that is resilient to the effects of climate change.
Briefly describe in the space below how the project mainstreams sustainability and resilience

The project will identify the impacts of climate change in different aspects (historical and future GHG emissions and removals, mitigation and adaptation actions and their impact, effects on society and ecosystems, amongst other), this will promote decision-making to execute projects under the concept of resilience to climate change, as well as it will support the sustainable development and the transformational change of the country towards a low carbon society. By providing robust, transparent, consistent, complete, and reliable information on climate change emissions and removals to support sustainable planning and make visible areas of action where it is necessary to mitigate facilitating the analysis for decision makers both in government institutions and in private sector. By informing (in the final products 1BTR and 5NC&2BTR) of how the country is exposed to the impacts of climate change and what are the mitigation and adaptation measures to cope with those impacts, reducing vulnerabilities and strengthening resilience of communities and promoting risk-informed development. By making visible the inequalities or vulnerabilities in different socioeconomic and environmental aspects, the identification of measures for risk reduction in the country can be more clearly visualized, addressing environment-development linkages.
Briefly describe in the space below how the project strengthens accountability to stakeholders
The project includes an engagement action plan to ensure participation to all interested parties from the project. As the project management team will respond to stakeholders' requests and complaints and seeking the means to promote the most disadvantaged and vulnerable actors participating. Executing entity will establish permanent mechanisms for the dissemination of project results in each of its stages to ensure all interested parties are informed and express their opinion. These mechanisms for accountability to stakeholders can be defined as validation workshops and work sessions in consultancies and key studies sectoral and social consultation.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks? *Note: Complete SESP Attachment 1 before responding to Question 2.*	**QUESTION 3: What is the level of significance of the potential social and environmental risks?** *Note: Respond to Questions 4 and 5 below before proceeding to Question 5*			**QUESTION 6: Describe the assessment and management measures for each risk rated Moderate, Substantial or High**
Risk Description ***(broken down by event, cause, impact)***	***Impact and Likelihood (1-5)***	***Significance*** ***(Low, Moderate Substantial, High)***	***Comments (optional)***	***Description of assessment and management measures for risks rated as Moderate, Substantial or High***
Risk 1: There is a risk that vulnerable and marginalized groups have limited access to information produced by the project or limited access to the knowledge management and consultative processes carried out during the project. Likewise, the project may exclude potentially	I = 2 L = 2	**Low**	The project will include activities to enhance transparency and access to information, through various channels, including: • Dissemination of project results, knowledge	As risk is low, no further assessment and/or management measures are needed.

affected stakeholders, marginalized or vulnerable groups, including groups self-identified as indigenous, from fully participating in decisions taken under the project that could affect them. (Checklist Question P.5) (Checklist Question P.10) (Checklist Question P.13) (Checklist Question 6.1)			products in local 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, including ensuring representatives of affected people are engaged, including through engagement with NGOs/CSOs.	
Risk 2: There is a risk that project activities unintentionally reproduce discrimination against women, leading to gender inequality. (Checklist Question P.10)	I = 2 L = 2	**Low**	The introduction of gender analysis during the project's implementation will be used to inform and expand the capacity of government officials on gender considerations and	As risk is low, no further assessment and/or management measures are needed.

			dimensions related to climate change. During the implementation, the project would follow the Gender Analysis and Action Plan (GAAP) that is included in the Project Document. In the GAAP, special measures to ensure that any potential discrimination against women is eliminated have been identified and included in the project design.	
Risk 3: Disagreements with stakeholders who express concerns or complaints, or who seek to participate or obtain information about the project. (Checklist Question: P.14)	I = 2 L = 1	Low	Although participatory processes in actors related to the report are contemplated in the methodologies, there may be some group that considers that it has not been considered. It will be ensured the mapping of stakeholders that need to be consulted in the report, and leave no one behind, as well as making the results visible. A Grievance Redress Mechanism will be implemented and monitored by the project management unit.	The risk is low, so it is considered that no further assessment is needed. However, in case complaints are received, UNPD CO has a general procedure to receive and redress grievances, and such procedure would be used.
	QUESTION 4: What is the overall project risk categorization?			
	Low Risk		**X**	

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

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

Final Sign Off

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

Signature	Date	Description
QA Assessor		UNDP staff member responsible for the project, typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases, PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

SESP Attachment 1. Social and Environmental Risk Screening Checklist

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

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

P.11 limitations on women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? *For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being*	*No*
P.12 exacerbation of risks of gender-based violence? *For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc.*	*No*
Sustainability and Resilience: Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below	
Accountability	
Would the project potentially involve or lead to:	
P.13 exclusion of any potentially affected stakeholders, in particular marginalized groups and excluded individuals (including persons with disabilities), from fully participating in decisions that may affect them?	*Yes*
P.14 grievances or objections from potentially affected stakeholders?	*Yes*
P.15 risks of retaliation or reprisals against stakeholders who express concerns or grievances, or who seek to participate in or to obtain information on the project?	*No*
Project-Level Standards	
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management	
Would the project potentially involve or lead to:	
1.1 adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? *For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes*	*No*
1.2 activities within or adjacent to critical habitats and/or environmentally sensitive areas, including (but not limited to) legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	*No*
1.3 changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	*No*
1.4 risks to endangered species (e.g. reduction, encroachment on habitat)?	*No*
1.5 exacerbation of illegal wildlife trade?	*No*
1.6 introduction of invasive alien species?	*No*

1.7 adverse impacts on soils?	*No*
1.8 harvesting of natural forests, plantation development, or reforestation?	*No*
1.9 significant agricultural production?	*No*
1.10 animal husbandry or harvesting of fish populations or other aquatic species?	*No*
1.11 significant extraction, diversion or containment of surface or ground water? *For example, construction of dams, reservoirs, river basin developments, groundwater extraction*	*No*
1.12 handling or utilization of genetically modified organisms/living modified organisms?[2]	*No*
1.13 utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)[3]	*No*
1.14 adverse transboundary or global environmental concerns?	*No*
Standard 2: Climate Change and Disaster Risks	
Would the project potentially involve or lead to:	
2.1 areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions?	*No*
2.2 outputs and outcomes sensitive or vulnerable to potential impacts of climate change or disasters? *For example, through increased precipitation, drought, temperature, salinity, extreme events, earthquakes*	*No*
2.3 increases in vulnerability to climate change impacts or disaster risks now or in the future (also known as maladaptive or negative coping practices)? *For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding*	*No*
2.4 increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	*No*
Standard 3: Community Health, Safety and Security	
Would the project potentially involve or lead to:	
3.1 construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)	*No*
3.2 air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?	*No*

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

3.3 harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?	*No*
3.4 risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?	*No*
3.5 transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	*No*
3.6 adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	*No*
3.7 influx of project workers to project areas?	*No*
3.8 engagement of security personnel to protect facilities and property or to support project activities?	*No*
Standard 4: Cultural Heritage	
Would the project potentially involve or lead to:	
4.1 activities adjacent to or within a Cultural Heritage site?	*No*
4.2 significant excavations, demolitions, movement of earth, flooding or other environmental changes?	*No*
4.3 adverse impacts to sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	*No*
4.4 alterations to landscapes and natural features with cultural significance?	*No*
4.5 utilization of tangible and/or intangible forms (e.g. practices, traditional knowledge) of Cultural Heritage for commercial or other purposes?	*No*
Standard 5: Displacement and Resettlement	
Would the project potentially involve or lead to:	
5.1 temporary or permanent and full or partial physical displacement (including people without legally recognizable claims to land)?	*No*
5.2 economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	*No*
5.3 risk of forced evictions?[4]	*No*
5.4 impacts on or changes to land tenure arrangements and/or community-based property rights/customary rights to land, territories and/or resources?	*No*

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

Standard 6: Indigenous Peoples	
Would the project potentially involve or lead to:	
6.1 areas where indigenous peoples are present (including project area of influence)?	*Yes*
6.2 activities located on lands and territories claimed by indigenous peoples?	*No*
6.3 impacts (positive or negative) to the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? *If the answer to screening question 6.3 is "yes", then the potential risk impacts are considered significant, and the project would be categorized as either Substantial Risk or High Risk*	*No*
6.4 the absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories, and traditional livelihoods of the indigenous peoples concerned?	*No*
6.5 the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	*No*
6.6 forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources? *Consider, and where appropriate ensure, consistency with the answers under Standard 5 above*	*No*
6.7 adverse impacts on the development priorities of indigenous peoples as defined by them?	*Yes*
6.8 risks to the physical and cultural survival of indigenous peoples?	*No*
6.9 impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? *Consider, and where appropriate ensure, consistency with the answers under Standard 4 above.*	*No*
Standard 7: Labour and Working Conditions	
Would the project potentially involve or lead to: (note: applies to project and contractor workers)	
7.1 working conditions that do not meet national labour laws and international commitments?	*No*
7.2 working conditions that may deny freedom of association and collective bargaining?	*No*
7.3 use of child labour?	*No*
7.4 use of forced labour?	*No*
7.5 discriminatory working conditions and/or lack of equal opportunity?	*No*
7.6 occupational health and safety risks due to physical, chemical, biological and psychosocial hazards (including violence and harassment) throughout the project life-cycle?	*No*

Standard 8: Pollution Prevention and Resource Efficiency	
Would the project potentially involve or lead to:	
8.1 the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	*No*
8.2 the generation of waste (both hazardous and non-hazardous)?	*No*
8.3 the manufacture, trade, release, and/or use of hazardous materials and/or chemicals?	*No*
8.4 the use of chemicals or materials subject to international bans or phase-outs? *For example, DDT, PCBs and other chemicals listed in international conventions such as the* Montreal Protocol, Minamata Convention, Basel Convention, Rotterdam Convention, Stockholm Convention	*No*
8.5 the application of pesticides that may have a negative effect on the environment or human health?	*No*
8.6 significant consumption of raw materials, energy, and/or water?	*No*

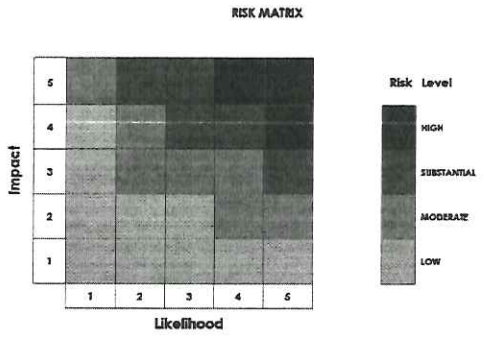
Annex 6: UNDP Risk Register

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner
1	The new government authorities that take office in 2026 may not prioritize climate change or accountability through the multilateral environmental agreements signed by Costa Rica.	As a result of potential shifts in political priorities, lack of awareness, or differing ideological approaches toward environmental and climate change policies.	This could lead to a reduction in resources, support, or commitment to achieving the objectives of climate change strategies and fulfilling international reporting obligations, ultimately undermining the country's progress toward its NDCs and transparency goals.	**4. ORGANIZATIONAL (4.1. Governance) - UNDP Risk Appetite: EXPLORATORY TO OPEN**	Likelihood: **2 - Low likelihood** Impact: **3 - Intermediate** Risk level: **LOW (equates to a risk appetite of MINIMAL)**	From: 01-Mar-25 To: 31-Dec-28	MINAE National Meteorological Institute (IMN) Ministry of Foreign Affairs Relevant governmental entities involved in climate action and reporting.	Risk Treatment: Build institutional frameworks that ensure continuity of climate change policies regardless of political transitions, and conduct awareness-raising efforts targeting political leaders, focusing on the economic and social benefits of climate action. Risk Treatment Owner: MINAE National Meteorological Institute (IMN)
2	Cross-sectoral coordination is weak and national or regional sectors' participation is not responding efficiently in reporting and data generation.	As a result of limited communication channels, lack of clear roles and responsibilities, or insufficient capacity and resources for effective collaboration among sectors.	This will result in delays, inconsistencies, and gaps in the quality and comprehensiveness of reporting and data generation, potentially compromising the effectiveness of decision-making processes.	**3. OPERATIONAL (3.8. Capacities of the partners) - UNDP Risk Appetite: EXPLORATORY TO OPEN**	Likelihood: **2 - Low likelihood** Impact: **3 - Intermediate** Risk level: **LOW (equates to a risk appetite of CAUTIOUS)**	From: 01-Mar-25 To: 31-Dec-28	MINAE National Meteorological Institute (IMN) Sectoral ministries and institutions Regional and local governments.	Risk Treatment : establish a formalized coordination mechanism with clear mandates and regular meetings, develop capacity-building programs tailored to sectors to enhance technical skills and understanding of reporting requirements and implement centralized data management tools to streamline data collection, processing, and sharing among sectors.

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner
								Risk Treatment Owner: National Meteorological Institute (IMN) Sectoral ministries and institutions
3	High turnover of functional and technical personnel in key government entities in charge of project implementation, generating gaps in fulfilling the obligations deriving the multilateral environmental agreements signed by Costa Rica.	As a result of unstable staffing and lack of retention strategies in critical institutions.	Loss of institutional memory, reduced capacity for project implementation, delays in fulfilling obligations under environmental agreements, and potential non-compliance with reporting commitments.	**4. ORGANIZATIONAL (4.7. Human Resources) - UNDP Risk Appetite: EXPLORATORY TO OPEN**	Likelihood: **2 - Low likelihood** Impact: **2 - Minor** Risk level: **LOW (equates to a risk appetite of MINIMAL)**	From: 01-Mar-25 To: 31-Dec-28	MINAE National Meteorological Institute (IMN) Relevant governmental institutions involved in project implementation.	Risk Treatment: Develop knowledge management systems to safeguard institutional memory, ongoing coordination with the sectors to ensure training processes for various experts, and create standardized procedures ensuring continuity despite staff changes. Risk Treatment Owner: National Meteorological Institute (IMN) Capacity-building and knowledge management teams within project governance.
4	Lack of accurate and reliable data and reporting capacity within national institutions both on GHG Inventory and mitigation and adaptation actions included in the NDC 2020.	As a result of limited technical expertise, insufficient resources, lack of standardized data collection processes, and inadequate data management systems.	This could lead to incomplete or inconsistent reporting, undermining the credibility of the GHG inventory and the tracking of NDC implementation, and potentially compromising compliance with	**3. OPERATIONAL (3.4. Reporting and communication) - UNDP Risk Appetite: EXPLORATORY TO OPEN**	Likelihood: **2 - Low likelihood** Impact: **3 - Intermediate** Risk level: **LOW (equates to a risk appetite of MINIMAL)**	From: 01-Mar-25 To: 31-Dec-28	National Meteorological Institute (IMN) National Statistics and Census Institute (INEC) Sectoral ministries responsible for NDC implementation.	Risk Treatment: Develop and implement a robust national data management system to ensure standardized data collection, processing, and reporting, promote periodic external reviews and audits of the GHG inventory and NDC progress reports to

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner
			international reporting obligations under the Paris Agreement.					ensure accuracy and reliability. Risk Treatment Owner: National Meteorological Institute
5	Lack of participation on the part of non-governmental entities, with a risk that the project may exclude potentially affected stakeholders, in particular marginalized or vulnerable groups, local communities, including women, youth, the elderly, indigenous peoples, from fully participating in the assessments that will be carried out under the project.	As a result of insufficient engagement efforts, barriers to participation for vulnerable groups, or a lack of inclusive communication strategies.	This could lead to the exclusion of critical perspectives, resulting in incomplete assessments, reduced equity in project outcomes, and diminished effectiveness in addressing the needs of vulnerable groups.	**1. SOCIAL AND ENVIRONMENTAL (1.12. Stakeholder engagement) - UNDP Risk Appetite: CAUTIOUS**	Likelihood: **2 - Low likelihood** Impact: **2 - Minor** Risk level: **LOW (equates to a risk appetite of MINIMAL)**	From: 01-Mar-25 To: 31-Dec-28	National Meteorological Institute Civil society organizations	Risk Treatment: Conduct early participatory consultations with all relevant stakeholders, implement an inclusive communication strategy tailored to the needs of marginalized and vulnerable groups, and engage local organizations, community leaders, and non-governmental entities to foster trust and collaboration. Risk Treatment Owner: National Meteorological Institute Local and regional governments Civil society organizations

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner
6	The gender approach is not fully integrated into the project, with a risk that could potentially lead to reproducing discrimination against women based on gender.	As a result of insufficient awareness, lack of capacity, or inadequate integration of gender-sensitive policies and practices during project design and implementation.	Non-compliance with legal and social requirements, exclude women from meaningful participation and benefits and perpetuating inequality and reducing the inclusiveness of project outcomes.	**1. SOCIAL AND ENVIRONMENTAL (1.2. Gender equality and women's empowerment) - UNDP Risk Appetite: CAUTIOUS**	Likelihood: **1 - Not likely** Impact: **3 - Intermediate** Risk level: **LOW (equates to a risk appetite of MINIMAL)**	From: 01-Mar-25 To: 31-Dec-28	National Meteorological Institute National Institute for Women	Risk Treatment: Engage a gender specialist to guide the implementation and monitoring of activities that are sensitive to gender dynamics. Set up systems that promote women's active and meaningful involvement in decision-making. Additionally, design and apply gender-focused indicators to track and assess the project's progress and impact. Risk Treatment Owner: National Meteorological Institute National Institute for Women.



