



**United Nations Development Programme**

**Country: Republic of Armenia**

**PROJECT DOCUMENT**

<b>Project title:</b> Development of Armenia’s Fourth National Communication to the UNFCCC and Second Biennial Report		
<b>Country:</b> Republic of Armenia	<b>Implementing Partner:</b> Ministry of Nature Protection of RA	<b>Management Arrangements:</b> National Implementation Modality (NIM)
<b>UNDAF/Country Programme Outcome:</b> By 2020, sustainable development principles and good practices for environmental sustainability resilience building, climate change adaptation and mitigation, and green economy are introduced and applied		
<b>UNDP Strategic Plan Output:</b> Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change.		
<b>UNDP Social and Environmental Screening Category:</b> <i>Low</i>	<b>UNDP Gender Marker:</b> <i>GEN1</i>	
<b>Atlas Project ID/Award ID number:</b> 00096445	<b>Atlas Output ID/Project ID number:</b> 00100369	
<b>UNDP-GEF PIMS ID number:</b> 5870	<b>GEF ID number:</b> 9474	
<b>Planned start date:</b> September 2016	<b>Planned end date:</b> September 2020	
<b>LPAC date:</b> August 11, 2016		

**Brief project description:**

The project objective is to enable Armenia to prepare its Fourth National Communication (4NC) under decision 17/CP.7 and the Second Biennial Update Report (2BUR) under decision 2/CP.17 of the United Nations Framework Convention on Climate Change. The 4NC and 2BUR will build upon previous studies, self-assessment exercises and will be based on the UNFCCC Guidelines. It will enable Armenia to present the updated information on Convention implementation in a consistent, transparent and comparable manner. The project will be coordinated by the Ministry of Nature Protection under the guidance of Inter-agency Climate Change Council (IACCC). The Project components include: (i) National circumstances and institutional arrangements, as well as other information relevant to the achievement of the objectives of the UNFCCC; (ii) GHG inventory (2014 and 2016); (iii) measures to mitigate climate change; (iv) measures to facilitate adaptation to climate change, (v) Domestic monitoring, reporting and verification (MRV) system; (vi) production of the Second Biennial Report and Fourth National Communication and Monitoring and Evaluation (M&E). The preparation of the 4NC and 2BUR is expected to enhance general public awareness and knowledge, to integrate the preparation process of NCs and BURs and mainstream climate change into national sustainable development process of Armenia. The project will also strengthen the cooperation between Armenia and other Parties to achieve the ultimate objectives of the UNFCCC.

**FINANCING PLAN**

GEF Trust Fund	852,000 USD
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<b>(1) Total Budget administered by UNDP</b>	852,000 USD
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**PARALLEL CO-FINANCING** (all other co-financing that is not cash co-financing administered by UNDP)

UNDP	80,000 USD
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Government	500,000 USD
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<b>(2) Total co-financing</b>	580,000 USD
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<b>(3) Grand-Total Project Financing (1)+(2)</b>	1,432,000 USD
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**SIGNATURES**

<b>Signature:</b> Aramays Grigoryan Minister of Nature Protection of the Republic of Armenia	<b>Agreed by Government</b>	<b>Date/Month/Year:</b> 09.09.2016 <i>uh. Grig.</i>
<b>Signature:</b> Aramays Grigoryan Minister of Nature Protection of the Republic of Armenia	<b>Agreed by Implementing Partner</b>	<b>Date/Month/Year:</b> 09.09.2016 <i>uh. Grig.</i>
<b>Signature:</b> Bradley Busetto UN Resident Coordinator, UNDP Resident Representative	<b>Agreed by UNDP</b>	<b>Date/Month/Year:</b> 09.09.2016 <i>Bradley Busetto</i>

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## LIST OF ACRONYMS

1BUR	First Biennial Update Report
1NC	First National Communication
2BUR	Second Biennial Update Report
2NC	Second National Communication
3NC	Third National Communication
4NC	Fourth National Communication
AFOLU	Agriculture, Forestry and Other Land–Use
BAU	Business as Usual
CDM	Clean Development Mechanism
CP	Conference of Parties
CPD	Country Programme Document
CRM	Climate Risk Management
DTU	Denmark Technical University
EU	European Union
GEF	Global Environmental Facility
GHG	Greenhouse Gases
GoA	Government of Armenia
IACCC	Inter-agency Climate Change Council
INDC	Intended Nationally Determined Contributions
IPCC	Intergovernmental Panel on Climate Change
IPPU	Industrial Processes and Product Use
LPAC	Local Project Appraisal Committee
M&E	Monitoring and Evaluation
MNP	Ministry of Nature Protection
MRV	Monitoring, reporting and verification
NAMA	Nationally Appropriate Mitigation Action
NGO	Non-governmental Organization
NIM	National Implementation Modality
PND	Project National Director
PAC	Procurement Appraisal Committee
PB	Project Board
PPR	Project Progress Report
PSC	Project Steering Committee
QA	Quality Assurance
QC	Quality Control
RA	Republic of Armenia
RCU	Regional Coordination Unit
SBAA	Standard Basic Assistance Agreement
SDG	Sustainable Development Goal
SEAP	Sustainable Energy Action Plan
SESP	Social and Environmental Screening Procedure
SNCO	State Non-commercial Organization
TOR	Terms of references
UNDAF	United Nations Development Assistance Framework United Nations
UNDP	Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
WB	World Bank

## 1. Situation Analysis

The Republic of Armenia (RA) ratified the UN Framework Convention on Climate Change in 1993 as a non-Annex I country and the Kyoto Protocol in 2003. Responding to the obligations towards the UNFCCC the country ensures regular reporting on climate change related trends and developments in the form of the national communications and biennial update reports. The First, Second and Third National Communications were submitted to the UNFCCC in 1998, 2010 and 2015 respectively and Armenia's the First Biennial Update report was submitted to the UNFCCC on 28 April 2016.

The Ministry of Nature Protection (MNP) is the designated authority for coordinating the activities aimed at implementation of the country's commitments under the UNFCCC. Taking into account the necessity of inter-sectoral cooperation on climate policy the "Inter-agency Coordinating Council for Implementation of Requirements and Provision of the UN Framework Convention on Climate Change" (IACCC) was established in 2012 by the RA Prime Minister Decision No 955-A. The Council in particular is entrusted with coordination of the activities aimed at the fulfilment of obligations under the Convention and evaluation of implementation thereof. Establishment of the IACCC was also extremely important for coordinating national communications and biennial reports preparation and verification.

In 2015, a Division of Climate Change and Atmospheric Air Protection Policy was established under the Environment Protection Policy Department of the Ministry of Nature Protection of RA, with inter alia functions in shaping of the national climate policy under UNFCCC and provisions of the recommendations on climate change legal framework (normative and regulatory legal acts).

Government Decree No 1594-N on "Approval of the Action Plan of RA Obligations Resulting from International Environmental Conventions" has defined measures and responsible agencies for their implementation for the period of 2011-2015. Currently a draft decision on amendments to the Government Decree No 1594-N is under development for the period of 2016-2020.

Armenia's post-2020 climate policy under a new international agreement is formulated in "Intended Nationally Determined Contributions" (INDC) endorsed by the RA Government Protocol Decision No 41 from 10 September 2015 and submitted to the UNFCCC Secretariat on 22 September, 2015. The main principles of Armenia's INDC are the following: (i) limit global greenhouse gas (GHG) emissions to such a level that the global average temperature does not exceed 2°C, (ii) ensure distribution of the GHG emissions limitation burden between countries based on the principle of equity, taking into account the rights of present and future generations to use resources, and the equal rights of humans to impact the climatic system; (iii) apply an ecosystem-based approach to mitigation and adaptation actions, giving preference to balanced and combined actions; (iv) to limit its GHG emissions growth based on the principle of equity, and subject to adequate financial and technical support from the international community; (v) use of the market mechanisms under certain conditions; (vi) based on the principle of "Green economy" and is compatible with the social and economic development goals of the Republic of Armenia.

To support these specific objectives, the process of transition to low carbon emission economy development will be continued through consolidating and further promoting projects and/or investments focused on low carbon emissions economy development; identifying and prioritizing the Nationally Appropriate Mitigation Actions (NAMAs); promoting NAMAs for international support with development partners and donors; registration of NAMAs in the UNFCCC NAMA Registry; using relevant existing potential in implementing unilateral NAMAs, etc.

The draft Adaptation Strategy Road Map developed under EU funded ClimaEast project is currently under consultation to guide the preparation and adoption of the National Adaptation Strategy. The

general objective of the strategy is: “to ensure that the social and economic development is resilient to the impacts of climate change related risks and slow onset changes by establishing effective and coherent climate change adaptation process cross all relevant sectors”. This overall objective is planned to achieve through following measures: (i) improve management and dissemination climate risk information in Armenia through improved observation, data collection, reporting and evaluation system; (ii) ensure that climate change adaptation is integrated in the disaster risk management strategy of Armenia with a strong legal and institutional framework for inter-sectoral coordination and effective mechanisms for adaptation mainstreaming in development agenda; (iii) facilitate adaptation in priority sectors.

The lessons learned from the UNDP-BCPR climate risk management regional project will be used for scaling-up the positive outputs as local climate risk mapping and guidelines for integration of the CRM in community development plans as well as technologies piloted and proved to be cost-effective.

In 2014, the Government of Armenia (GoA) revised its previous Sustainable Development Programme, taking into account the new realities, and adopted the Armenia Prospective Development Strategy for 2014-2025. It highlights the need for sustainable and inclusive growth, particularly promotion of environmentally sound technologies and effective natural resources management (including cross-sectoral considerations) in accordance with the sustainable development goals. A number of policies and regulations have been enacted, based on sustainable development principles, to promote sustainable growth and improve environmental management.

The most recent relevant to climate change policy and strategy documents adopted by the Government of Armenia are as follows:

- Intended Nationally Determined Contributions of the Republic of Armenia under the UN Framework Convention on Climate Change (GoA Decision #41, 2015)
- Energy Security Concept of the RA (2013) and Energy Security Action Plan for 2014-2020, (GoA Decision # 836-N, 2014)
- Scaling Up Renewable Energy Program (SREP) Investment Plan for Armenia, (2013)
- Transport sector strategy and Master plan of RA, (2011)
- Strategy of Sustainable Agricultural Development for 2010-2020, (GoA Decision # 1476-N, 2010)

The Energy Security Strategy of RA sets a target of achieving 20 per cent share of renewable energy in total energy consumption by 2020, it also emphasizes importance of promoting energy efficiency. Currently Second National Energy Efficiency Action Plan for period of 2016-2018 is under discussion (adoption is pending). Armenia has the status of observer to Energy Charter and has joined the Eastern Europe Energy Efficiency and Environment Partnership (E5P) to promote investments in energy efficiency through blending grant and loan resources, involving financial and mortgage institutions. Energy Security Action Plan for 2014-2020 identifies specific actions to be implemented for achieving goals set forth in RA Energy Security Concept and Scaling-up Renewable Energy Programme Investment Plan for Armenia.

National Energy Balance of RA is developed according to International Energy Agency and Eurostat requirements for years 2010-2012, and currently the national legislation stipulates to develop and publish the energy balance each year.

11 cities in Armenia including capital city Yerevan has joined the EC Covenant of Mayors and 7 of them have developed and adopted Sustainable Energy Action Plan (SEAP). Covenant signatories voluntarily commit to implement actions in energy efficiency and renewable energy leading to at least 20 per cent CO<sub>2</sub> emissions reductions on their territories by 2020. The Yerevan city SEAP developed

with assistance of UNDP and adopted by the City Council on 24 June 2016 included GHG inventory for 2012 and detailed insightful forecasts on impact of economically justified measures for achieving the set targets. In particular, a complex of measures is envisaged for an array of sectors of the city's economy, including transport, outdoor and indoor lighting, and public and residential buildings.

The "Transport Sector Development Strategy 2020" developed by the assistance of the Asian Development Bank (2011) is aimed at management, infrastructure and technology improvement of the transport sector's performance in Armenia up to 2020. It also envisages the sector enhancement in a long term perspective by means of development and provision of efficient, cost-effective, environmentally friendly and socially stable infrastructures and services.

Agriculture sector in Armenia still accounts for more than 19% of the economy and about 46% of total employment (2012). Against this background, Armenia prioritized this sector for comprehensive and integrated rural development in general, with key link with food-industry value chain and with certain export potential, and secondly this sector is critical for increase of productivity and balanced regional development. The Agriculture sector strategy (2010) and the new strategy which is currently under development is recognizing the importance of increasing the resilience of the sector to the current climate risks, and importance of institutionalization of the adaptation measures, including need to introduce the insurance system.

Solid Municipal Waste Strategy for settlements is developed by the Asian Development Bank assistance under coordination of Ministry of Territorial Administration (approval pending) envisages the landfill gases capture and flaring activity to avoid methane emissions as climate responsive management of the landfill sites.

The UN Development Assistance Framework (UNDAF) for the period 2016-2020 was adopted in 2015. The strategic programme framework is aimed at contribution towards achievement of national development goals. The key results expected from development cooperation were identified and aligned with the priorities established in the Armenia Prospective Development Strategy 2014-2025 and the Sustainable Development Goals (SDGs), including environmental sustainability and resilience-building.

Priority issues for economic development of the country are addressed in the frames of the UNDP Country Programme Document for Armenia (CPD) for 2016-2020, which is in line with the main national development priorities. The objective of UNDP in the new country programme is to contribute to sustainable development and in building equitable society in Armenia. Its vision for development includes an economy founded on 'green' or sustainable principles, including energy efficiency, renewables, and the sustainable use of natural resources, preparedness for and adaptation to disasters.

The climate risks mapping in two pilot regions of Armenia: Vayots Dzor and Tavush, conducted in the framework of UNDP-BCPR (2014-2016) project proved the importance of decentralization of climate risk assessment and adaptation management actions to regional and community levels. The lessons learned indicated that small-scale cost-effective risk management measures can be promoted through instruments used as: awareness, advocacy, integration in local development planning and demonstration/application of low cost technologies.

The outcomes of the UNEP-DTU (UDP) Technology Needs Assessment Project (2015-2016) will be taken into consideration related to the identified priority technologies for mitigation and adaptation and barrier analysis for their diffusion. The Multi-Criteria Decision Analysis (MCDA) methodological approach, used in the project for evaluation of the sectors and technologies, will contribute to the development of the portfolio of environmentally sound technology projects and programmes and thus

can facilitate transfer of, and access to, the mitigation and adaptation technologies and know-how for implementation of Article 4.5 of the UNFCCC Convention.

## 2. Strategy

### Project Rationale

The strategy of the project is to employ the best practice at the maximum extent possible and as well, international consultancy when needed. The project will build upon findings and experience gained through activities/projects aiming at addressing climate change issues and meeting the country's commitments under the UNFCCC.

The project proposal is developed in compliance with requirements of the UNFCCC for NCs based on Decision 17/CP.8 "Guidelines for the preparation of NCs from Parties not included in Annex I to the Convention", and as per requirements of the UNFCCC for BURs contained in the Annex III to Decision 2/CP.17.

The project objective will be achieved with the fulfillment of the outcomes described below, which are in line with the GEF's Focal Area Objective "**CCM-3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies, Programme 5: Integrate findings of Convention obligations and enabling activities into national planning processes and mitigation targets.**" The project is also aligned with UNDAF outcome #7 and CPD outcome #4: "By 2020, sustainable development principles and good practices for environmental sustainability, resilience building, climate change adaptation and mitigation, and green economy are introduced".

The 4NC will be built on the gap/constraints findings and recommendations of previous NC and BUR work, as well as the outcomes of the ongoing complementary projects in the country.

The development of national communications and biennial update reports to the UNFCCC on continuous basis enhance capacity of the key national institutions engaged in the process of analytical studies; contribute to strengthening of the information based on decision-making, integration of climate change concerns into relevant sectorial policies and national development strategies.

To fulfil the key provisions of COP decisions on submission of the national communications and biennial reports and considering current economic development situation in the country the GEF support is needed to ensure reporting on progress of the UNFCCC implementation in the country. The reporting system will contribute to continue the efforts on technical and institutional capacity building, elaboration of potential for synergies aimed at integration of climate change into national plans, policies and programmes.

The 4NC and 2BUR will be based on the recommendations and findings of the 3NC and 1BUR, with full consideration of knowledge generated in the course of new studies, research, and complementary projects. The process of preparation of the 4NC and 2BUR will continue the ongoing partnership among relevant stakeholders, including government, civil society, academia, private sector and international development partners. It will continue to serve as a regular reporting process on climate change and framework for inter-agency coordination and capacity building platform for ensuring coherent policies for securing the achievement of the stated commitments of Armenia under INDC. The proposed project will further strengthen the capacity of the national institutions in related research and analysis thus contributing to Armenia's efforts in reducing the impacts of the global environmental threat of climate change. Reports, findings, and analysis produced will be used by the decision-makers for preparing and implementing environmentally sound programming to achieve the government's national and international commitments, including ones identified in the recent INDC document.



Armenia will submit its 2BUR and 4NC to the UNFCCC in 2017 and 2019 respectively.

