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**United Nations Development Programme
Annotated Project Document template for Adaptation Planning / NAP (National Adaptation Plan) projects
financed by the Green Climate Fund (GCF)**

Project title: Advancing Albania's planning for medium and long-term adaptation through the development of a National Adaptation Planning (NAP) process	
Country: Albania	
Implementing Partner: UNDP	Management Arrangements: Direct Implementation Modality (DIM)
UNDAF/Country Programme Outcome: <i>Outcome 4 - Environment and climate change is the fourth priority, deriving from outcome 4 of UNDAF: 'Government and non-government actors adopt and implement innovative, gender-sensitive national and local actions for environmental sustainability, climate change mitigation and adaptation, and disaster risk reduction:</i>	
UNDP Strategic Plan Output: 2.3.1 Data and risk-informed development policies, plans, systems and financing incorporate integrated solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent crisis	
UNDP Social and Environmental Screening Category: LOW RISK	UNDP Gender Marker for the project output: <i>insert one of the following: 1, 2, or 3. Note that a gender marker of 0 (zero) is not appropriate. See further information at https://intranet.undp.org/unit/bpps/sdev/qef/default.aspx</i>
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Planned start date: 17 August 2020	Planned end date: 16 August 2024
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Brief project description:

Albania's primarily rural population is highly vulnerable to the effects of climate change, where extreme rain events frequently result in destructive flooding, while agricultural livelihoods and drinking water supplies are threatened during dry periods. As temperatures rise, climate scenarios predict increased severity and frequency of these extreme wet and dry conditions, along with decreasing total annual rainfall. These changes place Albania's population at risk and pose a threat to the burgeoning hydropower and tourism industries.

To address these vulnerabilities, the Government of Albania launched its national adaptation plan (NAP) process in February 2015, with the support of GIZ and UNDP, through consultations with national stakeholders and a stocktaking exercise. A preliminary roadmap for NAP implementation was formulated and validated by representatives from the Ministry of Tourism and Environment (the lead agency working to advance the NAP) as well as stakeholders from the Inter-ministerial Working Group on Climate Change (IMWGCC). Through consultations during the stocktaking and roadmap development process, the Government of Albania has defined the NAP process as key to identifying, prioritizing, and funding adaptation interventions (to be detailed in a NAP Strategy document elaborated under Outcome 2) as well as increasing technical capacity for CCA planning and mainstreaming climate change into its policies, including the National Strategy for Development and Integration (NDSI) and sectorial strategies. In addition, this effort is concurrent and consistent with Albania's ongoing GCF Readiness Programme and resulting Country Work Programme, supported by UNEP.


The analytical exercises highlighted the existing weaknesses and demonstrated the prevailing barriers to climate change adaptation (CCA) planning in Albania. The results confirmed that in order to adequately address climate change vulnerabilities, Albania must overcome information gaps, vulnerability assessments and climate adaptation planning capacity weaknesses, and a lack of awareness of CCA – both at the national and subnational levels. In addition, climate change is not integrated into existing environmental and development policies, or their associated budget priorities, and financing appropriations for funding CCA are absent.

The underlying challenge is that currently there is no comprehensive framework for adaptation in Albania. The National Communications provide a preliminary assessment of adaptation priorities and a national NAP Framework Document was developed as part of the NAP preparation and stocktaking process in 2016. To leverage these preliminary activities towards climate resilience, this readiness effort aims to address goals identified in the NAP Framework Document that will address the weaknesses and barriers mentioned above. These goals include: capacity development for implementation of a NAP (Goals 4-5), mainstreaming of CCA (Goals 6-11), raising awareness and institutional capacity to address climate change risks (Goals 14-16), and ensuring budgeting and financing for sustained climate change adaptation efforts (Goals 12-13).

This project is therefore designed to help the Government of Albania increase its capacity to address the country's climate change vulnerabilities. Specifically, this funding request will support Albania to develop a national plan for CCA through:

- o The strengthening of a national mandate, strategy and steering mechanism that focuses on assessing and addressing capacity gaps (particularly in the priority sectors of tourism, urban development, agriculture, transport, and energy) – **Outcome 1**,
- o The development of a NAP Strategy action plan document and its implementation plan – **Outcome 2**, and
- o The development of financing, monitoring and evaluation strategies to ensure that capacities and funding options are institutionalized for the long-term sustainability of adaptation planning beyond the life of the project – **Outcome 3**.

