

Low Emission Capacity Building Project

GRZ

UNDP

2015 Annual Work Plan

Project Title: Low Emissions Capacity Building Project		Project No: 00078575
SNDP Priorities:	The project seeks to support the Government of the Republic of Zambia to attain its main development goals and the key challenges that the Sixth National Development Plan (2011-2015) aims to address. Further, the project will contribute towards Zambia's goals of reducing poverty, eradicating hunger, becoming a middle-income country by 2030, and achieving the Millennium Development Goals (MDGs) by 2015.	
UNDAF (2011-15)	UNDAF outcome #4 - People's vulnerability reduced from the risk of climate change, natural and man-made disasters and environmental degradation by 2015	
CPD Outcome (2011-15)	Improved mobilization and management of non-ODA funds from carbon financing and pro-poor ecosystem service markets and Skills to promote energy saving, and renewable energy, developed in Government, and national institutions	

Implementing partner: Ministry of Lands, Natural Resources and Environmental Protection

Narrative: The objective of the Low Emission Capacity Building (LECB) Project in Zambia is to develop the capacities (institutional, financial, human, research) required for articulation of a low carbon, climate resilient development pathway. The specific focus of the project is to create a more sustainable greenhouse gas inventory system; to develop up to four Nationally Appropriate Mitigation Actions (NAMAs); and to design the associated monitoring, reporting and verification system for the NAMAs.

Results: The key expected results are (i) establishment of IT Platform, (ii) formalisation of GHG Units in Sector Lead Institutions, nomination of NAMA coordinating institution, (iii) finalisation of Four NAMA Proposals, (iv) development of NAMA Concept for transport, (v) Awareness creation on Low Carbon Development, (vi) Investment promotion of 4 NAMAs, and (vii) Capacity Building in MRVs

Strategies: Strategies to be employed include;

- (a) engagement of consultants to develop IT Platform, finalise 4 NAMAs and capacity building
- (b) South-to-South Cooperation involving study tours
- (c) Project Visibility through awareness and publication in print and electronic media of LECB activities
- (d) Engagement with law and policy makers in raising profile of low carbon development

Estimated Annualised Budget: **\$522,318.00**
 Allocated resources: \$ - Regular:
 Government: \$ -
 Other- EU Australia: \$ -
 Unfunded budget: -

Programme Period: 2012 - 2015
Programme Component: Energy & Environment
Intervention Title: LECB (Zambia component)

Budget Code: (00061806) and TBA- (UNDP)
Duration: 3 years



S.F. Gwendwe

Agreed by Implementing Partner:

Date

Ministry of Lands, Natural Resources and Environmental Protection

Agreed by UNDG Agency:

Date *24/03/15*

United Nations Development Programme

Low Emission Capacity Building Project - Zambia - 2015 Annual Work Plan

Project Purpose	To develop and implement a low-emission, climate resilient programme and to strengthen the country's capacity to address the challenge of climate change deforestation.										
Result	GHG National Inventory institutional and coordination arrangements in established and NAMAs with corresponding MRV systems developed										
Outcome 1	Institutional arrangements for NIS described and technical functions allocated										
Outcome 2	Nama concept notes and detailed NAMAs approved										
Outcome 3	MRV system for approved NAMAs in place										
Annual Target	Key activities	Sub-activities	Donor/Fund Code	Q1	Q2	Q3	Q4	Resp party	Inputs	Budget description	Amount (\$)
	Functioning PMU	Contractual services individual	00012	X	X	X	X	MLNREP & CC Secretariat	MLNREP and CC Secretariat	71400 - staff salaries Project-49,500	150,000.00
		Travel	00012	X	X	X	X	MLNREP & CC Secretariat	MLNREP and CC Secretariat	International workshops, Vehicle running and maintenance	20,000.00
		Office supplies	00012	X	X	X	X	MLNREP & CC Secretariat	Staff time - MLNREP, UNDP, CC Secretariat	MLNREP & ZEMA, CC Secretariat	5,000.00
	Sub total										175,000.00
		F&A	30000								
	Management Total										175,000.00