Annex 7: Overview of Technical Consultancies/Subcontracts

Consultant	Time Input	Tasks, Inputs and Outputs
For Project Management		
Local / National contracting		
1. Project Manager *Rate: $1,833/month*	*48 months*	Duties and Responsibilities: • *Plan the activities of the project and monitor progress against the approved workplan and PRF indicators.* • *Execute activities by managing personnel, goods, and services, including drafting terms of reference and work specifications.* • *Provide support for assessments required by UNDP, spot checks, and audits.* • *Manage requests for financial resources through funding advances, direct payments, or reimbursements using the FACE form.* • *Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.* • *Perform regular progress reporting to the project board, including addressing challenges and opportunities.* • *Prepare and submit financial reports to UNDP on a quarterly basis.* • *Manage and monitor project risks, update the project risks register, and submit new risks to the Project Board when necessary.* • *Prepare revisions to the multi-year workplan and develop annual and quarterly plans as needed.* • *Prepare the inception report within one month after the inception workshop.* • *Prepare annual reporting (NC/BTR survey).* • *Assess project amendments within UNDP-GEF parameters.* • *Prepare the End of Project Report.* • *Facilitate effective communication with relevant authorities, institutions, and government departments to ensure the provision of technical inputs for the BTR2 and BTR3/NC5.* • *Establish and maintain a database of activities and programmes on climate change and the implementation of the UNFCCC at the national level.* • *Provide technical support for compiling and editing the BTR2 and BTR3/NC5, including developing and revising thematic chapters.* • *Support the organization of project meetings, capacity-building trainings, validation, and lesson-learned workshops.* • *Contribute to generating knowledge management and communication materials, capturing, and disseminating lessons learned and good practices related to the national reporting process.* • *Conduct technical reviews to ensure the consistency and accuracy of GHG inventory data in accordance with IPCC guidelines.* • *Identify data gaps or inconsistencies and coordinate with stakeholders to address them.* • *Design and implement indicators to track progress on mitigation, adaptation, and support received and needed, and integrate these indicators into the monitoring systems of the NDC to assess alignment with national climate goals.* • *Lead the preparation of chapters on mitigation, adaptation, and financial support received and required in the context of the NDC.* • *Coordinate validation processes and gather stakeholder feedback to enhance the quality of technical documents.*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Oversee the development of emissions projections and mitigation scenarios using tools such as LEAP or equivalent models.* • *Evaluate adaptation scenarios, including climate risks and prioritized measures aligned with the NDC targets.* • *Optimize data collection, storage, and analysis systems to support transparent climate information management.* *Ensure the integration of mitigation and adaptation data into national platforms to facilitate future reporting.*
For Technical Assistance		
Local / National contracting		
INGEI		
2.National Greenhouse Gas Inventory System consultants (2 positions) *Rate: $80,000/over 2 years. (40KBTR2 + 40K BTR3)* *$1,666.6/month*	*1 year BTR2/NC5* *1 year BTR3*	*Duties and Responsibilities* • *Provide technical assistance for the management and improvement of the GHGI system, including the following activities:* • *Participate in the process of commissioning and operational maintenance of the GHGI System.* • *Participate in the improvement of procedures for data collection, archiving systematic and backup of all historical information from all sectors involved in the NGHGIs.* • *Adapt the general procedures defined according to the needs of each sector involved in the NGHGI.* • *Prepare and manage the documents, manuals, instructions and records that are part of the GHGI system.* • *Prepare and manage sectoral calculation instructions.* • *Participate in the development of tools for estimating GHG emissions.* • *Participate in the management of the improvements that arise from the reviews of NGHGIs.* • *Generate and update broadcast content.* • *Carry out the necessary intersectoral coordination to continue development of the GHGI system* • *Coordinate and participate in technical meetings.* • *Train the institutions responsible for the different sectors reported.* • *Train institutions that provide information and sectors involved in the procedures and forms of registration, to give continuity to the system and the records.* • *Participate in the identification and implementation of activities that contribute to improve the quality of NGHGIs.* • *Collaborate in the organization of coordination, consultation, and dissemination activities related to the NGHGI.* • *Support the rest of the work team of the Climate Change National Directorate in dissemination activities related to climate change in general: preparation of dissemination and support materials, and participation in instances of dissemination and training.*
3.GHG inventory expert's contractual services individuals *Rate: $1,875/month*	*24 months*	*Duties and Responsibilities* • *Coordinate the preparation of national GHG inventories for 2019 and 2020, including updating previous inventories.* • *Coordinate with competent ministries to prepare sectoral GHG inventories and provide technical assistance as needed.* • *Compile sectoral GHG information and coordinate the preparation of the national GHG inventory.* • *Coordinate the work plan to ensure timely completion of GHG inventories for BTR2, BTR3/NC5, and national communications.* • *Monitor and supervise consulting companies involved in the preparation of GHG inventories.* • *Draft and introduce text related to national GHG inventories in BTR2, BTR3/NC5, and national communication.*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Coordinate the elaboration of GHG inventories projections for 2030 and 2050.* • *Report on capacity-building actions for GHG data generation and management.* • *Provide technical assistance for managing and improving the GHGI system, including commissioning, operational maintenance, and system enhancements.* • *Participate in the development of improved procedures for data collection, archiving, and systematic backup of historical information across sectors involved in NGHGIs.* • *Adapt general procedures according to the needs of each sector involved in NGHGI.* • *Prepare and manage documents, manuals, instructions, and records related to the GHGI system, including sectoral calculation instructions.* • *Participate in the development of tools for estimating GHG emissions.* • *Manage and implement improvements based on NGHGI reviews.* • *Coordinate intersectoral development of the GHGI system and participate in technical meetings.* • *Train institutions responsible for sectors reporting on GHG, and provide training on registration procedures.* • *Participate in activities to improve the quality of NGHGIs and collaborate in coordination, consultation, and dissemination activities related to NGHGI.* • *Support the Climate Change National Directorate's dissemination activities, including the preparation of support materials and participation in training sessions related to climate change.* • *Propose the content of the sections of the 2024 GHG inventory report, in accordance with the MPG and the decision 5/CMA.3* • *Develop the chapters that make up the GHG inventory report based on the information contained in the spreadsheets and sectoral reports to be provided by MINAE.* *Hold work meetings to present the progress achieved and gather suggestions and/or contributions from the MINAE team.*
4.contractual services company in preparation of GHG Inventories. *Rate: $60,000 over 2 years. (30K BTR2+30KBTR3)*	*1 year BTR2/NC5* *1 year BTR3*	*<u>Duties and Responsibilities</u>* • *Establish data-sharing agreements with sectoral ministries and agencies, create data request templates, and coordinate with stakeholders to ensure data completeness.* • *Conduct checks for completeness, accuracy, and consistency of sectoral data, develop a QA/QC plan, and identify gaps for further data collection.* • *Develop sector-specific emission factors, utilize Tier 1, 2, or 3 methods as appropriate for each sector, and calculate emissions from Energy, IPPU, Agriculture, Waste, and LULUCF sectors.* • *Organize workshops with sector experts, national institutions, and private stakeholders to enhance capacity in GHG data reporting and the use of IPCC tools and software.* • *Develop data integration protocols for SINAMECC, validate the consistency of datasets, and ensure alignment with the Enhanced Transparency Framework requirements.* • *Implement statistical methods to assess uncertainty in emission factors, activity data, and calculation methodologies for each sector.* • *Hold sectoral and national-level validation meetings to present preliminary results, receive feedback, and incorporate suggestions into the final GHG inventory.* • *Include emission estimates, methodologies used, key trends, uncertainty levels, and recommendations for improving future inventory processes.* • *Collaborate with national institutions to improve activity data collection systems and develop country-specific emission factors for sectors like agriculture and LULUCF.*

Consultant	Time Input	Tasks, Inputs and Outputs
		Prepare technical documentation of methodologies, quality assurance procedures, and supporting data files; submit to MINAE for official use and submission to the UNFCCC.
5.contract business for IT services to support the update process and improve the Climate Change Platform *Rate: $1145/month*	*48 months*	*Duties and Responsibilities* • *Improve data management capabilities, including integration of GHG inventory data and user-friendly interfaces.* • *Implement cloud hosting solutions to enhance platform accessibility and scalability.* • *Conduct system testing to ensure compatibility with new datasets and updated reporting requirements.* • *Strengthen cybersecurity measures to protect data integrity and user information.* • *Provide technical support and troubleshooting for platform users, including capacity-building sessions.*
6.contractual services company for GHG emissions projection *Rate: $75,000/over 1 year two times (40K BTR2+35KBTR3)*	*10 months BTR2* *10 months BTR3/NC5*	*Duties and Responsibilities* • *Develop a work plan that includes the methodology and schedule of activities.* • *Review the National Greenhouse Gas Inventory available at the time of the consultancy.* • *Analysis of international (Latin American countries and others) and national experiences on tools used for GHG emissions projections.* • *Determine in coordination with MINAE, the tool to be used for the projection of emissions considering national circumstances.* • *Develop emissions scenarios considering the information required in the MPG and the decision 5/CMA.3* • *Develop sectoral workshops to establish the assumptions for the emission scenarios.* • *Develop sectoral workshops to present the results of the emissions scenarios.* *Prepare the report documenting in detail the process performed, assumptions and results obtained.*
NDC Tracking progress		
7.Mitigation (NDC) of climate change local consultant *Rate: $2,900/month*	*1 year BTR2/NC5* *1 year BTR3*	*Duties and Responsibilities* • *The specialist organizes and coordinates all activities related to mitigation.* • *Description of functions:* • *Collection and analysis of relevant information related to mitigation actions or groups of actions that are being developed in the country and are included in the NDC* • *Preparation of the mitigation action report in tabular format, including the results achieved.* • *Monitoring of the NAMAs developed and presented and analysis of the possibility of defining new ones.* • *Analysis of the options of market and non-market mechanisms.* • *Technical support for training and awareness activities in sectors with mitigation actions potentials.* • *Participation in the edition of the Biennial Transparency Report* • *Identification of methodologies for the evaluation of climate change mitigation measures included in the NDCs that contribute to the operation of a domestic Monitoring, Reporting and Verification system (MRV) of mitigation actions, among other instruments.* • *Collaboration in the selection of experts or organizations with experience in the development and application of* • *methodologies for the evaluation of mitigation measures (at the national, regional or international level) and their management contracting for the application of said methodologies within the framework of domestic MRV.*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Follow up on actions defined by the UNFCCC regarding adaptation.* • *Monitor the implementation of national sectoral adaptation plans and analyze new plans.*
		Support received-required
10. Business contract to report all information related to financial, technology development and transfer, capacity building, support needed and received. *Rate:* *$ 1,541.6/month*	*1 year BTR2* *1 year BTR3/NC5*	*Duties and Responsibilities* • *Identify and analyze gaps in support required/received reporting to align with UNFCCC MPGs for BTR.* • *Develop methodologies to assess and improve the tracking of financial, technical, and capacity-building support.* • *Strengthen national systems for systematic observation to meet MPGs transparency requirements.* • *Facilitate the preparation of BTR chapters on support received, required, and capacity needs.* • *Propose enhancements to technology transfer processes to align with MPGs for the transparency framework.* • *Support the development of data collection and reporting tools for tracking climate finance in line with MPGs.* • *Design and implement capacity-building programs to improve national reporting on support under the Enhanced Transparency Framework.* • *Develop detailed Terms of Reference for assessments addressing MPGs-aligned reporting gaps.* • *Engage stakeholders to review and validate methodologies and data for BTR chapters on support and capacity-building.* • *Prepare recommendations for aligning systematic observation and reporting systems with MPGs requirements.* • *Monitor and document progress on capacity building, technology transfer, and systematic observation enhancements.* *Deliver final reports detailing findings, methodologies, and recommendations aligned with the MPGs for BTR submissions.*
11.Individual Contract to report activities related to technology development and transfer, research and systematic observation, education, training and public awareness, capacity development at national and subregional levels, information exchange, and networking, constraints, gaps, and needs. *Rate: $1,520/month*	48 months	*Duties and Responsibilities* • *Collect data on activities related to technology development and transfer across different sectors.* • *Document initiatives for research and systematic observation, highlighting ongoing and completed projects.* • *Gather information on educational programs, training workshops, and public awareness campaigns on climate change.* • *Assess national and subregional capacity development initiatives, including challenges and areas for improvement.* • *Compile data on information exchange and networking activities that contribute to knowledge sharing.* • *Identify and document constraints, gaps, and needs in technology, research, and capacity development.* • *Develop a database to track progress and report on activities systematically.* • *Facilitate consultations with relevant stakeholders to validate collected information and identify additional needs.* • *Prepare technical reports summarizing achievements and identifying key challenges and opportunities for improvement.* • *Ensure consistency and alignment of reported activities with UNFCCC requirements for Biennial Transparency Reports (BTRs).*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Organization of activities related to the application of said methodologies (collection of information, measurement of indicators, development of calculations, identification of needs for new information) to evaluate a set of selected mitigation measures, within the measures included in the first and second NDCs from the country.* • *Participation in areas of inter-institutional coordination necessary for the evaluation of security measures, sectoral mitigation and monitoring of agreed tasks in said areas in relation to the MRV system domestically.* • *Participation in training at the regional level and exchanges with peers to improve the quality of the NGHGIs, methodologies to improve the domestic MRV system and methodologies and tools for the monitoring of the global and specific objectives of the NDCs.*
8.Support for NDC, adaptation, finance support and monitoring activities services individuals *Rate: $800/month*	*48 months*	• *Report on socioeconomic conditions and demographics, including gender-disaggregated data with emphasis on mitigation.* • *Report on the political and governance situation with emphasis on mitigation.* • *Report on strategic developments and climate change management plans with emphasis on mitigation.* • *Compile and report the preceding information for BTR2 and BTR3/NC5.* • *Organize and coordinate all activities related to mitigation.* • *Collect and analyze relevant information on mitigation actions included in the NDC.*
Climate Change and Adaptation		
9. Adaptation on climate change local consultant *Rate: $40,000/ over 2 years (20k BTR2 + 20kBTR3)*	*1 year BTR2* *1 year BTR3/NC5*	*Duties and Responsibilities* • *Assess the implementation status of climate change actions in strategies, policies, plans, and goals.* • *Review capacities for action, result monitoring, and gap analysis at national and subnational levels.* • *Review and analyze the implementation status of adaptation plans (NAPs, NDC, etc.).* • *Consolidate and assess information on intercultural issues in the context of adaptation and diversification plans with mitigation co-benefits.* • *Analyze gaps and needs in science and technology transfer, funding, and public awareness.* • *Organize and coordinate activities related to climate change adaptation.* • *Identify methodologies for evaluating climate change adaptation measures included in the NDC, contributing to MRV and Monitoring and Evaluation (M&E) of adaptation actions.* • *Conduct assessments of sectoral vulnerabilities to climate change risks and variability.* • *Develop a detailed work plan for the preparation of adaptation chapters* • *Develop scope of work and Terms of Reference for team members and contractors.* • *In consultation with the Project Manager, select and implement methodologies and models to assess the impact of adaptation policies and measures.* • *Assess barriers, gaps, and needs to improve adaptation policy efficiency and develop recommendations for improving data collection and analysis for decision-making.* • *Develop the adaptation report and the corresponding chapter for BTR's and incorporating stakeholder comments and recommendations.* • *Provide technical support to the project team in the adaptation area.* • *Provide technical support for vulnerability reduction and adaptation efforts in the country.*

Consultant	Time Input	Tasks, Inputs and Outputs
		Technical Assistance and M&E
12.Gender local consultant *Rate: $1,666/month*	12 months BTR2/NC5 12 months BTR3	*Duties and Responsibilities* • Implement of the project Gender Action Plan, executing activities and coordinating efforts to meet specific targets within a defined period. • Lead the execution of all gender-related project components, including training sessions, stakeholder engagement, and capacity-building initiatives. • Conduct a comprehensive review of the Gender Action Plan at the midpoint of the project implementation phase, revising and updating it as needed to align with emerging needs and challenges. • Collaborate with the M&E responsible personnel to integrate gender considerations into all monitoring, evaluation, and reporting tools, ensuring alignment with project outcomes. • Organize consultation sessions with stakeholders, particularly women's groups and marginalized communities, to gather feedback and incorporate their inputs into project activities. • Prepare detailed reports on gender-focused activities. • Organize and facilitate workshops to present the results raise awareness and build capacity among project staff and partners on gender issues critical to the project's success.
13.Local consultant for compilation and editing of BTR2/NC5, BTR3 and participatory process *Rate: $1,000/month*	6 months BTR2 6 months BTR3/NC5	*Duties and Responsibilities* • *Make any necessary revisions to the reports.* • *Edition and layout of BTR2 and BTR3/NC5* *Prepare the final version of the reports for submission.*
14.Specialists on climate change communication and diagram *Rate: $1,020/month x specialist (two positions)*	*48 months*	*Duties and Responsibilities* • *Design communication and awareness materials (infographics, brochures, videos, presentations) tailored to diverse audiences, ensuring clarity and engagement.* • *Create visual and multimedia content for communication campaigns, using graphic design tools to simplify complex climate change topics.* • *Prepare awareness and public education materials focused on the impacts of climate change and the measures for adaptation and mitigation.* • *Coordinate awareness campaigns across media and social networks to increase public awareness of climate change and encourage citizen participation.* • *Manage the production of informational and educational materials for distribution at workshops, conferences, and community events.* • *Adapt messages and communication materials to intercultural contexts, ensuring they are inclusive and culturally relevant to different communities and social groups.* • *Participate in the preparation and presentation of reports on communication and awareness activities, detailing the results achieved and the impact of interventions.* • *Diagram and layout of BTR2 and BTR3/NC5 reports*

Annex 8: Stakeholder Engagement Plan

Stakeholder involvement and consultation processes are critical to the success of the project. An effective engagement of key stakeholders has been conducted during project preparation and is envisaged, during implementation, monitoring and evaluation, to enhance ownership of the Fifth National Communication and 2BTR/3BTR 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. 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 four National Communication and three BUR's 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 National Meteorological Institute 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	
The Ministry of Environment and Energy of Costa Rica (MINAE)	MINAE is responsible for the management and implementation of the energy and environmental sector's politic and regulations in Costa.	Project Board and working group member
Ministry of Science, Technology and Telecommunications (MICITT)	Alliance for coordination with citizens and institutions for the scientific management of issues such as climate change, adaptation and mitigation of climate change, resilience and environmental sustainability.	Focus group meeting
National Meteorological Institute	Activity data (AD) and emission factors on National Greenhouse Gas Inventory, data on climate scenarios and vulnerability and adaptation studies.	Project Board and working group member Project Management Unit
Directorate of Climate Change	AD and other information on energy, agriculture, farming, livestock among others.	Project Board and working group member
Planning of the Energy Subsector Secretariat (SEPSE)	AD and other information on Energy.	Working group member, GHGI data provider
Ministry of Agriculture and Livestock	AD and other information on agriculture, farming, livestock among others.	Working group member, GHGI data provider
Ministry of Transport and Public Works	AD and other information related to the transport sector.	Working group member, GHGI data provider