### Country Ownership

The overall responsibility for the project implementation by Ministry of Nature Protection of the RA implies to the timely and verifiable attainment of project objectives and outcomes. MNP will provide support to, and inputs for the implementation of all project activities. The First Deputy Minister of Nature Protection in charge of coordination of the Environmental Protection Policy Department will act as a Project National Director (PND) for the project implementation. The Climate Change Inter-Agency Council chaired by the Minister of Nature Protection will act as Project Steering Committee (PSC). The Council will be responsible for providing policy support, oversight and guidance to the project implementation. The PND and Steering Committee inputs to the project will represent a Government's in-kind contribution to the Project. The Climate Change Inter-agency working group operating under Climate Change Inter-Agency Council will play the critical role as a task force in development of 4NC and 2BUR process and will be led by the UNFCCC focal point. The task force would be supported by the national experts from academic and research institutes on relevant issues of climate change. The project will provide support to strengthen the capacities and coordination among these task force team ensuring systematized data collection, analysis and reporting process to effectively meet the requirements under the UNFCCC and to serve the country strategies on green growth and low carbon development pathway.

The project will follow the same institutional arrangements that have been established for the implementation of the 2NC, 3NC, and 1BUR.

The project implementation envisages an effective **stakeholder's participation**, including ministries, agencies, local communities, NGOs, mass media, research and educational institutions, private sector and international organizations. Their involvement in the planning, implementation, monitoring and evaluation of the project is essential. The stakeholder list include, but not be limited the following agencies: Ministry of Nature Protection (national authorized agency for coordination of UNFCCC implementation), Ministry of Agriculture (including State Committee for Water Management, and Forestry SNCO), Ministry of Territorial Administration and Development, Ministry of Emergency Situations ("Service of the Hydrometeorology and Active Influence on Atmospheric Phenomena" SNCO), National Statistical Service, Ministry of Energy and Natural Resources, Ministry of Economy, Ministry of Finance, Ministry of Education, Ministry of Health, Ministry of Transport and Communication, National Assembly, NGOs, National Academy of Sciences, universities, international organizations, business community, women and youth groups, mass-media.

The stakeholders of the project will be based on the partners and experts involved in the course of preparation of the previous national communications, which come from a range of backgrounds, with particular emphasis on related sectors thus fostering synergies of environmentally responsive policy implementation. The main objective of this project is to enhance the capacity and efficiency of preparation of national communications and biennial update reports in a continuous manner. As the UNFCCC process is evolving and increasingly complex, capacity-building activities are even more important to 4NC and 2BUR. Hence, they will form the key part of the project and will be done through training workshops, sharing experiences and encouraging information exchange between national and relevant regional and international institutions. This will increase the existing capacity, and reduce technical gaps identified.

The project will furthermore, raise awareness about dynamics and relevance of the UNFCCC, especially in relation to the commitments and obligations under the Convention. Cooperation and

coordination among public, private and civil society will also be promoted through workshops and public relations.

### **Project Objective, Outcomes and Outputs/Activities**

The **overall goals** of the project are: (1) Enabling Armenia in preparing and submitting its Fourth National Communication and Second Biennial Update Report to the UNFCCC in accordance with its commitments as a non-Annex I Party to the Convention (as mandated by Articles 4 and 12); in doing so (2) support mainstreaming and integration of climate change into national and sectorial development policies through ensuring continuity of the institutional and technical capacity building, partly initiated and consequently sustained by reporting instruments under the UNFCCC; (3) institutionalize data collection, processing, interpretation and dissemination of GHG inventory and continue building on appropriate and well-informed basis for climate change mitigation, adaptation, education and awareness-raising strategies at local and national levels.

While the **immediate objective** of the project is to assist the country to fulfill its obligations under UNFCCC, consistent with the COP Decision1/CP.16 (paragraph 60) and Decision 2/CP.17 (paragraph 41). In the long term, the project will allow the country to lay the foundations to strengthen the existing institutional arrangements and support the long-term targets aimed at reversing the impacts of climate change. Building on the previous NC and BUR process, the project comes in a timely manner to generate the basis and advice on strategic policy decisions to achieve stated objectives under INDC. The **emphasis of the project** will be on the GHG inventory, measures to mitigate climate change, assessment of vulnerability for the priority areas selected under the stocktaking exercises, as well as on education and public awareness. Building on results of these studies, the options to mitigate climate change by reduction of GHG emissions and facilitating adaptation to climate change for the selected priority area will be analyzed and reviewed in the light of country sustainable development context. Gaps, uncertainties and constraints along with other information related to the UNFCCC will be addressed as indicated by Decision 17/CP.8. Finally, the information gained during the project will be communicated to the COP in the form of the “Armenia's Forth National Communication and Second Biennial Update Report under UNFCCC”.

The **Project components** include: (i) National circumstances and institutional arrangements, as well as other information relevant to the achievement of the objectives of the UNFCCC, including constraints and gaps related to financial, technical, capacity and support needs, and support received; (ii) GHG Inventory (2016); (iii) Measures to mitigate climate change; (iv) measures to facilitate adaptation to climate change; (v) Domestic monitoring, reporting and verification (MRV) system; (vi) production of the 2BUR and 4NC, and Monitoring and Evaluation (M&E).

Besides complying with reporting requirements, the project will link complementary and interrelated project milestones, in a much more efficient way, coordinating the schedules of expected outcomes. The capacities within various relevant institutions are already built through the 1NC, 2NC, 3NC and 1BUR processes. Their involvement in the 3NC and 1BUR processes will further strengthen the institutional technical abilities to support the efficient implementation of the UNFCCC and enhance the reporting process overcoming weaknesses, constraints and gaps.

The **project outcomes** will be achieved through a wide range of outputs compatible with the UNFCCC goals. Knowledge and awareness extension on climate change related issues at the planning and policy levels is crucial, so the institutions will be able to establish climate change issues into relevant social, economic, scientific and environmental policies, programs and strategies. Besides, such issues should be also reflected through national development priorities. That way, identified and prioritized

mitigation and adaptation actions will be consistent with national sustainable development priorities, including IINDC, and climate change mitigation and adaptation related projects may be eligible for mobilizing additional funding resources by GEF or other multilateral and bilateral organizations.

The Project implementation shall facilitate the following:

- Further upgrading and improving the national GHG inventory system, by filling out the gaps of the activity data, developing country-specific emissions factors and applying higher tier approaches, considering new sub-categories and reducing the uncertainties encountered in the previous inventories.
- Building national capacities allowing the country to apply 2006 IPCC Guidelines and 2006 IPCC Software for developing National GHG Inventory, assisting in establishment of National Inventory System with defined institutional arrangements.
- Assisting in mainstreaming mitigation considerations in course of updating/developing strategic programmes.
- Analyzing the impact of the current and planned mitigation policies/actions for more ambitious mitigation targets;
- Developing the analysis of options to adapt to the impacts of climate change with focus on ecosystem based approach. The Project will pay special attention to extreme weather events and risk management aspects. The climate change scenarios and their socio-economic impacts will be analyzed, since agriculture sector is exceptionally vulnerable to extreme weather, special attention will be devoted to expected changes in extreme weather events frequency, intensity, distribution and impact. One of the new sectors to analyze will be impact on energy sector and tourism.
- Collecting and analyzing the data on climate change trends in the country, including climate change related risks and coping mechanisms.
- Strengthening the policy framework ensuring adequate adaptation to climate change in the traditionally vulnerable sectors in the country (agriculture, water, natural ecosystems, health, settlements and infrastructures, energy and tourism) with in-depth regional focus, applying new socio-economic, climate and crop models
- Preparing a road map for the implementation of the INDC submitted to the UNFCCC;
- Addressing the capacity building needs and involvement of stakeholders, both on national and local level, within the context of a shared vision on climate change adaptation and mitigation;
- Contributing to the implementation of the latest decisions of COPs on implementation of Article 6 of the Convention;
- Continuing the awareness raising activities on climate change that interact with targeted audiences of various age groups including students, teachers, governmental officials, private sector, non-government organizations, civil society and general public;
- Mainstreaming gender perspectives through collecting and analyzing gender disaggregated data in relation to climate change. The data will be used in defining specific gender needs and proposing actions to promote women's participation in defining mitigation and adaptation strategies;
- Update the constraints, gaps and related financial, technical and capacity needs, as well as publish findings and promoting biennial update report and national communication

## Activities for Project Implementation

**Outcome 1:** *National Circumstances and institutional arrangements relevant to the preparation of the biennial update report and national communications updated, other relevant information described (research/systematic observation, technology transfer, education, public awareness, capacity building, constraints and gaps)*

The information on the national circumstances described under the 1BUR will be updated taking into account new studies and researches. Features of the country, its population, natural resources, climate and economy which may affect the country's ability to deal with climate change mitigation and adaptation will be described with special attention to the information and data related to those sectors that are the largest contributors to the GHG emissions and first of all to energy sector. National development objectives, priorities and circumstances will also be updated including the specific needs and concerns arising from the climate change.

Institutional arrangements relevant to the preparation of the national communications and biennial update reports on a continuous basis will be described taking into account the recent developments in this direction.

The national priorities, strategy and legislation relevant to the climate change will be analyzed, taking into account their status and tendencies. Also, institutional arrangements relevant to the preparation of the 4NC and 2BUR will be analyzed and described. Similarly, the mechanism of stakeholder participation in preparation of the 4NC and 2BUR will be described. The list of stakeholders, along with the relevant government institutions, will include local administrations, private sector, academia, NGOs. The relevant studies, projects implemented and or under implementation by the stakeholders will be analysed and their findings and recommendations will be analyzed and taken into account. The tendencies in the economic development related to the major GHG emitting sectors and those that are the most vulnerable to climate change will be analyzed. During the data collection, the most updated information will be actively sought and taken into account.

Special attention will be given to the collection and analysis of gender data in relation to the climate change. Gender disaggregated data will be collected and reported with special attention given to measures undertaken in the past to ease the impact of the climate change on women and helping them to adapt to it, especially in sectors into which women are especially involved, like agriculture and health.

Summarizing, all the thematic and sectoral components that define the National Circumstances will be updated and revised. The insufficiency of financial, technological resources and absence of systematic approach are considered as the main barriers to strengthen capacity and ensure sustainability of implementation of various programs related to climate change. In line with the Doha Work Program on Article 6, the activities will be shaped around 6 pillars, with particular emphasis on education and public awareness. The technology needs assessment for various sectors in relation to mitigation and adaptation will be based on outcomes of UNEP-GEF Technology Needs Assessment project results and recommendations on institutional strengthening and networking. The detailed assessments related to these priorities will be launched during the 4NC and 2BUR inception workshop.

When coming to the detailed steps on other information relevant, the activities can be planned around following directions:

- Analysis, synthesis and update of existing information on climate change as compared to the 3NC and 1 BUR, through existing partner list, group discussions, interviews, etc.;
- Analysis of national and regional institutional frameworks, projects, programs and documents related to climate change;

- Assessment of technology, financial and capacity needs for mitigation and adaptation;
- Collection of information on measures aimed at integrating climate change into socio-economic and environmental policies in Armenia;
- Collection of information on access to environmentally sound technologies and know-how;
- Collection and analysis of the climate related research and observation systems;
- Collection of relevant information through close cooperation with different governmental institutions, agencies, academia, NGOs and individual researchers.

National institutional arrangements for initiation and coordination of activities for implementation of the UNFCCC, coordinated by the Ministry of Nature Protection has certain progress in relation to the establishment of institutional structures, however still the capacity constraints, clearly specified roles and responsibilities for fulfilling the Convention needs updating. The activities will address the identified gaps reported under 3NC and 1BUR, which includes technical and institutional gaps for enhancing GHG inventory data collection, processing, archiving, promotion of mitigation actions inter alia through legal, economic, financial instruments introduction in consultations with stakeholders and partners. In addition, the socio-economic benefits of different mitigation options in Armenia will be assessed. The Inter-agency working group established under the Climate Change Council will regularly consulted, as well as NGOs, professional unions; Aarhus Centers in regions will operate as network to promote exchange and information sharing on climate change. Climate change information sharing will be overall enhanced through active involvement of mass media.

**Outcome 2:** *National GHG inventory updated and capacity to collect the activity data on a continuous basis strengthened.*

The GHG inventory will be updated to 2014 (period 2013, 2014) as an outcome of the 2BUR and to 2016 (period 2015, 2016) as an outcome of the 4NC. The Inventory will be compiled according 2006 IPCC Guidelines for the Energy, IPPU, AFOLU and Waste sectors.

Quality improvement works for the GHG Inventory will be continued and focused on the methods and approaches for data collection process, filling data gaps and supporting establishment of a sustainable system for developing GHG Inventory as well as on the application of higher tier methodologies for GHG emissions estimation from the key sources.

A close cooperation established with the Ministry of Energy and Natural Resources, National Statistical Service, Ministry of Agriculture, Ministry of Transport and Communication, Public Services Regulating Commission (PSRC), State Committee of the Real Estate Cadaster, “Gazprom” CJSC for data collection and analysis of the GHG Inventory results will be continued, national technical working sessions for presentation and validation of the findings of the inventory report will be arranged.

During the preparation of the 4NC and 2BUR, input data from the previous GHG inventory will be revised and recalculated to better reflect any changes. GHG emissions by sources and removals by sinks up to 2016 will be completed and the uncertainties encountered in the previous inventory will be reduced.

To sustain the inventory working groups, training opportunities for them will be created, including exchange in knowledge and expertise with other GHG inventory specialists in the region. The capacity building outputs of the project will be used to institutionalize the inventory process in the work of the relevant agencies and ministries. It is envisaged that this approach will promote ownership and participation among relevant agencies and will sustain the inventory process for Armenia.

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

- Analyze the recommendations on gaps, shortcomings and directions for improvement reported under 1BUR;
- Conduct training on the usage of improved 2006 IPCC Guidelines and 2006 IPCC Software for the experts to be involved into the inventory preparation and relevant stakeholders;
- Collect activity data required for GHG inventory development;
- Develop GHG Inventory for 2013-2014, and 2015-2016;
- Develop and use national emissions factors for GHG calculations for Energy, and AFOLU (mostly focusing on forestland, and land use change) sectors;
- Assist in establishment of the National Inventory Systems with defined institutional arrangements;
- Make sure that each involved stakeholder clearly understands his/her role in the National Inventory System;
- Ensure that the National Inventory Systems establishment process facilitates the integration, coordination and implementation of the human, technical and financial resources (coming from the synergy of different programs and projects) needed to assist and develop the regular preparation of the national inventory;
- Strengthen cross-sectoral exchange and collaboration for preparation of the GHG inventory, particularly with the team involved in energy balance preparation;
- Subsequent to the GHG inventory preparation, ensure the quality assurance verification processes. It will be done with the involvement of relevant stakeholders including but not limited to interagency working group under Climate Change Council, and also reinforce the participation and involvement of stakeholders;
- Report on improvements compared to previous Inventory reports, built capacity, shared knowledge, applied methods and used technology tools, including National Inventory System establishment progress.

**Outcome 3:** *Report on policies and measures to mitigate the climate change prepared and capacity to collect and analyze this information on a continuous basis for the future biennial update reports and national communications strengthened*

Within this component implemented GHG mitigation policies and actions will be reported for the period of 2014-2016 (2BUR).

The mitigation analysis for the 4NC will follow the recommendations of the 1BUR and 3NC. To this end the analysis and results presented in the 3NC and the 1BUR will be revised, baseline and mitigation scenarios will be updated taking into account recent developments in the economy of the Republic of Armenia as well as implemented and planned mitigation measures.

The scope of the sectoral mitigation assessments for the 4NC will include an analysis of related legislation and policies/programmes that facilitate the implementation of mitigation actions and analysis of the projects implemented by different stakeholders as well as – to the extent possible – the macro-economic impact of the mitigation options

Specifically, the following recently adopted strategic papers will be considered for the development of mitigation scenarios: Strategic Programme of Prospective Development of the RA for 2014-2025; Energy Security Concept of the RA (2013) and Energy Security Action Plan for 2014-2020; Scaling-

Up Renewable Energy Program Investment Plan for Armenia; Long-term (up to 2036) Development Paths of the Energy System of the RA; Strategy of Sustainable Agricultural Development for 2010-2020; Transport sector strategy (2011); implementation of the SEAPs adopted by cities signatories to the Covenant of Mayors on Climate and Energy.

The national policy and institutional developments, international support and sectoral activities, including improvement of energy efficiency and development of alternative energy sources implemented during reporting period will be assessed. Mitigation analysis for each sector, along with GHG emissions scenarios (BAU and With Measures and With Additional Measures) will be conducted for the period up to 2030, using LEAP software and other applicable software.

The proposed project will contribute to the national capacity to collect and analyze information on the climate change mitigation on an ongoing basis under commitments of Armenia to report on mitigation policies and measures under Convention. Firstly, the analysis and results presented in the 3NC and 1BUR will be revised, followed by GHG emissions projections for the period 2015-2030. This will be done based on relevant data and information collection and analysis with the subsequent scenario development and estimation. With this goal, mitigation policies, programmes, actions undertaken by different stakeholders and projects will be analyzed.

This will allow explaining the differences or changes to the Business as Usual (BAU) scenario developed under the 1BUR. Further to this, the country's potential to reduce GHG emissions will be assessed and updated, major GHG emission reduction opportunities will be identified and the policy framework and recommendations to enhance the commitments under INDC will be proposed and the roadmap to achieve INDC targets will be elaborated and presented to the Government.