The main beneficiaries in this first cycle of NAP development are the Ministry of Tourism and Environment, the National Environment Protection Agency, and the Albania Institute of Geosciences, Energy, Water and Environment (IGEWE). Indirect or secondary beneficiaries include other ministries and local governments receiving capacity development support (within the priority sectors listed above), as well as all other entities associated with CCA in Albania such as academia, NGOs, civil society organizations, and private companies.

FINANCING PLAN		
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Cash co-financing to be administered by UNDP	USD	
...	... add additional rows if necessary	
(1) Total Budget administered by UNDP	2,763,047.93 USD	
SIGNATURES		
Signature: Limya Eltayeb Resident Representative UNDP Albania 	Agreed by UNDP as the Delivery Partner	Date/Month/Year: <i>07.05.2021</i>

Disbursement: The UNDP CO is aware of the conditions of disbursement ascribed to the first and subsequent tranches of the GCF funding as specified in the FWA (and in particular Clause 4 of the FWA). To the extent that these obligations reflect actions of UNDP, UNDP must ensure that the conditions are met and there is continuing compliance, as well as understanding that availability of GCF funding is contingent on meeting all conditions listed in the FA.

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II. DEVELOPMENT CHALLENGE

Land and People:

Albania, one of the smallest countries in the western Balkans, has about 2.8 million inhabitants. Albania's terrain is primarily mountainous, with hilly or mountainous land comprising 77% of the country's territory. The high variability in terrain relief creates high rates of soil degradation and highly erosive river flows. The narrow coastal belt (along the Adriatic and Ionian Seas), which represents less than 12% of the overall land surface, is globally significant from a biodiversity perspective. A third of the population (36%) lives in these coastal areas. Though there are steady rates of rural to urban migration and migration from inland mountain zones to coastal regions, the majority (54%) of the population is rural. Since 1991, population growth rates have remained stagnant with high rates of international migration.

Domestic migration to the coastal zones places more people at risk in an area highly susceptible to coastal flooding. Due to this migratory phenomenon, the rural population results more vulnerable as a greater proportion of the individuals remaining behind, in inland, mountainous, areas are from older age groups. The rural population is poor and dependent on small-scale agriculture (average farm size is 1.2 ha). Agriculture and fisheries remain the most important livelihood activities, contributing around 20% of GDP and employing 58% of the population. The coastal areas are dominated by crop production, while forestry and pasture dominate the mountainous zones in the east of the country. Rural communities are at risk from any changes that occur as a result of climate change. These changes include increased temperatures, decreased precipitation and an increase in the number of extreme events, all of which pose serious risks to agricultural production, water availability, food security and economic growth; risks amplified by the small average farm size.

Economy:

Albania's economy has grown steadily since the end of the communist rule in the early 1990s. However, the country remains poor: the domestic poverty rate in 2016 was around 47% (\$5/day). Despite being shaken by the global economic crisis in 2008-2009, the country continues to actively seek opportunities for foreign investments and is aspiring towards EU integration. However, high levels of government corruption and other structural barriers still hinder Albania's progress in this process. The NAP process will help align Albania's climate change policy with that of its EU neighbours and enable development of domestic capacity to implement CCA activities.

Government Structure & Institutional Setup:

In 2015, Albania completed a restructuring of subnational governments ("territorial reform"), consolidating local government jurisdictions and decreasing the number of administrative units from 373 to 61 municipalities. This change was intended to give local governments more leverage to act on behalf of their constituents and highlights the importance of involving subnational entities in any CCA plan. In addition to the 61 municipalities, the country has 12 regions. While regions have a limited role, the municipalities have significant autonomy under the new structure. Social sector responsibilities are largely still centralized. However, for infrastructure, water supply and wastewater, and waste removal the municipalities have complete authority over their own processes.

Under the new structure the national ministries have corresponding local offices at the municipality level that report directly to the national level. This means that policies and practices changed at the national level will directly impact sub-national practices as well.

Climate Change:

Albania's climate is characterized by mild and humid winters followed by hot and dry summers. Between 1951 and 2001, average temperatures in Albania increased 0.3°C, while annual precipitation decreased by 114mm. Temperature increases are evident mainly in spring and summer temperatures, while precipitation decrease occurs

mostly during winter and spring.