Ministry of Production	AD and other information related to the Industrial sector.	Working group member, GHGI data provider
Ministry of Health	AD and other information on Waste Sector.	Working group member, GHGI data provider
Costa Rican Institute of Aqueducts and Sewers (AyA)	AD and other information related to the water sector.	Working group member, GHGI data provider
Costa Rica's National Service of Underground Water, Irrigation and Drainage (Senara)	Government department responsible for managing and protecting the country's water resources. AD and other information related to the water sector.	Working group member, GHGI data provider
Ministry of Education	Work on dissemination of results.	Focus group meeting
Ministry of Culture	Work on dissemination of results.	Focus group meeting
National Institute for Women	Lead on gender equity in adaptation and mitigation activities, policy formulation and knowledge.	Focus group meeting
Ministry of National Planning and Economic Policy	As mitigation lead for the National Development and Public Investment Plan (Country development plan compatible with the objectives of economic growth and poverty reduction, sustainability parameters, economy decarbonization and resilience). In the project, it will support the analysis of economic policies related with climate change included in the BTR.	Focus group meeting
National Electricity Institute	Elaboration of the National GHG Inventories, as they support the estimation of the respective sectorial emissions.	Working group member, GHGI data provider
The National Council for the Care of the Elderly (CONAPAM)	Elderly Protection National Institution. Elderly situation data provider.	Focus group meeting
The National Center for Children (PANI)	Children Protection National Institution. Children situation data provider.	Focus group meeting
	Academia	
University of Costa Rica (UCR)	They support the research about emissions and reductions of GHG.	Working group member, GHGI data provider
National University (UNA)	They support the research about emissions and reductions of GHG.	Working group member, GHGI data provider
Costa Rica Technological Institute (TEC)	They support the research about emissions and reductions of GHG.	Working group member, GHGI data provider
State Distance Learning University (UNED)	They support the research about emissions and reductions of GHG.	Working group member, GHGI data provider
	Private sector	
Chamber of Industries	They support the estimation of the respective sectorial emissions and mitigation actions.	Working group member, GHGI data provider
Costa Rican Construction Chamber	They support the estimation of the respective sectorial emissions and mitigation actions.	Working group member, GHGI data provider
Costa Rican Forest Chamber	They support the estimation of the respective sectorial emissions and mitigation actions.	Working group member, GHGI data provider
National Forest Office	They support the estimation of the respective sectorial emissions and mitigation actions.	Working group member, GHGI data provider
Banana Production Corporation	They support the estimation of the respective sectorial emissions and mitigation actions.	Working group member, GHGI data provider
	NGOs, CSOs	
Feminist Center for Information and Action (Cefemina)	Supporting the integration of gender equity in the implementation project activities and delivery of outcomes.	Focus group meeting
Small Costa Rican Agricultural Producers Union (UPANACIONAL)	It uses the project results to provide comprehensive technical training to farmers for development of productive activities,	Focus group meeting

	economic credits and legal regulations to improve their social conditions.	
Coordination of Rural Women (CMC)	Supporting to integration of gender equity in the implementation of project activities and delivery of outcomes.	Focus group meeting
Ngobegue Guaimies Indigenous Cultural Association of Costa Rica	It uses the project results to give integral attention to Ngobegue Guaimies indigenous in the face of the environmental, economic, social, educational and social impacts that affect them.	Focus group meeting

A preliminary Stakeholder engagement plan envisage the following meetings:

i. 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.
j. Stakeholder consultations workshops to engage stakeholders and ensure their continuous involvement in the reporting process.
k. Capacity building workshops on the thematic areas of the ETF, BTRs and NCs.
l. Individual meetings of thematic working groups with sector representatives.
m. Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions.
n. Validation workshops to discuss results and validate accuracy of the analyses and assure quality of the results.
o. Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking.

The stakeholder engagement plan will help strengthen collaboration between diverse actors in Costa Rica to collectively address the challenges of climate change.

Despite the challenges that still need to be addressed, Costa Rica has strengthened the institutional and technical capacities of stakeholders, promoting transparency and accountability in the country's climate actions, through the development of its first BTR.

The broad and effective participation of all stakeholders, including vulnerable groups, civil society, Afro-descendants, women and indigenous people, is essential in the development of Costa Rica's Biennial Transparency Reports (BTR) and National Communications (NC), and will ensure that climate policies reflect the needs and perspectives of the entire population, promoting equity and social justice.

A detailed action plan for stakeholder engagement in the construction of the different components of BTR2/NC5 and BTR3 is presented below:

Activity	Objective	Group of Interest	Responsible	Indicator	Timing
Sectoral consultation meetings	Collect data and validate sectoral information for the National GHG Inventory.	Sectoral ministries, research institutions, private sector.	IMN	Number of meetings held; quality of data collected.	2nd to 4th quarter 2025, and 2nd to 4th quarter 2027.
NDC validation workshops	Assess progress in NDC implementation and update measures.	Relevant ministries, NGOs, private sector, local communities.	IMN, MINAE	Progress evaluation report; list of updated measures.	2nd to 4th quarter 2025, and 2nd to 4th quarter 2027.
Community adaptation forums	Identify local climate change impacts and adaptation strategies.	Local communities, local authorities, NGOs.	IMN, MINAE, Municipalities	Number of forums held; identified adaptation strategies.	2nd to 4th quarter 2025, and 2nd to 4th quarter 2027.
Training on financial and technological support reporting	Strengthen capacities to report on received and needed support.	Relevant ministries, NGOs, private sector, local communities.	IMN	Number of trainings conducted; improvement in report quality.	2nd to 4th quarter 2025, and 2nd to 4th quarter 2027.
Public awareness and outreach	Inform the public about progress in climate transparency and encourage participation.	Media, civil society, educational sector.	IMN, MINAE, OET, Minister of Education	Number of campaigns conducted; level of public participation.	2nd to 4th quarter 2025, and 2nd to 4th quarter 2027.

Annex 9: Environmental Social Management Framework (ESMF) and other SES frameworks/plans

Not applicable

Annex 10: Gender Analysis and Gender Action Plan

Gender Equality and Women's Empowerment: Women's Situation Analysis and Action Plan

Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change

Executive Summary

As established in the Country Document (CPD 2023-2027) of UNDP Costa Rica, the transformation of the economic model towards a sustainable economy implies combating structural gender inequalities, and in coherence with the UNDP Global and Regional Gender Equality Strategies (2022-2025), the Gender Equality Action Plan (GAP) and its 10 gender equality indicators (GAPI) are presented for the project **"Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change"**

This tool seeks to influence the production of information on the differentiated impacts of the climate crisis on women, while showing, from a clear gender analysis, how the country increases its climate ambition with equality between women and men in the NDC 2025 and the National Adaptation Plan 2025.

It was designed in light of the research findings of the Analysis of the Situation of Women in their Diversity in Costa Rica, the significant progress achieved to date and the persistent challenges still to increase its ambition. In addition to an intrinsic coherence with the framework of the results and indicators of the project, so that during its implementation the success of its objective and the proposed results are assured.

This situation analysis shows that although Costa Rica is a pioneer in advancing the link between gender equality and climate action, key challenges remain to increase ambition. In particular, there is an ideal context given the update of the Nationally Determined Contribution (NDC) and the Climate Change Adaptation Plan (NAP) that must be taken advantage of, and all of this will be key to reflecting them in the Second and Third Biennial Transparency Report (BTR) and the Fifth Communication of Costa Rica for the United Nations Convention Against Climate Change (UNFCCC). The main conclusions that can be derived from the situation analysis carried out are:

- The country still faces a historical debt with women, a situation that hinders the achievement of Sustainable Development. Given this scenario, the need for a critical evaluation of the measures adopted and their effectiveness in promoting gender equality and women's empowerment is highlighted.
- The situation of gender inequality in the country is a problem that persists despite legislative advances and implemented public policies.
- Although women enjoy a longer life expectancy and higher educational levels, these figures do not translate into real equality in the workplace, nor in access to economic opportunities or participation in decision-making spaces.
- Women's labor participation rate is significantly lower than that of men, highlighting the influence of discriminatory gender norms that perpetuate prejudices and impose tasks on women. In addition, violence against women, which manifests itself in a high number of femicides and requests for protection measures, demonstrates a serious crisis of insecurity and imminent risk that affects their well-being. These inequalities not only limit women's empowerment, but also hinder Costa Rica's Sustainable Development. This reality underscores the urgent need to address and dismantle the structures that perpetuate inequality, thus guaranteeing a more equal and fairer environment for all women in the country, and which also increase the vulnerability of women in their diversity to crises, such as the climate crisis.

- Understanding the differentiated impacts of the climate crisis from a gender perspective is based on analyzing the links with socioeconomic inequality, the persistence of poverty and structural gender inequalities within the framework of growth that

is exclusionary and unsustainable, and highlighted by the National Action Plan on Gender Equality in Climate Action (INAMU, MINAE & UNDP, 2023), women of all ages are disproportionately affected by these and experience differentiated consequences.

- Efforts across sectors need to be stepped up urgently to reduce the gender gaps that increase the differential impacts of the climate crisis on women in all their diversity, in order to ensure that 50% of the population has the necessary adaptation and mitigation measures.
- Developing more information on the differentiated impacts of the climate crisis on women in all their diversity is key to making better decisions on national and local climate policies.
- The National Action Plan on Gender Equality in Climate Action, which was declared of national public interest by the President of the Republic through Executive Decree No. 44053-MCM-MINAE, is the Public Policy instrument that should guide the update of the NDC and the NAP 2025 if it is about increasing gender ambition.
- For the first time, Costa Rica is developing an Analysis on gender considerations for the First Biennial Transparency Report (BTR) for the United Nations Convention Against Climate Change (UNFCCC) as a global model in its commitment to gender equality in climate action and in turn increases its ambition to reduce gender gaps and the differentiated impacts on women in their diversity.
- Recommendations 45 and 46 of the Eighth Report of the CEDAW Committee to Costa Rica (2023/C/CRI/CO/8) must be taken into serious consideration both in the upcoming update processes, as well as in the gender analyses of the Biennial Reports and the Fifth Communication of Costa Rica to the UNFCCC.

Based on these findings, recommendations were established for the Gender Equality Action Plan (GAP) in two sections, which are summarized below:

- To ensure compliance with the Gender Action Plan and address these gaps, the Project Implementation Unit must:
  - Ensure the recruitment of staff who understand and know how to apply the intersectional gender perspective in climate action.
  - Establish monitoring mechanisms to ensure the proper incorporation of the intersectional gender perspective in all stages of the project.
  - Ensure that at least 15% of the total project budget is devoted to actions that promote gender equality and women's empowerment.
  - Coordinate with civil society organizations to encourage participation at all times, with an emphasis on women's groups and organizations from the main sectors related to the climate crisis.
  - Coordinate closely with the Implementation Unit of the National Action Plan on Gender Equality in Climate Action, so that there is fluid communication for the development of the GAPIs.
  - Create a Consultation Committee from the beginning of the Process, which must be made up of the Plan Implementation Unit, the Gender Focal Points of the Institutions with a mandate in Climate Action and Gender and Climate Change Specialists, in such a way that it advises and accompanies the formulation of the Second and Third Biennial Transparency Report (BTR) and the Fifth Communication of Costa Rica for the United Nations Convention Against Climate Change (UNFCCC).

- For their part, the role of the Government Institutions related to the BTR2- BTR3/5CN will be:
  - Strengthen institutional capacities for gender production and analysis in climate action.
  - Establish a clear commitment to incorporating an intersectional gender perspective into climate action.
  - Support the implementation of the Gender Action Plan.
  - Ensure access to data and support in analyzing the reality in which women in all their diversity face the climate crisis.
  - Effectively incorporate women in their diversity in solutions to address the climate crisis.

Finally, with the appropriate budget allocation and compliance with the established recommendations, the objective of the GAP and GAPI project will be ensured.

Introduction

The present Analysis of the Situation of Women and Gender Action Plan of the project " ***Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR)*** " " aims to influence the production of information on the differentiated impacts of the climate crisis on women, while showing, from a clear gender analysis, how the country increases its climate ambition with equality between women and men in the NDC 2025 and the National Adaptation Plan 2025.

This project seeks to support the country in the preparation of the Second and Third Biennial Transparency Report (BTR) and the Fifth Communication of Costa Rica for the United Nations Convention Against Climate Change (UNFCCC) through detailed, updated and truthful information on the progress made by the country towards the NDC 2025 and the National Adaptation Plan 2025.

the Gender Equality Action Plan (GAP) was designed according to the project results framework, so that there is a strategic articulation between the expected results and their indicators and the Plan's gender equality indicators (GAPI), to ensure that it complies with the established gender marker GEN2.

The Gender Equality Action Plan (GAP) and its 10 gender equality indicators (GAPI) arise from the research findings of the Analysis of the situation of women in their diversity in Costa Rica, the important advances achieved to date and the persistent challenges still to increase their ambition. The methodology implemented involved a **Literature review** on gender gaps in the country, the gaps identified in the National Action Plan on Gender Equality in Climate Action and the main findings of the Analysis on gender considerations for the First Biennial Transparency Report (BTR) for the United Nations Convention Against Climate Change (UNFCCC).

This situation analysis shows that although Costa Rica is a pioneer in advancing the link between gender equality and climate action, key challenges remain to increase ambition. In particular, there is an ideal context given the update of the Nationally Determined Contribution (NDC) and the Climate Change Adaptation Plan (NAP) that must be taken advantage of, and all of this will be key to reflecting them in the Second and Third Biennial Transparency Report (BTR) and the Fifth Communication of Costa Rica for the United Nations Convention Against Climate Change (UNFCCC).

Situation analysis of women in Costa Rica: inequalities exacerbating the differential impacts of the climate crisis?

Costa Rica, with a population of more than 5 million inhabitants, of which 50.2% are women (INEC, 2023, p.14) [16], faces significant challenges in terms of gender equality. Despite progress in some development indicators, structural gaps persist that limit women's access to economic, social and political opportunities on equal terms. This panorama is aggravated by a decline in the Human Development Index (HDI) [17], going from 0.819 18in 2019 to 0.806 in 20223 (UNDP, 2022, p. 308) [19], a situation that shows a decrease in the general well-being of the country and puts at risk the fulfillment of the Sustainable Development Goals, especially with regard to gender equality (SDG 5) and the reduction of inequalities (SDG 10).

Beyond formal equality: A look at the realities of Costa Rican women

The discussion on inequalities in Costa Rica is often considered an issue that has been overcome by various sectors, largely due to the implementation of legislation and public policies with efforts aimed at equality between women and men. However, in practice, the country still faces a historical debt with women, a situation that hinders the achievement of Sustainable Development. Given this scenario, the need for a critical evaluation of the measures adopted and their effectiveness in promoting gender equality and the empowerment of women stands out.

According to the **Human Development Index (HDI),** women have a higher life expectancy, reaching 79.8 years compared to 74.4 years for men. Women also enjoy more years of expected schooling, averaging 17.1 years versus 16.0 years for men, and they also receive

[16]INEC (2023). Total population of Costa Rica is 5,044,197 people. https://inec.cr/noticias/poblacion-total-costa-rica-5-044-197-personas
[17]The HDI is a synthetic measure used to assess long-term progress in three basic dimensions of human development: a long and healthy life, access to knowledge and a decent standard of living. (UNDP, n.d. , p. 02). https://hdr.undp.org/sites/default/files/Country-Profiles/es/CRI.pdf
[3]UNDP. 2022. Human Development Report 2021/2022. https://hdr.undp.org/system/files/documents/global-report-document/hdr2021-22sp1.pdf
[19]UNDP. 2022. Human Development Report 2021/2022. https://hdr.undp.org/system/files/documents/global-report-document/hdr2021-22sp1.pdf

more years of education, with 8.9 years compared to 8.7 years. However, a significant gap persists in the estimated gross national income per capita, where women report an income of 16,568 versus 23,376 for men (UNDP, 2022, p. 322) [20].

According to the **Gender Inequality Index (GII-D)** (2022), Costa Rica ranks 58th worldwide, with an index of 0.232. In terms of health, the maternal mortality rate stands at 22 per 100,000 live births, while the adolescent birth rate is 35.749 per 1,000 adolescent women. In the political sphere, women hold 47.3% of the seats in the Legislative Assembly.

In terms of education, women who have attained at least secondary education represent 50.2% of this group, compared to 48.1% of men, indicating a higher level of education among women. However, the labor force participation rate shows a significant difference, with 50.1% of women compared to 72.9% of men participating in the labor market (UNDP, n.d., p. 01).[21]

The above information reveals a complex situation in which, despite progress in areas such as health and education, significant gaps persist in the economic and labour spheres. Women enjoy a longer life expectancy and more years of schooling, suggesting an improvement in their training and well-being. However, the gross national income per capita for women is considerably lower than that of men, which underlines an economic inequality that limits their empowerment. Furthermore, although women occupy a significant proportion of seats in the Legislative Assembly, their participation in the labour force remains lower, evidencing that there is still a long way to go to ensure sustainable and inclusive development in the country.

According to the **Continuous Employment Survey for the first quarter of 2024 [22], conducted by the Institute of Statistics and Census (INEC),** the male workforce [23]in Costa Rica reached 1.43 million people, with an estimated participation rate of 68.1%. In contrast, the female workforce stood at 913,000 people, equivalent to a participation rate of 43.7% (INEC, 2024, p. 11). Regarding age distribution, it is observed that 52.5% of employed men are in the 35 to 59 age group, while 54.6% of women are concentrated in the 25 to 44 age range (INEC, 2024, p. 12).

Based on data on the population outside the labor force [24], men have a non-participation rate [25]of 31.9%, while women reach a significantly higher rate of 56.3%. In terms of age, it is observed that 85.0% of non-active men are concentrated in the age groups of 15 to 24 years (230,000 people) and 60 years or older (340,000 people). In contrast, 60.0% of women outside the labor force are in the ranges of 45 to 59 years (219,000 people) and 60 years or older (488,000 people) (INEC, 2024, p. 12).

These data suggest that discriminatory gender norms perpetuate the imposition of care and domestic tasks on women, which hinders their participation in various spaces, including the labour market. This situation highlights the need to address social and cultural barriers that restrict women's access to economic and personal development opportunities.

