

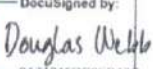


MINISTRY OF ENVIRONMENTAL PROTECTION  
AND AGRICULTURE OF GEORGIA



United Nations Development Programme

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project title:</b> Development of the Second Biennial Transparency Report and Combined Third Biennial Transparency Report and Sixth National Communication of Georgia to the UNFCCC                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                       |
| <b>Country(ies):</b> Georgia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Implementing Partner (GEF Executing Entity):</b> Environmental Information and Education Centre of the Ministry of Environmental Protection and Agriculture of Georgia<br><b>Execution Modality:</b> National Implementation (NIM) |
| <b>Contributing Outcome (UNSDCF/CPD, RPD, GPD):</b><br><i>UNSDCF 2026-2030: Outcome 1/CPD 2026-2030 Outcome 1: By 2030, people in Georgia, especially those living in rural areas, benefit from a growing, more diversified, green and inclusive economy, and a healthier environment more resilient to climate change and natural hazards</i>                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                       |
| <b>UNDP Social and Environmental Screening Category:</b> Low                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>UNDP Gender Marker:</b> GEN2                                                                                                                                                                                                       |
| <b>Quantum Award ID:</b> 1549222                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Quantum Project ID:</b> 01006119                                                                                                                                                                                                   |
| <b>UNDP PIMS ID number:</b> 10015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>GEF Project ID number:</b> 12299                                                                                                                                                                                                   |
| <b>LPAC meeting date:</b> 18/05/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                       |
| <b>Last possible date to submit to GEF:</b> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                       |
| <b>Latest possible CEO endorsement date:</b> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                       |
| <b>Project duration in months:</b> 48 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                       |
| <b>Planned start date:</b> 01/07/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Planned completion date:</b> 01/07/2030                                                                                                                                                                                            |
| <b>Expected date of Mid-Term Review (MTR) submission to the GEF:</b> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Expected date of Terminal evaluation (TE) submission to the GEF:</b> N/A                                                                                                                                                           |
| <b>Expected Operational Closure Date:</b> 01/04/2031                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Expected Financial Closure Date:</b> 01/10 /2031                                                                                                                                                                                   |
| <b>Brief project description:</b><br>The project objective is to support Georgia in preparing and submission of its 2nd Biennial Transparency Report and a combined 3rd Biennial Transparency and 6th National Communication Report in line with UNFCCC and Paris Agreement requirements. It will ensure reporting is consistent with the Enhanced Transparency Framework (( <a href="#">Decision 18/CMA.1</a> and 5/CMA.3) and will strengthen institutional and technical capacities and mainstream climate change considerations into national development planning and policy. |                                                                                                                                                                                                                                       |

| FINANCING PLAN                                                                                                               |                                                                                                                                                                                                  |                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| GEF Trust Fund grant                                                                                                         |                                                                                                                                                                                                  | USD 1,233,000                                                                                                                                           |
| UNDP TRAC resources <sup>1</sup>                                                                                             |                                                                                                                                                                                                  | USD 0                                                                                                                                                   |
| Confirmed cash co-financing to be administered by UNDP                                                                       |                                                                                                                                                                                                  | USD 0                                                                                                                                                   |
| (1) Total Budget administered by UNDP                                                                                        |                                                                                                                                                                                                  | USD 1,233,000                                                                                                                                           |
| (2) Total confirmed co-financing to this project not administered by UNDP                                                    |                                                                                                                                                                                                  | USD 0                                                                                                                                                   |
| (3) Grand-Total Project Financing (1)+(2)                                                                                    |                                                                                                                                                                                                  | USD 1,233,000                                                                                                                                           |
| SIGNATURES:                                                                                                                  |                                                                                                                                                                                                  |                                                                                                                                                         |
| <b>Signature:</b><br><br>Mr. David Songulashvili,<br><br>Minister of the Environmental Protection and Agriculture of Georgia | <b>Agreed by</b><br><b>Government</b><br><b>Development</b><br><b>Coordination</b><br><b>Authority</b><br><br>Ministry of the Environmental Protection and Agriculture of Georgia                | <b>Date/Month/Year:</b><br><br>15-July-2026<br><br>                 |
| <b>Signature:</b><br><br>Ms. Tamta Devdariani<br><br>Director of Environmental Information and Education Centre              | <b>Agreed by</b><br><b>Implementing</b><br><b>Partner (GEF</b><br><b>Executing</b><br><b>Entity)</b><br><br>Environmental Information and Education Centre                                       | <b>Date/Month/Year:</b><br><br><br>Tamta Devdariani<br>01017019384<br><small>Digitally signed by Tamta Devdariani<br/>Date: 2026.07.15 17:25:06</small> |
| <b>Signature:</b><br><br>Mr. Douglas Webb,<br><br>UNDP Resident Representative in Georgia                                    | <b>Agreed by</b><br><b>UNDP</b><br><br><small>DocuSigned by:</small><br><br><small>0A71915DC0EB47C...</small> | <b>Date/Month/Year:</b><br><br>19-Jun-2026                                                                                                              |

<sup>1</sup> This is not a mandatory requirement.

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### MANDATORY ANNEXES

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Annex 2: GEF Budget Template

Annex 3: Multi Year Work Plan

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Annex 5: UNDP Risk Register

Annex 6: Overview of Technical Consultancies/Subcontracts

Annex 7: Procurement Plan – for first year of implementation

Annex 8: Terms of Reference for Project Steering Committee

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Annex 10: Results of the Partners Capacity Assessment Tool (PCAT) and HACT Micro Assessment

Annex 11: EA Completion Memorandum Template

Annex 12: UNDP Project Quality Assurance Report

Annex 13: Gender Analysis and Action Plan

## LIST OF ACRONYMS AND ABBREVIATIONS

|                    |                                                                                       |
|--------------------|---------------------------------------------------------------------------------------|
| AFOLU              | Agriculture, Forestry and Other Land Use                                              |
| BAU                | Business as Usual                                                                     |
| BMUB               | German Ministry for the Environment, Nature Conservation, Building and Nuclear Safety |
| BTR                | Biennial Transparency Report                                                          |
| BPPS/NCE           | Bureau for Program and Policy Support at UNDP/Nature, Climate and Energy              |
| BUR                | Biennial Update Report                                                                |
| CCC                | Climate Change Council                                                                |
| CEDAW              | Convention on the Elimination of all Forms of Discrimination against Women            |
| CH <sub>4</sub>    | Methane                                                                               |
| CoM                | Covenant of Mayors                                                                    |
| COP                | Conference of Parties                                                                 |
| CO <sub>2</sub> eq | Carbon dioxide equivalent                                                             |
| CSAP               | Climate Strategy and Action Plan                                                      |
| CSO                | Civil Society Organization                                                            |
| EBRD               | European Bank for Reconstruction and Development                                      |
| ETF                | Enhanced Transparency Framework                                                       |
| EU                 | European Union                                                                        |
| GCF                | Green Climate Fund                                                                    |
| GDP                | Gross Domestic Product                                                                |
| GEF                | Global Environment Facility                                                           |
| Gg                 | Gigagram                                                                              |
| GHG                | Greenhouse gases                                                                      |
| GIZ                | German Agency for International Cooperation                                           |
| GoG                | Government of Georgia                                                                 |
| GSP                | Global Support Programme                                                              |
| GWP                | Global Warming Potential                                                              |
| BTR1               | First Biennial Transparency Report                                                    |
| IPCC               | Intergovernmental Panel on Climate Change                                             |
| IPPU               | Industrial Processes and Product Use                                                  |
| QA/QC              | Quality Assurance and Quality Control                                                 |
| UNFCCC             | United Nations Framework Convention on Climate Change                                 |
| LEDS               | Low Emission Development Strategy                                                     |
| LT LEDS            | Long-term low emission development strategy                                           |
| MHEWS              | Multi-Hazard Early Warning System                                                     |
| MRV                | Measurement, Reporting and Verification                                               |
| MEPA               | Ministry of Environmental Protection and Agriculture of Georgia                       |
| MOESD              | Ministry of Economy and Sustainable Development of Georgia                            |
| MOF                | Ministry of Finance of Georgia                                                        |
| MRDI               | Ministry of Regional Development and Infrastructure of Georgia                        |



|       |                                                    |
|-------|----------------------------------------------------|
| M&E   | Monitoring and Evaluation                          |
| NC    | National Communication                             |
| NDC   | Nationally Determined Contribution                 |
| NECP  | National Energy and Climate Plan                   |
| NIR   | National Inventory Report                          |
| NAP   | National Adaptation Plan                           |
| NEA   | National Environment Agency                        |
| NFA   | National Forestry Agency                           |
| NGO   | Nongovernmental organization                       |
| NSO   | National Statistics Office of Georgia              |
| PB    | Project Board                                      |
| PSC   | Project Steering Committee                         |
| RFP   | Request for Proposal                               |
| SWMC  | Solid Waste Management Company                     |
| TTE   | Team of Technical Experts                          |
| TWG   | Technical Working Groups                           |
| SNC   | Fifth National Communication                       |
| UNDC  | Updated NDC                                        |
| UNDP  | United Nations Development Programme               |
| UNEP  | United Nations Environment Programme               |
| USAID | United States Agency for International Development |
| V&A   | Vulnerability and Adaptation                       |
| WEM   | With Existing Measures                             |
| WAM   | With Additional Measures                           |

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## II. DEVELOPMENT CHALLENGE

Please refer to [Annex 1. GEF EA Request](#): Section 2 - Enabling Activity Supporting Information / C. Eligibility Criteria.

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### III. STRATEGY

Please refer to [Annex 1. GEF EA Request](#): Section 1 - Enabling Activity Summary / B. Enabling Activity Summary.

## IV. RESULTS AND PARTNERSHIPS

The project will enable Georgia to prepare and submit its Second Biennial Transparency Report (BTR2) as stand-alone report and Third Biennial Transparency Report and 6th National Communication (BTR3/NC6) as a combined single report, to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement ([Decision 18/CMA.1](#)) and the guidance on operationalizing the MPGs as per [Decision 5/CMA.3](#)"

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

### COMPONENT 1: Development of Georgia's Second Biennial Transparency Report (BTR2)

#### 1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated.

*1.1.1 Standalone 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 the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines and 2019 Refinement, to the extent possible, for National Greenhouse Gas Inventories.*

Preparation of the GHG inventory will commence with the development of an inventory improvement plan and a QA/QC plan, both of which will be drafted within the first month following the beginning of this technical assignment. These plans will then be presented to, and discussed by, the GHGI team to ensure a shared understanding of objectives and procedures. Subsequently, the QC Coordinator will transfer the relevant QC/QA documentation to the Inventory Team Leader. This process is intended to provide clear procedural guidance and establish robust expectations for the effective management of quality throughout the inventory process.

The GHG Inventory for 2023-2024 years will be prepared, and for 1990-2022 years results recalculated for Energy; Industrial Process and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste sectors, using 2006 IPCC Guidelines for National Greenhouse Gas Inventories, and 2019 Refinement to the 2006 IPCC Guidelines for National GHG Inventories to the possible extent; also applying the latest version of the GHG Inventory Software for non-Annex I countries, the common reporting tables as per Decisions 5/CMA.3 and Global Warming Potential (GWP )values from the IPCC Fifth Assessment Report.

The primary objective of the GHGI development process is to ensure the integrity and reliability of data across all sectors by enabling targeted inventory improvements based on quality control (QC) feedback. To achieve this, each Sectoral Expert prepares a QC report for their respective sector and submits it to the Team Leader. After collecting all sectoral QC reports, the Team Leader consolidates them and forwards the combined document to the QC Coordinator. The QC Coordinator then prepares an overall QC report. Once the QC findings are finalized, they are shared with both the Sectoral Experts and the Team Leader. This collaborative approach guarantees that sectoral data is accurate and consistent before any external review.

Quality assurance (QA) procedures will be implemented to ensure the inventory results are as robust and reliable as possible. The process will begin with the transfer of inventory documentation from the Team Leader to the QA Expert. Subsequently, the QA Expert will prepare a QA report and submit it to the Team Leader. This report will then be circulated among the Sectoral Experts for their review. Any necessary inventory improvements will be made based on the findings outlined in the QA report. The QA Expert will verify whether the comments and recommendations have been appropriately addressed and will request further revisions where necessary. In



consultation with key stakeholders, a comprehensive list of QA activities will be established and periodically updated. A final report detailing the QA activities conducted and highlighting the key findings will be prepared.

The verification process begins with the Team Leader transferring the inventory documents to the Sectoral Experts, who then undertake a peer review. This step is crucial in confirming the credibility and transparency of the inventory prior to its submission. Following the peer review, the sectoral experts prepare a comprehensive Verification Report, which is subsequently distributed to the Sectoral Experts for their consideration. Based on the findings of the verification, necessary corrections and justifications are incorporated into the inventory. Ultimately, the outcomes of the verification process are fully reflected in the final version of the inventory report, ensuring its accuracy and integrity.

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

- Review and assessment of the national system for GHG inventory, including procedures and arrangements for activity data collection, processing, storage and the continued estimation, compilation and reporting of the national inventory report, as well as role of institutions involved in preparation of GHG inventory.
- Key category analysis and review and update of nationally adopted / country specific emission factors (EF) for the key source categories as needed, and GHG emissions recalculation conducted for 1990-2022 based on EFs adjustments.
- Assessment of the national green emission factor for 2018-2024 years.
- The technical capacity (human, scientific, technical and institutional capacity) of the Inventory working group strengthened to undertake a GHG inventory, including training of national experts involved in GHG inventory preparation for agriculture, waste and LULUCF sectors.
- Collection of activity data and preparation of the national GHG inventory for the sectors: energy, IPPU, AFOLU and waste in accordance with 2006 IPCC Guidelines, 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories and 2003 Good Practice GHG-LULUCF Guidelines, using the latest version of the GHG Inventory Software for non-Annex I countries, with introduction of Tier II for all abovementioned sectors to the extent possible for the years 2023-2024.
- Uncertainty analysis for emission and removal estimates for all source and sink categories.
- Assessment of completeness including information on explanation on exclusion of sources and sinks from the inventory and non-availability of data.
- Development of Quality Assurance and Quality Control plan and implementation of QA/QC procedures.
- Production of the national inventory report (NIR) including the national inventory document and common reporting tables.
- Review of the constraints facing GHG inventories per sectors.

The common reporting tables presented in Annex I to decision 5/CMA<sup>2</sup>.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.

The BTR2 of Georgia also will include a summary in a tabular format of its GHG emissions and removals for the year corresponding to the country's most recent NIR pursuant to table 6 of the Annex II of the Decision 5/CMA.3.

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<sup>2</sup> CMA: The Conference of the Parties, the supreme body of the Convention, shall serve as the meeting of the Parties to the Paris Agreement. All States that are Parties to the Paris Agreement are represented at the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), while States that are not Parties participate as observers. The CMA oversees the implementation of the Paris Agreement and takes decisions to promote its effective implementation (source: UNFCCC, <https://unfccc.int/process/bodies/supreme-bodies/conference-of-the-parties-serving-as-the-meeting-of-the-parties-to-the-paris-agreement-cma>).

1.2. Progress made in implementing and achieving nationally determined contributions (NDC) under Article 4 of the Paris Agreement.

*1.2.1 Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2025 provided, including estimates of emissions avoided.*

The BTR informs the Global Stocktake on Georgia's progress towards achieving NDCs, including good practices, priorities, needs and gaps, and support provided and received to assess collective progress towards achieving the objectives of the Paris Agreement. Accordingly, BTR requirements on reporting on NDC tracking allow all stakeholders to have information on progress made by country towards the NDC implementation and achievements within the reporting period.

Pursuant to the updated NDC, Georgia's Law on Environmental Protection is a national legal act covering climate change overarching governance principles and Georgia's Law on Ambient Air Protection is a national legal act covering climate change governance matters. Furthermore, NDC communicates on the governmental advisory body of Climate Change Council operating in Georgia for an effective implementation of the climate change policy. In addition, on the government structure, NDC highlights the substantial role of municipalities in the achievement of the NDC targets and welcomes all parties at the municipal level in Georgia, who will be a member of the EU Initiative - Covenant of Mayors for Climate and Energy by the year of 2024, to work on the development and implementation of Sustainable Energy and Climate Action Plans for 2030.

The BTR2 will provide an update of this information along with the description of national circumstances and institutional administrative and procedural arrangements on NDC implementation. The details for energy, building, transport, IPPU, Agriculture, forestry and waste on institutional arrangements will be updated. Furthermore, the BTR2 will analyse stakeholder engagement related to the implementation and achievement of the NDC with sex disaggregated data and appropriate information to be included in the report in accordance with the updated NDC. According to the Decision 8/CMA.1 related to the NDC, the sustainable development and poverty eradication aspects of the NDC 3.0 will be subject to analysis and reporting.

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

The project will also provide information on the methodology and/or accounting approach used to define the targets, construction of baselines and each indicator, including key parameters, assumptions, definitions, data sources and models used, IPCC guidelines and metrics used. The BTR2 will analyse and explain how the methodology in each reporting year is consistent with the methodology or methodologies used when communicating the NDC, explain any methodological inconsistencies with the Party's most recent NIR, if applicable, and describe how the double-counting of net GHG emissions reductions has been avoided and provide information in a tabular format in accordance with the table 3 of the Annex II of the Decision 5/CMA.3.

The NDC tracking will also cover the analysis of mitigation policies and measures, actions and plans. The BTR2 will provide an information on estimates of expected and achieved GHG emission reductions from its mitigation actions, policies and measures, and the methodologies and assumptions used to estimate the GHG emissions reductions or removals by each action, policy and measure organized by sector (energy, building, transport, industrial processes and product use, agriculture, LULUCF, and waste) in conjunction with Climate Strategy and Action Plan (CSAP) of Georgia pursuant to the tables 5 and 12 of the Annex II of the Decision 5/CMA.3. Furthermore, supporting the global stocktake the BTR2 will assess the actions, policies and measures that affect GHG emissions from international transport and describe it in the report in case of relevance for the country.



The assessment of NDC implementation also considers the assessment of the possible scenarios of GHG emissions in future. The updated NDC of Georgia considers unconditional commitment. Accordingly, the projections of GHG emissions up to 2045, in the main sectors will be developed including "With measures" projection of all GHG emissions and removals, considering currently implemented and adopted policies and measures (unconditional commitment) along "with additional measures" projection (conditional commitments) including implemented, adopted and planned policies and measures, and a "without measures" projection excluding all policies and measures implemented, adopted and planned pursuant to the tables 7, 8 and 9 of the Annex II of the Decision 5/CMA.3.

In case of the methodology, the sectoral targets for mitigation stated in the updated NDC follow the assumptions and methodologies used by the Climate Action Plan (2024-2025). The EX-Ante Carbon-balance Tool version 7 has been applied for mitigation targets setting in the Forest sector. The LEAP has been applied for estimation of GHG (CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O) emission limitations in all energy related sectors, including energy generation and transmission, building, transport, and manufacturing industries. The BTR2 will provide updates of the methodology used to generate the projections, including models, approaches and key underlying assumptions and parameters used and provide information in a tabular format in accordance with tables 10 and 11 of the Annex II of the Decision 5/CMA.3. In addition, the BTR2 will conduct the sensitivity analysis of the projected mitigation scenarios and the results will be described in the report.

Pursuant to the updated NDC Georgia intends to collect, manage, report and archive the information on gender-disaggregated relevant data in its national reports related to the GHG mitigation and climate change adaptation; also, gender analysis, capacity building and knowledge sharing within climate-related projects. Accordingly, the BTR2 will assess the role of women and men in mitigation policies and measures and recommendations to ensure gender mainstreaming in planning and implementation of climate change mitigation policies & measures will be produced.

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

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

- Ensuring stakeholder access to information about Georgia's progress in implementing and achieving the NDC within the reporting period.
- Reporting on national legal frameworks relevant to NDC tracking governance.
- Communicating the role and activities of the governmental advisory Climate Change Council for effective climate policy implementation.
- Highlighting the involvement of municipalities in achieving NDC targets and supporting their participation in the EU Covenant of Mayors initiative for developing Sustainable Energy and Climate Action Plans for 2030.
- Updating information on national circumstances and institutional, administrative, and procedural arrangements for NDC implementation, including sector-specific details for energy, buildings, transport, IPPU, agriculture, forestry, and waste.
- Analyzing and reporting stakeholder engagement, including gender-disaggregated data, in the implementation and achievement of the NDC.
- Providing analyzed information on each selected NDC 3.0 indicator, including reference points, any GHG inventory recalculations with revised values, and comparing reference values with the most recent data at the time of reporting.

- Describing the methodology and accounting approaches used for target setting, baseline construction, indicator selection, and key parameters, assumptions, definitions, data sources, and models, in accordance with IPCC guidelines.
- Explaining consistency and any inconsistencies between methodologies used in UNDC, NDC 3.0 and the most recent NIR.
- Describing the approach to avoid double-counting net GHG emission reductions, and providing related information in tabular format as required.
- Analyze mitigation policies, measures, actions, and plans as part of NDC tracking.
- Report on expected and achieved GHG emission reductions from mitigation actions, policies, and measures for each sector (energy, buildings, transport, industrial processes and product use, agriculture, LULUCF, and waste).
- Document methodologies and assumptions used for estimating GHG emission reductions or removals by each policy, action, or measure, organized by sector, referencing CSAP of Georgia and following tables 5 and 12 of Annex II of Decision 5/CMA.3.
- Assess and report on actions, policies, and measures affecting GHG emissions from international transport, and include relevant information in the report if applicable.
- Include a summary table of GHG emissions and removals for the most recent NIR year, following table 6 of Annex II of Decision 5/CMA.3.
- Assess possible future GHG emission scenarios as part of NDC implementation evaluation.
- Develop projections of GHG emissions up to 2045 for main sectors:
  - “With measures” projection: includes all currently implemented and adopted policies and measures (unconditional commitment).
  - “With additional measures” projection: includes implemented, adopted, and planned policies and measures (conditional commitments).
  - “Without measures” projection: excludes all implemented, adopted, and planned policies and measures.
- Present projections and assessment results in tables following tables 7, 8, and 9 of Annex II of Decision 5/CMA.3.
- Apply the EX-Ante Carbon-balance Tool version 7 to set mitigation targets in the Forest sector.
- Use the appropriate tool for estimating GHG (CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O) emission limitations across energy-related sectors, including energy generation and transmission, buildings, transport, and manufacturing industries.
- Update methodologies for generating projections in the SNC/1BTR, including documentation of models, approaches, key assumptions, and parameters.
- Present methodological information in tabular format in line with tables 10 and 11 of Annex II of Decision 5/CMA.3.
- Conduct sensitivity analysis of projected mitigation scenarios, with results described in the report.



- Collect, manage, report, and archive gender-disaggregated data in national reports related to GHG mitigation and climate change adaptation.
- Perform gender analysis, capacity building, and knowledge sharing within climate-related projects.
- Assess the role of women and men in mitigation policies and measures.
- Develop recommendations to ensure gender mainstreaming in planning and implementation of climate change mitigation policies and measures.

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.

### 1.3. Climate change impacts and adaptation under Article 7 of the Paris Agreement

*1.3.1 Information related to climate change impacts and adaptation, including activities related to averting, minimising and addressing loss and damage associated with the adverse effects of climate change up to 2025 provided.*

In accordance with Article 7 of the Paris Agreement, Georgia is going to submit information pertaining to climate change impacts and adaptation as a chapter of the BTR2. Such reporting serves to enhance transparency, facilitate recognition of adaptation efforts, particularly by developing countries, and contribute meaningfully to the global stocktake.

The adaptation chapter will describe Georgia's national circumstances relevant to adaptation, including biogeophysical features, demographic trends, economic conditions, infrastructure, and overall adaptive capacity. It is equally important to outline institutional arrangements and governance structures that support climate impact assessments, sectoral planning, decision-making, coordination, and cross-cutting integration. This includes mechanisms for stakeholder consultation, implementation, data governance, monitoring, evaluation, and reporting. Furthermore, the chapter should detail the legal and policy frameworks that underpin its adaptation efforts. With regard to climate impacts, risks and vulnerabilities, Georgia is encouraged to present current and projected climate trends and hazards, alongside observed and potential impacts across sectors, economies, societies and ecosystems. The methodologies and tools employed in such assessments, including any associated uncertainties and limitations, should also be described.

Georgia is requested to articulate its domestic adaptation priorities and the progress achieved in pursuing these objectives. It should also identify any challenges, gaps or barriers encountered in the adaptation process.

In terms of strategic planning, the adaptation chapter should report on the implementation of adaptation actions aligned with the global goal on adaptation. This includes national and subnational plans, sectoral strategies, and priority programmes aimed at enhancing resilience. The integration of best available science, gender considerations, traditional and local knowledge is to be highlighted. Georgia may also elaborate on development priorities that intersect with adaptation, as well as any actions or diversification plans that yield mitigation co-benefits. Efforts to mainstream climate adaptation into broader development planning and capacity-building initiatives should be noted, along with nature-based solutions and the extent of stakeholder involvement, including contributions from subnational entities, communities and the private sector.

Progress on implementation should be documented with reference to the actions previously identified, including steps taken to formulate, publish and update relevant strategies, programmes and policy frameworks. This encompasses adaptation chapter, NDC components, and any regulatory or institutional changes that have facilitated implementation. Georgia may additionally report on supported adaptation actions and assess the effectiveness of measures already undertaken.



Monitoring and evaluation are essential to enhancing adaptation outcomes and ensuring transparency. The adaptation chapter should describe any domestic systems established or utilised for this purpose, including the approaches adopted and the outputs generated. It is encouraged to assess achievements, resilience gains, and the effectiveness of implemented measures. Indicators should be provided to demonstrate how adaptation has reduced impacts, where it may have fallen short, and how it has influenced other development goals. Information on transparency, alignment with vulnerabilities, and lessons learned from policy and regulatory changes should also be included.

Within the adaptation chapter, Georgia may submit information that enhances understanding and supports cooperative action in relation to loss and damage. This may include data on observed and potential impacts, particularly those arising from extreme weather and slow-onset events, as well as activities and institutional arrangements aimed at averting, minimising and addressing such impacts. In doing so, Georgia considers drawing upon the best available science to detail the nature, scale, and trends of climate change impacts, such as increased frequency and intensity of heatwaves, droughts, floods, and sea level rise, alongside projections of future risks. Furthermore, Georgia may outline specific measures undertaken to avert, minimize, and address loss and damage, including early warning systems, climate-resilient infrastructure, risk transfer mechanisms, and community-based adaptation initiatives. To support the effective implementation of these measures, Georgia may also provide information on institutional arrangements, such as inter-agency coordination bodies, legal and policy frameworks, and capacity-building programs that facilitate integrated and inclusive responses to climate-induced challenges. This comprehensive approach will contribute to a more robust understanding of national vulnerabilities and capacities, while fostering collaboration and knowledge-sharing under the global climate regime.

Finally, adaptation chapter will share experiences, good practices and lessons learned. This may encompass scientific research, policy innovation, pilot projects, and efforts to integrate adaptation across various levels of planning. Strengthening cooperation, improving the durability of adaptation measures, and assisting developing countries in identifying effective practices and addressing gaps are all considered valuable contributions. Additional information relevant to adaptation under Article 7 may be submitted at Georgia's discretion.

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

- Prepare and submit information on climate change impacts and adaptation in line with Article 7 of the Paris Agreement, to improve transparency and contribute to the global stocktake.
- Describe Georgia's national circumstances relevant to adaptation, including bio-geophysical features, demographic trends, economic conditions, infrastructure, and adaptive capacity.
- Outline institutional arrangements and governance structures supporting climate impact assessments, sectoral planning, decision-making, coordination, and integration across sectors.
- Detail mechanisms for stakeholder consultation, implementation, data governance, monitoring, evaluation, and reporting related to adaptation.
- Present legal and policy frameworks underpinning adaptation efforts.
- Assess and report on current and projected climate trends and hazards, including their impacts across sectors, societies, economies, and ecosystems.
- Describe methodologies and tools used for climate impact and vulnerability assessments, including any uncertainties and limitations.
- Articulate domestic adaptation priorities and document progress toward achieving these objectives.
- Identify and report on challenges, gaps, or barriers encountered in the adaptation process.
- Report on the implementation of adaptation actions, including national and subnational plans, sectoral strategies, and priority programs aligned with the global adaptation goal.
- Highlight integration of best available science, gender considerations, and traditional/local knowledge in adaptation planning and implementation.

- Describe development priorities intersecting with adaptation, and any actions or diversification plans providing mitigation co-benefits.
- Document efforts to mainstream adaptation into broader development and capacity-building initiatives, including nature-based solutions and stakeholder involvement (subnational entities, communities, private sector).
- Monitor and report on progress by referencing previous strategies, programs, and policy frameworks, including updates to NDC components.
- Assess the effectiveness of supported adaptation actions and measures already undertaken.
- Describe domestic systems for monitoring and evaluating adaptation outcomes, including indicators used to measure achievements, resilience gains, and alignment with development goals.
- Include information on transparency, lessons learned, and policy/regulatory changes affecting adaptation.
- Submission of data on observed and potential loss and damage impacts, including those from extreme weather and slow-onset events.
- Implementation and documentation of activities and institutional arrangements aimed at averting, minimizing, and addressing loss and damage impacts.
- Sharing of experiences, good practices, and lessons learned related to adaptation, such as:
  - Scientific research relevant to adaptation and loss and damage
  - Policy innovations that enhance adaptive capacity
  - Pilot projects demonstrating effective adaptation measures
  - Efforts to integrate adaptation into different levels of planning (national, subnational, sectoral)
  - Strengthening cooperation and partnerships to improve the durability and effectiveness of adaptation measures.
  - Providing support to developing countries by sharing effective practices and approaches to identify and address gaps in adaptation.
- Submission of additional information relevant to adaptation, at Georgia's discretion, under Article 7 of the Paris Agreement.

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.

1.4. Financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement

*1.4.1 Information on financial, technology development and transfer and capacity-building support needed and received up to 2025 provided, areas of improvement and other relevant information, including gender inclusion described.*

In its first BTR Georgia, in accordance with decision 18/CMA.1, reported information on constraints and gaps, and related financial, technical, and capacity-building needs. Georgia's financial, technical and capacity-building needs are primarily in the areas of effective implementation of climate change mitigation measures and technology transfer and development in all sectors. Constraints and gaps for mitigation and adaptation associated with the fulfilment of the national obligations under the UNFCCC, and related, financial, technology development and transfer and capacity-building support needs will be assessed with solutions proposed to address these needs.

Furthermore, BTR2 project will provide updated information on financial, technology development and transfer and capacity- building support received from the GEF, developed country Parties, the Green Climate Fund and



multilateral institutions for climate change mitigation and adaptation and the implementation of the NDC; and information on support received for the preparation of the BTR2 and other transparency related activities.

National development objectives and priorities relevant to addressing climate change will also be updated, including the specific needs and concerns arising from the adverse effects of climate change.

In pursuit of enhancing the integration of gender considerations within climate policy, comprehensive climate change data, disaggregated by gender, will be systematically collected and analysed. This approach is intended to facilitate the advancement of gender mainstreaming throughout all stages of policy implementation, ensuring that the updated Gender Action Plan (GAP) under the Paris Agreement is thoroughly addressed. By adopting robust and transparent methodologies for data collection and reporting, Georgia will be better positioned to identify gender-specific impacts, inform targeted interventions, and promote equitable participation in climate-related decision-making processes. This commitment underscores the nation's dedication to fostering inclusivity and accountability within its climate agenda, in line with international best practice and the expectations of the global community.

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

- Assessing and reporting on existing constraints, gaps, and needs related to financial, technical, and capacity-building support for implementing climate change mitigation and adaptation measures, including technology transfer and development across all sectors.
- Proposing solutions to address identified constraints and gaps associated with fulfilling Georgia's obligations under the UNFCCC.
- Collecting and providing updated information on financial, technology development and transfer, and capacity-building support received from sources such as the GEF, UNFCCC Annex I Parties, other developed country Parties, the Green Climate Fund, and multilateral institutions for climate change mitigation, adaptation, and NDC implementation.
- Reporting on support received for the preparation of the BTR2 and other transparency-related activities.
- Ensuring that the updated Gender Action Plan (GAP) under the Paris Agreement is fully addressed through robust and transparent data collection and reporting methodologies.

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.

*1.5. Compilation and submission of the BTR2 to the UNFCCC enhancing national capacity for transparent climate reporting and international cooperation.*

*1.5.1 BTR2 peer-reviewed, compiled, edited, translated, designed, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.*

The peer review of information related to the implementation and achievement of Georgia's Nationally Determined Contribution (NDC), climate change impacts and adaptation, and support received or required in the areas of finance, technology development and transfer, and capacity-building, follows a structured and transparent process designed to ensure accuracy, credibility and institutional integrity. The process commences with the coordinator transferring the relevant documentation, including draft narratives, data tables, and supporting evidence, to the respective teams. These team members are responsible for conducting a thorough peer review of the materials, assessing both the technical soundness and the consistency of the information presented. This initial review is instrumental in validating the robustness of the reporting and identifying any discrepancies or areas requiring clarification.

Upon completion of the peer review, the respective teams compile a detailed Verification Report. This report outlines the findings of the review, highlights any inconsistencies or gaps, and proposes corrective measures or



justifications where necessary. Based on the outcomes of this collaborative review, the necessary amendments are incorporated into the documentation. These may include adjustments to data interpretations, refinements to methodological descriptions, and the inclusion of additional evidence or explanatory notes. Particular attention is paid to ensuring that all revisions are traceable and appropriately justified, thereby reinforcing the transparency of the process.

The finalised version of the reports, whether pertaining to NDC progress, adaptation measures, or support received, is moved to the BTR2 compiling stage only once all verification steps have been completed and consensus has been reached among the reviewing parties. This ensures that the submitted information reflects the highest standards of accuracy, coherence and institutional accountability, and is suitable for both domestic use and international reporting under the Paris Agreement framework.

The peer-reviewed chapters of the BTR2 are systematically gathered t for detailed compilation. This process is designed to impeccably integrate the independently developed sections of the report, creating a cohesive and comprehensive final document. Key responsibilities during compilation include ensuring the consistency of terminology across all chapters, reconciling figures, data, and narratives so that similar information aligns throughout, and harmonizing the use of technical and descriptive language for clarity and accuracy.

Additionally, special attention is given to resolving discrepancies, whether in statistical values, titles, or explanatory text, with the aim of presenting a unified perspective for all readers, from policymakers to technical experts. The compilation stage also involves close collaboration between chapter authors, editors, and subject matter experts, often requiring a series of review meetings focused on terminology alignment and quality assurance. By bringing together these diverse contributions into a single, meticulously edited document, the EA ensures that the BTR meets the rigorous standards expected by the UNFCCC and serves as a transparent, participatory, and authoritative resource on Georgia's climate reporting efforts.

To ensure the highest standards in compiling the BTR, this vital task will be entrusted to a dedicated compilation expert . The expert will bring both technical acumen and editorial rigor to the process, ensuring a harmonious and unified report. Their responsibilities encompass a number of crucial activities:

- **Thorough Cross-Chapter Comparison:** Methodically review and analyze all chapters of the BTR2 to identify instances where similar information is presented differently.
- **Resolution of Inconsistencies:** Detect and address any contradictions or discrepancies in data, figures, or narrative content across chapters, ensuring that information is accurate and cohesive throughout the report.
- **Standardization of Terminology:** Examine the use of technical terms, titles, and nomenclature in each chapter, identifying any inconsistencies and striving for uniformity to enhance the clarity and professionalism of the document.
- **Preparation of Constructive Feedback:** Draft detailed comments and actionable recommendations for chapter authors, guiding them on necessary updates, corrections, or clarifications needed to align with the overall report objectives.
- **Facilitation of Collaborative Review Sessions:** Organize and lead a series of targeted meetings with chapter authors, the EA team, and MEPA, focusing specifically on terminology alignment, data reconciliation, and overall quality assurance.

Through these diligent efforts, the compilation expert will play an essential role in weaving together diverse contributions into a seamless, authoritative, and reader-friendly document—one that fully satisfies the rigorous demands of the UNFCCC and effectively communicates Georgia's climate ambitions to both policymakers and technical specialists.

Once the BTR2 is precisely compiled, the document progresses to an intensive editing phase where grammatical precision, consistency, and overall clarity are refined to the highest standards. This editorial process not only polishes the language but also ensures that the technical content is accessible to a wide audience, from policymakers to scientific experts.

Following comprehensive editing, the BTR2 is translated into relevant language, facilitating engagement and review by diverse stakeholders both within Georgia and internationally. The translation stage is carried out with careful attention to technical terminology, guaranteeing accuracy and preserving the integrity of the original content.

Subsequently, the document enters the graphic design phase, where visual elements and layout are harmonized to enhance readability, highlight key findings, and provide clear data visualization. Thoughtful design choices contribute to a professional, easily navigable report that effectively communicates complex information.

Before its official submission to the UNFCCC, the finalized BTR2 is presented in a stakeholder consultation, including the CCC working group, where the main results, key findings, and outcomes are shared. The primary aim of this meeting is to transparently communicate the achievements and evidence underpinning Georgia's climate reporting. No further modifications to the document are anticipated at this stage, ensuring that the BTR2 reflects both the collective expertise and the agreed-upon outcomes of Georgia's climate initiatives. Afterwards the completed BTR2 will be submitted to the UNFCCC secretariat by the end of December 2026.

## **COMPONENT 2: Development of Georgia's Third Biennial Transparency and Sixth National Communication Report (BTR3/NC6).**

### *2.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated.*

*2.1.1 Standalone 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, the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines and 2019 Refinement, to the extent possible, for National Greenhouse Gas Inventories.*

The actions to be undertaken will mirror those previously outlined for Output 1.1.1. However, in this instance, the scope will be broadened to encompass the preparation of greenhouse gas inventories for the additional years 2025 and 2026. Furthermore, a comprehensive recalculation of inventory data for the period 1990 to 2024 will be carried out, in strict adherence to the time series principle. This approach ensures methodological consistency across all reporting years, thereby enhancing the reliability and comparability of the national inventory. Such diligence is essential for maintaining the integrity of Georgia's climate reporting and aligning with international best practice.

In addition, the BTR3/NC6 will utilize standardized templates and reporting materials developed under the GEF-funded CBIT-2 project (GEF ID: 11934). These templates will be aligned with the GHG inventory module development plan to ensure the systematic tracking of policies and measures across all sectors. Designed to facilitate standardized and integrated data collection, the templates include fields for sex-disaggregated data and apply GAP G5 methodologies to promote inclusive climate reporting. They are tailored to meet the specific data needs of key stakeholders, including MEPA, GEOSTAT, the National Forestry Agency, LTD Solid Waste Management Company of Georgia, EIEC, Telasi Distribution System Operator, and Energo-Pro Georgia, by clearly defining roles and responsibilities in data provision and module management. These templates are complemented by an updated dataset list and an improvement plan that prioritizes data quality, capacity-building, and resource allocation.

Leveraging these resources will not only streamline the compilation process and ensure methodological consistency, but also significantly enhance the accuracy and reliability of the final report. By building tried-and-tested tools, the team will maximize efficiency, reduce duplication of effort, and maintain alignment with international best practices and UNFCCC requirements. This approach will facilitate timely completion of reporting obligations, allowing project stakeholders to focus resources on advancing substantive analyses and technical improvements.



Furthermore, the recalculation process will be informed by the recommendations provided through the BTR2 Technical Expert Review (TER). These recommendations will be systematically assessed and incorporated into the inventory preparation cycle, ensuring that identified methodological improvements, data refinements, and sectoral adjustments are fully addressed. At the end of the inventory preparation the GHG inventory team will elaborate the improvement plan and possible developments of GHG emissions in upcoming period by considering all necessary information to observe the sector-specific dynamics.

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.

## 2.2. Progress made in implementing and achieving nationally determined contributions (NDC) under Article 4 of the Paris Agreement.

### 2.2.1 Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to 2027 provided.

The actions to be undertaken will closely mirror those previously described for Output 1.1.2, ensuring continuity and leveraging established methodologies. However, a key distinction in this context is the requirement to present comprehensive and up-to-date information on the implementation of NDC 3.0, with progress tracked and reported through 2027. This entails the systematic collection, analysis, and presentation of indicators that accurately reflect Georgia's advancements toward its climate goals, as outlined in the latest Nationally Determined Contribution.

To further enhance reporting quality and operational efficiency, the use of standardized templates and analytical tools developed under the GEF-funded CBIT 2 project (GEF ID: 11934) is mandated. Employing these proven resources will streamline data compilation, minimize duplication of efforts, and ensure methodological consistency across all reporting years. This approach not only boosts resource efficiency but also significantly improves the accuracy, reliability, and comparability of the information provided. By adhering to international best practices and UNFCCC requirements, the project team will be well-positioned to deliver timely, transparent, and robust progress tracking, thereby supporting both national policy development and international climate reporting obligations.

Furthermore, the reporting improvement process will be informed by the recommendations provided through the BTR2 TER. These recommendations will be systematically assessed and incorporated into the NDC tracking preparation cycle, ensuring that identified methodological improvements, data refinements, and sectoral adjustments are fully addressed.

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.

## 2.3. Climate change impacts and adaptation under Article 7 of the Paris Agreement.

### 2.3.1 Information related to climate change impacts and adaptation up to 2027 provided and Standalone Adaptation Communication prepared.

The actions to be undertaken will closely resemble those previously outlined for Output 1.1.3, ensuring methodological continuity and leveraging established best practices. However, a key distinction in this context is the extended reporting period, requiring comprehensive information on climate change impacts and adaptation to be presented through 2027. This expanded timeframe will allow for a more robust assessment of trends, vulnerabilities, and adaptation measures, thereby supporting evidence-based policymaking and resource allocation.

To further enhance the quality and effectiveness of reporting, the use of standardized CBIT2 templates and advanced analytical tools is mandated. These resources, developed under the GEF-funded CBIT2 project (GEF ID: 11934), will



facilitate systematic data collection, analysis, and presentation, ensuring methodological consistency and comparability across all reporting years. Moreover, the application of these tools will enable the team to address specific recommendations from the Technical Expert Review Team (TERT), thereby strengthening the reliability, transparency, and international credibility of Georgia's climate adaptation reporting. By integrating these advanced approaches, the project team will be well-positioned to deliver timely, comprehensive, and actionable information that supports both national policy development and Georgia's international reporting obligations under the UNFCCC.

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

2.4. Financial, technology development and transfer and capacity building support needed and received, including areas of improvement and other relevant information.

*2.4.1 Information on financial, technology development and transfer and capacity-building support needed and received up to 2027 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.*

The actions to be undertaken will closely mirror those previously described for Output 1.4.1, ensuring continuity and leveraging established methodologies. However, a key distinction in this context is the extended reporting period, with updated information to be provided through 2027. This approach will allow for a more comprehensive assessment of financial, technology development and transfer, and capacity-building support needed and received, as well as areas for improvement and other relevant information, including gender inclusion.

Furthermore, the project will utilize standardized templates and analytical tools developed under the CBIT2 GEF-funded project (GEF ID: 11934), which will streamline data compilation, enhance methodological consistency, and significantly improve resource efficiency. By applying these proven resources, the team will minimize duplication of efforts, boost accuracy and reliability, and ensure alignment with international best practices and UNFCCC requirements. This strategy will enable transparent, timely, and robust reporting that supports both national policy development and Georgia's international climate reporting obligations, while also fostering greater public awareness, education, and gender inclusion in accordance with applicable guidelines in 17/CP.8 and 6/CP.25.

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.

2.5. Compilation and submission of the BTR3/NC6 to the UNFCCC enhancing national capacity for transparent climate reporting and international cooperation.

*2.5.1 BTR3/NC6 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028*

The peer-review actions for Output 2.5.1 will closely follow the procedures described for Output 1.5.1, ensuring methodological consistency and building on established best practices. In this context, a comprehensive peer-review process will be undertaken to critically assess the information necessary to track progress made in implementing and achieving the NDC, as well as information related to climate change impacts, adaptation, and financial, technology development, transfer, and capacity-building support needed and received. This process will involve engaging both national and, where appropriate, international experts to provide objective feedback and recommendations for improvement. The peer-review will focus on enhancing the accuracy, transparency, and

credibility of the reported information, ensuring that all data and analyses are robust, evidence-based, and aligned with UNFCCC requirements and international best practices. In addition, all feedback received through the peer-review process will be systematically addressed, and necessary revisions will be incorporated to further strengthen the quality of Georgia's climate reporting. By institutionalizing this rigorous review mechanism, the project team will ensure that final outputs are not only comprehensive and reliable but also meet the expectations of both national policymakers and the international community.

The actions to be undertaken will closely mirror those previously described for Output 1.5., ensuring continuity in methodology and leveraging established best practices for compiling, editing, translating, and designing key climate reporting documents. However, a notable distinction in this reporting cycle is that the Sixth National Communication (NC6) will be combined with the Third Biennial Transparency Report (BTR3). This integration aims to streamline reporting processes, avoid duplication, and enhance coherence between different reporting obligations under the UNFCCC. Furthermore, the Adaptation Communication will be prepared and submitted as a standalone document, allowing for a more focused and comprehensive presentation of Georgia's adaptation efforts, progress, and future priorities.

This approach will facilitate a transparent and participatory review process, in line with international best practices, and ensure timely submission of the compiled reports by December 2028. By clearly distinguishing the roles and formats of the NC6 and Adaptation Communication within the overall reporting framework, the project team will support national policy development and fulfill international climate reporting requirements more effectively.

### **COMPONENT 3: MONITORING AND EVALUATION (M&E)**

#### **3.1 The project is effectively monitored and evaluated.**

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

- **Inception workshop organized, and Inception Report compiled.**
- **Project annual financial and progress reports and Annual Status Surveys prepared.**  
**EA Completion Memorandum 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.

Partnerships: Please refer to GEF EA request – Section 2 - C. Eligibility Criteria.

Risks and Assumptions: Please see Annex 6 – UNDP Risk Register. Social and Environmental Screening has been conducted (see Annex 6) with the overall project risk categorization – low, and all SES risks included in the UNDP Risk Register.

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

Innovativeness, Sustainability and Potential for Scaling Up: The preparation process of the previous NCs, BURs, BTRs, has contributed to the institutional strengthening of the Ministry of Environmental Protection and Agriculture, 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.

The Biennial Transparency Report (BTR) project represents a transformative approach to climate transparency by integrating advanced data systems, institutional coordination, and stakeholder engagement into a streamlined reporting mechanism. By fostering cross-sectoral collaboration and establishing national data protocols, the BTR project moves beyond traditional reporting to build a dynamic, living system of transparency. This approach not only meets the Enhanced Transparency Framework (ETF) under the Paris Agreement but also encourages continuous improvement and learning among reporting entities.

The sustainability of the BTR project is anchored in its institutionalization within national systems, capacity building of local stakeholders, and integration with existing development planning processes. By embedding reporting procedures within national climate governance frameworks and providing long-term training for sectoral data providers, the project ensures enduring capabilities beyond the project lifecycle.

Through regional knowledge-sharing platforms and partnerships with international climate institutions, the project has strong potential to contribute to a global culture of transparency, thereby strengthening collective climate action under the Paris Agreement.

Digital Solutions<sup>3</sup>: Georgia's BTR2 and combined BTR3/NC6 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 CBIT-2 project (GEF ID: 11934) which will establish the foundation, framework, and tools for: Georgia 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:

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

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

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<sup>3</sup> Please see the [Guideline "Embedding Digital in Project Design"](#).