Current projections indicate the average temperature in Albania is likely to increase by up to 1.6°C by 2050, 2.8°C by 2080 and 3.5°C by 2100 (from a baseline of 1961-1990). For summer, projections of the average temperature change are likely to reach up to 5.3°C by 2100. The coastal zone is unlikely to experience average temperatures less than 25°C by the summer of 2050, and average temperatures up to 30°C by 2100.

All the global scenarios project a likely continual decrease in seasonal precipitation related to the 1990 baseline. Annual precipitations are likely to decrease by 8.5% by 2050, and by 18.1% by 2100. These decreases will affect hydrological systems, in terms of quantity and quality of water, which will impact agricultural productivity, livelihoods, health and economic growth. Changes in coastal ecosystems are already evident, along the Drini, Buna and Vjosa Rivers, and in protected areas such as the Kune Vaini coastal lagoon. Changes to the hydrological system will also have an adverse effect on hydropower production, as the Drin River alone generates about 90% of the electricity used in Albania and several hydropower projects are planned or underway throughout the country. Although the number of extreme precipitation events is expected to increase, in terms of magnitude and frequency, the overall reduction in precipitation levels will generate increased occurrences of drought days.

Increased extreme precipitation events have the potential to exacerbate already challenging coastal flooding problems. And, as a result of sea level rise, in the lower parts of the basins river levels are expected to increase. The projected sea level rise will also result in higher inundation risks for most urban areas along the coast, where the majority of the population lives, and in increased coastal erosion. By 2030 approximately 32% of the coastal areas will experience regular flooding and large amounts of arable lands will be lost due to inundation and increased salinity – all due to the effects of sea level rise.

Knowledge on climate change impacts and vulnerabilities in Albania results from work conducted as part of the First (2002), Second (2009) and Third National Communications (2016) to the UNFCCC. In addition, sector specific and regional studies and projects provide important information on climate modelling, impact analysis, vulnerabilities and potential adaptation measures in Albania. However, these studies and associated data collection processes remain fragmentary, limited and uncoordinated at the national level.

Moreover, dedicated actions for reducing vulnerabilities in Albania are still sporadic. To date, adaptation has occurred mainly *ad-hoc*, on a project basis, without cross-sectorial coordination. It has been limited in scale and scope, without linkages to national priorities. The NAP process will provide added value and assist in addressing these limitations.

For example, several studies have addressed adaptation to flood risks along the Drini and Mat river basins in Northern Albania. And, an Adaptation Fund project approved in March 2019 will address climate resilient transboundary flood risk management in the Drin River basin across Albania, the FYR Macedonia, and Montenegro (to be managed out of Albania, also a UNDP DIM project). However, there has been little attention to comprehensive watershed management at the country level that accounts for the growing renewable energy industry as well as road, urban, and other infrastructure planning. Between 2011 and 2016, 10 projects have been either completed or developed to address flooding and drainage in Albania (complete list is in the SNAP Assessment referenced below). However, the country lacks a comprehensive, multisector approach to addressing climate change vulnerability throughout the country. In addition to national investments in CCA, Albania has been part of regional programmes in Southeast Europe and the Balkans. However, these programmes have mainly focused on DRR and crossborder watershed management (such as in “Building Resilience to Disasters in the Western Balkans and Turkey” - IPA Multi beneficiary programme grant, 2012-2014), or infrastructure and ecosystems (such as in “Achieving Climate Resilient Infrastructure through Ecosystem Based Adaptation Approaches in the SEE Region” GEF and SCCF, under preparation as of 2016).

As an initial step for analysing the existing situation, the “Stocktaking for National Adaptation Planning (SNAP)”, an analytical tool developed by GIZ, was applied during a workshop on 19 February 2015. The SNAP process identified

considerable gaps between existing adaptation approaches and needs. In addition, CCA has gained recognition with the development of a National Adaptation Framework Document.

Despite existing barriers to effective CCA planning and project implementation, mainstreaming of CCA indicators and concepts has already been pursued for several climate sensitive sectors, such as agriculture, energy, tourism, and health. In 2017 the Ministry of Finance and Economy and Economy worked with GIZ to pilot integration of climate change adaptation measures into the Medium-Term Budget Process (MTBP) 2018-2020 as part of a pilot mainstreaming program.¹⁶ In addition, there is early integration of CCA indicators into the National Strategy for Development and Integration 2014-2020 (NSDI), but further integration of adaptation planning into policy and programming is needed. For example, the NSDI mentions CCA, but does not include a way to reassess climate vulnerabilities and to measure CCA progress during regular intervals. The NAP process, expanding on the NAP Framework Document, will build and strengthen the capacities of the central and local government to mainstream CCA in such development strategies, to promote sustainable management of natural resources threatened by CC, to catalyse climate investments, and to implement climate sensitive sector policies.