In the first quarter of 2024, the unemployment rate [26]in Costa Rica reveals that women faced a higher unemployment rate (8.7%) compared to men (7.2%). Furthermore, the impact of unemployment is more pronounced in young people, but with significant differences by sex; among men, 68.7% of the unemployed were in the 15 to 34 age groups, while for women this percentage was 59.5%. These figures reflect both the structural barriers that hinder women's access to employment, as well as the specific challenges faced by young female workers, who are often more exposed to situations of vulnerability and discrimination in the labor market (INEC, 2024, p. 16).

In relation to underemployment [27], the percentage of men in this situation was 2.5%, while the corresponding percentage for women reached 3.9% (INEC, 2024, p. 16). These data show not only the gender disparities in unemployment and underemployment rates, but also the high concentration of unemployment in the youngest age groups. This situation can have profound implications for the professional development and economic opportunities of the young population in Costa Rica. Likewise, the figures reflect a greater

[20]UNDP. 2022. Human Development Report 2021/2022. https://hdr.undp.org/system/files/documents/global-report-document/hdr2021-22sp1.pdf
[21]UNDP. 2021. Gender Inequality Index (GII-D) https://www.undp.org/es/costa-rica/publicaciones/indice-de-desigualdad-de-genero-idg-d
[22]INEC. 2024. Continuous Employment Survey for the first quarter of 2024. General results. https://admin.inec.cr/sites/default/files/2024-05/ECE_I%20T_2024.pdf
[23]The group of people aged 15 years and over who participated in the production of economic goods and services during the reference period or were willing to do so. It is made up of the employed population and the unemployed population.
[24]Household members who were not employed during the reference week and who did not make any kind of effort to find a job in the four weeks prior to the interview.
[25]Indicator that relates the population outside the labor force and the population of working age.
[26]The unemployment rate relates the unemployed population to the labor force.
[27]Underemployed people are those who effectively work less than 40 hours per week, want to work more and are available to work more hours than their current occupation allows.

vulnerability to employment among women, given that they face barriers both in accessing the labor market and in occupying quality jobs.

In terms of access to financing by women, they represent only between 17% and 23% of the total loans requested for agriculture, livestock and related service activities 28(cited in UNDP, 2023, p. 07). According to the Report on gaps between men and women in access to and use of the financial system in Costa Rica, prepared by INAMU, the Development Banking System (SBD) and the General Superintendence of Financial Entities (SUGEF, 2019), of the total number of debtors in the financial system, 56.2% are men, while 43.8% are women. The default rate on women's debts is lower than that of men. That is, of the total debt of women, 91% is up to date and of the total debt of men, 88% is up to date (cited SEPSA, 2020, p. 19). [29].

According to the **National Survey on Time Use (ENUT)** [30], the data reflect that gender gaps persist in the distribution of time. On average, women spend 32 hours and 4 minutes of effective activities per week on unpaid domestic work (UDW), compared to the 15 hours and 44 minutes that men allocate to this same activity. This difference indicates that women invest, on average, twice as much time as their male counterparts in the use of effective time (INEC, 2022, p. 47). This visible gender gap not only reflects the unequal burden of unpaid domestic work and care that women assume, but also limits their ability to participate in economic, educational and leisure activities.

Violence **against women** in Costa Rica is manifesting itself in an alarming way. According to the Universal Periodic Review of April 2024, prepared by the Feminist Network against Violence towards Women, it is estimated that 136 women request protection measures daily in situations of violence, which translates into approximately 62,000 cases annually (UNA, 2024, p. 01). [31].

Additionally, the Observatory of Gender Violence against Women and Access to Justice of the Judiciary reported that in 2023, 25 femicides were recorded, of which 13 were classified as femicides according to Article No. 21 of the Law for the Protection of Victims of Violence Against Women (LPVCM [32]), 2 as expanded femicide (according to the Belém do Pará model), and 11 in other contexts (expanded femicide). By August 2024, 40 violent deaths of women have been documented, of which 14 have been classified as femicides, while 23 are pending classification (Judiciary, n.d., p. 01) [33]These data show the alarming and undeniable reality of violence against women in Costa Rica, which places them in conditions of insecurity and imminent risk.

The information in this section reflects a general but clear overview of gender inequality in Costa Rica and highlights the critical situation faced by women in Costa Rica. Every day, women are affected by various practices and manifestations of discrimination and exclusion in multiple areas.

The situation of gender inequalities in the country is a problem that persists despite legislative advances and implemented public policies. Although women enjoy a longer life expectancy and higher educational levels, these figures do not translate into real equality in the workplace, nor in access to economic opportunities or participation in decision-making spaces. The labor participation rate of women is significantly lower than that of men, which highlights the influence of discriminatory gender social norms that perpetuate prejudices and impose tasks on women. In addition, violence against women, which manifests itself in a high number of femicides and requests for protective measures, demonstrates a serious crisis of insecurity and imminent risk that affects their well-being. These inequalities not only limit the empowerment of women, but also hinder the Sustainable Development of Costa Rica. This reality underlines the urgent need to address and dismantle the structures that perpetuate inequality, thereby ensuring a more equal and

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28 Data taken from the Report on Gaps between Women and Men in Access to and Use of the Financial System (INEC, SUGEF, INAMU and Bancapara el Desarrollo, 2019). Data cited in UNDP (2023). Analysis on gender equality and the empowerment of women in their diversity in the environment, energy and seas sector, as an input to ensure that the First Sectoral Strategic Plan is oriented towards this goal. https://www.undp.org/es/costa-rica/publicaciones/analisis-sobre-la-igualdad-de-genero-y-el-empoderamiento-de-las-mujeres-en-su-diversidad-para-el-primer-plan-estrategico

29 Gender equality policy for inclusive development in the Costa Rican agricultural, fishing and rural sector 2020-2030 and I Action Plan. https://www.undp.org/es/costa-rica/publicaciones/politica-de-igualdad-de-genero-para-el-desarrollo-inclusivo-en-el-sector-agropecuario-pesquero-y-rural-costarricense-2020-0

[30]INEC. 2022. National Time Use Survey (ENUT) 2022. General results. https://admin.inec.cr/sites/default/files/2023-06/reENUT2022.pdf

[31]UNA. 2024. On average, 136 women request protection measures due to violence per day
https://www.unacomunica.una.ac.cr/index.php/septiembre-2024/5589-en-promedio-136-mujeres-solicitan-medidas-de-proteccion-por-violencia-al-dia

[32]Law on the Penalization of Violence Against Women. No. 8589

[33]Judicial Branch. Observatory of gender violence against women and access to justice of the Judicial Branch. Femicide. https://observatoriodegenero.poder-judicial.go.cr/index.php/soy-especialista-y-busco/estadisticas/femicidio/itemlist/category/18-estadisticas-violencia-domestica#:~:text=In%2014%2F8%2F2024%20of,Gender%20Had%20Not%20Had%20Had%20any%20Femicide

fairer environment for all women in the country, and which also increase the vulnerability of women in their diversity in the face of crises, such as the climate crisis.

Differentiated impacts of the climate crisis on women in their diversity in 06 strategic sectors

Understanding the **differentiated impacts of the climate crisis from a gender perspective** is based on analyzing the links with socioeconomic inequality, the persistence of poverty and structural gender inequalities within the framework of growth that is exclusionary and unsustainable, as mentioned in the previous section. As highlighted by the National Action Plan on Gender Equality in Climate Action (INAMU, MINAE & UNDP, 2023), [34]women of all ages are disproportionately affected by these and **have differentiated consequences** : a) they lack or have limited access to land and other resources such as finance, technology and information, b) they suffer more from the consequences of disasters, c) they bear a greater burden of domestic work and care, d) As a result of droughts, floods and deforestation, women also face greater difficulties and must now spend much more time collecting water and producing subsistence food that could otherwise be spent on their education or recreational activities, e) they continue to be marginalized in decision-making spheres, from the community level to parliaments or international climate negotiations, f) they are often significantly excluded from global climate financing resources for mitigation and adaptation programs, due to their lack of information and capacity to take advantage of these resources, and g) they create new risks of gender-based violence and deepen widespread inequalities (p.18).

This **National Action Plan on Gender Equality in Climate Action** (INAMU, MINAE & UNDP, 2023) analyzed how gender inequalities increase these consequences in **06 strategic sectors in Costa Rica**, as a first approximation to the reality of the differentiated impacts.

According to the Plan, **in the agricultural sector** , according to the Agricultural Census (2014) [35], women represent only 15.6% of agricultural producers in the country, thus the participation of women in the ownership of productive land is identified as one of the main gender gaps in Costa Rica for the sector, and also recognizes that the extension of the farms of which they are owners is smaller than that of men, since they represent only 8.1% of the total surface area. The Census identifies that there are gaps in relation to the control and use of land, since of the total of 2.4 million hectares of crops, women only produce 4.4%, and a significant gap in access to education and business and financial training, since of the total number of farms run by individuals (80,987 farms), female producers who receive some type of technical assistance represent only 3.1% and, in the case of male producers, it is 16.6%.

Furthermore, and as highlighted by INAMU, UNDP, MAG and IICA (2022) [36]There are significant gaps in two other areas: a) Access to credit, since while 61% of organizations led by men have access to credit, only 38.4% of organizations led by women have it. The lack of guarantees, a gap that derives from difficulties in accessing land ownership, technology and agricultural equipment, is one of the explanatory factors. b) Informality, since 82% of women's organizations are informal or are in some condition of informality. Also, and given the characteristics of the sector, there is a significant reproduction of patriarchal gender stereotypes and roles that widen the sexual division of labor in rural areas.

Finally, it should be noted that the agricultural sector is one of the few sectors that has a gender equality policy for the sector, where its fourth axis refers to climate action. The policy states that: although climate change is harmful to all people, it is more so for women in the agricultural sector, due to their lack of access to the means of production, which generates less resilience for the adaptability of agricultural and rural activities to the effects of extreme events resulting from climate change. (2020) [37].

In the forestry sector, according to the Gender Action Plan of the National REDD+ Strategy (2019), [38]in its analysis of gender roles, gaps and opportunities, it recognizes structural gaps that women experience in the forestry sector. It is recognized that there are specific gender roles associated with agricultural and forestry activities, for example, on the farms of women producers there is a

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[34] National Action Plan on Gender Equality in Climate Action (INAMU, MINAE & UNDP, 2023): https://www.undp.org/es/costa-rica/publicaciones/plan-de-accion-nacional-sobre-igualdad-de-genero-en-la-accion-por-el-clima

[35] National Institute of Statistics and Census and Ministry of Agriculture and Livestock (2014). Agricultural Census .

[36]INAMU, UNDP, MAG and IICA (2020). Gender equality policy for inclusive development in the Costa Rican agricultural, fishing and rural sector 2020-2030 and I Action Plan .

[37] MAG Costa Rica (2020). Gender equality policy for inclusive development in the Costa Rican agricultural, fishing and rural sector 2020-2030 and I Action Plan.

[38]World Bank and REDD+ Secretariat Costa Rica (2019). Gender Action Plan of the National REDD+ Strategy

lower percentage in the occupation of agricultural tasks and a greater concentration in tasks related to agro-processing and other tasks compared to men, who are mostly concentrated in the development of agricultural activities. In addition, women tend to be more involved in other tasks such as: derived products, rural tourism, and waste treatment.

This analysis highlights that coffee is the most important activity for female producers, while for male producers the main activity is livestock, followed by coffee production. It also mentions that a higher percentage of women are dedicated to the management and protection of natural forests compared to men. However, it shows that men have slightly more reforestation area (3% and 2% of the total hectares of the farms of male and female producers, respectively) while women have slightly more natural regeneration area (1% and 3% of the farms of male and female producers, respectively). This highlights that forestry productive activities are differentiated by sex, since men are generally more interested in marketing wood and women in selling and using non-wood forest products such as seeds, medicinal plants, among others.

This analysis shows—among many findings—predominant gender inequalities in the sector: a) in many cases, women producers do not recognize their contributions and consider them as part of their domestic chores, b) women's work on farms is generally considered informal work and they go unpaid, c) in the different regions of the country, women are the ones who drive efforts to conserve forests and improve the conditions of their communities, but they do not receive recognition or remuneration for this work, d) many women do not participate in forestry and conservation initiatives because discriminatory stereotypes prevail, especially in demanding activities such as putting out fires, thinning and forest monitoring, e) women have little access to capacity-building processes and information that are relevant to their productive systems, because they are not recognized as producers or conservation agents because many of their activities are carried out on a smaller scale and close to their homes. And f) only 15.1% of the Payment for Environmental Services (PSA) contracts from 1997 to 2017 were signed with women owners.

Finally, another persistent gap in the sector is related to the participation of women in decision-making spaces. Women represent only 28% of the National Council of Protected Areas, only 32% in local Councils of Conservation Areas of marine areas and there is no representation of women in the local Councils of forest Conservation Areas (UNDP & MINAE, 2018) [39].

In the mobility and transport sector , the gender analysis of the transport sector in Costa Rica: "My Transport" by the German Development Cooperation-GIZ (Cob, 2018) [40]identifies the main gender gaps that persist in the country for this sector: a) women represent 29.34% of the total number of people with a driver's license in the country, b) men use private vehicles in 87.9% compared to 49.7% reported by women, c) in public transport via bus there are approximately 8,000 drivers, only 10 are women, d) in freight transport there is no participation of women in governance or operational positions, e) only 6% of women use bicycles compared to 15.6% of men, and f) 28.6% of women feel unsafe in public transport, a higher percentage than that of men.

This analysis also recognizes that gender gaps persist in the concessions of transport services per individual, for example: for bus, women represent 9.9% while men 40.1%, for airport taxi women represent 6.7% while men 93.3%, and for public taxi women represent 12.4% while men 87.6%. In addition, the occupation as traffic police shows that women are 6.2% while men 93.8%.

This analysis provides key considerations that explain these gaps, for example, it recognizes that: a) the governance of the sector continues to be dominated by men and the participation of women in decision-making and operational positions is scarce or non-existent in the subsectors, b) the number of experiences in training and awareness with a gender focus is weak, c) there is an incipient disaggregation of data by gender, d) an effort of articulation is required in the sector to coordinate actions towards social inclusion and gender equality, e) the mobility patterns of women are characterized by multimodal dynamics and that combine reasons of work and domestic work and care, f) women have little response in the offer of public collective transport in terms of schedules, route flexibility and space and safety conditions inside and outside the vehicle units, and g) insecurity at stops and routes is the main risk for mobility in public spaces for women.

In addition, according to data from the Survey on the perception of the use of public services (ARESEP and World Bank, 2021), [41]56.7% of women indicated that they use the bus service, 51.7% the taxi service, 8.3% the train service and finally 6.7% said they use the ferry

[39]United Nations Development Programme and Ministry of Environment and Energy (2018). VI Country Report for the Convention on Biological Diversity: Analysis of Institutional gender gaps in the National System of Conservation Areas .
[40] Cob, Gabriela (2018). My Transport: Analysis of gender gaps in the transport sector in Costa Rica .
[41]Public Services Regulatory Authority and World Bank (2021). Survey on perception of the use of public services .

service. Regarding the reasons for using these means of transport, 66.7% indicated that they use them to go to work, 18.3% only use them in case of emergency, 16.7% use them to run household errands and the remaining 18.3% indicated that they use it to take their sons and daughters to educational centers, take older adults to EBAIS, go to study and enjoy activities. With this data and information, it is clear that the gender gaps in the transport sector are deep and persistent in the country.

In the tourism sector, gender gaps in the tourism sector are persistent, and one of the main problems is the absence or insufficient information that is disaggregated by sex and that allows identifying the specific barriers that women face. However, from the existing information it is identified that by 2018 [42], the number of people employed in tourism activities amounted to 254,200, which represented 10.5% of the participation in total employment, of this total 59% were men and 41% women (ICT, 2022).

Also, according to data from the ILO (2021), women have a higher rate of informality in activities linked to tourism, for example, informal workers in Costa Rica represent 46.2% of those employed and 38.3% of those underemployed in the sector, and they are informal workers in hotels and restaurants at 66.8% and underemployed in hotels and restaurants at 43.8% [43].

This same study recognizes that women are the ones who experience the greatest impacts in the face of crises, as evidenced by the COVID-19 pandemic. Women in the tourism sector experienced a greater proportion of total job losses, compared to the economy as a whole; in Costa Rica, 72.1% of job losses in hotels and restaurants were for women, and 49.8% in all tourism activities.

It is important to mention that, as in other sectors, the gaps associated with unpaid domestic work and care that falls on women are a persistent obstacle to women's economic autonomy, and in the tourism sector it is no exception. Furthermore, despite the lack of permanent official data, it is recognized that the insecurity of women in Costa Rican tourism is a factor that must be considered relevant since they are exposed to multiple manifestations of violence, such as sexual violence.

In the infrastructure sector, to analyze gender gaps it is key to recognize that households in poverty are headed by women to a greater extent, 46.3% compared to 41.6% by men [44]. This, associated with data from the National Report on the Situation of Housing and Urban Development (2019), shows that, of the almost 650,000 Costa Rican households that have a woman at the head, more than 44% live in a home that does not have good conditions, where 9.7% are in poor condition and 34.6% in regular conditions [45].

This same report also recognizes that the number and amounts of housing loans clearly favor men over women, since of the total loans granted as of December 2018, 43% of them correspond to women and 57% to men, and when analyzing the percentage of distribution of the amounts of the loans, a greater gap is observed, since only 37.6% correspond to women, while 62.4% to men, a difference that is also expressed in the average amount of the loans granted.

On the other hand, female architects and engineers associated with the Federated College of Engineers and Architects (CFIA) represent 35% of the total number of professionals compared to 65% of men [46], which highlights that the prospects for women in engineering and infrastructure continue to be lower.

Finally, and as previously mentioned, the domestic and care work that falls on women makes it urgent to strengthen the infrastructure for the care of minors, the elderly and dependent adults, tasks that are assumed by women; this being a barrier that hinders all women's autonomy.

In the energy sector, the most acute gender gap is the lack of data to understand the realities of women and, therefore, to be able to make decisions to transform their reality in this sector.

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[42]Costa Rican Tourism Institute (2022). National Tourism Plan Costa Rica 2022-2027 .

[43]International Labour Organization (2021). Towards a sustainable recovery of employment in the tourism sector in Latin America and the Caribbean .

