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UN TO UN TRANSFER AGREEMENT

A. SUMMARY OF ACTIVITIES

Title:	Support to Strengthen the GeoSinirube Tool, a Precision Geospatial and Geosocial Technology for Addressing Vulnerable Populations in the Face of Climate Change (the "Activities")
Grant No.	PAF25Q2-CRI-UNDP-005
Start/End Dates:	Activities start date: Upon signature by both Parties Activities end date: 10 months after signature by both Parties
Location:	Costa Rica
Contribution Amount:	**USD 326,513.86** (the "Contribution")
Contributing UN Entity:	United Nations Office for Project Services ("UNOPS")
Recipient UN Entity:	United Nations Environment Programme ("UNEP")
Purpose:	The primary objective of the grant disbursement is to support Costa Rica in to Strengthening the GeoSinirube Tool, a Precision Geospatial and Geosocial Technology for Addressing Vulnerable Populations in the Face of Climate Change
Annexes:	Annex A: Project Scope of Work Annex B: Grant Budget Annex C: Narrative Reporting Templates Annex D: Financial Reporting Templates In the event that the terms in the Annex(es) are inconsistent with those in this Agreement, then the terms in the latter shall govern and prevail.
Expected Outcome:	The detailed outcome of the grant is stated in Annex A: Project Scope of Work.

The Recipient UN Entity will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies, procedures, and administrative instructions and for undertaking the Activities efficiently and effectively.

B. BUDGET

The total budget for the activities is **USD 326,513.86** more fully described below and attached as Annex B ("Budget").

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Summary of Activities and Budget	Total (USD)
Total programmable amount, including direct costs	299,554.00
Indirect support costs (9%)	26,959.86
Grant Total	326,513.86

The Contributing UN Entity will not be responsible for any financial commitment or expenditure made by the Recipient UN Entity that exceeds the Budget for the Activities. The Recipient UN Entity will promptly advise the Contributing UN Entity any time when the Recipient UN Entity is aware that the Budget to carry out these Activities is insufficient to fully implement the Activities in the manner set out in the present Agreement, including its Annex(es). The Contributing UN Entity will have no obligation to provide the Recipient UN Entity with any funds or to make any reimbursement for expenses incurred in excess of the Budget as set forth herein.

C. COSTS RECOVERY

The Recipient UN Entity's support costs, determined in accordance with its cost recovery policy, will be paid from the Contribution in accordance with the Budget.

D. REPORTING

The Recipient UN Entity will provide the Contributing UN Entity with a narrative report on the progress of the Activities on a regular basis, as set out below.

- Narrative Progress Reports within 30 (thirty) calendar days for the period ended on 31 March 2026, 30 June 2026, and 31 August 2026 using the template presented in Annex C.
- Final Narrative Reports within 90 (ninety) calendar days after the implementation end date using the template presented in Annex C.

Financial Reporting:

The Recipient UN Entity will provide the Contributing UN Entity with the following financial reports, prepared in accordance with the Recipient UN Entity's financial regulations, rules, policies, procedures, and administrative instructions:

- Interim Financial Reports within 30 (thirty) calendar days for the period ended on 31 March 2026, 30 June 2026, and 31 August 2026 according to the template presented in Annex D.
- Final Certified Financial Reports within 180 (one hundred eighty) calendar days after the implementation end date using the template presented in Annex D.

E. CONTRIBUTIONS

The Contribution paid by the Contributing UN Entity shall match the Budget and be paid in installments according to the following schedule.

Schedule of payment:

- **USD 200,000.00 (United States Dollars Two Hundred Thousand)** upon signature of this Agreement by both Parties.

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- **USD 100,000.00 (United States Dollars One Hundred Thousand)** upon certification by UNOPS of receipt and acceptance of the first narrative progress report and interim financial report on the use of Grant funds and evidence that at least 70% of the preceding advance has been spent or committed.
- **USD 26,513.86 (United States Dollars One Hundred Thousand)** upon certification by UNOPS of receipt and acceptance of the second narrative progress report and interim financial report on the use of Grant funds and evidence that at least 70% of the preceding advance has been spent or committed

The Contributing UN Entity acknowledges that the Recipient UN Entity will not pre-finance the Activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient UN Entity with immediate effect.

To account for possible variations in the actual costs incurred by the Recipient UN Entity for implementing the agreed activities, the conditions below apply to the PAF budget.

- The Recipient UN Entity can shift up to a maximum of 20% without prior approval within a single budget category. However, the Recipient UN Entity needs to notify UNOPS on the next reporting period through progress/financial report.
- The Recipient UN Entity can shift up to a maximum of 10% without prior approval between budget categories. However, the Recipient UN Entity needs to notify UNOPS on the next reporting period through progress/financial report.
- A budget shift request of more than 10% but not exceeding 20% between budget categories, requires a formal budget shift request through email or letter in advance, and is subject to review and approval by the UNOPS team.
- A budget shift request over 20% within a single budget category or between budget categories must be communicated, justified, and reviewed in advance, and approval is through amendment of the grant agreement.

The Contribution will be paid into the following account:

Account Details:	36349562 **UNDP Contribution Account**
Currency:	**USD**
Bank Address:	Citibank N.A. 388 Greenwich St. New York, NY 10013
Banking details:	**ABA/ACH** Routing Number 021000089 **SWIFT:** CITUS33 **Branch:** 940

When making such transfers, the Contributing UN Entity will notify the Recipient UN Entity to the attention of the amount transferred; (b) the date of the transfer; (c) that the transfer is from the Contributing UN Entity pursuant to this Agreement.

F. INTELLECTUAL PROPERTY RIGHTS

All intellectual property rights over materials which were developed by the Recipient UN Entity as a result of the Activities, will jointly vest in the Recipient UN Entity and the Contributing UN Entity.

G. CORRESPONDENCE

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All correspondence regarding the implementation of this Agreement will be addressed as follows:

UNOPS: Mr. Samson TILAHUN Project Manager Cell: +49 (0) 1577 800 3358 Email: SamsonA@unops.org	**UNDP:** **(primary)** Name: Ms. Sandra Sosa Title: Resident Representative Email: sandra.sosa@undp.org	**UNDP:** **(Secondary)** Name: Randall Brenes Title: Programme Officer Email: randall.brenes@undp.org

H. AMENDMENTS

The present Agreement, including its Annex(es), may be modified or amended only by written agreement between the two UN Entities.

I. COMPLETION OF THE ACTIVITIES

The Recipient UN Entity will notify the Contributing UN Entity when all Activities have been completed.

The Recipient UN Entity will continue to hold any part of the Contribution that is unutilized at the completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

J. EXPIRY AND TERMINATION OF THIS AGREEMENT

This Agreement will expire upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either UN Entity at any time by written notice to the other. Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the UN Entities will cooperate to ensure the completion of the Activities, the satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.

K. REFUNDS OF UNSPENT BALANCES

Upon expiry or termination of this Agreement and following the submission of the final financial report, any unspent balance from the Contribution will be returned to the Contributing UN Entity unless otherwise agreed upon in writing by the UN Entities.