Existing efforts of mainstreaming build on existing budget planning and monitoring measures in Albania. However, there is room for further integration of CCA indicators as budgeting becomes more streamlined between sectors. In 2005, Albania introduced the Integrated Planning System (IPS), a broad framework of policy planning, budgeting and monitoring. The framework aims to ensure coherence, effectiveness and harmonization on strategic planning, public finance and policy monitoring. Specifically, the IPS ensures the coherence of the NSDI, the long-term sector and cross-sector strategies and the MTBP. The Government will, for future NSDIs, develop costed core sector strategies that fit within expenditure envelopes that would be allowed to grow at the rate of projected revenue growth.

In the MTBP, the strategies will be translated into sectoral ceilings and measures to ensure the relationship between priorities, as laid out in the sector strategies, and budget allocations will be considered. The NAP process will help advance mainstreaming of CCA priorities into planning and budgeting processes as these processes evolve.

To understand the capacity gaps related to CCA in Albania, a rapid capacity assessment was undertaken during April 19–21, 2017 as part of the stocktaking process for this proposal. The assessment, based on review of strategy documents, existing reports and individual interviews, identifies three skill and capacity levels – the individual, the organization and the enabling environment – for technical and functional capacities surrounding CCA. These capacity gaps are summarized in the table below:

Sector Specific (Technical)	Core Organizational Functions
Enabling Environment	
<ul style="list-style-type: none"> • There is a need to strengthen climate related monitoring systems for sectorial implementation activities • Limited awareness about climate change adaptation and linkages with existing programs and activities 	<ul style="list-style-type: none"> • Lack of cooperation on institutional and operational arrangements for the climate change adaptation • The existing administrative/technical capacity for reporting to the UNFCCC is insufficient • Level of understanding of sectorial based climate impacts and vulnerabilities
Organizational	
<ul style="list-style-type: none"> • Limited understanding of current capacities and climate change adaptation needs at sector and local levels and low awareness of adaption fundamentals • Insufficient data about sector specific climate impacts and their economic implications, including damage and loss analysis, especially at the local level • No available financing schemes for supporting integration of climate change adaptation measures into key economic sectors • Lack of gender disaggregated data relevant for initiation of gender sensitive climate change actions 	<ul style="list-style-type: none"> • Climate related participatory decision-making and stakeholder input processes for managers and decision makers are unclear • Limited cross-sectorial collaboration on climate adaptation and DRR programming at national and sub-national levels • Undefined role for climate related focal person in each sector • Lack of financial incentives for initiation of climate change adaptation activities, per sector, disaggregated per national and local level • Gaps in the collection and availability of climate and hydro-meteorological risk information
Individual	
<ul style="list-style-type: none"> • Limited of technical knowledge on climate implications 	<ul style="list-style-type: none"> • Deficit in the required trained personnel (numbers and expertise) to meet climate related and adaptation related challenges and functions

Within the context of these capacity gaps, most efforts to improve national policies and plans on climate change retain a specific sectorial emphasis, lacking multi-sectoral coordination mechanisms. Different ministries and agencies focus on different aspects of climate change without a formal structure to integrate climate change-related concerns into national development programs and policies. The various ministries and local governments have limited dedicated capacity to integrate adaptation into policies and strategies. In addition, planners and decision makers lack tools and frameworks that enable mainstreaming into existing national processes and systems. Overall, climate related monitoring and evaluation (M&E), for both adaptation and mitigation, is embryonic. Further hindering coordinated, scaled-up CCA activities are the limited digitization of climate risk data and limited domestic resources to finance adaptation actions.

Development Priorities, Planning and Policy Context:

In 2006 Albania established an Integrated Planning System (IPS) to combine policy, planning, and budgeting processes for national and sectoral strategies (high level policy making) within the framework of European Integration procedures. The National Strategy for Development and Integration (NSDI) is an integral component to the IPS. The first NSDI covered the period from 2007-2013 (NSDI I), and it has been revised to cover the period from 2014 - 2020 (NSDI II). NSDI II presents both the government's vision for national goals for the social and economic development of Albania, as well as sector specific plans for achieving this vision over the period.