[44]National Institute of Statistics and Census (2022). National Household Survey .

[45]Housing Promotion Foundation (2019). National Report on the Situation of Housing and Urban Development .

[46]Professional College of Engineers and Architects (2021). Sustainability Report 2021 .

According to data from the Survey on the Perception of the Use of Public Services (ARESEP and World Bank, 2021) [47], 100% of the participants indicated that they use electricity, 43.3% fuel, and 41.7% gas. It is important to know about the use of energy by women in Costa Rica and to have more and better data to move towards equality.

Furthermore, the Plan highlights that although gender gaps are palpable, according to the latest **National Climate Change Survey** [48]carried out at the beginning of 2021, 87% of the people interviewed stated that the consequences of the climate crisis affect men and women equally, and only 10% stated that there are differences. When asked about the differentiated impact on risk management, this perception changes, since 49% said they agreed and 46% disagreed with the statement *"Women, boys and girls are much more likely than men to die during natural disasters."* This reveals a greater awareness in Costa Rican society of the differentiated impact on women in emergency situations, but they do not recognize the different ways in which climate change is linked to gender inequalities.

As is evident, one of the structural roots that causes a crisis to produce differentiated gender impacts is *the unequal distribution of power between women and men.* This unequal distribution of power translates into historical gender gaps, which, linked to socioeconomic inequality and the persistence of poverty, place women in their diversity in situations of greater exposure and vulnerability to the effects of the climate crisis, hence the talk of differentiated impacts.

Findings on the reality of women from Costa Rica's First Biennial Transparency Report (BTR) to the UNFCCC

For the first time, Costa Rica is developing an **Analysis on gender considerations for the First Biennial Transparency Report (BTR) for the United Nations Convention Against Climate Change (UNFCCC).** As part of its findings, it complements the analysis of gender gaps in Costa Rica in the climate crisis carried out by the **National Action Plan on Gender Equality in Climate Action** (INAMU, MINAE & UNDP, 2023). Its findings identify gender gaps in other strategic sectors to measure how in the medium and long term their effects will increase the differentiated impacts on women in their diversity.

In the **Habitat and Territorial Planning sector,** it has been identified that there is little public and differentiated information on land ownership, which is why actions are essential to have more and better sources of data that allow us to know the true situation of women as participants. The historical participation that women have had in the political processes of territorial planning has been poor, since their actions have been reduced to private housing spaces. In addition to this, as pointed out by the Housing Promotion Foundation FUPROVI, in 2020 the percentage of households without their own home was 44.5% and "... during the last ten years the country has witnessed an increase in the number of households with female heads, going from 36% in 2010 to 41% in 2020, the ENAHO 2020 determined that of the total number of households that present this condition, 44% corresponded to households with female heads. This fact deserves attention, since in recent years the relationship between poor living conditions and the risk of domestic violence has been empirically demonstrated. This suggests that a large part of female heads of household live in a home that is not their own, and that, in addition, they live in overcrowded conditions.

It is also necessary to make women's work in the construction sector visible, since according to data from the United Nations Office for Project Services (UNOPS), in 2018, women represented only 3% of construction jobs, as it is a space "traditionally dominated by men" (2021, para. 15). In this way, it is clear that actions are necessary to increase women's participation in decision-making on habitat and land use planning, as well as to strengthen the processes for obtaining loans for the purchase of land and the construction of decent housing, and to facilitate access to jobs in the construction area.

In the Mobility and Transportation for Women sector, it denotes that in relation to the Portfolio of Actions for Mitigating Greenhouse Gas Emissions at the Cantonal Scale of Costa Rica on the topic of Sustainable and Electric Mobility, the following recommendations are cited: More accessible pedestrian routes with safer and more comfortable routes, Inclusive infrastructure: design guidelines for safer stations and stops for women, Mobility patterns for women with awareness of climate action, Violence-free mobility for women, Promotion of the use of public transportation, Road design and management more in line with pedestrians, Gradual replacement of

[47]Public Services Regulatory Authority and World Bank (2021). Survey on perception of the use of public services .
[48]Climate Change Directorate and United Nations Development Programme (2021). National Climate Change Survey .

vehicle fleets with electric ones, Strengthening capacities for raising awareness of the gender perspective in public transportation companies, Promotion of actions to be carried out on the topic of gender perspective.

Additionally, and as pointed out in the 2017 Comprehensive Plan for Sustainable Urban Mobility for the Metropolitan Area of San José, Costa Rica. Considering its potential for mass mobilization, the electric train is a solid alternative to the growth in regional mobility demand in the AMSJ. If we take into account the problems generated by existing and anticipated traffic congestion, the change of mode to public transport for users from private vehicles requires an integrated public transport system that includes the services that the railway network can offer. (p. 13). That is, resuming this type of transport, and ensuring its effectiveness, can largely solve the overcrowding of private vehicles on the roads. Furthermore, and related to giving women the best opportunities to access urban transport, it is possible to find international model experiences for Costa Rica, as they have generated positive impacts on mobility processes in countries such as Mexico, where, as García (2019) points out, based on the large percentage of women who use the Mexico City Metro, an exclusive car for women and people under 12 years of age was created since the 1970s, to turn this means of transport into a safe space. In addition, since 2007, the Mexican government activated the "Zero Harassment" program, in response to the increase in violence against women who used urban transport services.

In the renewable energy sector, there is an enormous opportunity to effectively include women in the processes related to energy generation, because as Andrea Meza, former Minister of Environment and Energy, says, "The lack of modern energy services such as electricity and gas, then unequally limits men and women given the traditional roles that still affect a large percentage of the population." (OLADE, 2021, para. 6). And, related to the characteristics of the homes, it is no coincidence what the National Report on Housing and Urban Development in Costa Rica points out, the quality of housing has to do with the availability of basic services. An estimate made is the number of homes per 100,000 inhabitants. At the national level, 159 homes out of every 100,000 lack electricity service. In the Huetar Norte Region of the country, this figure rises to 1,891 homes, followed by the Central Pacific with 1,566 homes. The lowest proportion, as expected, is in the Central Region of the country, where only 28 households out of every 100,000 lack electricity service. (FUPROVI, 2020, p.48).

In this sense, for the year 2022, the Ministry of Environment and Energy, together with Finance for Biodiversity and UNDP, carried out the Analysis on Gender Equality and the empowerment of women for the First Sectoral Strategic Plan for Environment, Energy and Seas , in which preponderant information is presented to define actions for the involvement of women, such as the limitation of women to access the electricity service since it is required to have the land in their name, 50% are in charge of paying for this service, even when they are unaware of how the rate is calculated. This same Analysis incorporates recommendations such as disaggregating information on women in the sector, establishing gender equality as a guiding principle, as well as establishing responsive gender initiatives in institutions related to the sector and developing a Gender Equality Policy for the Environment, Energy and Water Sector.

On the other hand, inequality is also present in the results of a study carried out on 102 renewable energy generating companies in six Latin American countries, including Costa Rica, which states that women only represent 36% of jobs related to science, technology and engineering, as well as 24% of management positions in companies in the sector. In other words, not only do they have a minority share of employment in the sector, but men continue to prevail in decision-making positions. For this reason, and consistent with the proposal of Marín and Montes de Oca (2023), the transition to renewable energy sources and the creation of associated jobs is not enough to end the gender gap in terms of women's participation in the workforce. To do so, comprehensive policies must be implemented that range from formal education to the deconstruction of gender stereotypes and imaginings, as well as sectoral policies for the practical issues of women's daily lives. (paragraph 6).

It should be noted that in addition to the Sector Analysis carried out by MINAE in conjunction with UNDP, specific projects have been developed to promote the participation of women in the search for renewable energy sources, such as that expressed in the digital newspaper elmundo.cr (2019), where a note was published on the installation of solar panels for the Association of Businesswomen of Jicaral, with the support of the Ministry of Agriculture and Livestock, the National System of Conservation Areas (SINAC), the German Cooperation Agency GIZ, the CRUSA Foundation and the Environmental Bank Foundation (FUNBAM). In addition, as indicated by Gómez (2017), indigenous Gnobe women were able to train in India for the installation, maintenance and repair of solar panels, with the support of the State University at a Distance and the National Council of Rectors. The results of these experiences are an important source of information to promote the participation of women in the creation of renewable energies, which could improve access to electricity in a sustainable and low-cost manner.

Likewise, and with respect to actions for decarbonization, and increasing green hydrogen in the country, it is necessary to add the Gender Perspective to the *National Green Hydrogen Strategy,* to guarantee the effective participation of women in technical measurement, decision-making and training processes.

In the **Industry, Commerce and Services sector,** it is considered highly relevant due to its high impact on the environment. At the same time, there are gender gaps, since according to data from Montoya (sf) from 2018, it is known that only a quarter of the boards of directors of the private business chambers of Costa Rica are occupied by women, even though, worldwide, 75% of women are the ones who make the purchasing decisions.

Thus, and as already explained in previous sections, the percentages of women heads of households in Costa Rica are high, but in contrast to this, according to the National Institute of Statistics and Censuses (2023), out of 2.35 million people representing the country's workforce, only 915,000 are women, of which 42% are engaged in informal jobs and 58% in formal jobs. In this sense, there is no disaggregated information on women and men according to employment characteristics, however, it should be noted that 68.8% of employed people are in the trade and services sector. This broadens the spectrum to consider these areas as those of main participation in the employment field.

Likewise, it should be noted that, in the financial field of Science and Technology, and as Montealegre (2022) points out, 82% of technology-based ventures are in the hands of men, which accentuates the need to promote the participation of women in this field. Now, as Montealegre (2022) states, supporting equity will allow us to generate multiple benefits in areas such as the development of women's capacities and the strengthening of their identities and leadership. It is up to us as a nation to name, make visible and promote ventures led by women, in rural and urban areas, and to identify the barriers they face in undertaking, charting routes and moving towards equity. (paragraph 5).

A task in which it is possible to find multiple government initiatives to promote small and medium-sized women's businesses to increase their participation in this sector. Such is the case of *Nación Emprendedora,* with the support of the Ministry of Economy, Industry and Commerce, the Bank for Development and the Universidad Estatal a Distancia, which, although not aimed solely at women, allows benefits such as financing, training and support.

Another program articulated by the government, entirely directed exclusively at businesswomen, is the *Women and Business Program,* which with the support of INAMU, the National Institute of Learning and the Ministry of Economy, Industry and Commerce, aims to increase the capacities and competencies of businesswomen to develop sustainable companies with a gender focus. In addition, there is the *Women Entrepreneurs Fund,* which, as indicated by the Business Alliance for Development (sf), was born as a project "to launch and accelerate SMEs so that they have a validated, repeatable and scalable business model, which generates opportunities for growth and economic empowerment of women with productive activities." (paragraph 1). In addition, the Costa Rican Chamber of Commerce has the *Women Entrepreneurs Program,* as a space for training and development of business and leadership skills for women.

Also, the Mixed Institute of Social Aid in conjunction with the United Nations Joint Social Protection Program launched the e-commerce platform *www.hechopormujeres.cr,* in order to "boost the economic autonomy of women by providing access to new markets for the direct sale of their products." (IMAS, 2022, para. 1). Likewise, and by August 2023, the government of Costa Rica, in the form of INAMU, created a *non-reimbursable Fund for the Promotion of Productive Activities and the Organization of Women,* as a means to link other programs from other State institutions. The purpose of this fund is the participation of women who "offer goods or services in areas such as: Beauty, rural tourism, agribusiness, sports activities, promotion of human rights, photography, agriculture, livestock, textiles, crafts or green products, jewelry and costume jewelry, among others." (para. 5).

In the area of Science and Technology, the Costa Rican Promoter of Innovation and Research, the Development Bank and the CRUSA Foundation, in alliance with Impact Hub San José, continue to develop the *Constelar initiative,* which seeks to "... promote, facilitate and strengthen the participation of women in entrepreneurial paths focused on STEM areas in Costa Rica." (In *Constelar Initiative,* n.d., para. 1).

These projects aimed at entrepreneurship are fundamental tools to ensure better access to employment for women. In addition, they are initiatives that are already underway, and therefore, it is possible to add the climate change component more effectively.

Integrated Waste Management sector, it is recognized that the main consequence of overpopulation in a context of climate change is a high level of consumption of products and services, which, in turn, causes high amounts of various solid waste. Therefore, strategies to eliminate, reduce, reuse and prevent this waste are essential on the path to improving the country's environmental conditions.

As Fernández (2020) states, in Costa Rica, around 4,000 tons of waste are produced, which is equivalent to the weight of 300 buses, or 0.8 kilograms per person per day. In this sense, Fernández (2020) points out that 78% of this waste is collected by municipalities, and of the remaining percentage, its whereabouts are unknown. Of that 78% of the tons collected, approximately 68% remains in landfills, while the rest ends up in landfills. Now, what is stated in the *Action Plan for the Comprehensive Management of Waste 2019-2025* of Costa Rica regarding *priority Cantons for intervention* , highlights the following statement by Fernández (2020), while urban cantons usually have an exhaustive collection service that covers all or almost the entire population, rural cantons have structural, budgetary and infrastructure deficiencies that prevent them from providing collection service to the most remote areas, therefore the final whereabouts of almost a quarter of the waste generated in Costa Rica is unknown. (Fernández, 2020, In *What happens with those 4000 tons?,* para. 2).

This indicates that in Costa Rica there is still much work to be done in this area, which is also a niche for action to involve women. Regarding the role of Latin American women in the processes of recovering reusable or recoverable waste, Riofrío and Cabrera (2012) add that, When discussing and analyzing all this information, we saw how informality and the lack of regulation of the activity affects women differently, to the extent that their specific tasks in adding value to the recovered waste tend to be invisible to public authorities and citizens; either because they are carried out at home —where they overlap and combine with domestic and family matters—, or because they are not associated with the public sphere and the apparent values of production —deployment of physical strength, transporting cargo or negotiating prices—, tasks that tend to be concentrated by their male peers. This different condition of women results in an overload of reproductive work and a limited sense of work identity. (p. 14)

This adds a fundamental component to the work with the integrated waste management area, because the work carried out by women has been rendered invisible, as there is no updated statistical information on the status of their contribution to the national employment rate. In this regard, O'Neal (2021) adds, however, there are no statistics on companies formed or led by women or the number of women dedicated to this activity, the leaders of organizations such as Red Concerva and ACEPESA (Central American Association for the Economy, Health and the Environment) recognize that women represent a majority, especially in the collection centers where materials are classified, but not in street recovery work where men predominate. (In *An unknown sector,* para. 3)

This author also adds that, as it is an informal employment sector, it is susceptible to causing closures in recycling plants since the women who work in them get tired of the low remuneration that the activity provides them. Faced with this panorama, it is worth highlighting that the *Law for the Integrated Management of Waste* that came into force in 2010, gives special attention to women's associations "...that contribute to integrated management at a local level, so that they can become stronger, achieve linkages and take advantage of the new opportunities that this law seeks to promote." (2012, p. 5). In line with the above, the *Composting Plan 2020-2050* emphasizes that incentives should be given to groups of women with composting micro-enterprises, such as a reduction in employer contributions to the Costa Rican Social Security Fund.

Although these contributions are important, at the same time they reveal that it is a priority to have more up-to-date data on the role of women in this area, as well as to facilitate women's access to educational processes that allow them to develop capacities and competencies in the effective management of solid waste. As an example of successful local women's projects in this area, it is possible to cite Centeno (2018), who provides the 2018 experience of the Asociación de mujeres Labrando la Tierra (Women's Association *Labrando la Tierra*) which, together with the *Manos a la obra (Hands to Work) project* of the Instituto Mixto de Ayuda Social (IMAS) and the Municipality of the canton of Talamanca, and faced with the lack of waste collection trucks, established ecological modules where people in the community can separate their solid waste, to recover those that can be recovered and send them to the largest waste recovery center in the area. On the other hand, the collection of solid waste from public sewage is also essential for this area, since, as Hidalgo (2021) states, poor maintenance of these important conduits can cause the collapse of the road network throughout the country.

Of course, efforts across sectors need to be stepped up urgently to reduce the gender gaps that increase the differential impacts of the climate crisis on women in all their diversity, in order to ensure that 50% of the population has the necessary adaptation and mitigation measures.

Costa Rica's progress on gender equality: Results of the Analysis of the Gender Considerations Chapter of the First Biennial Transparency Report (BTR) of Costa Rica to the UNFCCC

As part of the main results of this **Analysis on gender considerations of Costa Rica for the First Biennial Transparency Report (BTR) for the United Nations Convention Against Climate Change (UNFCCC),** the progress on gender equality in the country's 03 key instruments on climate change is analyzed, and its findings are presented below:

Gender perspective analysis in NDC according to specific commitments to Gender Equality: In the NDC 2020, explicit gender commitments are related to SDG 5 "Achieve gender equality and empower all women and girls" (NDC, 2020, p9). To ensure the gender perspective in all of its contributions, recommendations are made by Priority Areas of Action. However, on the way to achieving Contribution 11.3., the country, with the support of UNDP, is monitoring the indicators to guarantee gender equality, specifically with financial projects and programs in order to transform management models to significantly impact gender equality processes.

On the other hand, with respect to contribution 13.11 , Target 5.3, and section i) of the Planning Process of the NDC 2020, it is of utmost importance to highlight that, thanks to the joint work of INAMU, UNDP, MINAE and the Minister of the Status of Women, since September 2023 the official launch of the National Action Plan on Gender Equality in Climate Action 2023 (PIGAC) was carried out , where a clear route is determined to assume the work of mitigation and adaptation to climate change from a gender perspective.

Corresponding to Goal 2.1. , and based on information from PIGAC (2023), it should be noted that, since 2020, inter-institutional actions have been carried out on the issue of Gender Equality, such as consultation workshops with public officials, international cooperation, experts, women from organizations in the six socioeconomic regions of the country, as well as with the INAMU Women's Forum and Regional Development Councils-COREDES. Furthermore, in Action 1.6., the participation of women is promoted "...in the regional Councils of Conservation Areas, in the Territorial Councils for Rural Development, and in the Emergency Committees for decision-making on climate action" (PIGAC, 2023, p.54), and in Action 2.4. The training of women in climate risk management is promoted in the different Priority Action Areas, which represents two actions that provide an essential bridge for the collection of information, from key stakeholders, on the risks and impact of climate change.