L. INTEREST

Unless otherwise agreed by the UN Entities based on requirements of the Funding Source as applicable, any interest accrued on the Contribution shall be treated according to the Recipient UN Entity's policies and procedures.

M. DATA PROTECTION

The UN Entities will ensure an appropriate protection of personal data in accordance with their respective regulations, rules, policies, and procedures with due regard to the Personal Data Protection and Privacy

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Principles.[1] The UN Entities acknowledge and agree that "personal data" is defined as information relating to an identified or identifiable natural person (data subject) that is processed by, or on behalf of, the respective UN Entities concerned.

N. SETTLEMENT OF DISPUTES

The UN Entities will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either UN Entity has notified the other UN Entity of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the UN Entities.

O. ENTRY INTO FORCE AND VALIDITY

This Agreement will enter into force upon its signature by the authorized representatives of the UN Entities and remain in force until it expires or is terminated in accordance with Section J above.

P. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the UN Entities.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

Signed: On behalf of **the Recipient UN Entity:** DocuSigned by: 26EA0D3B87344FE... Sandra Sosa Resident Representative UNDP Costa Rica Date:	Signed: On behalf of **the Contributing UN Entity:** Peter ONSONGO Head of Support Services ECR, UNOPS AUMCO 31/10/25 Date:

[1] Available at: www.unsceb.org/personal-data-protection-and-privacy-principles.

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Annex A: Project Scope of Work

Request PAF25-Q2-15 (Costa Rica)	
Request title	**Support to Strengthen the GeoSinirube Tool, a Precision Geospatial and Geosocial Technology for Addressing Vulnerable Populations in the Face of Climate Change**
PAF's requested amount	**US $326,513.86**
UNDP co-financing	**US$ 35,000.00**
Implementation duration	**10 months,** from 01 October 2025 to 25 July 2026 **Important information:** Kindly note that Implementation must end, for any project, latest by **September 2026.** Please plan your implementation timeline carefully and realistically. As we approach the end of the work program, extension requests may not be accommodated.
Outputs and activities:	
Output 1: (Phase II) Methodology for Desktop Cartographic Updates for Data Integration for Climate-Resilient Social Systems. 1.1 Web Mapping: Viewer of areas with natural hazards, Indigenous territories, and households registered in SINIRUBE. 1.2 Cartography of Georeferenced Households registered in SINIRUBE with initial cartographic corrections. 1.3 Methodology for Desktop Cartographic Updates. 1.4 Implementation of Data Quality Verification for georeferencing when stored in the Social Information Registry (RIS). *(To be carried out by the institution* **Output 2: (Phase III) – Communications Protocol for the Implementation of GeoSinirube 1.0 in the Social Information Registry (RIS) Portal for Enhanced Social Mapping for Climate Resilience.** 2.1 Identify communication and interoperability needs between relevant systems. 2.2 Draft a communications protocol detailing the information flow between RIS and related systems. 2.3 Validate the protocol with technical teams and document the final version for distribution. **Output 3: (Phase IV) User Manual for Access and Use of GeoSinirube 1.0 in the Social Information Registry (RIS).** 3.1 Design a structured index covering the main aspects of system access and usage. 3.2 Provide step-by-step instructions on how to log in and use the main functions. 3.3 Include screenshots and practical examples to facilitate understanding. 3.4 Validate the manual with a pilot group of users and adjust it based on feedback**.** **Output 4: (Phase V) Interoperability Interfaces with Other Public Service Entities to Obtain Household Geolocation Data.** 4.1 Review databases of georeferenced households in SINIRUBE using SQL and geographic information systems. *(To be carried out by the institution* 4.2 Execute geoprocessing to identify and correct the location of household records based on database analysis, complementary cartography, and satellite imagery. 4.3 Perform georeferencing corrections of household databases registered in SINIRUBE using geographic information systems, based on analysis results and respective technical recommendations. 4.4 Implement validation and adjustment mechanisms for georeferencing in household databases registered in SINIRUBE through geoprocessing integrated into the platform. 4.5 Establish criteria for the collection of household geolocation information (desktop data).	

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4.6 Integrate geolocation data from institutional databases into SINIRUBE.
4.7 Manage the technological platform at IMAS for the installation of ArcGIS Enterprise OnPremise in the cloud.
4.8 Acquire and install the ArcGIS Enterprise OnPremise tool for GeoSinirube 2.0, with a license valid for a minimum of one year.
4.9 Migrate the platform from ArcGIS Online to ArcGIS Enterprise OnPremise.

Output 5: (Phase VI) – Improved Portal with an ArcGIS instance installed, supported by cloud services or a server, integrating data on households, natural hazard zones, Indigenous territories, and the National Care System.
5.1 Definition of functional requirements.
5.2 Definition of interface requirements.
5.3 Definition of security requirements.
5.4 Acquisition of technological equipment, such as ArcGIS licenses, servers, or cloud services. The license or cloud services must be valid for at least one year**.**

Output 6: (Phase VII) – Internal Protocol for Updating System Information to Support Inclusive Climate Action and the Use of Data to Advance Costa Rica's Climate Adaptation Commitments. This includes the development of the protocol itself and the delivery of a training workshop for relevant stakeholders.
6.1 Design an internal protocol establishing procedures for updating geolocation information.
6.2 Coordinate with IMAS, the Costa Rican Social Security Fund (CCSS), and other institutions to validate the protocol.
6.3 Implement the internal protocol in participating institutions.
6.4 Conduct at least one launch/training workshop on the use and enforcement of the internal protocol with all institutions that may use the system.

Output 7: (Phase VIII) – Contingency Plan for the Continuity of System Use.
7.1 Identification of risks associated with potential system failure.
7.2 Determination of contingency mechanisms.
7.3 Development of the contingency plan.

Implementation approach:	
Output 1: (Phase II) Methodology for Desktop Cartographic Updates for Data Integration for Climate-Resilient Social Systems	
Activity 1.1: Web Mapping: Viewer of areas with natural hazards, Indigenous territories, and households registered in SINIRUBE.	1.1.1. Collection and integration of georeferenced data
Activity 1.2: Cartography of Georeferenced Households registered in SINIRUBE with initial cartographic corrections.	1.1.2. Cleaning and initial validation of SINIRUBE geospatial data
Activity 1.3: Methodology for Desktop Cartographic Updates.	1.1.3. Development of the methodological proposal
Activity 1.4: Implementation of Data Quality Verification for georeferencing when stored in the Social Information Registry (RIS).	1.4.1. Program and implement the functionality for georeferencing data quality verification at the time of saving in the Social Information Registry (RIS) Web and WebAPI.
Output 2: (Phase III) – Communications Protocol for the Implementation of GeoSinirube 1.0 in the Social Information Registry (RIS) Portal for Enhanced Social Mapping for Climate Resilience.	