Outcome 1 Sustainable National GHG Inventory Management system designed											
Output 1 Strengthening of Institutional arrangements for GHG inventory management system											
Annual Target	Key activities	Sub-activities	Donor	Q1	Q2	Q3	Q4	Resp party	Inputs	Budget description	Amount (\$)
National GHG Inventory Management System Strengthened		1.1.1 Review reports on institutional arrangements for IT platform linkages	30000	X	X			MLNREP & ZEMA, ICC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationary, communication facilities, for organizing workshops and supervision of consultants	71300 - Local consultant conduct review	1,500.00
		1.1.2 Establish IT Platform at ZEMA linked to sector leads	30000	X	X	X	X	MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationary, communication facilities, working	IT Platform (30,000), International consultants provide backstopping 71300 - Local consultant	30,000.00
		1.1.3 Enhance cooperation between sector leads and data providers	30000		X	X		MLNREP & ZEMA, CC Secretariat, Sector Leads	MLNREP & ZEMA, CC Secretariat, Sector Leads	71600 Local Travel : 72505 - Office supplies (2500), 71600 - Two Workshops for meeting with data providers (12500)	10,000.00
		1.1.4 Incorporation of data collection protocols for GHG in the current ZEMA air pollution return and strengthening of data collection protocols in sector leads	30000		X	X		MLNREP & ZEMA, CC Secretariat, Sector Leads	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationary, communication facilities, working group workshop venue	72505 - Office supplies (2500), 71600 - One Workshops (7500)	10,000.00
		1.1.5 Study tour to a country with well function GHG Management system for Lesson learning	30000		X	X		MLNREP & ZEMA, CC Secretariat, Sector Leads	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer	71600 - International Travel	10,000.00
		1.1.6 Strengthening of GHG Sector Leads Institutions through establishment of Sector GHG Units	30000		X	X		MLNREP & ZEMA, CC Secretariat, Sector Leads	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer	72505 - Office supplies,	318.00
		1.1.7 Formalisation of appointments to serve in the GHG Management system	30000		X	X	X	MLNREP & ZEMA, CC Secretariat, Sector Leads	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer	72505 - Office supplies	500.00
Sub-Total											
Outcome 1 Total											62,318.00
Outcome 2: NAMA CONCEPT NOTES AND DETAILED NAMAs APPROVED											
Output 2.1 Strengthened institution arrangement for NAMA coordination											
Annual Target	Key activities	Sub-activities	Donor	Q1	Q2	Q3	Q4	Resp party	Inputs	Budget description	Amount (\$)
2.1 Strengthen institution arrangement for NAMAs and MRVs		2.1.1 Identification and nomination of institution(s) for NAMA coordination and MRV	23400/00117	X	X			MLNREP & ZEMA, CC Secretariat, Sector Leads	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator -	72505 - Office supplies, 71600 -	15000
		2.1.2 Establish NAMA Central Coordinating Unit (CCU) and MRV unit in the institution(s) identified in 2.1.1			X	X		MLNREP & ZEMA, CC Secretariat, Sector Leads	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationary, communication	72505 - Office supplies, 71600 - local Travel	1000
Outputs 2.2 Information Needs assessment and development of Materials for training and awareness creation											
2.2 Information needs assessment and development of Materials for training and awareness creation		2.2.1 Information gap and needs assessment on Low Carbon Development	23400/00117	X	X			MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, ZEMA, UNDP, CC Secretariat, Project Officer, and consultant	71300 Local Consultant	10000
		2.2.2 Development of resource package and materials (manuals, briefs, brochures, posters, leaflets) for awareness raising and training	23400/00117		X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, ZEMA, UNDP, CC Secretariat, Project Officer, and consultants	71300 - Local consultant (10000), International consultants provide backstopping - 71200 - 15000,	15000

	2.2.3 Acquisition of 8 I-Pads and uploading of Low Carbon Development information (developed in 2.2.2) for 8 Members of Parliamentary Committee on Environment and Natural Resource)	23400/00117		X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, ZEMA, UNDP, CC Secretariat, Project Officer,	72505 - Office supplies,	5000
Output 2.3	Establish platform for continuous engagement on Low Emission Development									
2.3 Creation of platform for continuous engagement with law makers and heads of Government departments	2.3.1 Sensitisation on Low Carbon Development to Members of Parliament (especially Parliamentary Committee on Environment and Natural Resource), , Research Unit of Parliament and Heads of Government Departments and Planners in NAMA sector areas	23400/00117		X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery, communication facilities, and workshop venue	71300 Local Consultant (5000) , 71600 - One Workshops (15,000)	20000
	2.3.2 Incorporation of permanent agenda items on Low Carbon Development in the Interministerial Committee on Climate Change	23400/00117		X	X	X	MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery, communication facilities, and workshop venue	72505 - Office supplies,	500
Output 2.4	Create general gender sensitive awareness on Low Carbon Development									