Furthermore, and returning to section i) of the NDC 2020 Planning Process, it is relevant to indicate that it is addressed by PIGAC (2023), specifically from Axis 1. Affirmative Actions for Equality and Empowerment, since in its 10 specific Actions, inter-institutional contributions are promoted to ensure that actions in favor of Gender Equality are incorporated. Additionally, it is worth highlighting that the effort of the Organization for Tropical Studies (OET) to launch this analysis makes clear a broad institutional interest in carrying out the required research in order to guarantee the approach to actions for climate change from a gender perspective. In this way, the government's intention to carry out the necessary actions so that women in their diversity have the mechanisms to access effective development, as well as to close the gender gap, in order to allow their effective participation in national processes to address climate change, is evident.

Gender perspective analysis in the Decarbonization Plan: Paraphrasing the National Action Plan on Gender Equality in Climate Action 2023, it is women in their diversity who, due to their vulnerability and exclusion in an unequal historical system, are the ones who mostly face the impact of climate change. Therefore, it is essential that their participation in actions towards the decarbonization of the country be promoted. In this sense, it is worth highlighting that the period for which the National Decarbonization Plan (PD) was determined is 32 years, with 2024 being the sixth year of execution, so there are still 26 years to develop all the actions related to Gender Equality that are proposed in this proposal.

This plan proposed that, in order to achieve decarbonization, a governance model with 8 areas of action or cross-cutting axes is necessary, among which is f) Inclusion, human rights and gender equality. This axis is present in the Strategic Area of Presidential Articulation as part of Human Security, and has the following immediate actions:

Promote representation and gender parity in the current governance structures of the climate change system.

Include INAMU in the inter-institutional structures for climate system governance.

Launch an international strategy to promote the issue of human rights and gender on the international agenda.

Consolidate processes for formulating new climate policies with a focus on human rights and gender.

Corresponding to the first action, it is worth highlighting the PIGAC (2023), as a preponderant means to promote representation and gender parity in the governance of the climate change system. In addition, and according to Agripina Jenkins, an expert on the subject of gender and climate change (personal interview 2024), there is the 2015 experience of the delegation of women representatives of Costa Rica at the Conference of the Parties (COP) of the Annual Summit held by the United Nations Framework Convention on Climate Change; which allowed an important role in the technical and political area, as a solid counterpart in the negotiations developed at this conference. This was carried out as a strategic effort at the country level to address governance positions (historically occupied by men) from gender equality, which allowed strengthening the participation of women in decision-making spaces, in favor of the generation of proposals to confront climate change.

Likewise, Jenkins (2024) pointed out that the names of women with recognition within the sphere of climate change are already visible, with the example of former first lady Claudia Dobles (government from the 2018-2022 period), a political leader who promoted her own agenda on the Area of Mobility. Also, both Jenkins (2024) and María Elena Herrera Ugalde11 (personal interview 2024) agree that efforts to achieve real gender parity still need to be strengthened; because although they indicate that actions related to gender equality and climate change have been carried out within institutions with the support of gender units (such is the case of the FONAFIFO process to obtain its certification with the INAMU seal), they reveal that the execution and monitoring of these actions still continue to depend on the political will of the governments of each period.

Regarding the second action, it is worth highlighting that since 2018, INAMU has been incorporated into the Interministerial Technical Committee on Climate Change, and was one of the key institutions for the development of the National Action Plan on Gender Equality in Climate Action 2023, thus strengthening its role in the gender and climate change governance structure.

Regarding the **third action,** as of March 2024, and as a result of the negotiations in which Jenkins (2024) has participated as an active representative, Costa Rica has included gender and human rights within climate change actions in international negotiations. This inclusion broadened the horizon for carrying out analyses and creating strategies, placing the involvement of populations as the main axis, with a view to obtaining positive results.

For the **fourth action,** it is possible to indicate that, under the leadership of FONAFIFO, the *EN-REDD+ Gender Action Plan was created,* from which the *Gender Equality Award for Productive Units* strategy emerges, which, according to María Helena Herrera of FONAFIFO (personal interview 2024), is a great contribution to the visibility of women who carry out productive activities. In addition to this, Herrera (2024) also pointed out the *Inclusive Fund for Sustainable Development,* for women's entrepreneurship, which has 3 components: 1. 10% seed capital, 2. 10% non-refundable for formalization processes and 3. 80% for credit financing with interest rates adjusted to the particularity of women. Likewise, Herrera (2024) indicated that cultural exchanges have been carried out between Bribrí and Maleku indigenous women, with the aim of strengthening leadership and empowerment, as well as training so that this same population can define the products they have in their territories and thus, their productive unit, without the need for topography professionals outside the area. Based on these experiences, Herrera (2024) reveals that only 15% of them are landowners, and that this population faces multiple institutional limitations, such as the lack of allocation of specific budget items for the development of actions on the issue of gender.

Following up on the fourth action, it is important to mention that, in addition to the *Gender Equality Policy for Inclusive Development in the Costa Rican Agricultural, Fisheries and Rural Sector 2020-2030* and the PIGAC 2023, the SCALA Project initiative is established, which seeks to increase climate ambition on land use and agriculture, and as indicated by Arturo Ureña, Technical Coordinator (personal interview 2024), it was a platform that allowed a consultation process for the generation of a *Critical Sheet* on women in this area, which revealed a high participation of women in this productive area, the barriers they face in owning land and in accessing credit, the enabling of spaces to capitalize on their activities and the interest in being included in training processes: information that has been a key reference for the implementation of strategies in this field.

Additionally, programs and projects have been implemented to benefit women in all their diversity who develop environmental enterprises, such as the +Mujeres +Natura Program and the Payment for Environmental Services to Women. Additionally, Executive Decree No. 25721-MINAE came into force, which establishes criterion No. V, paragraph K) Forests whose owner or co-owner is a woman will be assigned an additional score of 25 points, as an affirmative action for the prioritization of women in the evaluation for entry into the FONAFIFO Payment for Environmental Services Program.

The PD presents *8 transversal strategies to promote climate change,* Gender Equality appears until the sixth strategy, which may cause it not to be considered as a fundamental and transversal process of the actions towards the decarbonization of the country, but as a simple component to be cited. In this sense, it must be taken into account that it is necessary to promote the Gender Perspective as a global approach to public policy, which seeks to promote the transversal participation of women in their diversity in all processes related to climate change. Related to the above, it is also recommended to include Gender Equality in all the Work Axes presented in the *Annex section* of the PD, specifically in the column *Links with transversal strategies and lock-ink aspects,* since it is only included in *Axes 1, 2, 3 and 7.*

In the *Impact Analysis section,* in line with *Target 2.1.* of the NDC 2020, and with what is set out in section *3. Gender perspective analysis in NDC according to specific commitments to Gender Equality,* it is extremely important to add a section that includes an analysis of the impact of climate change risks on vulnerable populations, in which information is disaggregated by gender.

Analysis of the gender perspective in the Adaptation Plan: The National Adaptation Plan (NAP) was developed for the period 2022-2026, of which there are still more than 2 years to meet the proposed goals. To this end, 18 principles were determined, among which Participation and inclusion of a gender approach and of the different groups in vulnerable conditions was established. Also, the Gender Equity Approach is indicated as transversal to the entire NAP. However, among its Lines of Action, the Gender Perspective is not added either as a transversal approach to the entire Adaptation process, or as a single axis, from which to break down actions or guidelines.

In Axis 1 and Axis 2, it is mentioned that local and institutional capacities for adaptation will be developed, according to a gender equality approach; and in Axis 2 , it is stated that this approach will be considered for adaptation processes in urban, rural and marine-coastal areas, but in neither case are the specific actions related to the gender perspective detailed for achieving the indicated objectives.

This analysis shows how the gender perspective was integrated to accelerate equality between women and men in the main instruments of the country's commitment to the UNFCCC. In addition, it is important to mention the National Action Plan on Gender Equality in Climate Action, which was declared of national public interest by the President of the Republic through Executive Decree No. 44053-MCM-MINAE. This plan was designed in a joint effort by the Directorate of Change (DCC) of the Ministry of Environment and Energy (MINAE), the National Institute for Women (INAMU) and the United Nations Development Program (UNDP), which involved a consultation process of more than 200 organizations and women in all their diversity and from the six strategic regions of the country. Therefore, it is based on a comprehensive, multidimensional perspective and with a vision of compliance with the fundamental rights of women; and is based on the international and national regulatory framework linked to equality in climate action. In addition, it contains an analysis of women's realities in the face of the impacts generated by the climate crisis in six priority sectors (Infrastructure, Energy, Mobility and Transport, Tourism, Forestry and Agriculture) - in compliance with the diagnostic goal of the NDC 2020 - and aims to promote inter-institutional coordination of adaptation and mitigation actions from a gender perspective through employability and strengthening of economic autonomy, capacity building and innovation, risk management, affirmative actions for equality and agency capacity, and the production of disaggregated information. All of this in order to: a) Generate enabling conditions to begin the process of reducing gaps in climate action for the priority sectors, b) Strengthen multi-sectoral capacities in the priority sectors to promote equality in climate action, and c) Promote strategic initiatives in the priority sectors in climate action and reduce the differentiated impacts on women in all their diversity. Furthermore, the National Plan led to the creation of a Management Unit made up of officials from the Ministry of Environment and Energy (MINAE) and the National Institute for Women (INAMU) with the aim of ensuring its proper implementation; more recently, a strategy for its regionalization is being developed with the support of the Spanish Agency for International Development Cooperation (AECID), which will ensure compliance with the actions of the 05 strategic axes in the 06 priority sectors at the local level.

It is clear that in the coming years, and given the processes of updating the NDC and the NAP, the country has a key opportunity to increase ambition on equality between women and men based on the good practices already achieved.

Regulatory framework on gender and climate change.

In Costa Rica, strategies for the advancement of women, closing gaps in multiple areas, incorporating the gender perspective in institutions and the empowerment of women and girls have been significant.

Costa Rica is a country at the forefront of adopting the international regulatory framework on rights that affect the position and living conditions of women in all their diversity. This has involved the creation of special temporary measures to eliminate gaps, discrimination and violence that limit equality and the full exercise of their Human Rights: Law for the Social Promotion of Equality for Women (1990), Law against Domestic Violence (1996), Law on alimony (1996), Law on the Creation of the National Institute for Women (1998), Law on Care for Women in Conditions of Poverty and its regulations (1998), Law against the sexual exploitation of minors (1999), Law on the criminalization of violence against women (2007), Law for the Creation of the National System for the Care and Prevention of Violence against Women and Intrafamily Violence (2008), Law against sexual harassment in employment and teaching (2010), Law against improper relationships (2017, Law against street sexual harassment (2020), Law to prevent, address, sanction and eradicate violence against women in politics (2022), National Policy on Equality and Gender Equity 2007-2017 (PIEG), the most recent: Policy for Effective Equality between Women and Men (2018-2030), and the National Policy for the Care and Prevention of Intrafamily Violence against Women of all ages (PLANOVI, 2017-2032) and which are considered as essential references to guarantee the advancement of women in terms of public gender policy in the country.

It is worth mentioning that in order to guarantee the rights of rural women and climate action in Costa Rica, **a Gender Equality Policy for inclusive development in the Costa Rican Agricultural, Fisheries and Rural Sector 2020-2030 was created.** This effort is carried out in synergy with the National Institute for Women (INAMU), the Inter-American Institute for Cooperation on Agriculture (IICA) and UNDP Costa Rica, promotes a gender transformation in the sector led by the Ministry of Livestock and Agriculture (MAG), especially closing the gaps and inequalities that women experience in accessing and enjoying agricultural, fishery and rural services, and rural economic development opportunities.

Prior to 2016, Costa Rica made commitments to support women's participation in REDD+ policymaking and implementation with the National Forestry Financing Fund (FONAFIFO) and, in conjunction with the Ministry of Agriculture and Livestock (MAG), developed the Livestock NAMA, which had a component aimed at supporting women in the livestock value chain by providing capacity development and creating conditions. Thus, the **Costa Rica National REDD+ Strategy** , which is an initiative of the Forests and Rural Development Program in global climate action, aims to contribute to the implementation of national policies and priorities for the maintenance and sustainable increase of forest ecosystems and their associated goods and services, including their fundamental contributions to the needs for adaptation and improvement of resilience, forest carbon stocks, and improving legal certainty by supporting the clarification of land tenure regimes and the rights and responsibilities of landowners and public and private possessing entities in the conservation and sustainable management of the resource, promoting forest entrepreneurship throughout the value chain of the activity and the generation of additional social, environmental and economic co-benefits , with a view to improving people's quality of life.

The **National Action Plan on Gender Equality in Climate Action** for 2023 (INAMU, MINAE & UNDP) is the national basis for accelerating gender equality in climate action going forward, as already mentioned. This instrument also summarizes the binding regulatory framework that the country has to accelerate both components and is detailed below:

- Costa Rica has set out to lay the foundations for the new economy of the 21st century, capable of responding to changes in the global context, moving towards a green and blue economy, based on human rights and equality between women and men, thus demonstrating that it is possible to meet the commitments made in the **2030 Agenda for Sustainable Development.**
- The **Sustainable Development Goals (SDGs)** are universal aspirations to end poverty, protect the planet and ensure peace and prosperity without leaving anyone behind, with gender equality (SDG 5) and climate action (SDG 13) being two of the 17 goals that contribute to this purpose.
- The **Paris Agreement was formalized as Law of the Republic No. 9405 on October 4, 2016,** and in its article 4, paragraph 2, it indicates that countries must prepare, communicate and maintain the successive nationally determined contributions that they plan to make. And it is under this framework that Costa Rica submitted the update to its **Nationally Determined Commitment (NDC)** in 2020, which includes the commitment to carry out the Gender and Climate Change Action Plan.
- The formulation of the **National Climate Change Policy** was a pioneering process in Costa Rica, participatory and innovative, with a high inter-institutional and multi-sector coordination that incorporates the gender perspective, the human rights approach and traditional knowledge to strengthen climate actions in the operational processes of public institutions, private entities and civil society.

- In addition, there are international agreements and mandates for the incorporation of the gender perspective in climate action, arising mainly from the **Lima Work Programme on Gender agreed at COP 20 in 2014 and its Gender Action Plans.**
- Costa Rica has ratified and implemented actions in favor of equality between women and men and the advancement of women's human rights, in accordance with the provisions of international regulations, mainly the **Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Beijing Declaration and Platform for Action and constitutional regulations - Article 50 - and its jurisprudence.**
- In 2020, in a tripartite alliance between the Latin American Faculty of Social Sciences-FLACSO, the Ministry of Environment and Energy-MINAE and the National Institute for Women-INAMU, our country led the **Feminism Coalition for Climate Justice of the Generation Equality Forum,** a global initiative to review and update the Beijing Platform for Action.
- The gender perspective has been considered as an approach and cross-cutting axis in public policies on environmental matters, climate change and risk management, especially **the National Policy for Adaptation to Climate Change and the National Decarbonization Plan.**
- The National Policy for Effective Equality between Women and Men-PIEG 2018-2030 **contemplates the sustainability perspective, as well as expected results linked to climate change in the institutional commitments included in its Action Plans.**
- For the above reasons, the inter-institutional alliance between the Ministry of Environment and Energy and the National Institute for Women in environmental matters is significantly consolidated through the construction, implementation and monitoring of this Plan, as well as the proactive involvement of other public institutions, local governments, civil society organizations and international cooperation in favor of equality between women and men in harmony with nature, in favor of the environment and the planet.

Finally, the Committee **on the Elimination of All Forms of Discrimination against Women (CEDAW) in its most recent Report of Recommendations for Costa Rica (2023/C/CRI/CO/8), Eighth Report** , establishes clear recommendations to eliminate persistent barriers for women in climate action and disaster risk management, recommendations 45 and 46 : The Committee observes the National Biodiversity Strategy 2016-2025, the National Climate Change Adaptation Policy 2018-2030 and the National Decarbonization Plan 2018-2050. However, the Committee notes with concern: (a) That women, in particular rural women, indigenous women, women of African descent, migrant and refugee women and women living in poverty, are disproportionately affected by climate change and the loss of natural resources, as they often live in exposed areas and lack the conditions necessary to increase their climate resilience; (b) The State party's failure to ratify a reference instrument: the Regional Agreement on Access to Information, Public Participation and Access to Justice in Environmental Matters in Latin America and the Caribbean, adopted in 2018 in Escazú, Costa Rica (Escazú Agreement); (c) The lack of protection faced by women environmental human rights defenders, many of whom are indigenous women; (d) The low awareness of the gender impact of climate change in the State party, given that women are active conservation agents involved in the sustainable management of forest resources and agricultural systems but are unable to access payments from the environmental services programme. 46. Recalling its general recommendation No. 37 (2018) on the gender dimensions of disaster risk reduction in the context of climate change, the Committee recommends that the State party: (a) Include a gender perspective in national policies and action plans on climate change and disaster risk reduction and ensure the meaningful participation of women in the formulation and implementation of such policies; (b) Consider ratifying the Escazú Agreement; (c) Ensure the protection and human rights of women environmental human rights defenders, especially in indigenous communities; d) Review mechanisms to ensure that environmental conservationists can also access environmental credits through payments from the environmental services programme system.