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## **V. PROJECT MANAGEMENT**

Please refer to [Annex 1. GEF EA Request](#) under Section 2 - Enabling Activity Supporting Information / D. Institutional Framework



## VI. PROJECT RESULTS FRAMEWORK

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Contribution to the Sustainable Development Goal (s):</b> SDG 13 – Climate Action: Take urgent action to combat climate change and its impacts                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Intended Outcome as stated in the UNSDCF/Country [or Regional] Programme Results and Resource Framework:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| UNSDCF 2026-2030: Outcome 1: By 2030, people in Georgia, especially those living in rural areas, benefit from a growing, more diversified, green and inclusive economy, and a healthier environment more resilient to climate change and natural hazards./CPD 2026-2030 Output 1.3: Institutional capacity strengthened at central and municipal levels to enhance policy frameworks, regulatory mechanisms and service provision for effective and inclusive environmental governance and climate action.                                                                                    |  |
| Outcome indicators as stated in CPD 2026-2030:<br>Indicator (UNSDCF Indicator 1.4) [N SDG 13.2.1] Policy framework in place to address adverse climate change impact, foster climate resilience, and promote a reduction in greenhouse gas emissions. Baseline: 2025: (a) Nationally Determined Contribution (NDC) 2.0; (b) 1st Biennial Transparency Report (BTR); (c) 5th National Communication (NC) submitted to UNFCCC Target (2030): (a) Next generation of NDCs elaborated by the Government and submitted to UNFCCC; (b) 3rd BTRs submitted to UNFCCC; (c) 6th NC submitted to UNFCCC |  |
| <b>Applicable Output(s) from the UNDP Strategic Plan 2026-2029:</b> Outcome 1: Prosperity for All; A.4.1 National commitments of global environmental agreements embedded within policies, institutions, and budgetary frameworks; B.1.1 Institutions and individuals' capacities strengthened to access and use digital technologies for efficient and accessible public services and the advancement of social, environmental and economic objectives.                                                                                                                                      |  |
| <b>Project title and Quantum Project Number:</b> "Development of the Second Biennial Transparency Report and Combined Third Biennial Transparency Report and Sixth National Communication of Georgia to the UNFCCC" <b>Quantum Project ID:</b> 01006119                                                                                                                                                                                                                                                                                                                                       |  |

| Objective and Outcome Indicators<br>(no more than a total of 20 indicators)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Data Source                                                                                           | Baseline                                  | Mid-term Target | End of Project Target   | Data Collection Methods                                                                            | Risks/Assumptions                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------|-------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Project Objective:</b><br><br>The project will enable Georgia to prepare and submit its Second Biennial Transparency Report (BTR2) as standalone report and Third Biennial Transparency and 6 <sup>th</sup> National Communication Report (BTR3/NC6) as combined report, to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3 | <b>Mandatory Indicator 1: # direct project beneficiaries disaggregated by sex (individual people)</b> | Inception Report<br>End-of-project Report | 0               | 50 (at least 50% women) | 70 (at least 50% women)                                                                            | <i>Risks: Gender data may not be accurately captured.</i>          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                       |                                           |                 |                         | Inception Workshops Participants;<br>Training/Events participants;<br>Final Workshop Participants. | <i>Assumptions: Stakeholders attend the activities as planned.</i> |

| Objective and Outcome Indicators<br>(no more than a total of 20 indicators) |                                                                                                                                                    | Data Source                                                                        | Baseline                                                                                                 | Mid-term Target                                                                                               | End of Project Target                                                                                          | Data Collection Methods                                                                                                              | Risks/Assumptions                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outcome 1.5, Compilation and submission of the BTR2 to the UNFCCC           | Indicator 2: BTR2 and BTR3/NC6 submitted to the UNFCCC                                                                                             | Previous NC, BUR, BTR, NIR submitted to the UNFCCC<br><br>Source: UNFCCC website   | Previous NC, BUR, BTR, NIR submitted to the UNFCCC<br><br>Georgia's NDC<br><br>Source: UNFCCC website    | BTR2 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026    | BTR3/NC6 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 | <u>Risks:</u> Data and other information do not flow in at the right time.<br><br>Limited resources, technical gaps, or inconsistent data could delay the NIR's preparation and compliance with IPCC guidelines.<br><br><u>Assumptions:</u> Stakeholders and national experts understand and apply the ETF reporting requirements. |
| Project component 1                                                         |                                                                                                                                                    | Development of Georgia's Second Biennial Transparency Report (BTR2)                |                                                                                                          |                                                                                                               |                                                                                                                |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                    |
| Project Outcomes<br>1.1-1.4                                                 | Indicator 3: National Inventory Report (NIR) covering 1990-2024 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1 | Previous NC, BUR, BTR, NIR submitted to the UNFCCC<br><br>Source: UNFCCC website   | Previous NIR reported as part of BTR1                                                                    | An updated NIR as part of the BTR2 and submitted to the UNFCCC by December 2026                               | Same as MTR Target                                                                                             | 2019 Refinement to the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories      | <u>Risks:</u> Some stakeholders may not collaborate in the timely provision of data<br><br><u>Assumptions:</u> Data disaggregated to the required level are available                                                                                                                                                              |
|                                                                             | Indicator 4: Progress in reporting on NDC implementation, climate change impacts and adaptation, and                                               | Previous NC, BUR, BTR submitted to the UNFCCC<br><br>Georgia's NDC 3.0 (2026-2035) | The preparations of previous NCs and BURs have not followed the MPGs and the common reporting tables and | Information on the status of NDC implementation, climate change impacts and adaptation and support needed and | Same as MTR Target                                                                                             | Guidelines contained in Decisions 5/CMA.3 and 18/CMA.1                                                                               | <u>Risks:</u> Information may not be exhaustive.<br><br>Delays in aligning data collection with MPGs and Decision                                                                                                                                                                                                                  |



| Objective and Outcome Indicators<br>(no more than a total of 20 indicators) |                                                                  | Data Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Baseline                                                                                                            | Mid-term Target                                                                                                                                                    | End of Project Target               | Data Collection Methods                                                                                         | Risks/Assumptions                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                             | support needed and received in compliance with MPG requirements. | Decision 5/CMA.3<br><br>Source: UNFCCC website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | tabular formats of Decision 5/CMA.3<br><br>NDC's goals                                                              | received is compiled up to 2025 as part of the BTR2 in line with MPG requirements and by using the common reporting tables and tabular formats of Decision 5/CMA.3 |                                     |                                                                                                                 | 5/CMA.3 formats due to technical gaps or inconsistent data.<br><br>Assumptions: Stakeholders respond and provide required information                                                                                                                                                                              |
| <b>Outputs to achieve Outcome 1.1-1.4</b>                                   |                                                                  | <p>1.1.1. Standalone 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 the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines and 2019 Refinement, to the extent possible, for National Greenhouse Gas Inventories.</p> <p>1.2.1. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2025 provided, including estimates of emissions avoided.</p> <p>1.3.1. Information related to climate change impacts and adaptation, including activities related to averting, minimising and addressing loss and damage associated with the adverse effects of climate change up to 2025 provided.</p> <p>1.4.1. Information on financial, technology development and transfer and capacity-building support needed and received up to 2025 provided, areas of improvement and other relevant information, including gender inclusion described.</p> <p>1.5.1. BTR2 peer-reviewed, compiled, edited, translated, designed, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.</p> |                                                                                                                     |                                                                                                                                                                    |                                     |                                                                                                                 |                                                                                                                                                                                                                                                                                                                    |
| <b>Project component 2</b>                                                  |                                                                  | Development of Georgia's Third Biennial Transparency and 6th National Communication Report (BTR3/NC6).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                     |                                                                                                                                                                    |                                     |                                                                                                                 |                                                                                                                                                                                                                                                                                                                    |
| <b>Outcomes 2.1-2.4</b>                                                     |                                                                  | <p>Indicator 6: National Inventory Report (NIR) covering period 1990-2026 developed in accordance with the MPGs contained in chapter II of decision 18/CMA.1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Previous NC, BUR, BTR and NIRs submitted to the UNFCCC</p> <p>Decision 5/CMA.3</p> <p>Source: UNFCCC website</p> | <p>Previous NIR reported as part of BTR1</p>                                                                                                                       | <p>NIR reported as part of BTR2</p> | <p>An updated NIR as part of the BTR3/NC6 and as a separate report submitted to the UNFCCC by December 2028</p> | <p>IPCC 2006 guidelines with the 2019 for the National Greenhouse Gas Inventories and the guidelines contained in Decisions 5/CMA.3 and 18/CMA.1</p> <p>Risks: some stakeholders do not collaborate in the timely provision of data</p> <p>Assumptions: Data disaggregated to the required level are available</p> |

| Objective and Outcome Indicators<br>(no more than a total of 20 indicators) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Data Source                                                                                                         | Baseline                                                                                                                                                        | Mid-term Target                                                                                                                                                                                                                                                                  | End of Project Target                                                                                                                                                                                                                                                                | Data Collection Methods                                                                                                              | Risks/Assumptions                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                             | Indicator 7:<br>Progress in reporting on NDC implementation, climate change impacts and adaptation, and support needed and received in compliance with MPG requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Previous NC, BUR submitted to the UNFCCC<br><br>Georgia's NDC<br><br>Decision 5/CMA.3<br><br>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<br><br>NDC's goals | Information on the status of NDC implementation, climate change impacts and adaptation and support needed and received is compiled up to 2025 as part of the BTR2 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 2027 as part of the BTR3/NC6 in line with MPG requirements and by using the common reporting tables and tabular formats of Decision 5/CMA.3 | Guidelines contained in Decisions 5/CMA.3 and 18/CMA.1                                                                               | <u>Risks:</u> Information may not be exhaustive.<br>Delays in aligning data collection with MPGs and Decision 5/CMA.3 formats due to technical gaps or inconsistent data.<br><br><u>Assumptions:</u><br>Stakeholders respond and provide required information |
| Outputs to achieve<br>Outcome 2.1-2.4                                       | 2.1.1. Standalone 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, the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines and 2019 Refinement, to the extent possible, for National Greenhouse Gas Inventories.<br>2.2.1. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to 2027 provided.<br>2.3.1. Information related to climate change impacts and adaptation up to 2027 provided and Standalone Adaptation Communication prepared.<br>2.4.1. Information on financial, technology development and transfer and capacity-building support needed and received up to 2027 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.<br>2.5.1. BTR3/NC6 peer-reviewed, compiled, edited, translated, designed, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028. |                                                                                                                     |                                                                                                                                                                 |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                      |                                                                                                                                      |                                                                                                                                                                                                                                                               |
| Project component 3                                                         | Monitoring & Evaluation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                     |                                                                                                                                                                 |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                      |                                                                                                                                      |                                                                                                                                                                                                                                                               |
| Outcomes<br>3.1 Project is effectively monitored and evaluated.             | Indicator 8: # of monitoring report compiled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 0                                                                                                                   | 3<br>(1 Inception Workshop Report, 2 Annual Status Surveys)                                                                                                     | 6<br>(1 Inception Workshop Report, 4 Annual Status Surveys, 1 EA Completion Memorandum                                                                                                                                                                                           | Monitoring reports compiled and submitted to UNDP and shared with PSC members.                                                                                                                                                                                                       | <u>Risks:</u> Delayed reporting due to staff movement<br><br><u>Assumptions:</u> PMU does not change during the project's life cycle |                                                                                                                                                                                                                                                               |



| Objective and Outcome Indicators<br>(no more than a total of 20 indicators) |                                                                                                                                                                                                                                                                                                                                                                                                                                   | Data Source | Baseline | Mid-term Target | End of Project Target | Data Collection Methods | Risks/Assumptions |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-----------------|-----------------------|-------------------------|-------------------|
| Outputs to achieve Outcome 3                                                | <div>3.1.1. Monitoring and evaluation products delivered in line with the M&amp;E plan:</div> <ul style="list-style-type: none"><li>• Inception workshop organized, and Inception Report compiled.</li><li>• Project annual financial and progress reports and Annual Status Surveys prepared.</li><li>• EA Completion Memorandum including lessons learnt developed and recommendations for next BTR/NC work compiled.</li></ul> |             |          |                 |                       |                         |                   |

## 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](#)<sup>4</sup>. The M&E plan and budget included below will guide the GEF-specific M&E activities to be undertaken by this project.

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

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

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

- a. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
- b. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
- c. Review the results framework and monitoring plan.
- d. Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP and other stakeholders in project-level M&E.
- e. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework (where relevant) and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
- f. The implementation of the gender action plan and achievement of gender-specific results will be systematically tracked through the project's M&E framework. Progress will be regularly reported to ensure accountability, promote gender equity, and inform adaptive management throughout the project cycle.
- g. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
- h. Plan and schedule Project Steering Committee meetings and finalize the first-year annual work plan. Finalize the TOR of the Project Steering Committee.
- i. 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 English language, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-Climate Hub Regional Technical Adviser, and will be approved by the Project Steering Committee.

<sup>4</sup> See <https://www.thegef.org/projects-operations/policies-guidelines>



**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 EA Completion Memorandum (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 Steering Committee 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.

The M&E Plan and Budget table is provided in the GEF EA Request Form: Section 2 - Enabling Activity Supporting Information / E. Monitoring and Evaluation Plan.

| Monitoring and Evaluation Plan and Budget:              |                         |                                                         |
|---------------------------------------------------------|-------------------------|---------------------------------------------------------|
| GEF M&E Requirements                                    | Indicative costs (US\$) | Time frame                                              |
| Inception Workshop                                      | 2,500                   | Within 2 months from the date of the First Disbursement |
| Inception Report                                        | None                    | Within 30 days after the Inception Workshop             |
| Monitoring of indicators in project results framework   | None                    | Annually                                                |
| Monitoring of Gender Action Plan and related indicators | None                    | Annually                                                |
| Supervision missions <sup>5</sup>                       | None                    | Annually                                                |
| EA Completion Memorandum                                | None                    | 3 months before expected operational closure            |

<sup>5</sup> The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

| Monitoring and Evaluation Plan and Budget: |                         |            |
|--------------------------------------------|-------------------------|------------|
| GEF M&E Requirements                       | Indicative costs (US\$) | Time frame |
| TOTAL indicative COST                      | 2,500                   |            |

**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<sup>6</sup> and the GEF policy on public involvement<sup>7</sup>.

<sup>6</sup> See [http://www.undp.org/content/undp/en/home/operations/transparency/information\\_disclosurepolicy/](http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/)

<sup>7</sup> See [https://www.thegef.org/gef/policies\\_guidelines](https://www.thegef.org/gef/policies_guidelines)



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## 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 Environmental Information and Education Centre (EIEC) of the Ministry of Environmental Protection and Agriculture (MEPA)**. This is a full National Implementation Modality (NIM) project.

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

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

- Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
- Procurement of goods and services, including human resources.
- Financial management, including overseeing financial expenditures against project budgets.
- Approving and signing the multiyear workplan.
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

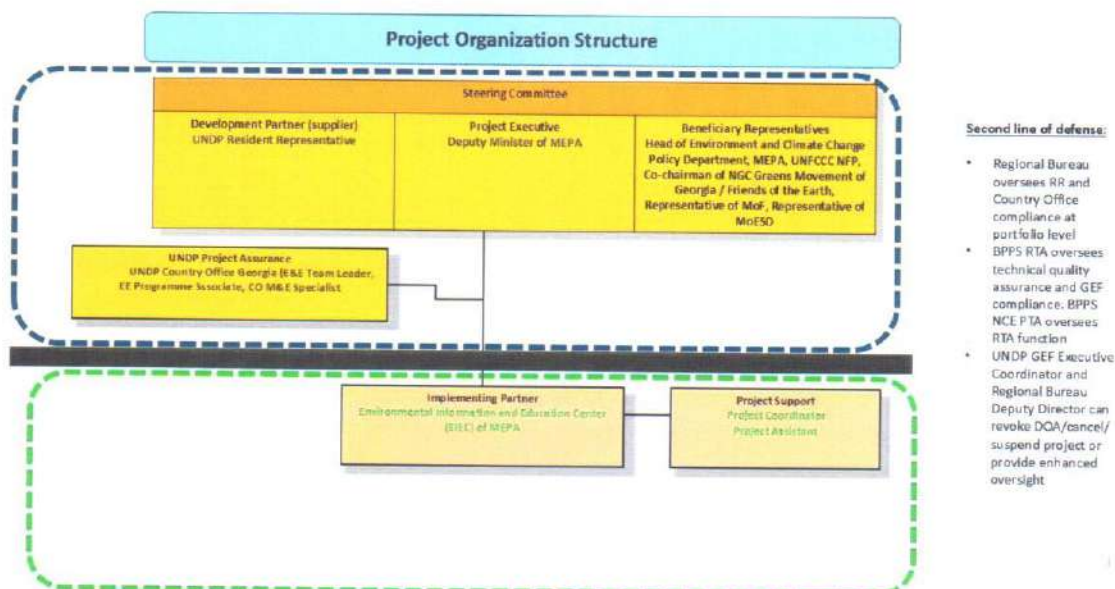
**Responsible Parties:** N/A

**Project stakeholders and target groups:** Project stakeholders and target groups are detailed in the GEF EA Request Form – Section C. Eligibility Criteria.

**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 Steering Committee and attends Project Steering Committee meetings as a non-voting member.

## Section 2: Project governance structure

### National Implementation Modality



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 Steering Committee, and therefore attends Project Steering Committee meetings as a non-voting member.

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

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:

- Project Steering Committee:** 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 Steering Committee (also called the Project Steering Committee) is the most senior, dedicated oversight body for a project.



The two main (mandatory) roles of the project Steering Committee 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 Steering Committee 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 Steering Committee reviews evidence of project performance based on monitoring, evaluation and reporting, including progress reports, evaluations, risk logs and the combined delivery report. The Project Steering Committee is responsible for taking corrective action as needed to ensure the project achieves the desired results.
- 2) **Approval of strategic project execution decisions of the Implementing Partner** with a view to assess and manage risks, monitor and ensure the overall achievement of projected results and impacts and ensure long term sustainability of project execution decisions of the Implementing Partner (as explained in the ["Manage Change"](#) section of the POPP).

**Requirements to serve on the Project Board:**

- ✓ Agree to the Terms of Reference of the Board and the rules on protocols, quorum and minuting.
- ✓ Meet annually; at least once.
- ✓ Disclose any conflict of interest in performing the functions of a Project Board member and take all measures to avoid any real or perceived conflicts of interest. This disclosure must be documented and kept on record by UNDP.
- ✓ Discharge the functions of the Project Board in accordance with UNDP policies and procedures.
- ✓ Ensure 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-VF 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, GEF annual project implementation reports, mid-term review and terminal evaluation reports.
- 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 Steering Committee 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 Steering Committee. 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 Steering Committee. If the project executive co-chairs the Project Steering Committee with representatives of another category, it typically does so with a development partner representative. The Project Executive is: *Deputy Minister of the Environmental Protection and Agriculture of Georgia*
  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 Steering Committee. The Beneficiary representative (s) is/are: *Head of Environment and Climate Change Policy Department, MEPA, UNFCCC National Focal Point, Co-Chairman of NGC Greens Movement of Georgia/Friends of the Earth, Representative of Ministry of Finance of Georgia, Representative of Ministry of Economy and Sustainable Development of Georgia.*
  3. **Development Partner(s):** Individuals or groups representing the interests of the parties concerned that provide funding, strategic guidance and/or technical expertise to the project. The Development Partner(s) is/are: *UNDP Resident Representative.*
- b) **Project Assurance:** Project assurance is the responsibility of each Project Steering Committee 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 Steering Committee (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 Steering Committee 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: *UNDP CO's E&E Team Leader and E&E Program Associate and CO M&E Specialist*.

- 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 Manager.

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## 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, as the GEF Implementing Agency, is responsible for the oversight of the GEF resources.

**Co-financing:** The actual realization of project co-financing amounts will be monitored by the UNDP Country Office and the PMU on an annual basis and will be reported to the GEF during the End of Project report (EA Completion Memorandum) process as follows:  
**Not Applicable**

**Budget Revision and Tolerance:** As per UNDP POPP, the Project Steering Committee 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 Steering Committee 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 Steering Committee. Restrictions apply as follows:

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

- a) Budget reallocations must prove that the suggested changes in the budget will not lead to material changes in the results to be achieved by the project. A strong justification is required and will be approved on an exceptional basis. Budget reallocations among the components (including PMC) of the approved Total Budget and Work Plans (TBWP) that represent a value greater than 10% of the total GEF grant.
- b) Introduction of new outputs/activities (i.e. budget items) that were not part of the agreed project document and TBWP that represent a value greater than 5% of the total GEF grant. The new budget items must be eligible as per the [GEF and UNDP policies](#).
- c) Project management cost (PMC): budget under the 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-VF Executive Coordinator will consult the Regional Bureaux (RBX) and may reject the extension request if no (external co-financing by the IP or internal UNDP CO resources) can be identified.

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

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



**Transfer or disposal of assets:** In consultation with the Implementing Partner and other parties of the project, UNDP is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the Project Steering Committee 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<sup>8</sup>. 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 Steering Committee 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 Steering Committee 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 Steering Committee meeting must have been completed. The Implementing Partner through a Project Steering Committee decision will notify the UNDP Country Office when operational closure has been completed. Before Operational Closure, the project must have completed the transfer or disposal of any equipment that is still the property of UNDP.
- **Financial Closure:** Financial closure must happen within 6 months of operational closure or after the date of cancellation. The project will be financially closed when the following conditions have been met: a) the project is operationally completed or has been cancelled; b) the Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).  
Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to BPPS/VF for confirmation before the project will be financially closed in Quantum by the UNDP Country Office.

**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.

<sup>8</sup> See

[https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PPM\\_Project%20Management\\_Closing.docx&action=default](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-GEO                                                                                                   |                        |                            |
| Quantum Project ID:        | 01006119                                                                                                   | Quantum Project Title: | PIMS-10015 BTR2 + BTR3/6NC |
| Quantum Award ID:          | 1549222                                                                                                    | Quantum Award Title:   | PIMS-10015 BTR2 + BTR3/6NC |
| UNDP-GEF PIMS No.          | 10015                                                                                                      |                        |                            |
| Implementing Partner       | Environmental Information and Education Centre of the Ministry of Environmental Protection and Agriculture |                        |                            |

| Quantum Outcome                                                                  | Quantum Output and Activity                                                                                                                | Quantum Responsible Party                             | Quantum Fund ID              | Quantum Donor ID | Quantum Budgetary Account Code | Quantum Budget Account Description | Year 1  | Year 2 | Year 3 | Year 4  | Total (USD) | See Budget Note: (reference as number, not as letter) |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------|------------------|--------------------------------|------------------------------------|---------|--------|--------|---------|-------------|-------------------------------------------------------|
| Component 1: Development of Georgia's Second Biennial Transparency Report (BTR2) | (GEF Outcome)                                                                                                                              |                                                       |                              |                  |                                |                                    |         |        |        |         |             |                                                       |
|                                                                                  | Outcome 1.1: National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated.            | Environmental Information and Education Center (EIEC) | 62000                        | 10003            | 71200                          | International Consultants          | 30,000  | -      | -      | -       | 30,000      | 1                                                     |
|                                                                                  |                                                                                                                                            |                                                       | 62000                        |                  | 71300                          | Local Consultants                  | 139,500 | -      | -      | -       | 139,500     | 2                                                     |
|                                                                                  |                                                                                                                                            |                                                       | 62000                        |                  | 71600                          | Travel                             | 12,000  | -      | -      | -       | 12,000      | 3                                                     |
|                                                                                  |                                                                                                                                            |                                                       | 62000                        |                  | 72100                          | Contractual Services - Companies   | 22,100  | -      | -      | -       | 22,100      | 4                                                     |
|                                                                                  |                                                                                                                                            |                                                       | 62000                        |                  | 72400                          | Communic & Audio Visual Equip      | 6,500   | -      | -      | -       | 6,500       | 5                                                     |
|                                                                                  |                                                                                                                                            |                                                       | 62000                        |                  | 75700                          | Training, Workshops and Confer     | 13,000  | 3,000  | -      | -       | 16,000      | 6                                                     |
|                                                                                  | Total Responsible Party EIEC                                                                                                               |                                                       |                              |                  |                                |                                    | 223,100 | 3,000  | 0      | 0       | 226,100     |                                                       |
|                                                                                  | Total Outcome 1.1.                                                                                                                         |                                                       |                              |                  |                                |                                    | 223,100 | 3,000  | 0      | 0       | 226,100     |                                                       |
|                                                                                  | Outcome 1.2: Progress made in implementing and achieving nationally determined contributions (NDC) under Article 4 of the Paris Agreement. | EIEC                                                  | 62000                        | 10003            | 72100                          | Contractual Services - Companies   | 70,000  | 30,000 | -      | -       | 100,000     | 7                                                     |
|                                                                                  |                                                                                                                                            |                                                       | 62000                        |                  | 75700                          | Training, Workshops and Confer     | 2,500   | 2,500  | -      | -       | 5,000       | 8                                                     |
|                                                                                  |                                                                                                                                            |                                                       | Total Responsible Party EIEC |                  |                                |                                    |         |        | 72,500 | 32,500  | 0           | 0                                                     |
|                                                                                  | Total Outcome 1.2.                                                                                                                         |                                                       |                              |                  |                                |                                    | 72,500  | 32,500 | 0      | 0       | 105,000     |                                                       |
|                                                                                  | Outcome 1.3: Climate change impacts and adaptation under Article 7 of the Paris Agreement                                                  | EIEC                                                  | 62000                        | 10003            | 72100                          | Contractual Services - Companies   | 70,000  | 30,000 | -      | -       | 100,000     | 9                                                     |
|                                                                                  |                                                                                                                                            |                                                       | 62000                        |                  | 75700                          | Training, Workshops and Confer     | 2,500   | 2,500  | -      | -       | 5,000       | 10                                                    |
| Total Responsible Party EIEC                                                     |                                                                                                                                            |                                                       |                              |                  |                                | 72,500                             | 32,500  | 0      | 0      | 105,000 |             |                                                       |



|                                         |                                                                                                                                                                |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  |        |        |         |         |         |         |         |         |         |         |         |  |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|--------------------------------|----------------------------------|----------------------------------|----------------------------------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Total Component 1                       | Total Outcome 1.3.                                                                                                                                             |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  |        |        |         |         |         | 72,500  | 32,500  | 0       | 0       | 105,000 |         |  |
|                                         | Outcome 1.4: Financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement       | EIEC                                                                                                                                       | 62000 |       | 10003 | 72100                          |                                  | Contractual Services - Companies |                                  |        | 45,000 | 15,000  | -       | -       | 60,000  | 11      |         |         |         |         |  |
|                                         |                                                                                                                                                                |                                                                                                                                            | 62000 |       |       | 75700                          |                                  | Training, Workshops and Confer   |                                  |        | 2,500  | 2,500   | -       | -       | 5,000   | 12      |         |         |         |         |  |
|                                         |                                                                                                                                                                | Total Responsible Party EIEC                                                                                                               |       |       |       |                                |                                  |                                  |                                  |        | 47,500 | 17,500  | 0       | 0       | 65,000  |         |         |         |         |         |  |
|                                         | Total Outcome 1.4.                                                                                                                                             |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  |        |        |         |         |         | 47,500  | 17,500  | 0       | 0       | 65,000  |         |  |
|                                         | Outcome 1.5: Compilation and submission of the BTR2 to the UNFCCC enhancing national capacity for transparent climate reporting and international cooperation. | EIEC                                                                                                                                       | 62000 |       | 10003 | 71300                          |                                  | Local Consultants                |                                  |        | 3,500  | 1,500   | -       | -       | 5,000   | 13      |         |         |         |         |  |
|                                         |                                                                                                                                                                |                                                                                                                                            | 62000 |       |       | 74200                          |                                  | Audio Visual&Print Prod Costs    |                                  |        | 13,000 | 4,750   | -       | -       | 17,750  | 14      |         |         |         |         |  |
|                                         |                                                                                                                                                                | 62000                                                                                                                                      |       | 75700 |       | Training, Workshops and Confer |                                  |                                  | 2,000                            | 5,500  | -      | -       | 7,500   | 15      |         |         |         |         |         |         |  |
|                                         | Total Responsible Party EIEC                                                                                                                                   |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  | 18,500 | 11,750 | 0       | 0       | 30,250  |         |         |         |         |         |         |  |
|                                         | Total Outcome 1.5.                                                                                                                                             |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  |        |        |         |         |         | 18,500  | 11,750  | 0       | 0       | 30,250  |         |  |
|                                         | Sub-Total for EIEC                                                                                                                                             |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  |        |        |         |         |         | 434,100 | 97,250  | 0       | 0       | 531,350 |         |  |
|                                         | Component 2: Development of Georgia's Third Biennial Transparency and 6th National Communication Report (BTR3/NC6).                                            |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  |        |        |         |         |         |         | 434,100 | 97,250  | 0       | 0       | 531,350 |  |
|                                         |                                                                                                                                                                | Outcome 2.1: National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated.            | EIEC  | 62000 |       | 10003                          | 71200                            |                                  | International Consultants        |        |        | -       | 15,000  | 15,000  | -       | -       | 30,000  | 16      |         |         |  |
|                                         |                                                                                                                                                                |                                                                                                                                            |       | 62000 |       |                                | 71300                            |                                  | Local Consultants                |        |        | -       | 69,750  | 69,750  | -       | -       | 139,500 | 17      |         |         |  |
|                                         |                                                                                                                                                                |                                                                                                                                            |       | 62000 |       |                                | 71600                            |                                  | Travel                           |        |        | -       | 6,000   | 6,000   | -       | -       | 12,000  | 18      |         |         |  |
|                                         |                                                                                                                                                                |                                                                                                                                            |       | 62000 |       |                                | 72100                            |                                  | Contractual Services - Companies |        |        | -       | 22,000  | 10,000  | -       | -       | 32,000  | 19      |         |         |  |
|                                         |                                                                                                                                                                |                                                                                                                                            |       | 62000 |       |                                | 72800                            |                                  | Information Technology Equipment |        |        | -       | 2,250   | 2,250   | -       | -       | 4,500   | 20      |         |         |  |
|                                         |                                                                                                                                                                |                                                                                                                                            |       | 62000 |       |                                | 75700                            |                                  | Training, Workshops and Confer   |        |        | -       | 15,000  | 3,000   | -       | -       | 18,000  | 21      |         |         |  |
|                                         |                                                                                                                                                                | Total Responsible Party EIEC                                                                                                               |       |       |       |                                |                                  |                                  |                                  |        | 0      | 130,000 | 106,000 | -       | -       | 236,000 |         |         |         |         |  |
|                                         |                                                                                                                                                                | Total Outcome 2.1.                                                                                                                         |       |       |       |                                |                                  |                                  |                                  |        |        |         |         |         |         | 0       | 130,000 | 106,000 | 0       | 236,000 |  |
|                                         |                                                                                                                                                                | Outcome 2.2: Progress made in implementing and achieving nationally determined contributions (NDC) under Article 4 of the Paris Agreement. | EIEC  | 62000 |       | 10003                          | 72100                            |                                  | Contractual Services - Companies |        |        | -       | 50,000  | 50,000  | 10,000  | -       | 110,000 | 22      |         |         |  |
|                                         | 62000                                                                                                                                                          |                                                                                                                                            |       | 75700 |       |                                | Training, Workshops and Confer   |                                  |                                  | -      | 2,500  | 2,500   | -       | -       | 5,000   | 23      |         |         |         |         |  |
|                                         | Total Responsible Party EIEC                                                                                                                                   |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  | 0      | 52,500 | 52,500  | 10,000  | 115,000 |         |         |         |         |         |         |  |
|                                         | Total Outcome 2.2.                                                                                                                                             |                                                                                                                                            |       |       |       |                                |                                  |                                  |                                  |        |        |         |         |         | 0       | 52,500  | 52,500  | 10,000  | 115,000 |         |  |
| Outcome 2.3: Climate change impacts and | EIEC                                                                                                                                                           | 62000                                                                                                                                      |       | 10003 | 72100 |                                | Contractual Services - Companies |                                  |                                  | -      | 58,000 | 50,100  | 10,000  | -       | 118,100 | 24      |         |         |         |         |  |

| adaptation under Article 7 of the Paris Agreement.                                                                                                                            |                                     | 62000                               |       | 75700 |                                             | Training, Workshops and conf |  | 2,500 |  | 2,500 |  | 5,000 |  | 25 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------|-------|---------------------------------------------|------------------------------|--|-------|--|-------|--|-------|--|----|--|
| <b>Total Outcome 2.3.</b>                                                                                                                                                     |                                     | <b>Total Responsible Party EIEC</b> |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| Outcome 2.4: Financial, technology development and transfer and capacity building support needed and received, including areas of improvement and other relevant information. | EIEC                                | 62000                               | 10003 | 72100 | Contractual Services - Companies            |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               |                                     | 62000                               |       | 75700 | Training, Workshops and Confer              |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               | <b>Total Responsible Party EIEC</b> |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| <b>Total Outcome 2.4.</b>                                                                                                                                                     |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| Outcome 2.5: Compilation and submission of the 8TR3/NC6 to the UNFCCC enhancing national capacity for transparent climate reporting and international cooperation.            | EIEC                                | 62000                               | 10003 | 71300 | Local Consultants                           |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               |                                     | 62000                               |       | 74200 | Audio Visual&Print Prod Costs               |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               | <b>Total Responsible Party EIEC</b> |                                     |       | 75700 | Training, Workshops and Confer              |                              |  |       |  |       |  |       |  |    |  |
| <b>Total Outcome 2.5.</b>                                                                                                                                                     |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| <b>Sub-Total for EIEC</b>                                                                                                                                                     |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| <b>Total Component 2</b>                                                                                                                                                      |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| Monitoring and Evaluation (M&E)                                                                                                                                               | EIEC                                | 62000                               | 10003 | 75700 | Training, Workshops and Confer              |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               | <b>Total Responsible Party EIEC</b> |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| <b>Total M&amp;E</b>                                                                                                                                                          |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| Project Management Cost (PMC)                                                                                                                                                 | PMC                                 |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               | EIEC                                | 62000                               | 10003 | 71800 | Contractual Services - Implementing Partner |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               |                                     |                                     |       | 72500 | Supplies                                    |                              |  |       |  |       |  |       |  |    |  |
| <b>Total Responsible Party EIEC</b>                                                                                                                                           |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               | UNDP                                | 62000                               |       | 74100 | Professional services                       |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
|                                                                                                                                                                               | <b>Total Responsible Party UNDP</b> |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| <b>Total Project Management Cost</b>                                                                                                                                          |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |
| <b>Total Project Grant</b>                                                                                                                                                    |                                     |                                     |       |       |                                             |                              |  |       |  |       |  |       |  |    |  |



| Reference number | Budget Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                | International consultant (IC1) GHG Inventory : Guide data collection to improve GHG inventory in LULUCF, train national experts on 2006 IPCC guidelines and its 2019 refinements and 2013 wetland refinement, use of latest IPCC software version, produce the NIR LULUCF chapter and their annexes for inclusion in BTR2. (50 days x USD 600 = USD 30,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2                | Local consultants (LCs) for all activities related to the GHG inventory output.<br>Team Leader - 45 days x 300 USD = 13,500 USD;<br>Generalist - 30 days x 300 USD = 9,000 USD;<br>Energy Expert - 30 days x 300 USD = 9,000 USD;<br>Transport Expert - 30 days x 300 USD = 9,000 USD;<br>Agriculture Expert - 30 days x 300 USD = 9,000 USD;<br>LULUCF Expert - 30 days x 300 USD = 9,000 USD;<br>Settlements Expert - 30 days x 300 USD = 9,000 USD;<br>Waste Expert - 30 days x 300 USD = 9,000 USD;<br>IPPU Expert - 30 days x 300 USD = 9,000 USD;<br>Energy Data Developer - 25 days x 300 USD = 7,500 USD;<br>Agriculture Data Developer - 25 days x 300 USD = 7,500 USD;<br>F-gases Data Developer - 25 days x 300 USD = 7,500 USD;<br>Waste Data Developer - 25 days x 300 USD = 7,500 USD;<br>Uncertainty Expert - 30 days x 300 USD = 9,000 USD;<br>General QC Expert - 30 days x 300 USD = 9,000 USD;<br>QA Expert - 20 days x 300 USD = 6,000 USD;<br>Total: USD 139,500 |
| 3                | Travel and DSA for LCs (Team Leader, Generalist, Energy Expert, Transport Expert, Agriculture Expert, Waste Expert, IPPU Expert, Energy Data Developer, Agriculture Data Developer, F-gases Data Developer, Waste Data Developer, General QC Expert, QA Expert) (USD 3,000) and IC1 (USD 9,000) - Total USD 12,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4                | Firm specialized in surveys to improve GHG quality through AD collection - Total USD 22,100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5                | Laptop for GHG Inventory Data processing (USD 2,000) + MS Office 365 Business account for 15 person (15 x 12.5 USD x 24 months = 4,500 USD) - Total USD 6,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6                | 1 stakeholder consultation for development of GHG inventory half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (USD 3,000).<br>2 GHG training/coordination two day meeting - Venue, logistics, accommodation, tea/coffee breaks, lunch, dinner for 20 part. (USD 13,000)<br>Total: USD 16,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7                | Contractual Services - Companies - Preparation of the BTR2 Chapter on progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement compiled and present the progress in the achievement of the NDC; Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure (Total USD 100,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8                | 2 stakeholder consultations meeting - for Preparation of the BTR2 Chapter on progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 attendees (Total USD 5,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 9                | Contractual Services - Companies - Preparation of the BTR2 Chapter on climate change impacts and adaptation under Article 7 of the Paris Agreement. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure (Total USD 100,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | 2 stakeholder consultations meeting - for Preparation of Climate change impacts and adaptation under Article 7 of the Paris Agreement - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 attendees <b>(Total USD 5,000)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11 | Contractual Services - Companies - Preparation of the BTR2 Chapter on Financial, technology development and transfer and capacity building support needed and received. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure <b>(Total USD 60,000)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 12 | 2 stakeholder consultations meeting - for Preparation of Financial, technology development and transfer and capacity building support needed and received - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. <b>(Total USD 5,000)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13 | Local consultant reviewing each chapter of the BTR2 to ensure clarity, consistency, and coherence, then compiling them into a single, well-structured document with unified formatting, standardized headings, and a complete table of contents, ready for final submission - <b>20 days x 250 USD= USD 5,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 14 | Translation - BTR and NIR Translation - BTR (150 pp.) NIR (400 pp.) <b>550 x 15 USD = USD 8,250.</b><br>Editing - BTR and NIR Editing - BTR (150 pp.) NIR (400pp.) <b>550 x 10 USD = USD 5,500.</b><br>Design - BTR and NIR Design - Total <b>USD 4,000</b><br>Total: <b>USD 17,750</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15 | 2 workshops (2 stakeholder consultation) for BTR2 development process - Venue, logistics, tea breaks, lunch for 50 pax over half-day (5,000 USD). BTR2 Achievements and Lessons Learned Workshop - introducing final BTR2 and lessons learned from the process - half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 2,500)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 16 | International consultant (IC2) GHG Inventory : Guide data collection to improve GHG inventory in LULUCF, train national experts on 2006 IPCC guidelines and its 2019 refinements and 2013 wetland refinement, use of latest IPCC software version, produce the NIR LULUCF chapter and their annexes for inclusion in BTR3/NC6. <b>50 days x USD 600 = USD 30,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 17 | Local consultants for all activities related to the GHG inventory output:<br>Team Leader - 45 days x 300 USD= 13,500USD;<br>Generalist - 30 days x 300 USD= 9,000 USD;<br>Energy Expert - 30 days x 300 USD= 9,000 USD;<br>Transport Expert - 30 days x 300 USD= 9,000 USD;<br>Agriculture Expert - 30 days x 300 USD= 9,000 USD;<br>LULUCF Expert - 30 days x 300 USD= 9,000 USD;<br>Settlements Expert - 30 days x 300 USD= 9,000 USD;<br>Waste Expert - 30 days x 300 USD= 9,000 USD;<br>IPPU Expert - 30 days x 300 USD= 9,000 USD;<br>Energy Data Developer - 25 days x 300 USD= 7,500 USD;<br>Agriculture Data Developer - 25 days x 300 USD= 7,500 USD;<br>F-gases Data Developer - 25 days x 300 USD= 7,500 USD;<br>Waste Data Developer - 25 days x 300 USD= 7,500 USD;<br>Uncertainty Expert - 30 days x 300 USD = 9,000 USD<br>General QC Expert - 30 days x 300 USD= 9,000 USD;<br>QA Expert - 20 days x 300 USD= 6,000 USD<br>Total: <b>139,500 USD</b> |
| 18 | Travel and DSA for (i) LCs (Team Leader, Generalist, Energy Expert, Transport Expert, Agriculture Expert, Waste Expert, IPPU Expert, Energy Data Developer, Agriculture Data Developer, F-gases Data Developer, Waste Data Developer, General QC Expert, QA Expert) (USD 3,000) (ii) IC2 (USD 9,000) - <b>Total USD 12,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 19 | Firm specialized in surveys to improve GHG quality through AD collection - <b>Total USD 32,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 20 | MS Office 365 Business account for 15 person (15 x 12.5 USD x 24 months = <b>USD 4,500</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21 | 1 stakeholder consultation for development of GHG inventory half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (USD 3,000).<br>2 GHG training/coordination two day meeting - Venue, logistics, accommodation, tea/coffee breaks, lunch, dinner for 20 part. (USD 15,000)<br><b>Total: USD 18,000</b>                                                                                                                                                                                                                                                                                                                                            |
| 22 | Contractual Services - Companies - Preparation of the BTR3/NC6 Chapter on progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement compiled and present the progress in the achievement of the NDC; Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure (Total USD 110,000)                                                                                                                                                                                                                   |
| 23 | 2 stakeholder consultations meeting - for Preparation of the BTR3/NC6 Chapter on progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 5,000)                                                                                                                                                                                                                                                                                                                                                    |
| 24 | Contractual Services - Companies - Preparation of the BTR3/NC6 Chapter on climate change impacts and adaptation under Article 7 of the Paris Agreement. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure (Total USD 118,100)                                                                                                                                                                                                                                                                                                                                      |
| 25 | 2 stakeholder consultations meeting - for Preparation of Climate change impacts and adaptation under Article 7 of the Paris Agreement - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 5,000)                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 26 | Contractual Services - Companies - Preparation of the BTR3/NC6 Chapter on Financial, technology development and transfer and capacity building support needed and received. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure. (Total USD 65,000)                                                                                                                                                                                                                                                                                                                  |
| 27 | 2 stakeholder consultations meeting - for Preparation of Financial, technology development and transfer and capacity building support needed and received - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 5,000)                                                                                                                                                                                                                                                                                                                                                                                                           |
| 28 | Local consultant - reviewing each chapter of the BTR3/NC6 and AC to ensure clarity, consistency, and coherence, then compiling them into a single, well-structured document with unified formatting, standardized headings, and a complete table of contents, ready for final submission - 40 days x 250 USD = USD 10,000                                                                                                                                                                                                                                                                                                                                             |
| 29 | Translation - BTR3/NC6, NIR and AC Translation - BTR3/NC6 (200 pp.) NIR (400 pp.) AC (150pp.) 750 x 15 USD = USD 11,250.<br>Editing - BTR3/NC6, NIR and NC, Editing - BTR3/NC6 (200 pp.) NIR (400pp.) AC (150 pp.) 750 x 10 USD = USD 7,500.<br>Design - BTR3/NC6, NIR and AC Design - Total USD 6,210<br><b>Total: USD 24,960</b>                                                                                                                                                                                                                                                                                                                                    |
| 30 | Adaptation Communication (AC) validation workshop - Venue, logistics, tea breaks, lunch for 50 pax over one day (3,000 USD). BTR3/NC6 Achievements and Lessons Learned Workshop - introducing final BTR3/NC6. Presenting key improvements, results of the reports and lessons learned from the process -half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 2,500)<br>Project closure workshop - introducing key outcomes of the project and lessons learned in the process of Georgia's national reporting advancement - half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 2,500) Total: 8,000 USD |
| 31 | Inception workshop - introducing project result framework, key outcomes - half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 2,500)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 32 | Contractual Services - Implementing Partner (project coordinator and project assistant costs)<br>Project Coordinator (48months x USD 1410 = USD 67,680)<br>Project Assistant (48months x USD 760 = USD 36,480)<br><b>Total USD 104,160</b><br>Supplies USD 3,130                                                                                                                                                                                                                                                                                                                                                                                                      |
| 33 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 34 | Professional services - Audit cost - Total USD 4,800                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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## **XI. LEGAL CONTEXT**

### **Option a. Where the country has signed the [Standard Basic Assistance Agreement \(SBAA\)](#)**

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Georgia and UNDP, signed on 1 July 1994.. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Environmental Information and Education Centre of the Ministry of Environmental Protection and Agriculture of Georgia (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.



## **XII. RISK MANAGEMENT**

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
  - a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
  - b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
  - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
  - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.
5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:
  - i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
  - ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;



- iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
  - iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
  - v. Promptly and confidentially, record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
  7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
  8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
  9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds.
  10. In the implementation of the activities under this Project Document, UNDP places reasonable reliance upon the Implementing Partner for it to apply its laws, regulations and processes, and applicable international laws regarding anti money laundering and countering the financing of terrorism, to ensure consistency with the principles of then in force the UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy.
  11. The Implementing Partner will ensure that its financial management, anti-corruption, anti-fraud and anti-money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.
  12. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at [www.undp.org](http://www.undp.org).
  13. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.



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

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

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

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

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

16. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
17. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
18. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, mutatis mutandis, in all sub-contracts or sub-agreements entered into further to this Project Document.

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**MANDATORY ANNEXES** (SEPARATELY ATTACHED)

1. GEF EA request form
2. GEF Budget Template
3. Multi Year Work Plan
4. UNDP Social and Environmental Screening Procedure (SESP)
5. UNDP Risk Register
6. Overview of Technical Consultancies/Subcontracts
7. Procurement Plan – for first year of implementation
8. Terms of Reference for Project Steering Committee and Project Team
9. GEF-8 Taxonomy
10. Results of the [Partners Capacity Assessment Tool \(PCAT\) and HACT Micro Assessment](#) (Please refer to the HACT policies for guidance on applicability and financial thresholds)
11. EA Completion Memorandum Template
12. UNDP Project Quality Assurance Report





**GEF-8 REQUEST FOR Climate Change ENABLING ACTIVITY**  
**Proposal for Funding Under the GEF Trust Fund**  
**Processing Type: Expedited**

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## LIST OF ACRONYMS AND ABBREVIATIONS

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| AFOLU           | Agriculture, Forestry and Other Land Use                        |
| BTR             | Biennial Transparency Report                                    |
| BUR             | Biennial Update Report                                          |
| CCC             | Climate Change Council                                          |
| CH <sub>4</sub> | Methane                                                         |
| CoM             | Covenant of Mayors                                              |
| COP             | Conference of Parties                                           |
| CSAP            | Climate Strategy and Action Plan                                |
| CSO             | Civil Society Organization                                      |
| EBRD            | European Bank for Reconstruction and Development                |
| ETF             | Enhanced Transparency Framework                                 |
| EU              | European Union                                                  |
| GCF             | Green Climate Fund                                              |
| GEF             | Global Environment Facility                                     |
| GHG             | Greenhouse gases                                                |
| GSP             | Global Support Programme                                        |
| GWP             | Global Warming Potential                                        |
| 1BTR            | First Biennial Transparency Report                              |
| IPCC            | Intergovernmental Panel on Climate Change                       |
| IPPU            | Industrial Processes and Product Use                            |
| QA/QC           | Quality Assurance and Quality Control                           |
| UNFCCC          | United Nations Framework Convention on Climate Change           |
| MRV             | Measurement, Reporting and Verification                         |
| MEPA            | Ministry of Environmental Protection and Agriculture of Georgia |
| MOESD           | Ministry of Economy and Sustainable Development of Georgia      |
| MOF             | Ministry of Finance of Georgia                                  |
| MRDI            | Ministry of Regional Development and Infrastructure of Georgia  |
| M&E             | Monitoring and Evaluation                                       |
| NC              | National Communication                                          |
| NDC             | Nationally Determined Contribution                              |
| NIR             | National Inventory Report                                       |
| NAP             | National Adaptation Plan                                        |
| NEA             | National Environment Agency                                     |
| NFA             | National Forestry Agency                                        |
| NGO             | Nongovernmental organization                                    |
| NSO             | National Statistics Office of Georgia                           |
| PSC             | Project Steering Committee                                      |
| SWMC            | Solid Waste Management Company                                  |
| TWG             | Technical Working Groups                                        |
| 5NC             | Fifth National Communication                                    |
| UNDC            | Updated NDC                                                     |
| UNDP            | United Nations Development Programme                            |
| UNEP            | United Nations Environment Programme                            |
| WEM             | With Existing Measures                                          |
| WAM             | With Additional Measures                                        |



## SECTION 1: ENABLING ACTIVITY SUMMARY

|                              |                                                                                                                                                                  |                                          |                                      |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------|
| Enabling Activity Title:     | Development of the Second Biennial Transparency Report and Combined Third Biennial Transparency Report and Sixth National Communication of Georgia to the UNFCCC |                                          |                                      |
| Country(ies):                | Georgia                                                                                                                                                          | GEF Enabling Activity ID:                | 12299                                |
| GEF Agency(ies):             | UNDP                                                                                                                                                             | GEF Agency Enabling Activity ID:         | 10015                                |
| Project Executing Entity(s): | Environmental Information and Education Centre of the Ministry of Environmental Protection and Agriculture                                                       | Executing Partner Type:                  | Government                           |
|                              |                                                                                                                                                                  | Submission Date:                         | To be added on the day of submission |
| GEF Focal Area (s):          | Climate Change                                                                                                                                                   | Expected Implementation Start            | 02/03/2026                           |
|                              |                                                                                                                                                                  | Expected Duration                        | 48                                   |
| Type of Report(s):           | Standalone Biennial Transparency Report                                                                                                                          | Expected Report Submission to Convention | 31/12/2026                           |
|                              | Combined Biennial Transparency/National Communication Report                                                                                                     |                                          | 31/12/2028                           |

### A. Funding Elements

| GEF-8 Program                | Trust Fund | GEF Financing (\$) |
|------------------------------|------------|--------------------|
| CCM-EA                       | GEFTF      | 1,233,000          |
| Total Enabling Activity Cost |            | 1,233,000          |

Does the enabling activity deviate from typical cost ranges? Yes ☐ No ☒

If yes, please describe. N/A

### B. Enabling Activity Summary

#### Enabling Activity Objective:

The project objective is to support Georgia in preparing and submission of its 2nd Biennial Transparency Report and a combined 3rd Biennial Transparency and 6th National Communication Report in line with UNFCCC and Paris Agreement requirements. It will ensure reporting is consistent with the Enhanced Transparency Framework ((Decision 18/CMA<sup>1</sup>, 1 and 5/CMA.3). Strengthen institutional and technical capacities and mainstream climate change considerations into national development planning and policy.