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Activity 2.1: Identify communication and interoperability needs between relevant systems.	2.1.1. Identification of systems requiring interoperability
Activity 2.2: Draft a communications protocol detailing the information flow between RIS and related systems.	2.2.1. Drafting of the communications protocol
Activity 2.3: Validate the protocol with technical teams and document the final version for distribution.	2.3.1. Coordination of validation sessions
Output 3: (Phase IV) User Manual for Access and Use of GeoSinirube 1.0 in the Social Information Registry (RIS).	
Activity 3.1: Design a structured index covering the main aspects of system access and usage.	3.1.1. Define the main elements for accessing and using the system
Activity 3.2: Provide step-by-step instructions on how to log in and use the main functions.	3.2.1. Define the sequence of steps for performing activities within the system
Activity 3.3: Include screenshots and practical examples to facilitate understanding.	3.3.1. Hire a company to produce video tutorials
Activity: 3.4: Validate the manual with a pilot group of users and adjust it based on feedback**.**	3.4.1. Conduct sessions with users
Output 4: (Phase V) Interoperability Interfaces with Other Public Service Entities to Obtain Household Geolocation Data.	
Activity 4.1: Review databases of georeferenced households in SINIRUBE using SQL and geographic information systems.	4.1.1. Analysis of databases and data quality.
Activity 4.2: Execute geoprocessing to identify and correct the location of household records based on database analysis, complementary cartography, and satellite imagery.	4.2.1. Identification of household records
Activity 4.3: Perform georeferencing corrections of household databases registered in SINIRUBE using geographic information systems, based on analysis results and respective technical recommendations.	4.3.1. Correction of georeferencing in household databases
Activity 4.4: Implement validation and adjustment mechanisms for georeferencing in household databases registered in SINIRUBE through geoprocessing integrated into the platform.	4.4.1. Implement mechanisms to validate and adjust georeferencing in household databases
Activity 4.5: Establish criteria for the collection of household geolocation information (desktop data).	4.5.1. Define criteria for collecting household geolocation information.
Activity 4.6: Integrate geolocation data from institutional databases into SINIRUBE.	4.6.1. Hire consultant

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Activity 4.7: Manage the technological platform at IMAS for the installation of ArcGIS Enterprise OnPremise in the cloud.	4.7.1. Management of the technology platform at IMAS for the installation of ArcGIS Enterprise OnPremise in the cloud.
Activity 4.8: Acquire and install the ArcGIS Enterprise OnPremise tool for GeoSinirube 2.0, with a license valid for a minimum of one yea	4.8.1. Define requirements for the purchase and installation of the tool.
Activity 4.9: Migrate the platform from ArcGIS Online to ArcGIS Enterprise OnPremise.	4.9.1. Planning for the migration process.
Output 5: (Phase VI) – Improved Portal with an ArcGIS instance installed, supported by cloud services or a server, integrating data on households, natural hazard zones, Indigenous territories, and the National Care System.	
Activity 5.1: Definition of functional requirements	5.1.1. Identification of needs based on the operations of the institutions
Activity 5.2: Definition of interface requirements.	5.2.1. Definition of the interface according to functional requirements
Activity 5.3: Definition of security requirements.	5.3.1. Identification of assets 5.3.2. Risk analysis
Activity 5.4: Acquisition of technological equipment, such as ArcGIS licenses, servers, or cloud services. The license or cloud services must be valid for at least one year**.**	5.4.1. Preparation of technical requirements 5.4.2. Purchase of ArcGIS licenses 5.4.3. Purchase of 8 SQL Server Standard licenses 5.4.4. Purchase of 1 physical server (VxRail)
Output 6: (Phase VII) – Internal Protocol for Updating System Information to Support Inclusive Climate Action and the Use of Data to Advance Costa Rica's Climate Adaptation Commitments. This includes the development of the protocol itself and the delivery of a training workshop for relevant stakeholders.	
Activity 6.1: Design an internal protocol establishing procedures for updating geolocation information.	6.1.1. Define the necessary aspects for updating geolocation information 6.1.2. Draft the protocol
Activity 6.2: Coordinate with IMAS, the Costa Rican Social Security Fund (CCSS), and other institutions to validate the protocol.	6.2.1. Coordinate sessions
Activity 6.3: Implement the internal protocol in participating institutions. *(To be carried out by the institutions)*	6.3.1. Present the protocol
Activity 6.4: Conduct at least one launch/training workshop on the use and enforcement of the internal protocol with all institutions that may use the system.	6.4.1. Coordinate training and workshops.
Output 7: (Phase VIII) – Contingency Plan for the Continuity of System Use.	
Activity 7.1: Identification of risks associated with potential system failure.	7.1.1. Conduct an analysis of possible causes of system failure

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Activity 7.2: Determination of contingency mechanisms	7.1.2. Identify and evaluate different contingency mechanisms
Activity 7.3: Development of the contingency plan.	7.1.3. Draft the contingency plan

Gender mainstreaming consideration:

In Costa Rica, poverty disproportionately affects women. It is estimated that 19% of women in Costa Rica live in poverty, compared to 16% of men. Although overall poverty has decreased, women remain more likely to live in poverty than men, especially in cases of extreme poverty. A study by the Gender Equality Observatory indicates that there are 121 women living in poverty for every 100 men in the same situation. This is due in part to the unequal distribution of income and resources, as well as discrimination in the labor market, where women often earn less than men for the same work. Additional factors include the gender pay gap, unpaid caregiving responsibilities, and discrimination in access to credit.

Extensive evidence shows that poverty and extreme poverty, along with other social factors such as gender, age, disability, ethnic identity, and migration status, increase vulnerability to disasters caused by natural events. People's exposure to these disasters is worsened by geographical location in high-risk areas, lack of infrastructure, and insufficient resources for prevention and mitigation. Moreover, disasters deepen poverty, and their repeated occurrence reduces the chances of escaping that condition, affecting women and their children with greater intensity. This is why adaptive actions must have a special focus on women and their families as the **National Action Plan on Gender Equality in Climate Action (2023)** recognized this.

UNDP has strengthened institutional capacities to advance gender equality. Among the most important actions is technical advice for the development of public policies. In the case of this project, a key example is the **Gender Equality Policy with an Intersectional Approach** (2022–2031) of the **Joint Social Welfare Institute (IMAS)**, which seeks to promote gender equality and equity within the institution and its programs. This policy, approved in 2022, is based on an intersectional approach that considers multiple dimensions of discrimination (gender, class, race, sexual orientation, among others). Another relevant example is the Gender Equality Policy of the National Emergency Commission (CNE) of Costa Rica, which aims to advance the country's international obligations in women's human rights. This policy seeks to integrate a gender perspective into all stages of emergency management—from planning and prevention to response and recovery.

The project will ensure that GeoSINIRUBE aligns its planning and activities with both of these policies. Likewise, the **Vulnerability Index**, which will be developed with UNDP's technical support to establish prioritization criteria for GeoSINIRUBE, will focus not only on ensuring equal protection for women but also on recognizing the specific risks they face. Among the vulnerability criteria and adaptation actions, essential services that promote women's equal access to development opportunities will be included, such as childcare services and sexual and reproductive health services—both of which, when disrupted by disasters, significantly deepen the risks women face.

In terms of hiring practices, equal employment of men and women will be promoted. In addition, all technical consultancies must ensure equal integration of women in collective training or consultation activities, carry out specific consultation and training activities for women, and explicitly address in technical outputs the vulnerabilities and gaps affecting women at risk of disasters.