Conclusions of Women`s situation Analysis

above information shows that although Costa Rica is a pioneer in advancing the link between gender equality and climate action, key challenges still persist in increasing ambition. In particular, there is an ideal context given the update of the Contribution Nationally Determined Development (NDC) and the Climate Change Adaptation Plan (NAP) that must be taken advantage of, and all of this will be key to reflect them in the Second and Third Biennial Transparency Report (BTR) and the Fifth Communication of Costa Rica for the United Nations Convention on Climate Change (UNFCCC). The main conclusions that can be drawn from the analysis of the situation are:

- The country still faces a historical debt with women, a situation that hinders the achievement of Sustainable Development. Given this scenario, the need for a critical evaluation of the measures adopted and their effectiveness in promoting gender equality and women's empowerment is highlighted.
- The situation of gender inequality in the country is a problem that persists despite legislative advances and implemented public policies.
- Although women enjoy a longer life expectancy and higher educational levels, these figures do not translate into real equality in the workplace, nor in access to economic opportunities or participation in decision-making spaces.
- Women's labor participation rate is significantly lower than that of men, highlighting the influence of discriminatory gender norms that perpetuate prejudices and impose tasks on women. In addition, violence against women, which manifests itself in a high number of femicides and requests for protection measures, demonstrates a serious crisis of insecurity and imminent risk that affects their well-being. These inequalities not only limit women's empowerment, but also hinder Costa Rica's Sustainable Development. This reality underscores the urgent need to address and dismantle the structures that perpetuate inequality, thus guaranteeing a more equal and fair environment for all women in the country, and which also increase the vulnerability of women in their diversity to crises, such as the climate crisis.
- Understanding the differentiated impacts of the climate crisis from a gender perspective is based on analyzing the links with socioeconomic inequality, the persistence of poverty and structural gender inequalities within the framework of growth that is exclusionary and unsustainable, and highlighted by the National Action Plan on Gender Equality in Climate Action (INAMU, MINAE & UNDP, 2023), women of all ages are disproportionately affected by these and experience differentiated consequences.
- Efforts across sectors need to be stepped up urgently to reduce the gender gaps that increase the differential impacts of the climate crisis on women in all their diversity, in order to ensure that 50% of the population has the necessary adaptation and mitigation measures.
- Developing more information on the differentiated impacts of the climate crisis on women in all their diversity is key to making better decisions on national and local climate policies.
- The National Action Plan on Gender Equality in Climate Action, which was declared of national public interest by the President of the Republic through Executive Decree No. 44053-MCM-MINAE, is the Public Policy instrument that should guide the update of the NDC and the NAP 2025 if it is about increasing gender ambition.
- For the first time, Costa Rica is developing an Analysis on gender considerations for the First Biennial Transparency Report (BTR) for the United Nations Convention Against Climate Change (UNFCCC) as a global model in its commitment to gender equality in climate action and in turn increases its ambition to reduce gender gaps and the differentiated impacts on women in their diversity.
- Recommendations 45 and 46 of the Eighth Report of the CEDAW Committee to Costa Rica (2023/C/CRI/CO/8) must be taken into serious consideration both in the upcoming update processes, as well as in the gender analyses of the Biennial Reports and the Fifth Communication of Costa Rica to the UNFCCC.

Recommendations for the Gender Action Plan

With these findings as a starting point, the basis for comprehensive analysis and in accordance with the project objectives, the Gender Equality Action Plan (GAP) seeks to promote that the Second and Third Biennial Transparency Report (BTR) and the Fifth Communication of Costa Rica for the United Nations Convention Against Climate Change (UNFCCC) show how the country increases its climate ambition with equality between women and men . In accordance with the above, the following recommendations are proposed for the Gender Equality Action Plan (GAP).

In order to advance in the production of gender-sensitive climate policies, it is necessary to move towards the effective inclusion of women in their diversity. Not only for social justice, but also because this action can help to make them protagonists of the solutions to the problems they themselves face. In other words, to address structural gaps, intersectional measures are necessary: *"In the face of the climate crisis, it is essential to consider the particular impacts on women, as well as to work on effective inclusion in all spaces.*

Since the effective participation of women in decision-making can save lives, protect fragile natural resources, reduce greenhouse gases and build resilience for the present and future."[49]

The effective inclusion of women in their diversity in solutions to address the climate crisis guarantees better results that better meet the needs of all people.

And, therefore, to effectively incorporate the intersectional gender perspective in climate action, achieve true Sustainable Development and guarantee an effective fair transition in the face of the climate crisis, it is necessary to:

- Starting from the fact that the structural gaps that affect women cause them to face the consequences of climate change in a clear inequality.
- Promote gender parity in the main sectors related to climate change.
- Produce analysis and data that make visible the gaps that limit the effective inclusion of women in their diversity, in climate action.
- Consult and address the differentiated needs of women in their diversity, in the face of the climate crisis.
- Effectively and fully integrate women in their diversity into the climate solutions roadmaps of the main sectors related to climate change.

To ensure compliance with the Gender Action Plan and address these gaps, the Project Implementation Unit must:

- Ensure the recruitment of staff who understand and know how to apply the intersectional gender perspective in climate action.
- Establish monitoring mechanisms to ensure the proper incorporation of the intersectional gender perspective in all stages of the project.
- Ensure that at least 15% of the total project budget is devoted to actions that promote gender equality and women's empowerment.
- Coordinate with civil society organizations to encourage participation at all times, with an emphasis on women's groups and organizations from the main sectors related to the climate crisis.
- Coordinate closely with the Implementation Unit of the National Action Plan on Gender Equality in Climate Action, so that there is fluid communication for the development of the GAPIs.
- Create a Consultation Committee from the beginning of the Process, which must be made up of the Plan Implementation Unit, the Gender Focal Points of the Institutions with a mandate in Climate Action and Gender and Climate Change Specialists, in such a way that it advises and accompanies the formulation of the Second and Third Biennial Transparency Report (BTR) and the Fifth Communication of Costa Rica for the United Nations Convention Against Climate Change (UNFCCC).

For their part, the role of the Government Institutions related to the BTR2- BTR3/5CN will be:

- Strengthen institutional capacities for gender production and analysis in climate action.
- Establish a clear commitment to incorporating an intersectional gender perspective into climate action.
- Support the implementation of the Gender Action Plan.
- Ensure access to data and support in analyzing the reality in which women in all their diversity face the climate crisis.
- Effectively incorporate women in their diversity in solutions to address the climate crisis.

In line with the roles established for the Project Execution Unit and Government Institutions related to BTR2-BTR3/5CN, the project establishes in its Action Plan indicators and results that guarantee the incorporation of the intersectional gender perspective in the project. Through the expected results of the project, the aim is to strengthen access to data and analysis that allow a better understanding of the reality with which women and their diversity face the consequences of the climate crisis, and to address their differentiated needs and to effectively and fully integrate them into the country's climate solutions.

[49] World Bank. (2010). World development report. Development and Climate Change. (p. 43).

Action Plan to ensure gender mainstreaming

	Project objective: Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change				
	Component 1: Development of Costa Rica's Fifth National Communication and Second Biennial Transparency Report (BTR2/NC5).				
	Outcome 1. Costa Rica's BTR2/NC5 developed as combined report.				
#	**Gender-related activity**	**Gender Action Plan related indicators (GAPI)**	**Baseline**	**Timeline**	**Responsibility**
1	Develop a system of gender equality indicators based on the commitments established in the NDC update.	*GAPI1:* Gender Equality Indicator System in the NDC Update to 2024 **(Related to Project Output 1.1.2)**	National Action Plan on Gender Equality in Climate Action (INAMU, MINAE & UNDP, 2023), NDC 2020, Gender analysis of the components of the First Biennial Transparency Report (BTR) of Costa Rica to UNFCCC.	Year 1	Gender specialist. M&E specialist.
2	Develop a wide Gender Analysis updated chapter on climate change impacts as component of the BTR2/NC5. This analysis should include the active participation of women's organizations in the sectors.	*GAPI2:* Gender Analysis updated chapter on climate change impacts as component of the BTR2/NC5 **(Related to Project Output 1.1.3)**	**National Action Plan on Gender Equality in Climate Action (INAMU**, MINAE & UNDP, 2023), Gender analysis of the components of the First Biennial Transparency Report (BTR) of Costa Rica to UNFCCC.	Year 1	Gender specialist.
3	Create an analysis that includes consistent information of Sex-disaggregated data and specific Institutional Gender budgeting on financial, technology development and transfer and capacity-building support needed and received up to 2024 provided	*GAPI3:* Sex-disaggregated data & Institutional Gender budgeting on financial, technology development and transfer and capacity-building support needed and received. **(Related to Project Output 1.1.4)**	**National Action Plan on Gender Equality in Climate Action (INAMU**, MINAE & UNDP, 2023), Gender analysis of the components of the First Biennial Transparency Report (BTR) of Costa Rica to UNFCCC.	Year 1	Gender specialist.
4	*Develop a specific* Gender Analysis for the application of the guidelines in 17/CP.8 and 6/CP.25.	*GAPI4:* Gender Analysis in accordance with applicable guidelines in 17/CP.8 and 6/CP.25. **(Related to Project Output 1.1.5)**	**National Action Plan on Gender Equality in Climate Action (INAMU**, MINAE & UNDP, 2023), Gender analysis of the components of the First Biennial Transparency Report (BTR) of Costa Rica to UNFCCC.	Year 1	Gender specialist.
5	*Elaborate a specific* Gender Equality Considerations Chapter of the BTR2/NC5 that includes all the previous gender related activities.	*GAPI 5:* Gender Equality Considerations Chapter of the BTR2/NC5 **(Related to Project Output 1.1.6)**	**National Action Plan on Gender Equality in Climate Action (INAMU**, MINAE & UNDP, 2023), Gender analysis of the components of the First Biennial Transparency Report (BTR) of Costa Rica to UNFCCC.	Year 1	Gender specialist.
					Budget

				Total Component 1= $590,955 15% Gender Marker 2=$88,700	
	Outcome 2: Development of Costa Rica's Third Biennial Transparency Report (BTR3)				
	Output 2. Costa Rica's BTR3 developed as a stand-alone report.				
1	Elaborate a gender report on progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2026 using the gender equality indicators System of the BTR2/NC5	*GAPI6:* Gender Equality Indicator System in the NDC Update to 2024 **(Related to Project Output 2.1.2)**	GAPI1: Gender Equality Indicator System in the NDC Update to 2024 of the BTR2/NC5	Year 3	Gender specialist. M&E specialist.
2	Develop a new Gender Analysis updated chapter on persistent climate change impacts as component of the BTR3. This analysis should include the active participation of women's organizations in the sectors.	*GAPI7:* Gender Analysis updated chapter on climate change impacts as component of the BTR3 **(Related to Project Output 2.1.3)**	*GAPI2:* Gender Analysis updated chapter on climate change impacts as component of the BTR2/NC5	Year 3	Gender specialist.
3	Create an analysis that includes consisted information of Sex-disaggregated data and specific Institutional Gender budgeting on financial, technology development and transfer and capacity-building support needed and received up to 20246 provided.	*GAPI8:* Sex-disaggregated data & Institutional Gender budgeting on financial, technology development and transfer and capacity-building support needed and received. **(Related to Project Output 2.1.4)**	*GAPI3:* Sex-disaggregated data & Institutional Gender budgeting on financial, technology development and transfer and capacity-building support needed and received.	Year 3	Gender specialist.
4	Develop a robust analysis on the areas of improvement that the country needs to strengthen to increase ambition on gender equality and reduction of differentiated impacts: this analysis should assess the results of the NDC 2025 and the National Action Plan on Gender Equality in Climate Action 2023.	*GAPI9:* Gender Analysis on areas of improvement. **(Related to Project Output 2.1.4)**	*GAPI5:* Gender Equality Considerations Chapter of the BTR2/NC5, NDC2025 & NAP	Year 3	Gender specialist.
5	*Elaborate a specific* Gender Equality Considerations Chapter of the BTR3 that includes all the previous gender related activities.	*GAPI 10:* Gender Equality Considerations Chapter of the BTR3 **(Related to Project Output 1.1.6)**	*GAPI5:* Gender Equality Considerations Chapter of the BTR2/NC5	Year 3	Gender specialist.
				Budget Total Component 1= $519,955 15% Gender Marker 2=$78,000	

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Annex 11: Procurement Plan

The following table represents the procurement plan for the first year of the project:

Quantum Budget Description	General Description	Period of time	Estimated Contract Value (US$)	Recruitment Method[1]	Advertisement Method	Advertisement Date (quarter/year)	International or National Assignment
71800	Project Manager	48 months	88 000,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	First quarter	National
71300	National Greenhouse Gas Inventory System consultants (2 positions)	12 months	40 000,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	third quarter	National
71800	GHG inventory expert's contractual services individuals	24 months	45 000,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	second quarter	National
72100	contractual services company in preparation of GHG Inventories.	12 months	30 000,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	second quarter	National
72100	contract business for IT services to support the update process and improve the Climate Change Platform	48 months	55 000,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	second quarter	National
71300	Mitigation (NDC) of climate change local consultant	12 months	35 000,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	First quarter	National
71800	Support for NDC, adaptation, finance support and monitoring activities services individuals	48 months	38 400,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	second quarter	National
71300	Gender local consultant	12 months	20 000,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	fourth quarter	National
71800	Specialists on climate change communication and diagram	48 months	48 960,00	Open request for proposals	Organization for Tropical Studies recruitment procedures.	First quarter	National
75705	Expenses for meetings and workshops on adaptation.	2	2,000	Request for Quotation	Organization for Tropical Studies recruitment procedures.	fourth quarter	National
75705	Expenses for meetings and workshops on NDC Tracking Progress	1	1,500	Request for Quotation	Organization for Tropical Studies recruitment procedures.	Third quarter	National
75705	Expenses for meetings and workshops on gender mainstreaming	1	1,500	Request for Quotation	Organization for Tropical Studies recruitment procedures.	fourth quarter	National
75705	Inception Workshop	1	5,000	Request for Quotation	Organization for Tropical Studies recruitment procedures.	First quarter	National
71610	Travel and per diem for analysis of regional capacities for NDC trracking progress	1	1,500	Request for Quotation	Organization for Tropical Studies recruitment procedures.	fourth quarter	National
TOTAL			411,860				

Annex 12: Additional agreements:

Such as cost sharing agreements, project cooperation agreements signed with NGOs (where the NGO is designated as the "executing entity"), letters of financial commitments etc.

Project Cooperation Agreement between UNDP and NGO

PROJECT COOPERATION AGREEMENT

between

THE UNITED NATIONS DEVELOPMENT PROGRAMME

And Organization for Tropical Studies

Whereas the United Nations Development Programme ("UNDP") and the Organization for Tropical Studies ("the OTS") have, on the basis of their respective mandates, a common aim in the furtherance of sustainable human development;

Whereas UNDP has been entrusted by its donors with certain resources that can be allocated for programmes and projects, and is accountable to its donors and to its Executive Board for the proper management of these funds and can, in accordance with the UNDP Financial Regulations and Rules, make available such resources for cooperation in the form of a Project;

Whereas the OTS, its status being in accordance with national regulations, is committed to the principles of participatory sustainable human development and development cooperation, has demonstrated the capacity needed for the activities involved, in accordance with the UNDP requirements for management; is apolitical and not profit-making;

Whereas the OTS and UNDP agree that activities shall be undertaken without discrimination, direct or indirect, because of race, ethnicity, religion or creed, status of nationality or political belief, gender, handicapped status, or any other circumstances;

Now, therefore, on the basis of mutual trust and in the spirit of friendly cooperation, the NGO and UNDP have entered into the present Agreement.

Article I. Definitions

For the purpose of the present Agreement, the following definitions shall apply:

(a) "Parties" shall mean the OTS and UNDP;

(b) "UNDP" shall mean the United Nations Development Programme, a subsidiary organ of the United Nations, established by the General Assembly of the United Nations;

(c) "The OTS" shall mean Organization for Tropical Studies a non-governmental organization that was established in and incorporated under the laws of Costa Rica, with the purpose sustaining our tropical ecosystems by advancing scientific discovery and understanding, enriching human perception of nature, and enhancing global policy actions in the tropics.

(d) "The Agreement" or "the present Agreement" shall mean the present Project Cooperation Agreement, the as Annex of the Project Document, which incorporate the Project Outputs and Activities, Project Work Plan, Project Inputs being provided by UNDP resources, and Project Budget, and all other documents agreed upon between the Parties to be integral parts of the present Agreement;

(e) "Project" shall mean the activities as described in the Project Document;

(f) "Government" shall mean the Government of Costa Rica.

(g) "UNDP resident representative" shall mean the UNDP official in charge of the UNDP office in the country, or the person acting on his/her behalf;

(h) "Project Manager" shall mean the person appointed by the NGO, in consultation with UNDP and with the approval of the Government coordinating authority, who acts as the overall co-ordinator of the Project and assumes the primary responsibility for all aspects of it;

(i) "Expenditure" shall mean the sum of disbursements made and valid outstanding obligations incurred in respect of goods and services rendered;

(j) "To advance" shall mean a transfer of assets, including a payment of cash or a transfer of supplies, the accounting of which must be rendered by the NGO at a later date, as herein agreed upon between the Parties;

(k) "Income" shall mean the interest on the Project funds and all revenue derived from the use or sale of capital equipment, and from items purchased with funds provided by UNDP or from revenues generated from Project outputs;

(l) "Force majeure" shall mean acts of nature, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force;

(m) "Project Work Plan" shall mean a schedule of activities, with corresponding time frames and responsibilities, that is based upon the Project Document, deemed necessary to achieve Project results, prepared at the time of approval of the Project, and revised annually.

Article II. Objective and Scope of the Present Agreement

1. The present Agreement sets forth the general terms and conditions of the cooperation between the Parties in all aspects of achieving the objectives of the project "Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency **Report (3BTR) to the United Nations Framework Convention on Climate Change**", as set out in the Project Document, to which it is annexed.

2. The Parties agree to join efforts and to maintain close working relationships, in order to achieve the Objectives of the Project.

Article III. Duration of Project Agreement

1. The term of the present Agreement shall commence on 1st of March 2025 and terminate in December 2028. The Project shall commence and be completed in accordance with the time frame or schedule set out in the Project Document.

2. Should it become evident to either Party during the implementation of the Project that an extension beyond the expiration date set out in paragraph 1, above, of the present Article, will be necessary to achieve the Objectives of the Project, that Party shall, without delay, inform the other Party, with a view to entering into consultations to agree on a new termination date. Upon agreement on a termination date, the Parties shall conclude an amendment to this effect, in accordance with Article XVII, below.

Article IV. General Responsibilities of the Parties

1. The Parties agree to carry out their respective responsibilities in accordance with the provisions of the present Agreement, and to undertake the Project in accordance with UNDP policies and procedures as set out in the UNDP Programme and Operations Policies and Procedures (POPP), which forms an integral part of the present Agreement.

2. Each Party shall determine and communicate to the other Party the person (or unit) having the ultimate authority and responsibility for the Project on its behalf. The Project Manager shall be appointed by the NGO, in consultation with UNDP and with the approval of the government coordinating authority.