**Outcome 4.** *Climate change vulnerability assessment for priority sectors developed (with regional and local focus as applicable) and plans and programmes proposing measures to facilitate adaptation prepared*

The Project will pay special attention to extreme weather events and risk management aspects. The climate change scenarios and their socio-economic impacts will be analyzed. Since agriculture sector is exceptionally vulnerable to extreme weather, special attention will be devoted to expected changes in extreme weather events frequency, intensity, distribution and impact. In addition to the vulnerable sectors, previously identified in 3NC - Agriculture, Water, Natural Ecosystems, Health, Settlements and Infrastructures, - two new sectors, Energy and Tourism will be added.

A range of climate change scenarios have been developed in the past that reflect a number of different ways in which the country might develop considering consequences for economic growth, and possible impacts on different sectors of economy and natural systems. However, these studies have not been comprehensive, and in order to better study the impacts of climate change, we need to improve the representation of the climate information, which is important for assessing a country's vulnerability to climate change.

Thus, to improve the understanding of the processes that impact the climate in Armenia, there will be revised and generated several regional scenarios using different resolution spatial scale and considering different general circulation models (GCM) and different GHG emission scenarios (SRES), which will represent a dynamic models and apply dynamic downscaling. The regional scenarios will be assembled to assess the impacts, vulnerability and adaptation to climate change in Armenia. Institutional coordination with different scientific and research centers in Armenia will be established as part of this component.

In the past, some progress has been made in evaluating the potential socio-economic impacts of climate change in Armenia. However, this progress has been neither substantial nor comprehensive. There will

be examined the socio-economic impacts associated with climate variability and potential climate change in the distant future, including changes in variability and extremes. The expected results are likely to show that socio-economic costs will escalate as a result of climate change.

Modeling efforts to describe vulnerability to climate change will be strengthened in priority areas as water, agriculture, forestry, human health, transport, energy and tourism. The 4NC will provide quantitative assessments and will prepare ground for adaptation planning and measures in these areas.

The preparation of a National Programme on Adaptation to Climate Change is envisaged. The programme will include national and regional development priorities, environmental and economic indicators relevant to climate change, the needs and concerns arising from the adverse impacts of climate change. Many climate change policies and programmes are still at a formative stage and policy uncertainty is still very high. The government needs yet to develop long-term policies to protect climate-sensitive public goods, to adjust policy for adaptation and establish performance standards that will encourage private and public investments. Critical assistance to key ministries in designing appropriate policy responses for ensuring climate resilient development will be provided.

Regarding the more precise steps to respond to the vulnerability and adaptation study needs, they will be as follows:

- Evaluating developments of climate monitoring system. The work will start with the analysis of the progress made lately by the "Service of the hydrometeorology and active influence on atmospheric phenomena" SNCO related to the systematic observation and forecast/modelling activities, specifically on the advances related to the quality of generated and reported climate information.
- Updating used climate models, testing and interpreting the new ones. This will be based on the achievements on compiling information and updating climate models used in 3NC. Future climate changes will be investigated using more parameters based on increased availability of data. In addition, it will include the usage of improved IPCC models that complement the findings.
- Capacity building for selected experts and employees of stakeholder institutions should be included among the outputs envisaged for this activity to further enhance their technical skills.
- Elaborating and/or revising vulnerability studies, compilation of information related to vulnerability assessment undertaken since the 3NC. Based on the revealed needs and gaps targeted studies will be conducted by compiling the information, selecting the methodology, formulating conclusions on vulnerability and presenting the outcomes to the target audience.
- Describing climate adaptation situation, including collection of information on executed and ongoing adaptation projects, evaluating their impacts related to prioritized areas and cross-sectoral effect.
- Reviewing adaptation policies. This will be based on the review of the existing policies to promote and reinforce the adaptation measures and plans both at national and local levels. Additionally, based on the vulnerability studies elaborated by the project, the National Adaptation Plan consisting of specific actions to promote adaptation will be prepared.
- Since mentioned sectors are closely linked, the synergetic potential of their better adaptation to the climate change and its socio-economic consequences and benefits will be assessed. Finally, analysis related to food security will be also addressed.

Vulnerability assessment and adaptation measures will be conducted in interactive way, with the participation of all relevant stakeholders, including but not limited to the government agencies, academia, private sector, central and local authorities, international organizations, media, and civil society.



**Outcome 5:** *Establishment of domestic Measurement, Reporting and Verification system accelerated*

Under the 1BUR, initial analysis for the creation of the Domestic MRV system was undertaken. The main purpose of analysis on domestic MRV was to identify current situation, find out existing elements of MRV, current gaps and barriers, capacity needs, any initiatives on project level MRV, and based on these findings to develop “roadmap” on how to establish domestic MRV system in the country. Analysis conducted under 1BUR project reviewed different MRV frameworks, including its elements such as scope, set-up, standards, monitoring and reporting, verification and transparency. Another important finding of MRV analysis was that there is a need to develop a robust institutional framework that encompasses the relevant institutional entities as well as the necessary staff, systems and processes, for an effective and nationally appropriate MRV system.

An assessment will be made of the different options and possibilities for the national MRV system according to the Guidelines of Consultative Group of Experts, taking into account national circumstances and capacities as well as examples available. The necessary capacity needs assessment, including ones related to institutional arrangements will be analyzed and respective capacity raising activities will be promoted. 4NC and 2BUR will continue the work and built on the findings of already conducted in the country. 4NC will support establishment and functioning of domestic MRV, considering arrangements required for country and project level MRV system. Relevant projects having MRV-related components, like CDM and WB-GEF, UNDP-GEF projects, as well as other projects having MRV components will be reviewed.

**Outcome 6:** *Second Biennial Update Report and Fourth National Communication consolidated and submitted, the Project M&E conducted*

The 2BUR and 4NC will be prepared and presented to the UNFCCC Secretariat according to the requirements at the end of 2017 and end of 2019 respectively. The documents will be prepared in the national language for dissemination and discussion in national workshops and seminars, and among stakeholders. The process of the 2BUR and 4NC preparation will be interactive with the stakeholders’ participation. Regular workshops will be organized to discuss the progress, to share information, exchange ideas and present findings. Both reports after endorsement by the IACCC and will be translated, published and formally submitted the UNFCCC Secretariat as usual practice.

To monitor and evaluate the progress during implementation, the accurate mechanism with the necessary milestones will be applied. The work will start with the inception workshop, on which tentative plan of actions and roadmap will be prepared. The work will be conducted with the strong cooperation of both local and if needed international experts. The project will cooperate will benefit from the Global Support Programme for NC and BUR including assistance related to review both the 2BUR and 4NC before they are finalized. Challenges encountered, lessons learned and feedback received will be analyzed, shared and disseminated.

**Gender Dimension**

The project will ensure data collection and analyses disaggregated by gender, age, and socially disadvantaged to allow development of policy recommendations for specific gender targeted and inclusive policies, mainly related to adaptation dimensions of vulnerable communities.

The previous NCs and the 1BUR had not dealt with gender mainstreaming issues, leaving room for improvement in the 4NC and 2BUR. Mitigation actions focused on reduction of greenhouse gas emissions, particularly targeting energy efficiency in residential and public sector even not specifically targeting women, has positive health outcomes for indoor comfort in homes and schools, reducing energy costs burden on family budgets. Similarly, the adaptation projects reducing risks in agriculture sector contribute to economic wellbeing of rural communities and indirectly women and children.

In this sense, the 4NC and 2BUR project will incorporate a gender perspective in the evaluation and understanding how the different social roles and economic status of men and women affect, and are affected differently by climate change adaptation and mitigation actions. Doing so the role of women will be considered not only as beneficiaries of climate change related activities but also in the decision-making process. During the project inception, the gender indicators will be selected for evaluation the gender dimension of climate change adaptation and mitigation, as well as in the process of the project implementation.

UN Country team supports the Government of Armenia in its respective efforts through its both direct projects targeting women, and incorporating respective gender-related activities into the project designs and in course of implementing projects. The gender dimension is taken into account when preparing the program for further UN cooperation with the Government of Armenia.

In this regards, the project will give special attention to gender as one of the key stakeholders and beneficiaries from climate change adaptation and mitigation.

In addition, workshops will be conducted in which gender balance will be ensured. Furthermore, gender will be mainstreamed into the 3NC in a way that ensures that equitable participation of women in the decision-making process of climate change adaptation and mitigation. With regard to the technical team to be hired to implement the enabling activity, gender balance will be also considered.

### **Sustainability and Replicability**

The project will continue further on the work done under the 1NC, 2NC, 3NC and 1BUR and will involve key national institutions/partners/stakeholders/experts responsible for specific sections/topics, in order to maintain continuity of the process. In addition, one of the main project objectives is to raise capacity of national stakeholders in order to meet future reporting requirements under the UNFCCC.

Following standard practice, the 4NC and 2BUR will be endorsed by the Government of Armenia and subsequently sent to the UNFCCC Secretariat by the national UNFCCC focal point.

### 3. Project Results Framework

<p><b>This project will contribute to the following Sustainable Development Goal(s):</b> SDG 13 – Climate Action, SDG 17 – Partnerships for the Goals, SDG 11 - Sustainable cities and communities; SDG 5 – Gender equality</p>					
<p><b>This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: By 2020, sustainable development principles and good practices for environmental sustainability resilience building, climate change adaptation and mitigation, and green economy are introduced and applied</b></p>					
<p><b>This project will be linked to the following output of the UNDP Strategic Plan:</b></p> <p>Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.</p> <p>Output 2.5: Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation.</p>					
	Objective and Outcome Indicators	Baseline <sup>1</sup>	End of Project Target	Source of Verification	Assumptions <sup>2</sup>
<p><b>Project Objective:</b> Enabling Armenia in preparing and submitting its Second Biennial Update Report and Fourth National Communication to the UNFCCC in accordance with its commitments as a non-Annex I Party to the UNFCCC</p>	<p>IRRF Output 5.1. Mechanisms in place to assess natural and man-made risks at national and sub-national levels</p> <p>IRRF Output 5.2. Effective institutional, legislative and policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels</p> <p>Preparation and submission of Armenia’s 4NC and 2BUR</p>	<p><i>Armenia ensures regular reporting of climate change related trends and developments in the form of national communications, as part of its commitments under UNFCCC. The First (1998), Second (2000) and Third National Communications (2015) were submitted to the UNFCCC respectively. The National Inventory Report for 2012 and</i></p>	<p><i>The 2BUR and 4NC endorsed and submitted to the UNFCCC in Dec 2017 (2BUR) and Dec 2019 (4NC).</i></p>	<p><i>The 2BUR and 4NC publication prepared and available at the UNFCCC web site:</i></p> <p><a href="http://unfccc.int/national_reports/non-annex_i_natcom/submitted_natcom/items/653.php">http://unfccc.int/national_reports/non-annex_i_natcom/submitted_natcom/items/653.php</a></p>	<p><i>Risks:</i></p> <p><i>The elections and Government change can delay the endorsement of the 2BUR and thus deadlines for submission can be shifted to 2018.</i></p> <p><i>Assumptions:</i></p> <p><i>4NC will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place; and will draw on a pool of experts.</i></p>

<sup>1</sup> Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and need to be quantified. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

<sup>2</sup> Risks must be outlined in the Feasibility section of this project document.

		<i>IBUR submitted to the UNFCCC on 30 December 2015, on 29 April 2016 respectively.</i>			
<b>Component/Outcome<sup>3</sup> 1</b> National Circumstances and institutional arrangements updated, other relevant information described	1.1 National circumstances on natural resources, geography, climate and socio-economic conditions affecting mitigation and adaptation capacity updated; national development objectives, priorities, specific needs and concerns related to climate change analyzed	<i>National circumstances chapter included in the IBUR, submitted to the UNFCCC Secretariat on April 29, 2016</i>	<i>National Circumstances and institutional arrangements relevant to the preparation of the biennial update report and national communications updated</i>	<i>The relevant chapter with required information is available in the published 4NC and 2BUR reports. Project documentation, policy reports, expert review, 4NC, project website</i>	<i>No risks observed Assumptions: 4NC will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place; and will draw on a pool of experts.</i>
	1.2. Institutional arrangements relevant to the preparation of the biennial update reports and national communications analyzed and described	<i>The institutional arrangements as of 2014 described in IBUR</i>	<i>The progress and shortcomings of institutional arrangements analyzed and reported</i>		
	1.3. Mechanism for stakeholder participation to enable the preparation of the biennial update reports and national communications described; Gender disaggregated data collected and analyzed in relation to climate change	<i>The gender data in relation to climate change was not reported in previous NCs</i>	<i>The stakeholder participation will be ensured and described. The gender disaggregated data collected and reported to the extent possible</i>		
	1.4. Technology, financial, capacity and awareness needs for mitigation and adaptation assessed and stakeholder awareness rising activities and trainings for partner agencies organized	<i>The technology needs are assessed in the framework of UNEP-DTU project. The financial and capacity building</i>	<i>The needs assessed and reported in corresponding chapters of IBUR and 4NC, awareness rising</i>		

<sup>3</sup>Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

		<i>needs are assessed as for 2014</i>	<i>activities for partner agencies and target groups are conducted</i>		
	1.5. Information on research/systematic observation, technology transfer, education, public awareness, capacity building, constraints and gaps	<i>The information on other relevant issues is reported in 3NC as of 2013</i>	<i>The information collected in participatory manner, analyzed and reported</i>		
<b>Component/ Outcome 2</b> National GHG inventory updated and capacity to collect the activity data strengthened	2.1. GHG inventory updated to 2014-2BUR and to 2016- 4NC using IPCC 2006 Guidelines and 2006 IPCC Software; for the Energy, IPPU, AFOLU and Waste sectors. National capacities for calculation of GHG inventory as well as institutional arrangements enabling preparation of GHG Inventory on a continuous improved and strengthened	<i>National GHG Inventory report using IPCC 2006 Guidelines developed for 2012 and submitted to the UNFCCC Secretariat on December 30, 2015</i>	<i>The GHG Inventory for 2013-2014 and 2015-2016 prepared and institutional ownership ensured, through legal framework</i>	<i>The relevant chapter with required information is available in the published 4NC and 2BUR reports</i>	<i>No Risks observed: Assumptions: The experts are already familiar with the IPCC 2006 Guidelines and applied them while developing the 3NC and 1BUR.</i>
	2.2. National emission factors for the key sources updated, as needed; new country specific emissions factors for the key sources developed enabling application of higher tier approaches	<i>Country specific 5 emission factors are developed</i>	<i>Country specific emission factors from road transport developed and applied</i>		
	2.3. The collection process, accuracy and completeness of the activity data are improved	<i>The QA/QC system was applied for preparation of GHG Inventory for 2012</i>	<i>The data collection formats are agreed and applied and system for their future application adopted</i>		
<b>Component/ Outcome 3</b> Report on policies and measures to mitigate the climate change prepared	3.1. Mitigation analysis and proposals presented in the 1BUR and 3NC reviewed and upgraded. GHG emissions projections for the period of 2016-2020-2030	<i>GHG emissions projections described in the 1BUR and submitted to the UNFCCC Secretariat</i>	<i>Report on policies and measures to mitigate the climate change prepared and analyzed. The</i>	<i>The relevant chapter with required information is available in the</i>	<i>Risks: Information on mitigation measures and projects are</i>

and capacity to collect and analyze this information on a continuous basis for the future biennial update reports and national communications strengthened	estimated	<i>on December 30, 2015</i>	<i>Projections under BAU, WM and WAM scenarios developed and analyzed.</i>	<i>published 4NC and 2BUR reports.</i>	<i>dispersed and ensuring completeness and accuracy of information is a challenge.</i>
	3.2. Roadmap for NDC implementation up to 2025 prepared and submitted to the government	<i>Armenia's INDC endorsed by the RA Government Protocol Decision No 41 (dated 10 September 2015) and submitted to the UNFCCC Secretariat on 22 September, 2015</i>	<i>The NDC action plan developed and submitted</i>	<i>The draft government decision on NDC Action Plan submitted to the MNP</i>	<i>Assumptions: Some experience and partnership is already built in the scope of the 1BUR preparation. GoA has a commitment to approve the NDC action plan by 2018.</i>
<b>Component/ Outcome 4</b> Climate change vulnerability assessment for priority sectors developed (with regional and local focus as applicable) and plans and programmes proposing measures to facilitate adaptation prepared	4.1. Climate change scenarios revised using appropriate models	<i>Regional climate change scenarios generated through statistical methods, and assessments conducted for 3NC</i>	<i>Several regional scenarios with different spatial resolution are generated</i>	<i>Project reports, information contained in 3NC</i>	<i>Risks: Delay to generate the regionalized climate change scenarios with different spatial resolution.</i>
	4.2. Impacts of climate change on socio-economic development of Armenia described and analyzed	<i>The socio-economic impact of CC on 5 sectors of economy was conducted in 2008, and to some extent also in the framework of 3NC</i>	<i>Socio-economic implications of CC on vulnerable sectors of economy assessed and adaptation measures benefits advocated</i>	<i>Expert review of the research reports</i>	<i>Capacity shortcoming for using appropriate models. Assumptions: Coordination with several research centers and South-South cooperation will be applied for reducing capacity shortcoming.</i>
	4.3. Vulnerability assessment for water (with case study on hydro-energy sector), agriculture, forestry, health, transport, and tourism conducted with regional/local focus where applicable	<i>General analysis carried out based on previous SRES models.</i>	<i>Technical studies, reports on vulnerability assessments are available based on improved regional scenarios</i>	<i>Analytical reports, studies, information included in 4NC</i>	
	4.4. Climate change risk management issues strengthened as part of National Disaster Risk Management Plan	<i>The disaster risk management national action plan under Sendai framework is</i>	<i>The climate risks analyzed and climate change team participated</i>	<i>The CRM priorities identified and included in the</i>	<i>Risks: Socio-economic impact assessment data and</i>