Finally, UNDP Costa Rica is certified with the Gold level in the Gender Equality Seal for Development, and is an office specialized in gender, social protection, governance, nature and risk management, so it has an added value and multiple tools to ensure the proper gender mainstreaming, gender equality and women's empowerment in the development of technological tool for the national social adaptative strategy.

Project team:

An inter-institutional team composed of technical personnel from UNDP will be responsible for supervising tasks and executing components of this project related to supervision, monitoring, strategic design, consultation, training, negotiation and consensus-building, and report generation, among others.

As part of the co-financing, the UNDP will provide an experienced team specializing in social protection, information management and risk management to advise on and support the implementation of this proposal. The team comprises:

- **Mr. Randall Brenes:** Human Development Officer with over 20 years' experience designing public policies for social protection, social mobility, citizen security and coexistence at national and sub-national levels. She has led the

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implementation of public policy acceleration laboratories with a gender perspective and developed evidence-based governance instruments.

- **Mrs. Rafaella Sánchez, Senior Gender Specialist**, with 15 years of experience in gender equality and women´s empowerment and participatory mechanisms for women and historically excluded populations. She has experience in certification processes and public policies for gender equality, violence against women, gender mainstreaming for biodiversity and climate action, public finance and public budgeting for gender equality
- **Mrs. Paola Omodeo is a Statistics Specialist** with over 20 years' experience supporting the development and strengthening of national information systems and institutional capacities for data analysis. She has worked on the technical strengthening of SINIRUBE.
- **Mr. Gerardo Quirós Cuadra, Disaster Risk Management Specialist**, with more than 10 years of experience in risk management and disaster prevention.

Sub-contracting:

The following sections detail the profile requested for subcontracts. All subcontractors will be supervised by the team leader.

- **Senior web developer** to design the structure and functionalities of GeoSINIRUBE.
- **Senior web developer** to strengthen SINIRUBE's capabilities in generating the data required for Geo SINIRUBE and ensuring system interoperability.
- **Professional Services** in Database Administration.

Implementation and monitoring plan:

UNDP has supported the social protection system in Costa Rica, led by the Mixed Institute for Social Aid (IMAS), in strengthening its information management capacities. It has been involved from the conceptual discussions of the National Unified Registry of State Beneficiaries (SINIRUBE) to its implementation, including both the enhancement of its technological infrastructure and its technical capacities—such as the purchase of servers and licenses, and training in data mining, data visualization, and information analysis. UNDP is a partner of SINIRUBE in promoting the use of data to inform public policy decision-making. Currently, using SINIRUBE data, UNDP estimates the Cantonal Multidimensional Poverty Index, which enables more precise implementation of social policies at the territorial level.

UNDP has also been supporting efforts to incorporate an **adaptive social protection approach** into social policy. In this regard, it brings together its extensive experience in social protection and in risk prevention, where UNDP is widely recognized for its expertise—both nationally, with the National Emergency Commission (CNE), and subnationally, with municipalities and local and community emergency committees.

SINIRUBE has a robust technological infrastructure that makes it the most important information system in the country. The institution has a **sustainability strategy**, which includes maintenance and insurance coverage for the equipment, financed through the national budget. The assets purchased by the project will be received, inventoried, and registered by the institution, becoming institutional property. This entails SINIRUBE assuming legal responsibilities regarding their protection.

The **implementation and monitoring approach** for the project is based on results-based management but also has a strong focus on learning. The proposal will allow the gathering and sharing of lessons learned systematically and efficiently, emphasizing knowledge development and dissemination. It will also support adaptive management to integrate experiences as a result of the implementation of the activities into the new initiatives, projects, and programs developed by the UNDP, IMAS, SINIRUBE and other national counterparts. This project will take an innovative approach to enhance the national adaptive social protection strategy through the implementation of a technological tool that enables the guidance of precision public policies, with a gender perspective and intersectional analysis.

Capacity development will be institutionalized through regular technical support and specialized advice from UNDP to the SINIRUBE team, ensuring that skills and practices are sustained beyond the life of the project. During project implementation, UNDP will progressively transfer responsibilities to local technical teams, enabling national counterparts to fully own data management, analysis, and decision-making processes.

In this sense, the project will develop proper tools for Implementation, monitoring and learning according to the following plan:

Also, following some UNDP activities to support project implementation:

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Support to Strengthen the GeoSinirube Tool: A Precision Geospatial and Geosocial Technology for Addressing Vulnerable Populations in the Face of Climate Change										
Month	1	2	3	4	5	6	7	8	9	10
Output 1: (Phase II) Methodology for Desktop Cartographic Updates for Data Integration for Climate-Resilient Social Systems.										
1.1 Web Mapping: Viewer of areas with natural hazards, Indigenous territories, and households registered in SINIRUBE.										
1.2 Cartography of Georeferenced Households registered in SINIRUBE with initial cartographic corrections.										
1.3 Methodology for Desktop Cartographic Updates.										
1.4 Implementation of Data Quality Verification for georeferencing when stored in the Social Information Registry (RIS).										
Output 2: (Phase III) – Communications Protocol for the Implementation of GeoSinirube 1.0 in the Social Information Registry (RIS) Portal for Enhanced Social Mapping for Climate Resilience.										
2.1 Identify communication and interoperability needs between relevant systems.										
2.2 Draft a communications protocol detailing the information flow between RIS and related systems.										
2.3 Validate the protocol with technical teams and document the final version for distribution.										
Output 3: (Phase IV) User Manual for Access and Use of GeoSinirube 1.0 in the Social Information Registry (RIS).										
3.1 Design a structured index covering the main aspects of system access and usage.										
3.2 Provide step-by-step instructions on how to log in and use the main functions.										
3.3 Include screenshots and practical examples to facilitate understanding.										
3.4 Validate the manual with a pilot group of users and adjust it based on feedback.										
Output 4: (Phase V) Interoperability Interfaces with Other Public Service Entities to Obtain Household Geolocation Data.										
4.1 Review databases of georeferenced households in SINIRUBE using SQL and geographic information systems.										
4.2 Execute geoprocessing to identify and correct the location of household records based on database analysis, complementary cartography, and satellite imagery.										
4.3 Perform georeferencing corrections of household databases registered in SINIRUBE using geographic information systems, based on analysis results and respective technical recommendations.										
4.4 Implement validation and adjustment mechanisms for georeferencing in household databases registered in SINIRUBE through geoprocessing integrated into the platform.										
4.5 Establish criteria for the collection of household geolocation information (desktop data).										
4.6 Integrate geolocation data from institutional databases into SINIRUBE.										
4.7 Manage the technological platform at IMAS for the installation of ArcGIS Enterprise OnPremise in the cloud.										
4.8 Acquire and install the ArcGIS Enterprise OnPremise tool for GeoSinirube 2.0, with a license valid for a minimum of one year.										
4.9 Migrate the platform from ArcGIS Online to ArcGIS Enterprise OnPremise.										
Output 5: (Phase VI) – Improved Portal with an ArcGIS instance installed, supported by cloud services or a server, integrating data on households, natural hazard zones, Indigenous territories, and the National Care System.										
5.1 Definition of functional requirements.										