3. The Parties shall keep each other informed of all activities pertaining to the Project and shall consult once every three months or as circumstances arise that may have a bearing on the status of either Party in the country or that may affect the achievement of the Objectives of the Project, with a view to reviewing the Work Plan and Budget of the Project.

4. The Parties shall cooperate with each other in obtaining any licenses and permits required by national laws, where appropriate and necessary for the achievement of the Objectives of the Project. The parties shall also cooperate in the preparation of any reports, statements or disclosures, which are required by national law.

5. The NGO may use the name and emblem of the United Nations or UNDP only in direct connection with the Project, and subject to prior written consent of the UNDP Resident Representative in Costa Rica.

6. The activities under the present Agreement are in support of the efforts of the Government, and therefore the NGO will communicate with the Government as necessary. The Project Manager will be responsible for day-to-day contacts with the relevant national authorities and UNDP on operational matters during the implementation of the Project. The UNDP Resident Representative will act as the principal channel for communicating with the Government coordinating authority regarding the activities under the Project Cooperation Agreement unless otherwise agreed with the Parties and the Government.

7. The UNDP Resident Representative will facilitate access to information, advisory services, technical and professional support available to UNDP and will assist the NGO to access the advisory services of other United Nations organizations, whenever necessary.

8. The Parties shall cooperate in any public relations or publicity exercises, when the UNDP Resident Representative deems these appropriate or useful.

Anti-terrorism provisions:

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

Security:

10. The responsibility for the safety and security of the NGO and its personnel and property, and of UNDP's property in the NGO's custody, rests with the NGO.

11. The NGO 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 services are being provided;

b) assume all risks and liabilities related to the NGO's security, and the full implementation of the security plan.

12. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the NGO shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 3.1 above.

Article V. Personnel Requirements

1. The NGO shall be fully responsible for all services performed by its personnel, agents, employees, or contractors (hereinafter referred to as "Personnel").

2. The NGO personnel shall not be considered in any respect as being the employees or agents of UNDP. The NGO shall ensure that all relevant national labour laws are observed.

3. UNDP does not accept any liability for claims arising out of the activities performed under the present Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by NGO personnel as a result of their work pertaining to the project. It is understood that adequate medical and life insurance for NGO personnel, as well as insurance coverage for service-incurred illness, injury, disability or death, is the responsibility of the NGO.

4. The NGO shall ensure that its personnel meet the highest standards of qualification and technical and professional competence necessary for the achievement of the Objectives of the Project, and that decisions on employment related to the Project shall be free of discrimination on the basis of race, religion or creed, ethnicity or national origin, gender, handicapped status, or other similar factors. The NGO shall ensure that all personnel are free from any conflicts of interest relative to the Project Activities.

Article VI. Terms and Obligations of Personnel

The NGO undertakes to be bound by the terms and obligations specified below, and shall accordingly ensure that the personnel performing project-related activities under the present Agreement comply with these obligations:

(a) The personnel shall be under the direct charge of the NGO, which functions under the general guidance of UNDP and the Government;

(b) Further to subparagraph (a) above, they shall not seek nor accept instructions regarding the activities under the present Agreement from any Government other than the Government of Costa Rica or other authority external to UNDP;

(c) They shall refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNDP;

(d) Subject to the requirements outlined in the document "UNDP public information disclosure policy", information that is considered confidential shall not be used without the authorization of UNDP. In any event, such information shall not be used for individual profit. The Project Manager may communicate with the media regarding the methods and scientific procedures used by the NGO; however, UNDP clearance is required for the use of the name UNDP in conjunction with Project Activities in accordance with Article IV, paragraph 5, above. This obligation shall not lapse upon termination of the present Agreement unless otherwise agreed between the Parties.

Article VII. Supplies, Vehicles and Procurement

1. UNDP shall contribute to the Project the resources indicated in the Budget section of the Project Document.

2. Equipment, non-expendable materials, or other property furnished or financed by UNDP shall remain the property of UNDP and shall be returned to UNDP upon completion of the Project or upon termination of the present Agreement, unless otherwise agreed upon between the Parties, and in consultation with the government coordinating authority. During Project implementation and prior to such return, the NGO shall be responsible for the proper custody, maintenance and care of all equipment. The NGO shall, for the protection of such equipment and materials during implementation of the Project, obtain appropriate insurance in such amounts as may be agreed upon between the Parties and incorporated in the Project Budget.

3. The NGO will place on the supplies, equipment and other materials it furnishes or finances such markings as will be necessary to identify them as being provided by UNDP.

4. In cases of damage, theft or other losses of vehicles and other property made available to the NGO, the NGO shall provide UNDP with a comprehensive report, including police report, where appropriate, and any other evidence giving full details of the events leading to the loss of the property.

5. In its procedures for procurement of goods, services or other requirements with funds made available by UNDP as provided for in the Project Budget, the NGO shall ensure that, when placing orders or awarding contracts, it will safeguard the principles of highest quality, economy and efficiency, and that the placing of such orders will be based on an assessment of competitive quotations, bids, or proposals unless otherwise agreed to by UNDP.

6. UNDP shall make every effort to assist the NGO in clearing all equipment and supplies through customs at places of entry into the country where Project activities are to take place.

7. The NGO shall maintain complete and accurate records of equipment, supplies and other property purchased with UNDP funds and shall take periodic physical inventories. The NGO shall provide UNDP annually with the inventory of such equipment, property and non-expendable materials and supplies, and at such time and in such form as UNDP may request.

Article VIII. Financial and Operational Arrangements

1. In accordance with the Project Budget, UNDP has allocated and will make available to the NGO funds up to the maximum amount of 1,233,000.00 USD. The first installment based on the first Quarterly Workplan will be advanced to the NGO through the Payment Request for Advance of Funds, following the signature of the present Agreement. The second and subsequent instalments will be advanced to the NGO quarterly, when a financial report and other agreed-upon documentation, as referenced in Article X, below, for the activities completed have been submitted to and accepted by UNDP as showing satisfactory management and use of UNDP resources.

2. The NGO agrees to utilize the funds and any supplies and equipment provided by UNDP in strict accordance with the Project Document. The NGO shall be authorised to make variations not exceeding 20 per cent on any one-line item of the Project Budget provided that the total Budget allocated by UNDP is not exceeded. The NGO shall notify UNDP about any expected variations on the occasion of the quarterly consultations set forth in Article IV, paragraph 3, above. Any variations exceeding 20 per cent on any one-line item that may be necessary for the proper and successful implementation of the Project shall be subject to prior consultations with and approval by UNDP.

3. The NGO further agrees to return within two weeks any unused supplies made available by UNDP at the termination or end of the present Agreement or the completion of the Project. Any unspent funds shall be returned within two months of the termination of the present Agreement or the completion of the Project.

4. UNDP shall not be liable for the payment of any expenses, fees, tolls or any other financial cost not outlined in the Project Work Plan or Project Budget unless UNDP has explicitly agreed in writing to do so prior to the expenditure by the NGO.

Article IX. Maintenance of Records

1. The NGO shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by UNDP to ensure that all expenditures are in conformity with the provisions of the Project Work Plan and Project Budgets. For each disbursement, proper supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction. Any Income, as defined in Article I, paragraph 1 (k), above, arising from the management of the Project shall be promptly disclosed to the Project. The Income shall be reflected in a revised Project Budget and Work Plan and recorded as accrued income to the Project unless otherwise agreed between the Parties.

2. Upon completion of the Project/or Termination of the Agreement, the NGO shall maintain the records for a period of at least four years unless otherwise agreed upon between the Parties.

Article X. Reporting Requirements

1. The NGO shall provide UNDP and the government coordinating authority with periodic reports on the progress, activities, achievements and results of the Project, as agreed between the Parties. As a minimum, the NGO shall prepare quarterly progress reports.

2. Financial reporting will be quarterly:

(a) The NGO prepares a financial report and submits it to the UNDP Resident Representative no later than 15 days after the end of each quarter.

(b) The purpose of the financial report is to request a quarterly advance of funds, to list the disbursements incurred on the Project by budgetary component on a quarterly basis, and to reconcile outstanding advances and foreign exchange loss or gain during the quarter.

(c) The financial report has been designed to reflect the transactions of a project on a cash basis. For this reason, unliquidated obligations or commitments should not be reported to UNDP, i.e., the reports should be prepared on a "cash basis", not on an accrual basis, and thus will include only disbursements made by the NGO and not commitments. However, the NGO shall provide an indication when submitting reports as to the level of unliquidated obligations or commitments, for budgetary purposes;

(d) The financial report contains information that forms the basis of a periodic financial review and its timely submission is a prerequisite to the continuing funding of the Project. Unless the Financial Report is received, the UNDP Resident Representative will not act upon requests for advances of funds from UNDP;

(e) Any refund received by an NGO from a supplier should be reflected on the financial report as a reduction of disbursements on the component to which it relates.

3. Within two months of the completion of the Project or of the termination of the present Agreement, the NGO shall submit a final report on the Project activities and include a final financial report on the use of UNDP funds, as well as an inventory of supplies and equipment.

Article XI. Audit Requirements

1. The NGO shall submit to the UNDP Resident Representative in Costa Rica a certified annual financial statement on the status of funds advanced by UNDP. The Project will be audited at least once during its lifetime but may be audited annually, as will be reflected in the annual audit plan prepared by UNDP Headquarters (Office of Audit and Performance Review) in consultation with the

Parties to the Project. The audit shall be carried out by qualified audit firm, which will produce an audit report and certify the financial statement.

2. Notwithstanding the above, UNDP shall have the right, at its own expense, to audit or review such Project-related books and records as it may require and to have access to the books and record of the NGO, as necessary.

3. Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Agreement and for a period of three (3) years following the expiration or prior termination of the Agreement. The UNDP shall be entitled to a refund from the NGO for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Agreement. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the NGO shall reimburse such funds forthwith. Where the NGO fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

4. The NGO acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the NGO generally. The right of UNDP to conduct an investigation and the NGO's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement. The NGO shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the NGO's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the NGO's premises. The NGO shall require its agents, including, but not limited to, the NGO's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

Article XII. Responsibility for Claims

1. The NGO shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, arising out of the acts or omissions of the NGO or its employees or persons hired for the management of the present Agreement and the Project.

2. The NGO shall be responsible for, and deal with all claims brought against it by its Personnel, employees, agents or subcontractors.

Article XIII. Suspension and Early Termination

1. The Parties hereto recognize that the successful completion and accomplishment of the purposes of a technical cooperation activity are of paramount importance, and that UNDP may find it necessary to terminate the Project, or to modify the arrangements for the management of a Project, should circumstances arise that jeopardise successful completion or the accomplishment of the purposes of the Project. The provisions of the present Article shall apply to any such situation.

2. UNDP shall consult with the NGO if any circumstances arise that, in the judgment of UNDP, interfere or threaten to interfere with the successful completion of the Project or the accomplishment of its purposes. The NGO shall promptly inform UNDP of any such circumstances that might come to its attention. The Parties shall cooperate towards the rectification or elimination of the circumstances in question and shall exert all reasonable efforts to that end, including prompt corrective steps by the NGO, where such circumstances are attributable to it or within its responsibility or control. The Parties shall also cooperate in assessing the consequences of possible termination of the Project on the beneficiaries of the Project.

3. UNDP may at any time after occurrence of the circumstances in question, and after appropriate consultations, suspend the Project by written notice to the NGO, without prejudice to the initiation or continuation of any of the measures envisaged in paragraph 2, above, of the present Article. UNDP may indicate to the NGO the conditions under which it is prepared to authorise management of the Project to resume.

4. If the cause of suspension is not rectified or eliminated within 14 days after UNDP has given notice of suspension to the NGO, UNDP may, by written notice at any time thereafter during the continuation of such cause: (a) terminate the Project; or (b) terminate the management of the Project by the NGO, and entrust its management to another institution. The effective date of termination under the provisions of the present paragraph shall be specified by written notice from UNDP.

5. Subject to paragraph 4 (b), above, of the present Article, the NGO may terminate the present Agreement in cases where a condition has arisen that impedes the NGO from successfully fulfilling its responsibilities under the present Agreement, by providing UNDP with written notice of its intention to terminate the present Agreement at least 30 days prior to the effective date of termination if the Project has a duration of up to six months and at least 60 days prior to the effective date of termination if the Project has a duration of six months or more.

6. The NGO may terminate the present Agreement only under point 5, above, of the present Article, after consultations have been held between the NGO and UNDP, with a view to eliminating the impediment, and shall give due consideration to proposals made by UNDP in this respect.

7. Upon receipt of a notice of termination by either Party under the present Article, the Parties shall take immediate steps to terminate activities under the present Agreement, in a prompt and orderly manner, so as to minimise losses and further expenditures. The NGO shall undertake no forward commitments and shall return to UNDP, within 30 days, all unspent funds, supplies and other property provided by UNDP unless UNDP has agreed otherwise in writing.

8. In the event of any termination by either Party under the present Article, UNDP shall reimburse the NGO only for the costs incurred to manage the project in conformity with the express terms of the present Agreement. Reimbursements to the NGO under this provision, when added to amounts previously remitted to it by UNDP in respect of the Project, shall not exceed the total UNDP allocation for the Project.

9. In the event of transfer of the responsibilities of the NGO for the management of a Project to another institution, the NGO shall cooperate with UNDP and the other institution in the orderly transfer of such responsibilities.

Article XIV. Force Majeure

1. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, as defined in Article I, paragraph 1, above, the Party affected by the force majeure shall give the other Party notice and full particulars in writing of such occurrence if the affected Party is thereby rendered unable, in whole or in part, to perform its obligations or meet its responsibilities under the present Agreement. The Parties shall consult on the appropriate action to be taken, which may include suspension of the present Agreement by UNDP, in accordance with Article XIII, paragraph 3, above, or termination of the Agreement, with either Party giving to the other at least seven days written notice of such termination.

2. In the event that the present Agreement is terminated owing to causes constituting force majeure, the provisions of Article XIII, paragraphs 8 and 9, above, shall apply.

Article XV. Arbitration

The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by the arbitration award rendered in accordance with such arbitration, as the final decision on any such dispute, controversy or claim.

Article XVI. Privileges and Immunities

Nothing in or relating to the present Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

Article XVII. Amendments

The present Agreement or its Annexe may be modified or amended only by written agreement between the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorised thereto, have on behalf of the Parties hereto signed the present Agreement at the place and on the day below written.

For the Organization for Tropical Studies:	For UNDP:
Signature: _____	Signature: _____
Name: Migue Méndez González	Name: Sandra Sosa Cárcamo
Title: Director	Title: Resident Representative - PNUD Costa Rica
Place: San José, Costa Rica	Place: San José, Costa Rica
Date: _____	Date: _____

Annex 13: Signed LOA between UNDP and IP requesting UNDP Support Services

Not applicable.

Annex 14: GEF CEO Endorsement/Approval



M.Sc. Carlos Manuel Rodríguez
CEO and Chairperson

February 11, 2025

Ms. Nancy Bennet
GEF Executive Coordinator
United Nations Development Programme (UNDP)
New York City, USA

Dear Ms. Bennet,

I am pleased to inform you that I have approved the enabling activity detailed below:

Decision Sought:	CEO Approval of Enabling Activity
GEFSEC ID:	11847
Agency(ies):	UNDP
Agency ID:	9712 - UNDP
Focal Area:	Climate Change
Project Type:	Enabling Activity
Country(ies):	Costa Rica
Name of Project:	Costa Rica's combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) and the Third Biennial Transparency Report (3BTR) to the United Nations Framework Convention on Climate Change
GEF Project Grant:	$1,233,000
Agency Fee:	$117,135
Funding Source:	GEF Trust Fund

Break-down:		Project Financing Amount (US$)	Agency Fee (US$)	Total Project Cost (US$)
Agency	Trust Fund		100% to be committed at CEO Approval (US$)	
UNDP	GEF TF	1,233,000	117,135	1,350,135
Total		1,233,000	117,135	1,350,135

This approval is based on the understanding that the enabling activity is in conformity with GEF focal area strategies and in line with GEF policies and procedures.

Sincerely,

1818 H Street, NW • Washington, DC 20433 • USA
Tel: +1 (202) 473 3202 - Fax: +1 (202) 522 3240
E-mail: gefceo@thegef.org
www.thegef.org

Annex 15: On-Granting Provisions Applicable to the Implementing Partner

On-granting clauses for non-UNDP Implementing Partners can be found here. This applies in cases where on-granting is built into the design and to the extent that it complies with the UNDP Policy on Low Value Grants (LVGs).

Not applicable.

Annex 16: Terms of Reference for Project Board

The standard Project Board TOR can be found here.

Annex 17: GEF Core indicators

Not applicable.

Annex 18: GEF Taxonomy

Level 1	Level 2	Level 3	Level 4
☒ Influencing models			
	☒ Strengthen institutional capacity and decision-making		
☒ Stakeholders			
	☒ Type of Engagement		
		☒ Partnership	
		☒ Consultation	
		☐ Participation	
	☒ Communications		
		☒ Awareness Raising	
		☒ Education	
☒ Capacity, Knowledge and Research			
	☒ Enabling Activities		
		☒ Theory of Change	
☒ Gender Equality			
	☒ Gender Mainstreaming		
		☒ Beneficiaries	
	☒ Gender results areas		
		☒ Awareness raising	
☐ Focal Areas/Theme			
	☒ Climate Change		
		☒ Climate Change Adaptation	
			☒ Climate information
		☒ Climate Change Mitigation	
			☒ Enabling Activities
		☒ United Nations Framework on Climate Change	☒ Nationally Determined Contribution
	☒ Rio Markers	☒ Paris Agreement	

Annex 19: Results of the Partners Capacity Assessment Tool (PACT) and HACT Micro Assessment

Separately attached.

Annex 20: End of Project Report Template

As of February 2025, this template for End of Report is the official.

EA Completion Memorandum (End of Project Report) Feb 2025.docx

Monitoring and Evaluation plans of climate change enabling activities for the preparation of **National Communications on Climate Change and/or Biennial Transparency Reports** do not require the production and publication of Terminal Evaluation Reports.

Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

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

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

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

National project teams in charge of the future enabling activity for the preparation of the National Communication and/or Biennial Transparency Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up-taking its guiding role as implementing agency.

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

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

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