		<i>under development</i>	<i>in the DRM action plan development</i>	<i>DRM action plan</i>	<i>national capacity is considered as a limitation for appropriate justification for valuation of the measures to be included in the action plan.</i>
	4.5. Policy frameworks for effective integration of adaptation measures into national strategies identified and National Programme on Adaptation to Climate Change prepared and submitted for government approval	<i>The Adaptation Road map draft developed by EU-ClimaEast project</i>	<i>Detailed assessments prepared for key development sectors. informing National Adaptation Strategy</i>	<i>The adaptation action plan draft submitted for stakeholders' consent</i>	<i>Assumption: Coordination with the different stakeholders, including DRR team, as well as international consultant involvement is envisaged.</i>
<b>Component/ Outcome 5</b> Establishment of domestic Measurement, Reporting and Verification system accelerated	5.1. Proposal for establishment of the domestic MRV system outlined in the 1BUR reviewed and updated and policy framework for the establishment of domestic MRV system developed	<i>MRV system outlined in the 1BUR, submitted to the UNFCCC Secretariat on December 30, 2015</i>	<i>Consultations on roles and responsibilities for domestic MRV system conducted and framework proposed for approval</i>	<i>The MRV system enforced, the relevant chapter with required information is available in the published 4NC and 2BUR reports</i>	<i>Risks: Lack of clear guidelines and proved experience on the MRV system for non-Annex I countries. Assumption: Some experience and partnership is already built in the scope of the 1BUR preparation. New developments under Convention are envisaged.</i>
<b>Component/ Outcome 6</b> Second Biennial Update Report and Fourth National Communication consolidated and submitted, the Project M&E conducted	6.1. 4NC and 2BUR produced, consulted, endorsed, published and submitted to the UNFCCC Secretariat and the outcomes shared with national stakeholders	<i>3NC submitted in 2015, the 1BUR in 2016</i>	<i>2BUR and 4NC consolidated and submitted to the UNFCCC Secretariat</i>	<i>4NC and 2BUR reports are endorsed, submitted to the UNFCCC, published and presented to the stakeholders</i>	<i>Risks: The national validation of the 1BUR and 4NC may take longer than planned due to upcoming elections and change in GoA.</i>

	<p>6.2. Regular monitoring and reporting conducted: i) Inception workshop organized; ii) Independent professional review of the 2BUR and 4NC ensured; iii) Lessons learned and end of project report compiled</p>	<p>M&amp;E procedure for UNDP-GEF project</p>	<p><i>Appropriate M&amp;E conducted</i></p>	<p><i>Project Inception Report, Standard Progress Reports, Audit Reports, End of project Report</i></p>	<p><i>Assumption: IACCC is fully functioning and the Project is not politically sensitive.</i></p>
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#### 4. Total Budget and Workplan

<b>Project ID:</b>	00096445	<b>Output ID:</b>	00100369
<b>Award Title:</b>	IV National Communication & II Biennial Report to UNFCCC		
<b>Business Unit:</b>	ARM10		
<b>Project Title:</b>	Development of Armenia's Fourth National Communication to the UNFCCC and Second Biennial Report		
<b>PIMS no.</b>	5870		
<b>Implementing Partner (Executing Agency)</b>	Ministry of Nature Protection of the Republic of Armenia		

GEF Outcome/Atlas Activity	Resp. Party /Impl. Agent	Fund ID	Donor Name	Atlas Budg. Account Code	ATLAS Budget Description	Amount Year 2016 (4 month) (USD)	Amount Year 2017 (USD)	Amount Year 2018 (USD)	Amount Year 2019 (USD)	Amount Year 2020 (8 month) (USD)	Total (USD)	See Budget Note:	
<b>OUTCOME 1:</b> National Circumstances and institutional arrangements relevant to the preparation of the BUR and NC updated, other relevant information described (research/systematic observation, technology transfer, education, public awareness, capacity building, constraints and gaps)	MNP	62000	GEF	71300	Local Consultants	-	3,000	10,000	6,000	6,000	<b>25,000</b>	1	
				71600	Travel	-	-	2,000	2,000	2,000	<b>6,000</b>	2	
				72100	Contractual Services-Companies	-	-	-	12,000	-	<b>12,000</b>	3	
				74200	Audio Visual Production Costs	-	2,000	2,000	3,000	2,000	<b>9,000</b>	4	
				75700	Training, Workshops and Conferences	-	-	2,000	3,000	3,000	<b>8,000</b>	5	
					<b>Total Outcome 1</b>	<b>-</b>	<b>5,000</b>	<b>16,000</b>	<b>26,000</b>	<b>13,000</b>	<b>60,000</b>		
<b>OUTCOME 2:</b> National GHG inventory updated and capacity to collect the activity data on a continuous basis strengthened	MNP	62000	GEF	71300	Local Consultants	3,000	17,500	23,000	15,000	5,000	<b>63,500</b>	6	
				71400	Contractual Services-Individuals	4,500	14,000	14,000	14,000	9,000	<b>55,500</b>	7	
				71600	Travel	-	2,000	4,000	2,000	2,000	<b>10,000</b>	8	
				72100	Contractual Services-Companies	-	15,000	-	15,000	-	<b>30,000</b>	9	
				72500	Supplies	-	500	500	500	500	<b>2,000</b>	10	
				73400	Rental & Maintenance of Other Equipment	-	1,500	1,700	1,500	1,500	<b>6,200</b>	11	
				74200	Audio Visual Production Costs	-	1,000	2,000	3,000	-	<b>6,000</b>	12	
				74500	Miscellaneous Expenses	-	500	500	500	300	<b>1,800</b>	13	

GEF Outcome/Atlas Activity	Resp. Party /Impl. Agent	Fund ID	Donor Name	Atlas Budg. Account Code	ATLAS Budget Description	Amount Year 2016 (4 month) (USD)	Amount Year 2017 (USD)	Amount Year 2018 (USD)	Amount Year 2019 (USD)	Amount Year 2020 (8 month) (USD)	Total (USD)	See Budget Note:
				75700	Training, Workshops and Conferences	-	4,000	1,000	4,000	3,000	12,000	14
					<b>Total Outcome 2</b>	<b>7,500</b>	<b>56,000</b>	<b>46,700</b>	<b>55,500</b>	<b>21,300</b>	<b>187,000</b>	
<b>OUTCOME 3:</b> Report on policies and measures to mitigate the climate change prepared and capacity to collect and analyze this information on a continuous basis for the future biennial update reports and national communications strengthened	MNP	62000	GEF	71200	International Consultants	-	-	20,000	-	-	20,000	15
				71300	Local Consultants	3,000	16,000	20,000	21,000	6,000	66,000	16
				71400	Contractual Services-Individuals	4,700	14,000	14,000	14,000	9,500	56,200	17
				71600	Travel	-	-	5,000	-	-	5,000	18
				72100	Contractual Services-Companies	-	-	10,000	10,000	-	20,000	19
				72300	Materials and Goods	-	2,500	2,500	2,500	2,000	9,500	20
				72400	Communication & Audio Visual Equipment	-	-	-	5,000	5,000	10,000	21
				72500	Supplies	500	500	500	500	500	2,500	22
				73400	Rental & Maintenance of Other Equipment	-	1,500	1,500	1,500	1,500	6,000	23
				74500	Miscellaneous Expenses	-	500	500	500	300	1,800	24
				75700	Training, Workshops and Conferences	-	2,000	2,000	2,000	2,000	8,000	25
					<b>Total Outcome 3</b>	<b>8,200</b>	<b>37,000</b>	<b>76,000</b>	<b>57,000</b>	<b>26,800</b>	<b>205,000</b>	
<b>OUTCOME 4:</b> Climate change vulnerability assessment for priority sectors developed (with regional and local focus as applicable) and plans and programmes proposing measures to facilitate adaptation prepared)	MNP	62000	GEF	71200	International Consultants	-	-	18,000	8,000	-	26,000	26
				71300	Local Consultants	-	11,000	25,000	21,000	6,000	63,000	27
				71400	Contractual Services-Individuals	-	9,400	9,400	9,400	6,500	34,700	28
				71600	Travel	-	2,500	3,000	5,000	2,500	13,000	29
				72100	Contractual Services-Companies	-	-	18,000	18,000	-	36,000	30
				72400	Communication & Audio Visual Equipment	-	4,500	4,500	4,500	4,000	17,500	31
				75700	Training, Workshops and Conferences	-	-	3,000	2,800	2,000	7,800	32
									<b>Total Outcome 4</b>	<b>-</b>	<b>27,400</b>	<b>80,900</b>
<b>OUTCOME 5:</b> Establishment of domestic Measurement, Reporting and Verification system	MNP	62000	GEF	71300	Local Consultants	-	7,000	3,000	3,000	-	13,000	33
				72400	Communication & Audio Visual Equipment	2,000	2,000	5,000	1,000	-	10,000	34
				72800	Information Technology Equipment	-	4,000	4,500	4,500	5,000	18,000	35
				74200	Audio Visual Production Costs	-	2,000	2,000	2,000	3,000	9,000	36

GEF Outcome/Atlas Activity	Resp. Party /Impl. Agent	Fund ID	Donor Name	Atlas Budg. Account Code	ATLAS Budget Description	Amount Year 2016 (4 month) (USD)	Amount Year 2017 (USD)	Amount Year 2018 (USD)	Amount Year 2019 (USD)	Amount Year 2020 (8 month) (USD)	Total (USD)	See Budget Note:
accelerated					<b>Total Outcome 5</b>	<b>2,000</b>	<b>15,000</b>	<b>14,500</b>	<b>10,500</b>	<b>8,000</b>	<b>50,000</b>	
<b>OUTCOME 6:</b> Second Biennial Update Report and Fourth National Communication consolidated and submitted; Appropriate framework in place for Project M&E, financial audit conducted and lessons learned compiled	MNP	62000	GEF	71300	Local Consultants	3,000	3,000	-	3,500	5,000	14,500	37
				71600	Travel	-	-	3,000	-	5,000	8,000	38
				72500	Supplies	500	500	500	500	500	2,500	39
				74100	Professional Services	-	2,500	2,500	2,500	2,500	10,000	40
				74200	Audio Visual Production Costs	3,000	3,000	5,000	5,000	8,000	24,000	41
				74500	Miscellaneous Expenses	500	500	500	500	500	2,500	42
				75700	Training, Workshops and Conferences	1,500	2,000	2,000	3,000	5,000	13,500	43
				<b>Total Outcome 6</b>	<b>8,500</b>	<b>11,500</b>	<b>13,500</b>	<b>15,000</b>	<b>26,500</b>	<b>75,000</b>		
<b>Project management</b>	MNP/UNDP	62000	GEF	71400	Contractual Services-Individuals	4,000	19,000	19,000	19,000	11,000	72,000	44
				74598	Direct Project Services - GoE	300	1,500	1,800	1,000	400	5,000	45
					<b>Total Management</b>	<b>4,300</b>	<b>20,500</b>	<b>20,800</b>	<b>20,000</b>	<b>11,400</b>	<b>77,000</b>	
<b>GEF TOTAL</b>						<b>30,500</b>	<b>\$172,400</b>	<b>\$268,400</b>	<b>\$252,700</b>	<b>\$128,000</b>	<b>852,000</b>	

**Summary of Funds: [2]**

	Amount Year 2016	Amount Year 2017	Amount Year 2018	Amount Year 2019	Amount Year 2020	Total
<b>GEF</b>	<b>\$30,500</b>	<b>\$172,400</b>	<b>\$268,400</b>	<b>\$252,700</b>	<b>\$128,000</b>	<b>\$852,000</b>
<b>Donor 2: UNDP</b>	<b>\$8,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$12,000</b>	<b>\$80,000</b>
<b>Donor 3 (cash and in-kind): Government</b>	<b>\$60,000</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$80,000</b>	<b>\$500,000</b>
<b>TOTAL</b>	<b>\$98,500</b>	<b>\$312,400</b>	<b>\$408,400</b>	<b>\$392,700</b>	<b>\$220,000</b>	<b>\$1,432,000</b>

**Budget notes – justifications:****General Cost Factors:**

- Short-term national consultants (NC) are budgeted at US\$ 350 per week.
- International consultants (IC) are budgeted at US\$3000 per week.
- DSA's are budgeted at US\$ 180 per day.
- International flight tickets are budgeted at US\$ 1000 per round trip.
- Other expenses are based on UNDP standard costs. The project will look for cost-savings wherever possible using programmatic approach so far applied in Climate Change Programme, particularly connected with costs associated with purchase and maintenance of office equipment, technical support connected with information technologies and logistics, as well as communication costs.

**OUTCOME 1: National Circumstances and institutional arrangements relevant to the preparation of the biennial update report and national communications updated, other relevant information described (research/systematic observation, technology transfer, education, public awareness, capacity building, constraints and gaps)**

1. Short-term local consultants will be hired to: (i) update information on National Circumstances; (ii) collect and analyze information on institutional needs and capacity for implementation of commitments under convention; (iii) identify capacity needs for technology transfer; (iv) describe education, public awareness, capacity building, constraints and gaps.
2. Travel costs will cover travel-associated expenses for in-country travel and for regional trainings of national consultants.
3. Local company will be hired for assessment of the developments in national systematic observation institutions and for capacity building activities.
4. Translation, printing of various promotion/education/awareness raising material related to climate change.
5. Costs associated with the organization of meetings, workshops, stakeholder consultations.

**OUTCOME 2: National GHG inventory updated and capacity to collect the activity data on a continuous basis strengthened**

6. Long-term and short-term national consultants will be hired to update the GHG Inventory data and other parameters, prepare compile and analyse results in worksheets and reporting tables and draft the GHG chapter of the 2BUR and 4NC. The GHG Inventory team of consultants will include inventory sector experts as well as:(i) the local short-term legal consultant to collaborate with the GHG Inventory team and relevant ministries in supporting the establishment of data collection and management system and preparing the relevant legal framework for institutionalization of the GHG Inventory preparation; (ii) the local data management and QA&QC consultant to identify necessary parameters for establishment of on-line data collection system for GHG inventories, develop on-line software for annual collection of data needed for GHG inventories and connect and upload data from the on-line software to the IPCC 2006 database.
7. The expert team assistant will be hired to provide technical support to national and international experts as well as be responsible for collection, compilation and editing of technical reports, including training kits and fact sheets. The assistant will be also responsible for regular update and drafting materials for communication with stakeholders and for uploading it on project web-site [www.nature-ic.am](http://www.nature-ic.am)
8. Travel costs will cover travel-associated expenses for in-country travel of national consultants, as well as trainings organized by CGE, GSP.
9. The local company will be hired for organization of the data-gathering on end use energy and interaction with data providers as well as recommendations for establishing system for improving sustainability of the process based on good practices of similar status countries.
10. Stationery and other office supplies will be purchased to support project activities.

11. Costs related to maintenance and operation of office and transportation equipment.
12. Translation, printing and reproduction of technical reports and documentation.
13. Various miscellaneous expenses.
14. Costs associated with organization of trainings, stakeholder consultations, workshops and meetings.

**OUTCOME 3: Report on policies and measures to mitigate the climate change prepared and capacity to collect and analyze this information on a continuous basis for the future biennial update reports and national communications strengthened**

15. International short-term consultant will be hired for assisting the Project team in evaluation of the socio-economic impact and targets for GHG emissions mitigation in mid and long term periods under NDC of Armenia under Paris Agreement for promotion of climate change mitigation actions.
16. Long-term and short-term national consultants on GHG mitigation will be hired to develop GHG mitigation chapter. The team of experts will include but not limit the following team members: (i) Task Leader/Expert to provide technical backstopping of the expert team and professional service providers on GHG inventory and mitigation measures and lead 2BUR preparation process; (ii) climate change mitigation consultant to identify the most appropriate mitigation policies and measures as well as evaluate the mitigation potential of the planned measures in different sectors; (iii) local consultant on economic analyses of climate change to review available methodologies and tools for economic assessment of climate change mitigation measures, adapting guidelines for mainstreaming climate change mitigation into policy planning process, iv) local consultant to analyze financial means for implementation of mitigation measures.
17. Project Coordinator (Climate Change Programme Coordinator) assigned to coordinate implementation of both 2BUR and 4NC activities and serve as a content wise expert for the climate change related activities (50% of wage).
18. Travel costs will cover travel-associated expenses for in-country travel of national consultants.
19. The local company will be hired for organization of local stakeholder consultations on proposed mid-term and long term mitigation policies and MRV system to be established for ensuring required pre-conditions for ensuring financial assistance.
20. Purchase of fuel for reimbursement of transportation expenses for in country missions for collection of data as well as consultations in deferent regions of the country.
21. Purchase of communication and audio-visual equipment for the project activities.
22. Stationery and other office supplies will be purchased to support project activities.
23. Costs related to maintenance and operation of office and transportation equipment.
24. Various miscellaneous expenses.
25. Costs associated with organization of trainings, stakeholder consultations, workshops and meetings.