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5.2 Definition of interface requirements.	
5.3 Definition of security requirements.	
5.4 Acquisition of technological equipment, such as ArcGIS licenses, servers, or cloud services. The license or cloud services must be valid for at least one year.	
Output 6: (Phase VII) – Internal Protocol for Updating System Information to Support Inclusive Climate Action and the Use of Data to Advance Costa Rica's Climate Adaptation Commitments. This includes the development of the protocol itself and the delivery of a training workshop for relevant stakeholders.	
6.1 Design an internal protocol establishing procedures for updating geolocation information.	
6.2 Coordinate with IMAS, the Costa Rican Social Security Fund (CCSS), and other institutions to validate the protocol.	
6.3 Implement the internal protocol in participating institutions.	
6.4 Conduct at least one launch/training workshop on the use and enforcement of the internal protocol with all institutions that may use the system.	
Output 7: (Phase VIII) – Contingency Plan for the Continuity of System Use.	
7.1 Identification of risks associated with potential system failure.	
7.2 Determination of contingency mechanisms.	
7.3 Development of the contingency plan.	

- **Track results progress:** Progress monitoring data aligned with project activities and outputs will be systematically collected and subjected to analytical review during monthly coordination meetings with the IMAS technical team.
- **Monitor and Manage Risk:** Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per Social and Environmental Standards.
- **Learn:** Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.
- **Review and Make Course Corrections:** Internal review of data and evidence from all monitoring actions to inform decision making.
- **Project Report**: A progress report will be presented to NDC Partnership and key stakeholders, consisting of progress data showing the results achieved against pre-defined targets at the output level and the annual project quality rating summary.

Annex B: Grant Budget

COUNTRY:	COSTA RICA
REQUEST #:	PAF25-Q2-15

CATEGORY A - IP'S PERSONNEL COSTS

STAFF SALARIES

Activity Number	Activity Description	Staff Title	Unit Description (Choose from drop-down list)	Unit Cost	# of Units	Sub-total	Budget Narrative (Explain how the cost was calculated, e.g. IP salary scale, # years of experience required, previous similar contracts, etc.)
	Procurement , logistics and administrative support	Administrative assistant (part time) - Julio Oliva López	Months	2,000	6	12,000	Salary was calculated following UNDP's salary scale.
TOTAL						**12,000**	

CATEGORY B - SUB-GRANTING, SUB-CONTRACTING

SERVICES/GOODS

Activity Number	Activity Description	Type of Service/Goods	Method of Procurement	Unit Description	Unit Cost	# of Units	Sub-total	Budget Narrative (Explain how the cost was calculated, e.g. IP salary scale, # years of experience required, previous similar contracts, etc.)

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5.4	Output 5: (Phase VI) – Improved Portal with an ArcGIS instance installed, supported by cloud services or a server, integrating data on households, natural hazard zones, Indigenous territories, and the National Care System. 5.4 Acquisition of technological equipment, such as ArcGIS licenses, servers, or cloud services. The license or cloud services must be valid for at least one year. 5.4.2 Purchase of ArcGIS licenses	Licenses	Request for quotation	ArcGIS licenses	75,000	1	75,000	Market study carried out by SINIRUBE.

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5.4	Output 5: (Phase VI) – Improved Portal with an ArcGIS instance installed, supported by cloud services or a server, integrating data on households, natural hazard zones, Indigenous territories, and the National Care System. 5.4 Acquisition of technological equipment, such as ArcGIS licenses, servers, or cloud services. The license or cloud services must be valid for at least one year. 5.4.3 Purchase of 8 SQL Server Standard licenses	Licenses	Request for quotation	SQL Server Standard Edition 2022	5,563	8	44,504	Market study carried out by SINIRUBE.

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5.4	Output 5: (Phase VI) – Improved Portal with an ArcGIS instance installed, supported by cloud services or a server, integrating data on households, natural hazard zones, Indigenous territories, and the National Care System. 5.4 Acquisition of technological equipment, such as ArcGIS licenses, servers, or cloud services. The license or cloud services must be valid for at least one year. 5.4.4 Purchase of 1 physical server (VxRail)	Equipment		Request for quotation	Dell EMC Server model¿ VxRail, E660F,10x2,5 ", All Flash.	102,000	1	102,000	Market study carried out by SINIRUBE.
TOTAL								**221,504**	
CONSULTANCY (BY INDIVIDUAL AND/OR FIRM)									

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Activity Number	Activity Description	Consultant Title	Unit Description	Unit Cost	# of Units	Sub-total	Budget Narrative (Explain how the cost was calculated, e.g. IP salary scale, # years of experience required, previous similar contracts, etc.)
1.1	Output 1: (Phase II) Methodology for Desktop Cartographic Updates for Data Integration for Climate-Resilient Social Systems. 1.1 Web Mapping: Viewer of areas with natural hazards, Indigenous territories, and households registered in SINIRUBE.	Designing and implementation of a viewer of areas with natural hazards, indigenous territories and households registered in SINIRUBE	Hours	90	120	10,800	Market study carried out by SINIRUBE.
2.2	Output 2: (Phase III) – Communications Protocol for the Implementation of GeoSinirube 1.0 in the Social Information Registry (RIS) Portal for Enhanced Social Mapping for	Collaborative development of a communication protocol for the implementation of GeoSINIRUBE 1.0	Hours	85	100	8,500	Market study carried out by SINIRUBE.

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	Climate Resilience. 2.1 Identify communication and interoperability needs between relevant systems. 2.2 Draft a communication s protocol detailing the information flow between RIS and related systems. 2.3 Validate the protocol with technical teams and document the final version for distribution.						
3.1	Output 3: (Phase IV) User Manual for Access and Use of GeoSinirube 1.0 in the Social Information Registry (RIS). 3.1 Design a structured index covering the main aspects of system access	Design and validation of the GeoSINIRUBE 1.0 User Manual and Access Guide	Hours	95	90	8,550	Market study carried out by SINIRUBE.

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	and usage. 3.2 Provide step-by-step instructions on how to log in and use the main functions. 3.3 Include screenshots and practical examples to facilitate understanding. 3.4 Validate the manual with a pilot group of users and adjust it based on feedback.						
4.6	Output 4: (Phase V) Interoperability Interfaces with Other Public Service Entities to Obtain Household Geolocation Data Activity 4.6: Integrate geolocation data from institutional databases into SINIRUBE, 4.6. Hire consultant	Senior Web Development Analyst (GeoSINIRUBE)	Hours	75	110	8,250	Market study carried out by SINIRUBE.

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6.1, 6.2, 6.3, 6.4	Output 6: (Phase VII) – Internal Protocol for Updating System Information to Support Inclusive Climate Action and the Use of Data to Advance Costa Rica's Climate Adaptation Commitments. This includes the development of the protocol itself and the delivery of a training workshop for relevant stakeholders. 6.1 Design an internal protocol establishing procedures for updating geolocation information. 6.2 Coordinate with IMAS, the Costa Rican Social Security Fund (CCSS), and other	Technical assistance for the development of the Internal Protocol for System Information Updating and training on its use.	Hours	150	90	13,500	Market study carried out by SINIRUBE.