2.4 Create general awareness	2.4.1 Awareness creation on LEDs through Mass messaging, Radio, TV, social media.	23400/00117	X	X	X	X	MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery, communication facilities, and workshop venue	72505 - Office supplies,	10000
	2.4.2 Sensitisation on LED for Large and SMEs and financial institutions collaboration with ZDA, PACRA, ZACSIMBA, ZAM, BAZ, Media (targeting Journalist and Editors)	23400/00117			X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery, communication facilities, and workshop venue	71300 - Local consultant (7000), International consultants (10000) -71200, Workshops 71600 (15000)	32000
Output 2.5	Preparation of Policy Briefs									
Preparation of policy briefs	2.5.1 Prepare policy briefs for policies to include; Agriculture Policy, Industrial Policy, Environment and Policy	23400/00117		X	X	X	MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery, communication	71300 - Local consultant (5000)	5000
Output 2.6	Enhancement and finalisation of the Four NAMA proposals for (small hydros, sustainable charcoal production, Sustainable Agriculture and Sustainable Waste Management) and development of transport NAMA concept note									
	2.6.1 Pre-feasibility studies on the Four NAMAs	23400/00117		X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery,	71300 - Local consultant , International consultants - 71200,	40000
	2.6.2 Acquisition of mitigation analysis software, testing and training on use	23400/00117		X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator -	71300 - Local consultant , International consultants - 71200,	10000
	2.6.3 Undertake scenario development for future baseline and mitigation scenario and generate Baseline and projected emission	23400/00117		X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery, communication	71300 - Local consultant , International consultants - 71200,	7500
	2.6.4 Market analysis and assessment of adequacy of policy, legal and regulatory framework needed to deployment technologies for selected NAMAs			X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery, communication facilities, and workshop venue	71300 - Local consultant , International consultants - 71200,	10000
	2.6.5 Financial/Cost Benefit Analysis for selected NAMAs			X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer,	71300 - Local consultant (5000), International consultants (10000)	10000
	2.6.6 Development of Concept Note on Transport NAMA	23400/00117		X	X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer,	71300 - Local consultant (5000), International consultants (10000)	15000
	2.6.7 Endorsement and launching of the NAMA proposals	23400/00117			X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat,	72505 - Office supplies, Workshop 71600	10000
	2.6.8. Submit to UNFCCC registry (if available)	23400/00117			X		MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery,	72505 - Office supplies,	500
	2.6.9 Financing matrix prepared according to sector, activity, technology, type of funding sought, donor interest etc.	23400/00117		X	X	X	MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator - stationery, communication	71300 - Local consultant ,	8000
Output 2.7	Investment promotion of NAMAs in collaboration with Zambia Development Agency									
	2.7.1 Initial dialogue, Engagement and Building Capacity on NAMAs	23400/00117		X	X	X	MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer,	71600 - Local Travel	500
	2.7.2 Support to ZDA to package NAMA proposals for investment promotion	23400/00117		X	X	X	MLNREP & ZEMA, CC Secretariat	Staff time- MLNREP, UNDP, CC Secretariat, Project Officer, and facilitator -	71600 - Local Travel, 72505 - Office supplies	1000
Sub-Total										226,000.00
F&A		0028/30079								
Outcome 2 Total										226,000.00

Outcome 3: MRV systems designed to support implementation and evaluation of NAMAs											
3.1 Awareness raised and capacities built on MRV in general											
Annual Target	Key activities	Sub-activities	Donor	Q1	Q2	Q3	Q4	Resp party	Inputs	Budget description	Amount (\$)
MRV capacity and awareness raised among all stakeholders	3.1.1 Information sessions with stakeholders and WGs involved in the GHG inventory system and the NAMA development (no independent activity – to be included in Output 1 and 2 activities as relevant)	3.1.1.1 Awareness and capacity built on appropriate NAMA MRV systems	23400/00117	X	X			MLNREP and CC Secretariat	Stafftime - MLNREP, UNDP, CC Secretariat, workshop for organizing workshop	International consultants -71200 (US\$ 10000), Workshops 71600 (US\$ 15000)	15,000.00
		3.1.1.2 Capacity development in Measurements(qualitative and Quantitative Metrics), Reporting, Verification (Quality and Assurance Control Systems, and accreditation), issuance and compliance standards and legislation	23400/00117	X	X			MLNREP and CC Secretariat	Stafftime - MLNREP, UNDP, CC Secretariat, workshop for organizing workshop	International consultants -71200	15,000.00
Output 3.2	Design MRV system to support implementation of selected NAMAs										
MRV system developed to support NAMA	Design, build capacity and develop	3.2.1 Select methodologies and monitoring protocols	23400/00117	X	X	X		MLNREP and CC Secretariat	Stafftime - MLNREP, UNDP, CC Secretariat,	International consultants -71200 Workshops 71600	5,000.00
		3.2.2 Training on the use of protocols and tools	23400/00117	X	X	X		MLNREP and CC Secretariat	Stafftime - MLNREP, UNDP, CC Secretariat,	International consultants -71200 Workshops 71601	9,000.00
		3.2.3 Establish and organization of reporting process	23400/00117	X	X	X		MLNREP and CC Secretariat	Stafftime - MLNREP, UNDP, CC Secretariat,	International consultants -71200 Workshops 71602	5,000.00
Dissemination of final LECB output in Zambia		3.2.4 Dissemination of final LECB output in Zambia	23400/00117				X	MLNREP and CC Secretariat	Stafftime - MLNREP, UNDP, CC Secretariat, workshop for	72505 - Office supplies	10,000.00
Sub total											59,000.00
		F&A	0028/30079								
Outcome 3 Total											59,000.00
Project Total											522,318.00
Grand Total											