**OUTCOME 4: Climate change vulnerability assessment for priority sectors developed (with regional and local focus as applicable) and plans and programmes proposing measures to facilitate adaptation prepared)**

26. International short-term consultant will be hired to guide national team in application of vulnerability assessment models and evaluation of the adaptation measures impact, and for assisting in development of National Adaptation Action Plan (GoA decision)
27. Long-term and short-term national consultants on V&A will be hired to develop V&A chapter of NC. The team of experts will include but not limit the following team members: (i) Task Leader/Expert to provide technical backstopping of the expert team and professional service providers and lead the 4NC preparation process; (ii) national consultants to assess the climate change scenarios; (iii) national consultants for evaluation of the vulnerability of the sectors of economy and natural and man- made

- systems to the forecasted climate change for Armenia and develop adaptation measures; (iv) local consultant of climate risks and risk management planning; (v) local consultant on socio-economic analyses of the impact of CC: to review available methodologies and tools for assessment as well as preparing estimates of the costs of adaptation measures for policy planning process.
28. IT Specialist will be hired to ensure project office IT hardware/software smooth operation, system availability, functioning and accessibility.
  29. Travel costs will cover travel-associated expenses for in-country travel of national consultants and travel expenses for related/UNFCCC trainings, workshops, exchange of experiences and similar
  30. The local company will be hired for development of National Adaptation plan of actions, as well as for developing recommendations on mainstreaming adaptation actions in regional development plans.
  31. Internet connectivity, land phone and mobile phone charges, postage and pouch costs.
  32. Costs associated with organization of trainings, stakeholder consultations, workshops and meetings.

**OUTCOME 5: Establishment of domestic Measurement, Reporting and Verification system accelerated**

33. Long-term and short-term national consultants will be hired to guide the national team in identification and assessment of the different options for the domestic MRV system.
34. Purchase of communication and audio-visual equipment.
35. Purchase of information technology supplies.
36. Translation, printing and reproduction of technical reports and documentation.

**OUTCOME 6: Second Biennial Update Report and Fourth National Communication consolidated and submitted; Appropriate framework in place for Project M&E, financial audit conducted and lessons learned compiled**

37. Long-term and short-term national consultants will be hired to consolidate, edit and finalize the 2BUR and 4NC, as well as compile lessons learned report.
38. Travel costs will cover travel-associated expenses for in-country travel of national consultants and presentation of the outcomes of the 2BUR and 4NC at the UNFCCC events.
39. Stationery and other office supplies will be purchased to support project activities.
40. Costs related to Project financial audit.
41. Translation, printing, publication and reproduction of technical reports, documentation and final reports.
42. Various miscellaneous expenses.
43. Costs associated with organization of trainings, stakeholder consultations, workshops and meetings.

**Project Management:**

44. Project Assistant (Climate Change Programme Associate) assigned for project implementation, general administrative and financial matters, procurement and human resources administration.
45. Cost of Direct project services, according to attached Letter of Agreement (Annex F)

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project coordinator to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the non-tolerable deviations occur, the Project Coordinator and UNDP CO will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.<sup>4</sup> On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed and the end-of-project review Project Board meeting conducted. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Financial completion: 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).

The project will be financially completed within 12 months of operational closure or after the date of cancellation. 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 the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

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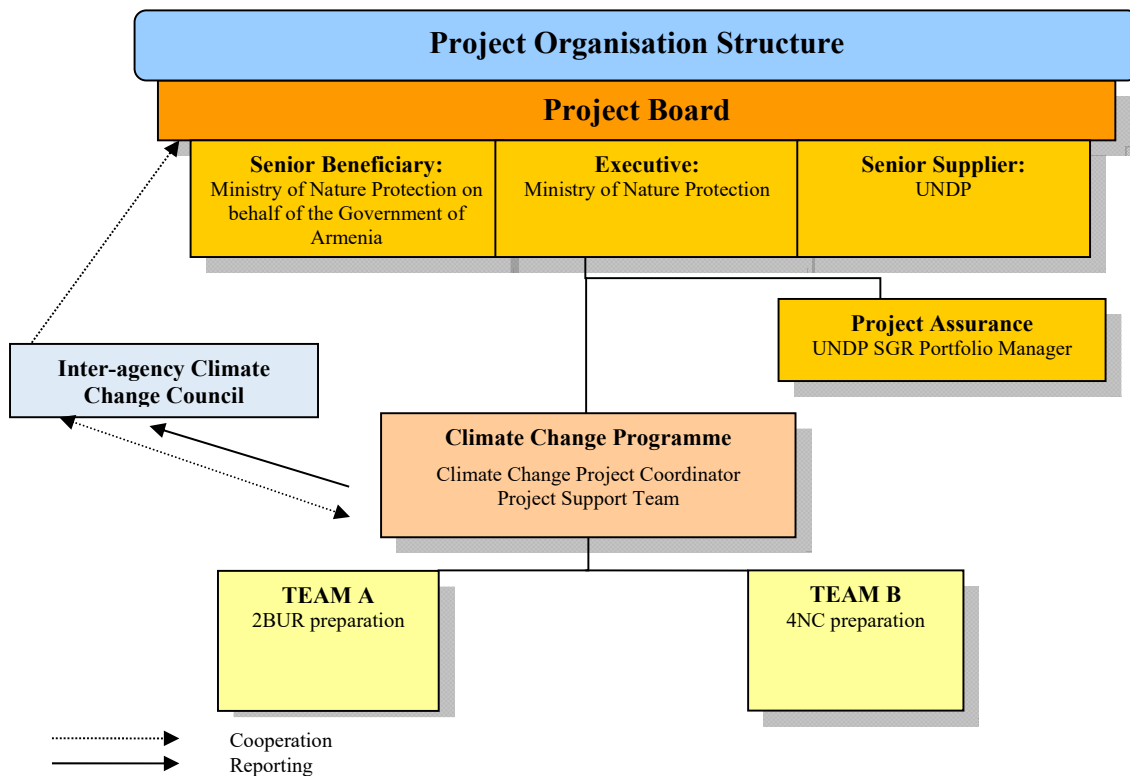
<sup>4</sup> see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

## 5. Management Arrangements

Roles and responsibilities of the project’s governance mechanism: the project will be implemented following UNDP’s national implementation modality (NIM), according to the Standard Basic Assistance Agreement between UNDP and the Government of Armenia, and in compliance with the UNDP Country Programme. The Ministry of Nature Protection of RA will act as Project Implementing Partner and the First Deputy Minister of Nature Protection in charge of coordination of the Environmental Protection Policy Department will act as a Project National Director. The Climate Change Inter-Agency Council chaired by the Minister of Nature Protection will act as Project Steering Committee (PSC). The UNFCCC National Focal Point, will provide strategic guidance and support on behalf of the Ministry of Nature Protection and ensure relevance and contribution of the project to the national capacity building work and implementation of national commitments under UNFCCC.

The **Implementing Partner** for this project is the Ministry of Nature Protection of RA. The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The project organisation structure is as follows:



The **Project Board** is responsible for making by consensus, management decisions when guidance is required by the Project Coordinator, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. 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 a consensus cannot be reached within the Board, final decision shall rest with the UNDP Portfolio Analyst. The Climate Change Inter-Agency Coordinating Council will act as a Project Steering Committee. The Council composition is attached as Annex E.

The **Project Coordinator** will run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Coordinator is assigned to coordinate implementation of both 2BUR and 4NC activities and serve as a content wise expert for the climate change related activities. The Project Coordinator function will end when the final project report and corresponding management response, and other documentation required by the GEF and UNDP, has been completed and submitted to UNDP (including operational closure of the project).

The project assurance role will be provided by the UNDP Country Office specifically Armen Martirosyan of UNDP Sustainable Growth and Resilience Portfolio Manager. Additional quality assurance will be provided by the UNDP Regional Technical Advisor as needed.

Governance role for project target groups: The Project main partners/beneficiaries, as well as target group representatives are involved in the Climate Change Inter-Agency Council and Working group composition. The RA Ministry of Nature Protection provides the space for the project implementation as a part of its in-kind contribution.

UNDP Direct Project Services as requested by Government are provided in the Annex F.

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information: In order 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 in accordance with relevant policies notably the UNDP Disclosure Policy<sup>5</sup> and the GEF policy on public involvement<sup>6</sup>.

Project management:

In order to ensure sustainability and linkage with climate change enabling activities already implemented in the country the day-to-day implementation of the project will be carried out through UNDP Climate Change Program Unit established in the frames of Armenia's INC and strengthened in the course of various climate change projects. The Unit is coordinated by and located in the MNP. The unit is responsible for implementation of UNDP-GEF mitigation, and enabling projects, ensuring synergy and cost efficiency of activities under implementation.

The Government will provide in-kind support to the project through provision of office space, means of communication and other utilities, premises for meetings, means of communication and other utilities, as well as information and time of civil servants and governmental officials involved in IACCC and Working Group under IACC as part of the government contribution.

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<sup>5</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>6</sup> See [https://www.thegef.org/gef/policies\\_guidelines](https://www.thegef.org/gef/policies_guidelines)

The Project Team will consist of Climate Change Program Coordinator, Climate Change Program Associate, Team leaders for 2BUR and 4NC preparation, Project Expert Team Assistant, IT specialist, as well as Project experts.

The UNDP Country Office in Armenia will act as a GEF Implementing Agency for the project and will play a key role in interaction with the participants from the state, private and civil sector and will render the following services to support the project in accordance with the established policies and procedures: (i) Identification and recruitment of the project personnel; (ii) Procurement of equipment, labor and services; (iii) Identification and facilitation of training activities, seminars and workshops; (iv) Financial monitoring, reporting and audit; (v) Processing of direct payments; (vi) Supervision of project implementation, monitoring and assistance in project assessment. Partnership with other UNDP projects and programs, as well as with other donors and national institutions in advocacy of incorporation of climate change issues into development agendas has been a good practice already in use and will continue. Working in synergy with other GEF climate change or non-climate change projects has been and will be an efficient way of getting efficient results.

Technical support provided by the GSP through international consultant review of Armenia's GHG Inventory Report in the course of the 1BUR preparation project was vital in identification of gaps and mistakes, which was addressed by national experts in the final report. The continuation of the established practice will be beneficial for the project.

## **6. Monitoring Framework and Evaluation**

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP and UNDP Evaluation Policy](#). While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](#) and other relevant GEF policies<sup>7</sup>.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management to be agreed during the Project Inception Workshop and detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements across all GEF-financed projects in the country.

### **M&E Oversight and monitoring responsibilities:**

**Project Coordinator:** The Project Coordinator is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Coordinator will ensure that all project staff maintain a high level of transparency, responsibility and

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

accountability in M&E and reporting of project results. The Project Coordinator will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Coordinator will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Coordinator will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the GEF PIR, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy etc..) occur on a regular basis.

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal evaluation report and the management response.

Project Implementing Partner: The Implementing Partner is responsible for providing required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. 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 by and generated by the project supports national systems.

UNDP Country Office: The UNDP Country Office will support the Project Coordinator as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](#). This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Coordinator.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

**Audit:** The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.<sup>8</sup>

**Additional GEF monitoring and reporting requirements:**

Inception Workshop and Report: A project inception workshop will be held within two months after the project document has been signed by all relevant parties to, amongst others:

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification 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 in M&E;
- e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the audit; and
- g) Plan and schedule Project Board meetings and finalize the first year annual work plan.

The Project Coordinator will prepare the inception report no later than one month after the inception workshop. The inception report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

Bi-annual progress:

Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out twice a year, in line with GEF and UNFCCC reporting requirements for NCs and BURs.

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, analyse 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.

End of Project:

During the last three months, the project team will prepare the Project Final Report (Annex G). This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons

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<sup>8</sup> See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

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.

### M&E workplan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> <li>▪ Project Coordinator</li> <li>▪ UNDP CO, UNDP GEF</li> </ul>	Indicative cost: 10,000	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> <li>▪ UNDP GEF RTA/Project Coordinator will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members.</li> </ul>	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> <li>▪ Oversight by Project Coordinator</li> <li>▪ Project team</li> </ul>	To be determined as part of the Annual Work Plan's preparation.	Annually prior to ARR and to the definition of annual work plans
ARR	<ul style="list-style-type: none"> <li>▪ Project Coordinator and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RTA</li> </ul>	None	Not applicable
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>▪ Project Coordinator and team</li> </ul>	None	Quarterly
Mid-term Evaluation	<ul style="list-style-type: none"> <li>▪ Project Coordinator and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Final Evaluation	<ul style="list-style-type: none"> <li>▪ Project Coordinator and team,</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Project Terminal Report	<ul style="list-style-type: none"> <li>▪ Project Coordinator and team</li> <li>▪ UNDP CO</li> <li>▪ Local consultant</li> </ul>	0	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ Project Coordinator and team</li> </ul>	Indicative cost per year: 2,500	Annually or other frequency as per UNDP Audit

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
			policies
Visits to field sites	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ UNDP RCU (as appropriate)</li> <li>▪ Government representatives</li> </ul>	For GEF supported projects, paid from IA fees and operational budget	Yearly
<b>TOTAL indicative COST</b> Excluding project team staff time and UNDP staff and travel expenses		US\$ 20,000 (+/- 2.5% of total budget)	

## 7. Legal Context

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement (SBAA) between the Government of Armenia and the United Nations Development Programme (UNDP), signed by the parties on 8 March, 1995. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

Consistent with the Article III of the SBAA, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency 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 executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing partner agrees to undertake all reasonable efforts to ensure that none of the 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 list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

## **ANNEXES**

- A. Multi Year Workplan
- B. Terms of Reference
- C. UNDP Social and Environmental and Social Screening (SESP)
- D. UNDP Risk Log
- E. Composition of Armenia's Climate Change Inter-Agency Coordinating Council
- F. UNDP Direct Project Services as Requested by Government
- G. Project Final Report

**Annex A. Multi Year Workplan\***

Task	Responsible Party	Year 1		Year 2				Year 3				Year 4			
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Implementation Arrangements</b>															
1. Contract the project office staff															
2. Establish technical teams															
3. Update the composition of the PSC, if needed															
4. Organize a project Inception workshop															
5. Develop the Project Inception Report, including the detailed workplan															
6. Organize an expert team meeting															
7. Maintain and upgrade the electronic network among experts/institutions															
<b>Outcome 1: National Circumstances and institutional arrangements relevant to the preparation of the biennial update report and national communications updated, other relevant information described (research/systematic observation, technology transfer, education, public awareness, capacity building, constraints and gaps)</b>															
<b>Outcome 2: National GHG inventory updated and capacity to collect the activity data on a continuous basis strengthened.</b>															
<b>Outcome 3: Report on policies and measures to mitigate the climate change prepared and capacity to collect and analyze this information on a continuous basis for the future biennial update reports and national communications strengthened</b>															
<b>Outcome 4: Climate change vulnerability assessment for priority sectors developed (with regional and local focus as applicable) and plans and programmes proposing measures to facilitate adaptation prepared</b>															
<b>Outcome 5: Establishment of domestic Measurement, Reporting and Verification system accelerated</b>															
<b>Outcome 6: Second Biennial Update Report and Fourth National Communication consolidated and submitted, the Project M&amp;E conducted</b>															

\*The detailed workplan will be discussed and agreed during the Inception workshop and finalized as a part of the Inception Report.



## **Annex B. Terms of Reference**

### **Project Coordinator**

#### ***I. Background Information***

The project objective is to enable Armenia to prepare its Fourth National Communication (4NC) under decision 17/CP.7 and the Second Biennial Update Report (2BUR) under decision 2/CP.17 of the United Nations Framework Convention on Climate Change. The 4NC and 2BUR will build upon previous studies, self-assessment exercises and will be based on the UNFCCC Guidelines. It will enable Armenia to present the updated information on Convention implementation in a consistent, transparent and comparable manner.

#### ***II. Objective***

Under the overall guidance of the Project Board, UNDP Sustainable Growth and Resilience Portfolio Manager and Designated Representative of Implementing Partner the Project Coordinator/Climate Change Programme Coordinator is responsible for overall management, co-ordination and supervision of the implementation of the above project to ensure overall quality of Project outputs in line with UNDP and GEF requirements and according to countries commitments under the Convention. The Project Coordinator is assigned to coordinate implementation of both 2BUR and 4NC activities and serve as a content wise expert for the climate change related activities.

#### ***III. Scope of the Work***

- At the outset of project implementation, in-cooperation with UNDP ensures the selection of project implementation team;
- Ensure the project overall coordination and supervision, including overseeing and coordination of the work of project implementation team, national experts and sub-contractors;
- Ensure that the 4NC and 2BUR process is in the line with guidance provided by the COP of the UNFCCC and contributes to the improvement of the UNFCCC reporting process;
- Prepare a detailed work plan for the project and draft terms of reference for the contracts/subcontracts (in consultation with UNDP);
- Supervise and ensure the timely implementation of the project relevant activities as scheduled in the working plan.
- Identify and hire/subcontract the national experts and institutions (in consultation with UNDP);
- Develop the scope of the work and TORs and other procurement documentation required to identify and facilitate recruitment of experts and consultants;
- Compile the scope and content of the overall 4NC and 2BUR reports and relevant sections in consultation with Team Leaders;
- Organize workshops, trainings and publications, information dissemination;
- Ensure management of the project budget under the supervision and in co-operation with UNDP;
- Report regularly on the progress of the project to the Executing Agency and UNDP as specified under “Monitoring and Evaluation” Section;
- Ensures the access to the project outcomes for stakeholder agencies and organizations and other partners to ensure their involvement in the 4NC and 2BUR;
- Finalize the 4NC and 2BUR along with the executing agency, PSC and national experts;
- Liaise with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions to involve them in project activities, and to gather and disseminate information relevant to the project;

- Establishes relationships with national and international financial organizations for identification of cooperation perspectives to mobilize additional financial resources in order to achieve project outputs;
- Summarize and synthesize the results of the project;
- Prepare periodic progress reports of the project, as per UNDP, GEF and Executing agency requirements and documents to be submitted to the PSCs approval;
- Ensure efficient and timely expenditures and adequate management of the resources provided for the project;
- Identify and ensure synergy of the 4NC and 2BUR with other relevant ongoing/new projects to ensure continuity of the process;
- Oversee the maintenance and update of the Armenia's climate change web page.