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	institutions to validate the protocol. 6.3 Implement the internal protocol in participating institutions. 6.4 Conduct at least one launch/training workshop on the use and enforcement of the internal protocol with all institutions that may use the system.						
7.3	Output 7: (Phase VIII) – Contingency Plan for the Continuity of System Use. 7.3 Development of the contingency plan.	Technical assistance for the development of a Contingency Plan por the Continuity of System Use	Hours	120	80	9,600	Market study carried out by SINIRUBE.
TOTAL						**59,200**	

CATEGORY C - MEETINGS, WORKSHOPS, EVENTS

MEETINGS, WORKSHOP, EVENTS

Activity Number	Activity Description	Type of Event	Event Cost Item Description	Unit Description	Unit Cost	# of Units	Sub-total	Budget Narrative (Explain how the cost was calculated)

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		(Choose from drop-down list)	(Choose from drop-down list)					
6.4	Output 6: (Phase VII) – Internal Protocol for Updating System Information to Support Inclusive Climate Action and the Use of Data to Advance Costa Rica's Climate Adaptation Commitments. This includes the development of the protocol itself and the delivery of a training workshop for relevant stakeholders. 6.4: Conduct at least one launch/training workshop on the use and enforcement of the internal protocol with all institutions that may use the system.	Workshop	Meal	Workshop on the use and enforcement of the internal protocol with all institutions that may use the system.	2,500	1	2,500	Market study carried out by UNDP

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TOTAL						**2,500**	

CATEGORY D - OTHER COSTS

OTHER DIRECT COSTS

Activity Number	Activity Description	Item Description	Unit Description	Unit Cost	# of Units	Sub-total	Budget Narrative (Explain how the cost was calculated)
3.3	Output 3: (Phase IV) User Manual for Access and Use of GeoSinirube 1.0 in the Social Information Registry (RIS). Activity 3.3: Include screenshots and practical examples to facilitate understanding. 3.3.1. Hire a company to produce video tutorials	Training	Audiovisual material	4,350	1	4,350	Market study carried out by UNDP.
TOTAL						**4,350**	

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BUDGET SUMMARY						
Activity Number	Activity Description	A - IP's Personnel Costs	B - Sub-granting, Sub-contracting	C - Meetings, Workshops, Events	D - Other Costs	Sub-Total
1	Procurement , logistics and administrative support	12,000.00	-	-	-	**12,000.00**
5.4	Output 5: (Phase VI) – Improved Portal with an ArcGIS instance installed, supported by cloud services or a server, integrating data on households, natural hazard zones, Indigenous territories, and the National Care System. 5.4 Acquisition of technological equipment, such as ArcGIS licenses, servers, or cloud services. The license or cloud services must be valid for at least one year. 5.4.2 Purchase of ArcGIS licenses	-	221,504.00	-	-	**221,504.00**

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1.1	Output 1: (Phase II) Methodology for Desktop Cartographic Updates for Data Integration for Climate-Resilient Social Systems. 1.1 Web Mapping: Viewer of areas with natural hazards, Indigenous territories, and households registered in SINIRUBE.	-	10,800.00	-	-	**10,800.00**
2.2	Output 2: (Phase III) – Communications Protocol for the Implementation of GeoSinirube 1.0 in the Social Information Registry (RIS) Portal for Enhanced Social Mapping for Climate Resilience. 2.1 Identify communication and interoperability needs between relevant systems. 2.2 Draft a communications protocol detailing the information flow between RIS and related systems. 2.3	-	8,500.00		-	**8,500.00**

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	Validate the protocol with technical teams and document the final version for distribution.					
3.1	Output 3: (Phase IV) User Manual for Access and Use of GeoSinirube 1.0 in the Social Information Registry (RIS). 3.1 Design a structured index covering the main aspects of system access and usage. 3.2 Provide step-by-step instructions on how to log in and use the main functions. 3.3 Include screenshots and practical examples to facilitate understanding. 3.4 Validate the manual with a pilot group of users and adjust it based on feedback.	-	8,550.00		-	**8,550.00**

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4.6	Output 4: (Phase V) Interoperability Interfaces with Other Public Service Entities to Obtain Household Geolocation Data Activity 4.6: Integrate geolocation data from institutional databases into SINIRUBE, 4.6. Hire consultant	-	8,250.00		-	**8,250.00**
6.1, 6.2, 6.3, 6.4	Output 6: (Phase VII) – Internal Protocol for Updating System Information to Support Inclusive Climate Action and the Use of Data to Advance Costa Rica's Climate Adaptation Commitments. This includes the development of the protocol itself and the delivery of a training workshop for relevant stakeholders. 6.1 Design an internal protocol establishing procedures for updating geolocation information. 6.2	-	13,500.00	-	-	**13,500.00**

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	Coordinate with IMAS, the Costa Rican Social Security Fund (CCSS), and other institutions to validate the protocol. 6.3 Implement the internal protocol in participating institutions. 6.4 Conduct at least one launch/training workshop on the use and enforcement of the internal protocol with all institutions that may use the system.					
7.3	Output 7: (Phase VIII) – Contingency Plan for the Continuity of System Use. 7.3 Development of the contingency plan.	-	9,600.00	-	-	**9,600.00**

6.4	Output 6: (Phase VII) – Internal Protocol for Updating System Information to Support Inclusive Climate Action and the Use of Data to Advance Costa Rica's Climate Adaptation Commitments. This includes the development of the protocol itself and the delivery of a training workshop for relevant stakeholders. 6.4: Conduct at least one launch/training workshop on the use and enforcement of the internal protocol with all institutions that may use the system.	-	-	2,500.00	-	**2,500.00**
3.3	Output 3: (Phase IV) User Manual for Access and Use of GeoSinirube 1.0 in the Social Information Registry (RIS). Activity 3.3: Include screenshots and practical examples to facilitate understanding. 3.3.1.	-	-	-	4,350.00	**4,350.00**

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	Hire a company to produce video tutorials					
Total direct costs:						**299,554.00**
Indirect costs/Administrative overheads:						26,959.86
Total PAF budget requested:						**326,513.86**
Co-financing by IP (if available):						35,000.00
						In-kind contribution through the participation of specialized technical personnel from UNDP in supervision, management,implementation .
Total budget:						**361,513.86**
% total PAF budget requested over total budget:						**90.3%**
% co-financing by IP over total budget:						**9.7%**
% indirect costs over total direct costs:						**9.0%**

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C.1 - PROJECT PROGRESS REPORT (narrative)

Please use this form to report on the implementation of the planned activities and outputs of the project and any risks and issues emerging. The Progress Report is used by the NDC Partnership Secretariat to monitor the progress of the project and its compliance with the terms of the project agreement and the conditionality of the disbursements.

NDC Partnership Action Fund (PAF)

Narrative Report

Progress Report TEMPLATE

This document records progress on the delivery of the implementing partner (IP). It should include a status update on each country's request, along with the results achieved and risks or challenges faced per quarter. It also enables the NDC Partnership to collect lessons learnt for continuously enhancing the effectiveness of PAF operations.

Each quarterly narrative report must be completed by the IP and submitted to gabriela.rangel.5@ndcpartnership.org, copying mahgam.RahimiSohi.5@ndcpartnership.org, and pranvera.ismaili.5@ndcpartnership.org;

The quarterly deadlines are as follows: 30 April 2026; 30 June 2026; and 30 September 2026.