In addition to the NSDI, the Government of Albania has implemented an Economic Reform Programme 2016-2018 to achieve macroeconomic and fiscal policy priority changes as well as structural reforms in order to strengthen the domestic economy, stimulate sustainable growth, and increase competitiveness. Both the NSDI and the Economic Reform Program are designed to help Albania's progress towards European Union integration and will inform the NAP process. Most of the sector strategies under the NSDI are in final draft and they have included acknowledgement of the impacts of climate change. However, the draft Energy and Tourism and the already supported Rural and Agriculture Development sector strategies to date do not account for specific CCA actions. This leaves room for the NAP process to further support these and other sectors in mainstreaming CCA into these NSDI strategies. A related study, the Environment cross-cutting strategy under the NSDI, fully integrates climate change

and highlights the lack of institutional and individual capacities to evaluate climate change impacts and need for adaptation action – particularly in coastal zones, where tourism is a large economic driver and urban and transportation infrastructure is especially at risk from climate impacts such as flooding. Much of the capacity building proposed below as part of the NAP process will help close this gap.

III. STRATEGY

This project will build efforts underway to digitize and improve collection and sharing of climate risk data. This work is coordinated both by the National Environmental Agency (NEA), under the Ministry of Tourism and Environment, and the Albania Institute of Geosciences, Energy, Water and Environment (IGEWE). The NEA is the national focal point for environmental monitoring, assessment and environmental reporting at national level. The Agency provides quality references and laboratory services on the quality of waters, air, lands, biodiversity and forests components. NEA is also the national institution charged with building and managing the National Environmental Information System and National Forest Inventory. Complementary to this effort, the IGEWE is the main source of meteorological, climatological and hydrological data (not including air and water quality). However, these two agencies' databases are not well coordinated (with each other or with socio-economic information from other ministries) and much of the IGEWE data from the last century only exists in paper form. Currently 227 automatic hydrometeorological stations measure climate data stored in hard copy. Only 10 years of meteorological data and 20 years of hydrological data have been digitized, with assistance from projects like the World Bank's South Eastern Europe Disaster Risk Mitigation and Adaptation Program, and that data that is digital has not been quality controlled or integrated into a homogenous, usable database. The hard copy archive is growing every day and the IGEWE lacks funds and capacity to digitize without outside support.

Currently, due to the existence of different data bases and the absence of tools or capacity with which to analyze the existing information, no data quality control, data homogenization and/or general statistics are created with any regularity.

This data digitization and integration will start to be addressed under the transboundary flood risk management in the Drin River basin Adaptation Fund project, approved in 2019, which will optimize the hydrometric monitoring networks within the Drin River basin in northern Albania and digitize relevant historical paper data for the basin. Also under this project, training to enhance the technical capacity and knowledge base for climate risk management and long-term adaptation planning within the national institutions responsible for hydrometeorological data and planning (the IGEWE in Albania) will be completed. However, though the capacity building efforts of this project are national, the digitization work is confined to a single basin and will not address the backlog of information digitization needed nationally.

Recognizing that reducing Albania's vulnerabilities to climate change requires greater investments in data management and capacity building, and greater integration of CCA and disaster risk reduction (DRR) into on-going development programs, the Government took strides to start to coordinate climate adaptation efforts at the national level. The Council of Ministers decision no. 155 dated 25th of April 2014 called for the establishment of an Inter-Ministerial Working Group on Climate Change (IMWGCC). This body led the finalization of the Third National Communication to the UNFCCC. This body is chaired by the Deputy Minister of Environment and includes representations from 12 ministries. This body has the mandate to draft policies related to climate change, promote institutional coordination across ministries, and contribute to UNFCCC processes on behalf of Albania. The role of the IMWGCC was further reinforced through the official launch of the NAP process by the Deputy Minister of Environment on 19 February 2015, and the IMWGCC will lead this effort.

The NAP is designed in Albania as a process facilitated by the Ministry of Tourism and Environment in cooperation with the IMWGCC. By building the evidence base for CCA, providing capacity building, and drafting a coordinated action plan (the NAP Strategy referenced in Outcome 2 below) for long-term CCA risk reduction and investment in

Albania, the NAP process will inform ongoing concurrent processes to support the country in establishing a constructive feedback loop between national, regional, and international decision-making on climate change.