#### IV. Tentative schedule for delivery of outputs

The Project Coordinator is expected to adhere to the timetable of the project, delivering the progress according to the project work plan and expected outputs.

#### V. Qualifications and Experience

- A scientific degree (PhD) in natural sciences, energy or other relevant disciplines;
- Good understanding of country's environment/development issues and thematic areas under investigations;
- At least 10year experience relevant to the environment/energy project;
- Demonstrated experience in project management and familiarity with the UNDP rules and regulations;
- Demonstrated experience in liaising and co-operating with government, local administrations donors, NGOs and private sector;
- Expertise in putting together the national professionals and international consultants to get, results-oriented, scientifically justified and politically accepted outputs;
- Substantial involvement in the National Communications development;
- Substantial knowledge of IPPC methodologies and UNFCCC and GEF guidelines;
- Substantial experience in Government and in inter-departmental procedures preferred;
- Familiarity with international negotiations and processes under the UNFCCC preferred;
- Computer skills and familiarity with word processing;
- Excellent communication (written and oral) skills in the government official language, English and Russian is an asset.

## ***BUR Preparation Team Leader***

### ***I. Background Information***

The project objective is to enable Armenia to prepare its Fourth National Communication (4NC) under decision 17/CP.7 and the Second Biennial Update Report (2BUR) under decision 2/CP.17 of the United Nations Framework Convention on Climate Change. The 4NC and 2BUR will build upon previous studies, self-assessment exercises and will be based on the UNFCCC Guidelines. It will enable Armenia to present the updated information on Convention implementation in a consistent, transparent and comparable manner.

### ***II. Objective***

Under the overall guidance of Project Coordinator, the team leader is responsible for co-ordination and execution of the corresponding technical component to ensure overall quality of the Project. He/she will provide technical guidance and supervise the work of the experts and the national institutions involved in 2BUR development team.

### ***III. Scope of the Work***

- Assist the Project Coordinator in establishing the team of experts for performing the 2BUR preparation activities
- Develop detailed work plan for 2BUR preparation on the basis of the overall project work plan;
- Prepare and revise detailed annual work plan for the inventory component activities;
- In consultation with Project Coordinator select and implement methodologies for conducting 2BUR preparation;
- Prepare a monitoring and evaluation plans to ensure adequate, timely and effective management and assessment of team activities;
- Develop scope of work and respective Terms of References for the team members;
- Foster and establish links with related national and regional projects and other international programmes;
- Ensure that approaches used by team for compiling, archiving, updating and managing greenhouse gas inventory are consistent with the project document and with IPCC guidance;
- Provide assistance to national team in the use of the IPCC Good Practice Guidance and in the selection and application of approaches to improve methodologies and emission factors;
- Identify gaps and key sectors for GHG inventory, as well as of gaps and key barriers for abatement technology transfer;
- In consultation with Project Coordinator decide on methodologies for the elaboration of scenarios for sectors than energy;
- Lead and oversee the scenario development and update;
- Foster and establish links with related national and regional projects, and other international programmes;
- In consultation with Project Coordinator select and implement corresponding methodologies and models for the mitigation and MRV system analysis;
- Identify training needs prepare training materials, organise training programmes, consultation and workshops and develop publications, if needed;
- Provide periodic progress report to the Project Coordinator on the 2BUR preparation;
- Draft the 2BUR, and respective chapters of Armenia's 2BUR along with the respective part of the executive summary.

#### IV. Terms and conditions for provision of services

The team leader works under direct overseeing and supervision of the Project Coordinator. The Project Coordinator may contact team leader during working hours for expert support, inputs and participation in the meetings in relation to the project objectives.

#### V. Tentative schedule for delivery of outputs

The team leader is expected to adhere to the timetable of the project, delivering the progress of technical component (thematic reports) according to the project work plan and expected output.

#### VI. Qualifications and Experience

The candidate should be highly motivated, enthusiastic and capable of working independently. He/she should have a strong scientific/technical and policy background, preferably in all sectors of national greenhouse gas inventories. The ability to work with a wide variety of people from government, agencies, non-governmental organizations and research institutions is essential.

- An advanced university degree (at least MSc. or equivalent) in energy, natural sciences or other relevant disciplines;
- At least five years experience relevant to the environment/energy project;
- Demonstrated ability of analytical and drafting work;
- Substantial involvement in the preparation of the national GHG inventory reports and National Communications;
- Substantial knowledge of IPCC manuals and guidelines, GPG and Uncertainty Management in National GHG Inventories;
- Familiarity with national communications and processes under the UNFCCC;
- Good understanding of the institutional framework in the country is highly desirable;
- Ability in negotiation and conflict resolution;
- Computer skills and familiarity with word processing;
- Good knowledge of English.

## 4NC Preparation Team Leader

### H. Background Information

The project objective is to enable Armenia to prepare its Fourth National Communication (4NC) under decision 17/CP.7 and the Second Biennial Update Report (2BUR) under decision 2/CP.17 of the United Nations Framework Convention on Climate Change. The 4NC and 2BUR will build upon previous studies, self-assessment exercises and will be based on the UNFCCC Guidelines. It will enable Armenia to present the updated information on Convention implementation in a consistent, transparent and comparable manner.

### II. Objective

Under the overall guidance of Project Coordinator, the team leader is responsible for co-ordination and execution of the corresponding technical component to ensure overall quality of the Project. He/she will provide technical guidance and supervise the work of the experts and the national institutions involved in 4NC development team.

### III. Scope of the Work

- Assist the Project Coordinator in establishing the team of experts for preparation of 4NC;
- Develop detailed work plan for the 4NC preparation on the basis of the overall project work plan;
- Develop scope of work and respective Terms of References for the team members;
- Lead the data and information collection process and identification of gaps and priority areas;
- In consultation with Project Coordinator decide on approaches to be applied for preparation of 4NC;
- According to NC Guidelines, incorporate GHG Inventory, mitigation and MRV components into 4NC document in cooperation with the BUR preparation team;
- Lead and oversee the climate scenario development and update;
- Prepare and revise detailed annual work plan for the component activities;
- Prepare a monitoring and evaluation plans to ensure adequate, timely and effective management and assessment of team activities;
- Lead and oversee the development baseline climate and socio-economic scenario and impact of climate change;
- Review V&A all information generated during the project (periodic);
- Foster and establish links with related national and regional projects, and other international programmes;
- In consultation with Project Coordinator select and implement corresponding methodologies and models for V&A analysis;
- Assist in developing the adaptation plan through participatory approach with national counterparts;
- Identify gaps and key barriers for adaptation technology transfer;
- Lead development of the National Circumstances and Other information chapters' elaboration;
- Identify training needs prepare training materials, organise training programmes, consultation and workshops and develop publications if needed;
- Provide periodic progress report to the Project Coordinator on the thematic area;
- Draft the 4NC along with the executive summary;
- Incorporate comments received from the review process in final products.

### IV. Terms and conditions for provision of services

The team leader works under direct overseeing and supervision of the Project Coordinator. The Project Coordinator may contact team leader during working hours for expert support, inputs and participation in the meetings in relation to the project objectives.

#### V. Tentative schedule for delivery of outputs

The team leader is expected to adhere to the timetable of the project, delivering the progress of technical component (thematic reports) according to the project work plan and expected output.

#### VI. Qualifications and Experience

The candidate should be highly motivated, enthusiastic and capable of working independently. He/she should have a strong scientific/technical and policy background, preferably in all sectors of national greenhouse gas inventories. The ability to work with a wide variety of people from government, agencies, non-governmental organizations and research institutions is essential.

- An advanced degree (at least MSc. or equivalent) in environmental management or other relevant disciplines;
- At least five years experience relevant to the environment projects;
- Substantial involvement in the preparation of the National Communications and TNA is preferable.
- Demonstrated ability of analytical and drafting work;
- Substantial knowledge of IPCC manuals Guidelines for Adaptation Policy Framework for Climate Change, software;
- Familiarity with national communications, and processes under the UNFCCC;
- Good understanding of the environment related legislation and institutional framework in the country;
- Ability in negotiation and conflict resolution;
- Computer skills and familiarity with word processing;
- Good knowledge of English is asset.

## Annex C. UNDP Social and Environmental and Social Screening (SESP)

### Project Information

<b>Project Information</b>	
1. Project Title	Development of Armenia’s Fourth National Communication to the UNFCCC and Second Biennial Report
2. Project Number	96445
3. Location (Global/Region/Country)	RBEC/ECA/Armenia

### Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

#### **QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?**

##### ***Briefly describe in the space below how the Project mainstreams the human-rights based approach***

The project supports the meaningful participation and inclusion of all stakeholders, during the design, implementation and monitoring of the project, which dealt with development of the national report summarizing climate change policy in the country. It is anticipated that broader involvement of the different strata of the society will ensure transparency of efficiency of the climate change policy in mitigation and adaptation, as well as to the Measuring Reporting and Verification system for the programs and projects implementation efficacy. This approach is consistent with the participation and inclusion of human rights principle.

The stakeholder engagement process will accommodate a wide range of stakeholders and institutions both at the national and community-based levels. The issue of mainstreaming climate change considerations into policy formulation and national development strategies is becoming more prominent. Therefore, an inter-agency coordination to meet strategic objective of sustainable development and its goals is critical. Since the process of NC/BUR preparation supports this coordination, its role can be enhanced up to a regular exchange platform for mainstreaming, policy formulation, capacity building, awareness raising and knowledge exchange. The NC/BUR process will expand its network of stakeholders and include women associations.

##### ***Briefly describe in the space below how the Project is likely to improve gender equality and women’s empowerment***

The project intends to empower gender by identifying appropriate female local consultants . In addition, workshops will be conducted in which gender balance will be ensured. Furthermore, gender will be mainstreamed into NC/BUR process in a way that ensures that equitable participation of women in the decision-making process of climate change adaptation and mitigation. With regard to the technical team to be hired to implement the enabling activity, gender balance will be also considered.

The project will ensure data collection and analyses disaggregated by gender, age, and socially disadvantaged to allow development of policy recommendations for specific gender targeted and inclusive policies, mainly related to adaptation dimensions of vulnerable communities.

The previous NCs and the 1BUR had not dealt with gender mainstreaming issues, leaving room for improvement in the 4NC and 2BUR. Mitigation actions focused on reduction of greenhouse gas emissions, particularly targeting energy efficiency in residential and public sector even not specifically targeting women, has positive health outcomes for indoor comfort in homes and schools, reducing energy costs burden on family budgets. Similarly, the adaptation projects

reducing risks in agriculture sector contribute to economic wellbeing of rural communities and indirectly women and children.

In this sense, the 4NC and 2BUR project will incorporate a gender perspective in the evaluation and understanding how the different social roles and economic status of men and women affect, and are affected differently by climate change adaptation and mitigation actions. Doing so the role of women will be considered not only as beneficiaries of climate change related activities but also in the decision-making process. During the project inception, the gender indicators will be selected for evaluation the gender dimension of climate change adaptation and mitigation, as well as in the process of the project implementation.

UN Country team supports the Government of Armenia in its respective efforts through its both direct projects targeting women, and incorporating respective gender-related activities into the project designs and in course of implementing projects. The gender dimension is taken into account when preparing the program for further UN cooperation with the Government of Armenia.

In this regards, the project will give special attention to gender as one of the key stakeholders and beneficiaries from climate change adaptation and mitigation. In addition, workshops will be conducted in which gender balance will be ensured. Furthermore, gender will be mainstreamed into the 3NC in a way that ensures that equitable participation of women in the decision-making process of climate change adaptation and mitigation. With regard to the technical team to be hired to implement the enabling activity, gender balance will be also considered.

Additionally, the project coordination will ensure that gender considerations become part of the NC/BUR. Training Manuals on Gender and Climate Change will be followed. During the project inception, the mandatory UNDP gender marker will be applied. This requires that each project in UNDP's ATLAS system be rated for gender relevance. In this regards, the project will give special attention to gender as one of the key stakeholders and beneficiaries from climate change adaptation and mitigation.

***Briefly describe in the space below how the Project mainstreams environmental sustainability***

The objective of the project is to assist the Government of Armenia in preparation of its Fourth National Communication and Second Biennial Update Report under the UNFCCC Convention in accordance with its commitments as a non-Annex I Party.

Project is prepared in line with GEF-6 strategic focal area on climate change mitigation, objective CCM3 on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies; Program 5: Mainstream the integration of climate considerations into the national planning process.

The project is designed to support the Government of Armenia in deepening the mainstreaming and integration of climate change into national and sectorial development goals by giving continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the previous National Communications and the first BUR.

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

<b>QUESTION 2: What are the Potential Social and Environmental Risks?</b>	<b>QUESTION 3: What is the level of significance of the potential social and environmental risks?</b>			<b>QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?</b>
<i>Risk Description</i>	<i>Impact and Probabilit</i>	<i>Significanc e (Low,</i>	<i>Comments</i>	<i>Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all</i>



	<i>y (1-5)</i>	<i>Moderate, High</i>		<i>potential impacts and risks.</i>
Risk 1: None	I = P =	N/A	N/A	N/A
Risk 2 ....	I = P =			
<b>QUESTION 4: What is the overall Project risk categorization?</b>				
<b>Select one (see <a href="#">SESP</a> for guidance)</b>			<b>Comments</b>	
<i>Low Risk</i>		<input checked="" type="checkbox"/>	There are no environmental or social risks related to this project	
<i>Moderate Risk</i>		<input type="checkbox"/>		
<i>High Risk</i>		<input type="checkbox"/>		
<b>QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?</b>				
Check all that apply			<b>Comments</b>	
<i>Principle 1: Human Rights</i>		<input type="checkbox"/>	None required	
<i>Principle 2: Gender Equality and Women's Empowerment</i>		<input type="checkbox"/>	None required	
<i>1. Biodiversity Conservation and Natural Resource Management</i>		<input type="checkbox"/>	None required	
<i>2. Climate Change Mitigation and Adaptation</i>		<input type="checkbox"/>	None required	
<i>3. Community Health, Safety and Working Conditions</i>		<input type="checkbox"/>	None required	
<i>4. Cultural Heritage</i>		<input type="checkbox"/>	None required	
<i>5. Displacement and Resettlement</i>		<input type="checkbox"/>	None required	
<i>6. Indigenous Peoples</i>		<input type="checkbox"/>	None required	
<i>7. Pollution Prevention and Resource Efficiency</i>		<input type="checkbox"/>	None required	

### Final Sign Off

<i>Signature</i>	<i>Date</i>	<i>Description</i>
QA Assessor <i>Armen Martirosyan, SGR Programme Analyst</i>		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 <i>Claire Medina, Deputy Resident Representative</i>		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.