#### Enabling Activity Summary:

This project is prepared in line with the GEF8 Climate Change Focal Area Strategy and Associated Programming/ Pillar II: Foster enabling conditions to mainstream mitigation concerns into sustainable development strategies/ Objective 2.2 Support relevant Convention obligations and enabling activities.

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

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

The new transparency system under the Paris Agreement builds on and enhances the existing systems under the Convention. National Communications (NCs), Biennial Update Reports (BURs) and the International Consultation and Analysis (ICA) have formed part of the experience drawn upon and contributed to improvements of capacity constraints and continuous building of capacity and expertise in advance of the ETF. Georgia has submitted five National Communications to the UNFCCC: 1999, 2009, 2016, 2021, and 2025, along with a standalone National Inventory Report in 2021, fulfilling its reporting obligations under Articles 4 and 12 of the Convention.

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).

The TER process indicates that Georgia's economic growth, urbanization, rising energy demand, and expanding industrial activity continue to drive GHG emissions upward, challenging progress toward the NDC target. Strengthening the implementation of existing mitigation measures and introducing additional actions that address these underlying drivers will be essential for sustained advancement.

In this context, the preparation of the BTR2 + BTR3/NC6 with the financial assistance of the GEF will serve to further strengthen institutional and technical capacities of Georgia for implementing the Convention, Paris Agreement and reporting thereon to the UNFCCC. The project will provide the platform for furthering the development and implementation of the MRV systems for tracking emissions, mitigation, adaptation, and support within the Enhanced Transparency Framework of the PA.

The project objectives will be achieved through the components, outcomes and outputs as defined in the Project Framework table below. The BTR2 and BTR3/NC6 will be compiled according to the guidelines, requirements and formats set by the MPGs. Their final formats will follow the outline for Biennial Transparency Report and apply common reporting tables and tabular formats presented in Decision 5/CMA.3. Supplemental chapters on research and systemic observation and on education, training, and public awareness as part of the BTR3/NC6 will be compiled in accordance with applicable guidelines of Decision 17/CP.8.

Adaptation Communication will be submitted as a standalone document of the BTR3/NC6 in line with Article 7 of the PA and Decision 9/CMA.1.

The BTR2 and NIR as a standalone report are expected to be finalized and submitted to the UNFCCC by 31 December 2026 and the combined BTR3/NC6 with standalone NIR and adaptation communication in line with Article 7 of the PA and Decision 9/CMA.1 are expected to be finalized and submitted to the UNFCCC by 31 December 2028.



| Enabling Activity Component                                                                                           | Enabling Activity Outcomes                                                                                                                             | Enabling Activity Outputs                                                                                                                                                                                                                                                                                                                                                                                                                        | GEF Enabling Activity Financing (\$) |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. Development of Georgia's Second Biennial Transparency Report (BTR2)                                                | 1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated.                                | 1.1.1. Standalone 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 the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines and 2019 Refinement, to the extent possible, for National Greenhouse Gas Inventories. | 226,100                              |
|                                                                                                                       | 1.2. Progress made in implementing and achieving nationally determined contributions (NDC) under Article 4 of the Paris Agreement.                     | 1.2.1. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2025 provided, including estimates of emissions avoided.                                                                                                                                                                                                                                                    | 105,000                              |
|                                                                                                                       | 1.3. Climate change impacts and adaptation under Article 7 of the Paris Agreement                                                                      | 1.3.1. Information related to climate change impacts and adaptation, including activities related to averting, minimising and addressing loss and damage associated with the adverse effects of climate change up to 2025 provided.                                                                                                                                                                                                              | 105,000                              |
|                                                                                                                       | 1.4. Financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement       | 1.4.1. Information on financial, technology development and transfer and capacity-building support needed and received up to 2025 provided, areas of improvement and other relevant information, including gender inclusion described.                                                                                                                                                                                                           | 65,000                               |
|                                                                                                                       | 1.5. Compilation and submission of the BTR2 to the UNFCCC enhancing national capacity for transparent climate reporting and international cooperation. | 1.5.1. BTR2 peer-reviewed, compiled, edited, translated, designed, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.                                                                                                                                                                                                                                                                                  | 30,250                               |
| 2. Development of Georgia's Third Biennial Transparency and 6 <sup>th</sup> National Communication Report (BTR3/NC6). | 2.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated.                                | 2.1.1. Standalone 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, the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines and 2019 Refinement, to the extent possible, for National Greenhouse Gas Inventories.                                                                                         | 236,000                              |

| Enabling Activity Component          | Enabling Activity Outcomes                                                                                                                                            | Enabling Activity Outputs                                                                                                                                                                                                                                                                                                                                                                                         | GEF Enabling Activity Financing (\$) |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
|                                      | 2.2. Progress made in implementing and achieving nationally determined contributions (NDC) under Article 4 of the Paris Agreement.                                    | 2.2.1. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to 2027 provided.                                                                                                                                                                                                                                                                             | 115,000                              |
|                                      | 2.3. Climate change impacts and adaptation under Article 7 of the Paris Agreement.                                                                                    | 2.3.1. Information related to climate change impacts and adaptation up to 2027 provided and Standalone Adaptation Communication prepared.                                                                                                                                                                                                                                                                         | 123,100                              |
|                                      | 2.4. Financial, technology development and transfer and capacity building support needed and received, including areas of improvement and other relevant information. | 2.4.1. Information on financial, technology development and transfer and capacity-building support needed and received up to 2027 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. | 70,000                               |
|                                      | 2.5. Compilation and submission of the BTR3/NC6 to the UNFCCC enhancing national capacity for transparent climate reporting and international cooperation.            | 2.5.1. BTR3/NC6 peer-reviewed, compiled, edited, translated, designed, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028.                                                                                                                                                                                                                                               | 42,960                               |
| 3. Monitoring and Evaluation (M&E)   | 3.1 The project is effectively monitored and evaluated.                                                                                                               | 3.1.1. Monitoring and evaluation products delivered in line with the M&E plan: <ul style="list-style-type: none"> <li>Inception workshop organized, and Inception Report compiled.</li> </ul>                                                                                                                                                                                                                     | 2,500                                |
| Subtotal                             |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                   | 1,120,910                            |
| Project Management Cost <sup>2</sup> |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                   | 112,090                              |
| Total Enabling Activity Cost         |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                   | 1,233,000                            |

<sup>2</sup> This is the cost associated with the unit executing the project on the ground and could be financed out of trust fund or co-financing sources. For EAs within the ceiling, PMC could be up to 10% of the Subtotal GEF Project Financing.



## SECTION 2: ENABLING ACTIVITY SUPPORTING INFORMATION

### C. Eligibility Criteria

Georgia ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1994, Kyoto Protocol in 1999 and the Paris Agreement in 2017. As Party to the Convention, Georgia 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, Georgia has prepared and submitted five [National Communications](#) (NCs): the Initial National Communication (NC1) in 1999; the Second National Communication (NC2) in 2009; the Third National Communication (NC3) in 2016, the Fourth National Communication (NC4) in 2021 and the fifth National Communication (NC5) in 2025 with a stand alone NIRs in 2021 as mandated by articles 4 and 12 of the Convention.

Georgia has also prepared and submitted two [Biennial Update Reports](#) (BURs): First Biennial Update Report (BUR1), with a stand alone [NIR \(National Inventory Report\)](#) in 2016; the Second Biennial Update Report (BUR2), with a stand alone [NIR](#) in 2019.

#### *The preparation process of previous NC and BUR reports led to the following achievements:*

- Strengthened institutional coordination: The reporting process fostered deeper collaboration among governmental agencies, enhancing cross-sectoral alignment on climate policy and data management.
- Improved national GHG inventory systems: Georgia advanced its methodologies for greenhouse gas data collection, processing, and verification, leading to more accurate and transparent reporting.
- Enhanced stakeholder engagement: Inclusive consultations during the reporting process brought together government, academia, civil society, and the private sector, promoting shared ownership of climate actions.

Georgia submitted its [revised Nationally Determined Contribution \(NDC\)](#) in May 2021 with the aim to an unconditional limiting target of 35% below 1990 level of its domestic total GHG emissions by 2030; and Georgia is committed to a target of 50-57% of its total GHG emissions by 2030 compared to 1990, in case the global GHGs follow the 2 degrees or 1.5 degrees scenarios respectively, with the international support. In 2024, Georgia launched NDC 3.0 preparation through the support of NDC partnership. The NDC3.0 development was based on the whole of society approach. During the document elaboration, more than 10 working groups were organised to identify low-carbon and climate resilience pathways for the country in different sectors. The NDC 3.0 is at its approval process by the Climate Change Council and considered to be submitted to the UNFCCC upon their approval.

This project will build on findings and recommendations from previous NC and BUR work as well as recommendations resulting from the ICA (International Consultation and Analysis) process for BUR, Technical Expert Review (TER) and Facilitative, Multilateral Consideration of Progress (FMCP) for First Biennial Transparency Report (BTR1).

Georgia submitted its [First Biennial Transparency Report \(BTR1\)](#) to the UNFCCC on 31 December 2024, reaffirming its commitment to ambitious climate action, transparency and collaborative leadership 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 ETF of the PA, the identification of opportunities for improvement, and the facilitation of decision-making regarding climate action.

Following submission of Georgia's BTR1, it will be key to reference to the improvements plans and TER conducted in December followed by FMCP in June 2026. The information submitted by the Party under Article 13, paragraphs 7 and 9, of the Paris Agreement shall undergo a TER in accordance with chapter VII of the MPGs. The TER will be implemented in a facilitative, non-intrusive, non-punitive manner, be respectful of national sovereignty and avoid placing undue burden on Parties. The TER must also pay particular attention to the respective national capabilities and circumstances of developing country Parties. Likewise, the ETF includes an FMCP with respect to each Party's efforts under Article 9 of the Paris Agreement and its respective implementation and achievement of its NDC. The FMCP will be conducted in accordance with chapter VIII of the MPGs.

*Lessons learned from the preparation and submission of the BTR1 include:*



- The importance of expanding both the number and technical capacity of greenhouse gas (GHG) sectoral experts, while ensuring a rational and well-coordinated distribution of inventory tasks across the reporting timeline to optimize efficiency and data quality.
- The value of facilitating the exchange of best international practices, particularly in workflow automation, proved effective in streamlining processes and enhancing productivity throughout the inventory cycle.
- The need for targeted online training sessions to strengthen the proficiency of national experts responsible for data submission to the Enhanced Transparency Framework (ETF) portal, ensuring consistency, accuracy, and compliance with reporting standards.

These insights will be applied in this BTR project to enhance efficiency, ensure the timely delivery of outputs, and improve the overall quality of reporting.

#### **Stakeholder engagement plan (SEP):**

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 SEP 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.

#### **Principles of Engagement:**

**Inclusivity:** Engage a broad range of stakeholders, including marginalized and vulnerable groups.

**Gender Sensitivity:** Integrate gender perspectives at all stages of engagement.

**Transparency:** Foster open communication and access to information.

**Equity:** Ensure fair representation and participation opportunities.

**Capacity Building:** Empower all stakeholders with knowledge and tools to participate meaningfully.

**Stakeholders mapping:** The stakeholders of the project come from a wide range of backgrounds, including line ministries and agencies, non-governmental organizations (NGOs), research institutions, universities, private sector, with particular emphasis on related sectors.

| Stakeholder                                                 | Role in the project                                                                                                                                                                                                                                                                                                                                                  | Means of Engagement                                                                                                                     |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governmental Institutions</b>                            |                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                         |
| Ministry of Environmental Protection and Agriculture (MEPA) | MEPA is leading governmental agency related to climate change issues in Georgia and acting as the national focal point to the UNFCCC. It will provide strategic guidance, supervision and quality control to the implementation of all project activities.                                                                                                           | Strategic consultations, supervisory meetings, quality assurance reviews, policy alignment workshops                                    |
| Environmental Information and Education Center (EIEC)       | EIEC will serve as Executing Entity and will ensure the overall execution of the activities defined by the project, as well as ensure the efficient communication with the other stakeholders. Therefore, it will be involved in all activities foreseen by the project and will have leading role in NC/BTR works.                                                  | Direct implementation coordination, multi-stakeholder communication, technical working groups, NC/BTR leadership activities             |
| National Environment Agency (NEA)                           | National Environment Agency will provide information on physical processes of climate change; will participate in elaboration of mitigation and appropriate adaptation measures against possible negative consequences caused by these changes.                                                                                                                      | Technical consultations, data-sharing platforms, joint development of mitigation/adaptation measures, expert roundtables                |
| National Forestry Agency (NFA)                              | NFA is a main state institution responsible for forest management of the country. Its expertise will be important in work under BTR and adaptation communication. The forestry experts will be involved in forestry data quality improvement and supply for the purpose of GHG projections in forestry sector, gender involvement in forestry planning and projects, | Forestry data coordination, gender-responsive planning sessions, stakeholder consultations, training on mitigation/adaptation reporting |



| Stakeholder                                                                                                                                              | Role in the project                                                                                                                                                                                                                                                                                                                                                                                                                                         | Means of Engagement                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                          | stakeholder consultations and gender training, as well as setting up and reporting of mitigation and adaptation actions.                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                 |
| Ministry of Economy and Sustainable Development (MOESD)                                                                                                  | Department of Energy under MOESD is in charge of energy policy of the country. Its expertise will be important in work under BTR. The energy experts will be involved in energy data quality improvement and supply for the purpose of GHG projections in energy sector, gender involvement in energy planning and projects, stakeholder consultations and gender training, as well as setting up and reporting of mitigation and adaptation actions.       | Sectoral data coordination, gender-inclusive energy planning workshops, stakeholder consultations, reporting and training sessions                              |
| Ministry of Finance (MOF)                                                                                                                                | MOF will provide information pertaining to sources of international and national financial flows specifically for climate-related projects.                                                                                                                                                                                                                                                                                                                 | Financial flow mapping, budgetary consultations, integration of climate finance tracking mechanisms                                                             |
| National Statistics Office of Georgia (NSO)                                                                                                              | NSO is in charge of produce the statistics and disseminate the statistical information according to the Georgian legislation. NSO will be the main partner to process and supply data for GHG inventory calculation and to develop gender database. The statistics experts will be involved in data quality improvement and data processing for GHG inventory calculation, gender data gathering, as well as stakeholder consultations and gender training. | Data processing workshops, GHG inventory collaboration, gender database development, stakeholder consultations and training                                     |
| Ministry of Regional Development and Infrastructure of Georgia (MRDI)                                                                                    | Its expertise will be important in work under BTR stakeholder consultations and gender training, as well as setting up and reporting of mitigation and adaptation actions.                                                                                                                                                                                                                                                                                  | gender-sensitive planning sessions, stakeholder consultations, training on mitigation/adaptation reporting                                                      |
| <b>Academia</b>                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                 |
| Tbilisi State University;<br>Georgian Technical University;<br>Georgian Institute for Public Affairs;<br>Ilia State University;<br>University of Freedom | Participation in workshops and communicate findings from the project to the research community and to students.                                                                                                                                                                                                                                                                                                                                             | Participation in technical workshops, dissemination of findings to academic audiences, curriculum integration, student engagement                               |
| <b>Private sector</b>                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                 |
| JSC Rustavi Azot<br>GeoSteel LLC<br>HeidelbergCement Georgia LLC r                                                                                       | Data providers for GHG Inventory, e.g., Industrial Processes and Product Use (IPPU), as well as on technology transfer and financial needs.                                                                                                                                                                                                                                                                                                                 | Data provision for GHG inventory, consultations on technology transfer and financial needs, participation in sectoral dialogues                                 |
| <b>NGOs, CSOs</b>                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                 |
| Energy Efficiency Centre<br>Greens Movement of Georgia/Friends of the Earth<br>World Experience for Georgia<br>Coalition for Children and Youth          | Provide relevant information on challenges faced to mainstream a gender perspective and youth in mitigation and adaptation actions related to climate change. Participation in workshops and communicate findings from the project to the broader public.                                                                                                                                                                                                   | Engage in BTR development, Gender and youth consultations, participatory workshops, public outreach activities, feedback mechanisms for inclusive policy design |
| <b>International Organisations</b>                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                 |
| World Bank Group (WBG)<br>Asian Development Bank (ADB)<br>KfW Development Bank (KfW)                                                                     | These agencies may support or fund various projects and initiatives regarding climate change or promoting transparency at a national level.                                                                                                                                                                                                                                                                                                                 | Share the progress made and ongoing initiatives in order to avoid overlaps and strengthen synergies.                                                            |

| Stakeholder                                             | Role in the project | Means of Engagement |
|---------------------------------------------------------|---------------------|---------------------|
| European Bank for Reconstruction and Development (EBRD) |                     |                     |

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

#### Complementary Projects

| Project Name                                                                                                | Timeframe | Baseline Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Linkages with BTR2 – BTR3/NC6                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CBIT 2: Transparency in action: advancing Georgia's national climate reporting system<br><br>Donor: the GEF | 2025-2028 | This CBIT 2 project seeks to build on the achievements of the CBIT 1 project to address the remaining gaps and barriers in Georgia's national Framework to comply with the Enhanced Transparency Framework (ETF) of the Paris Agreement. By improving the climate data management cycle, from planning and data collection to analysis and information sharing, Georgia will produce high-quality climate information for international reporting and national decision-making.                                                                                                                                                                                                                          | CBIT2 will deliver foundational tools, covering GHG inventories, adaptation, NDC tracking, and support, that are essential for preparing BTRs. Tailored templates and guiding documents will facilitate the development of BTR3/NC6, enabling Georgia to address more TERT recommendations in its submission to the UNFCCC in a timely, consistent manner that reflects national priorities.                                                               |
| Georgia's's National Adaptation Plan<br><br>Donor: the GCF                                                  | 2025-2028 | Launched in 2025, Georgia's NAP process aims to strengthen adaptation tracking and reporting. However, the lack of a unified transparency platform and fragmented data collection practices continue to undermine the quality of transparency reporting, policy-making, and national planning. Without a comprehensive and transparent monitoring and evaluation system, critical climate information remains disconnected from decision-making processes. Establishing a Risk and Vulnerability Module within the National Transparency Platform (NTP) is vital to closing these gaps, improving climate governance, and fulfilling international reporting obligations                                 | The NAP project has elaborate priority actions supporting NDC adaptation goal achievement. It would be the building block for BTR3/NC6 for adaptation communication to provide progress in implementation of NAP.                                                                                                                                                                                                                                          |
| Georgia's Nationally Determined Contribution<br><br>Donor: NDC Partnership                                  | 2024-2025 | Georgia's NDC 3.0, developed with support from the NDC Partnership, outlines a comprehensive vision for low-carbon and climate-resilient development across key sectors (Energy, Transport, Building, Industry, Waste, Agriculture, LULUCF, Health, Tourism, Biodiversity etc). Covering the period from 2026 to 2035, this updated commitment significantly raises Georgia's mitigation ambition while strengthening its approach to climate adaptation. By integrating sectoral priorities and aligning with international climate goals, NDC 3.0 serves as a cornerstone for advancing sustainable development, enhancing resilience, and fulfilling Georgia's obligations under the Paris Agreement. | Once adopted, Georgia's NDC 3.0 will serve as a foundational pillar for the preparation of BTR2 and BTR3/NC6. As the most up-to-date and officially endorsed climate commitment, NDC 3.0 will guide the country's reporting on mitigation and adaptation progress under the ETF. Its sectoral targets and implementation roadmap will be directly reflected in Georgia's NDC tracking efforts, and the evolving climate ambition for the 2026–2035 period. |



#### Engagement Activities:

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

#### Gender mainstreaming:

National reporting processes can be a meaningful entry point for training, awareness-raising, and capacity-building efforts to ensure women's equal engagement in and benefit from climate change action. Preparation of reports can also influence other, ongoing climate change planning and policymaking processes. Previous BTR1 project addressed Gender mainstreaming into national reporting process in the following ways:

- **Integrate gender equality objectives directly into sectoral climate mitigation strategies**, ensuring that all planning, implementation, and reporting processes explicitly support inclusive workforce participation and leadership opportunities for women.
- **Ensure the collection and use of gender-disaggregated data to inform inclusive transport planning, implementation, and evaluation**, enabling policies that reflect the distinct mobility needs and constraints of women and men, and aligning with Enhanced Lima Work Programme on Gender (ELWPG) priorities D and E
- **Adopt a gender-sensitive approach to household energy policies and programs**, recognizing women's dual role as primary energy consumers and emerging prosumers, and ensuring their active participation in decision-making, training, and leadership within low-carbon development initiatives.
- **Implement policies that actively support the recruitment, advancement, and leadership of women in low-carbon industrial development**, including gender-specific targets, green skills training, and inclusive workplace reforms that foster equitable participation and innovation.
- **Ensure equal access for women to climate-smart agriculture technologies, training, and decision-making processes**, recognizing their central role in small-scale farming and aligning all agricultural activities with the LWPG priority areas to promote resilience, productivity, and gender-responsive climate action.
- **Adopt a gender-sensitive communication and engagement framework that actively involves women in household waste management and decision-making**, ensuring inclusive participation through tailored outreach, community workshops, and collaborative planning platforms.
- **Ensure equal representation of women and men in forest management decision-making**, particularly in the planning and governance of protected areas, recognizing their distinct roles in resource use and aligning with LWPG priority D to promote equitable, sustainable land stewardship.

This project will apply the "*GENDER RESPONSIVE NATIONAL COMMUNICATIONS TOOLKIT*"<sup>3</sup> 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*<sup>4</sup> and *Guidance to advance gender equality in GEF projects and programs*<sup>5</sup>.

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

<sup>3</sup> [https://www.un-gsp.org/sites/default/files/documentos/undp\\_gender\\_responsive\\_national\\_communications\\_toolkit\\_0.pdf](https://www.un-gsp.org/sites/default/files/documentos/undp_gender_responsive_national_communications_toolkit_0.pdf)

<sup>4</sup> [http://www.thegef.org/sites/default/files/council-meeting-documents/EN\\_GEF.C.53.04\\_Gender\\_Policy.pdf](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf)

<sup>5</sup> [http://www.thegef.org/sites/default/files/council-meeting-documents/EN\\_GEF.C.54.Inf\\_05\\_Guidance\\_Gender\\_0.pdf](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_05_Guidance_Gender_0.pdf)

climate change adaptation and mitigation, a gender perspective will be incorporated in the climate change impacts and adaptation and NDC progress assessment and preparation of mitigation actions.

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

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

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

| Objective                                                                              | Indicator                                         | Baseline | Target | Timeline   | Responsible Agencies                |
|----------------------------------------------------------------------------------------|---------------------------------------------------|----------|--------|------------|-------------------------------------|
| <b>1. Build Gender Capacity in Climate Governance</b>                                  |                                                   |          |        |            |                                     |
| Conduct gender mainstreaming trainings for TWGs (GHG, Mitigation, Adaptation, Support) | # of trainings conducted                          | 0        | 3      | Years 1–4  | Contractual Service Providers       |
| Strengthen capacity of national climate bodies on gender integration                   | # of capacity-building sessions                   | 0        | 4      | Years 1–4  | EIEC                                |
| Increase inclusion of women's organizations and gender experts in NCRC & TWGs          | # of women organizations/ gender experts involved | 0        | 5      | Years 1–4  | EIEC                                |
| <b>2. Promote Equal Participation</b>                                                  |                                                   |          |        |            |                                     |
| Ensure gender-balanced participation in TWGs/Trainings/PSC                             | % of women in TWGs/Trainings/PSC                  | 0        | 50%    | Years 1–4  | EIEC                                |
| <b>3. Institutionalize Gender in Climate Planning</b>                                  |                                                   |          |        |            |                                     |
| Develop gender-responsive action plans for TWGs                                        | # of plans developed                              | 0        | 3      | Years 1, 3 | Contractual Service Providers       |
| Organize high-level consultation on gender and climate actions                         | Consultation held                                 | 0        | 1      | Year 3     | EIEC                                |
| <b>4. Strengthen Gender-Responsive Implementation &amp; Monitoring</b>                 |                                                   |          |        |            |                                     |
| Evaluate gender responsiveness of climate actions in key sectors                       | # of gender-responsive actions identified         | 0        | 8      | Years 3, 4 | Contractual Service Providers       |
| Improve collection of sex-disaggregated climate data in key thematic areas             | % of sex-disaggregated data in key thematic areas | 20%      | 40%    | Years 1–4  | EIEC                                |
| Integrate gender indicators into MRV/Transparency systems                              | # of indicators integrated                        | 0        | 4      | Years 2, 4 | MEPA                                |
| Mainstream gender into BTRs and National Communications                                | Gender considerations included in BTRs/NCs        | 0        | 1      | Years 2, 4 | Contractual Service Providers, EIEC |

#### Description of Project Outcomes, Outputs, and Activities



The project has been designed with eleven outcomes, that will be realized through the following eleven outputs. This approach will ensure continuity in reporting processes and structures at the national level:

## **Component 1: Development of Georgia's Second Biennial Transparency Report (BTR2)**

**Outcome 1.1.** National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated.

**Output 1.1.1. Standalone 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 the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines and 2019 Refinement, to the extent possible, for National Greenhouse Gas Inventories.**

The preparation of the GHG inventory will commence with the development of an inventory improvement plan and a Quality Assurance/Quality Control (QA/QC) plan, both of which will be drafted within the first month following the beginning of this technical assignment. These plans will then be presented to, and discussed by, the GHGI team to ensure a shared understanding of objectives and procedures. Subsequently, the QC Coordinator will transfer the relevant QC/QA documentation to the Inventory Team Leader. This process is intended to provide a clear procedural guidance and establish robust expectations for the effective management of quality throughout the inventory process.

The GHG Inventory for 2023-2024 years will be prepared, and for 1990-2022 years results recalculated for Energy; Industrial Process and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste sectors, using 2006 IPCC Guidelines for National Greenhouse Gas Inventories, and 2019 Refinement to the 2006 IPCC Guidelines for National GHG Inventories to the possible extent; also applying the latest version of the GHG Inventory Software for non-Annex I countries, the common reporting tables as per Decisions 5/CMA.3 and Global Warming Potential (GWP) values from the IPCC Fifth Assessment Report.

The primary objective of the GHGI development process is to ensure the integrity and reliability of data across all sectors by enabling targeted inventory improvements based on quality control (QC) feedback. To achieve this, each Sectoral Expert prepares a QC report for their respective sector and submits it to the Team Leader. After collecting all sectoral QC reports, the Team Leader consolidates them and forwards the combined document to the QC Coordinator. The QC Coordinator then prepares an overall QC report. Once the QC findings are finalized, they are shared with both the Sectoral Experts and the Team Leader. This collaborative approach guarantees that sectoral data is accurate and consistent before any external review.

Quality assurance (QA) procedures will be implemented to ensure the inventory results are as robust and reliable as possible. The process will begin with the transfer of inventory documentation from the Team Leader to the QA Expert. Subsequently, the QA Expert will prepare a QA report and submit it to the Team Leader. This report will then be circulated among the Sectoral Experts for their review. Any necessary inventory improvements will be made based on the findings outlined in the QA report. The QA Expert will verify whether the comments and recommendations have been appropriately addressed and will request further revisions where necessary. In consultation with key stakeholders, a comprehensive list of QA activities will be established and periodically updated. A final report detailing the QA activities conducted and highlighting the key findings will be prepared.

The verification process begins with the Team Leader transferring the inventory documents to the Sectoral Experts, who then undertake a peer review. This step is crucial in confirming the credibility and transparency of the inventory prior to its submission. Following the peer review, the sectoral experts prepare a comprehensive Verification Report, which is subsequently distributed to the Sectoral Experts for their consideration. Based on the findings of the verification, necessary corrections and justifications are incorporated into the inventory. Ultimately, the outcomes of the verification process are fully reflected in the final version of the inventory report, ensuring its accuracy and integrity.

The process of GHG inventory preparation will comprise of the following:

- Review and assessment of the national system for GHG inventory, including procedures and arrangements for activity data collection, processing, storage and the continued estimation, compilation and reporting of the national inventory report, as well as role of institutions involved in preparation of GHG inventory.
- Key category analysis and review and update of nationally adopted / country specific emission factors (EF) for the key source categories as needed, and GHG emissions recalculation conducted for 1990-2022 based on EFs adjustments.
- Assessment of the national greenhouse emission factor for 2018-2024 years.
- The technical capacity (human, scientific, technical and institutional capacity) of the Inventory working group strengthened to undertake a GHG inventory, including training of national experts involved in GHG inventory preparation for agriculture, waste and LULUCF sectors.



- Collection of activity data and preparation of the national GHG inventory for the sectors: energy, IPPU, AFOLU and waste in accordance with 2006 IPCC Guidelines, 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories and 2003 Good Practice GHG-LULUCF Guidelines, using the latest version of the GHG Inventory Software for non-Annex I countries, with introduction of Tier II for all abovementioned sectors to the extent possible for the years 2023-2024.
- Uncertainty analysis for emission and removal estimates for all source and sink categories.
- Assessment of completeness including information on explanation on exclusion of sources and sinks from the inventory and non-availability of data.
- Development of Quality Assurance and Quality Control plan and implementation of QA/QC procedures.
- Production of the national inventory report (NIR) including the national inventory document and common reporting tables.
- Review of the constraints facing GHG inventories per sectors.

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

The BTR2 of Georgia also will include a summary in a tabular format of its GHG emissions and removals for the year corresponding to the country's most recent NIR pursuant to table 6 of the Annex II of the Decision 5/CMA.3.

## **Outcome 1.2. Progress made in implementing and achieving nationally determined contributions (NDC) under Article 4 of the Paris Agreement.**

### **Output 1.2.1. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) up to 2025 provided, including estimates of emissions avoided.**

The BTR informs the Global Stocktake on Georgia's progress towards achieving NDCs, including good practices, priorities, needs and gaps, and support provided and received to assess collective progress towards achieving the objectives of the Paris Agreement. Accordingly, BTR requirements on reporting on NDC tracking allow all stakeholders to have information on progress made by the country towards the NDC implementation and achievements within the reporting period.

Pursuant to the updated NDC, Georgia's Law on Environmental Protection is a national legal act covering climate change overarching governance principles and Georgia's Law on Ambient Air Protection is a national legal act covering climate change governance matters. Furthermore, NDC communicates on the governmental advisory body of Climate Change Council operating in Georgia for an effective implementation of the climate change policy. In addition, on the government structure, NDC highlights the substantial role of municipalities in the achievement of the NDC targets and welcomes all parties at the municipal level in Georgia, who will be a member of the EU Initiative - Covenant of Mayors for Climate and Energy by the year of 2024, to work on the development and implementation of Sustainable Energy and Climate Action Plans for 2030.

The BTR2 will provide an update of this information along with the description of national circumstances and institutional administrative and procedural arrangements on NDC implementation. The details for energy, building, transport, IPPU, Agriculture, forestry and waste on institutional arrangements will be updated. Furthermore, the BTR2 will analyse stakeholder engagement related to the implementation and achievement of the NDC with sex-disaggregated data and appropriate information to be included in the BTR in accordance with the updated NDC. According to the Decision 8/CMA.1 related to the NDC, the sustainable development and poverty eradication aspects of the NDC 3.0 will be subject of analysis and reporting.

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

The project will also provide information on the methodology and/or accounting approach used to define the targets, construction of baselines and each indicator, including key parameters, assumptions, definitions, data sources and models used, IPCC guidelines and metrics used. The BTR2 will analyse and explain how the methodology in each reporting year is consistent with the methodology or methodologies used when communicating the NDC, explain any methodological inconsistencies with the Party's most recent NIR, if applicable, and describe how the double-counting of net GHG emissions reductions has been avoided and provide information in a tabular format in accordance with the table 3 of the Annex II of the Decision 5/CMA.3.



The NDC tracking will also cover the analysis of mitigation policies and measures, actions and plans. The BTR2 will provide an information on estimates of expected and achieved GHG emission reductions from its mitigation actions, policies and measures, and the methodologies and assumptions used to estimate the GHG emissions reductions or removals by each action, policy and measure organized by sector (energy, building, transport, industrial processes and product use, agriculture, LULUCF, and waste) in conjunction with Climate Strategy and Action Plan (CSAP) of Georgia pursuant to the tables 5 and 12 of the Annex II of the Decision 5/CMA.3. Furthermore, supporting the global stocktake the BTR2 will assess the actions, policies and measures that affect GHG emissions from international transport and describe it in the report in case of relevance for the country.

The assessment of NDC implementation also considers the assessment of the possible scenarios of GHG emissions in future. The updated NDC of Georgia considers unconditional commitment. Accordingly, the projections of GHG emissions up to 2045, in the main sectors will be developed including "With measures" projection of all GHG emissions and removals, considering currently implemented and adopted policies and measures (unconditional commitment) along "with additional measures" projection (conditional commitments) including implemented, adopted and planned policies and measures, and a "without measures" projection excluding all policies and measures implemented, adopted and planned pursuant to the tables 7, 8 and 9 of the Annex II of the Decision 5/CMA.3.

In case of the methodology, the sectoral targets for mitigation stated in the updated NDC follow the assumptions and methodologies used by the Climate Action Plan (2024-2025). The EX-Ante Carbon-balance Tool version 7 has been applied for mitigation targets setting in the Forest sector. The LEAP has been applied for estimation of GHG (CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O) emission limitations in all energy related sectors, including energy generation and transmission, building, transport, and manufacturing industries. The BTR2 will provide updates of the methodology used to generate the projections, including models, approaches and key underlying assumptions and parameters used and provide information in a tabular format in accordance with tables 10 and 11 of the Annex II of the Decision 5/CMA.3. In addition, the BTR2 will conduct the sensitivity analysis of the projected mitigation scenarios and the results will be described in the report.

Pursuant to the updated NDC Georgia intends to collect, manage, report and archive the information on gender-disaggregated relevant data in its national reports related to the GHG mitigation and climate change adaptation; also, gender analysis, capacity building and knowledge sharing within climate-related projects. Accordingly, the BTR2 will assess the role of women and men in mitigation policies and measures and recommendations to ensure gender mainstreaming in planning and implementation of climate change mitigation policies & measures will be produced.

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

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

- Ensuring stakeholder access to information about Georgia's progress in implementing and achieving the NDC within the reporting period.
- Reporting on national legal frameworks relevant to NDC tracking governance.
- Communicating the role and activities of the governmental advisory Climate Change Council for effective climate policy implementation.
- Highlighting the involvement of municipalities in achieving NDC targets and supporting their participation in the EU Covenant of Mayors initiative for developing Sustainable Energy and Climate Action Plans for 2030.
- Updating information on national circumstances and institutional, administrative, and procedural arrangements for NDC implementation, including sector-specific details for energy, buildings, transport, IPPU, agriculture, forestry, and waste.
- Analyzing and reporting stakeholder engagement, including gender-disaggregated data, in the implementation and achievement of the NDC.
- Providing analyzed information on each selected NDC 3.0 indicator, including reference points, any GHG inventory recalculations with revised values, and comparing reference values with the most recent data at the time of reporting.
- Describing the methodology and accounting approaches used for target setting, baseline construction, indicator selection, and key parameters, assumptions, definitions, data sources, and models, in accordance with IPCC guidelines.
- Explaining consistency and any inconsistencies between methodologies used in UNDC, NDC 3.0 and the most recent NIR.
- Describing the approach to avoid double-counting net GHG emission reductions, and providing related information in tabular format as required.
- Analyze mitigation policies, measures, actions, and plans as part of NDC tracking.



- Report on expected and achieved GHG emission reductions from mitigation actions, policies, and measures for each sector (energy, buildings, transport, industrial processes and product use, agriculture, LULUCF, and waste).
- Document methodologies and assumptions used for estimating GHG emission reductions or removals by each policy, action, or measure, organized by sector, referencing CSAP of Georgia and following tables 5 and 12 of Annex II of Decision 5/CMA.3.
- Assess and report on actions, policies, and measures affecting GHG emissions from international transport, and include relevant information in the report if applicable.
- Include a summary table of GHG emissions and removals for the most recent NIR year, following table 6 of Annex II of Decision 5/CMA.3.
- Assess possible future GHG emission scenarios as part of NDC implementation evaluation.
- Develop projections of GHG emissions up to 2045 for main sectors:
  - “With measures” projection: includes all currently implemented and adopted policies and measures (unconditional commitment).
  - “With additional measures” projection: includes implemented, adopted, and planned policies and measures (conditional commitments).
  - “Without measures” projection: excludes all implemented, adopted, and planned policies and measures.
- Present projections and assessment results in tables following tables 7, 8, and 9 of Annex II of Decision 5/CMA.3.
- Apply the EX-Ante Carbon-balance Tool version 7 to set mitigation targets in the Forest sector.
- Use the appropriate tool for estimating GHG (CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O) emission limitations across energy-related sectors, including energy generation and transmission, buildings, transport, and manufacturing industries.
- Update methodologies for generating projections in the 5NC/1BTR, including documentation of models, approaches, key assumptions, and parameters.
- Present methodological information in tabular format in line with tables 10 and 11 of Annex II of Decision 5/CMA.3.
- Conduct sensitivity analysis of projected mitigation scenarios, with results described in the report.
- Collect, manage, report, and archive gender-disaggregated data in national reports related to GHG mitigation and climate change adaptation.
- Perform gender analysis, capacity building, and knowledge sharing within climate-related projects.
- Assess the role of women and men in mitigation policies and measures.
- Develop recommendations to ensure gender mainstreaming in planning and implementation of climate change mitigation policies and measures.

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.

### **Outcome 1.3. Climate change impacts and adaptation under Article 7 of the Paris Agreement**

#### **Output 1.3.1. Information related to climate change impacts and adaptation, including activities related to averting, minimising and addressing loss and damage associated with the adverse effects of climate change up to 2025 provided.**

In accordance with Article 7 of the Paris Agreement, Georgia is going to submit information pertaining to climate change impacts and adaptation as a chapter of the BTR2. Such reporting serves to enhance transparency, facilitate recognition of adaptation efforts, particularly by developing countries, and contribute meaningfully to the global stocktake.

The adaptation chapter will describe Georgia’s national circumstances relevant to adaptation, including bio-geophysical features, demographic trends, economic conditions, infrastructure, and overall adaptive capacity. It is equally important to outline institutional arrangements and governance structures that support climate impact assessments, sectoral planning, decision-making, coordination, and cross-cutting integration. This includes mechanisms for stakeholder consultation, implementation, data governance, monitoring, evaluation, and reporting. Furthermore, the chapter should detail the legal and policy frameworks that underpin its adaptation efforts.

With regard to climate impacts, risks and vulnerabilities, Georgia is encouraged to present current and projected climate trends and hazards, alongside observed and potential impacts across sectors, economies, societies and ecosystems. The methodologies and tools employed in such assessments, including any associated uncertainties and limitations, should also be described.



Georgia is requested to articulate its domestic adaptation priorities and the progress achieved in pursuing these objectives. It should also identify any challenges, gaps or barriers encountered in the adaptation process.

In terms of strategic planning, the adaptation chapter should report on the implementation of adaptation actions aligned with the global goal on adaptation. This includes national and subnational plans, sectoral strategies, and priority programmes aimed at enhancing resilience. The integration of best available science, gender considerations, traditional and local knowledge is to be highlighted. Georgia may also elaborate on development priorities that intersect with adaptation, as well as any actions or diversification plans that yield mitigation co-benefits. Efforts to mainstream climate adaptation into broader development planning and capacity-building initiatives should be noted, along with nature-based solutions and the extent of stakeholder involvement, including contributions from subnational entities, communities and the private sector.

Progress on implementation should be documented with reference to the actions previously identified, including steps taken to formulate, publish and update relevant strategies, programmes and policy frameworks. This encompasses adaptation chapter, NDC components, and any regulatory or institutional changes that have facilitated implementation. Georgia may additionally report on supported adaptation actions and assess the effectiveness of measures already undertaken.

Monitoring and evaluation are essential to enhancing adaptation outcomes and ensuring transparency. The adaptation chapter should describe any domestic systems established or utilised for this purpose, including the approaches adopted and the outputs generated. It is encouraged to assess achievements, resilience gains, and the effectiveness of implemented measures. Indicators should be provided to demonstrate how adaptation has reduced impacts, where it may have fallen short, and how it has influenced other development goals. Information on transparency, alignment with vulnerabilities, and lessons learned from policy and regulatory changes should also be included.

Within the adaptation chapter, Georgia will submit information that enhances understanding and supports cooperative action in relation to loss and damage. This may include data on observed and potential impacts, particularly those arising from extreme weather and slow-onset events, as well as activities and institutional arrangements aimed at averting, minimizing and addressing such impacts. In doing so, Georgia considers drawing upon the best available science to detail the nature, scale, and trends of climate change impacts, such as increased frequency and intensity of heatwaves, droughts, floods, and sea level rise, alongside projections of future risks. Furthermore, Georgia will outline specific measures undertaken to avert, minimize, and address loss and damage, including early warning systems, climate-resilient infrastructure, risk transfer mechanisms, and community-based adaptation initiatives. To support the effective implementation of these measures, Georgia may also provide information on institutional arrangements, such as inter-agency coordination bodies, legal and policy frameworks, and capacity-building programs that facilitate integrated and inclusive responses to climate-induced challenges. This comprehensive approach will contribute to a more robust understanding of national vulnerabilities and capacities, while fostering collaboration and knowledge-sharing under the global climate regime.

Finally, adaptation chapter will share experiences, good practices and lessons learned. This may encompass scientific research, policy innovation, pilot projects, and efforts to integrate adaptation across various levels of planning. Strengthening cooperation, improving the durability of adaptation measures, and assisting developing countries in identifying effective practices and addressing gaps are all considered valuable contributions. Additional information relevant to adaptation under Article 7 may be submitted at Georgia's discretion.

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

- Prepare and submit information on climate change impacts and adaptation in line with Article 7 of the Paris Agreement, to improve transparency and contribute to the global stocktake.
- Describe Georgia's national circumstances relevant to adaptation, including bio-geophysical features, demographic trends, economic conditions, infrastructure, and adaptive capacity.
- Outline institutional arrangements and governance structures supporting climate impact assessments, sectoral planning, decision-making, coordination, and integration across sectors.
- Detail mechanisms for stakeholder consultation, implementation, data governance, monitoring, evaluation, and reporting related to adaptation.
- Present legal and policy frameworks underpinning adaptation efforts.
- Assess and report on current and projected climate trends and hazards, including their impacts across sectors, societies, economies, and ecosystems.



- Describe methodologies and tools used for climate impact and vulnerability assessments, including any uncertainties and limitations.
  - Articulate domestic adaptation priorities and document progress toward achieving these objectives.
  - Identify and report on challenges, gaps, or barriers encountered in the adaptation process.
  - Report on the implementation of adaptation actions, including national and subnational plans, sectoral strategies, and priority programs aligned with the global adaptation goal.
  - Highlight integration of best available science, gender considerations, and traditional/local knowledge in adaptation planning and implementation.
  - Describe development priorities intersecting with adaptation, and any actions or diversification plans providing mitigation co-benefits.
  - Document efforts to mainstream adaptation into broader development and capacity-building initiatives, including nature-based solutions and stakeholder involvement (subnational entities, communities, private sector).
  - Monitor and report on progress by referencing previous strategies, programs, and policy frameworks, including updates to NDC components.
  - Assess the effectiveness of supported adaptation actions and measures already undertaken.
  - Describe domestic systems for monitoring and evaluating adaptation outcomes, including indicators used to measure achievements, resilience gains, and alignment with development goals.
  - Include information on transparency, lessons learned, and policy/regulatory changes affecting adaptation.
  - Submission of data on observed and potential loss and damage impacts, including those from extreme weather and slow-onset events.
  - Implementation and documentation of activities and institutional arrangements aimed at averting, minimizing, and addressing loss and damage impacts.
  - Sharing of experiences, good practices, and lessons learned related to adaptation, such as:
    - o Scientific research relevant to adaptation and loss and damage
    - o Policy innovations that enhance adaptive capacity
    - o Pilot projects demonstrating effective adaptation measures
    - o Efforts to integrate adaptation into different levels of planning (national, subnational, sectoral)
    - o Strengthening of cooperation and partnerships to improve the durability and effectiveness of adaptation measures.
    - o Providing support to developing countries by sharing effective practices and approaches to identify and address gaps in adaptation.
  - Submission of additional information relevant to adaptation, at Georgia's discretion, under Article 7 of the Paris Agreement.
- 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

#### **Outcome 1.4. Financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement**

##### **Output 1.4.1. Information on financial, technology development and transfer and capacity-building support needed and received up to 2025 provided, areas of improvement and other relevant information, including gender inclusion described.**

In its first BTR, Georgia, in accordance with decision 18/CMA.1, reported information on constraints and gaps, and related financial, technical, and capacity-building needs. Georgia's financial, technical and capacity-building needs are primarily in the areas of effective implementation of climate change mitigation measures and technology transfer and development in all sectors. Constraints and gaps for mitigation and adaptation associated with the fulfilment of the national obligations under the UNFCCC, and related, financial, technology development and transfer and capacity-building support needs will be assessed with solutions proposed to address these needs.

Furthermore, BTR2 will provide updated information on financial, technology development and transfer and capacity-building support received from the GEF, developed countries, the Green Climate Fund and



multilateral institutions for climate change mitigation and adaptation and the implementation of the NDC; and information on support received for the preparation of the BTR2 and other transparency related activities.

National development objectives and priorities relevant to addressing climate change will also be updated, including the specific needs and concerns arising from the adverse effects of climate change.

In pursuit of enhancing the integration of gender considerations within climate policy, comprehensive climate change data, disaggregated by gender, will be systematically collected and analysed. This approach is intended to facilitate the advancement of gender mainstreaming throughout all stages of policy implementation, ensuring that the updated Gender Action Plan (GAP) under the Paris Agreement is thoroughly addressed. By adopting robust and transparent methodologies for data collection and reporting, Georgia will be better positioned to identify gender-specific impacts, inform targeted interventions, and promote equitable participation in climate-related decision-making processes. This commitment underscores the nation's dedication to fostering inclusivity and accountability within its climate agenda, in line with international best practice and the expectations of the global community.

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

- Assessing and reporting on existing constraints, gaps, and needs related to financial, technical, and capacity-building support for implementing climate change mitigation and adaptation measures, including technology transfer and development across all sectors.
- Proposing solutions to address identified constraints and gaps associated with fulfilling Georgia's obligations under the UNFCCC.
- Collecting and providing updated information on financial, technology development and transfer, and capacity-building support received from sources such as the GEF, UNFCCC Annex I Parties, other developed country Parties, the Green Climate Fund, and multilateral institutions for climate change mitigation, adaptation, and NDC implementation.
- Reporting on support received for the preparation of the 2BTR and other transparency-related activities.
- Ensuring that the updated Gender Action Plan (GAP) under the Paris Agreement is fully addressed through robust and transparent data collection and reporting methodologies

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.

**Outcome 1.5. Compilation and submission of the BTR2 to the UNFCCC enhancing national capacity for transparent climate reporting and international cooperation.**

**Output 1.5.1. BTR2 peer-reviewed, compiled, edited, translated, designed, adopted in a transparent and participatory process and submitted to UNFCCC by December 2026.**

The peer-reviewed chapters of the BTR2 will be systematically gathered for detailed compilation. This process is designed to impeccably integrate the independently developed sections of the report, creating a cohesive and comprehensive final document. Key responsibilities during compilation include ensuring the consistency of terminology across all chapters, reconciling figures, data, and narratives so that similar information aligns throughout, and harmonizing the use of technical and descriptive language for clarity and accuracy.