An Integrated Gender-Sensitive Approach

Throughout the project, representing the needs of all genders as well as youth in long-term CCA planning, policy, and resource allocation will be a priority. The project will take an integrated approach to gender. This will mean not only striving for gender parity during project meetings, trainings, and workshops as well as on the membership of the IMWGCC, but also making sure that gender, including youth expertise (from appropriate ministries and civil society organizations such as the Ministry of Health and Social Protection) is present at key training events, workshops and appropriate consultations, and that the required analytical work is based on gender disaggregated data, as feasible. In addition, feedback on the NAP Strategy and associated implementation and communications strategies will be sought from gender experts, including from the Ministry of Health and Social Protection. All guidelines, budgeting and mainstreaming efforts, indicators for CCA tracking, and training materials will be developed with gender sensitive CCA planning in mind. In addition, a key deliverable of this project is a NAP Gender Action Plan, which will detail ways in which the long-term CCA planning for Albania will consider gender issues and leave no one behind.

Theory of Change

This project is designed to help the Government of Albania increase its capacity to address the country's climate change vulnerabilities. In order to accomplish this overall goal, the project's activities have been developed to address the barriers impeding iterative adaptation planning and implementation, identified during the stocktaking and the early NAP framework mapping exercises. Current barriers include the following (see table above for specific capacity gaps):

- Data on CCA is not collected in a coordinated manner, nor is it accessible and digestible for relevant ministries to make informed investments decisions. The monitoring of CCA efforts to understand long-term impacts is very limited.
- Government lacks a coordinated CCA planning approach that involves all relevant ministries; consequently, consistency amongst sectoral strategies and actions is limited. CCA work is often outsourced to external consultancies, resulting in a protracted lack of domestic capacity and fragmented efforts at the planning stage.
- Awareness of CCA is limited for technical staff in line ministries and others working on addressing climate change. Likewise, the technical capacity to design, fund, and manage CCA programs and projects at the national and local levels is lacking in all areas of government.
- Monitoring and evaluation protocols are not currently in place to track CCA projects and programmes at a national level. There is a need for coordinated, results based monitoring to understand overall progress not just at the project level.
- Current policies and budgets for energy development, agriculture, tourism, urban development, and transportation infrastructure do not acknowledge climate change risks or include CCA requirements as mainstream elements. In addition, CCA priorities are not reflected in Albania's NDCs.
- Funding available to devote to CCA is limited at the national level, and access to international climate finance necessitates mobilization of domestic resources. Private sector and other creative options for funding needed CCA have not been fully explored or integrated into project planning.

The theory of change underlying this proposal outlines how the proposed activities address these barriers to climate resilience in Albania. The change pathways below demonstrate how the project will support prioritization of investments in CCA, create lasting policies for CCA, and increase the availability of human and financial capacity for the formulation, prioritization, appraisal and implementation of priority actions identified in the National Adaptation Framework document and further refined through the activities of this initiative. Via the NAP process, Albania will lay the groundwork for systemic and iterative identification of medium and long-term climate risks, identification, assessment and prioritization of CCA priorities and implementation of measures that promote climate adaptive and

resilient growth in its key sectors. Moving away from the *ad-hoc*, project based approaches towards a more coherent and strategic approach to CCA, Albania will realize a long-term paradigm shift towards climate resilience in its national development planning. Though this NAP process will benefit all sectors of Albania's government, based on stakeholder consultations and the need for prioritization of resource allocation the priority sectors for CCA planning during this NAP process are the transport, urban development, agriculture, tourism, and energy sectors. In particular, the urban development sector is seen as a cross-cutting priority because urban-rural migration, urban supply chains, planning and growth development patterns, and demand for services in cities will impact the remaining priority sectors. In addition, the Third National Communication identifies coastal cities in Albania (most large cities are coastal) as at high risk of not only inundation from sea level rise, but also storm and flooding impacts.

The application of the change pathways implies that if CCA interventions (past and potential) are identified, assessed, prioritized, and costed in a consolidated manner (Outcome 2), while the evidence base for effective actions and the technical capacity in national institutions is simultaneously built up with long-term planning in mind (Outcome 1) and financial options for implementation are identified (Outcome 3), the barriers to planning for and programming climate adaptive "products" and actions will decrease within and across sectors. The result will be transformative, long-term CCA via catalysed investments in CCA activities and a general broadening of CCA activities across the country.