<p>PAC Chair <i>Claire Medina, Deputy Resident Representative</i></p>		<p>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.</p>
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## SESP Attachment 1. Social and Environmental Risk Screening Checklist

<b>Checklist Potential Social and Environmental Risks</b>		
<b>Principles 1: Human Rights</b>		<b>Answer (Yes/No)</b>
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? <sup>9</sup>	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Are there measures or mechanisms in place to respond to local community grievances?	No
6.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
7.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
8.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
9.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
<b>Principle 2: Gender Equality and Women's Empowerment</b>		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
3.	Would the Project potentially limit 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? <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
<b>Principle 3: Environmental Sustainability:</b> Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
<b>Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management</b>		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?  <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including 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	Does the Project involve 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	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No

<sup>9</sup> Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area?  <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
<b>Standard 2: Climate Change Mitigation and Adaptation</b>		
2.1	Will the proposed Project result in significant <sup>10</sup> greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)?  <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
<b>Standard 3: Community Health, Safety and Working Conditions</b>		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
<b>Standard 4: Cultural Heritage</b>		
4.1	Will the proposed Project result in interventions that would potentially adversely impact 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
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No

<sup>10</sup> In regards to CO<sub>2</sub>, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

<b>Standard 5: Displacement and Resettlement</b>		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in 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	Is there a risk that the Project would lead to forced evictions? <sup>11</sup>	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
<b>Standard 6: Indigenous Peoples</b>		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the rights, lands and territories of indigenous peoples (regardless of whether Indigenous Peoples possess the legal titles to such areas)?	No
6.4	Has there been an 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
6.4	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.5	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.6	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.7	Would the Project potentially affect the traditional livelihoods, physical and cultural survival of indigenous peoples?	No
6.8	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
<b>Standard 7: Pollution Prevention and Resource Efficiency</b>		
7.1	Would the Project potentially result in 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
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs?  <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

<sup>11</sup> Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

## Annex D. UNDP Risk Log

<b>Project Title:</b>		Development of Armenia's Fourth National Communication to the UNFCCC and Second Biennial Report			<b>Award ID:</b>		00096445		<b>Date:</b>	July 2016
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status	
1	Lack of interest amongst stakeholders to participate in the process as it may fall outside their core mandate	July 2016	Operational Organizational	Experience from 1BUR and previous NCs projects indicates that active involvement of stakeholders on all stages can ensure successful implementation of the Project. <b>P=3</b> <b>I= 2</b>	Hold consultations with stakeholders to get their buy-in	UNDP CO	CC Program Coordinator			
2	Lack of accurate and reliable data collection and reporting capacity within national institutions	July 2016	Operational	Some institutions may have no trained staff to asses and provide necessary data.  <b>P=3</b> <b>I= 2</b>	A training will be organised which will bring together stakeholders from all the sectors and details will be given on the exact activity on data to be collected and how to report using the available guidelines and software.	UNDP CO	CC Program Coordinator			
3	Unwillingness of some institutions to share data	July 2016	Financial, Operational	Importance of CC mitigation and adaptation is formulated and is part of national legal system, thus the project should properly realize the formal routes for data acquisition <b>P= 2</b> <b>I=2</b>	Letters requesting for data will addressed to the management of the institutions, explaining the purpose of the data and the potential benefits thereof and with proper reference to national legal framework	UNDP CO	CC Program Coordinator			
4	The national validation of the 1BUR and 4NC may take longer than planned	July 2016	Operational Organizational	Due to possible unavailability of the Government representatives and existing procedures <b>P= 1</b> <b>I=2</b>	Corresponding background information and policy framework will be presented and provided beforehand	UNDP CO	CC Program Coordinator			

## **Annex E. Composition of Armenia’s Climate Change Inter-Agency Coordinating Council**

RA Minister of Nature Protection (Council Chairperson)  
RA First Deputy Minister of Nature Protection (Deputy Council Chairperson)  
RA Ministry of Foreign Affairs  
RA Ministry of Economy  
RA Ministry of Finance  
RA Ministry of Emergency Situations  
RA Ministry of Energy and Natural Resources  
RA Ministry of Agriculture  
RA Ministry of Education and Science  
RA Ministry of Urban Development  
RA Ministry of Territorial Administration  
RA Ministry of Labor and Social Affairs  
RA Ministry of Healthcare  
RA Ministry of Justice  
RA Ministry of Transport and Communication  
RA State Committee of the Real Estate Cadastre adjunct to the GoA  
RA General Department of the Civil Aviation adjunct to the GoA  
RA National Statistical Service (by consent)  
RA Public Services Regulatory Commission (by consent)  
RA National Academy of Sciences (by consent)  
UNFCCC National Focal Point (by consent)

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## **Annex F. Standard Letter of Agreement between UNDP and the Government for the Provision of Support Services**

Excellency,

1. Reference is made to consultations between officials of the Government of *Armenia* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
  - (a) Identification and/or recruitment of project and programme personnel;
  - (b) Identification and facilitation of training activities;
  - (c) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution, while ensuring the total approved direct project costs amount charged to the GEF funds is not exceeded.
5. The relevant provisions of the SBAA between the Authorities of the Government of Armenia and the United Nations Development Programme (UNDP), signed by the Parties on 8 March 1995, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.



For the Government

Aramayis Grigoryan  
Minister of Nature Protection of  
the Republic of Armenia

Signature: .....  .....

Date: 09.09.2016 .....

Signed on Behalf of UNDP

Bradley Busetto  
UN Resident Coordinator  
UNDP Resident Representative in Armenia

Signature: .....  .....

Date: 09.09.2016 .....

### Description of UNDP Country Office Support Services

1. Reference is made to consultations between the Ministry of Nature Protection, the institution designated by the Government of Armenia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed “Development of Armenia’s Fourth National Communication to the UNFCCC and Second Biennial Report”, PIMS 5870/Atlas Award ID:00096445/Project ID: 00100369.

2. In accordance with the provisions of the letter of agreement signed and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

	Description of Services	Reimbursement amount based on the Universal Price List that UNDP uses for cost recovery with other UN Agencies (in USD)	UNIT
1.	Payment Process	29.85	Per voucher
2.	Credit card payment	31.80	Per transaction
3.	New vendor creation in ATLAS	15.44	Per vendor
4.	Payroll validation	30.91	Per person quarterly
5.	Leave monitoring	4.42	Per person quarterly
6.	IC and SC recruitment, including	180.54	Per person
6a	Advertisement	36.11	
6b	Short listing	72.22	
6c	Contract Issuance	72.22	
7.	Issue IDs	29.93	Per ID
8.	F10 Settlement	24.82	Per item
9.	Ticket request	24.40	Per ticket
10.	Hotel reservation	10.97	Per booking
11.	Visa request	20.00	Per person
12.	Vehicle Registration	29.13	Per item
13.	Procurement process involving local CAP or RACP/ACP	416.29	Per case
13a	Identification and selection	208.14	
13b	Contracting/Issue PO	104.07	
13c	Follow-up	104.07	
14	Procurement not involving review bodies	167.81	Per case
14a	Identification and selection	83.91	
14b	Contracting/Issue PO	41.95	
14c	Contract follow-up	41.95	
15	Disposal of equipment	211.73	Per lot
		<b>Total: USD 5,000 from GEF grant</b>	

## **Annex G. Project Final Report** (*outline*)

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Update Reports do not require the production and publication of Terminal Evaluation Reports. Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

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

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

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

National project teams in charge of the future enabling activity for the preparation of the National Communication or Biennial Update Report 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 and partner within the Global Support Programme (GSP, previously known as National Communications Support Programme).

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

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

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

**Details of the project**

Project's title	
PIMS number	
Overall budget including GEF grant including co-financing	
Duration of implementation	
Planned duration of project	
Implementing partner	
Team Leader's name and contact details	
Link to final report	

**Project identification phase**

Duration of preparatory phase (expressed in months) \_\_\_\_\_

Was the project document developed by a national/international consultant? (Please, provide name if yes and expand on the satisfaction of this collaboration.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please, shortly describe the milestones of this initial preparatory phase (e.g. consultation workshops held, telephone interviews with key stakeholders, among others)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Where consultations made with one or more of the following stakeholder groups?

<input type="checkbox"/>	Ministry of Finance (or equivalent)	<input type="checkbox"/>	Women's associations
<input type="checkbox"/>	Other Ministries (not being the Ministry in charge of climate change)	<input type="checkbox"/>	Youth movements
<input type="checkbox"/>	Local Governments	<input type="checkbox"/>	Indigenous peoples' representatives
<input type="checkbox"/>	National universities	<input type="checkbox"/>	Environment or climate related NGOs
<input type="checkbox"/>	Domestic Research Centers	<input type="checkbox"/>	Other NGOs/CSOs
<input type="checkbox"/>	Media	<input type="checkbox"/>	Others (specify)

What were the main objectives for the project identified as a result of this preparatory phase?

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What were the major challenges faced during this phase?

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Looking back, what issues that were identified and/or overlooked during this preparatory phase had an impact on the successive implementation phase?

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**Project implementation phase**

*Technical components*

**GHG inventory**

**Base year of the GHG inventory:**

**Base years used in previous GHG inventories:**

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the GHG inventory component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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**Mitigation actions**

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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**Vulnerability & Adaptation for NC or MRV for BUR**

Expected outcome(s)	
Expected output 1	
Expected output 2	

Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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**Constraints and Gaps/Support needed**

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the Constraints and gaps, and related financial, technical and capacity needs component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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*Capacities and use of capacities*

Do you believe the project has built - in a durable and cost-effective way - human and institutional capacities? Please, elaborate.

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Please, estimate the amount of work done by national consultants versus international consultants:

\_\_\_\_\_ % national consultants, \_\_\_\_\_ % international consultants and \_\_\_\_\_ % national staff.

What work was entrusted to international consultants and for what reasons?

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What would you have done differently, or do you advise the next project team to consider in this context?

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Additional remarks

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*Institutional arrangements*

Please, summarize an overview of the institutional arrangements for the project implementation.



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Please, describe the composition of the project team.

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Will the team remain in place, even after the project has fully closed?

Were gender considerations taken into account during the project design and implementation? If so, how?

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Which were the strengths and weaknesses of the institutional arrangements used?

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What suggestions have you to make regarding the institutional arrangements for future NC/BUR work?

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Additional remarks

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*Technical support from GSP, CGE, or other bodies*

Has the project team, or members of the project team, participated in national, regional or global training events organized by a center of excellence or above mentioned body during the course of the project? If yes, please, specify the training event(s).

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What has been the contribution of this participation to the project results?

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What identified knowledge gaps holding back the proper implementation of the NC project could not be addressed by any of the above mentioned bodies?

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In addition to capacity building support, what other assistance did the project team receive during project implementation? (E.g. review of draft report, technical backstopping of international expert)

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Has UNDP provided timely and valuable support during project design and implementation? Please explain.

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**Next steps**

How will findings of the project be further disseminated, if at all?

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Are balance funds available under the NC/BUR project going to be used to identify the strategy of the next report?

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At full project closure, is there a person or institute to whom one can turn in case there are follow-up questions to the NC/BUR?

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Has the Government expressed interest to further work with UNDP on the next coming report? If no, please explain.

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**Additional information**

Date	
Name and e-mail address of person who completed this template	
Others involved in completion of this template (names of individuals and their institutions)	
In case a terminal evaluation report has been produced, please link it here.	
Other attachments	



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ՆԱԽԱՐԱՐ

MINISTRY OF NATURE PROTECTION OF THE REPUBLIC OF ARMENIA

MINISTER

МИНИСТЕРСТВО ОХРАНЫ ПРИРОДЫ РЕСПУБЛИКИ АРМЕНИЯ

МИНИСТР

0010, ք. Երևան, Հանրապետության հր. Կառավարական 3-րդ տուն  
3 Government Bldg, Republic Sq, Yerevan, 0010, Armenia  
0010, Армения, г.Ереван, Дом правительства, здание N3  
Հ.Վ.Փոստ /E-mail/ эл.почта: min\_ecology@mnp.am  
Web page: www.mnp.am  
☎ (374 11) 818 501  
☎ (374 11) 818 506

№ 1/08.2/10519  
«23» «03» 2016թ.

To: Ms. Adriana Dinu, UNDP/GEF Executive Coordinator

**Subject:** Endorsement for Project <<Development of Armenia's Fourth National Communication to the UNFCCC and Second Biennial Report>>

In my capacity as GEF Operational Focal Point for Armenia, I confirm that the above project proposal (a) is in accordance with my government's national priorities identified in Strategic Programme of Prospective Development for 2014-2025 and our commitments under UN Framework Convention on Climate Change; and (b) was discussed with relevant stakeholders, including the global environmental convention focal points.

I am pleased to endorse the preparation of the above project proposal with the support of the GEF Agency listed below. If approved, the proposal will be prepared and implemented by the Ministry of Nature Protection of the Republic of Armenia. I request the GEF Agency to provide a copy of the project document before it is submitted to the GEF Secretariat for CEO endorsement.

The total financing from GEFTF being requested for this project is US\$ 932,940, inclusive Agency fees for project cycle management services associated with the total GEF grant. The financing requested for Armenia is detailed in the table below.

Source of Funds	GEF Agency	Focal Area	Amount (in US\$)			
			Project Preparation	Project	Fee	Total
GEFTF	UNDP	Climate Change		852.000	80.940	932.940
<b>Total GEF Resources</b>				852.000	80.940	932.940

Sincerely,

Aramays Grigoryan,  
GEF Operational focal point for Armenia





Empowered lives.  
Resilient nations.

8 September 2016

Dear Mr. Busetto,

**Subject: Enabling Activities, Armenia: Development of Armenia's Fourth National Communication to the UNFCCC and Second Biennial Report – PIMS No. 5870 - ATLAS BU: ARM10 - Proposal No.: 00096445 - Project No.: 00100369**

I am pleased to delegate to you as the UNDP Resident Representative the authority to sign the project document on behalf of UNDP for the above-mentioned *Enabling Activities* project. The project, which amounts to a total of US\$ 852,000, has received its final approval in accordance with the established Global Environment Facility (GEF) procedures (CEO approval/endorsement attached as relevant in Annex 1).

I am also pleased to provide a summary of the next steps in the process and to outline, for your ease of reference, the mandatory GEF-specific project financial and results management requirements. Please note that Annex 2 clarifies these in further detail.

**Next steps and mandatory GEF-specific requirements:**

1. **Project document signature:** As the Resident Representative with the delegated authority for this project, we kindly request that you sign the above-mentioned *Enabling Activities* project document on behalf of UNDP. We would also appreciate your obtaining the signature of the representative of the Implementing Partner on the cover page (as well as signature by the representative of the Government of Armenia, if necessary).
2. **Issuance of Authorized Spending Limit (ASL):** To facilitate a quick start to the project, once the project document is signed, please kindly ensure that the Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached project document, along with a copy of the signed cover page, is sent to Mr. Yamil Bonduki, Regional Technical Advisor (RTA) in New York.

Any proposed budget revisions should be discussed with and forwarded early to the UNDP RTA together with a clear explanation of the changes proposed as any significant changes require review and approval by the GEF Secretariat. In addition, please note that the UNDP-GEF Unit is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

*Mr. BUSETTO, Bradley  
Resident Representative  
UNDP Yerevan  
Armenia*

## United Nations Development Programme

3. Fee: As an Implementing Agency of the GEF, UNDP earns a fee upon approval of each project which is to be used to cover specific project assurance and oversight costs incurred by UNDP. For the Country Office, these services are related to the provision of project cycle management services, as detailed in Annex 2.

The total fee over the lifetime of the above mentioned project for these Country Office support services will be USD 26,621. This fee will be paid directly by the UNDP-GEF Unit to the XB account of the Country Office, based on project delivery, audit compliance, and compliance with the GEF project management requirements outlined below.

As noted above, the GEF fee is provided to cover the specialized project cycle management service indirect costs as detailed in Annex 2. At the Country Office level, project cycle management services performed by UNDP Country Offices are broadly analogous to General Management Support (GMS) and cover support to project development and oversight of implementation stages. The UNDP-GEF Unit will support the Country Office by providing a suite of specialized technical services as required by the GEF and detailed in Annex 2.

If the Implementing Partner requests UNDP to provide direct services specific to project inputs, then UNDP's costs must be recovered in full accordance with GEF-specific Bureau of Management Services (BMS) policy on Direct Project Costs (DPCs). This GEF and Adaptation Fund specific policy is available in the POPP and is provided at [Annex 3](#) for your reference. In summary, to comply with BMS policy, UNDP will need to ensure for each project that: (a) a Letter of Agreement (LOA) between UNDP and the Implementing Partner has been entered into clearly documenting the services requested and the associated costs; and (b) the DPCs are within the Project Management Cost (PMC) component of the project budget. If direct project services are requested after the date of GEF CEO Endorsement, prior approval of any DPCs will be needed from the GEF Secretariat. An appropriate separation between project oversight and direct project support is required in accordance with the UNDP Internal Control Framework.

All GEF-funded projects must be audited in accordance with UNDP Financial Regulations and Rules and Audit policies, and an appropriate separation between project oversight and direct project support is required in accordance with the UNDP Internal Control Framework.

#### 4. GEF-specific project management requirements:

- Where possible, the inception workshop should be held within 3 months of project signature. To avoid any confusion during project implementation, we also recommend that the support activities to be undertaken by the Country Office, as listed in Annex 2, be confirmed at the inception workshop.
- The GEF Secretariat must be informed of any changes to the results framework of the project document. As such, should you wish to make any such changes to the project document and/or budget, please discuss this with the UNDP RTA, as minor changes may need to be reported to the GEF Secretariat and major changes will need prior approval.
- Projects will in general not be extended beyond the approved Project Document duration. On an exceptional basis, a project extension will need to be approved by the UNDP-GEF Executive Coordinator.
- As specified in the project document, a detailed annual project operational plan should be prepared by the Project Manager. It is strongly recommended that this plan for the first year of project implementation be reviewed at the inception workshop and subsequent years by the Project Board.
- All full-size and medium-sized projects are required to submit an annual **PIR** (Project Implementation Report). Template and detailed instructions will be provided on an annual basis by the RTA.
- As outlined in the 2010 GEF Monitoring & Evaluation policy, full-size projects are required to undertake a **mid-term review and a terminal evaluation** with a corresponding management response.

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Medium-sized projects are required to undertake a terminal evaluation with a corresponding management response and a mid-term review is also recommended. Both mid-term reviews and terminal evaluations must be translated into English or they will not be accepted by the GEF. Terminal evaluations should also be included in the UNDP Country Office Evaluation Plan and should be posted to the UNDP Evaluation Resource Center when completed. The specific requirements are available at <http://erc.undp.org> and from the RTA.

- All full-size projects must also complete the **GEF Focal Area Tracking Tool** twice during project implementation: before the mid-term review mission takes place and again before the terminal evaluation mission takes place. Medium sized projects must complete the GEF Focal Area Tracking Tool once during project implementation before the terminal evaluation mission takes place. The GEF Focal Area Tracking Tools must be completed by the project team and provided to the review/evaluation team before their review/evaluation mission. The GEF Focal Area Tracking Tools are available at [https://www.thegef.org/gef/tracking\\_tools](https://www.thegef.org/gef/tracking_tools) and from the RTA.
- The UNDP Country Office must also retain all project M&E documents for this project for up to **five years** after financial closure. These records must be shared with the evaluation teams of either UNDP or the GEF should an ex-post evaluation or impact evaluation take place after the project closure. The UNDP Country Office is also required to facilitate access to project sites during UNDP and GEF evaluations.
- Annex 2 includes a number of key UNDP-GEF management performance indicators that aim to improve the efficiency and effectiveness in the oversight and supervision services provided. Performance against these indicators will be monitored on an annual basis.
- In order to accord proper acknowledgement to the GEF for providing funding, full compliance is needed with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: <https://www.thegef.org/gef/node/4373>. Full compliance is also required with UNDP's branding guidelines. The UNDP Brand Manual can be accessed via the UNDP Communications Toolkit: <https://intranet.undp.org/unit/pb/communicate/communicationstoolkit/Pages/default.aspx>

In concluding, I would like to assure you of the UNDP-GEF Unit's and my personal commitment to the successful implementation of the project. The RTA is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me.