1. Grant data	
1.1 Project Name (request title):	
1.2 Grant No:	
1.3 Implementing Partner:	
1.4 PAF Request No.:	
1.5 Country:	
1.6 PAF Grant Amount:	
1.7 Implementation Duration:	
1.8 Reporting Period:	
1.9 Total Fund Received:	
1.10 Total Fund Spent:	
1.11 Is this a Global Call request?	☐Yes ☐ No

2. Grant Implementation Progress			
2.1 Progress made during the reporting period: (describe activities undertaken to achieve the expected outputs; indicate and include Means of Verification attachments, if any).			
Output 1: [add per the agreed scope of work]			
Activities:	Status:	Results to date:	MOV Attached:

Docusign Envelope ID: A739AD17-F3CC-43E3-8D1E-212073E46E39

1.1 [add per the agreed scope of work]	[on-going/ delayed/ completed]	[describe progress]	[products, including links if any]
1.2 [add per the agreed scope of work]	[on-going/ delayed/ completed]	[describe progress]	[products, including links if any]
Output 2: [add per the agreed scope of work]			
Activities:	Status:	Results to date:	MOV Attached:
2.1 [add per the agreed scope of work]	[on-going/ delayed/ completed]	[[describe progress]	[products, including links if any]
2.2 [add per the agreed scope of work]	[on-going/ delayed/ completed]	[describe progress]	[products, including links if any]

2.2 Capacity People: if an activity includes the organization of workshop/meeting/event, indicate the number of participants and if applicable, please disaggregate the information by gender, type of actor and content

Content of capacity-development measures (topics)	**Total (cumulative)**	**Gender (based on self-identification of people supported)**	**Indigenous Peoples and Local Communities**	**Type of actor (indicate if Public Officials, Civil Society, Private Sector, Private Citizens)**
Mitigation				
Adaptation				
Other (Please specify below e.g. biodiversity or REDD+)				

2.3 Progress towards the usage of the NDC 3.0 Navigator for the purpose of advancing in the Global Call implementation: This section only needs to be complete if there are Global Call activities under implementation in the country. NDC 3.0 Navigator Link.

Have you used the Navigator to support countries in developing their NDC 3.0? ☐ Yes ☐ No

If yes, describe further how the tool helped identify and access support needs:
[add description]

2.4 Progress on Raising Ambition (In case the project is part of the NDC Partnership Global Call, fill out the questions below)

2.4.1. Mark the aspects in which ambition has been raised through the implemented activities.

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☐Updating targets: strengthening or adding new GHG targets or actions to increase their mitigation and adaptation ☐ Broadening scope: broadening the NDC's scope to cover a greater part of the economy, to include new sectors, gases, and responsibilities. ☐ Responding to the Global Stock take (GST) outcomes and beyond. ☐ Ensuring alignment with sectoral plans and Long-Term Strategies (LTS) ☐ Developed climate finance mechanisms or strategies ☐ Improved data and MRV systems ☐ Whole-of-government and whole-of-society approaches.
2.5 Problems encountered/causes for delays/remedies: (explain if any output/activity is behind schedule, and describe any adjustments made to get back on track)
[add description]
2.6 Emerging risks: (identify any foreseen issues that might affect the remaining project implementation duration; propose mitigation measures or indicate any adjustments needed from the original implementation plan)
[add description]
3. Budget and Governance
3.1 Describe the project delivery status: (if the expenditures are on-track, any relevant budget variations across the period (in excess of 5%), budget reforecasting etc.)
[add description]
3.2 Describe any changes to the governance and management arrangements of the project: (including implementing partners, stakeholders, other donors, etc.)
[add description]
4. Asset management, ownership and disposal
4.1 Please confirm if you purchased non-expendable equipment with an acquisition value of USD 500 or more? If the answer is yes, please submit an inventory form shared with you together with the reporting templates. If not, please put "Not Applicable"
5. Future Planning
5.1 Provide an updated work plan for the next reporting period (anticipated progress)
6. Feedback on Support from the Support Unit
6.1 Describe what worked well and what could be improved:
[add description]
7. Signature

[add name and title]	[add date and signature]

C.2 - PROJECT COMPLETION REPORT (narrative)

Please use this form to report on the completion of the project's planned activities and outputs and assess the project's overall quality and performance, emerging early impacts, and critical lessons. The Completion Report is used by the

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NDC Partnership Action Fund (PAF)

Final Narrative Report

FINAL REPORT TEMPLATE

The final report is to be submitted only when the total grant support is completed, within 90- 120 calendar days from the project completion date or as specified in the Grant Agreement.

The final report must be submitted to gabriela.rangel.5@ndcpartnership.org, copying mahgam.RahimiSohi.5@ndcpartnership.org, and pranvera.ismaili.5@ndcpartnership.org;

The NDC Partnership Support Unit will review the report and reach out to the IP for clarifications or additional information, if needed, before confirming clearance of the final report.

1. Grant data	
1.1 Project Name (request title):	
1.2 Grant No:	
1.3 Implementing Partner:	
1.4 PAF Request No.:	
1.5 Country:	
1.6 PAF Grant Amount:	
1.7 Implementation Duration:	
1.8 Total Fund Received:	
1.9 Total Fund Spent:	
1.10 Unspent Fund (if any):	
1.11 Is this a Global Call request?	☐Yes ☐ No

2. Grant Implementation Summary			
2.1 Overall assessment: (provide an overall assessment of the extent to which the grant objectives have been met)			
[add description]			
2.2 Achievement of outputs/activities: (describe all activities undertaken to achieve the expected outputs; indicate and include attachments for the Means of Verification). Require: if an activity includes the organization of workshop/meeting/event, indicate the number of participants and disaggregate the information by gender.			
Output 1: [add per the agreed scope of work]			
Activities:	Status:	Results:	MOV attached:
1.1 [add per the agreed scope of work]	[completed/ incomplete]	[describe final results]	[Links or products, if any]

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1.2 [add per the agreed scope of work]	[completed/ incomplete]	[describe final results]	[Links or products, if any]
Output 2: [add per the agreed scope of work]			
Activities:	Status:	Results:	
2.1 [add per the agreed scope of work]	[completed/ incomplete]	[describe final results]	[Links or products, if any]
2.2 [add per the agreed scope of work]	[completed/ incomplete]	[describe final results]	[Links or products, if any]
Output 3: [add per the agreed scope of work]			
Activities:	Status:	Results:	
3.1 [add per the agreed scope of work]	[completed/ incomplete]	[describe final results]	[Links or products, if any]
3.2 [add per the agreed scope of work]	[completed/ incomplete]	[describe final results]	[Links or products, if any]

2.3 Progress on Raising Ambition: (In case the project is part of the NDC Partnership Global Call, fill out the questions below)

2.3.1. Mark the aspects in which ambition has been raised through the implemented activities.

☐Updating targets: strengthening or adding new GHG targets or actions to increase their mitigation and adaptation
☐ Broadening scope: broadening the NDC's scope to cover a greater part of the economy, to include new sectors, gases, and responsibilities.
☐ Responding to the Global Stock take (GST) outcomes and beyond.
☐ Ensuring alignment with sectoral plans and Long-Term Strategies (LTS)
☐ Developed climate finance mechanisms or strategies
☐ Improved data and MRV systems
☐ Whole-of-government and whole-of-society approaches.