Additionally, special attention is given to resolving discrepancies, whether in statistical values, titles, or explanatory text, with the aim of presenting a unified perspective for all readers, from policymakers to technical experts. The compilation stage also involves close collaboration between chapter authors, editors, and subject matter experts, often requiring a series of review meetings focused on terminology alignment and quality assurance. By bringing together these diverse contributions into a single, meticulously edited document, the EA ensures that the BTR meets the rigorous standards expected by the UNFCCC and serves as a transparent, participatory, and authoritative resource on Georgia's climate reporting efforts.



To ensure the highest standards in compiling the BTR, this vital task will be entrusted to a dedicated compilation expert A. The expert will bring both technical acumen and editorial rigor to the process, ensuring a harmonious and unified report.

Their responsibilities encompass a number of crucial activities:

- **Thorough Cross-Chapter Comparison:** Methodically review and analyze all chapters of the BTR to identify instances where similar information is presented differently.
- **Resolution of Inconsistencies:** Detect and address any contradictions or discrepancies in data, figures, or narrative content across chapters, ensuring that information is accurate and cohesive throughout the report.
- **Standardization of Terminology:** Examine the use of technical terms, titles, and nomenclature in each chapter, identifying any inconsistencies and striving for uniformity to enhance the clarity and professionalism of the document.
- **Preparation of Constructive Feedback:** Draft detailed comments and actionable recommendations for chapter authors, guiding them on necessary updates, corrections, or clarifications needed to align with the overall report objectives.
- **Facilitation of Collaborative Review Sessions:** Organize and lead a series of targeted meetings with chapter authors, the EA team, and MEPA, focusing specifically on terminology alignment, data reconciliation, and overall quality assurance.

Through these diligent efforts, the compilation expert will play an essential role in weaving together diverse contributions into a seamless, authoritative, and reader-friendly document—one that fully satisfies the rigorous demands of the UNFCCC and effectively communicates Georgia's climate ambitions to both policymakers and technical specialists.

Once the BTR2 is precisely compiled, the document progresses to an intensive editing phase where grammatical precision, consistency, and overall clarity are refined to the highest standards. This editorial process not only polishes the language but also ensures that the technical content is accessible to a wide audience, from policymakers to scientific experts.

Following comprehensive editing, the BTR2 will be translated into relevant language, facilitating engagement and review by diverse stakeholders both within Georgia and internationally. The translation stage is carried out with careful attention to technical terminology, guaranteeing accuracy and preserving the integrity of the original content.

Subsequently, the document enters the graphic design phase, where visual elements and layout are harmonized to enhance readability, highlight key findings, and provide clear data visualization. Thoughtful design choices contribute to a professional, easily navigable report that effectively communicates complex information.

Before its official submission to the UNFCCC, the finalized BTR2 is presented in a stakeholder consultation, including the CCC working group, where the main results, key findings, and outcomes are shared. The primary aim of this meeting is to transparently communicate the achievements and evidence underpinning Georgia's climate reporting. No further modifications to the document are anticipated at this stage, ensuring that the BTR reflects both the collective expertise and the agreed-upon outcomes of Georgia's climate initiatives. Afterwards the completed BTR2 will be submitted to the UNFCCC secretariat by the end of December 2026.

## **Component 2: Development of country's Third Biennial Transparency and 6th National Communication Report (BTR3/NC6)**

**Outcome 2.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated.**

**Output 2.1.1. Standalone 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, the 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines and 2019 Refinement, to the extent possible, for National Greenhouse Gas Inventories.**

The actions to be undertaken will mirror those previously outlined for Output 1.1.1. However, in this instance, the scope will be broadened to encompass the preparation of greenhouse gas inventories for the additional years of 2025 and 2026. Furthermore, a comprehensive recalculation of inventory data for the period from 1990 to 2024 will be carried out, in strict adherence to the time series principle. This approach ensures methodological consistency across all reporting years, thereby enhancing the reliability and comparability of the national inventory. Such diligence is essential for maintaining the integrity of Georgia's climate reporting and aligning with international best practice.

In addition, the BTR3/NC6 will utilize standardized templates and reporting materials developed under the GEF-funded CBIT-2 - project (GEF ID: 11934). These templates will be aligned with the GHG inventory module development plan to ensure the systematic tracking of policies and measures across all sectors. Designed to facilitate standardized and integrated data collection, the templates include



fields for sex-disaggregated data and apply GAP G5 methodologies to promote inclusive climate reporting. They are tailored to meet the specific data needs of key stakeholders, including MEPA, GEOSTAT, the National Forestry Agency, LTD Solid Waste Management Company of Georgia, EIEC, Telasi Distribution System Operator, and Energo-Pro Georgia, by clearly defining roles and responsibilities in data provision and module management. These templates are complemented by an updated dataset list and an improvement plan that prioritizes data quality, capacity-building, and resource allocation. Leveraging these resources will not only streamline the compilation process and ensure methodological consistency, but also significantly enhance the accuracy and reliability of the final report. By building tried-and-tested tools, the team will maximize efficiency, reduce duplication of effort, and maintain alignment with international best practices and UNFCCC requirements. This approach will facilitate timely completion of reporting obligations, allowing project stakeholders to focus resources on advancing substantive analyses and technical improvements.

Furthermore, the recalculation process will be informed by the recommendations provided through the BTR2 Technical Expert Review (TER). These recommendations will be systematically assessed and incorporated into the inventory preparation cycle, ensuring that identified methodological improvements, data refinements, and sectoral adjustments are fully addressed. At the end of the inventory preparation the GHG inventory team will elaborate the improvement plan and possible developments of GHG emissions in upcoming period by considering all necessary information to observe the sector-specific dynamics.

## **Outcome 2.2. Progress made in implementing and achieving nationally determined contributions (NDC) under Article 4 of the Paris Agreement.**

### **Output 2.2.1. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to 2027 provided.**

The actions to be undertaken will closely mirror those previously described for Output 1.2.1, ensuring continuity and leveraging established methodologies. However, a key distinction in this context is the requirement to present comprehensive and up-to-date information on the implementation of NDC 3.0, with progress tracked and reported through 2027. This entails the systematic collection, analysis, and presentation of indicators that accurately reflect Georgia's advancements toward its climate goals, as outlined in the latest Nationally Determined Contribution.

To further enhance reporting quality and operational efficiency, the use of standardized templates and analytical tools developed under the GEF-funded CBIT 2 project (GEF ID: 11934) is mandated. Employing these proven resources will streamline data compilation, minimize duplication of efforts, and ensure methodological consistency across all reporting years. This approach not only boosts resource efficiency but also significantly improves the accuracy, reliability, and comparability of the information provided. By adhering to international best practices and UNFCCC requirements, the project team will be well-positioned to deliver timely, transparent, and robust progress tracking, thereby supporting both national policy development and international climate reporting obligations.

Furthermore, the reporting improvement process will be informed by the recommendations provided through the BTR2 TER. These recommendations will be systematically assessed and incorporated into the NDC tracking preparation cycle, ensuring that identified methodological improvements, data refinements, and sectoral adjustments are fully addressed.

## **Outcome 2.3. Climate change impacts and adaptation under Article 7 of the Paris Agreement.**

### **Output 2.3.1. Information related to climate change impacts and adaptation up to 2027 provided and Standalone Adaptation Communication prepared.**

The actions to be undertaken will closely resemble those previously outlined for Output 1.3.1, ensuring methodological continuity and leveraging established best practices. However, a key distinction in this context is the extended reporting period, requiring comprehensive information on climate change impacts and adaptation to be presented through 2027. This expanded timeframe will allow for a more robust assessment of trends, vulnerabilities, and adaptation measures, thereby supporting evidence-based policymaking and resource allocation.

To further enhance the quality and effectiveness of reporting, the use of standardized templates and advanced analytical tools is mandated. These resources, developed under the GEF-funded CBIT 2 project (GEF ID: 11934), will facilitate systematic data collection, analysis, and presentation, ensuring methodological consistency and comparability across all reporting years. Moreover, the application of these tools will enable the team to address specific recommendations from the Technical Expert Review Team (TERT), thereby strengthening the reliability, transparency, and international credibility of Georgia's climate adaptation reporting. By



integrating these advanced approaches, the project team will be well-positioned to deliver timely, comprehensive, and actionable information that supports both national policy development and Georgia's international reporting obligations under the UNFCCC.

Furthermore, the Adaptation Communication will be prepared and submitted as a standalone document, allowing for a more focused and comprehensive presentation of Georgia's adaptation efforts, progress, and future priorities.

**Outcome 2.4. Financial, technology development and transfer and capacity building support needed and received, including areas of improvement and other relevant information.**

**Output 2.4.1. Information on financial, technology development and transfer and capacity-building support needed and received up to 2027 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.**

The actions to be undertaken will closely mirror those previously described for Output 1.4.1, ensuring continuity and leveraging established methodologies. However, a key distinction in this context is the extended reporting period, with updated information to be provided through 2027. This approach will allow for a more comprehensive assessment of financial, technology development and transfer, and capacity-building support needed and received, as well as areas for improvement and other relevant information, including gender inclusion.

Furthermore, the project will utilize standardized templates and analytical tools developed under the GEF-funded CBIT 2 project (GEF ID: XX), which will streamline data compilation, enhance methodological consistency, and significantly improve resource efficiency. By applying these proven resources, the team will minimize duplication of efforts, boost accuracy and reliability, and ensure alignment with international best practices and UNFCCC requirements. This strategy will enable transparent, timely, and robust reporting that supports both national policy development and Georgia's international climate reporting obligations, while also fostering greater public awareness, education, and gender inclusion in accordance with applicable guidelines in 17/CP.8 and 6/CP.25.

**Outcome 2.5. Compilation and submission of the BTR3/NC6 to the UNFCCC enhancing national capacity for transparent climate reporting and international cooperation.:**

**Output 2.5.1 BTR3/NC6 compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December 2028**

The peer-review actions for Output 2.5.1 will closely follow the procedures described for Output 1.5.1, ensuring methodological consistency and building on established best practices. In this context, a comprehensive peer-review process will be undertaken to critically assess the information necessary to track progress made in implementing and achieving the NDC, as well as information related to climate change impacts, adaptation, and financial, technology development, transfer, and capacity-building support needed and received. This process will involve engaging both national and, where appropriate, international experts to provide objective feedback and recommendations for improvement. The peer-review will focus on enhancing the accuracy, transparency, and credibility of the reported information, ensuring that all data and analyses are robust, evidence-based, and aligned with UNFCCC requirements and international best practices. In addition, all feedback received through the peer-review process will be systematically addressed, and necessary revisions will be incorporated to further strengthen the quality of Georgia's climate reporting. By institutionalizing this rigorous review mechanism, the project team will ensure that final outputs are not only comprehensive and reliable but also meet the expectations of both national policymakers and the international community.

The actions to be undertaken will closely mirror those previously described for Output 1.5.1 ensuring continuity in methodology and leveraging established best practices for compiling, editing, translating, and designing key climate reporting documents. However, a notable distinction in this reporting cycle is that the Sixth National Communication (NC6) will be combined with the Third Biennial Transparency Report (BTR3). This integration aims to streamline reporting processes, avoid duplication, and enhance coherence between different reporting obligations under the UNFCCC.

This approach will facilitate a transparent and participatory review process, in line with international best practices, and ensure timely submission of the compiled reports by December 2028. By clearly distinguishing the roles and formats of the NC6 and Adaptation Communication within the overall reporting framework, the project team will support national policy development and fulfill international climate reporting requirements more effectively.



### **COMPONENT 3: MONITORING AND EVALUATION (M&E)**

#### **3.1 The project is effectively monitored and evaluated.**

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

- Inception workshop organized, and Inception Report compiled.
- Project annual financial and progress reports and Annual Status Surveys prepared.

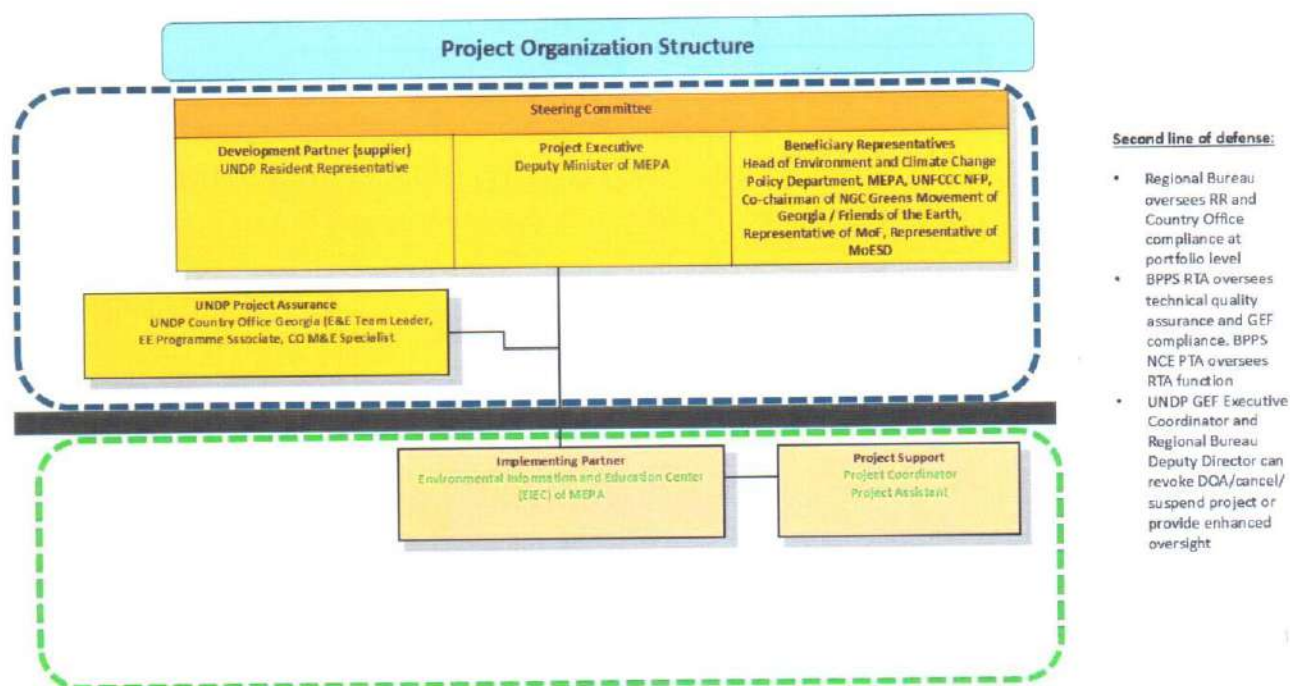
**EA Completion Memorandum including lessons learnt compiled and recommendations for next BTR/NC work compiled.**

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 E. Monitoring and Evaluation (M&E) Plan.

## D. Institutional Framework

The project will be implemented under the National Implementation (NIM) modality with the Environmental Information and Education Centre (EIEC) as the Executing Entity.

### National Implementation Modality



The Executing Entity is responsible for executing this project. Specific tasks include:

- Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project implementation and reporting, including results and financial data, as necessary. The Executing Entity will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
- Procurement of goods and services, including human resources.
- Financial management, including overseeing financial expenditures against project budgets.
- Approving and signing the multiyear workplan.
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

The Project Implementation Unit will be the executing and operational unit that will coordinate and implement the project activities for the preparation of the BTR2 and BTR3/NC6.

The Government will provide support to the project through the use of equipment and premises for conference and meetings.

Day-to-day management of the project will be assured by the project manager, who will be responsible for setting up the project team, while the national focal point will monitor and verify the project results.



The Project Steering Committee (PSC), also called as the Project Board, will be the highest policy-level body, which will provide support and guidance to the implementation of the project and ensure that the project findings are disseminated to, and validated by, all relevant stakeholders in Georgia. To ensure UNDP's ultimate accountability, PSC decisions should be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency, and effective international competition.

**The two main (mandatory) roles of the PSC are as follows:**

(1) High-level oversight of the execution of the project by the Executing Entity (as explained in the "Provide Oversight" section of the UNDP Programme and Operations Policies and Procedures). 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 PSC reviews evidence of project performance based on monitoring, evaluation and reporting, including progress reports, evaluations, risk logs and the combined delivery report. The PSC 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 Executing Entity 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 Executing Entity (as explained in the "Manage Change" section of the UNDP Programme and Operations Policies and Procedures (POPP)).

UNDP is accountable to the GEF for the implementation of this project. This includes overseeing project execution undertaken by the Executing Entity 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 Executing Entity, 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 PSC and attends PSC meetings as a non-voting member.

The institutional structure of the project will be based on the existing institutional arrangements. Preparation processes of the BTR2 and BTR3/NC6 will be closely coordinated by the UNFCCC National Focal Point in Georgia.

The following thematic working groups will be formed to assist with the preparation of various components of the NC and BTR: (i) National Greenhouse Gas Inventory, (ii) Tracking the progress of NDC implementation and achievement, (iii) Climate Change Impacts and Adaptation, (iv) Support needed and received and other information. Each thematic working group will comprise of a number of experts drawing both from public and private sectors, communities, and NGOs, as appropriate.

## **E. Monitoring and Evaluation (M&E) Plan**

The project monitoring and evaluation will be carried out according to UNDP and GEF programming policies and procedures.

**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, if applicable; 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. The implementation of the gender action plan and achievement of gender-specific results will be systematically tracked through the project's M&E framework. Progress will be regularly reported to ensure accountability, promote gender equity, and inform adaptive management throughout the project cycle.
- g. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
- h. Plan and schedule Project Board meetings and finalize the first-year annual work plan. Finalize the TOR of the Project Board.
- i. 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 Advisor, 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.

**Lessons learned and knowledge generation:** Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyze and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely by conducting BTR2 and BTR3/NC6 achievements and lessons learned workshops. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

**End of Project:** During the last three months, the project team will prepare the EA Completion Memorandum. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results. The project results will be presented at Project closure workshop. The EA Completion Memorandum shall be discussed with the Project Board during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up.



| <b>Monitoring and Evaluation Plan and Budget:</b>              |                                |                                                         |
|----------------------------------------------------------------|--------------------------------|---------------------------------------------------------|
| <b>GEF M&amp;E Requirements</b>                                | <b>Indicative costs (US\$)</b> | <b>Time frame</b>                                       |
| <b>Inception Workshop</b>                                      | 2,500                          | Within 2 months from the date of the First Disbursement |
| <b>Inception Report</b>                                        | None                           | Within 30 days after the Inception Workshop             |
| <b>Monitoring of indicators in project results framework</b>   | None                           | Annually                                                |
| <b>Monitoring of Gender Action Plan and related indicators</b> | None                           | Annually                                                |
| <b>Supervision missions<sup>6</sup></b>                        | None                           | Annually                                                |
| <b>EA Completion Memorandum</b>                                | None                           | 3 months before expected operational closure            |
| <b>TOTAL indicative COST</b>                                   | <b>2,500</b>                   |                                                         |

<sup>6</sup> The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

### SECTION 3: INFORMATION TABLES

#### F. GEF Financing Table

| GEF Agency          | Trust Fund | Country/Regional/Global | Focal Area     | Programming of Funds | GEF Enabling Activity Financing (\$) | Agency Fee (\$) | Total (\$) |
|---------------------|------------|-------------------------|----------------|----------------------|--------------------------------------|-----------------|------------|
| UNDP                | GEF TF     | Georgia                 | Climate Change | CC EA Set-Aside      | 1,233,000                            | 117,135         | 1,350,135  |
| Total GEF Resources |            |                         |                |                      | 1,233,000                            | 117,135         | 1,350,135  |

#### G. Sources of Funds for Country STAR Allocation

| GFEF Agency         | Trust Fund | Country/Regional/Global | Focal Area | Source of Funds        | Total |
|---------------------|------------|-------------------------|------------|------------------------|-------|
| (select)            |            |                         | (select)   | (select as applicable) |       |
| Total GEF Resources |            |                         |            |                        |       |

#### H. Rio Markers

| Climate Change Mitigation   | Climate Change Adaptation   | Biodiversity   | Desertification   |
|-----------------------------|-----------------------------|----------------|-------------------|
| Climate Change Mitigation 2 | Climate Change Adaptation 1 | Biodiversity 0 | Desertification 0 |

#### I. Record of Endorsement of GEF Operational Focal Point(s) on Behalf of the Government(s):

Please attach the [Operational Focal Point endorsement letter\(s\)](#) with this template.

| Name             | Position                                                 | Ministry                                             | Date (Month, day, year) |
|------------------|----------------------------------------------------------|------------------------------------------------------|-------------------------|
| Ms. Nino Tkhlava | Head of Environment and Climate Change Policy Department | MINISTRY OF ENVIRONMENTAL PROTECTION AND AGRICULTURE |                         |



### **ANNEX A: Responses to stakeholder comments**

Describe how the enabling activity has addressed comments from stakeholders, including Council Members, Convention Secretariats, and STAP (if applicable).

Not Applicable

### **ANNEX B: Project Budget Table**

Attached separately.

### **ANNEX C: Environmental and social safeguards**

Attached separately.

**Annex 2: GEF Budget Template**

GEF Project Budget to be completed for MPSU clearance according to GEF template.

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>Component<br/>1</i> | <i>Component<br/>2</i> | <i>Sub-Total</i> | <i>M&amp;E</i> | <i>PMC</i> |         | (Executing<br>Entity<br>receiving<br>funds from<br>the GEF<br>Agency) |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|------------------|----------------|------------|---------|-----------------------------------------------------------------------|
|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                        |                        |                  |                |            |         |                                                                       |
| <b>Equipment</b>                             | Laptop for GHG Inventory<br>Data processing (USD 2,000)<br>+ MS Office 365 Business<br>account for 15 person (15 x<br>12.5 USD x 24 months =<br>4,500 USD) - Total USD 6,500                                                                                                                                                                                                                                                                                                                       | 6,500                  |                        | 6,500            |                |            | 6,500   | Environmental<br>Information<br>and Education<br>Center (EIEC)        |
| <b>Equipment</b>                             | MS Office 365 Business<br>account for 15 person (15 x<br>12.5 USD x 24 months = USD<br>4,500)                                                                                                                                                                                                                                                                                                                                                                                                      |                        | 4,500                  | 4,500            |                |            | 4,500   | Environmental<br>Information<br>and Education<br>Center (EIEC)        |
| <b>Contractual<br/>services-<br/>Company</b> | Firm specialized in surveys to<br>improve GHG quality through<br>AD collection - Total USD<br>22,100                                                                                                                                                                                                                                                                                                                                                                                               | 22,100                 |                        | 22,100           |                |            | 22,100  | Environmental<br>Information<br>and Education<br>Center (EIEC)        |
| <b>Contractual<br/>services-<br/>Company</b> | Contractual Services -<br>Companies - Preparation of<br>the BTR2 Chapter on<br>progress made in<br>implementing and achieving<br>the Nationally Determined<br>Contribution (NDC) under<br>Article 4 of the Paris<br>Agreement compiled and<br>present the progress in the<br>achievement of the NDC;<br>Address the comments on<br>prepared draft from experts<br>and stakeholders; drafting<br>final version by addressing all<br>comments and prepare<br>summary brochure (Total<br>USD 100,000) | 100,000                |                        | 100,000          |                |            | 100,000 | Environmental<br>Information<br>and Education<br>Center (EIEC)        |
| <b>Contractual<br/>services-<br/>Company</b> | Contractual Services -<br>Companies - Preparation of<br>the BTR2 Chapter on climate<br>change impacts and<br>adaptation under Article 7 of<br>the Paris Agreement. Address<br>the comments on prepared<br>draft from experts and<br>stakeholders; drafting final<br>version by addressing all<br>comments and prepare<br>summary brochure (Total<br>USD 100,000)                                                                                                                                   | 100,000                |                        | 100,000          |                |            | 100,000 | Environmental<br>Information<br>and Education<br>Center (EIEC)        |



|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |         |         |  |  |         |                                                       |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|---------|--|--|---------|-------------------------------------------------------|
| <b>Contractual services- Company</b> | Contractual Services - Companies - Preparation of the BTR2 Chapter on Financial, technology development and transfer and capacity building support needed and received. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure (Total USD 60,000)                                                                                                     | 60,000 |         | 60,000  |  |  | 60,000  | Environmental Information and Education Center (EIEC) |
| <b>Contractual services- Company</b> | Firm specialized in surveys to improve GHG quality through AD collection - Total USD 32,000                                                                                                                                                                                                                                                                                                                                                         |        | 32,000  | 32,000  |  |  | 32,000  | Environmental Information and Education Center (EIEC) |
| <b>Contractual services- Company</b> | Contractual Services - Companies - Preparation of the BTR3/NC6 Chapter on progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement compiled and present the progress in the achievement of the NDC; Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure (Total USD 110,000) |        | 110,000 | 110,000 |  |  | 110,000 | Environmental Information and Education Center (EIEC) |
| <b>Contractual services- Company</b> | Contractual Services - Companies - Preparation of the BTR3/NC6 Chapter on climate change impacts and adaptation under Article 7 of the Paris Agreement. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure (Total USD 118,100)                                                                                                                    |        | 118,100 | 118,100 |  |  | 118,100 | Environmental Information and Education Center (EIEC) |
| <b>Contractual services- Company</b> | Contractual Services - Companies - Preparation of the BTR3/NC6 Chapter on Financial, technology development and transfer and capacity building support needed and received. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure. (Total USD 65,000)                                                                                                |        | 65,000  | 65,000  |  |  | 65,000  | Environmental Information and Education Center (EIEC) |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |        |         |  |        |         |                                                       |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|---------|--|--------|---------|-------------------------------------------------------|
| <b>Contractual Services - Individ</b> | Contractual Services - Implementing Partner (project coordinator cost)<br>Project Coordinator (48months x USD 1410 = USD 67,680)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |        | -       |  | 67,680 | 67,680  | Environmental Information and Education Center (EIEC) |
| <b>Contractual Services - Individ</b> | Contractual Services - Implementing Partner (project assistant cost)<br>Project Assistant (48months x USD 760 = USD 36,480)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |        |         |  | 36,480 | 36,480  | Environmental Information and Education Center (EIEC) |
| <b>International Consultants</b>      | International consultant (IC1) GHG Inventory : Guide data collection to improve GHG inventory in LULUCF, train national experts on 2006 IPCC guidelines and its 2019 refinements and 2013 wetland refinement, use of latest IPCC software version, produce the NIR LULUCF chapter and their annexes for inclusion in BTR2. (50 days x USD 600 = USD 30,000)                                                                                                                                                                                                                                                                                                                                                                    | 30,000  |        | 30,000  |  |        | 30,000  | Environmental Information and Education Center (EIEC) |
| <b>International Consultants</b>      | International consultant (IC2) GHG Inventory : Guide data collection to improve GHG inventory in LULUCF, train national experts on 2006 IPCC guidelines and its 2019 refinements and 2013 wetland refinement, use of latest IPCC software version, produce the NIR LULUCF chapter and their annexes for inclusion in BTR3/NC6. 50 days x USD 600 = USD 30,000                                                                                                                                                                                                                                                                                                                                                                  |         | 30,000 | 30,000  |  |        | 30,000  | Environmental Information and Education Center (EIEC) |
| <b>Local Consultants</b>              | Local consultants (LCs) for all activities related to the GHG inventory output.<br>Team Leader - 45 days x 300 USD= 13,500USD;<br>Generalist - 30 days x 300 USD= 9,000 USD;<br>Energy Expert - 30 days x 300 USD= 9,000 USD;<br>Transport Expert - 30 days x 300 USD= 9,000 USD;<br>Agriculture Expert - 30 days x 300 USD= 9,000 USD;<br>LULUCF Expert - 30 days x 300 USD= 9,000 USD;<br>Settlements Expert - 30 days x 300 USD= 9,000 USD;<br>Waste Expert - 30 days x 300 USD= 9,000 USD;<br>IPPU Expert - 30 days x 300 USD= 9,000 USD;<br>Energy Data Developer - 25 days x 300 USD= 7,500 USD;<br>Agriculture Data Developer - 25 days x 300 USD= 7,500 USD;<br>F-gases Data Developer - 25 days x 300 USD= 7,500 USD; | 139,500 |        | 139,500 |  |        | 139,500 | Environmental Information and Education Center (EIEC) |



|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |         |         |  |  |         |                                                       |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---------|--|--|---------|-------------------------------------------------------|
|                   | Waste Data Developer - 25 days x 300 USD= 7,500 USD;<br>Uncertainty Expert - 30 days x 300 USD = 9,000 USD<br>General QC Expert - 30 days x 300 USD= 9,000 USD;<br>QA Expert - 20 days x 300 USD= 6,000 USD<br>Total: USD 139,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |         |         |  |  |         |                                                       |
| Local Consultants | Local consultant reviewing each chapter of the BTR2 to ensure clarity, consistency, and coherence, then compiling them into a single, well-structured document with unified formatting, standardized headings, and a complete table of contents, ready for final submission - 20 days x 250 USD= USD 5,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5,000 |         | 5,000   |  |  | 5,000   | Environmental Information and Education Center (EIEC) |
| Local Consultants | Local consultants for all activities related to the GHG inventory output:<br>Team Leader - 45 days x 300 USD= 13,500USD;<br>Generalist - 30 days x 300 USD= 9,000 USD;<br>Energy Expert - 30 days x 300 USD= 9,000 USD;<br>Transport Expert - 30 days x 300 USD= 9,000 USD;<br>Agriculture Expert - 30 days x 300 USD= 9,000 USD;<br>LULUCF Expert - 30 days x 300 USD= 9,000 USD;<br>Settlements Expert - 30 days x 300 USD= 9,000 USD;<br>Waste Expert - 30 days x 300 USD= 9,000 USD;<br>IPPU Expert - 30 days x 300 USD= 9,000 USD;<br>Energy Data Developer - 25 days x 300 USD= 7,500 USD;<br>Agriculture Data Developer - 25 days x 300 USD= 7,500 USD;<br>F-gases Data Developer - 25 days x 300 USD= 7,500 USD;<br>Waste Data Developer - 25 days x 300 USD= 7,500 USD;<br>Uncertainty Expert - 30 days x 300 USD = 9,000 USD<br>General QC Expert - 30 days x 300 USD= 9,000 USD;<br>QA Expert - 20 days x 300 |       | 139,500 | 139,500 |  |  | 139,500 | Environmental Information and Education Center (EIEC) |

|                                      |                                                                                                                                                                                                                                                                                                                          |        |        |        |  |  |        |                                                       |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|--|--|--------|-------------------------------------------------------|
|                                      | USD= 6,000 USD<br>Total: 139,500 USD                                                                                                                                                                                                                                                                                     |        |        |        |  |  |        |                                                       |
| <b>Local Consultants</b>             | 2 stakeholder consultations meeting - for Preparation of Climate change impacts and adaptation under Article 7 of the Paris Agreement - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 5,000)                                                                                  |        | 5,000  | 5,000  |  |  | 5,000  | Environmental Information and Education Center (EIEC) |
| <b>Local Consultants</b>             | Local consultant - reviewing each chapter of the BTR3/NC6 and AC to ensure clarity, consistency, and coherence, then compiling them into a single, well-structured document with unified formatting, standardized headings, and a complete table of contents, ready for final submission - 40 days x 250 USD= USD 10,000 |        | 10,000 | 10,000 |  |  | 10,000 | Environmental Information and Education Center (EIEC) |
| <b>Training, Workshops, Meetings</b> | 1 stakeholder consultation for development of GHG inventory half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (USD 3,000).<br>2 GHG training/coordination two day meeting - Venue, logistics, accommodation, tea/coffee breaks, lunch, dinner for 20 part. (USD 13,000)<br>Total: USD 16,000      | 16,000 |        | 16,000 |  |  | 16,000 | Environmental Information and Education Center (EIEC) |
| <b>Training, Workshops, Meetings</b> | 2 stakeholder consultations meeting - for Preparation of the BTR2 Chapter on progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 attendees (Total USD 5,000)       | 5,000  |        | 5,000  |  |  | 5,000  | Environmental Information and Education Center (EIEC) |



|                               |                                                                                                                                                                                                                                                                                                                                                             |       |        |        |  |  |        |                                                       |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|--------|--|--|--------|-------------------------------------------------------|
| Training, Workshops, Meetings | 2 stakeholder consultations meeting - for Preparation of Climate change impacts and adaptation under Article 7 of the Paris Agreement - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 attendees (Total USD 5,000)                                                                                                                 | 5,000 |        | 5,000  |  |  | 5,000  | Environmental Information and Education Center (EIEC) |
| Training, Workshops, Meetings | 2 stakeholder consultations meeting - for Preparation of Financial, technology development and transfer and capacity building support needed and received - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 5,000)                                                                                                 | 5,000 |        | 5,000  |  |  | 5,000  | Environmental Information and Education Center (EIEC) |
| Training, Workshops, Meetings | 2 workshops (2 stakeholder consultation) for BTR2 development process - Venue, logistics, tea breaks, lunch for 50 pax over half-day (5,000 USD). BTR2 Achievements and Lessons Learned Workshop - introducing final BTR2 and lessons learned from the process - half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 2,500) | 7,500 |        | 7,500  |  |  | 7,500  | Environmental Information and Education Center (EIEC) |
| Training, Workshops, Meetings | 1 stakeholder consultation for development of GHG inventory half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (USD 3,000).<br>2 GHG training/coordination two day meeting - Venue, logistics, accommodation, tea/coffee breaks, lunch, dinner for 20 part. (USD 15,000)<br>Total: USD 18,000                                         |       | 18,000 | 18,000 |  |  | 18,000 | Environmental Information and Education Center (EIEC) |
| Training, Workshops, Meetings | 2 stakeholder consultations meeting - for Preparation of the BTR3/NC6 Chapter on progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement - each half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 5,000)                                          |       | 5,000  | 5,000  |  |  | 5,000  | Environmental Information and Education Center (EIEC) |
| Training, Workshops, Meetings | 2 stakeholder consultations meeting - for Preparation of Financial, technology development and transfer and capacity building support needed and received - each half day event -                                                                                                                                                                           |       | 5,000  | 5,000  |  |  | 5,000  | Environmental Information and Education Center (EIEC) |

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |        |        |       |       |        |                                                       |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|-------|-------|--------|-------------------------------------------------------|
|                                      | Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 5,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |        |        |       |       |        |                                                       |
| <b>Training, Workshops, Meetings</b> | Adaptation Communication (AC) validation workshop - Venue, logistics, tea breaks, lunch for 50 pax over one day (3,000 USD). BTR3/NC6 Achievements and Lessons Learned Workshop - introducing final BTR3/NC6. Presenting key improvements, results of the reports and lessons learned from the process - half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 2,500) Project closure workshop - introducing key outcomes of the project and lessons learned in the process of Georgia's national reporting advancement - half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 2,500) Total: 8,000 USD |        | 8,000  | 8,000  |       |       | 8,000  | Environmental Information and Education Center (EIEC) |
| <b>Training, Workshops, Meetings</b> | Inception workshop - introducing project result framework, key outcomes - half day event - Venue, logistics, tea/coffee breaks, lunch for 50 part. (Total USD 2,500)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |        | -      | 2,500 |       | 2,500  | Environmental Information and Education Center (EIEC) |
| <b>Office Supplies</b>               | Supplies USD 3,130                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |        | -      |       | 3,130 | 3,130  | Environmental Information and Education Center (EIEC) |
| <b>Travel</b>                        | Travel and DSA for LCs (Team Leader, Generalist, Energy Expert, Transport Expert, Agriculture Expert, Waste Expert, IPPU Expert, Energy Data Developer, Agriculture Data Developer, F-gases Data Developer, Waste Data Developer, General QC Expert, QA Expert) (USD 3,000) and IC1 (USD 9,000) - Total USD 12,000                                                                                                                                                                                                                                                                                                                                                  | 12,000 |        | 12,000 |       |       | 12,000 | Environmental Information and Education Center (EIEC) |
| <b>Travel</b>                        | Travel and DSA for (i) LCs (Team Leader, Generalist, Energy Expert, Transport Expert, Agriculture Expert, Waste Expert, IPPU Expert, Energy Data Developer, Agriculture Data Developer, F-gases Data Developer, Waste Data Developer, General QC Expert, QA Expert) (USD 3,000) (ii) IC2                                                                                                                                                                                                                                                                                                                                                                            |        | 12,000 | 12,000 |       |       | 12,000 | Environmental Information and Education Center (EIEC) |



|                              |                                                                                                                                                                                                                                                                                                                            |                |                |                  |              |                |                  |                                                       |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|------------------|--------------|----------------|------------------|-------------------------------------------------------|
|                              | (USD 9,000) - Total USD 12,000                                                                                                                                                                                                                                                                                             |                |                |                  |              |                |                  |                                                       |
| <b>Other operating costs</b> | Translation - BTR and NIR<br>Translation - BTR (150 pp.)<br>NIR (400 pp.) 550 x 15 USD = USD 8,250.<br>Editing - BTR and NIR Editing - BTR (150 pp. NIR (400pp.) 550 x 10 USD = USD 5,500.<br>Design - BTR and NIR Design - Total USD 4,000<br>Total: USD 17,750                                                           | 17,750         |                | 17,750           |              |                | 17,750           | Environmental Information and Education Center (EIEC) |
| <b>Other operating costs</b> | Translation - BTR3/NC6, NIR and AC Translation - BTR3/NC6 (200 pp.) NIR (400 pp.) AC(150pp.) 750 x 15 USD = USD 11,250.<br>Editing - BTR3/NC6, NIR and NC, Editing - BTR3/NC6 (200 pp.) NIR (400pp.) AC (150 pp.) 750 x 10 USD = USD 7,500.<br>Design - BTR3/NC6, NIR and AC Design - Total USD 6,210<br>Total: USD 24,960 |                | 24,960         | 24,960           |              |                | 24,960           | Environmental Information and Education Center (EIEC) |
| <b>Other operating costs</b> | Professional services - Audit cost - Total USD 4,800                                                                                                                                                                                                                                                                       |                |                | -                |              | 4,800          | 4,800            | UNDP                                                  |
| <b>Grand Total</b>           |                                                                                                                                                                                                                                                                                                                            | <b>531,350</b> | <b>587,060</b> | <b>1,093,450</b> | <b>2,500</b> | <b>112,090</b> | <b>1,233,000</b> |                                                       |
|                              |                                                                                                                                                                                                                                                                                                                            |                |                |                  |              |                |                  |                                                       |

### Annex 3: Multi Year Work Plan

[illegible]



[illegible]

[illegible]



[illegible]

[illegible]



[illegible]

[illegible]



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

Project Information

| Project Information                         |                                                                                                                                                                  |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Project Title                            | Development of the Second Biennial Transparency Report and Combined Third Biennial Transparency Report and Sixth National Communication of Georgia to the UNFCCC |
| 2. Project Number (i.e., PIMS+)             | 10015                                                                                                                                                            |
| 3. Location (Global/Region/Country)         | Country                                                                                                                                                          |
| 4. Project stage (Design or Implementation) | Design                                                                                                                                                           |
| 5. Date                                     | 08/12/2025                                                                                                                                                       |

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?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Briefly describe in the space below how the project mainstreams the human rights-based approach</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| This project incorporates a human rights-based approach throughout its evaluation of climate change mitigation, adaptation, finance and related policies, while also fulfilling reporting requirements for the UNFCCC. Efforts to monitor and report on climate initiatives are specifically designed to address the needs and concerns of key groups, including those identified as vulnerable or potentially marginalized by NDC 3.0. Planned stakeholder engagement activities, such as targeted consultations, workshops, and trainings, aim to improve both access and participation in decision-making for members of vulnerable communities, ensuring that principles of non-discrimination, equality, and human rights are upheld.                                                                                                                                     |  |
| <b>Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| The GEN2 project integrates a gender lens into its assessment of how climate change adaptation and mitigation policies uniquely impact men and women, acknowledging their different social roles and economic positions. This approach ensures women are engaged not only as recipients of climate-related benefits, but also as active participants in decision-making processes. Specific gender indicators will be used to track how gender considerations are addressed both in climate-related activities and throughout project implementation. The project will strive for gender parity across all activities, including within management bodies, institutional frameworks, technical teams, and capacity-building initiatives such as trainings and workshops. When selecting the technical team for the enabling activity, gender balance will also be prioritized. |  |
| <b>Briefly describe in the space below how the project mainstreams sustainability and resilience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| The project will revise climate change scenarios based on latest climate models and update the vulnerability and climate change impact assessments of the BTR2 and BTR3/NC6 for the above sectors with inclusion of a detailed analysis on their adaptive capacities towards the negative effects of climate change. In addition, the BTR3/NC6 project will cover areas that have not been covered previously, such as loss and damage assessment. A stocktaking exercise will be conducted to map out the most vulnerable sectors to climate risks in the country and to compile information on vulnerability and adaptation efforts including national/sub-national/sectoral adaptation policies, strategies and measures based on scientific studies and research.                                                                                                          |  |
| <b>Briefly describe in the space below how the project strengthens accountability to stakeholders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

Active engagement and cooperation among stakeholders, such as government ministries, non-governmental organizations, academic institutions, and the private sector, is essential to effectively tackle climate change and promote shared management responsibilities. The project will involve key representatives from these groups from the earliest stages and throughout the project lifecycle, treating them as partners in development. Their involvement will be integrated into governance structures like the Project Steering Committee, the Climate Change Council, and its Working Groups, where they will help guide, review, and monitor project progress. Mechanisms will be established to foster gender-responsive stakeholder engagement, ensuring meaningful involvement of all targeted populations. Special attention will be paid to addressing the needs of groups that are especially vulnerable to climate change impacts. Coordination with related climate initiatives will maximize synergy and effectiveness. All project outputs and outcomes will be compiled and approved through a process that includes thorough consultation with relevant national stakeholders. Beyond the standard UNDP and GEF monitoring and evaluation requirements, additional monitoring activities will be determined during the Project Inception Workshop and detailed in the Inception Report. These will clarify the specific roles of target groups and other stakeholders, including the GEF Operational Focal Point and designated national institutions, in monitoring and evaluation processes.