Yours sincerely,



Adriana Dinu  
Executive Coordinator  
UNDP-Global Environmental Finance  
Sustainable Development Cluster  
Bureau for Policy and Programme Support

cc: Ms. Cihan Sultanoglu, Assistant Administrator and Bureau Director RBEC  
Mr. Olivier Adam, Deputy Regional Director, RBEC  
Mr. Rastislav Vrbensky, Director, Istanbul Regional Hub  
Ms. Albana Zhorda, Programme Specialist, RBEC, New York  
Mr. Stefan Liller, Country Support Team, RBEC, Istanbul  
Mr. Vladimir Mamaev, UNDP-GEF Technical Specialist/Team Leader, Istanbul

**United Nations Development Programme**

Mr. Armen Martirosyan, Programme Analyst, UNDP Armenia  
Ms. Diana Harutyunyan, Climate Change Program Coordinator, UNDP Armenia  
Mr. Yamil Bonduki, UNDP-GEF Technical Advisor, New York

Annex 1: CEO endorsement/approval



**Naoko Ishii**  
CEO and Chairperson

April 29, 2016

Ms. Adriana Dina  
GEF Executive Coordinator  
United Nations Development Programme  
One United Nations Plaza  
304 East 45th St.  
FY Bldg., 10th floor  
New York, NY 10017

Dear Ms. Dina:

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

Decision Sought:	Enabling Activity (EA) Approval
GEFSEC ID:	9474
Agency(ies):	UNDP
Agency ID:	5870 (UNDP)
Focal Area:	Climate Change
Project Type:	Enabling Activity
Country(ies):	Armenia
Name of Project:	Development of Armenia's Fourth National Communication to the UNFCCC and Second Biennial Report
Indicative GEF Project Grant:	\$852,000
Indicative Agency Fee:	\$80,940
Funding Source:	GEF Trust Fund

This approval is subject to the comments made by the GEF Secretariat in the attached document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,

**Naoko Ishii**  
Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document  
Copy to: Country Operational Focal Points, GEF Agencies, STAP, Trustees

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Tel: +1 (202) 471 5203 • Fax: +1 (202) 522 3240  
E-mail: [gefsec@gef.org](mailto:gefsec@gef.org)  
www.undp.org



Annex 2: UNDP Project Cycle Management Services

Stage	Country Office <sup>1</sup>	UNDP/GEF at regional and global level
<b>Identification, Sourcing/Screening of Ideas, and Due Diligence</b>	Identify project ideas as part of country programme/CPAP and UNDAF/CCA.	RTA role: <ul style="list-style-type: none"> <li>• Technical input to CCA/UNDAFs and CPAPs where appropriate.</li> <li>• Input on policy alignment between projects and programmes.</li> <li>• Provide information on substantive issues and specialized funding opportunities (SOFs).</li> <li>• Policy advisory services including identifying, accessing, combining and sequencing financing.</li> <li>• Verify potential eligibility of identified idea.</li> </ul>
	Assist proponent to formulate project idea / prepare project idea paper (e.g. GEF PIF/PPG), and ensuring it is aligned with country outcomes and UNDP Strategic Plan key results, and included in Country Office Integrated Work Plan in the ERBM Platform.	RTA role: <ul style="list-style-type: none"> <li>• Research and development.</li> <li>• Provide up-front guidance.</li> <li>• Sourcing of technical expertise.</li> <li>• Verification of technical reports and project conceptualization.</li> <li>• Guidance on SOF expectations and requirements.</li> <li>• Undertake pre-screening of potential environmental and social opportunities and risks.</li> <li>• Training and capacity building for the Environmental Officers at the Country Offices, as part of annual Regional Community of Practice meeting or during the RTA's mission(s) in the country.</li> </ul>
	<i>Appraisal:</i> <ul style="list-style-type: none"> <li>• Review and appraise project idea.</li> <li>• Undertake capacity assessments of implementing partner as per UNDP POPP.</li> <li>• Monitor project cycle milestones.</li> </ul>	RTA and PTA role <ul style="list-style-type: none"> <li>• Provide detailed screening against technical, financial, and risk criteria.</li> <li>• Determine likely eligibility against identified SOF.</li> </ul>
	<i>Partners:</i> <ul style="list-style-type: none"> <li>• Assist proponent to identify and negotiate with relevant partners, cofinanciers, etc</li> </ul>	RTA role: <ul style="list-style-type: none"> <li>• Assist in identifying technical partners.</li> <li>• Validate partner technical abilities.</li> </ul>
<b>Project Development</b>	<i>Obtain clearances:</i> <ul style="list-style-type: none"> <li>• Government, UNDP, Implementing Partner, LPAC, cofinanciers, etc.</li> </ul>	RTA and PTA role: <ul style="list-style-type: none"> <li>• Obtain SOF clearances.</li> </ul>
<b>Project Development</b>	<i>Initiation Plan:</i> <ul style="list-style-type: none"> <li>• Coordination, management and financial oversight of UNDP Initiation Plan</li> <li>• Discuss management arrangements</li> </ul>	RTA and PA role: <ul style="list-style-type: none"> <li>• Assist in preparation of UNDP Initiation Plan</li> <li>• Technical support, backstopping and troubleshooting.</li> <li>• Support discussions on management arrangements</li> <li>• Facilitate issuance of DOA</li> </ul>

<sup>1</sup> As per UNDP POPP with additional SOF requirements where relevant.

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Stage	Country Office <sup>1</sup>	UNDP/GEF at regional and global level
	<p><i>Project Document:</i></p> <ul style="list-style-type: none"> <li>• Support project development, assist proponent to identify and negotiate with relevant partners, cofinanciers, etc.</li> <li>• Undertake environmental and social screening of project before PAC. Ensure Social and Environmental Screening Procedure (SESP) documentation is signed by the Resident Representative or Chair of PAC meeting and attached as Annex to the Project Document.</li> <li>• Review, appraise, and finalize Project Document.</li> <li>• Negotiate and obtain clearances and signatures – Government, UNDP, Implementing Partner, cofinanciers, etc. Coordinate LPAC and document meeting decisions.</li> <li>• Respond to information requests, arrange revisions etc.</li> <li>• Prepare operational and financial reports on development stage as needed.</li> </ul>	<p>RTA role:</p> <p>Sourcing of technical expertise.</p> <ul style="list-style-type: none"> <li>• Verification of technical reports and project conceptualization.</li> <li>• Guidance on SOF expectations and requirements.</li> <li>• Negotiate and obtain clearances by SOF</li> <li>• Respond to information requests, arrange revisions etc.</li> <li>• Quality assurance and due diligence.</li> </ul>
<p><i>Key UNDP/GEF management performance indicators/targets for Project Development:</i></p>		
<ol style="list-style-type: none"> <li>1. Time between PIF approval to CEO endorsement for each project: <ul style="list-style-type: none"> <li>• Target for GEF trust fund, LDCF, and SCCF projects: <b>FSP = 16 months or less, MSP 10 months or less.</b></li> </ul> </li> <li>2. Time between CEO endorsement to project document signature: <ul style="list-style-type: none"> <li>• Target = 2 months or less</li> </ul> </li> </ol>		
<p><b>Project Oversight</b></p>	<p><i>Management Oversight and support</i></p>	<p><i>Technical and SOF Oversight and support</i></p>
	<p><i>Project Launch/Inception Workshop</i></p> <ul style="list-style-type: none"> <li>• Preparation and coordination.</li> <li>• Participate in Inception Workshop</li> </ul>	<p>RTA role:</p> <ul style="list-style-type: none"> <li>• Technical support in preparing TOR and verifying expertise for technical positions.</li> <li>• Participate in recruitment process for Chief Technical Advisor and/or Project Manager, if RTA elects to do so.</li> <li>• Verification of technical validity / match with SOF expectations of inception report.</li> <li>• Participate in Inception Workshop</li> </ul>
	<p><i>Management arrangements:</i></p> <ul style="list-style-type: none"> <li>• Facilitate consolidation of the Project Management Unit, where relevant.</li> <li>• Facilitate and support Project Board meetings as outlined in project document and agreed with UNDP RTA.</li> <li>• Provide project assurance role if specified in project document.</li> <li>• Ensure completion of timesheets as required.</li> </ul>	<p>RTA role:</p> <ul style="list-style-type: none"> <li>• Technical input and support to TOR development. Troubleshooting support.</li> <li>• Support in sourcing of potentially suitable candidates and subsequent review of CVs/recruitment process.</li> </ul>
<p><i>Annual Work Plan:</i></p> <ul style="list-style-type: none"> <li>• Issuance of AWP.</li> <li>• Monitor implementation of the annual work plan and timetable.</li> </ul>	<p>RTA and PA role:</p> <ul style="list-style-type: none"> <li>• Advisory services as required</li> <li>• Review AWP, and clear for ASL where relevant.</li> </ul>	

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Stage	Country Office <sup>1</sup>	UNDP/GEF at regional and global level
	<p><i>Financial management:</i></p> <ul style="list-style-type: none"> <li>• Conduct budget revisions, verify expenditures, advance funds, issue combined delivery reports, and ensure no over-expenditure of budget.</li> <li>• Ensure necessary audits.</li> </ul>	<p>RTA, PA and Finance Unit roles:</p> <ul style="list-style-type: none"> <li>• Allocation of ASLs, based on cleared AWP</li> <li>• Return of unspent funds to donor</li> <li>• Monitor projects to ensure activities funded by donor comply with agreements and project document</li> <li>• Oversight and monitoring to ensure financial transparency and clear reporting to the donor</li> </ul>
	<p><i>Results Management:</i></p> <ul style="list-style-type: none"> <li>• Alignment: link project output to CPAP Outcome in project tree in Atlas, link CPAP outcome in project tree to UNDP Strategic Key Result Area as outlined in project document during UNDP work planning Gender: In ATLAS, rate each output on a scale of 0-3 for gender relevance.</li> <li>• UNDP monitoring requirements: Monitor progress on quarterly basis in IWP, and monitor risks in Atlas.</li> <li>• Submit annual APR/PIR report.</li> <li>• Arrange mid-term review: prepare TOR, hire personnel, plan and facilitate mission / meetings / debriefing, circulate draft and final reports.</li> <li>• Submit GEF Focal Area Tracking Tool completed by Project Team to mid-term review team.</li> <li>• Ensure tracking of committed and actual co financing as part of mid-term review.</li> <li>• Ensure translation of mid-term review into English.</li> <li>• Prepare management response to mid-term review.</li> <li>• Annual site visits – at least one site visit per year, report to be circulated no later than 2 weeks after visit completion.</li> </ul>	<p>RTA role:</p> <ul style="list-style-type: none"> <li>• Advisory services as required.</li> <li>• Quality assurance.</li> <li>• Project visits – technical support visit during life of Project as required.</li> </ul>

Stage	Country Office <sup>1</sup>	UNDP/GEF at regional and global level
	<p><i>Evaluation:</i></p> <ul style="list-style-type: none"> <li>• Integrate project terminal evaluation into CO evaluation plan. Identify synergies with country outcome evaluations.</li> <li>• Arrange terminal evaluation: prepare TOR, hire personnel, plan and facilitate mission / meetings / debriefing, circulate draft and final reports.</li> <li>• Submit GEF Focal Area Tracking Tool completed by Project Team to evaluation team.</li> <li>• Ensure tracking of committed and actual co financing as part of terminal evaluation.</li> <li>• Ensure translation of terminal evaluation into English.</li> <li>• Prepare management response to terminal evaluation and post both terminal evaluation report and management response in UNDP ERC.</li> <li>• Facilitate and participate in other UNDP and GEF evaluations as necessary.</li> </ul>	<p>RTA, PA, RKS roles:</p> <ul style="list-style-type: none"> <li>• Technical support and analysis.</li> <li>• Quality assurance.</li> <li>• Compilation of lessons and consolidation of learning.</li> <li>• Dissemination of technical findings.</li> <li>• Participate as necessary in other SOF evaluations.</li> </ul>
	<p><i>Project Closure:</i></p> <ul style="list-style-type: none"> <li>• Final budget revision and financial closure (within 12 months after operational completion).</li> <li>• Final reports as required by donor and/or UNDP-GEF.</li> </ul>	<p>RTA, PA role:</p> <ul style="list-style-type: none"> <li>• Advisory services as required.</li> <li>• Technical input.</li> <li>• Quality assurance.</li> </ul>

*Key UNDP GEF management performance indicators/targets for Project Oversight:*

1. Each project aligned with country outcomes and UNDP Strategic Plan key results, and included in Country Office Integrated Work Plan in the ERBM:
  - Target = 100%
2. Quality rating of annual APR/PIRs: Once completed and submitted, the quality of each project APR/PIR is rated by an external reviewer
  - Target = Rating of Satisfactory or above
3. Quality rating of Terminal Evaluation report: Once completed, the quality of the terminal evaluation report is rated by the UNDP Evaluation Office
  - Target = Rating of Satisfactory or above
4. Quality of results achieved by project as noted in terminal evaluation: the independent evaluator assigns an overall rating to the outcome achieved by the project and this rating is validated by the UNDP Evaluation Office
  - Target = Satisfactory or above

**Annex 3: Direct Project Costs for projects financed from GEF-managed vertical funds and the Adaptation Fund**

1. The GEF Council and the Adaptation Fund Board have both adopted rules and issued guidance on when and how Direct Project Costs may be recovered for projects financed by the GEF Trust Fund, the Least Developed Countries Fund, the Special Climate Change Fund, the Nagoya Protocol Implementation Fund or the Adaptation Fund.<sup>2</sup>
2. For any projects financed by these funds and approved on or after 7 June 2012, UNDP must observe the following requirements:
  - a. The costs of any project cycle management services provided by UNDP must be paid exclusively from the fees paid to UNDP and not from the project budget. Project cycle management services are the quality assurance and oversight services involved with project identification, preparation of project concept, preparation of detailed project document, project approval and start-up, project implementation and supervision, and project completion and evaluation.<sup>3</sup> 'Development Effectiveness' costs are therefore not eligible for recovery from a project budget;
  - b. Direct Project Costs – which will include the costs of any activities over and above the project cycle management services for which UNDP receives a fee – may only be charged to the project budget upon the specific request of, and agreement with, the Implementing Partner. These costs are not mandatory, and according to the GEF Secretariat and Adaptation Fund Board these costs should not be considered routine or normal, but instead provided only on an exceptional basis.
  - c. For any NIM or NGO implemented project, any Implementing Partner request for services incurring Direct Project Costs must be clearly documented and agreed in a **Letter of Agreement** (LOA) between the Implementing Partner and UNDP, outlining the services to be provided and their itemized costs. For the Adaptation Fund, further documentation (in a separate letter or in the project document) is also needed from the Implementing Partner to UNDP outlining why the services are needed and justifying the exceptional basis for the request.;
  - d. The costs of any anticipated or known Direct Project Costs need to be clearly documented in the Project Information Form (PIF for GEF projects) or project concept or proposal (for Adaptation Fund projects) submitted for approval. Any DPCs requested by an Implementing Partner **after** GEF CEO endorsement or AFB approval need to be submitted to the GEF Secretariat or Adaptation Fund Board Secretariat, as appropriate;
  - e. Direct Project Costs must be within the Project Management Cost/Executions Costs Budget provided to Implementing Partners under GEF and Adaptation Fund projects<sup>4</sup>; and
  - f. Eligible Direct Project Costs should not be charged as a flat percentage. They should be calculated on the basis of estimated actual or transaction based costs and should be charged to the direct project costs account codes: "64398- Direct Project Costs – Staff" and "74598-Direct Project Costs – GOE".

<sup>2</sup> For the GEF Council, see paragraphs 32 and 33 of the 42<sup>nd</sup> Council Meeting Joint Summary of the Chairs regarding the paper, *Fee Structure for Agencies, Part I and Part II* (GEF/C.42/09, June 2012). For the Adaptation Fund Board, see Decision B.18/30 concerning *Implementing Entity Fees* as provided in the Report of the Eighteenth Meeting of the Adaptation Fund Board (AFB/B.18/6, August 2012).

<sup>3</sup> For the GEF, these services are defined in GEF Council paper, *Rules and Guidelines for Agency Fees and Project Management Costs* (GEF/C.39/9).

<sup>4</sup> Project Management Costs (PMCs) represent the Implementing Partner's management costs associated with the unit executing the project on the ground and are included in the project budget. For GEF projects, the GEF Secretariat currently adopts the following approach: PMC shall not exceed 10% of GEF project grant for projects requesting GEF project grants up to \$2 million, and shall not exceed 5% of the GEF project grant for projects requesting GEF project grants of \$2 million and above. In principle, no PMC will be provided for DIM projects without justification. In exceptional cases where the PMC exceeds the fixed percentage amounts, a justification should be provided on the additional budget needed for the PMC.