2.3.2. Share any expected impacts on ambition raising resulting from this support.

[add description]

2.3.3. What are the next steps required to make the NDC both implementable and investable

[add description]

2.4 Gender mainstreaming consideration: (describe if gender mainstreaming consideration or gender assessment have been incorporated into the activities; describe specific monitoring activities relating to access and participation; and note any gender-related issues or challenges)

[add description]

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3. Impact and Sustainability

3.1 Sustainability: Describe how likely and for how long the outcomes of the project will be sustained after the completion of the grant

[add description]

3.2 Impact story: (describe at least one outcome to which the activities have contributed and describe the change that has occurred. Share testimonials from project stakeholders and attach photos of project related events/meetings/field visits. These will be featured in the PAF reports or the NDC Partnership's publications/knowledge products)

[add description]

3.3 Lessons learnt: (provide a summary of the main project challenges and share lessons learnt)

[add description]

4. Budget and Governance

4.1 Describe the project delivery status: (if expenditures were on track, if there is any underspend)

5. Asset management, ownership and disposal

5.1 Please confirm if you purchased non-expendable equipment with an acquisition value of USD 500 or more? If the answer is yes, please submit an inventory form shared with you together with the reporting templates. If not, please put “Not Applicable”

6. Feedback on Support from the Support Unit

6.1 Describe what worked well and what could be improved:

[add description]

7. Signature

[add name and title]	[add date and signature]

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Annex D: Financial report (on the use of funds) and Final Financial report

The document below will be shared with the Implement Partner and the agreement.

Tab 1 – Budget

NDC PARTNERSHIP
PARTNERSHIP ACTION FUND (PAF)
Approved Budget

Implementing Partner			
Grant/Subgrant Number			
Project Period		to	

Total Budget	**$ -**
Total PAF	**$ -**
Total Co-Financing	**$ -**

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Cost Categories -PAF Request	Country [Insert PAF Request No. here]			Country [Insert PAF Request No. here]			Country [Insert PAF Request No. here]		
	Cost ($)	Units	Total ($)	Cost ($)	Units	Total ($)	Cost ($)	Units	Total ($)
Personnel									
[add budget line item, example: Contractor 1]									
[add budget line item]									
Subtotal									
Travel and Per Diem									
[add budget line item]									
[add budget line item]									
Subtotal									
Sub-granting									
[add budget line item]									
[add budget line item]									
Subtotal									
Sub-contracting									
[add budget line item]									
[add budget line item]									
Subtotal									
Meetings, Workshops and Events									
[add budget line item]									
[add budget line item]									
Subtotal									
Other Costs									
[add budget line item]									
[add budget line item]									
Subtotal									
Indirect Costs/Administrative Overheads									
[add budget line item]									
[add budget line item]									
Subtotal									
Total PAF Request									
Total Co-financing (if applicable)									
Total Budget									

Tab 2. - FSR

NDC PARTNERSHIP
PARTNERSHIP ACTION FUND (PAF)

Attachment 3(i)

Docusign Envelope ID: A739AD17-F3CC-43E3-8D1E-212073E46E39

Approved Budget

Project Title			
Implementing Partner			
PAF Request No./s			
Grant Number			
Report Period	DD-MMM-YYYY	to	DD-MMM-YYYY
Project Period		to	
Date Report Completed	DD-MMM-YYYY		

Total Budget Expenditures to Date	$	-
Total PAF Expenditures to Date	$	-
Total Co-Financing Expenditures to Date	$	-

Section 1: Financial Reporting

	Country: Approved Budget ($)	Received Funds (As per IP'S Proration)	Previous Expenses ($)	Expenses This Report Period ($)	Total Expenses To Date ($)	Funds Available ($)	Percentage of Fund Spent	Percentage of Budget Spent
PAF Request								
Personnel	0	0	0	0	0	0	#DIV/0!	#DIV/0!
Travel and Per Diem	0	0	0	0	0	0	#DIV/0!	#DIV/0!
Sub-granting	0	0	0	0	0	0	#DIV/0!	#DIV/0!
Sub-contracting	0	0	0	0	0	0	#DIV/0!	#DIV/0!
Meetings, Workshops and Events	0	0	0	0	0	0	#DIV/0!	#DIV/0!
Other Costs	0	0	0	0	0	0	#DIV/0!	#DIV/0!
Indirect Costs/Administrative Overheads	0	0	0	0	0	0	#DIV/0!	#DIV/0!
Total PAF Request	-	-	0	0	0	0	#DIV/0!	#DIV/0!
Total Co-Financing	-		0	0	0	-	#DIV/0!	#DIV/0!
Total Budget (PAF + Co-Financing)	-	-	-	-	-	-	#DIV/0!	#DIV/0!

Section 2: Project Overhead

Project Overhead %:	#DIV/0!

We the undersigned certify that this expenditure report [Attachments 3 (i) & 3(ii)] is true, accurate, and submitted in accordance with the purpose of the subagreement and the mandatory standard provisions.

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Tab 3 - FSR By Activity

NDC PARTNERSHIP **Attachment 3(ii)**
PARTNERSHIP ACTION FUND (PAF)
Approved Budget

Project Title _____
Implementing Partner Name _____
PAF Request No./s _____

Grant Number _____

Report Period DD-MMM-YYYY to DD-MMM-YYYY
Project Period _____ to _____
Date Report Completed DD-MMM-YYYY

Country:

Request No.	Cost Categories - PAF Request	Approved Budget			Received Funds (As per IP'S Proration)	Previous Expenses ($)	Expenses this reporting Period			Total expenses to date ($)	Funds Available ($)	Percentage of Fund Spent ($)	Percentage of Budget spent
		Cost ($)	Units	Total ($)			Cost ($)	Units	Total ($)				
				A	B	C			D	E=C+D	F=B-E	G=E/B	H=E/A
PAF Request													
Activity 1	Personnel												
	[add budget line item, example: C			0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	Subtotal			0	0	0			0	0	0	#DIV/0!	#DIV/0!
	Travel and Per Diem												
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	Subtotal			0	0	0			0	0	0	#DIV/0!	#DIV/0!
	Sub-granting												
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	Subtotal			0	0	0			0	0	0	#DIV/0!	#DIV/0!
	Sub-contracting												
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	Subtotal			0	0	0			0	0	0	#DIV/0!	#DIV/0!
	Meetings, Workshops and Events												
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	Subtotal			0	0	0			0	0	0	#DIV/0!	#DIV/0!
	Other Costs												
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	Subtotal			0	0	0			0	0	0	#DIV/0!	#DIV/0!
	Indirect Costs/Administrative Overheads												
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	[add budget line item]			0					0	0	0	#DIV/0!	#DIV/0!
	Subtotal			0	0	0			0	0	0	#DIV/0!	#DIV/0!
	Activity Total			0					0	0	0		