## Part B. Identifying and Managing Social and Environmental Risks

| QUESTION 2: What are the Potential Social and Environmental Risks?<br><i>Note: Complete SESP Attachment 1 before responding to Question 2.</i>                                                                                             |                                | QUESTION 3: What is the level of significance of the potential social and environmental risks?<br><i>Note: Respond to Questions 4 and 5 below before proceeding to Question 5</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | QUESTION 6: Describe the assessment and management measures for each risk rated Moderate, Substantial or High |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Risk Description<br>(broken down by event, cause, impact)                                                                                                                                                                                  | Impact and Likelihood<br>(1-5) | Significance<br>(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 possibility that the policies developed with project support may not be implemented as intended, which could result in unforeseen or indirect social and/or environmental consequences.<br><br>(Checklist Question P.4) | I = 2<br>L = 3                 | Low                                                                                                                                                                               | The project does not engage in the direct development of policies, strategies, or plans. Instead, it focuses on projecting Georgia's greenhouse gas emissions for the year 2040 to determine if the country remains on a suitable mitigation trajectory. The evaluation of social and environmental risks associated with both implemented measures and the absence of recommendations for addressing these risks will be guided by UNDP's social and environmental | As risk is low, no further assessment and/or management measures are needed.                                  |

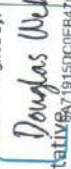


|                                                                                                                                                                                                                                                                                                 |                        |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p>Risk 2: There is a possibility that the project could overlook certain stakeholders who may be impacted, especially those from marginalized communities, preventing them from fully engaging in the assessments conducted as part of the project.<br/>(Checklist Question P.13 and P.10)</p> | <p>I = 4<br/>L = 1</p> | <p>Low</p> | <p>screening procedures.<br/>To help mitigate these risks, the project will undertake specific activities designed to produce the outcomes.<br/><br/>The project will use an inclusive, gender-responsive stakeholder engagement process from design through evaluation. It will gather and analyze gender-related climate change data, examine gender impacts across sectors, and identify gaps from the BTR3/NC6 perspective. Equal participation in scenario development is ensured. The project will also assess climate change effects on vulnerable and marginalized groups, making ongoing efforts to engage these stakeholders and incorporate their feedback throughout.</p> | <p>As risk is low, no further assessment and/or management measures are needed.</p> |
| <p>Risk 3: Project implementation could be impacted by natural disasters and severe weather events made worse by climate change.<br/>(Checklist Question 2.2)</p>                                                                                                                               | <p>I = 2<br/>L = 2</p> | <p>Low</p> | <p>If an extreme weather event negatively affects the project, postponed activities will only resume once an official decision ensures everyone's safety and security. Project data is managed and stored electronically to enhance data protection. Stakeholder meetings, workshops, and training sessions are planned to be held in person. However, if severe climate events occur, these in-person events may be moved online whenever feasible.</p>                                                                                                                                                                                                                              | <p>As risk is low, no further assessment and/or management measures are needed.</p> |
| <p>QUESTION 4: What is the overall project risk categorization?</p>                                                                                                                                                                                                                             |                        |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |
| <p>Low Risk <input checked="" type="checkbox"/></p>                                                                                                                                                                                                                                             |                        |            | <p>Moderate Risk <input type="checkbox"/></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |

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

Final Sign Off

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

| Signature                                                         | Date                                                                                                                                           | Description                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| QA Assessor<br>For Nino Antadze<br>EE Team Leader                 | Signed by: <br>18-Jun-2026<br>Signed by: BECT0040B47449F   | 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<br>Nils Christensen<br>Deputy Resident Representative | Signed by: <br>18-Jun-2026<br>Signed by: Nils Christensen | 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<br>Douglas Webb<br>Resident Representative              | Signed by: <br>19-Jun-2026<br>Signed by: Douglas Webb     | 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                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                            | Answer<br>(Yes/No) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p><b>INSTRUCTIONS:</b> 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 <a href="#">SES toolkit</a> for further guidance on addressing screening questions.</p> |                                                                                                                                                                                                            |                    |
| <b>Overarching Principle: Leave No One Behind</b>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                            |                    |
| <b>Human Rights</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                            |                    |
| P.1                                                                                                                                                                                                                                                                                                                                                                                                                                        | Have local communities or individuals raised human rights concerns regarding the project (e.g. during the stakeholder engagement process, grievance processes, public statements)?                         | No                 |
| P.2                                                                                                                                                                                                                                                                                                                                                                                                                                        | Is there a risk that duty-bearers (e.g. government agencies) do not have the capacity to meet their obligations in the project?                                                                            | 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                 |
| <i>Would the project potentially involve or lead to:</i>                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                            |                    |
| 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?                                      | Yes                |
| 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? <sup>16</sup> | No                 |
| P.6                                                                                                                                                                                                                                                                                                                                                                                                                                        | restrictions in availability, quality of and/or access to resources or basic services, in particular to marginalized individuals or groups, including persons with disabilities?                           | No                 |
| P.7                                                                                                                                                                                                                                                                                                                                                                                                                                        | exacerbation of conflicts among and/or the risk of violence to project-affected communities and individuals?                                                                                               | No                 |
| <b>Gender Equality and Women's Empowerment</b>                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                            |                    |
| 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                 |
| <i>Would the project potentially involve or lead to:</i>                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                            |                    |
| 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 |
| 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?<br><i>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</i> | No  |
| P.12                                                                                                                                                                             | exacerbation of risks of gender-based violence?<br><i>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.</i>                                                                                                                                         | No  |
| <b>Sustainability and Resilience:</b> Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below |                                                                                                                                                                                                                                                                                                                                                                                   |     |
| <b>Accountability</b>                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                   |     |
| <i>Would the project potentially involve or lead to:</i>                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                   |     |
| P.13                                                                                                                                                                             | exclusion of any potentially affected stakeholders, in particular marginalized groups and excluded individuals (including persons with disabilities), from fully participating in decisions that may affect them?                                                                                                                                                                 | Yes |
| P.14                                                                                                                                                                             | grievances or objections from potentially affected stakeholders?                                                                                                                                                                                                                                                                                                                  | No  |
| P.15                                                                                                                                                                             | risks of retaliation or reprisals against stakeholders who express concerns or grievances, or who seek to participate in or to obtain information on the project?                                                                                                                                                                                                                 | No  |
| <b>Project-Level Standards</b>                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                   |     |
| <b>Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management</b>                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                   |     |
| <i>Would the project potentially involve or lead to:</i>                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                   |     |
| 1.1                                                                                                                                                                              | adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?<br><i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>                                                                                                                                                 | 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?<br><i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i> | No |
| 1.12                                                     | handling or utilization of genetically modified organisms/living modified organisms? <sup>17</sup>                                                                                     | No |
| 1.13                                                     | utilization of genetic resources? (e.g. collection and/or harvesting, commercial development) <sup>18</sup>                                                                            | No |
| 1.14                                                     | adverse transboundary or global environmental concerns?                                                                                                                                | No |
| <b>Standard 2: Climate Change and Disaster Risks</b>     |                                                                                                                                                                                        |    |
| <i>Would the project potentially involve or lead to:</i> |                                                                                                                                                                                        |    |

|                                                          |                                                                                                                                                                                                                                                                                                                                                            |     |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 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?<br><i>For example, through increased precipitation, drought, temperature, salinity, extreme events, earthquakes</i>                                                                                                                                      | Yes |
| 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)?<br><i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i> | No  |
| 2.4                                                      | increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?                                                                                                                                                                                                                                                          | No  |
| <b>Standard 3: Community Health, Safety and Security</b> |                                                                                                                                                                                                                                                                                                                                                            |     |
| <i>Would the project potentially involve or lead to:</i> |                                                                                                                                                                                                                                                                                                                                                            |     |

|                                                          |                                                                                                                                                                                                                                                                                                              |    |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 3.1                                                      | construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)                                                                                                       | No |
| 3.2                                                      | air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?                                                                                                                                                                         | No |
| 3.3                                                      | harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?                                                                                                                                                                                          | No |
| 3.4                                                      | risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?                                                                                                                                     | No |
| 3.5                                                      | transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?                                                                                                                                               | No |
| 3.6                                                      | adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?                                                                                                                                                 | No |
| 3.7                                                      | influx of project workers to project areas?                                                                                                                                                                                                                                                                  | No |
| 3.8                                                      | engagement of security personnel to protect facilities and property or to support project activities?                                                                                                                                                                                                        | No |
| <b>Standard 4: Cultural Heritage</b>                     |                                                                                                                                                                                                                                                                                                              |    |
| <i>Would the project potentially involve or lead to:</i> |                                                                                                                                                                                                                                                                                                              |    |
| 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 |
| <b>Standard 5: Displacement and Resettlement</b>         |                                                                                                                                                                                                                                                                                                              |    |
| <i>Would the project potentially involve or lead to:</i> |                                                                                                                                                                                                                                                                                                              |    |
| 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? <sup>19</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 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 |
| <b>Standard 6: Indigenous Peoples</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |
| <i>Would the project potentially involve or lead to:</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |
| 6.1                                                      | areas where indigenous peoples are present (including project area of influence)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | No |
| 6.2                                                      | activities located on lands and territories claimed by indigenous peoples?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No |
| 6.3                                                      | impacts (positive or negative) to the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)?<br><i>If the answer to screening question 6.3 is “yes”, then Standard 6 requirements apply, and the potential significance of risks related to impacts on indigenous peoples must be Moderate or above.*</i> | 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?<br><i>Consider, and where appropriate ensure, consistency with the answers under Standard 5 above</i>                                                                                                                                                                                                                                                                                                                                                                               | No |
| 6.7                                                      | adverse impacts on the development priorities of indigenous peoples as defined by them?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | No |
| 6.8                                                      | risks to the physical and cultural survival of indigenous peoples?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | No |
| 6.9                                                      | impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?<br><i>Consider, and where appropriate ensure, consistency with the answers under Standard 4 above.</i>                                                                                                                                                                                                                                                                                                                                                                                                      | No |

\* Note: revised July 2022 modifying presumption of risk significance from Substantial or higher to Moderate or higher.

| Standard 7: Labour and Working Conditions                                                                                                                                      |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <i>Would the project potentially involve or lead to: (note: applies to project and contractor workers)</i>                                                                     |    |
| 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                                                                                                                                                                                                                                                                                                                     |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <i>Would the project potentially involve or lead to:</i>                                                                                                                                                                                                                                                                                                                     |    |
| 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?<br><i>For example, DDT, PCBs and other chemicals listed in international conventions such as the <a href="#">Montreal Protocol</a>, <a href="#">Minamata Convention</a>, <a href="#">Basel Convention</a>, <a href="#">Rotterdam Convention</a>, <a href="#">Stockholm Convention</a></i> | 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 5: UNDP Risk Register

| # | Event                                                                                                                                                                                                                                                                                                        | Cause                                                                                                                                                                                                                                     | Impact(s)                                                                                                                                                       | Risk Category and Sub-category (including Risk Appetite)                                                         | Impact, Likelihood & Risk Level                                                                                                                    | Risk Valid From/ To                  | Risk Owner (individual accountable for managing the risk) | Risk Treatment and Treatment Owner                                                                                                                                                                                                                                       |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | There is a risk that the project may <b>exclude potentially affected stakeholders</b> , 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 limited outreach and non-inclusive engagement methods, the project risks excluding marginalized stakeholders, especially women, youth, the elderly, and indigenous communities, from full participation in its assessments | Which will impact in reduced relevance, and effectiveness of the assessments, as well as diminished trust and ownership among key stakeholder groups.           | <b>1. SOCIAL AND ENVIRONMENTAL (1.1. Human rights) - UNDP Risk Appetite: CAUTIOUS</b>                            | Likelihood: <b>2 - Low likelihood</b><br><br>Impact: <b>3 - Intermediate</b><br><br>Risk level: <b>LOW (equates to a risk appetite of MINIMAL)</b> | From: 02-Mar-26<br><br>To: 31-Jan-30 | Project Manager                                           | Risk Treatment 1.1: the project will implement inclusive stakeholder mapping, tailored engagement strategies, and culturally appropriate participatory tools that ensure meaningful involvement of marginalized and vulnerable groups.<br><br>Risk Treatment Owner: EIEC |
| 2 | There is a risk that could potentially lead to reproducing <b>discrimination against women</b> based on gender, especially regarding participation                                                                                                                                                           | As a result of unequal power dynamics, and insufficiently inclusive engagement processes, women may be systematically overlooked                                                                                                          | Which will impact in perpetuating gender inequalities, undermining women's agency, and reducing the legitimacy, equity, and sustainability of project outcomes. | <b>1. SOCIAL AND ENVIRONMENTAL (1.2. Gender equality and women's empowerment) - UNDP Risk Appetite: CAUTIOUS</b> | Likelihood: <b>1 - Not likely</b><br><br>Impact: <b>3 - Intermediate</b><br><br>Risk level: <b>LOW (equates to a risk</b>                          | From: 02-Mar-26<br><br>To: 28-Feb-30 | Project Manager                                           | Risk Treatment 2.1: the project will apply gender-responsive design and implementation measures, including equitable participation mechanisms, targeted outreach to                                                                                                      |

| # | Event                                                                                                                                                                                                         | Cause                                                                                                                                                                   | Impact(s)                                                                                                                                                                                | Risk Category and Sub-category<br>(including Risk Appetite)                                       | Impact, Likelihood & Risk Level                                                                                                                  | Risk Valid From/ To                  | Risk Owner<br>(individual accountable for managing the risk) | Risk Treatment and Treatment Owner                                                                                                                                                                                                                        |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | on design and implementation or access to opportunities and benefits.                                                                                                                                         | in decision-making and benefit-sharing under the project.                                                                                                               |                                                                                                                                                                                          |                                                                                                   | appetite of MINIMAL)                                                                                                                             |                                      |                                                              | women, and inclusive benefit-sharing frameworks that address structural barriers and promote agency.<br><br>Risk Treatment Owner: EIEC and Service contractors                                                                                            |
| 3 | There is a risk of <b>limited technical and human capacities</b> within the line ministries, institutions and agencies to fulfil the obligations deriving from the UNFCCC related conventions and directives. | As a result of insufficient institutional investment in climate-related capacity building, ministries and agencies may struggle to meet UNFCCC obligations effectively. | Which will impact in delayed or incomplete reporting, reduced compliance with international climate commitments, and weakened institutional credibility and coordination across sectors. | <b>3. OPERATIONAL (3.8. Capacities of the partners) - UNDP Risk Appetite: EXPLORATORY TO OPEN</b> | Likelihood: <b>2 - Low likelihood</b><br><br>Impact: <b>4 - Extensive</b><br><br>Risk level: <b>LOW (equates to a risk appetite of CAUTIOUS)</b> | From: 02-Mar-26<br><br>To: 31-Dec-28 | Project Manager                                              | Risk Treatment 3.1: Strengthen institutional and human capacities through targeted meetings, and technical assistance to ensure ministries and agencies can effectively meet UNFCCC obligations<br><br>Risk Treatment Owner: EIEC and Service contractors |
|   |                                                                                                                                                                                                               |                                                                                                                                                                         |                                                                                                                                                                                          |                                                                                                   |                                                                                                                                                  |                                      |                                                              |                                                                                                                                                                                                                                                           |
|   |                                                                                                                                                                                                               |                                                                                                                                                                         |                                                                                                                                                                                          |                                                                                                   |                                                                                                                                                  |                                      |                                                              |                                                                                                                                                                                                                                                           |



| # | Event                                                                                                                                                                                       | Cause                                                                                                                                                                                                                                                            | Impact(s)                                                                                             | Risk Category and Sub-category<br>(including Risk Appetite)                                 | Impact, Likelihood & Risk Level                                                                                                   | Risk Valid From/ To              | Risk Owner<br>(individual accountable for managing the risk) | Risk Treatment and Treatment Owner                                                                                                                                                                                               |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | Lack of accurate and reliable data and reporting capacity within national institutions both on GHG Inventory and mitigation and adaptation actions                                          | As a result of insufficient technical expertise, and fragmented institutional coordination, national institutions face challenges in generating accurate and reliable information for GHG inventories as well as for tracking mitigation and adaptation actions. | Which will impact in weakening national reporting credibility and limiting access to climate finance. | 3. OPERATIONAL (3.4. Reporting and communication) - UNDP Risk Appetite: EXPLORATORY TO OPEN | Likelihood: 2 - Low likelihood<br>Impact: 3 - Intermediate<br>Risk level: LOW (equates to a risk appetite of MINIMAL)             | From: 02-Mar-26<br>To: 29-Dec-28 | Project Manager                                              | Risk Treatment 4.1: Integrate the data gathering/validation timeframe in the BTR chapters preparation plan and strengthen institutional coordination through clear ToRs to eliminate the risk.<br><br>Risk Treatment Owner: EIEC |
| 5 | There is a risk that a change and turnover in administration or key management positions within the Implementing Partner may reduce climate change ambitions, direction, and/or commitments | As a result of weak institutional continuity mechanisms, limited knowledge transfer, and overreliance on individual leadership rather than embedded systems, changes in administration or key management positions                                               | Which will impact in slowing progress on implementing project and delivering its outputs.             | 7. STRATEGIC (7.6. Change/turnover in government) - UNDP Risk Appetite: OPEN TO SEEKING     | Likelihood: 3 - Moderately likely<br>Impact: 3 - Intermediate<br>Risk level: MODERATE (equates to a risk appetite of EXPLORATORY) | From: 02-Mar-26<br>To: 28-Feb-30 | Project Manager                                              | Risk Treatment 5.1: Introduce succession planning and institutional memory systems to minimize the impact of leadership changes on project outcomes.<br><br>Risk Treatment Owner: EIEC                                           |

| # | Event                                                                     | Cause                                                                                                                                                                                                          | Impact(s)                                                                                                                                            | Risk Category and Sub-category<br>(including Risk Appetite)                                       | Impact, Likelihood & Risk Level                                                                                                                            | Risk Valid From/ To                         | Risk Owner<br>(individual accountable for managing the risk) | Risk Treatment and Treatment Owner                                                                                                                                                                                                                                  |
|---|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                           | can undermine sustained project management.                                                                                                                                                                    |                                                                                                                                                      |                                                                                                   |                                                                                                                                                            |                                             |                                                              |                                                                                                                                                                                                                                                                     |
| 6 | <b>Lack of coordination</b> across stakeholders (ministries and agencies) | As a result of unclear roles, and insufficient communication mechanisms between ministries and agencies, coordination gaps emerge that hinder coherent planning and implementation of climate-related actions. | Which will impact in creating fragmented decision-making, duplication of efforts, and delays in implementing effective climate policies and actions. | <b>3. OPERATIONAL (3.8. Capacities of the partners) - UNDP Risk Appetite: EXPLORATORY TO OPEN</b> | <p>Likelihood: <b>2 - Low likelihood</b></p> <p>Impact: <b>3 - Intermediate</b></p> <p>Risk level: <b>LOW (equates to a risk appetite of CAUTIOUS)</b></p> | <p>From: 02-Mar-26</p> <p>To: 28-Feb-30</p> | Project Manager                                              | <p>Risk Treatment 7.1: Establish a regular information-sharing platform through the project implementation workshops, and joint planning processes to minimize the risk of stakeholder fragmentation.</p> <p>Risk Treatment Owner: EIEC and service contractors</p> |



## Annex 6: Overview of Technical Consultancies/Subcontracts

| Consultant                          | Time Input | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>For Project Management</b>       |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Local / National contracting</b> |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Project Coordinator                 | 48 months  | <p>The Project Coordinator (PC) will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors.</p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Manage the overall conduct of the project.</li> <li>• Plan the activities of the project and monitor progress against the approved workplan.</li> <li>• Execute activities by managing personnel, goods and services, training, including drafting terms of reference and work specifications, and overseeing all contractors' work.</li> <li>• Monitor events as determined in the project monitoring plan, and update the plan as required.</li> <li>• Provide support for completion of assessments required by UNDP, spot checks and audits.</li> <li>• Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.</li> <li>• Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.</li> <li>• Monitor progress, watch for plan deviations and make course corrections when needed within Project Steering Committee-agreed tolerances to achieve results.</li> <li>• Ensure that changes are controlled and problems addressed.</li> <li>• Perform regular progress reporting to the Project Steering Committee as agreed with the board, including measures to address challenges and opportunities.</li> <li>• Prepare and submit financial reports to UNDP on a quarterly basis.</li> <li>• Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the Project Steering Committee for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;</li> <li>• Capture lessons learned during project implementation.</li> <li>• Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.</li> <li>• Prepare the inception report no later than one month after the inception workshop.</li> <li>• Assess major and minor amendments to the project within the parameters set by UNDP-GEF;</li> <li>• Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans;</li> <li>• Monitor and track progress against the GEF Core indicators.</li> <li>• Defining the scope and content of the overall structure and individual sections of the BTR2, BTR3/NC6 in coordination with national authorities;</li> <li>• Identifying and ensuring BTR2, BTR3/NC6 consistency with other ongoing/new projects.</li> <li>• Finalizing the BTR2, BTR3/NC6 with inputs from government officials and national experts;</li> <li>• Ensuring compliance with the COP's UNFCCC guidelines in the course of preparation of the BTR2, BTR3/NC6 and contributing to the improved UNFCCC reporting process.</li> </ul> |

| Consultant                                    | Time Input                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Assistant                             | 48 months                                          | <p><u>Duties and Responsibilities</u></p> <p>Under the guidance and supervision of the Project Manager, the Project Assistant will carry out the following tasks:</p> <ul style="list-style-type: none"> <li>Assist the Project Manager in day-to-day management and oversight of project activities;</li> <li>Assist the M&amp;E officer in matters related to M&amp;E and knowledge resources management;</li> <li>Assist in the preparation of progress reports;</li> <li>Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, project consultants and other PMU staff;</li> <li>Provide PMU-related administrative and logistical assistance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>For Technical Assistance</b>               |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Outcome 1 and Outcome 2</b>                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Local / National contracting</b>           |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| National Greenhouse Gas Inventory Team Leader | 45 days (for Outcome 1)<br>45 days (for Outcome 2) | <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none"> <li>Prepare the work plan and report outline for the National Greenhouse Gas Inventory (NGHGI) project, in accordance with Articles 4 and 12 of the Convention and Decisions 17/CP.8, 5/CMA.3, and 18/CMA.1.</li> <li>Review and agree on improvement plan.</li> <li>Review quality assurance, technical analysis, and lessons learned reports from previous BTR1, incorporating received recommendations.</li> <li>Participate in the management of improvements arising from NGHGI reviews.</li> <li>Resolve issues falling within the scope of the Centre's statute, internal regulations, director's instructions, this contract, or other relevant documents.</li> <li>Provide technical assistance for the management and improvement of the GHGI system.</li> <li>Participate in commissioning and operational maintenance of the GHGI system.</li> <li>Improve procedures for data collection, systematic archiving, and backup of historical information across all sectors.</li> <li>Adapt general procedures to meet the specific needs of each sector involved in the NGHGI.</li> <li>Prepare and manage system documentation, manuals, instructions, and records.</li> <li>Prepare and manage sectoral calculation instructions.</li> <li>Ensure effective systems for statistical data collection, activity data archiving, and final results storage</li> <li>Prepare technical assignments for working group experts and conduct training sessions.</li> <li>Carry out necessary intersectoral coordination to support GHGI system development.</li> <li>Coordinate and participate in technical meetings.</li> <li>Collaborate in organizing coordination, consultation, and dissemination activities related to the NGHGI.</li> <li>Assist the project manager in organizing working meetings and roundtables on the national GHG inventory.</li> <li>Support the Climate Change National Directorate team in climate change dissemination activities, including preparation of materials and participation in outreach and training events.</li> </ul> |



| Consultant    | Time Input                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                                                    | <ul style="list-style-type: none"> <li>• Prepare the National GHG Inventory Report based on sectoral expert inputs.</li> <li>• Provide all necessary materials to uncertainty analysis and quality assurance experts, in consultation with inventory improvement experts.</li> <li>• Produce and submit required reports.</li> <li>• Return all property and documentation related to official duties upon contract expiration.</li> <li>• Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>• Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>• Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>• Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Generalist    | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>• Prepare the work plan in accordance with Articles 4 and 12 of the Convention and Decisions 17/CP.8, 5/CMA.3, and 18/CMA.1.</li> <li>• Review existing GHG inventory documents to identify and implement improvements.</li> <li>• Review and incorporate received recommendations in the new NID.</li> <li>• Participate in workshops and GHG related meetings.</li> <li>• Prepare the Executive Summary, General trends, Key Category Analysis, Uncertainty Analysis, and QA/QC chapters for the BTR2 and BTR3/NC6, in accordance with Articles 4 and 12 of the Convention and Decisions 17/CP.8, 5/CMA.3, and 18/CMA.1.</li> <li>• Participate in peer-review.</li> <li>• Address in stakeholders comments.</li> <li>• Produce and submit required reports.</li> <li>• Prepare GHG emission proxy, improvement plan and development tendencies for the next inventory.</li> <li>• Return all property and documentation related to official duties upon contract expiration.</li> <li>• Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>• Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>• Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>• Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul> |
| Energy Expert | 30 days (for outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>• Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>• Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>• Collect and analyse the necessary data for the greenhouse gas inventory in the energy sector for the years 2023–2024;</li> <li>• In cases where required data is unavailable, identify the gaps and conduct expert assessments based on reasonable assumptions;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Consultant       | Time Input                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  |                                                    | <ul style="list-style-type: none"> <li>• Conduct the greenhouse gas inventory for the years 2023–2024/2025–2026 in the energy sector using the guidelines of the Intergovernmental Panel on Climate Change (IPCC), and recalculate the 1990–2022/2024 inventory results using the latest information and methodologies;</li> <li>• Based on the inventory results, prepare the energy sector chapter for the National Inventory Report in English and review its Georgian translation;</li> <li>• Prepare the energy sector chapter for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>• Develop a sectoral proxy, inventory improvement plan and future development tendencies.</li> <li>• Complete the Common Reporting Tables (CRT) in accordance with Decision 5.CMA/3;</li> <li>• Implement the quality control plan;</li> <li>• Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>• Consider comments received from stakeholders, as appropriate;</li> <li>• Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>• Participate in peer-review.</li> <li>• Produce and submit required reports.</li> <li>• Return all property and documentation related to official duties upon contract expiration.</li> <li>• Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>• Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>• Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>• Refrain from disclosing any confidential or classified information in any form to third parties</li> </ul> |
| Transport Expert | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>• Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>• Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>• Collect and analyse the necessary data for the greenhouse gas inventory in the Transport sector for the years 2023–2024;</li> <li>• In cases where required data is unavailable, identify the gaps and conduct expert assessments based on reasonable assumptions;</li> <li>• Conduct the greenhouse gas inventory for the years 2023–2024/2025–2026 in the Transport sector using the guidelines of the Intergovernmental Panel on Climate Change (IPCC), and recalculate the 1990–2022/2024 inventory results using the latest information and methodologies;</li> <li>• Based on the inventory results, prepare the Transport sector chapter for the National Inventory Report in English and review its Georgian translation;</li> <li>• Prepare the Transport sector chapter for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>• Develop a sectoral proxy, inventory improvement plan and future development tendencies.</li> <li>• Complete the Common Reporting Tables (CRT) in accordance with Decision 5.CMA/3;</li> <li>• Implement the quality control plan;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |



| Consultant         | Time Input                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                                                    | <ul style="list-style-type: none"> <li>Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>Consider comments received from stakeholders, as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>Participate in peer-review.</li> <li>Produce and submit required reports.</li> <li>Return all property and documentation related to official duties upon contract expiration.</li> <li>Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Agriculture Expert | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>Collect and analyse the necessary data for the greenhouse gas inventory in the Agriculture sector for the years 2023–2024;</li> <li>In cases where required data is unavailable, identify the gaps and conduct expert assessments based on reasonable assumptions;</li> <li>Conduct the greenhouse gas inventory for the years 2023–2024/2025–2026 in the sector using the guidelines of the Intergovernmental Panel on Climate Change (IPCC), and recalculate the 1990–2022/2024 inventory results using the latest information and methodologies;</li> <li>Based on the inventory results, prepare the Agriculture sector chapter for the National Inventory Report in English and review its Georgian translation;</li> <li>Prepare the Agriculture sector chapter for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>Develop a sectoral proxy, inventory improvement plan and future development tendencies.</li> <li>Complete the Common Reporting Tables (CRT) in accordance with Decision 5.CMA/3;</li> <li>Implement the quality control plan;</li> <li>Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>Consider comments received from stakeholders, as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>Participate in peer-review.</li> <li>Produce and submit required reports.</li> </ul> |

| Consultant    | Time Input                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LULUCF Expert | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>Return all property and documentation related to official duties upon contract expiration.</li> <li>Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>Refrain from disclosing any confidential or classified information in any form to third parties.</li> <li>Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>Collect and analyse the necessary data for the greenhouse gas inventory in the LULUCF sector for the years 2023–2024 in cooperation with international consultant;</li> <li>In cases where required data is unavailable, identify the gaps and conduct expert assessments based on reasonable assumptions;</li> <li>Conduct the greenhouse gas inventory for the years 2023–2024/2025–2026 in the sector using the guidelines of the Intergovernmental Panel on Climate Change (IPCC), and recalculate the 1990–2022/2024 inventory results using the latest information and methodologies in cooperation with international consultant;</li> <li>Based on the inventory results, prepare the LULUCF sector chapter for the National Inventory Report in English and review its Georgian translation;</li> <li>Prepare the LULUCF sector chapter for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>Develop a sectoral proxy, inventory improvement plan and future development tendencies.</li> <li>Complete the Common Reporting Tables (CRT) in accordance with Decision 5.CMA/3;</li> <li>Implement the quality control plan;</li> <li>Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>Consider comments received from stakeholders, as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>Participate in peer-review.</li> <li>Produce and submit required reports.</li> <li>Return all property and documentation related to official duties upon contract expiration.</li> <li>Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul> |



| Consultant         | Time Input                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Settlements Expert | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>Collect and analyse the necessary data for the greenhouse gas inventory in the Settlement sector for the years 2023–2024 in cooperation with international consultant;</li> <li>In cases where required data is unavailable, identify the gaps and conduct expert assessments based on reasonable assumptions;</li> <li>Conduct the greenhouse gas inventory for the years 2023–2024/2025–2026 in the sector using the guidelines of the Intergovernmental Panel on Climate Change (IPCC), and recalculate the 1990–2022/2024 inventory results using the latest information and methodologies in cooperation with international consultant;</li> <li>Based on the inventory results, prepare the Settlement sector chapter for the National Inventory Report in English and review its Georgian translation;</li> <li>Prepare the Settlement sector chapter for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>Develop a sectoral proxy, inventory improvement plan and future development tendencies.</li> <li>Complete the Common Reporting Tables (CRT) in accordance with Decision 5.CMA/3;</li> <li>Implement the quality control plan;</li> <li>Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>Consider comments received from stakeholders, as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>Participate in peer-review.</li> <li>Address in stakeholders comments.</li> <li>Produce and submit required reports.</li> <li>Return all property and documentation related to official duties upon contract expiration.</li> <li>Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul> |
| Waste Expert       | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>Collect and analyse the necessary data for the greenhouse gas inventory in the Waste sector for the years 2023–2024;</li> <li>In cases where required data is unavailable, identify the gaps and conduct expert assessments based on reasonable assumptions;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Consultant  | Time Input                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |                                                    | <ul style="list-style-type: none"> <li>Conduct the greenhouse gas inventory for the years 2023–2024/2025–2026 in the sector using the guidelines of the Intergovernmental Panel on Climate Change (IPCC), and recalculate the 1990–2022/2024 inventory results using the latest information and methodologies;</li> <li>Based on the inventory results, prepare the Waste sector chapter for the National Inventory Report in English and review its Georgian translation;</li> <li>Prepare the Waste sector chapter for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>Develop a sectoral proxy, inventory improvement plan and future development tendencies;</li> <li>Complete the Common Reporting Tables (CRT) in accordance with Decision 5.CMA/3;</li> <li>Implement the quality control plan;</li> <li>Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>Consider comments received from stakeholders, as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>Participate in peer-review.</li> <li>Address in stakeholders comments.</li> <li>Produce and submit required reports.</li> <li>Return all property and documentation related to official duties upon contract expiration.</li> <li>Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul> |
| IPPU Expert | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>Collect and analyse the necessary data for the greenhouse gas inventory in the IPPU sector for the years 2023–2024;</li> <li>In cases where required data is unavailable, identify the gaps and conduct expert assessments based on reasonable assumptions;</li> <li>Conduct the greenhouse gas inventory for the years 2023–2024/2025–2026 in the sector using the guidelines of the Intergovernmental Panel on Climate Change (IPCC), and recalculate the 1990–2022/2024 inventory results using the latest information and methodologies;</li> <li>Based on the inventory results, prepare the IPPU sector chapter for the National Inventory Report in English and review its Georgian translation;</li> <li>Prepare the IPPU sector chapter for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>Develop a sectoral proxy, inventory improvement plan and future development tendencies.</li> <li>Complete the Common Reporting Tables (CRT) in accordance with Decision 5.CMA/3;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



| Consultant                                        | Time Input                                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                                                   |                                                                    | <ul style="list-style-type: none"> <li>• Implement the quality control plan;</li> <li>• Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>• Consider comments received from stakeholders, as appropriate;</li> <li>• Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>• Participate in peer-review.</li> <li>• Address in stakeholders comments.</li> <li>• Produce and submit required reports.</li> <li>• Return all property and documentation related to official duties upon contract expiration.</li> <li>• Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>• Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>• Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>• Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Energy, Agriculture, F-gas, Waste Data Developers | <p>25 days (for each Outcome 1)</p> <p>25 days (for Outcome 2)</p> | <ul style="list-style-type: none"> <li>• Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>• Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>• In cooperation with sectoral expert collect and analyse the necessary data for the greenhouse gas inventory in the sector for the years 2023–2024;</li> <li>• Archive activity data materials;</li> <li>• Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>• Consider comments received from stakeholders, as appropriate;</li> <li>• Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>• Participate in peer-review.</li> <li>• Produce and submit required reports.</li> <li>• Return all property and documentation related to official duties upon contract expiration.</li> <li>• Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>• Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>• Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>• Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul> |

| Consultant         | Time Input                                         | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Uncertainty Expert | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>In cooperation with sectoral experts conduct uncertainty analyses for the source-category which is identified by the sectoral expert as key category with national data;</li> <li>Consider comments received from stakeholders, as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>Participate in peer-review.</li> <li>Produce and submit required reports.</li> <li>Return all property and documentation related to official duties upon contract expiration.</li> <li>Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>Fully compensate the employer and third parties for any damage caused by personal fault.</li> <li>Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li> <li>Refrain from disclosing any confidential or classified information in any form to third parties.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| General QC Expert  | 30 days (for Outcome 1)<br>30 days (for Outcome 2) | <ul style="list-style-type: none"> <li>Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>Prepare documentation related to general quality control activities and submit it to the inventory team leader;</li> <li>Present the general quality control plan to members of the greenhouse gas inventory team;</li> <li>Verify the documentation of assumptions and criteria used for selecting activity data, emission factors, and other parameters;</li> <li>Check whether information on activity data and emission factors is properly reflected in the source-category descriptions;</li> <li>Review activity data tables for potential mechanical errors;</li> <li>Ensure that all key data points are accompanied by source references;</li> <li>Verify all elements defined in the general quality control procedures report template;</li> <li>Check whether comments provided in the quality assurance report are reflected in the inventory report;</li> <li>Prepare the general quality control procedures report and submit it to the inventory team leader for integration of relevant comments into the inventory documentation;</li> <li>Based on inventory results, prepare the general quality control chapter in English and review its Georgian translation;</li> <li>Prepare the general quality control chapter for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>Review the sectoral inventory improvement plan and provide recommendations, if necessary;</li> <li>Collaborate with the quality assurance expert, as needed;</li> <li>Consider stakeholder comments as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on completed work, if required.</li> </ul> |
| QA Expert          | 20 days (for Outcome 1)                            | <ul style="list-style-type: none"> <li>Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>Prepare documentation related to quality assurance activities and submit it to the inventory team leader;</li> <li>Present the quality assurance plan during the initial meeting of the greenhouse gas emissions inventory team;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



| Consultant                                             | Time Input              | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                                                        | 20 days (for Outcome 2) | <ul style="list-style-type: none"> <li>Review inventory working documents and materials, and prepare the quality assurance report;</li> <li>Verify whether the comments provided in the quality assurance report are reflected in the inventory report;</li> <li>Finalize and submit the quality assurance report to the inventory team leader to ensure integration of relevant comments into the inventory documentation;</li> <li>Based on inventory results, prepare the quality assurance chapter in English and review its Georgian translation;</li> <li>Prepare the quality assurance section for Georgia's BTR2 and BTR3/NC6 in English and review its Georgian translation;</li> <li>Review the sectoral inventory improvement plan and provide recommendations, if necessary;</li> <li>Collaborate with the completeness expert, as needed;</li> <li>Consider stakeholder comments as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on completed work, if required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>International / Regional and global contracting</b> |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| International Consultant in LULUCF sector              | 50 Days (for Outcome 1) | <ul style="list-style-type: none"> <li>Review the quality assurance, technical analysis, and lessons learned reports prepared for Georgia's latest greenhouse gas inventory, and incorporate the recommendations into the current project;</li> <li>Analyse and evaluate the relevant chapter of Georgia's 1990–2022 greenhouse gas inventory report to identify opportunities for improvement;</li> <li>Support national expert in identification of necessary data for Collection and analysis for the greenhouse gas inventory in the LULUCF sector for the years 2023–24/26;</li> <li>In cases where required data is unavailable, identify the gaps and conduct expert assessments based on reasonable assumptions;</li> <li>Conduct the greenhouse gas inventory for the years 2023–2024/2025–2026 in the sector using the guidelines of the Intergovernmental Panel on Climate Change (IPCC), and recalculate the 1990–2022/2024 inventory results using the latest information and methodologies in cooperation with national consultant;</li> <li>review the LULUCF sector chapter for the National Inventory Report in English;</li> <li>Prepare the LULUCF sector chapter for Georgia's BTR2 and BTR3/NC6 in English in cooperation with national expert;</li> <li>Develop a sectoral inventory improvement plan in cooperation with national expert;</li> <li>Collaborate with the completeness and quality assurance experts, share the required materials with them, and implement the relevant recommendations;</li> <li>Consider comments received from stakeholders, as appropriate;</li> <li>Participate in project-related working meetings and conferences, and prepare presentations on the work performed, if required.</li> <li>Participate in peer-review.</li> <li>Address in stakeholders comments.</li> <li>Produce and submit required reports.</li> <li>Return all property and documentation related to official duties upon contract expiration.</li> <li>Protect and safeguard Centre property, taking measures to prevent damage or destruction.</li> <li>Fully compensate the employer and third parties for any damage caused by personal fault.</li> </ul> |

| Consultant | Time Input | Tasks, Inputs and Outputs                                                                                                                                                                                                                                                                         |
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|            |            | <ul style="list-style-type: none"><li>• Maintain confidentiality of all sensitive, official, or third-party information acquired during employment, including post-contract.</li><li>• Refrain from disclosing any confidential or classified information in any form to third parties.</li></ul> |



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**Annex 7: Procurement Plan – for first year of implementation**

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

| Quantum Budget Description | General Description                                                                                                                                                                                                                                                                                                        | Estimated Contract Value (US\$) | Recruitment Method <sup>1</sup> | Advertisement Method | Advertisement Date (quarter/year) | International or National Assignment |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------------|--------------------------------------|
| International Consultants  | International consultant (IC1) GHG Inventory : Guide data collection to improve GHG inventory in LULUCF, train national experts on 2006 IPCC guidelines and its 2019 refinements and 2013 wetland refinement, use of latest IPCC software version, produce the NIR LULUCF chapter and their annexes for inclusion in BTR2. | 30,000                          | Tender                          | Online               | Q1/2026                           | International Assignment             |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - Team Leader                                                                                                                                                                                                                                      | 139,500.00                      | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - Generalist                                                                                                                                                                                                                                       | 13,500.00                       | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - Energy Expert                                                                                                                                                                                                                                    | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output -                                                                                                                                                                                                                                                  | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |



| Quantum Budget Description | General Description                                                                             | Estimated Contract Value (US\$) | Recruitment Method <sup>1</sup> | Advertisement Method | Advertisement Date (quarter/year) | International or National Assignment |
|----------------------------|-------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------------|--------------------------------------|
|                            | Transport Expert                                                                                |                                 |                                 |                      |                                   |                                      |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - Agriculture Expert    | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - LULUCF Experts        | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - Settlements Expert    | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - Waste Experts         | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - IPPU Expert           | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the GHG inventory output - Energy Data Developer | 7,500.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the Agriculture Data Developer                   | 7,500.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants          | Local consultant for all activities related to the F-gases Data Developer                       | 7,500.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |

| Quantum Budget Description       | General Description                                                                                                                                      | Estimated Contract Value (US\$) | Recruitment Method <sup>1</sup> | Advertisement Method | Advertisement Date (quarter/year) | International or National Assignment |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------------|--------------------------------------|
| Local Consultants                | Local consultant for all activities related to the Waste Data Developer                                                                                  | 7,500.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants                | Local consultant for all activities related to the GHG inventory output - Uncertainty Expert                                                             | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants                | Local consultant for all activities related to the GHG inventory output - General QC Expert                                                              | 9,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Local Consultants                | Local consultant for all activities related to the GHG inventory output - QA Expert                                                                      | 6,000.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Contractual Services - Companies | Firm specialized in surveys to improve GHG quality through AD collection                                                                                 | 22,100.00                       | Tender                          | Online               | Q2/2026                           | National Assignment                  |
| Information Technology Equipment | Laptop for GHG Inventory Data processing                                                                                                                 | 2,000.00                        | Tender                          | Online               | Q1/2026                           | National Assignment                  |
| Information Technology Equipment | MS Office 365 Business account for 15 persons                                                                                                            | 4,500.00                        | Direct                          | NA                   | Q1/2026                           | National Assignment                  |
| Training, Workshops and Confer   | 2GHG training/coordination two-day meeting                                                                                                               | 13,000.00                       | Tender                          | Online               | Q1-Q2/2026                        | National Assignment                  |
| Contractual Services - Companies | Contractual Services - Companies - Preparation of the BTR2 Chapter on progress made in implementing and achieving the Nationally Determined Contribution | 100,000.00                      | Tender                          | Online               | Q1/2026                           | National Assignment                  |



| Quantum Budget Description       | General Description                                                                                                                                                                                                                                                   | Estimated Contract Value (US\$) | Recruitment Method <sup>1</sup> | Advertisement Method | Advertisement Date (quarter/year) | International or National Assignment |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------------|--------------------------------------|
|                                  | (NDC) under Article 4 of the Paris Agreement compiled and present the progress in the achievement of the NDC; Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure    |                                 |                                 |                      |                                   |                                      |
| Training, Workshops and Confer   | stakeholder consultations meeting - for Preparation of the BTR2 Chapter on progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement - half day event                                           | 2,500.00                        | Tender                          | Online               | Q1/2026                           | National Assignment                  |
| Contractual Services - Companies | Preparation of the BTR2 Chapter on climate change impacts and adaptation under Article 7 of the Paris Agreement. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure | 100,000.00                      | Tender                          | Online               | Q1/2026                           | National Assignment                  |

| Quantum Budget Description       | General Description                                                                                                                                                                                                                                                                                                          | Estimated Contract Value (US\$) | Recruitment Method <sup>1</sup> | Advertisement Method | Advertisement Date (quarter/year) | International or National Assignment |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------------|--------------------------------------|
| Training, Workshops and Confer   | stakeholder consultations meeting - for Preparation of Climate change impacts and adaptation under Article 7 of the Paris Agreement – half day event                                                                                                                                                                         | 2,500.00                        | Tender                          | Online               | Q1/2026                           | National Assignment                  |
| Contractual Services - Companies | Contractual Services - Companies - Preparation of the BTR2 Chapter on Financial, technology development and transfer and capacity building support needed and received. Address the comments on prepared draft from experts and stakeholders; drafting final version by addressing all comments and prepare summary brochure | 60,000.00                       | Tender                          | Online               | Q1/2026                           | National Assignment                  |
| Training, Workshops and Confer   | stakeholder consultations meeting - for Preparation of Financial, technology development and transfer and capacity building support needed and received – half day event -                                                                                                                                                   | 2,500.00                        | Tender                          | Online               | Q1/2026                           | National Assignment                  |
| Local Consultants                | Local consultant reviewing each chapter of the BTR2 to ensure clarity, consistency, and                                                                                                                                                                                                                                      | 5,000.00                        | Direct                          | NA                   | Q3/2026                           | National Assignment                  |



| Quantum Budget Description     | General Description                                                                                                                                                                 | Estimated Contract Value (US\$) | Recruitment Method <sup>1</sup> | Advertisement Method | Advertisement Date (quarter/year) | International or National Assignment |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------------|--------------------------------------|
|                                | coherence, then compiling them into a single, well-structured document with unified formatting, standardized headings, and a complete table of contents, ready for final submission |                                 |                                 |                      |                                   |                                      |
| Audio Visual&Print Prod Costs  | Translation - BTR and NIR<br>Translation - BTR (150 pp.) NIR (400 pp.)                                                                                                              | 8,250.00                        | Tender                          | Online               | Q3/2026                           | National Assignment                  |
| Audio Visual&Print Prod Costs  | Editing - BTR and NIR Editing - BTR (150 pp. NIR (400pp.)                                                                                                                           | 5,500.00                        | Tender                          | Online               | Q3/2026                           | National Assignment                  |
| Audio Visual&Print Prod Costs  | Design - BTR and NIR Design                                                                                                                                                         | 17,750.00                       | Tender                          | Online               | Q3/2026                           | National Assignment                  |
| Training, Workshops and Confer | workshops (stakeholder consultation) for BTR2 development process                                                                                                                   | 2,500.00                        | Tender                          | Online               | Q3/2026                           | National Assignment                  |

## Annex 8: Terms of Reference for Project Steering Committee

# UNDP Standard Terms of Reference (ToR) for the Project Steering Committee of Development of the Second Biennial Transparency Report and Combined Third Biennial Transparency Report and Sixth National Communication of Georgia to the UNFCCC

## I. Background

All UNDP projects must be governed by a multi-stakeholder board or committee established to review performance based on established monitoring and evaluation metrics and high-level implementation issues to ensure quality delivery of results. For the purpose of this ToR and to ensure standardization, henceforth, as regards project documentation, such a body shall only be referred to by one of two names: 'Project Steering Committee' or 'Project Steering Committee'.<sup>1</sup> The Project Steering Committee is the most senior, dedicated oversight body for a UNDP 'Development Project', which is defined in the PPM as an instrument where UNDP "Delivers outputs where UNDP has accountability for design, oversight and quality assurance of the entire project."

## II. Duties and Responsibilities

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

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

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

The Project Steering Committee reviews updates to the project risk log.

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

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

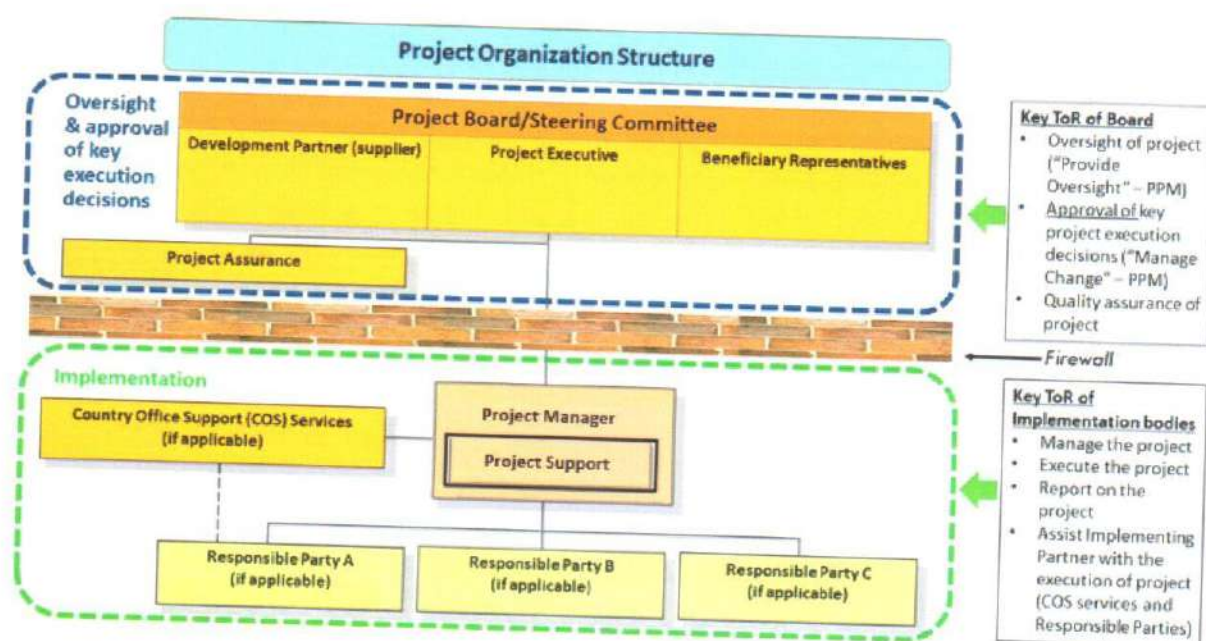
Within the overall governance and management arrangements of the project, the role of the Project Steering Committee as regards these two key functions ('High-level oversight of the project' and 'Approval of key project execution decisions') is distinct from the roles of entities involved in the implementation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

<sup>1</sup> Please insert the appropriate entity name in the relevant sections in the document. Where this ToR refers to "Board" it is intended to apply to both these entities and should be changed accordingly to match the entity chosen for the specific project



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

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



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

Specific responsibilities of the Project Steering Committee include the following:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints, and promote gender equality and social inclusion (LNOB) in the project implementation;
- Review project performance based on monitoring, evaluation and reporting, including standard quality assurance checks, progress reports, risk logs, spot checks/audit reports and the combined delivery report;
- Address any high-level project issues as raised by the project manager and project assurance;
- Provide guidance on emerging and/or pressing project risks and agree on possible mitigation and management actions to address specific risks (including ensuring compliance with UNDP's Social and Environmental Standards, Fraud/corruption, Sexual Exploitation and Abuse and Sexual Harassment);
- Agree or decide on project manager's tolerances as required, within the parameters set by UNDP ([Manage Change](#) in the PPM) and the donor, and provide direction and decisions for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor;
- Agree or decide on a project suspension or cancellation, if required; (note that for GEF and GCF projects it is UNDP that decides to suspend or cancel and project and the Project Steering Committee is informed/consulted only).
- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Receive and address project level grievance, including overseeing whatever specific compliance and stakeholder response (or grievance) mechanisms have been put in place so that individuals and communities potentially affected by the project have



access to effective mechanisms and procedures for raising concerns about the social and environmental performance of the project<sup>2</sup>.

- Engage in the low value grant selection process where there is no Grant Selection Committee, as guided by the [Low Value Grants – UNDP Operational Guide](#).
- ✓ Consensus decision making:
  - The Project Steering Committee 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 Steering Committee is responsible for making management decisions by consensus.
  - In order to ensure UNDP's ultimate accountability, Project Steering Committee 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.
- ;
- 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.

Additional responsibilities of the Project Steering Committee can include, but are not limited to, the following

- Ensure coordination between the various donors and government-funded projects and programmes;
- Report to relevant inter-ministerial bodies or higher-level oversight bodies;
- Ensure coordination with multiple government agencies and their participation in project activities;
- Track and monitor co-financing for this project;
- Appraise the annual project implementation report, including the quality assessment rating report;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;

<sup>2</sup> The responsibilities of the board in this regard should follow [UNDP's Social and Environmental Standards](#) (SES) as codified in the PPM. It should be noted that while a project steering committee can play a role in addressing or assisting with the compliance and stakeholder response (or grievance) mechanisms put in place for a given project (as part of their quality assurance and oversight function), this will be in addition to and does not substitute for UNDP's core responsibility to ensure compliance with the SES throughout the project management cycle as part of UNDP's Programming Quality Assurance system.

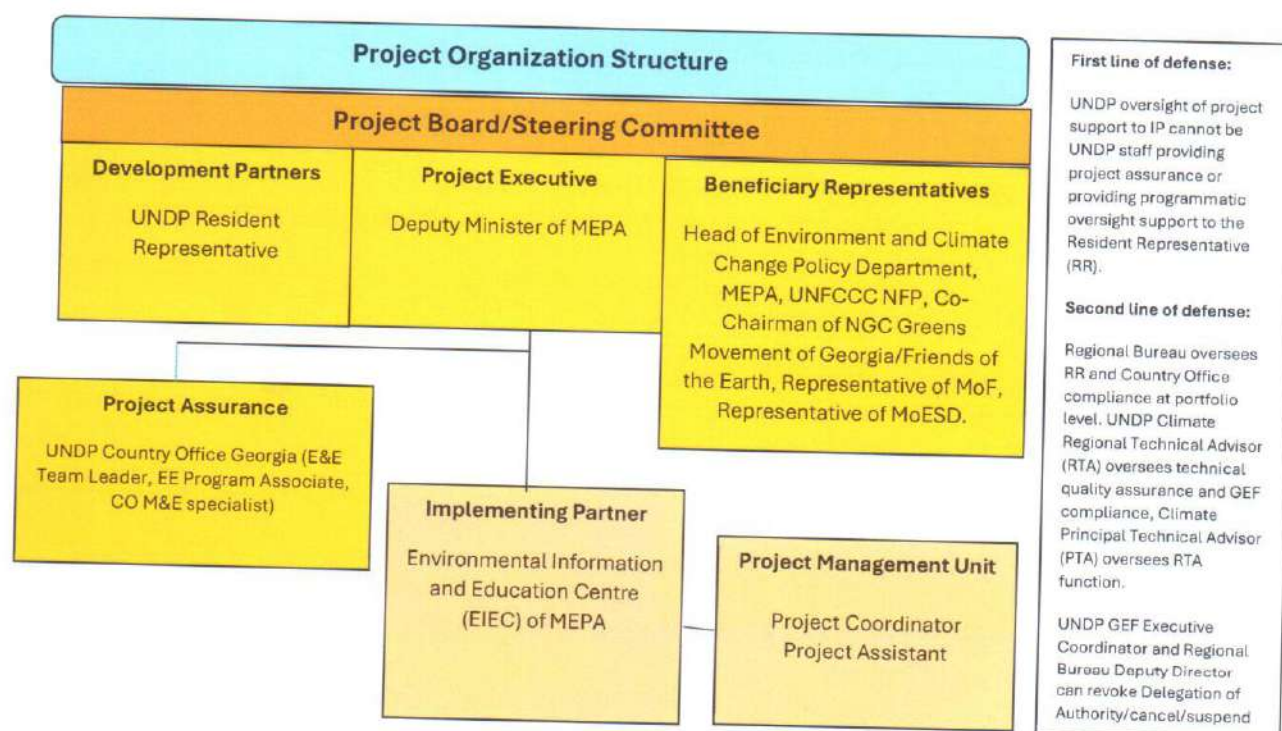


- Act as an informal consultation mechanism for stakeholders;
- Approve the Project Inception Report, Mid-term Review and Terminal Evaluation reports and corresponding management responses;
- Review the final project report package during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up;
- Providing guidance or reporting protocols to technical committees or sub-bodies reporting to the Board (if applicable);

### III. Composition of the Project Steering Committee

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

Diagram 2 – Standard Figure for a Project Organization Structure



The three categories of Project Steering Committee members are the following:

- 1) **Project Director/Executive(s):** This is an individual(s) who represents ownership of the project and chairs (or co-chairs) the Project Steering Committee. The executive usually is the most senior national counterpart for nationally implemented projects (typically from the same entity as the Implementing Partner), and it must be UNDP for projects that are direct implementation (DIM). In exceptional cases, two individuals from different entities can co-share this role and/or co-chair the Project Steering Committee. If the project executive co-chairs the Project Steering Committee with a representative of another category, it typically does so with a development partner representative. The Project Executive is: *Deputy Minister of the Environmental Protection and Agriculture of Georgia*
- 2) **Beneficiary Representative(s):** This is an individual(s) representing the interests of those groups of stakeholders who will ultimately benefit from the project. Their primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. Often representatives from civil society, industry associations, community groups or other government entities benefiting from the project can fulfil this role. If the project has a specific geographic focus, often representatives from the government entities in the targeted area/region will play this role. There can be multiple beneficiary representatives in a Project Steering Committee. The Beneficiary Representative(s) is: *Head of Environment and Climate Change Policy Department, UNFCCC National Focal Point, Co-Chairman of NGC Greens*



*Movement of Georgia/Friends of the Earth, Representative of Ministry of Finance, Representative of Ministry of Economy and Sustainable Development of Georgia*

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

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

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

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

#### **IV. Standard Project Steering Committee Protocols**

The Project Steering Committee must meet one time annually at a minimum. It is recommended that the timing of board meetings be agreed upon in advance and corresponds to key project reporting or work planning milestones. This Project Steering Committee will meet one times annually according to this provisional schedule (insert scheduled meeting times if known).

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

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

Unless otherwise specified, Project Steering Committee decisions are made by unanimous consensus. If a consensus cannot be reached within the Board, the final decision shall rest with the UNDP representative on the Project Steering Committee or a UNDP staff member with delegated authority as the programme manager.<sup>4</sup>

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

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

#### **V. Standard Outputs of Project Steering Committee Meetings**

<sup>3</sup> With the exception of responsible parties or any firms/entities engaged by the project to provide technical expertise with project funds

<sup>4</sup> UNDP has this special right since the ultimate legal and fiduciary accountability for a UNDP project, irrespective of modality, rests with UNDP and UNDP must (in line with its obligations to donors and to the Executive Board) be able to ensure that no action is taken by any body in a UNDP project that contravenes UNDP rules and regulations.



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

- Assessment of project progress to date against project output indicators (as documented in the project document results framework)
- Approval/review of annual work plans
- Assessment of the relevant Monitoring & Evaluation mechanisms, including all evaluations<sup>5</sup>
- Review and assessment of the Project Risk Log (with updating/amendments as needed)
- Assessment of project spending, based on a review of the combined delivery report
- Review of required resources versus available funding (if applicable) and steps taken to reduce funding gap identified at the project design stage

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

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

## **VI. Support Functions to the Project Steering Committee**

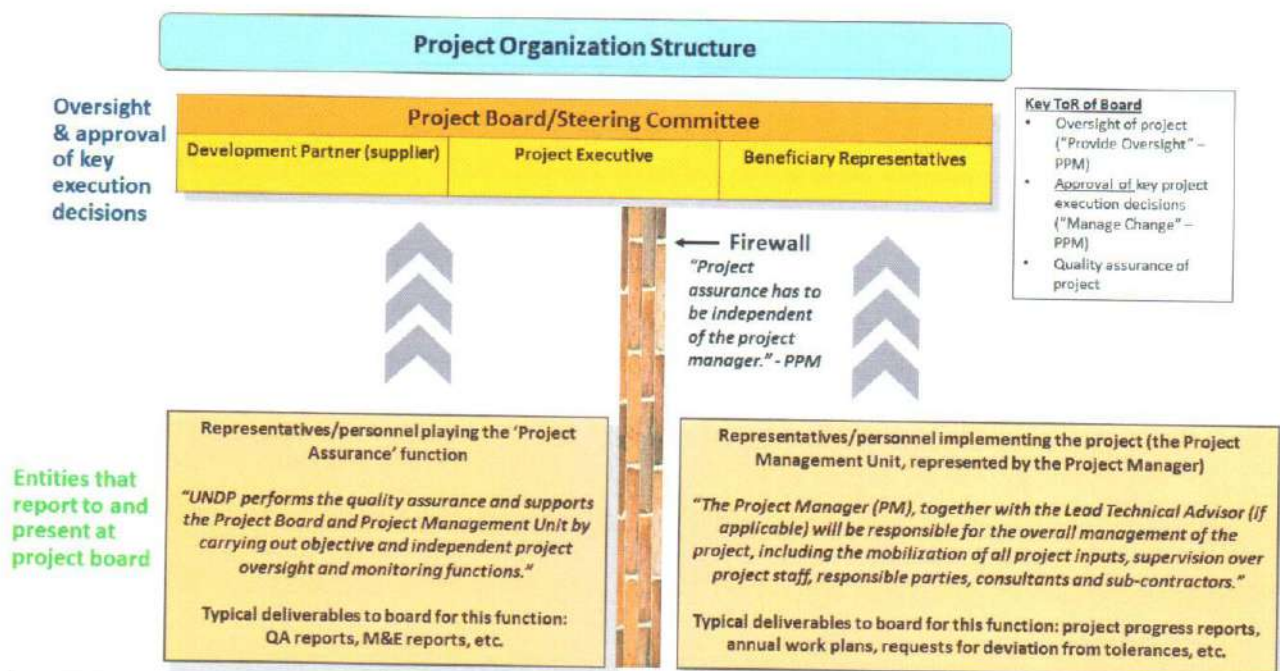
There are two main entities/functions outside the Project Steering Committee structure whose role is to report to the Project Steering Committee and support board members in effectively fulfilling their roles: project assurance and project management.

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

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

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<sup>5</sup> Including audit reports and spot checks.



**Project Assurance:** Project assurance is the responsibility of each Project Steering Committee 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 Steering Committee (and Project Management Unit) by carrying out objective and independent project oversight and monitoring functions, including applying UNDP's social and environmental management system to ensure the SES are applied through the project cycle. The Project Steering Committee cannot delegate any of its quality assurance responsibilities to the project manager. Project assurance is totally independent of project execution.

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

The UNDP representative playing the main project assurance function is: *UNDP CO's E&E Team Leader and E&E Program Associate.*

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

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

The primary PMU representative attending Committee meetings is: *Project Coordinator*

## Annex A – Acknowledgement of this ToR by each designated official Project Steering Committee member





## Annex 8: GEF-8 Taxonomy

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



|                                                       |                                                          |                                                                    |                                                               |
|-------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------|
|                                                       |                                                          | <input type="checkbox"/> Capacity Development                      |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Learning                                  |                                                               |
|                                                       | <input type="checkbox"/> Stakeholder Engagement Plan     |                                                                    |                                                               |
| <input checked="" type="checkbox"/> Gender Equality   |                                                          |                                                                    |                                                               |
|                                                       | <input checked="" type="checkbox"/> Gender Mainstreaming |                                                                    |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Beneficiaries                             |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Women groups                              |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Sex-disaggregated indicators              |                                                               |
|                                                       | <input checked="" type="checkbox"/> Gender results areas | <input type="checkbox"/> Gender-sensitive indicators               |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Access and control over natural resources |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Participation and leadership              |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Access to benefits and services           |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Capacity development                      |                                                               |
|                                                       |                                                          | <input checked="" type="checkbox"/> Awareness raising              |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Knowledge generation                      |                                                               |
| <input checked="" type="checkbox"/> Focal Areas/Theme |                                                          |                                                                    |                                                               |
|                                                       | <input type="checkbox"/> Integrated Programs             |                                                                    |                                                               |
|                                                       |                                                          | <input type="checkbox"/> Commodity Chains (Good Partnership)       | Supply Growth                                                 |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Sustainable Commodities Production   |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Deforestation-free Sourcing          |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Financial Screening Tools            |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> High Conservation Value Forests      |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> High Carbon Stocks Forests           |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Soybean Supply Chain                 |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Oil Palm Supply Chain                |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Beef Supply Chain                    |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Smallholder Farmers                  |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Adaptive Management                  |
|                                                       |                                                          | <input type="checkbox"/> Food Security in Sub-Saharan Africa       |                                                               |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Resilience (climate and shocks)      |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Sustainable Production Systems       |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Agroecosystems                       |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Land and Soil Health                 |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Diversified Farming                  |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Integrated Land and Water Management |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Smallholder Farming                  |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Small and Medium Enterprises         |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Crop Genetic Diversity               |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Food Value Chains                    |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Gender Dimensions                    |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Multi-stakeholder Platforms          |
|                                                       |                                                          | <input type="checkbox"/> Food Systems, Land Use and Restoration    |                                                               |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Sustainable Food Systems             |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Landscape Restoration                |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Sustainable Commodity Production     |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Comprehensive Land Use Planning      |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Integrated Landscapes                |
|                                                       |                                                          |                                                                    | <input type="checkbox"/> Food Value Chains                    |

|  |                                                         |                                                                      |
|--|---------------------------------------------------------|----------------------------------------------------------------------|
|  |                                                         | <input type="checkbox"/> Deforestation-free Sourcing                 |
|  |                                                         | <input type="checkbox"/> Smallholder Farmers                         |
|  | <input type="checkbox"/> Sustainable Cities             | <input type="checkbox"/> Integrated urban planning                   |
|  |                                                         | <input type="checkbox"/> Urban sustainability framework              |
|  |                                                         | <input type="checkbox"/> Transport and Mobility                      |
|  |                                                         | <input type="checkbox"/> Buildings                                   |
|  |                                                         | <input type="checkbox"/> Municipal waste management                  |
|  |                                                         | <input type="checkbox"/> Green space                                 |
|  |                                                         | <input type="checkbox"/> Urban Biodiversity                          |
|  |                                                         | <input type="checkbox"/> Urban Food Systems                          |
|  |                                                         | <input type="checkbox"/> Energy efficiency                           |
|  |                                                         | <input type="checkbox"/> Municipal Financing                         |
|  |                                                         | <input type="checkbox"/> Global Platform for Sustainable Cities      |
|  |                                                         | <input type="checkbox"/> Urban Resilience                            |
|  | <input type="checkbox"/> Biodiversity                   |                                                                      |
|  | <input type="checkbox"/> Protected Areas and Landscapes |                                                                      |
|  |                                                         | <input type="checkbox"/> Terrestrial Protected Areas                 |
|  |                                                         | <input type="checkbox"/> Coastal and Marine Protected Areas          |
|  |                                                         | <input type="checkbox"/> Productive Landscapes                       |
|  |                                                         | <input type="checkbox"/> Productive Seascapes                        |
|  |                                                         | <input type="checkbox"/> Community Based Natural Resource Management |
|  | <input type="checkbox"/> Mainstreaming                  |                                                                      |
|  |                                                         | <input type="checkbox"/> Extractive Industries (oil, gas, mining)    |
|  |                                                         | <input type="checkbox"/> Forestry (Including HCVF and REDD+)         |
|  |                                                         | <input type="checkbox"/> Tourism                                     |
|  |                                                         | <input type="checkbox"/> Agriculture & agrobiodiversity              |
|  |                                                         | <input type="checkbox"/> Fisheries                                   |
|  |                                                         | <input type="checkbox"/> Infrastructure                              |
|  |                                                         | <input type="checkbox"/> Certification (National Standards)          |
|  |                                                         | <input type="checkbox"/> Certification (International Standards)     |
|  | <input type="checkbox"/> Species                        |                                                                      |
|  |                                                         | <input type="checkbox"/> Illegal Wildlife Trade                      |
|  |                                                         | <input type="checkbox"/> Threatened Species                          |
|  |                                                         | <input type="checkbox"/> Wildlife for Sustainable Development        |
|  |                                                         | <input type="checkbox"/> Crop Wild Relatives                         |
|  |                                                         | <input type="checkbox"/> Plant Genetic Resources                     |
|  |                                                         | <input type="checkbox"/> Animal Genetic Resources                    |
|  |                                                         | <input type="checkbox"/> Livestock Wild Relatives                    |
|  |                                                         | <input type="checkbox"/> Invasive Alien Species (IAS)                |
|  | <input type="checkbox"/> Biomes                         |                                                                      |
|  |                                                         | <input type="checkbox"/> Mangroves                                   |
|  |                                                         | <input type="checkbox"/> Coral Reefs                                 |
|  |                                                         | <input type="checkbox"/> Sea Grasses                                 |
|  |                                                         | <input type="checkbox"/> Wetlands                                    |
|  |                                                         | <input type="checkbox"/> Rivers                                      |
|  |                                                         | <input type="checkbox"/> Lakes                                       |
|  |                                                         | <input type="checkbox"/> Tropical Rain Forests                       |
|  |                                                         | <input type="checkbox"/> Tropical Dry Forests                        |
|  |                                                         | <input type="checkbox"/> Temperate Forests                           |
|  |                                                         | <input type="checkbox"/> Grasslands                                  |
|  |                                                         | <input type="checkbox"/> Paramo                                      |
|  |                                                         | <input type="checkbox"/> Desert                                      |



|                                               |                                                            |                                                                           |
|-----------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|
|                                               | <input type="checkbox"/> Financial and Accounting          |                                                                           |
|                                               |                                                            | <input type="checkbox"/> Payment for Ecosystem Services                   |
|                                               |                                                            | <input type="checkbox"/> Natural Capital Assessment and Accounting        |
|                                               |                                                            | <input type="checkbox"/> Conservation Trust Funds                         |
|                                               |                                                            | <input type="checkbox"/> Conservation Finance                             |
|                                               | <input type="checkbox"/> Supplementary Protocol to the CBD |                                                                           |
|                                               |                                                            | <input type="checkbox"/> Biosafety                                        |
|                                               |                                                            | <input type="checkbox"/> Access to Genetic Resources Benefit Sharing      |
| <input type="checkbox"/> Forests              |                                                            |                                                                           |
|                                               | <input type="checkbox"/> Forest and Landscape Restoration  |                                                                           |
|                                               | <input type="checkbox"/> Forest                            | <input type="checkbox"/> REDD/REDD+                                       |
|                                               |                                                            | <input type="checkbox"/> Amazon                                           |
|                                               |                                                            | <input type="checkbox"/> Congo                                            |
|                                               |                                                            | <input type="checkbox"/> Drylands                                         |
| <input type="checkbox"/> Land Degradation     |                                                            |                                                                           |
|                                               | <input type="checkbox"/> Sustainable Management Land       |                                                                           |
|                                               |                                                            | <input type="checkbox"/> Restoration and Rehabilitation of Degraded Lands |
|                                               |                                                            | <input type="checkbox"/> Ecosystem Approach                               |
|                                               |                                                            | <input type="checkbox"/> Integrated and Cross-sectoral approach           |
|                                               |                                                            | <input type="checkbox"/> Community-Based NRM                              |
|                                               |                                                            | <input type="checkbox"/> Sustainable Livelihoods                          |
|                                               |                                                            | <input type="checkbox"/> Income Generating Activities                     |
|                                               |                                                            | <input type="checkbox"/> Sustainable Agriculture                          |
|                                               |                                                            | <input type="checkbox"/> Sustainable Pasture Management                   |
|                                               |                                                            | <input type="checkbox"/> Sustainable Forest/Woodland Management           |
|                                               |                                                            | <input type="checkbox"/> Improved Soil and Water Management Techniques    |
|                                               |                                                            | <input type="checkbox"/> Sustainable Fire Management                      |
|                                               |                                                            | <input type="checkbox"/> Drought Mitigation/Early Warning                 |
|                                               | <input type="checkbox"/> Land Degradation Neutrality       |                                                                           |
|                                               |                                                            | <input type="checkbox"/> Land Productivity                                |
|                                               |                                                            | <input type="checkbox"/> Land Cover and Land cover change                 |
|                                               |                                                            | <input type="checkbox"/> Carbon stocks above or below ground              |
| <input type="checkbox"/> International Waters | <input type="checkbox"/> Food Security                     |                                                                           |
|                                               | <input type="checkbox"/> Ship                              |                                                                           |
|                                               | <input type="checkbox"/> Coastal                           |                                                                           |
|                                               | <input type="checkbox"/> Freshwater                        |                                                                           |
|                                               |                                                            | <input type="checkbox"/> Aquifer                                          |
|                                               |                                                            | <input type="checkbox"/> River Basin                                      |
|                                               |                                                            | <input type="checkbox"/> Lake Basin                                       |
|                                               | <input type="checkbox"/> Learning                          |                                                                           |
|                                               | <input type="checkbox"/> Fisheries                         |                                                                           |
|                                               | <input type="checkbox"/> Persistent toxic substances       |                                                                           |
|                                               | <input type="checkbox"/> SIDS : Small Island Dev States    |                                                                           |
|                                               | <input type="checkbox"/> Targeted Research                 |                                                                           |
|                                               | <input type="checkbox"/> Pollution                         |                                                                           |

|  |                                                                                                  |                                                                                |
|--|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|  |                                                                                                  | <input type="checkbox"/> Persistent toxic substances                           |
|  |                                                                                                  | <input type="checkbox"/> Plastics                                              |
|  |                                                                                                  | <input type="checkbox"/> Nutrient pollution from all sectors except wastewater |
|  |                                                                                                  | <input type="checkbox"/> Nutrient pollution from Wastewater                    |
|  | <input type="checkbox"/> Transboundary Diagnostic Analysis and Strategic Action Plan preparation |                                                                                |
|  | <input type="checkbox"/> Strategic Action Plan Implementation                                    |                                                                                |
|  | <input type="checkbox"/> Areas Beyond National Jurisdiction                                      |                                                                                |
|  | <input type="checkbox"/> Large Marine Ecosystems                                                 |                                                                                |
|  | <input type="checkbox"/> Private Sector                                                          |                                                                                |
|  | <input type="checkbox"/> Aquaculture                                                             |                                                                                |
|  | <input type="checkbox"/> Marine Protected Area                                                   |                                                                                |
|  | <input type="checkbox"/> Biomes                                                                  |                                                                                |
|  |                                                                                                  | <input type="checkbox"/> Mangrove                                              |
|  |                                                                                                  | <input type="checkbox"/> Coral Reefs                                           |
|  |                                                                                                  | <input type="checkbox"/> Seagrasses                                            |
|  |                                                                                                  | <input type="checkbox"/> Polar Ecosystems                                      |
|  |                                                                                                  | <input type="checkbox"/> Constructed Wetlands                                  |
|  | <input type="checkbox"/> Chemicals and Waste                                                     |                                                                                |
|  | <input type="checkbox"/> Mercury                                                                 |                                                                                |
|  | <input type="checkbox"/> Artisanal and Scale Gold Mining                                         |                                                                                |
|  | <input type="checkbox"/> Coal Fired Power Plants                                                 |                                                                                |
|  | <input type="checkbox"/> Coal Fired Industrial Boilers                                           |                                                                                |
|  | <input type="checkbox"/> Cement                                                                  |                                                                                |
|  | <input type="checkbox"/> Non-Ferrous Metals Production                                           |                                                                                |
|  | <input type="checkbox"/> Ozone                                                                   |                                                                                |
|  | <input type="checkbox"/> Persistent Organic Pollutants                                           |                                                                                |
|  | <input type="checkbox"/> Unintentional Persistent Organic Pollutants                             |                                                                                |
|  | <input type="checkbox"/> Sound Management of chemicals and Waste                                 |                                                                                |
|  | <input type="checkbox"/> Waste Management                                                        |                                                                                |
|  |                                                                                                  | <input type="checkbox"/> Hazardous Waste Management                            |
|  |                                                                                                  | <input type="checkbox"/> Industrial Waste                                      |
|  |                                                                                                  | <input type="checkbox"/> e-Waste                                               |
|  | <input type="checkbox"/> Emissions                                                               |                                                                                |
|  | <input type="checkbox"/> Disposal                                                                |                                                                                |
|  | <input type="checkbox"/> New Persistent Organic Pollutants                                       |                                                                                |
|  | <input type="checkbox"/> Polychlorinated Biphenyls                                               |                                                                                |
|  | <input type="checkbox"/> Plastics                                                                |                                                                                |
|  | <input type="checkbox"/> Eco-Efficiency                                                          |                                                                                |
|  | <input type="checkbox"/> Pesticides                                                              |                                                                                |
|  | <input type="checkbox"/> DDT - Vector Management                                                 |                                                                                |
|  | <input type="checkbox"/> DDT - Other                                                             |                                                                                |
|  | <input type="checkbox"/> Industrial Emissions                                                    |                                                                                |
|  | <input type="checkbox"/> Open Burning                                                            |                                                                                |
|  | <input type="checkbox"/> Best Available Technology / Best Environmental Practices                |                                                                                |
|  | <input type="checkbox"/> Green Chemistry                                                         |                                                                                |
|  | <input checked="" type="checkbox"/> Climate Change                                               |                                                                                |
|  | <input checked="" type="checkbox"/> Climate Change Adaptation                                    |                                                                                |
|  |                                                                                                  | <input type="checkbox"/> Climate Finance                                       |
|  |                                                                                                  | <input type="checkbox"/> Least Developed Countries                             |



|  |                                                 |                                                                                |                                                                            |
|--|-------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------|
|  |                                                 |                                                                                | <input type="checkbox"/> Small Island Developing States                    |
|  |                                                 |                                                                                | <input type="checkbox"/> Disaster Risk Management                          |
|  |                                                 |                                                                                | <input type="checkbox"/> Sea-level rise                                    |
|  |                                                 |                                                                                | <input type="checkbox"/> Climate Resilience                                |
|  |                                                 |                                                                                | <input type="checkbox"/> Climate information                               |
|  |                                                 |                                                                                | <input type="checkbox"/> Ecosystem-based Adaptation                        |
|  |                                                 |                                                                                | <input type="checkbox"/> Adaptation Tech Transfer                          |
|  |                                                 |                                                                                | <input type="checkbox"/> National Adaptation Programme of Action           |
|  |                                                 |                                                                                | <input type="checkbox"/> National Adaptation Plan                          |
|  |                                                 |                                                                                | <input checked="" type="checkbox"/> Mainstreaming Adaptation               |
|  |                                                 |                                                                                | <input type="checkbox"/> Private Sector                                    |
|  |                                                 |                                                                                | <input type="checkbox"/> Innovation                                        |
|  |                                                 |                                                                                | <input type="checkbox"/> Complementarity                                   |
|  |                                                 |                                                                                | <input type="checkbox"/> Community-based Adaptation                        |
|  |                                                 |                                                                                | <input type="checkbox"/> Livelihoods                                       |
|  |                                                 | <input checked="" type="checkbox"/> Climate Change Mitigation                  |                                                                            |
|  |                                                 |                                                                                | <input type="checkbox"/> Agriculture, Forestry, and other Land Use         |
|  |                                                 |                                                                                | <input type="checkbox"/> Energy Efficiency                                 |
|  |                                                 |                                                                                | <input type="checkbox"/> Sustainable Urban Systems and Transport           |
|  |                                                 |                                                                                | <input type="checkbox"/> Technology Transfer                               |
|  |                                                 |                                                                                | <input type="checkbox"/> Renewable Energy                                  |
|  |                                                 |                                                                                | <input type="checkbox"/> Financing                                         |
|  |                                                 |                                                                                | <input checked="" type="checkbox"/> Enabling Activities                    |
|  |                                                 | <input type="checkbox"/> Technology Transfer                                   |                                                                            |
|  |                                                 |                                                                                | <input type="checkbox"/> Poznan Strategic Programme on Technology Transfer |
|  |                                                 |                                                                                | <input type="checkbox"/> Climate Technology Centre & Network (CTCN)        |
|  |                                                 |                                                                                | <input type="checkbox"/> Endogenous technology                             |
|  |                                                 |                                                                                | <input type="checkbox"/> Technology Needs Assessment                       |
|  |                                                 |                                                                                | <input type="checkbox"/> Adaptation Tech Transfer                          |
|  |                                                 | <input checked="" type="checkbox"/> United Nations Framework on Climate Change | <input checked="" type="checkbox"/> Nationally Determined Contribution     |
|  | <input checked="" type="checkbox"/> Rio Markers |                                                                                |                                                                            |
|  |                                                 | <input checked="" type="checkbox"/> Paris Agreement                            |                                                                            |
|  |                                                 | <input type="checkbox"/> Sustainable Development Goals                         |                                                                            |
|  |                                                 | <input type="checkbox"/> Climate Change Mitigation 0                           |                                                                            |
|  |                                                 | <input type="checkbox"/> Climate Change Mitigation 1                           |                                                                            |
|  |                                                 | <input checked="" type="checkbox"/> Climate Change Mitigation 2                |                                                                            |
|  |                                                 | <input type="checkbox"/> Climate Change Adaptation 0                           |                                                                            |
|  |                                                 | <input checked="" type="checkbox"/> Climate Change Adaptation 1                |                                                                            |
|  |                                                 | <input type="checkbox"/> Climate Change Adaptation 2                           |                                                                            |

| Partner Capacity Assessment Tool - Step 1: Pre-Requisites for Partnering - applicable to all Partners                                                                                                                                                                                                                                             |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------|
| Return to PCAT Overview page                                                                                                                                                                                                                                                                                                                      |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Applicability: This Pre-requisites for Partnering section should be completed for all UNDP partners, regardless of whether they are IPs, RPs, Other Partners or grant recipients.                                                                                                                                                                 |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Responsibility & Timing: The Project Developer should complete this 'Pre-requisites for Partnering' as early as possible in the Project Design phase to ensure that the proposed partner is not a prohibited organization and does not engage in practices that are inconsistent with UNDP's social & environmental standards and code of ethics. |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Background Information (Enter this information here and it will be carried throughout the PCAT - no need to enter it again)                                                                                                                                                                                                                       |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Region                                                                                                                                                                                                                                                                                                                                            | CEE/CIS                                                     | Comments: (Optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Office                                                                                                                                                                                                                                                                                                                                            | Georgia                                                     | Environmental Information and Education Centre (EIEC)                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Programme Start                                                                                                                                                                                                                                                                                                                                   | 1 Jan-21                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Programme End                                                                                                                                                                                                                                                                                                                                     | 31 Dec-25                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Partner Name                                                                                                                                                                                                                                                                                                                                      | EIEC                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| Partner budget for this Project                                                                                                                                                                                                                                                                                                                   | \$ 1,233,000                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |
| ERM Risk Category                                                                                                                                                                                                                                                                                                                                 | Risk being addressed                                        | Q. 1 Pre-requisites for Partnering Questions                                                                                                                                                                                                                                                                                                                                                                                                                                                             | What to review to determine your response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Response                                                                        | Action Needed          |
| Regulatory (6.3, FRR)                                                                                                                                                                                                                                                                                                                             | Violation of UN sanctions                                   | 1 Is the organization listed on the Consolidated United Nations Security Council Sanctions List, the UNDP vendor sanctions list, the UN Global Marketplace Ineligibility List or the UNDP Internal Excluded List?                                                                                                                                                                                                                                                                                        | <a href="#">UN Sanctions List</a><br><a href="#">UNDP Vendor Sanctions List</a><br><a href="#">UN Global Marketplace Ineligibility List</a><br><a href="#">UNDP Internal Excluded List</a><br>(Consult your AML/CTF Focal Point)                                                                                                                                                                                                                                                                                                                                  | No                                                                              | Continue to Question 3 |
|                                                                                                                                                                                                                                                                                                                                                   |                                                             | 2 If 'Yes' to Q1, is the organization listed in the Cleared List?                                                                                                                                                                                                                                                                                                                                                                                                                                        | Cleared List                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Select                                                                          |                        |
|                                                                                                                                                                                                                                                                                                                                                   |                                                             | 3 Are there any causes for concern with respect to the submitted self-certification form (applicable to NGOs/CSOs, IGOs, and private entities)? Concerns may include incomplete self-certification, modifications or omissions made on the form, etc.                                                                                                                                                                                                                                                    | <a href="#">Self-Certification template</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Not Applicable Self-Certification is applicable to NGO/CSO/IGO/private entities | Continue to Question 4 |
| Strategic (7.5 Code of conduct & ethics), Social & Environmental (1.1-1.12)                                                                                                                                                                                                                                                                       | Violation of programming principles and ethical standards   | 4 Is there any credible evidence that the organization persistently commits acts that violate: (i) UNDP's social and environmental standards (human rights, gender equality, labor conditions, environmental sustainability standards); or (ii) code of conduct/ethics standards to such an extent that UNDP's association with the organization cannot be adequately managed or justified?                                                                                                              | <ul style="list-style-type: none"> <li>Internet/press search</li> <li>Donor evaluations, assessments</li> <li>Significant criticism from donors/CSOs/ media/social media or other significant partners of UNDP locally or globally</li> <li>Significant criticism from governmental agencies / political parties that makes UNDP's partnering politically sensitive</li> <li>Recurring local or global public events against the organization (e.g. local demonstrations, online protests, etc)</li> <li>Relevant legal case in progress/in court etc.</li> </ul> | No evidence found                                                               | Comments               |
| Strategic (7.6 Public opinion & media)                                                                                                                                                                                                                                                                                                            | Damage to UNDP's reputation                                 | 5 Has an internet/donor evaluation report search revealed any credible and significant adverse publicity or controversy about the organization that could damage UNDP's reputation by association to such an extent that the association cannot be adequately managed or justified?                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | No adverse publicity found                                                      |                        |
| Regulatory (6.3, FRR)                                                                                                                                                                                                                                                                                                                             | Absence of neutrality                                       | 6 If the Partner is a CSO/NGO or private sector organization, is there any credible evidence that the organization has political affiliations that could compromise UNDP's neutrality, perceived or actual, in a way that cannot be adequately managed and justified?                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                             |                        |
| Financial (2.3 Corruption & Fraud): Strategic (7.5 Code of Conduct & Ethics)                                                                                                                                                                                                                                                                      | Fraud, corruption and potential damage to UNDP's reputation | 7 If there is a history of fraud and/or any potential Conflicts of Interest (COI) in relation to this organization, have they been reviewed and satisfactorily resolved or if not, can they be adequately managed or justified in the context of this specific project? (Consider such as issues as the organization employing any individual/s who is/are currently holding any position in UNDP or the UN OR any individual/s who is/are related by blood or affinity to any UNDP or UN staff member.) | <ul style="list-style-type: none"> <li>Internet/press search on fraud issues</li> <li>Donor evaluations or assessments for fraud issues</li> <li>Discussions and/or documents and/or written confirmation from the Partner disclosing conflicts of interest or such relationships</li> </ul>                                                                                                                                                                                                                                                                      | No evidence of fraud or conflicts found                                         |                        |
| Conclusion on 'Pre-Requisites for Partnering' & Next Steps                                                                                                                                                                                                                                                                                        |                                                             | Proceed with this Partner. Continue to 'Section 2: Capacity Assessment Scoping'                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                        |

[Capacity Assessment Scoping](#)



| Partner Capacity Assessment Tool - Step 2: Capacity Assessment Scoping - applicable to all Partners                                                                                                                                                                                                                                                                                                              |                                      |                                                                                                                                                                                        |                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Purpose:</b> This 'Capacity Assessment Scoping' tool is designed to assist you in identifying the Partner capacity assessments that will help manage risks stemming from UNDP's engagement with IPs, RPs or Other partners. It will lead you through a series of questions and based on your responses, indicate for you the capacity assessments that should be completed, including HACT Micro-Assessments. |                                      |                                                                                                                                                                                        |                                          |
| <b>Applicability:</b> This 'Capacity Assessment Scoping' should be completed for all UNDP partners, regardless of whether they are IPs or RPs or Private Sector partners fulfilling other roles.                                                                                                                                                                                                                 |                                      |                                                                                                                                                                                        |                                          |
| <b>Responsibility &amp; Timing:</b> The Project Developer should complete this 'Capacity Assessment Scoping' as early as possible in the Project Design phase to ensure that the Capacity Assessments needed are identified early and arrangements made for their timely completion.                                                                                                                             |                                      |                                                                                                                                                                                        |                                          |
| Background Information (carried forward from 'Partner Pre-requisites' worksheet)                                                                                                                                                                                                                                                                                                                                 |                                      |                                                                                                                                                                                        |                                          |
| Region                                                                                                                                                                                                                                                                                                                                                                                                           | CEE/CIS                              | Comments: (Optional)                                                                                                                                                                   |                                          |
| Office                                                                                                                                                                                                                                                                                                                                                                                                           | Georgia                              | Environmental Information and Education Centre (EIEC) is a legal entity of public law and is subsidiary of the Ministry of Environmental Protection and Agriculture (MEPA) of Georgia. |                                          |
| Programme Start                                                                                                                                                                                                                                                                                                                                                                                                  | 1-Jan-21                             |                                                                                                                                                                                        |                                          |
| Programme End                                                                                                                                                                                                                                                                                                                                                                                                    | 31-Dec-25                            |                                                                                                                                                                                        |                                          |
| Partner Name                                                                                                                                                                                                                                                                                                                                                                                                     | EIEC - Environmental Information and |                                                                                                                                                                                        |                                          |
| Partner budget for this Project (USD)                                                                                                                                                                                                                                                                                                                                                                            | \$ 1,233,000                         |                                                                                                                                                                                        |                                          |
| Capacity Assessment Scope Questions                                                                                                                                                                                                                                                                                                                                                                              |                                      |                                                                                                                                                                                        |                                          |
| 1. Is this a humanitarian project for which a rapid CSO/NGO Partner capacity assessment is needed?                                                                                                                                                                                                                                                                                                               |                                      |                                                                                                                                                                                        |                                          |
| 2. What role will this organization fulfill on this project? (Note: Grantees (low value grants recipients) are required to complete the "Partner Pre-requisites" only)                                                                                                                                                                                                                                           |                                      |                                                                                                                                                                                        |                                          |
| 3. What is the nature of this organization? (Govt, CSO etc)                                                                                                                                                                                                                                                                                                                                                      |                                      |                                                                                                                                                                                        |                                          |
| 4. Will this Partner receive more than US \$150,000 per annum?                                                                                                                                                                                                                                                                                                                                                   |                                      |                                                                                                                                                                                        |                                          |
| 5. Has a Partner Capacity Assessment (including HACT Micro-Assessment) already been performed during the Programme Period?                                                                                                                                                                                                                                                                                       |                                      |                                                                                                                                                                                        |                                          |
| 6. Will the Partner be implementing construction activities?                                                                                                                                                                                                                                                                                                                                                     |                                      |                                                                                                                                                                                        |                                          |
| 7. Will the Partner undertake grant-making activities on behalf of UNDP?                                                                                                                                                                                                                                                                                                                                         |                                      |                                                                                                                                                                                        |                                          |
| 8. Will the Partner be implementing project activities funded by the Global Environment Facility (GEF) or the Green Climate Fund (GCF)?                                                                                                                                                                                                                                                                          |                                      |                                                                                                                                                                                        |                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | Select Responses from the Dropdown menus |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | No                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | IP                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | Government                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | Yes                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | Yes                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | No                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | No                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                                                                                        | Yes                                      |

If you don't see the assessments you expect, please refresh your answers to the questions above starting with Q1.

| Capacity Assessments needed for this IP:        |  | Links to these Capacity Assessments              |
|-------------------------------------------------|--|--------------------------------------------------|
| Programmatic & HACT Micro-Assessment not needed |  |                                                  |
| GEF & GCF Procurement Assessment needed         |  | <a href="#">GEF &amp; GCF Procurement Assess</a> |

[Return to PCAT Overview page](#)

| Partner Capacity Assessment Tool: Programme & Project Management Assessment                                                                                                              |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose: This worksheet is designed to assess the Partner's Programme & Project Management capacity. It covers topics that are not included in the HACT Micro-Assessment.                |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Responsibility & Timing: The Programme & Project Management capacity assessment should be completed by the Project Developer as soon as possible in the Project Design Phase.            |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Background Information (Carried forward from 'Partner Pre-requisites' worksheet)                                                                                                         |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Region                                                                                                                                                                                   | CEE/CIS                                                   | Comments: (Optional)                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Office                                                                                                                                                                                   | Georgia                                                   | Environmental Information and Education Centre (EIEC) is a legal entity of public law and is subsidiary of the Ministry of Environmental Protection and Agriculture (MEPA) of Georgia. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Programme Start                                                                                                                                                                          | 1-Jan-21                                                  |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Programme End                                                                                                                                                                            | 31-Dec-25                                                 |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Partner Name                                                                                                                                                                             | EIEC - Environmental                                      |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Partner budget for this Project (USD)                                                                                                                                                    | \$ 1,233,000                                              |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Guide for determining the relative importance to this project of each capacity assessed below:                                                                                           |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| The risk categories below should be used to assess the relative importance of each capacity to this specific project:                                                                    |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| High Risk: This capacity is critical for the success of the project. Without this capacity there is a high likelihood that the IP will not fulfil the project goals.                     |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Substantial Risk: This capacity is very important for the success of the project. Without this capacity there is a substantial likelihood that the IP will not fulfil the project goals. |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Moderate Risk: This capacity is important for the success of the project. Without this capacity there is a moderate likelihood that the IP will not fulfil the project goals.            |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Low Risk: This capacity is not important for the success of this project. Without this capacity there is a low likelihood that the IP will not fulfil the project goals.                 |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Programme & Project Management Assessment                                                                                                                                                |                                                           |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                   |                              |                                                                                                                                                                                                                                                                                                                                                                              |
| ERM Risk Category                                                                                                                                                                        | Risk Being Addressed                                      | Q.#                                                                                                                                                                                    | Questions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Response (Yes, No or N/A) | Relative Importance of Each Capacity to this Project <sup>1</sup> | Risk Score based on Response | Remarks/ comments                                                                                                                                                                                                                                                                                                                                                            |
| Political (5.2 Political Will)                                                                                                                                                           | Absence of political                                      | 1                                                                                                                                                                                      | Is the organization's leadership willing to implement this project?                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                       | High                                                              | 0                            | With this leadership, the organization has prepared the GHG Inventory chapter for previously submitted NCs and BURs.                                                                                                                                                                                                                                                         |
| Political (5.3 Political Instability; 5.4 Change/turnover in leadership; 5.5 Armed conflict)                                                                                             | Difficult Programmatic Context                            | 2                                                                                                                                                                                      | Is there a stable enabling environment for the Partner to operate within, in terms of political changes or social unrest, ongoing conflicts, poor physical infrastructure, natural disasters, humanitarian crises?                                                                                                                                                                                                                                                                                                                            | Yes                       | High                                                              | 0                            | Organization was established in 2013 and represents subsidiary of Ministry of Environmental Protection and Agriculture of Georgia. At this stage, environment is stable for project implementation.                                                                                                                                                                          |
| Strategic (7.3 Partner capacities)                                                                                                                                                       | Misalignment of programmatic focus; Inadequate experience | 3                                                                                                                                                                                      | Are the project outputs proposed to be delivered by this Partner aligned with its mandate, constituency base, and experience? (Consider scale of project, geographic spread, complexity of results to be achieved).                                                                                                                                                                                                                                                                                                                           | Yes                       | High                                                              | 0                            | EIEC's mandate is to promote environmental and agricultural education among Georgian society, raise public awareness, support public participation in decision-making processes, and ensure access to environmental and agricultural information.                                                                                                                            |
| Strategic (7.3 Partner capacities)                                                                                                                                                       | Inadequate Reporting                                      | 4                                                                                                                                                                                      | Does the Partner provide its stakeholders and beneficiaries with an annual or periodic programme performance report and do they have an opportunity to provide feedback on the IP's programme performance, either through public meetings or other grievance mechanisms?                                                                                                                                                                                                                                                                      | Yes                       | High                                                              | 0                            | As a Legal Entity of Public Law (LEPL), EIEC is obliged to provide information to the general public. All National and Annual Reports are published online at <a href="https://eiec.gov.ge/En/PublicInformation">https://eiec.gov.ge/En/PublicInformation</a> and are also submitted to Georgia's Parliament, the President, and the Prime Minister.                         |
| Strategic (7.3 Partner capacities)                                                                                                                                                       | Poor Communications                                       | 5                                                                                                                                                                                      | Does the Partner have established protocols and appropriate infrastructure to communicate internally (including sub-offices and to sub-recipients) and to external stakeholders (donors, partners, other implementers, government, etc.)?                                                                                                                                                                                                                                                                                                     | Yes                       | High                                                              | 0                            | All information related to the financing and costing of EIEC—including the budget, its execution, and detailed data on salaries, fuel, real estate balance, and grants received and issued—is made available to the public through the online platform: <a href="https://eiec.gov.ge/En/PublicInformation">https://eiec.gov.ge/En/PublicInformation</a> .                    |
| Strategic (7.3 Partner capacities)                                                                                                                                                       | Absence of Critical Networks                              | 6                                                                                                                                                                                      | If the Partner depends on any upstream organization(s) for its successful performance, is there any evidence that this dependent relationship will cease or be impaired during the duration of this project? (Consider: (i) type of relationship - local or international; (ii) Has the Partner assessed the capacity of any downstream partners it will rely upon for the success of the project, and if capacity gaps were found, has it developed a suitable plan to address them (such as capacity building and/or increased monitoring)? | Yes                       | Substantial                                                       | 3                            | The upstream organization is the Ministry. Considering that the Ministry has selected EIEC, there is no risk that this relationship will negatively impact project implementation.                                                                                                                                                                                           |
| Strategic (7.3 Partner capacities)                                                                                                                                                       | Absence of Critical Networks                              | 7                                                                                                                                                                                      | Has the Partner assessed the capacity of any downstream partners it will rely upon for the success of the project, and if capacity gaps were found, has it developed a suitable plan to address them (such as capacity building and/or increased monitoring)?                                                                                                                                                                                                                                                                                 | No                        | Moderate                                                          | 2                            | NA                                                                                                                                                                                                                                                                                                                                                                           |
| Strategic (7.3 Partner capacities)                                                                                                                                                       | Absence of Critical Networks                              | 8                                                                                                                                                                                      | Is the Partner party to knowledge networks, coordinating bodies, and other fora that are essential for the successful implementation of this project?                                                                                                                                                                                                                                                                                                                                                                                         | No                        | Moderate                                                          | 2                            | NA                                                                                                                                                                                                                                                                                                                                                                           |
| Strategic (7.3 Partner capacities)                                                                                                                                                       | Inadequate Technical Capacities                           | 9                                                                                                                                                                                      | Do the skills and experience of the Partner's technical professionals match those required for the project and will they be available for the duration of the project (particularly if the project is implemented in remote or challenging geographical areas)?                                                                                                                                                                                                                                                                               | Yes                       | High                                                              | 0                            | CVs of technical personnel involved in project operational support are available at <a href="https://eiec.gov.ge/En">https://eiec.gov.ge/En</a> . EIEC has adequate capacity to provide execution services for this project. The Project Manager (PM) and Project Assistant (PA) will be recruited after GEF approval and will be available throughout the project duration. |



| ERM Risk Category                                                           | Risk Being Addressed                                      | Q.# | Questions                                                                                                                                                                                                                                                                                                                                                                                                                                 | Response (Yes, No or N/A)                | Relative Importance of Each Capacity to this Project? | Risk Score based on Response | Remarks/ comments                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------|-----------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic (7.3 Partner capacities)                                          | Inadequate Technical Infrastructure                       | 10  | Does the Partner have the necessary technical and administrative infrastructure (e.g. offices, laboratories, equipment, software, technical data bases, etc.) to support the implementation of the project, including in remote areas or regions if required?                                                                                                                                                                             | Yes                                      | High                                                  | 0                            | The Center is located on the premises of the Ministry and, depending on the nature of the project, has more than adequate technical and administrative capacity to support its implementation                                                                                                                                                                                           |
| Strategic (7.3 Partner capacities)                                          | Poor Absorption Capacity                                  | 11  | If the existing programmatic and financial management capacities (staffing, systems, etc) are not adequate to meet the additional requirements of the project, does the Partner have the ability to strengthen the capacities within a reasonable timeframe so that the project is not significantly delayed? (i.e. can it recruit staff and/or implement a suitable system promptly?)                                                    | No                                       | High                                                  | 4                            | Based on the micro-assessment, staffing, accounting, and procurement capacities are assessed as low risk. As the organization is a subsidiary of MEPA and its main source of funding is the government budget, decisions related to staffing or the implementation of new systems are not made independently or promptly. All such decisions require government approval.               |
| Strategic (7.3 Partner capacities)                                          | Personnel Limitations                                     | 12  | If the organization has a salary scale that would apply to project personnel, would that scale inhibit hiring the best candidates?                                                                                                                                                                                                                                                                                                        | No                                       | High                                                  | 0                            | The Center follows the Law of Georgia on Public Service for personnel recruitment. While base salary scales in the public sector are lower compared to the private sector, the system includes attractive practices such as salary increments and bonuses—especially for donor-funded positions—thereby ensuring the participation of competitive candidates in the recruitment process |
| Strategic (7.5 Code of conduct & ethics), Social & Environmental (1.1-1.12) | Violation of programming principles and ethical standards | 13  | Does the Partner have an internal policy and a training programme for personnel on the prevention of and response to sexual harassment (SH) and sexual exploitation and abuse (SEA)?                                                                                                                                                                                                                                                      | Yes                                      | Substantial                                           | 0                            | It is regulated by the Labour Code of Georgia. Trainings on Sexual Harassment (SH) and Sexual Exploitation and Abuse (SEA) are conducted. EIEC is also responsible for providing such training to the Ministry                                                                                                                                                                          |
| Strategic (7.5 Code of conduct & ethics), Social & Environmental (1.1-1.12) | Violation of programming principles and ethical standards | 14  | Does the Partner screen their personnel, and/or partners they engage with, for previous involvement or alleged involvement in SH or SEA?                                                                                                                                                                                                                                                                                                  | No                                       | Substantial                                           | 3                            | According to the Labour Code of Georgia, screening is mandatory during recruitment for fixed term staff. In the case of suppliers, it is not applicable                                                                                                                                                                                                                                 |
| Strategic (7.5 Code of conduct & ethics), Social & Environmental (1.1-1.12) | Violation of programming principles and ethical standards | 15  | Does the Partner have a mechanism in place to report and monitor response to allegations of SH and SEA by and against their personnel? (Consider available reporting mechanisms such as emails, hotlines, phone numbers, contact person etc.)                                                                                                                                                                                             | Yes                                      | Substantial                                           | 0                            | The Decree dated 24.03.2021 on EIEC's acceptance of mechanisms is provided and is in line with the Labour Code of Georgia-<br><a href="https://matzne.gov.ge/ka/document/view/4548377?publication=0">https://matzne.gov.ge/ka/document/view/4548377?publication=0</a>                                                                                                                   |
| Strategic (7.5 Code of conduct & ethics), Social & Environmental (1.1-1.12) | Violation of programming principles and ethical standards | 16  | Does the Partner have the capacity - internal or external - to investigate allegations of SH and SEA, and the ability to refer victims to appropriate victim assistance services (e.g. medical, legal or psychosocial)? (Consider information on available capacity (such as trained investigators or access to external investigation services) and mechanisms (such as identified victim assistance providers) in a written statement.) | Yes                                      | Substantial                                           | 0                            | In 2019, the Parliament of Georgia enacted legislation on the prevention of and response to sexual harassment. The government is actively working to develop sexual harassment complaint mechanisms within the civil service. Currently, EIEC has only an external/official capacity to investigate such allegations. The related decree was issued on 24.03.2021                       |
| Strategic (7.3 Partner capacities)                                          | Inadequate Safety & Security                              | 17  | Does the Partner have protocols and safeguards in place to minimize the risk of harm to project-affiliated people, the environment and assets? (e.g. sexual exploitation and abuse, physical safety & security, social & environmental safeguards, etc)                                                                                                                                                                                   | No                                       | Substantial                                           | 3                            |                                                                                                                                                                                                                                                                                                                                                                                         |
| Strategic (7.5 Code of conduct & ethics), Social & Environmental (1.1-1.12) | Violation of programming principles and ethical standards | 18  | Has the Partner advised employees, beneficiaries and other recipients to whom they should report sexual misconduct or where to they may report fraud, waste or misuse of agency resources or property? If so, does the IP have a policy against retaliation relating to such reporting?                                                                                                                                                   | Yes                                      | Substantial                                           | 0                            | To Minister of MEPA and head of audit department of MEPA.                                                                                                                                                                                                                                                                                                                               |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       | 17                           |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |
| Overall Risk Score for this Section                                         |                                                           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overall Risk Assessment for this Section |                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                         |



| Partner Capacity Assessment Tool: Procurement Capacities for Partners who will implement projects funded by Global Environment Facility (GEF) and Green Climate Fund (GCF)                                                                                                                                                                                                                             |                                                       |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                       |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Purpose: This worksheet is designed to assess the Partner's procurement capacity for all projects funded by Global Environment Facility (GEF) or Green Climate Fund (GCF). It is separate and distinct from the HACT micro-assessment and should be performed for all Partners that will implement GEF or GCF-funded projects, even where a HACT assessment has already been performed on the Partner. |                                                       |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                       |                                       |
| Responsibility & Timing: The Procurement capacity assessment should be completed jointly by the Project Manager and the Country Office procurement team as soon as possible in the Project Design Phase.                                                                                                                                                                                               |                                                       |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                       |                                       |
| Background Information (carried forward from 'Partner Pre-requisites' worksheet)                                                                                                                                                                                                                                                                                                                       |                                                       |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                       |                                       |
| Region                                                                                                                                                                                                                                                                                                                                                                                                 | CEE/CIS                                               | Comments: (Optional)                                                                                                                                                                   | Procurement Information for this Partner for this GEF or GCF project: (Enter information here)                                                                                                                                                                        |                                       |
| Office                                                                                                                                                                                                                                                                                                                                                                                                 | Georgia                                               | Environmental Information and Education Centre (EIEC) is a legal entity of public law and is subsidiary of the Ministry of Environmental Protection and Agriculture (MEPA) of Georgia. | Procurement Budget that will be implemented by this Partner:                                                                                                                                                                                                          | \$ 1,233,000 <i>Add comments here</i> |
| Programme Start                                                                                                                                                                                                                                                                                                                                                                                        | 1-Jan-21                                              |                                                                                                                                                                                        | Procurement Type(s):                                                                                                                                                                                                                                                  | Consultancy Services                  |
| Programme End                                                                                                                                                                                                                                                                                                                                                                                          | 31-Dec-25                                             |                                                                                                                                                                                        | Any high risk/high exposure categories planned? (Y/N)                                                                                                                                                                                                                 | N                                     |
| Partner Name                                                                                                                                                                                                                                                                                                                                                                                           | EIEC - Environmental Information and Education Center |                                                                                                                                                                                        | UNDP has prior experience with this Partner and its procurement capacities (Y/N)                                                                                                                                                                                      | Y                                     |
| Partner budget for this Project (USD)                                                                                                                                                                                                                                                                                                                                                                  | \$ 1,233,000                                          |                                                                                                                                                                                        | Will the Partner outsource or refer any elements of the budgeted procurement for this project to another entity?                                                                                                                                                      | Y                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                        |                                                       |                                                                                                                                                                                        | Other relevant remarks on planned procurement activities or Partner capacities (optional)                                                                                                                                                                             | <i>Enter information here</i>         |
|                                                                                                                                                                                                                                                                                                                                                                                                        |                                                       |                                                                                                                                                                                        | Procurement Risk Management Resources to consider                                                                                                                                                                                                                     | <a href="#">Risk Radar</a>            |
|                                                                                                                                                                                                                                                                                                                                                                                                        |                                                       |                                                                                                                                                                                        | The Procurement Risk Management Radar provides a country-based rating for macro variables, for example inflation, political risk, corruption index, transparency, etc. and is a useful reference point for understanding the environment the Partner is operating in. |                                       |



| Procurement Capacity Assessment - PART A: Quantitative                                                   |                                                  |                                                                     |                                                                      |                                                                                                                              |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Quantitative Risk Elements                                                                               | Select your response from the drop-down list     | Assigned rating based on your response (based on PSU rating system) | Relative importance of each capacity (based on PSU weighting system) | Risk Score based on Response (out of 5)<br>1=Very Low Risk<br>2=Low Risk<br>3=Medium Risk<br>4=High Risk<br>5=Very High Risk |
| Partner's total procurement volume managed per year (all activities)                                     | Less than US \$5 Million                         | 1                                                                   | 20%                                                                  | 0.2                                                                                                                          |
| Year-to-Year total procurement volume variation                                                          | Less than 20%                                    | 1                                                                   | 15%                                                                  | 0.15                                                                                                                         |
| Procurement Review Committee compliance rate                                                             | 100 % of required cases were reviewed by the PRC | 1                                                                   | 25%                                                                  | 0.25                                                                                                                         |
| Consolidated procurement plan exists                                                                     | IP has a Consolidated Procurement Plan           | 1                                                                   | 20%                                                                  | 0.2                                                                                                                          |
| Section of the most recent HACT micro-assessment? (Note: HACT assessments are valid for a 4 year period) | Low risk                                         | 1                                                                   | 20%                                                                  | 0.2                                                                                                                          |
|                                                                                                          |                                                  |                                                                     | 100%                                                                 | 1                                                                                                                            |
| Very Low Risk                                                                                            |                                                  |                                                                     |                                                                      |                                                                                                                              |

| Procurement Capacity Assessment - PART B: Qualitative                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Procurement capacity area                                                                                                                                                                  | Guidance on elements of a well-functioning procurement capacity to review & evaluate during your assessment                                                                                                                                                                                                                                                                                                                                                | Responses to Capacity Questions (select the most appropriate response from the drop-down list in each box below based on your discussions with the IP and your review of documentation) | Remarks/ comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Risk score based on response                                                      |
| 1. Procurement strategy                                                                                                                                                                    | 1.1 Does a procurement strategy exist and is it properly documented?<br><br>1.2 Do staff & management appear to be familiar with the procurement strategy?<br><br>1.3 Does the procurement strategy include tools & mechanisms to categorize and prioritize high risk/high exposure procurement activities?<br><br>1.4 Does the IP have LTAs / Framework agreements in place and if so, what is the percentage of spend channeled through LTAs or similar? | Yes - good quality<br><br>Yes - good understanding<br><br>Yes - basic tools & mechanisms<br><br>No LTAs are used                                                                        | The annual public procurement plan published on website: <a href="https://eiec.gov.ge/En/PublicInformation">https://eiec.gov.ge/En/PublicInformation</a><br><br>Procurement plan and strategy are discussed on monthly meetings<br><br>EIEC confirmed that high-risk procurement activities have been identified/ prioritized<br><br>LTAs not permitted by state law. All procurement of services or goods are done on competitive basis<br><a href="https://tenders.procurement.gov.ge/public/">https://tenders.procurement.gov.ge/public/</a> | 1=Very Low Risk<br>2=Low Risk<br>3=Medium Risk<br>4=High Risk<br>5=Very High Risk |
| <b>CONCLUSION: Based on your responses to the questions above, please select the most appropriate conclusion regarding the IP's procurement strategy capacity from the drop-down list.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |
| 2. Functions & organization of the procurement unit                                                                                                                                        | 1. Is the procurement unit well structured, with clear leadership, appropriate resourcing for its current procurement profile and volume, and well defined and assigned roles and responsibilities for the entire procurement cycle (including contract management)? Note: For assessing appropriate resourcing, a good benchmark is considered to be US\$ 5 million procurement spend handled by each procurement staff member.                           | GOOD procurement strategy capacity, with minor weaknesses in some areas that could be quickly addressed.<br><br>Basic structure                                                         | There are two procurement specialists in EIEC. They execute procurement plans in accordance with the State Procurement Law and within the framework of the approved Annual State Procurement Plan                                                                                                                                                                                                                                                                                                                                               | 2<br>20%<br>0.4                                                                   |



| Procurement capacity area                             | Guidance on elements of a well-functioning procurement capacity to review & evaluate during your assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Responses to Capacity Questions (select the most appropriate response from the drop-down list in each box below based on your discussions with the IP and your review of documentation) | Remarks/ comments                                                                                                                                                                                                                                                            | based on your assessment (out of 5)<br>1=Very Low Risk<br>2=Low Risk<br>3=Medium Risk<br>4=High Risk<br>5=Very High Risk | Relative importance of each capacity (based on PSU weighting system) | Risk score based on response |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------|
| 3. Human resources & capacity of the Procurement Unit | 2. Are delegations of authority and procurement thresholds clear, documented, and set at appropriate levels given existing competencies and capacities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes - very good & well aligned review of documentation                                                                                                                                  | Delegation, thresholds, and other procurement rules are clearly defined by public law. The Director is responsible for signing all procurement contracts                                                                                                                     |                                                                                                                          |                                                                      |                              |
|                                                       | 3. Does the IP have and routinely use electronic procurement systems and associated data analytics?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Always                                                                                                                                                                                  | <a href="https://tenders.procurement.gov.ge/public/">https://tenders.procurement.gov.ge/public/</a>                                                                                                                                                                          |                                                                                                                          |                                                                      |                              |
|                                                       | 4. Is there an active permanent Procurement Review Committee with alternative members? Note: this may include Procurement Review Bodies that are external to the Partner, such as a central tender board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Yes - mostly active                                                                                                                                                                     | Such committees exist within the State Procurement Agency and review all procurements based on their thresholds                                                                                                                                                              |                                                                                                                          |                                                                      |                              |
|                                                       | <b>CONCLUSION: Based on your responses to the questions above, please select the most appropriate conclusion regarding the IP's procurement functions &amp; organizational structure from the drop-down list.</b><br>1. Are there clear job descriptions and do actual staff functions appear to be aligned with them?<br>2. Are staff competencies aligned with procurement complexity? (In assessing competency consider: Do staff have experience in conducting international procurement? Are trainings or certification available and have they resulted in sustainable technical & institutional knowledge? Are annual performance reviews done? Do staff have a reputation for professional, knowledgeable, and efficient procurement performance?)<br>3. What percentage of staff in the procurement unit (or those responsible for performing the IP's procurement function) have undergone procurement certification, accreditation, training, etc | <b>VERY GOOD procurement unit functions and organization</b><br>Yes - clear & mostly aligned<br>Competencies good & mostly aligned                                                      | Jobs descriptions are approved by Director<br>Mandatory trainings for all procurement staff are conducted by state procurement agency on annual basis                                                                                                                        | 1                                                                                                                        | 15%                                                                  | 0.15                         |
| 4. Procurement cycle management                       | 4. Is there is a strong local market for procurement expertise that the IP could tap into to easily expand procurement unit staff to manage new projects?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Limited expansion possibility                                                                                                                                                           | Needs government approval                                                                                                                                                                                                                                                    |                                                                                                                          |                                                                      |                              |
|                                                       | 5. Is the work of the Procurement Review Committee performed by members who are qualified to conduct procurement reviews and is their performance evaluated and recognized?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Basic PRC                                                                                                                                                                               | Certified procurement staff are permanent members of the committee, while other technical staff rotate depending on needs                                                                                                                                                    |                                                                                                                          |                                                                      |                              |
|                                                       | 6. Has the IP experienced frequent turnover of senior management and senior procurement specialist staff within the past 5 years?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Some turnover                                                                                                                                                                           | The Director has been with the Center since 2018. The procurement specialists and Head of Administration have been working at EIEC for more than seven years                                                                                                                 |                                                                                                                          |                                                                      |                              |
|                                                       | <b>CONCLUSION: Based on your responses to the questions above, please select the most appropriate conclusion regarding the IP's procurement human resources capacity from the drop-down list.</b><br>A. Planning: 1. Are procurement plans developed and regularly updated in a cross-functional manner (programmes & finance) and are they reviewed and endorsed by management?<br>A. Planning: 2. Do procurement plans contain sufficient detail, realistic lead times and deadlines, accurate costings, and options for external support if in-house capacity does not exist?                                                                                                                                                                                                                                                                                                                                                                             | <b>GOOD procurement human resources capacity, with minor weaknesses in some areas that could be quickly addressed.</b><br>Very often<br>Satisfactory plan content                       | Procurement plans are approved on annual basis and are discussed on monthly meetings<br>The procurement plans contain satisfactory detail, realistic lead times and deadlines, accurate costings, and include options for external support when in-house capacity is lacking | 2                                                                                                                        | 15%                                                                  | 0.3                          |



| Procurement capacity area | Guidance on elements of a well-functioning procurement capacity to review & evaluate during your assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Responses to Capacity Questions (select the most appropriate response from the drop-down list in each box below based on your discussions with the IP and your review of documentation) | Remarks/ comments                                                                                                                                                                                                         | based on your assessment (out of 5)<br>1=Very Low Risk<br>2=Low Risk<br>3=Medium Risk<br>4=High Risk<br>5=Very High Risk | Relative importance of each capacity (based on PSU weighting system) | Risk score based on response |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------|
| Procurement capacity area | <b>A. Planning:</b> 3. Are procurement plans uploaded to an electronic platform/system?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Always                                                                                                                                                                                  | Updated quarterly: <a href="https://elec.gov.ge/En/PublicInformation">https://elec.gov.ge/En/PublicInformation</a>                                                                                                        |                                                                                                                          |                                                                      |                              |
|                           | <b>B. Sourcing:</b> 1. Does the procurement unit conduct market analysis for high complex/high expenditure categories using established and/or commonly accepted good practices?                                                                                                                                                                                                                                                                                                                                                                                                                                             | Often                                                                                                                                                                                   | Procurement unit conducts market analysis for highly complex or high-expenditure categories in accordance with the State Procurement Law                                                                                  |                                                                                                                          |                                                                      |                              |
|                           | <b>B. Sourcing:</b> 2. Is pre-qualification used in relevant cases and are pre-qualification documents clear and complete, including all requirements for evaluation?                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Often                                                                                                                                                                                   | Pre-qualification is often used in relevant cases, and the pre-qualification documents are clear and complete, including all evaluation requirements                                                                      |                                                                                                                          |                                                                      |                              |
|                           | <b>C. Solicitation documents:</b> 1. Are standard solicitation documents available and used? (For example, do they use standard TORs/Requirements/specs? Are documents tailored for project requirements and the procurement activity? Do they include all relevant information to prepare an offer? Do they establish clear evaluation criteria (and sub-criteria where relevant) and how they will be applied? Do they include KPIs where relevant? Do they include templates for the submitting companies? Do they allow receipt of comparable offers? Do they properly apply bid securities and performance securities?) | Always                                                                                                                                                                                  | Pursuant to the State Procurement Law, this is always done. Otherwise, the procurement committee's decision may be appealed. To avoid such appeals, prequalification and solicitation documents are always made available |                                                                                                                          |                                                                      |                              |
|                           | <b>C. Solicitation documents:</b> 2. Is there good collaboration between procurement staff and the requesting units when developing TORs and requirements to ensure that they are developed efficiently and accurately?                                                                                                                                                                                                                                                                                                                                                                                                      | Often                                                                                                                                                                                   | Based on previous experience with the Center, they have consistently managed to deliver in a timely manner; therefore, we can assume that the work is carried out accurately                                              |                                                                                                                          |                                                                      |                              |
|                           | <b>D. Communication between bidders and the procurement unit:</b> 1. Does the procurement unit include in the bidding documents a debriefing conference or on-site visit when applicable and they are properly managed and documented?                                                                                                                                                                                                                                                                                                                                                                                       | Often                                                                                                                                                                                   | <a href="http://procurement.gov.ge/Home.aspx">http://procurement.gov.ge/Home.aspx</a>                                                                                                                                     |                                                                                                                          |                                                                      |                              |
|                           | <b>D. Communication between bidders and the procurement unit:</b> 2. Are bidder's clarifications replied to quickly, with complete information and in writing, and is the information shared with all bidders to ensure equal and                                                                                                                                                                                                                                                                                                                                                                                            | Always                                                                                                                                                                                  | Pursuant to state procurement law - always and uploaded electronically                                                                                                                                                    |                                                                                                                          |                                                                      |                              |
|                           | <b>E. Offers receipt and opening:</b> 1. If the IP is not using electronic procurement systems, are offers kept safe & locked before the submission deadline?                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A - IP uses electronic systems                                                                                                                                                        |                                                                                                                                                                                                                           |                                                                                                                          |                                                                      |                              |
|                           | <b>E. Offers receipt and opening:</b> 2. Does a permanent bid opening committee exist and does it operate on a rotational basis?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | N/A - IP uses electronic systems                                                                                                                                                        |                                                                                                                                                                                                                           |                                                                                                                          |                                                                      |                              |
|                           | <b>E. Offers receipt and opening:</b> 3. Does the IP follow good bid receipt and opening practices? (For example, is the normal time lag between offer submission deadline and bid opening reasonable? Are public bid openings conducted when applicable? Are invitations to bid openings appropriate? Is relevant information read during the bidding ceremony and it is recorded in a bid opening record?)                                                                                                                                                                                                                 | N/A - IP uses electronic systems                                                                                                                                                        |                                                                                                                                                                                                                           |                                                                                                                          |                                                                      |                              |
|                           | <b>F. Evaluation of Offers:</b> 1. Is the evaluation process (including technical) conducted appropriately? (For example, is the process conducted within the validity of the offers? Is the evaluation done in a systematic manner that follows evaluation criteria specified in the bidding documents? Do evaluation sheets include all relevant information, including reasons for offer disqualifications? Are evaluations are properly documented?)                                                                                                                                                                     | Always                                                                                                                                                                                  | Pursuant to state procurement law                                                                                                                                                                                         |                                                                                                                          |                                                                      |                              |
|                           | <b>F. Evaluation of Offers:</b> 2. Does the evaluation include screening of ineligible/sanctioned/suspended bidders?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Always                                                                                                                                                                                  | List provided on website: <a href="http://procurement.gov.ge/Home.aspx">http://procurement.gov.ge/Home.aspx</a> (white, black and warned suppliers list)                                                                  |                                                                                                                          |                                                                      |                              |

| Procurement Capacity area                                                                                                                                                                         | Guidance on elements of a well-functioning procurement capacity to review or evaluate during your assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Responses to Capacity Questions (select the most appropriate response from the drop-down list in each box below based on your discussions with the IP and your review of documentation) | Remarks/ comments                                                                                                                                           | based on your assessment (out of 5)<br>1=Very Low Risk<br>2=Low Risk<br>3=Medium Risk<br>4=High Risk<br>5=Very High Risk | Relative importance of each capacity (based on PSU weighting system) | Risk score based on response |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------|
| 4. Conclusion: Procurement cycle management                                                                                                                                                       | G. Contract Award: 1. Are contracts awarded based on lowest evaluated offer or cumulative score (if applicable) and are negotiations (if any) conducted within procurement rules?                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Always                                                                                                                                                                                  | Procurements are awarded based on either the lowest price or cumulative scoring method. Negotiations are permitted and conducted in accordance with the law |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | G. Contract Award: 2. Do contract awards respect established thresholds?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Always                                                                                                                                                                                  | Pursuant to state procurement law                                                                                                                           |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | G. Contract Award: 3. Does the Procurement Review Committee receive good quality submissions, and are they systematically analyzed, with documented minutes and recommendations that are routinely followed up?                                                                                                                                                                                                                                                                                                                                                                                                                        | Not often                                                                                                                                                                               | No info provided                                                                                                                                            |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | H. Contract Management & Administration: 1. Does a contract management & administration system exist (manual or electronic) to properly monitor contract implementation (including communications with contractors/vendors on contract management & administration issues)?                                                                                                                                                                                                                                                                                                                                                            | Yes - satisfactory                                                                                                                                                                      | Electronic system within EIEC exists                                                                                                                        |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | H. Contract Management & Administration: 2. Do technical and procurement staff have clearly defined roles and responsibilities regarding contract management & administration?                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes - very good                                                                                                                                                                         | Roles and responsibilities are clearly defined and well delimited                                                                                           |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | H. Contract Management & Administration: 3. Are KPIs defined early on in the contract management process for complex contracts and are contracts, in general, executed in time and within the agreed original price?                                                                                                                                                                                                                                                                                                                                                                                                                   | Often                                                                                                                                                                                   | KPIs are defined. According to the law, the procurement price cannot be changed                                                                             |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | H. Contract Management & Administration: 4. Is there a documented procedure for acceptance and quality control of goods/ works/ services and does the IP pay suppliers timely?                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes - good                                                                                                                                                                              | The respective requester, together with the procurement specialist, is responsible for quality checks. Implementing Partners (IPs) are paid on time         |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | H. Contract Management & Administration: 5. Do contract amendments comply with procurement rules?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Always                                                                                                                                                                                  | The State Procurement Agency provides continuous monitoring                                                                                                 |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | H. Contract Management & Administration: 6. If the Partner will route/channel any elements of procurement for this project to another entity, does that entity have a proven track record of satisfactory procurement delivery?                                                                                                                                                                                                                                                                                                                                                                                                        | N/A - Partner will do all procurement directly                                                                                                                                          |                                                                                                                                                             |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | CONCLUSION: Based on your responses to the questions above, please select the most appropriate conclusion regarding the IP's procurement cycle management capacity from the drop-down list.                                                                                                                                                                                                                                                                                                                                                                                                                                            | GOOD procurement cycle management capacity, with minor weaknesses in some areas that could be quickly addressed.<br>Very good documentation                                             |                                                                                                                                                             |                                                                                                                          | 2                                                                    | 25%                          |
| 5. Documentation & filing                                                                                                                                                                         | 1. Does the procurement unit maintain complete documentation of procurement cases to provide proper traceability and are the documents retained for an established period of time in accordance with the IP's document retention policy? (For traceability, consider how the IP documents the bidding process, including announcements, pre-qualification (if applicable), bidding documents, any applicable minutes (conference, on site visit), clarifications, opening records, evaluation records, copy of the offers, any complaints if applicable, copy of the contract, other documents as relevant to the procurement process) |                                                                                                                                                                                         | All documentation available online: <a href="http://procurement.gov.ge/">http://procurement.gov.ge/</a>                                                     |                                                                                                                          |                                                                      |                              |
|                                                                                                                                                                                                   | 2. Does the IP properly document its contract administration actions?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Good documentation                                                                                                                                                                      | contract administration actions are well documented, although this is done internally within EIEC                                                           |                                                                                                                          |                                                                      |                              |
| CONCLUSION: Based on your responses to the questions above, please select the most appropriate conclusion regarding the IP's procurement documentation & filing capacity from the drop-down list. | VERY GOOD procurement documentation & filing capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                         |                                                                                                                                                             | 1                                                                                                                        | 5%                                                                   | 0.05                         |



| Procurement capacity area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Guidance on elements of a well-functioning procurement capacity to review & evaluate during your assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Responses to Capacity Questions (select the most appropriate response from the drop-down list in each box below based on your discussions with the IP and your review of documentation)                        | Remarks/ comments                                                                                                                                | based on your assessment (out of 5)<br>1=Very Low Risk<br>2=Low Risk<br>3=Medium Risk<br>4=High Risk<br>5=Very High Risk | Relative importance of each capacity (based on PSU weighting system) | Risk score based on response |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------|
| 6. Handling complaints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Guidance on elements of a well-functioning procurement capacity to review &amp; evaluate during your assessment</p> <p>1. Does the IP have a responsive process for handling complaints and is it consistently followed? (Consider whether complaints are acknowledged and addressed in 48 hours, are properly documented, including claims and solutions; and whether the IP keeps a Complaints Log.)</p> <p><b>CONCLUSION: Based on your responses to the questions above, please select the most appropriate conclusion regarding the IP's procurement complaint handling capacity from the drop-down list.</b></p> | Very good process                                                                                                                                                                                              | According to state procurement law <a href="http://procurement.gov.ge/Home.aspx/page/Davebi">http://procurement.gov.ge/Home.aspx/page/Davebi</a> | 1                                                                                                                        | 10%                                                                  | 0.1                          |
| 7. Perception and/or reputation among stakeholders and business community                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>1. Does the procurement unit have a reputation for efficient and effective performance amongst stakeholders and/or the business community? (Note: Stakeholder feedback needs to be viewed in context; however it can be a good indicator of efficiency and transparency combined with other capacity observations.)</p> <p><b>CONCLUSION: Based on your responses to the questions above, please select the most appropriate conclusion regarding the IP's procurement perception and/or reputation among stakeholders and the business community from the drop-down list.</b></p>                                     | VERY GOOD procurement complaint handling capacity<br><br>GOOD perception and/or reputation, with minor weaknesses in some areas that could be quickly addressed.<br><br>VERY GOOD perception and/or reputation | Since all procurement information is uploaded online, any interested party can review and monitor the process                                    | 1                                                                                                                        | 10%                                                                  | 0.1                          |
| Overall Risk Score for the Qualitative Assessment Section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                |                                                                                                                                                  | 1.6                                                                                                                      |                                                                      |                              |
| Overall Risk Assessment for the Qualitative Section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                |                                                                                                                                                  | Low Risk                                                                                                                 |                                                                      |                              |
| <p><b>Conclusion on Procurement Capacity Assessment</b></p> <p>Overall Risk Assessment - Quantitative &amp; Qualitative</p> <p>Combined risk score (auto-calculated: adds H23 and L76, then divides by 2 to arrive at a risk score out of 5)</p> <p>1.3</p> <p>Select the risk mitigation strategies that will be employed (i.e. capacity building actions and/or enhanced monitoring and assurance activities)</p> <p>Describe the capacity building actions and/or enhanced monitoring and assurance activities that will be included in the Project Document</p> <p>Provide the estimated budget required for these activities (to be included in the Project Budget) (SUS)</p> <p>Comments on Overall Procurement Assessment: (Optional)</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                |                                                                                                                                                  |                                                                                                                          |                                                                      |                              |
| Enhanced monitoring & assurance activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                |                                                                                                                                                  |                                                                                                                          |                                                                      |                              |

Date: 10 June 2025



# MICRO ASSESSMENT REPORT

LEPL "Environmental Information and Education Center"

Commissioned by United Nations  
Development Programme in Georgia

13 May, 2025

AG International Consulting  
Member of Prime Global  
Audit & Business Advisory Services

**AGIC**

*certified member*



**PrimeGlobal**



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## Micro Assessment Report

### Front Page

Micro Assessment of LEPL Environmental Information and Education Center  
Commissioned by United Nations Development Programme (UNDP)  
Name of the 3<sup>rd</sup> Party Service Provider - AG International Consulting LLC  
Date: May 13, 2025

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4. Detailed Internal Control Findings and Recommendations

Annex I. Micro assessment questionnaire

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Annex IV. List of persons met





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## 1. Background, Scope and Methodology

### Background

The micro assessment is part of the requirements under the Harmonized Approach to Cash Transfers (HACT) Framework. The HACT framework represents a common operational framework for UN agencies' transfer of cash to government and non-governmental implementing partners.

The micro-assessment assesses the IP's control framework. It results in a risk rating (low, moderate, significant or high). The overall risk rating is used by the UN agencies, along with other available information (e.g. history of engagement with the agency and previous assurance results), to determine the type and frequency of assurance activities as per each agency's guidelines and can be taken into consideration when selecting the appropriate cash transfer modality for an IP.

### Scope

The micro-assessment provides an overall assessment of the Implementing Partner's programme, financial and operations management policies, procedures, systems and internal controls. It includes:

- A review of the IP legal status, governance structures and financial viability; programme management, organizational structure and staffing, accounting policies and procedures, fixed assets and inventory, financial reporting and monitoring, and procurement;
- A focus on compliance with policies, procedures, regulations and institutional arrangements that are issued both by the Government and the Implementing Partner.

### Methodology

We performed the micro-assessment from March 27, 2025 to May 13, 2025 at Tbilisi, Georgia.

Through discussion with management, observation and walk-through tests of transactions, we have assessed the Implementing Partner's and the related internal control system with emphasis on:

- The effectiveness of the systems in providing the Implementing Partner's management with accurate and timely information for management of funds and assets in accordance with work plans and agreements with the United Nations agencies;
- The general effectiveness of the internal control system in protecting the assets and resources of the Implementing Partner.

We discussed the results of the micro assessment with applicable UN agency personnel and the IP prior to finalization of the report. The list of persons met and interviewed during the micro-assessment is set out in Annex IV.

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## 2. Partner summary information (taken from "Information" tab of the assessment Excel document)

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|---------------|
| Organisation: LEPL Environmental Information and Education Center |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| Location: Vake-Saburtalo / Marshal Gelovani Street No. 32g        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| <b>Organisation</b>                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| Organisation type                                                 | Government entity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Key financial data for last three years as at financial year end: | 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2023                          | 2022                      |               |
| Income (approx in GEL)                                            | 4,219,855                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3,979,492                     | 3,359,798                 |               |
| Expenditure (approx in GEL)                                       | 3,914,686                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 4,697,810                     | 7,306,850                 |               |
| Income less expenditure (approx in GEL)                           | 305,169                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (718,318)                     | (3,947,052)               |               |
| Net assets                                                        | 2,029,763                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1,282,569                     | 1,828,696                 |               |
| Number of physical offices in the country                         | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1                             | 1                         |               |
| <b>People</b>                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| Current number of employees                                       | 42                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 35                            | 31                        |               |
| <b>Activities</b>                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| Nature of activities                                              | The Center's field of activity is the promotion of sustainable development and the actualization of its environmental component through access to both relevant education and full-fledged information. Its goals are to promote environmental and agricultural education and raise awareness of the public; organize public discussions and public involvement in environmental decision-making and ensure access to environmental and agricultural information. In its activities, the Center is based on the principles of the United Nations Economic Commission for Europe Convention on "Access to Information, Public Participation in Decision-Making and Access to Justice in Environmental Matters." |                               |                           |               |
| Locations of activities                                           | Throughout Georgia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                           |               |
| Amount of UN funding by agency in last three years by agency:     | 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2023                          | 2022                      |               |
| FAO                                                               | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                             | -                         |               |
| UN Women                                                          | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                             | -                         |               |
| UNDP                                                              | 2,180,154                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1,928,368                     | 1,404,364                 |               |
| UNFPA                                                             | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                             | -                         |               |
| UNICEF                                                            | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                             | -                         |               |
| WHO                                                               | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                             | -                         |               |
| Other - please specify                                            | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                             | -                         |               |
| <b>Total</b>                                                      | <b>2,180,154</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>1,928,368</b>              | <b>1,404,364</b>          |               |
| <b>Systems</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| Accounting system used (software, Excel, manual)                  | ORIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                           |               |
| HR system used                                                    | Human resource management program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Fixed asset system used                                           | ORIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                           |               |
| Inventory system used                                             | Microsoft Excel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| <b>Who is primarily responsible for the following functions</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
|                                                                   | The entity under review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Head office / associated body | Outsourced to third party | Not performed |
| <b>Accounting</b>                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| Recording transactions                                            | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Approving payments                                                | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Making payments                                                   | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| <b>HR</b>                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| Recruitment                                                       | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Training / development                                            | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Issuing policies and procedures                                   | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| <b>Procurement</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           |               |
| Tender / request for services                                     | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Bid analysis and contract award                                   | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Contract management                                               | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |               |
| Volume of procurement undertaken in year                          | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 - 10                        | 11 - 25                   | >25           |
|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           | V             |
| Number of procurement contracts / awards by size                  | <10k (GEL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10k - 25k (GEL)               | 25k - 50k (GEL)           | >50k (GEL)    |
|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                           | V             |





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### 3. Summary of Risk Assessment Results

#### [Executive summary of the overall risk assessment].

The table below summarizes the results and main internal control gaps found during application of the micro-assessment questionnaire (in Annex IV). Detailed findings and recommendations are set out in section 3. below.

| Subject area                    | Risk assessment* | Brief justification for rating (main internal control gaps)                                                                               |
|---------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Organisation                 | Low              |                                                                                                                                           |
| 2. People and behaviours        | Low              |                                                                                                                                           |
| 3. Activities                   | Low              |                                                                                                                                           |
| 4. Reporting and accountability | Low              |                                                                                                                                           |
| 5. Assets and Inventory         | Low              |                                                                                                                                           |
| 6. Procurement                  | Low              |                                                                                                                                           |
| 7. Sub-partners                 | Low              |                                                                                                                                           |
| 8. Systems                      | Low              | The organization Does not have formalized cost allocation methodology to ensure accurate cost allocations to the various funding sources. |
| Overall Risk Assessment         | Low              |                                                                                                                                           |

\*High, Significant, Moderate, Low



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#### 4. Detailed Internal Control Findings and Recommendations

| No. | Description of Finding                                                                                                                                                                                                             | Recommendation and IP Management Response                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <p><b>Cost allocation methodology</b></p> <p><b>Priority rating: Moderate</b></p> <p>The organization does not have formalized cost allocation methodology to ensure accurate cost allocations to the various funding sources.</p> | <p>We recommend IP to develop cost allocation methodology.</p> <p><b>IP Management Response</b></p> <p>According to the Order No. 419 of the Minister of Finance of Georgia dated December 30, 2014 "On the approval of the rules for recording and spending monetary grants/targeted funding received by ministries and agencies", all donor-funded grants are registered with an individual grant code assigned by the Treasury.</p> <p>The organization is guided by this Order.</p> |





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## Annex I. Micro Assessment Questionnaire

|                                                |                                                                                                                                                                                                           | Yes                                 | No                                  | N/A                                 | 1<br>Low                            | 2<br>Moderate                       | 3<br>Significant         | 4<br>High                | Comments                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Organisation</b>                         |                                                                                                                                                                                                           |                                     |                                     |                                     |                                     |                                     |                          |                          |                                                                                                                                                                                                                                                                                                                    |
| <b>General</b>                                 |                                                                                                                                                                                                           |                                     |                                     |                                     |                                     |                                     |                          |                          |                                                                                                                                                                                                                                                                                                                    |
| 1                                              | Is the entity in compliance with national registration requirements?                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | IP is legally registered according to the Law of Georgia on Legal Entities under Public Law, by the Resolution of the Government of Georgia. Registered at 14.05.2013<br>Tax ID: 206351730                                                                                                                         |
| 2                                              | Does an internet search indicate there have been no known cases of fraud, or other allegations of malpractice, concerning the entity or its staff in the last five years?                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | No cases of fraud, or other allegations of malpractice are found.                                                                                                                                                                                                                                                  |
| 3                                              | Does management confirm there are no ongoing legal proceedings that are likely materially to impact the organisation or its activities?                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | IP has no ongoing litigation.                                                                                                                                                                                                                                                                                      |
| <b>Organisational structure and governance</b> |                                                                                                                                                                                                           |                                     |                                     |                                     |                                     |                                     |                          |                          |                                                                                                                                                                                                                                                                                                                    |
| 4                                              | Does the governing body meet on a regular basis and perform sufficient oversight functions?                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | The director is responsible for the management of the IP. According to the legislation, there is no separate governing body. Supervision of the IP's activities is carried out on a permanent, daily basis by the management.                                                                                      |
| 5                                              | Are minutes of oversight meetings maintained, with evidence of action plans and appropriate follow?                                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All tasks/decisions are carried out, issued, executed, and reported through an electronic case management program, where the person responsible for completing the task and the deadline are defined. However, no certified meeting minutes have been provided.                                                    |
| 6                                              | Is the organisation structured in such a way that enables clear reporting lines and designates particular areas of responsibility?                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | The IP is structured in a way that ensures clear reporting and defines specific areas of responsibility. Also, the staff list, job descriptions and qualification requirements of employees are approved by the order of the director. Also, certain activities are defined by the internal regulations of the IP. |
| 7                                              | Are there sufficient procedures in place to ensure that activities performed by sub-offices are carried out in accordance with the overall policies of the organisation?                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | IP has no other branches.                                                                                                                                                                                                                                                                                          |
| 8                                              | Are there sufficient procedures in place to ensure that financial transactions initiated by sub-offices are executed and recorded in accordance with the overall policies of the organisation?            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | IP has no other branches.                                                                                                                                                                                                                                                                                          |
| 9                                              | Does the organisation review the accuracy and completeness of the supporting documentation for transactions incurred by its sub-offices prior to the amounts being consolidated into the central records? | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | IP has no other branches.                                                                                                                                                                                                                                                                                          |
| <b>A</b>                                       | <b>Low risk</b>                                                                                                                                                                                           | 3                                   | 4                                   | 2                                   | 10                                  | 11                                  | 16                       |                          |                                                                                                                                                                                                                                                                                                                    |



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|                                    |                                                                                                                                                                                                                                                                                                    | Yes | No | N/A | 1   | 2        | 3           | 4    | Comments                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-----|----------|-------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    |                                                                                                                                                                                                                                                                                                    |     |    |     | Low | Moderate | Significant | High |                                                                                                                                                                                                                                                                                                                                                |
| <b>B. People and behaviours</b>    |                                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                |
| <b>General</b>                     |                                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                |
| 1                                  | Is there an HR manual that covers key areas such as recruitment, employment and personnel practices, and which is provided to all staff?                                                                                                                                                           | ✓   |    |     | ✓   |          |             |      | For personnel management, there is an electronic personnel management program of the Ministry of Environmental Protection and Rural Development, an approved regulation of the IP, internal regulations, qualification requirements and functions and responsibilities of all employees.                                                       |
| <b>Recruitment and retention</b>   |                                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                |
| 2                                  | Are vacant positions widely advertised?                                                                                                                                                                                                                                                            | ✓   |    |     | ✓   |          |             |      | The recruitment of employees is carried out on the basis of competitions in accordance with the Rules for Conducting Competitions in the Public Service, approved by the Resolution of the Government of Georgia No. 204 of April 21, 2017.                                                                                                    |
| 3                                  | Are the selected candidates appointed to roles in a competitive and transparent way, that is documented and filed?                                                                                                                                                                                 | ✓   |    |     | ✓   |          |             |      | Selected candidates are appointed to positions based on a competitive and transparent process, which is documented and maintained in the relevant file. The selection process includes clear criteria, structured interviews and objective assessments, which are detailed in the relevant documentation.                                      |
| 4                                  | Are background checks performed on potential new recruits, and the results documented and filed?                                                                                                                                                                                                   | ✓   |    |     | ✓   |          |             |      | Selected candidates must submit a list of certain documents, including a notice of conviction.                                                                                                                                                                                                                                                 |
| 5                                  | Have key positions been filled throughout the last three years, (or with only limited gaps between new appointments), without evidence of regular turnover of the same positions?                                                                                                                  |     | ✓  |     | ✓   |          |             |      | The positions did not change.                                                                                                                                                                                                                                                                                                                  |
| 6                                  | Are procedures in place to ensure that, when staff leave employment with the organisation, they are removed from the payroll after receipt of the final salary due, are required to return any equipment belonging to the organisation, and have any access rights to in-house systems terminated? | ✓   |    |     | ✓   |          |             |      | When the employee wants to be dismissed from the position held, he writes a statement on dismissal, on the basis of which an order on dismissal is prepared. In addition, the direct supervisor of the employee is obliged to prepare a bypass sheet and request the cancellation of all types of access for the person under their authority. |
| <b>Qualifications and training</b> |                                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                |
| 7                                  | Does the finance team contain a sufficient number of suitably experienced staff, so that team members are competent to perform the tasks assigned to them, and with sufficient segregation?                                                                                                        | ✓   |    |     | ✓   |          |             |      | Team members are able to segregate the duties. We were provided with an Accountant and Financier CV                                                                                                                                                                                                                                            |
| 8                                  | Are there sufficient job descriptions for the various roles within the organisation, and the minimum expected qualifications required for each?                                                                                                                                                    | ✓   |    |     | ✓   |          |             |      | The job description for each position is defined in the employment contract.                                                                                                                                                                                                                                                                   |
| 9                                  | Does the organisation provide sufficient training opportunities to its staff?                                                                                                                                                                                                                      | ✓   |    |     | ✓   |          |             |      | IP provides training opportunities to its staff.                                                                                                                                                                                                                                                                                               |
| <b>Practices</b>                   |                                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                |
| 10                                 | Does the organisation have a clear set of policies concerning the expected conduct of its staff, and procedures to follow up on allegations of misconduct?                                                                                                                                         | ✓   |    |     | ✓   |          |             |      | IP has developed a code of ethics, a rule for the prevention and response to sexual harassment, exploitation and violence, and internal regulations.                                                                                                                                                                                           |
| 11                                 | Does the organisation have an anti-fraud and anti-corruption policy that is readily accessible to all staff?                                                                                                                                                                                       | ✓   |    |     | ✓   |          |             |      | The case is regulated by the law of Georgia about anti-corruption.                                                                                                                                                                                                                                                                             |
| 12                                 | Is it clear to whom staff should report concerns about suspected fraud, corruption or other malpractice, and are procedures in place to protect staff from potential retaliation as a result?                                                                                                      | ✓   |    |     | ✓   |          |             |      | The case is regulated by the law of Georgia about anti-corruption.                                                                                                                                                                                                                                                                             |
| 13                                 | Does the organisation have policies and procedures to help prevent discrimination on the basis of gender?                                                                                                                                                                                          | ✓   |    |     | ✓   |          |             |      | The organization is an agency under the Ministry of Environmental Protection and Agriculture of Georgia and it uses its code of ethics. IP has its own internal regulations and the rule for the prevention and response to sexual harassment, exploitation and violence.                                                                      |
| 14                                 | Does the organisation integrate social and environmental standards in their activities?                                                                                                                                                                                                            | ✓   |    |     | ✓   |          |             |      | IP has integrated social and environmental standards into its operations. It implements sustainable development practices that consider both environmental impact reduction and positive social impact. This is provided for in the IP's statutes, internal regulations, and employment contract terms.                                        |
| <b>B. Low risk</b>                 |                                                                                                                                                                                                                                                                                                    | 13  | 1  | -   | 20  | 27       | 35          |      |                                                                                                                                                                                                                                                                                                                                                |





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|                           |                                                                                                                                                                                                          |     |     | 1        | 2           | 3    | 4  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------|-------------|------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                       | No                                                                                                                                                                                                       | N/A | Low | Moderate | Significant | High |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| C. Activities             |                                                                                                                                                                                                          |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Workplans                 |                                                                                                                                                                                                          |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1                         | Does the organisation have and use sufficiently detailed written policies, procedures and other tools to develop and manage programmes and plans?                                                        | ✓   |     | ✓        |             |      |    | A systematized approach to program development and management has been implemented, which includes:<br>1) Detailed strategic planning documentation - a four-year medium-term action plan, a financial management and control system.<br>2) Grant project implementation - the Law of Georgia No. 238 of June 1, 2015 "On Approval of the Rules for Coordination of Foreign Assistance in Georgia", Order of the Minister of Finance No. 419 of December 30, 2014 on Accounting and Approval of Monetary Grants/Targeted Financing by Ministries and Agencies.<br>3) Monitoring and Evaluation Tools - Annual and Quarterly Reports, Financial Management and Control System, Reports Conducted by the State Audit Office. |
| 2                         | Are the workplans sufficiently detailed to allow a clear understanding of the objectives, expected activities, budget, and timeframe?                                                                    | ✓   |     | ✓        |             |      |    | IP prepares budget and Reports, procurement plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3                         | Are revisions and amendments to workplans appropriately reviewed, documented and communicated?                                                                                                           | ✓   |     | ✓        |             |      |    | If necessary, the procurement plan is adjusted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Risk management           |                                                                                                                                                                                                          |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4                         | Does the organisation identify the potential risks for achieving its objectives and programme delivery and mechanisms to mitigate them?                                                                  | ✓   |     | ✓        |             |      |    | IP identifies potential risks to the implementation of goals and programs and has mechanisms for their reduction. For each stage of the program, an analysis of risks caused by both internal and external factors is carried out. Relevant reporting is carried out within the framework of quarterly and annual reports.                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5                         | Is a sufficiently detailed risk register maintained for the organisation?                                                                                                                                | ✓   |     | ✓        |             |      |    | Risk-related issues are specified in the four-year medium-term action plan of the IP, in the IP annual action plans. They are also identified in the risk framework of all grant projects and in the risk assessment tools document. Relevant reporting is carried out within the framework of quarterly and annual reports.                                                                                                                                                                                                                                                                                                                                                                                               |
| 6                         | Are risk management procedures undertaken and / or approved by sufficiently senior members of staff?                                                                                                     | ✓   |     | ✓        |             |      |    | Are risk management procedures is approved by Director.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Monitoring and evaluation |                                                                                                                                                                                                          |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7                         | Does the organisation have and use sufficiently detailed policies, procedures, guidelines and other tools for monitoring and evaluation?                                                                 | ✓   |     | ✓        |             |      |    | The IP has and uses sufficiently detailed policies, procedures, guidelines and other tools for monitoring and evaluation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8                         | Does the organisation carry out and document regular monitoring activities such as review meetings and on-site project visits, to assess implementation against the objectives set out in the work plan? | ✓   |     | ✓        |             |      |    | The IP conducts and documents regular monitoring activities, such as verification meetings and project site visits, to assess implementation against the objectives set out in the work plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9                         | Does the organisation prepare sufficiently detailed narrative reports, based on the evidence it has obtained, that provide donors and other stakeholders with a clear                                    | ✓   |     | ✓        |             |      |    | IP prepares narrative reports upon request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10                        | Is data collected during monitoring and evaluation procedures documented and filed in accordance with written policies?                                                                                  | ✓   |     | ✓        |             |      |    | The IP conducts and documents regular monitoring activities, such as verification meetings and project site visits, to assess implementation against the objectives set out in the work plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| C. Low risk               |                                                                                                                                                                                                          | 10  | -   | -        | 15          | 19   | 25 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



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|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------|-------------|------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                               | No                                                                                                                                                                                                                                    | N/A | Low | Moderate | Significant | High |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| D. Reporting and accountability   |                                                                                                                                                                                                                                       |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| General                           |                                                                                                                                                                                                                                       |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1                                 | Is there a finance manual, or similar, that clearly sets out the main policies and procedures to be followed?                                                                                                                         | ✓   |     | ✓        |             |      |    | IP is guided by accounting policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Audit environment                 |                                                                                                                                                                                                                                       |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2                                 | Has the organisation complied with its statutory reporting requirements for the last three years?                                                                                                                                     | ✓   |     | ✓        |             |      |    | The State Audit Office audits the IP annually. Accordingly, the IP is not obliged to submit an audit report to the state.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3                                 | Did the statutory audits from the last three years result in unmodified (clean) audit opinions and without other significant issues being raised?                                                                                     | ✓   |     | ✓        |             |      |    | The statutory audits conducted over the past three years have concluded with unmodified audit opinions and no other significant issues have been raised.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4                                 | Has the organisation received UN audit reports, or other assurance activities commissioned by UN organisations, which report a good control environment, and without significant amounts of unsupported expenditure being identified? | ✓   |     | ✓        |             |      |    | The IP has received UN audit reports, which did not reveal any unsubstantiated expenses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5                                 | Does the organisation have an internal audit function?                                                                                                                                                                                | ✓   |     | ✓        |             |      |    | Implemented by the Internal Audit Department of the Ministry of Environmental Protection and Agriculture of Georgia. The IP does not have an internal audit department.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6                                 | Is the internal audit department sufficiently independent so that it is able to make recommendations?                                                                                                                                 |     | ✓   |          |             |      |    | Implemented by the Internal Audit Department of the Ministry of Environmental Protection and Agriculture of Georgia. The IP does not have an internal audit department.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7                                 | Does the internal audit function include donor-funded activities within its remit?                                                                                                                                                    |     | ✓   |          |             |      |    | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8                                 | Are recommendations made by internal and external reviewers logged centrally, indicating the follow-up status, who is responsible for implementation, and the timeframe?                                                              |     | ✓   |          |             |      |    | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Financial reporting tools         |                                                                                                                                                                                                                                       |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9                                 | Can the figures for donor financial reporting, by total and by budget and / or activity line, be generated automatically from the accounting system?                                                                                  | ✓   |     | ✓        |             |      |    | The accounting program cannot prepare a financial report, although the program can separate finances according to projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10                                | Are donor reports reviewed and approved by a suitable member of staff other than the preparer?                                                                                                                                        | ✓   |     | ✓        |             |      |    | Donor reports are reviewed and approved by the appropriate staff member.<br>The following system has been implemented in the IP for the review and approval of reports submitted to donors:<br>1. All reports are initially prepared by the appropriate staff member responsible for the project or program.<br>2. The prepared narrative and financial report are reviewed by the IP management.<br>3. The financial part is prepared by the IP's financier together with the head of the administrative service.<br>4. The final financial report is reviewed and signed by the IP Director. |
| Budget preparation and monitoring |                                                                                                                                                                                                                                       |     |     |          |             |      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 11                                | Are budgets prepared in sufficient detail so that they can be used as a meaningful monitoring and control tool?                                                                                                                       | ✓   |     | ✓        |             |      |    | Budget are prepared in accordance with the legislation of Georgia.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12                                | Are budgets authorised by a suitably senior member of staff?                                                                                                                                                                          | ✓   |     | ✓        |             |      |    | Budget approval and each change is carried out in agreement with the top management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 13                                | Are budgets compared against actual expenditure on a sufficiently regular basis, with unexpected variances investigated?                                                                                                              | ✓   |     | ✓        |             |      |    | IP carries out budget control and reporting in accordance with the budget classification and program budget. Reports are prepared and verified in terms of days, months and quarters.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 14                                | Is there a policy stating how budget amendments are to be considered, and who is responsible for authorising these?                                                                                                                   | ✓   |     | ✓        |             |      |    | The process is regulated by IP's regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| D. Low risk                       |                                                                                                                                                                                                                                       |     |     | 10       | 1           | 3    | 16 | 21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |





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|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----|----|-----|-----|----------|-------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                                                                                                                                                                                                                                     |   |   | Yes | No | N/A | Low | Moderate | Significant | High | Comments                                                                                                                                                                                                                                                      |
| F. Assets and inventory |                                                                                                                                                                                                                                     |   |   |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                               |
| Fixed asset register    |                                                                                                                                                                                                                                     |   |   |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                               |
| 1                       | Does the organisation maintain a comprehensive and up to date fixed asset register, that records all relevant details (such as purchase date, cost, condition, location, tag number, serial number, and owner) for each asset held? | ✓ |   |     | ✓  |     |     |          |             |      | The IP has recorded fixed assets and conducts an inventory.                                                                                                                                                                                                   |
| 2                       | Are there sufficient measures and procedures in place to protect assets from theft, damage or misuse?                                                                                                                               | ✓ |   |     | ✓  |     |     |          |             |      | The IP has implemented a comprehensive asset protection system, which includes:<br>1. Physical security measures<br>2. Clear procedures for asset management<br>3. Information technology asset protection<br>Antivirus programs and network security systems |
| Insurance               |                                                                                                                                                                                                                                     |   |   |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                               |
| 3                       | Are significant assets either insured, or can otherwise be readily replaced, in the event of theft or damage?                                                                                                                       | ✓ |   |     | ✓  |     |     |          |             |      | Important assets are either insured or can be easily replaced in the event of theft or damage.                                                                                                                                                                |
| Verifications           |                                                                                                                                                                                                                                     |   |   |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                               |
| 4                       | Are assets subject to at least annual physical verifications?                                                                                                                                                                       | ✓ |   |     | ✓  |     |     |          |             |      | Physical verifications of assets are carried out annually.                                                                                                                                                                                                    |
| 5                       | Are the physical verifications performed by more than one person, and are the results, and any necessary adjustments, appropriately documented and approved?                                                                        | ✓ |   |     | ✓  |     |     |          |             |      | The inventory is carried out by the Inventory Commission established by order of the Director of the IP.                                                                                                                                                      |
| Inventory               |                                                                                                                                                                                                                                     |   |   |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                               |
| 6                       | Is inventory managed through a computerised system that provides an up to date picture of items held?                                                                                                                               |   | ✓ |     |    | ✓   |     |          |             |      | The physical verifications of inventory are managed through computerized systems. However, the IP does not have a formalized inventory management manual.                                                                                                     |
| 7                       | Are physical verifications of inventory items reconciled to the records held on a sufficiently frequent basis, and the results, and any necessary adjustments, documented and approved?                                             | ✓ |   |     | ✓  |     |     |          |             |      | The results of each stocktakes are compared with the previous year's acts and the results are documented.                                                                                                                                                     |
| 8                       | Are items with a limited shelf-life sufficiently monitored to ensure they do not expire prior to issue?                                                                                                                             |   | ✓ |     |    | ✓   |     |          |             |      | However, the IP does not have a formalized inventory management manual.                                                                                                                                                                                       |
| Warehouse               |                                                                                                                                                                                                                                     |   |   |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                               |
| 9                       | Are the warehouse facilities sufficiently secure, providing suitable conditions for the items held, with adequate protection against environmental factors?                                                                         | ✓ |   |     | ✓  |     |     |          |             |      | The supplies are stored in a sufficiently secure environment, under video surveillance, and the perimeter is also protected by the State Security Police Department.                                                                                          |
| 10                      | Are warehouse items maintained in a way that allows authorised persons safe and ready access to them?                                                                                                                               | ✓ |   |     | ✓  |     |     |          |             |      | The materially responsible person is determined by the director's order.                                                                                                                                                                                      |
| Cash                    |                                                                                                                                                                                                                                     |   |   |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                               |
| 11                      | Is cash held in a secure place that can be accessed only by certain designated individuals?                                                                                                                                         |   |   | ✓   |    |     |     |          |             |      | IP has no cash register, no cash payment.                                                                                                                                                                                                                     |
| 12                      | Are cash reconciliations performed on a frequent basis, by more than one individual at the same time, and the results documented and approved?                                                                                      |   |   | ✓   |    |     |     |          |             |      | IP has no cash register, no cash payment.                                                                                                                                                                                                                     |
| E                       | Low risk                                                                                                                                                                                                                            | 8 | 2 | 2   | 15 | 10  | 25  |          |             |      |                                                                                                                                                                                                                                                               |



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|                |                                                                                                                                                                                            |   |  | 1   | 2  | 3   | 4   |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|-----|----|-----|-----|----------|-------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |                                                                                                                                                                                            |   |  | Yes | No | N/A | Low | Moderate | Significant | High | Comments                                                                                                                                                                                                                                                                                                                                                                                                                          |
| F. Procurement |                                                                                                                                                                                            |   |  |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1              | Does the organisation have written procurement policies and procedures, which facilitate competition, transparency and obtaining value for money?                                          | ✓ |  |     |    | ✓   |     |          |             |      | IP makes purchases in accordance with the state procurement legislation, which is completely transparent and completely public.                                                                                                                                                                                                                                                                                                   |
| 2              | Do the procurement policies specify appropriate thresholds at which points different procurement procedures apply?                                                                         | ✓ |  |     |    | ✓   |     |          |             |      | The law "on state procurement" provides for monetary thresholds, according to which the procurement procedures change.                                                                                                                                                                                                                                                                                                            |
| 3              | Are all procurements authorised through documented approval from an appropriate member of staff?                                                                                           | ✓ |  |     |    | ✓   |     |          |             |      | The procurement process is managed by a tender commission established based on the director's order.                                                                                                                                                                                                                                                                                                                              |
| 4              | Is there adequate segregation of duties in the procurement process?                                                                                                                        | ✓ |  |     |    | ✓   |     |          |             |      | The functions and duties of the members of the tender/competition commission, as well as the staff of the tender/competition commission, are                                                                                                                                                                                                                                                                                      |
| 5              | Is there a stated basis for the assessment of bids, and is this followed in practice and documented?                                                                                       | ✓ |  |     |    | ✓   |     |          |             |      | In accordance with the requirements of the Law "On State Procurement", any decision of the tender/competition commission must be reflected in the minutes of the commission's meeting, which must be uploaded to the unified electronic portal - "procurement.gov.ge"                                                                                                                                                             |
| 6              | Does the organisation have a policy that sets out how any exceptions to the stated procurement procedures are to be implemented and managed, along with appropriate approval requirements? | ✓ |  |     |    | ✓   |     |          |             |      | According to the legislation, public procurement is carried out through competition, electronic tender and consolidated tender. Also, there are specific exceptions established by the legislation, when the electronic tender of procurement is not mandatory or possible and the procurement is carried out through the direct purchase.                                                                                        |
| 7              | Does the organisation have adequate policies to ensure staff consider and document whether they have any conflicts of interest with potential suppliers?                                   | ✓ |  |     |    | ✓   |     |          |             |      | In accordance with the legislation, the involvement of a person with a conflict of interest in procurement procedures is not allowed. IP does not have separate policies.                                                                                                                                                                                                                                                         |
| 8              | If a conflict is identified, is it evident that the staff member concerned is required to recuse themselves from any procurement process in which that entity is involved?                 | ✓ |  |     |    | ✓   |     |          |             |      | The procedure is regulated under the State law of Procurement.                                                                                                                                                                                                                                                                                                                                                                    |
| 9              | Are background checks performed on suppliers to ensure there are no publicly known cases of fraud or other malpractice?                                                                    | ✓ |  |     |    | ✓   |     |          |             |      | In accordance with the requirements of the Law "On State Procurement", LLP "State Procurement Agency" provides a register of unqualified suppliers - a black list, in which the so-called Unreliable economic agents. The mentioned register is completely public and available on the unified electronic portal of state procurement. Purchasing organizations are not allowed to sign the contracts with blacklisted suppliers. |
| 10             | Does the organisation have policies in relation to contract management?                                                                                                                    | ✓ |  |     |    | ✓   |     |          |             |      | The IP has a contract management method that includes contract expiration monitoring and contract risk management procedures.                                                                                                                                                                                                                                                                                                     |
| 11             | Does the organisation require its suppliers to uphold high ethical standards at all times?                                                                                                 | ✓ |  |     |    | ✓   |     |          |             |      | IP is a state organization that carries out public procurements in compliance with high ethical standards. Accordingly, high ethical standards are required from all entities involved in the procurement process.                                                                                                                                                                                                                |
| F. Low risk    |                                                                                                                                                                                            |   |  |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11             |                                                                                                                                                                                            |   |  | -   | -  | 10  | 21  | 26       |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                   |





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|                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                            |     |     | 1        | 2           | 3    | 4 | Comments                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------|-------------|------|---|-----------------------------|
| Yes                                                                                                                                                                                                                                                                                                                                                                            | No                                                                                                                                                                                                                                                                                                                                                         | N/A | Low | Moderate | Significant | High |   |                             |
| G. Sub-partners                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                            |     |     |          |             |      |   |                             |
| Sub-partners are external parties (separate legal entities) with whom the organisation engages to perform project activities. The sub-partners are required to account for the funds disbursed to them, and to show that the amounts have been incurred in line with the project's objectives and agreed activities, and in accordance with the budgets they have been issued. |                                                                                                                                                                                                                                                                                                                                                            |     |     |          |             |      |   |                             |
| 1                                                                                                                                                                                                                                                                                                                                                                              | Are sub-partners selected on the basis of standard procedures, such as pre-award assessments, to ensure they are appropriately registered, suitably qualified to perform the role to be assigned, have adequate internal control systems, and that there are not significant ethical or reputational concerns?                                             |     | ✓   |          | ✓           |      |   | The IP has no sub-grantees. |
| 2                                                                                                                                                                                                                                                                                                                                                                              | If sub-partners are engaged, are formal agreements signed between the parties, clearly stating the work to be performed, the reporting and documentation obligations, and any other conditions of funding, in line with the agreement between the UN agency (or other donor) and the organisation, prior to activities being undertaken or funds advanced? |     |     | ✓        |             |      |   | The IP has no sub-grantees. |
| 3                                                                                                                                                                                                                                                                                                                                                                              | Does the organisation implement procedures to verify the financial reports and corresponding documentation submitted by the sub-partner prior to onward reporting to the donor?                                                                                                                                                                            |     |     | ✓        |             |      |   | The IP has no sub-grantees. |
| 4                                                                                                                                                                                                                                                                                                                                                                              | Does the organisation implement procedures to monitor the implementation of project activities by the sub-partners?                                                                                                                                                                                                                                        |     |     | ✓        |             |      |   | The IP has no sub-grantees. |
| 5                                                                                                                                                                                                                                                                                                                                                                              | Does the organisation have suitable procedures for dealing with instances of poor performance, mismanagement and misconduct by sub-partners, or non-compliance with the terms of engagement?                                                                                                                                                               |     |     | ✓        |             |      |   | The IP has no sub-grantees. |
| 6                                                                                                                                                                                                                                                                                                                                                                              | Does the organisation require its sub-partners to uphold high ethical standards, such as evidenced by a code of conduct?                                                                                                                                                                                                                                   |     |     | ✓        |             |      |   | The IP has no sub-grantees. |
| G. Low risk                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                            |     | 1   | 5        | 1           | 2    | 3 |                             |



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|                                             |                                                                                                                                                                                                                                                                                    | 1   | 2  | 3   | 4   |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-----|----------|-------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             |                                                                                                                                                                                                                                                                                    | Yes | No | N/A | Low | Moderate | Significant | High | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>II. Systems</b>                          |                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Accounting system</b>                    |                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1                                           | Does the organisation have and make use of a computerised accounting system that records sufficient details of each transaction to allow it to be linked to the corresponding documentation and allocated to the relevant funding source?                                          | ✓   |    |     | ✓   |          |             |      | IP uses an electronic accounting program "ORIS" during the operational year financial operations are recorded by accountants. A balance sheet is prepared in accordance with the operations reflected in the program and sent to the controlling body.                                                                                                                                                                                             |
| 2                                           | Is access to the accounting system protected through the use of usernames and passwords?                                                                                                                                                                                           | ✓   |    |     | ✓   |          |             |      | Every user in the accounting program uses an individual username and password.                                                                                                                                                                                                                                                                                                                                                                     |
| 3                                           | Do different users have different access rights so that they are only able to review or make changes to information that is relevant to their function?                                                                                                                            | ✓   |    |     | ✓   |          |             |      | Only one user has access.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4                                           | Is the accounting system backed up to a secure off-site location on a sufficiently regular basis?                                                                                                                                                                                  | ✓   |    |     | ✓   |          |             |      | Backups are taken at the end of each day.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5                                           | Can the system be accessed from premises other than the organisation's offices (for example if staff are working remotely) so that recording or reviewing financial transactions is not adversely impacted in the event that staff are not physically present?                     | ✓   |    |     | ✓   |          |             |      | Access to the accounting program is possible only if the accounting program is connected to the organization's network and if it is written in the working computer.                                                                                                                                                                                                                                                                               |
| 6                                           | Do appropriate procedures and controls exist to ensure that the same or similar level of oversight is maintained even if staff are not physically present in the office?                                                                                                           | ✓   |    |     | ✓   |          |             |      | It is partially possible to supervise employees through the electronic administration system.                                                                                                                                                                                                                                                                                                                                                      |
| 7                                           | Are all staff issued with computers that are maintained by and accessible to the organisation's IT department, and that have adequate antivirus installed?                                                                                                                         |     | ✓  |     |     | ✓        |             |      | The IP does not have an IT department.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Banking</b>                              |                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8                                           | Does the organisation perform bank reconciliations on at least a monthly basis?                                                                                                                                                                                                    |     |    | ✓   |     |          |             |      | IP does not have a bank account. IP is a Treasury organization.                                                                                                                                                                                                                                                                                                                                                                                    |
| 9                                           | Are bank reconciliations performed by someone other than those responsible for making or approving payments?                                                                                                                                                                       |     |    | ✓   |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10                                          | Are reconciling items identified and investigated in a timely manner?                                                                                                                                                                                                              |     |    | ✓   |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Payments</b>                             |                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11                                          | Are payments subject to a clear approval process with adequate segregation of duties?                                                                                                                                                                                              | ✓   |    |     | ✓   |          |             |      | Payments are made by the appropriate authority.                                                                                                                                                                                                                                                                                                                                                                                                    |
| 12                                          | Are appropriate authorisation thresholds in place for approval of payments?                                                                                                                                                                                                        | ✓   |    |     | ✓   |          |             |      | Organisation makes payments through the treasury program, where detailed documentation is loaded, on the basis of which the payment is made.                                                                                                                                                                                                                                                                                                       |
| 13                                          | Are all, or substantially all, payments made in a traceable form, such as bank transfer, cheque made out to the specific payee, or mobile money transfer?                                                                                                                          | ✓   |    |     | ✓   |          |             |      | All payments are traceable. Organisation makes payments through the treasury program, where detailed documentation is loaded, on the basis of which the payment is made.                                                                                                                                                                                                                                                                           |
| 14                                          | If online payments are used, do these require dual signatures?                                                                                                                                                                                                                     |     | ✓  |     | ✓   |          |             |      | IP does not use online payments. In accordance with the procedure approved and written by the Ministry of Finance.                                                                                                                                                                                                                                                                                                                                 |
| 15                                          | Is there a stated and reasonable limit for the amount that can be paid in cash?                                                                                                                                                                                                    |     |    | ✓   |     |          |             |      | IP does have payments in cash.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 16                                          | If valid need to transport significant amounts of cash (for example when withdrawn from the bank, or carried to project sites), are sufficient security arrangements in place?                                                                                                     |     |    | ✓   |     |          |             |      | IP does have payments in cash.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 17                                          | Does the organisation perform a three-way match between the invoice received from the supplier, the purchase order issued, and the goods received, with evidence of these checks maintained and signed?                                                                            | ✓   |    |     | ✓   |          |             |      | During the receiving of the products/services, the documents provided by the supplier is reviewed by the inspection department, an acceptance act is verified by the employee of the financial and budgetary department, and after that the certain operation is reimbursed.                                                                                                                                                                       |
| 18                                          | For payments that are not made on the basis of an invoice, such as for daily allowances, are appropriate procedures in place to ensure the amounts are in line with a stated policy, there is adequate review and approval, and that relevant supporting documents are maintained? | ✓   |    |     | ✓   |          |             |      | Daily allowances are issued in accordance with the legislation.                                                                                                                                                                                                                                                                                                                                                                                    |
| 19                                          | Are supporting documents stamped as "Paid" and marked with the donor or project name after payment has been made, or does the accounting system otherwise have inbuilt controls to ensure payments cannot be made more than once or claimed against more than one funding source?  | ✓   |    |     | ✓   |          |             |      | The IP has a budget broken down by donors and projects both in the electronic system of the treasury (treasury.ge) and in "ORIS". This control excludes errors in making payments.                                                                                                                                                                                                                                                                 |
| <b>Cost allocations</b>                     |                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 20                                          | Does the organisation have a clear policy for allocating shared costs across different projects or donors?                                                                                                                                                                         |     | ✓  |     |     | ✓        |             |      | The IP does not have a formalized policy on indirect costs.                                                                                                                                                                                                                                                                                                                                                                                        |
| 21                                          | Are salary costs charged to the project on the basis of an identifiable proportion of the actual costs incurred?                                                                                                                                                                   | ✓   |    |     | ✓   |          |             |      | The salaries of employees hired within the project are included in the project budget and employees are paid in accordance with the project budget.                                                                                                                                                                                                                                                                                                |
| <b>Document management / record keeping</b> |                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 22                                          | Does the organisation maintain all its records in an orderly and consistent way, that enables the ready identification of relevant documentation?                                                                                                                                  | ✓   |    |     | ✓   |          |             |      | The following electronic document management programs have been implemented in the IP: The automated system of the Ministry of Finance - eDocument, the system of the Ministry of Finance - Treasury, Outlook, procurement.gov.ge, the financial management and control system, the personnel management system. The IP also uses a physical archive, where physical documents are stored in labeled folders and cabinets, in a structured system. |
| 23                                          | Does the organisation have a stated document management policy that ensures documents are maintained for at least the period required by donors?                                                                                                                                   | ✓   |    |     | ✓   |          |             |      | IP has a stated document management policy that ensures documents are retained for at least the period requested by donors.                                                                                                                                                                                                                                                                                                                        |
| 24                                          | Does the organisation have a data protection policy?                                                                                                                                                                                                                               | ✓   |    |     | ✓   |          |             |      | IP operates in accordance with the Law on Personal Data Protection of Georgia.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>16 3 5 10 10 10</b>                      |                                                                                                                                                                                                                                                                                    |     |    |     |     |          |             |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |





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## Annex II. IP and Programme Information

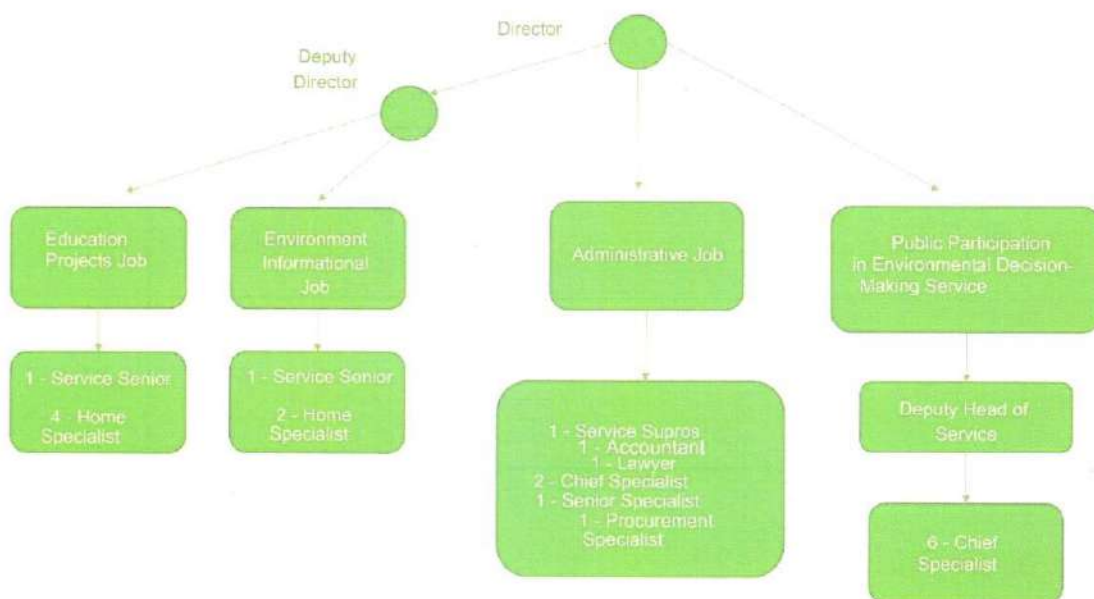
|                                                                                                                                       |                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Implementing partner name:                                                                                                            | LEPL Environmental Information and Education Center                                                                                                                                                                                              |
| Implementing partner code or ID in UNICEF, UNDP, UNFPA records (as applicable)                                                        | 206351730                                                                                                                                                                                                                                        |
| Implementing partner contact details (contact name, email address and telephone number):                                              | Tamar Lomidze<br>Head of the Administrative Service<br><br>Address: Vake-Saburtalo / Marshal Gelovani Street No. 32g<br><br>Tel (Cell): (+995) 599 271 871<br><br>Mail: <a href="mailto:Tamar.Lomidze@eiec.gov.ge">Tamar.Lomidze@eiec.gov.ge</a> |
| Main programmes implemented with the applicable UN Agency/ies:                                                                        | N/A                                                                                                                                                                                                                                              |
| Key Official in charge of the UN Agency/ies' programme(s):                                                                            | Gigla Ramishvili                                                                                                                                                                                                                                 |
| Programme location(s):                                                                                                                | Vake-Saburtalo / Marshal Gelovani Street No. 32g                                                                                                                                                                                                 |
| Location of records related to the UN Agency/ies' programme(s):                                                                       | Vake-Saburtalo / Marshal Gelovani Street No. 32g                                                                                                                                                                                                 |
| Currency of records maintained:                                                                                                       | N/A                                                                                                                                                                                                                                              |
| Expenditures incurred/reported to UNICEF, UNDP and UNFPA (as applicable) during the most recent financial reporting period (in US\$); | N/A                                                                                                                                                                                                                                              |
| Cash transfer modality/ies used by the UN agency/ies to the IP                                                                        | N/A                                                                                                                                                                                                                                              |
| Intended start date of micro assessment:                                                                                              | 27.03.2025                                                                                                                                                                                                                                       |
| Number of days to be spent for visit to IP:                                                                                           | 1 (one)                                                                                                                                                                                                                                          |
| Any special requests to be considered during the micro assessment:                                                                    | N/A                                                                                                                                                                                                                                              |



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### Annex III. Implementing Partner Organizational Chart







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#### Annex IV. List of Persons Met

| Name          | Unit/organization                                   | Position                           |
|---------------|-----------------------------------------------------|------------------------------------|
| Tamar Lomidze | LEPL Environmental Information and Education Center | Head of the Administrative Service |

## Annex 11: EA Completion Memorandum Template

### ENABLING ACTIVITY COMPLETION MEMORANDUM

#### Background and Purpose

Monitoring and Evaluation plans of GEF-funded climate change enabling activities for the preparation of **Biennial Transparency Reports** (or combined Biennial Transparency Report/National Communication) do not require the production and publication of Terminal Evaluation Reports. However, the GEF Independent Evaluation Office (IEO) now requires GEF Enabling Activities to submit a Completion Memorandum<sup>1</sup>.

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

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

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

The template is designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. The requirement is to have the team leader, project manager or equivalent figure providing information in this template, in close collaboration with the government counterparts and other team members and send the report for the review of Regional Technical Oversight Team four months prior to the

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<sup>1</sup> <https://www.gefio.org/evaluations/enabling-activities-2023>



Operational Closure<sup>2</sup> of the project. It is furthermore the intention of the completion of this EA Completion Memorandum to trigger discussions for forthcoming Biennial Transparency Report and/or combined Biennial Transparency/National Communication, taking advantage of the momentum created by the ongoing project, the presence of the core national project team, and the renewed interest of national counterparts with the perspectives of an imminent or recent submission to the UNFCCC.

## A. PROJECT INFORMATION TABLE

|                                                        |                              |                                                             |
|--------------------------------------------------------|------------------------------|-------------------------------------------------------------|
| <b>Project Title (as in ProDoc)</b>                    |                              |                                                             |
| <b>UNDP Project ID (PIMS+ #)</b>                       |                              | <b>EA Approval Date</b>                                     |
| <b>GEF Project ID</b>                                  |                              | <b>ProDoc Signature date</b>                                |
| <b>Quantum Award ID</b><br><b>Quantum Project ID</b>   |                              | <b>Inception workshop date</b>                              |
| <b>Country(ies)</b>                                    |                              | <b>Planned Project Duration (in months)</b>                 |
| <b>Region</b>                                          |                              | <b>Actual Project Duration (e.g., if extension applied)</b> |
| <b>Focal Area</b>                                      |                              | <b>Expected Project Completion Date</b>                     |
| <b>Trust Fund</b>                                      |                              | <b>Actual Project Completion Date</b>                       |
| <b>GEF Focal Area Strategic Objective</b>              |                              |                                                             |
| <b>Executing Agency/Implementing Partner</b>           |                              |                                                             |
| <b>Other execution partners (if applicable)</b>        |                              |                                                             |
| <b>Name of Project Manager</b>                         |                              |                                                             |
| <b>Project Financing</b>                               | <b>at EA approval (US\$)</b> | <b>at EA Completion Memorandum stage (US\$)*</b>            |
| <b>[1] GEF financing:</b>                              |                              |                                                             |
| <b>[2] UNDP contribution:</b>                          |                              |                                                             |
| <b>[3] Government:</b>                                 |                              |                                                             |
| <b>[4] Other partners:</b>                             |                              |                                                             |
| <b>[5] Total co-financing [2 + 3 + 4]:<sup>3</sup></b> |                              |                                                             |

<sup>2</sup> as per the project timeline in PIMS+.

<sup>3</sup>Co-financing is not a requirement for EA projects. Please respond only if applicable.

|                                                       |  |  |
|-------------------------------------------------------|--|--|
| <b>PROJECT TOTAL COSTS [1 + 5]</b>                    |  |  |
| <b>BTR or BTR/NC Submission to UNFCCC<sup>4</sup></b> |  |  |
| <b>Link to BTR and/or BTR/NC submitted to UNFCCC</b>  |  |  |

## B. REPORTING ON PROJECT DESIGN PHASE

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

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

<sup>4</sup>UNFCCC BTR Registry: <https://unfccc.int/first-biennial-transparency-reports>



|                                                                           |                                                                           |                                                                           |                                                         |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------|
| <b>Other(s) <input type="checkbox"/></b><br>Please specify below<br>_____ | <b>Other(s) <input type="checkbox"/></b><br>Please specify below<br>_____ | <b>Other(s) <input type="checkbox"/></b><br>Please specify below<br>_____ |                                                         |
| <b>Comments on selected choices (optional):</b><br><br>                   | <b>Comments on selected choices (optional):</b><br><br>                   | <b>Comments on selected choices (optional):</b><br><br>                   | <b>Comments on selected choices (optional):</b><br><br> |

3. Please answer the following:

- a. Select from the below table the stakeholders consulted during the design phase (please select all applicable).
- b. Elaborate on how the selected stakeholders were engaged in the project design phase (e.g., workshops, interviews, bilateral meetings etc.). Please add your explanations under '**Means of Engagement**' section.

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

|                              |                 |  |
|------------------------------|-----------------|--|
| Other (please specify) _____ | Choose an item. |  |
|------------------------------|-----------------|--|

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

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

|  |
|--|
|  |
|--|

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

|  |
|--|
|  |
|--|

6. Please answer the following:

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

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



|                                    |                 |  |  |
|------------------------------------|-----------------|--|--|
| 4.International<br>Consultant (IC) | Choose an item. |  |  |
|------------------------------------|-----------------|--|--|

## C. REPORTING ON PROJECT OUTPUTS AND RESULT INDICATORS

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

| Objective and Outcome Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Mid-term Target                                                   | End of Project Target                       | Status by End of Project | Deviations/Changes in project Outputs with impact on Project Outcomes | Challenges or issues encountered in the implementation and validation of Outputs, including practices applied in their resolution | Recommendations for future BTR work/activities |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------|--------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Project Objective:</b><br><br>The project will enable [country name] to prepare and submit its Second Biennial Transparency Report (BTR2) as standalone report and Third Biennial Transparency and X <sup>th</sup> National Communication Report (BTRx/NCx) as combined report, to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3 |                                                                   |                                             |                          |                                                                       |                                                                                                                                   |                                                |
| <b>Mandatory Indicator 1:</b> # direct project beneficiaries disaggregated by gender (individual people) (see <a href="#">methodology</a> available from GEF)                                                                                                                                                                                                                                                                                                                                                                                                                                                                | XX (at least 50% women)                                           | XX (at least 50% women)                     |                          |                                                                       |                                                                                                                                   |                                                |
| <b>Indicator 2:</b> BTR2 and BTR3/NCx submitted to the UNFCCC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | BTR2 compiled, adopted in a transparent and participatory process | BTR3/NCx compiled, adopted in a transparent |                          |                                                                       |                                                                                                                                   |                                                |



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

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



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

| Objective and Outcome Indicators |  | Mid-term Target | End of Project Target                                         | Status by End of Project | Deviations/Changes in project Outputs with impact on Project Outcomes | Challenges or issues encountered in the implementation and validation of Outputs, including practices applied in their resolution | Recommendations for future BTR work/activities |
|----------------------------------|--|-----------------|---------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
|                                  |  |                 |                                                               |                          |                                                                       |                                                                                                                                   |                                                |
|                                  |  |                 | provided, in accordance with applicable guidelines in 17/CP.8 |                          |                                                                       |                                                                                                                                   |                                                |



## D. REPORTING ON INSTITUTIONAL ARRANGEMENTS

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

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

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

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

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

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

## E. UTILIZATION OF GEF FUNDING AND FINANCIAL MONITORING

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

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



| COMPONENT                                                                                                           | OUTCOMES                                                       | OUTPUTS                                                                                                                                                                                                                                                                                                                                                                                           | GEF funding at EA Approval (USD) | GEF funding utilization at Project Completion (USD) | Funding utilization % |
|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------|-----------------------|
| Component 2<br>Development of [country]'s XX Biennial Transparency and the National Communication Report (BTRX/NCx) | Outcome 2<br>[country]'s BTRX/NCx developed as combined report | Output 2.1.1. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated to XXXX for the sectors of Energy, IPPU, AFOLU and Waste, using 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.                                                                                                              |                                  |                                                     |                       |
|                                                                                                                     |                                                                | Output 2.1.2. Information, including indicators, necessary to track progress made in implementing and achieving the NDC up to XXX provided.                                                                                                                                                                                                                                                       |                                  |                                                     |                       |
|                                                                                                                     |                                                                | Output 2.1.3. Information related to climate change impacts and adaptation up to XXXX provided and Adaptation Communication as component of the BTRX/NCx prepared.                                                                                                                                                                                                                                |                                  |                                                     |                       |
|                                                                                                                     |                                                                | Output 2.1.4. Information on financial, technology development and transfer and capacity-building support needed and received up to XXX provided, Areas of improvement and other relevant information, including gender described. Information on research, systemic observation, education, training, public awareness and gender provided, in accordance with applicable guidelines in 17/CP.8. |                                  |                                                     |                       |
|                                                                                                                     |                                                                | Output 2.1.5. BTR2/NCx compiled, adopted in a transparent and participatory process and submitted to UNFCCC by December XXXX.                                                                                                                                                                                                                                                                     |                                  |                                                     |                       |
| Monitoring and Evaluation                                                                                           |                                                                | Output 3.1.1. Project regularly monitored, inception workshop organized, lessons learned compiled and disseminated.                                                                                                                                                                                                                                                                               |                                  |                                                     |                       |
| Project Management                                                                                                  |                                                                | PMC                                                                                                                                                                                                                                                                                                                                                                                               |                                  |                                                     |                       |
| TOTAL                                                                                                               |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |                                                     |                       |

2. Complete the co-financing<sup>5</sup> table below and briefly discuss in the text box how the materialization of co-financing affected the project outcomes/outputs:

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

<sup>5</sup> Co-financing is not a requirement for EA projects. Please respond to this question only if applicable.



## F. CAPACITY BUILDING AND TECHNICAL SUPPORT NEEDS

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

2. Please answer the following:

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

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

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

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

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

6. Considering the project activities implemented and the results achieved, what additional capacity building and technical support is needed through implementing agencies, donor and other relevant international organizations to enhance the country's transparency system

and climate change reporting mechanisms? Please specify with examples.



## G. LESSONS LEARNED AND NEXT STEPS

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

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

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

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

5. Additional/Final remarks (Optional)

## H. REPORT COMPLETION AND RESPONSIBLE TEAM MEMBERS

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





## Annex 12: UNDP Project Quality Assurance Report

Completed in UNDP online corporate planning system by the UNDP CO

|                                                              |                                 |  |  |
|--------------------------------------------------------------|---------------------------------|--|--|
| ASM-20514 - Quality Assurance - Design                       |                                 |  |  |
| Procedure Year: 2026                                         | Procedure Rating: Not Completed |  |  |
| Procedure Status: Questionnaire                              | Procedure Name: ASM-20514       |  |  |
| Procedure Department: <a href="#">CO - Georgia - Tbilisi</a> | Procedure Type: Design          |  |  |

Portofolio/Project Type: Project

Related Portfolios/Projects (1)

| Name     | Portofolio/Project Name    | Department                             | Status | ATLAS Project Number | Start Date | End Date  |
|----------|----------------------------|----------------------------------------|--------|----------------------|------------|-----------|
| 01005164 | PIMS-10015 BTR2 + BTR3/6NC | <a href="#">CO - Georgia - Tbilisi</a> | Draft  |                      | 7/1/2026   | 6/30/2030 |

QA Questionnaire:

Strategic

Status: Complete

Quality Rating:

Satisfactory

- Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?
- The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.

- The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

- The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

\*Note: Projects not contributing to a programme must have a project-specific Theory of Change. See alternative question under the information icon for these cases.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Though the prodoc does not explicitly explain the pathway, the project is linked to CPD outcome and output (see cover page and RRF heading).

- Is the project aligned with the UNDP Strategic Plan?

- The project responds to at least one of the development settings as specified in the Strategic Plan and adapts at least one Signature Solution. The project's RRF includes all the relevant SP output indicators. (all must be true)



2: The project responds to at least one of the development settings as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. (both must be true)

1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project contributed to UNDP Strategic Plan 2026-2028 Output 1.1, as indicated in the RRF heading.

3. Is the project linked to the programme outputs? (i.e., UNSDCF/CPD, RPD or Strategic Plan IRRF for strategic interventions not part of a programme)

YES

NO

\*Note: Project QA cannot be approved by Project QA Approver when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Yes, as indicated in the RRF heading the project is linked to CPD 2026-2030 Output 2.1.3: Institutional capacity strengthened at central and municipal levels to enhance policy frameworks, regulatory mechanisms and service provision for effective and inclusive environmental governance and climate action.

Relevant

Status: Complete

Quality Rating:

Satisfactory

4. Does the project identify target groups, and particularly those marginalized, vulnerable and left further behind (LNOB)

3: The LNOB target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.

2: The LNOB target groups are clearly specified, prioritizing groups left furthest behind.

1: The LNOB target groups are not clearly specified.

\*Note: Risk management must be done for criteria with score of 1. Projects that build institutional capacity should still identify targeted groups to justify support.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Though LNOB is not specified as a target groups, it is noted in SESP that "efforts to monitor and report on climate initiatives are specifically designed to address the needs and concerns of key groups, including those identified as vulnerable or potentially marginalized by NDC 3.0.". The project also plans stakeholder engagement activities, such as targeted consultations, workshops, and trainings, aim to improve both access and participation in decision-making for members of vulnerable communities.

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.

2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.

1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

As mentioned in section 2/Development Challenge, the lessons learned from the preparation and submission of the BTR1 were captured and taken into consideration during the design of the current phase.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)

2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Section II/Development Challenge contains sub-section on stakeholders mapping, which list broad range of the stakeholders including line ministries and agencies, NGOs academia and private sector and analyses role of each partner in the project and potential means of their engagement.

Principled

Status: Complete

Quality Rating:

Highly Satisfactory

7. Does the project apply a human rights-based approach?

3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)

2: The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)

1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

As noted in SESP Q1, the project "incorporates a human rights-based approach throughout its evaluation of climate change mitigation, adaptation, finance and related policies, while also fulfilling reporting requirements for the UNFCCC". The reports produced by the project will monitor and report on climate initiatives that are specifically designed to address the needs and concerns of key groups, including those identified as vulnerable or potentially marginalized by NDC 3.0.

8. Does the project use gender analysis in the project design?

3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit



references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)

2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)

1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Sub-section on Gender mainstreaming under section II/Development Challenge not only analyses methods of mainstreaming gender equality in NDC reporting, but proposes concrete activities and indicators for their achievement.

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)

2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)

1: Sustainability and resilience dimensions and impacts were not adequately considered.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

As noted in SESP, the project will "revise climate change scenarios based on latest climate models and update the vulnerability and climate change impact assessments of the BTR2 and BTR3/NC6 for the above sectors with inclusion of a detailed analysis on their adaptive capacities towards the negative effects of climate change. In addition, the BTR3/NC6 project will cover areas that have not been covered previously, such as loss and damage assessment".

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of the preparation and dissemination of reports and communication materials; organization of events, workshops, or training; strengthening capacities of partners to participate in international negotiations and conferences; partnership coordination (including UN coordination) and management of networks; and global/regional projects with no country-level activities as well as Development Effectiveness projects and Institutional Effectiveness projects. [If yes, upload the completed checklist. If SESP is not required, Select all exemption criteria that apply.]

Yes

No

SESP not required because project consists solely of (Select all exemption criteria that apply)

\*Applicable only to option "SESP not required"

1: Preparation and dissemination of reports, documents and communication materials



2: Organization of an event, workshop, training

3: Strengthening capacities of partners to participate in international negotiations and conferences

4: Partnership coordination (including UN coordination) and management of networks

5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)

6: UNDP acting as Administrative Agent

7: Development Effectiveness projects and Institutional Effectiveness projects

\*Note: Project QA cannot be approved by Project QA Approver when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The SESP has been conducted and is attached to the prodoc as Annex 4.

Management & Monitoring

Status: Complete

Quality Rating:

Highly Satisfactory

11. Does the project have a strong results framework?

3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)

2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)

1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project is GEF funded and it therefore uses GEF's hierarchy of results, which includes Outcomes and Outputs. The logframe contains only outcome level indicators, which is possibly justified by the fact that outputs are formulated as activity level deliverables, and Outcome indicators in fact represent output level indicators. The proposed indicators are SMART and targets are provided for Mid-term and final terms. For Quantum purposes the project might be recommended to break down targets annually.

12. Is the project's governance mechanism clearly defined in the project document, including composition of the project board?

3: The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)

2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)

1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)



Section VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS well describes the governance mechanism, responsibilities, roles and composition of the Project Board. TOR of the Board is attached as Annex 8.

13. Have the project risks been identified using the risk assessment tools (Project Quality Assurance, Social and Environmental Screening Procedure, Partner Capacity Assessment Tool, Harmonized Approach to Cash Transfer, Private Sector Due Diligence, etc., if applicable), with clear plans stated to manage and mitigate each risk?

3: Project risks related to the achievement of results are fully described in the project risk register, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)

2: Project risks related to the achievement of results are identified in the initial project risk register based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.

1: Some risks may be identified in the initial project risk register, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The prodoc contains well-developed risk log, attached as Annex 8.

Efficient

Status: Complete

Quality Rating:

Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design?

Yes

No

\*Note: Risk management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The prodoc notes under Section II/Development Challenge that it will identify synergies and will be implemented in close collaboration and coordination with other ongoing initiatives and projects to increase cost-effectiveness.

15. Is the budget justified and supported with valid estimates?

3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.

2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.

1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project budget is prepared at the outcome level, apparently per GEF requirement. It is broken by programme years, but will need to be broken by calendar years for entering in Quantum.

16. Is the Country Office / Regional / Global Project fully recovering the costs involved with project implementation?

3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)

2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.

1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

\*Note: Risk management must be done for criteria with score of 1. The budget must be revised to fully reflect the costs of implementation before the project commences.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project is financed by GEF and therefore, it applies cost recovery methods applicable to GEF-funded projects.

Effective

Status: Complete

Quality Rating:

Highly Satisfactory

17. Have targeted groups, and particularly those marginalized, vulnerable, and left further behind (LNOB), been engaged in the design of the project?

3: Credible evidence that all targeted groups, prioritising discriminated, vulnerable and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)

2: Some evidence that key targeted groups have been consulted in the design of the project.

1: No evidence of engagement with targeted groups during project design.

Not Applicable

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

N/A, the entire project deals with the preparation of NDC reporting.

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

Yes

No

\*Note: Risk Management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project's governance mechanism - Project Board - will serve the purpose of regular review of external context and making necessary adjustments to the project, as needed.



19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

Yes

No

\*Note: Risk management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project is GEN2, as noted on the cover page.

20. Have societal digital risks and opportunities been taken into account when designing the project's approach and have digital or data technology solutions been considered to enhance the efficiency, effectiveness and scalability of project results?

3: To the extent possible, societal digital risks and opportunities have been investigated when designing the strategy and Theory of Change, and the potential use of digital or data technologies in project activities has been considered in line with UNDP's digital standards and data principles. (All must be true)

2: Only the potential use of digital or data solutions in project activities has been considered in line with UNDP's digital standards and data principles, but there is no or limited evidence that aspects of inclusive digital societies have been considered in the design of the strategy or Theory of Change.

1: Neither societal digital risks and opportunities, nor digital or data technology solutions were specifically considered in the project design or, UNDP's digital standards and data principles are not taken into account when intending to use digital or data technology solutions in project activities.

Digital considerations are not relevant to this project.

\*Applicable only to option "Digital considerations are not relevant"

1: Societal digital transformation is not a government or contextual priority

2: A non-digital approach yields higher effectiveness and efficiency

3: Other (specify in the "Evidence" section)

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

As noted in the sub-section Digital Solutions the report preparation process will strive to enhance use of digital technologies and solutions.

Sustainability & National Ownership

Status: Incomplete

Quality Rating:

Needs Improvement

21. Have national / regional / global partners led, or proactively engaged in, the design of the country / regional / global project, respectively?

3: National / regional / global partners have full ownership of the country / regional / global project and led the process of the development of the project jointly with UNDP.

2: The project has been developed by UNDP in close consultation with national / regional / global partners.

1: The project has been developed by UNDP with limited or no engagement with national partners.

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project represents full NIM and it is fully owned by the national government.

22. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.

2: A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.

1: Capacity assessments have not been carried out

Not Applicable

\*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

HACT assessment of the project's implementing partner EIEC was conducted and is attached as Annex 10.

23. Is there a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.) to the extent possible?

Yes

No

Not Applicable

\*Note: Risk management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project is full NIM and it will use national systems of procurement, recruitment, etc.

24. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

Yes

No

\*Note: Risk management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Sub-section Innovativeness, Sustainability and Potential for Scaling Up - considers how to ensure ownership and sustainability of the project.



### **Annex13: GENDER ANALYSIS AND ACTION PLAN**

(As provided in the EA Request: SECTION 2: ENABLING ACTIVITY SUPPORTING INFORMATION - C. Eligibility Criteria)

#### **Gender mainstreaming:**

National reporting processes can be a meaningful entry point for training, awareness-raising, and capacity-building efforts to ensure women's equal engagement in and benefit from climate change action. Preparation of reports can also influence other, ongoing climate change planning and policymaking processes. Previous BTR1 project addressed Gender mainstreaming into national reporting process in the following ways:

- **Integrate gender equality objectives directly into sectoral climate mitigation strategies**, ensuring that all planning, implementation, and reporting processes explicitly support inclusive workforce participation and leadership opportunities for women.
- **Ensure the collection and use of gender-disaggregated data to inform inclusive transport planning, implementation, and evaluation**, enabling policies that reflect the distinct mobility needs and constraints of women and men, and aligning with Enhanced Lima Work Programme on Gender (ELWPG) priorities D and E
- **Adopt a gender-sensitive approach to household energy policies and programs**, recognizing women's dual role as primary energy consumers and emerging prosumers, and ensuring their active participation in decision-making, training, and leadership within low-carbon development initiatives.
- **Implement policies that actively support the recruitment, advancement, and leadership of women in low-carbon industrial development**, including gender-specific targets, green skills training, and inclusive workplace reforms that foster equitable participation and innovation.
- **Ensure equal access for women to climate-smart agriculture technologies, training, and decision-making processes**, recognizing their central role in small-scale farming and aligning all agricultural activities with the LWPG priority areas to promote resilience, productivity, and gender-responsive climate action.
- **Adopt a gender-sensitive communication and engagement framework that actively involves women in household waste management and decision-making**, ensuring inclusive participation through tailored outreach, community workshops, and collaborative planning platforms.
- **Ensure equal representation of women and men in forest management decision-making**, particularly in the planning and governance of protected areas, recognizing their distinct roles in resource use and aligning with LWPG priority D to promote equitable, sustainable land stewardship.

This project will apply the "**GENDER RESPONSIVE NATIONAL COMMUNICATIONS TOOLKIT**"<sup>1</sup> 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**<sup>2</sup> and **Guidance to advance gender equality in GEF projects and programs**<sup>3</sup>.

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

<sup>1</sup> [https://www.un-gsp.org/sites/default/files/documentos/undp\\_gender\\_responsive\\_national\\_communications\\_toolkit\\_0.pdf](https://www.un-gsp.org/sites/default/files/documentos/undp_gender_responsive_national_communications_toolkit_0.pdf)

<sup>2</sup> [http://www.thegef.org/sites/default/files/council-meeting-documents/EN\\_GEF.C.53.04\\_Gender\\_Policy.pdf](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf)

<sup>3</sup> [http://www.thegef.org/sites/default/files/council-meeting-documents/EN\\_GEF.C.54.Inf\\_05\\_Guidance\\_Gender\\_0.pdf](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_05_Guidance_Gender_0.pdf)

mitigation, a gender perspective will be incorporated in the climate change impacts and adaptation and NDC progress assessment and preparation of mitigation actions.

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

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

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

| Objective                                                                              | Indicator                                         | Baseline | Target | Timeline   | Responsible Agencies          |
|----------------------------------------------------------------------------------------|---------------------------------------------------|----------|--------|------------|-------------------------------|
| <b>1. Build Gender Capacity in Climate Governance</b>                                  |                                                   |          |        |            |                               |
| Conduct gender mainstreaming trainings for TWGs (GHG, Mitigation, Adaptation, Support) | # of trainings conducted                          | 0        | 3      | Years 1–4  | Contractual Service Providers |
| Strengthen capacity of national climate bodies on gender integration                   | # of capacity-building sessions                   | 0        | 4      | Years 1–4  | EIEC                          |
| Increase inclusion of women's organizations and gender experts in NCRC & TWGs          | # of women organizations/ gender experts involved | 0        | 5      | Years 1–4  | EIEC                          |
| <b>2. Promote Equal Participation</b>                                                  |                                                   |          |        |            |                               |
| Ensure gender-balanced participation in TWGs/Trainings/PSC                             | % of women in TWGs/Trainings/PSC                  | 0        | 50%    | Years 1–4  | EIEC                          |
| <b>3. Institutionalize Gender in Climate Planning</b>                                  |                                                   |          |        |            |                               |
| Develop gender-responsive action plans for TWGs                                        | # of plans developed                              | 0        | 3      | Years 1, 3 | Contractual Service Providers |
| Organize high-level consultation on gender and climate actions                         | Consultation held                                 | 0        | 1      | Year 3     | EIEC                          |
| <b>4. Strengthen Gender-Responsive Implementation &amp; Monitoring</b>                 |                                                   |          |        |            |                               |



| Objective                                                                  | Indicator                                         | Baseline | Target | Timeline   | Responsible Agencies                |
|----------------------------------------------------------------------------|---------------------------------------------------|----------|--------|------------|-------------------------------------|
| Evaluate gender responsiveness of climate actions in key sectors           | # of gender-responsive actions identified         | 0        | 8      | Years 3, 4 | Contractual Service Providers       |
| Improve collection of sex-disaggregated climate data in key thematic areas | % of sex-disaggregated data in key thematic areas | 20%      | 40%    | Years 1–4  | EIEC                                |
| Integrate gender indicators into MRV/Transparency systems                  | # of indicators integrated                        | 0        | 4      | Years 2, 4 | MEPA                                |
| Mainstream gender into BTRs and National Communications                    | Gender considerations included in BTRs/NCs        | 0        | 1      | Years 2, 4 | Contractual Service Providers, EIEC |

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