OUTCOMES	INPUT/ ACTIVITIES & SUB-OUTCOMES	BARRIERS
<p>Impact: Strengthened institutional and technical capacities to support integrated CCA planning, reducing climate change related risks throughout Albania</p>	<p>1. Institutional and capacity gaps assessed and addressed.</p> <p>Assumptions + Risks</p> <ul style="list-style-type: none"> - Political buy-in for CCA planning from IMWGCC and others necessary for the process. - Personnel have adequate base training to receive additional capacity development. - Adequate level of stakeholder participation in processes. <p>Maintaining funding/interest for capacity programs beyond scope of project.</p> <p>1.1.1 Strengthen the institutional role of the IMWGCC to enable it to better serve as the coordination mechanism for climate change.</p> <p>1.1.2 Review and strengthen the role and mandate of the IGEWE</p> <p>1.1.3 Sensitize other ministry employees, parliamentarians, parliamentary working groups and parliamentary caucuses on climate change and its implications in Albania, as well as its linkages to the NAP process and wider frameworks.</p> <p>1.2.1 Compile and synthesize available climate adaptation plans and climate-related risks and vulnerability assessments at sectoral, national and regional level.</p> <p>1.2.2 Compile and synthesize available socio-economic information at sectoral, national and sub-national levels for at least one priority sector. Assess gaps.</p> <p>1.2.3 Prepare an inventory of sectoral, territorial and international/regional adaptation projects, and of NGO driven adaptation activities to analyse lessons learned.</p> <p>1.2.4 Refine existing vulnerability and risk assessments for the priority sectors.</p> <p>1.2.5 Update climate change scenarios of relevance at sub-national levels</p> <p>1.3.1 Conduct through capacity assessment to identify gaps in national and subnational levels of awareness of climate adaptation and ability to complete and update vulnerability assessments, and formulate, prioritize, assess and implement climate adaptation projects.</p> <p>1.3.2 Assess need and begin process of digitizing climate information.</p> <p>1.3.3 Provide training to staff from MoTE and priority sector ministries on CCA indicators.</p> <p>1.3.4 Strengthen understanding of NAP goals and processes and CCA planning at subnational level</p> <p>1.3.5 Implement trainings for priority sectors, NEPA, MoTE, and MOF on climate-sensitive project formulation and management, climate finance, and gender mainstreaming</p> <p>1.4.1 Organize plan for regular annual stakeholder consultation workshops to raise awareness on threats and opportunities related to climate change.</p> <p>1.4.2 Develop on short-study programs and curriculum focused on climate related knowledge vulnerability assessments.</p> <p>1.4.3 Develop an instructor-led, on-site training program focused on climate impacts and vulnerability assessments.</p> <p>1.4.4 Develop an instructor-led, on-site training program focused on socio-economic valuation tools development.</p>	<p>Problem</p> <p>Climate change impacts threaten Albania's development, where technical capacity, coordination, political support, and funding for CCA planning fall short of needs.</p> <p>No consolidated government structure for CCA planning. Efforts are ad hoc, uncoordinated, and heavily reliant on external consultant expertise. Limited integration of CCA into existing policies and plans.</p> <p>Data on CC vulnerabilities is not accessible or digestible for line ministries and key users.</p> <p>Results-based monitoring and evaluation protocols for tracking and understanding CCA activities effectiveness are lacking.</p> <p>Limited integration of CCA into existing policies, plans, or budgets- at national, subnational, and sectoral level. Adaptation priorities not fully reflected within or reflective of NDC processes.</p> <p>Limited understanding of CCA across levels of government; low technical management capacity to address vulnerabilities.</p> <p>Coordination between sectors and local, regional, and national stakeholders for CCA planning is weak.</p> <p>Inadequate CCA budget appropriations to match needs. Limited integration of CCA into budgeting processes. Opportunities for private sector investment have not fully explored or incorporated into planning and budgeting.</p>
<p>2. NAP strategy action plan finalized and implementation plan in place.</p>	<p>Assumptions + Risks</p> <ul style="list-style-type: none"> - NAP Strategy able to be completed soon enough to then have subsequent implementation and communications progress. - Mainstreaming entry points available and political will exists for integrating CCA into policies. <p>2.1.1 Complete drafting of the NAP Strategy for Albania.</p> <p>2.1.2 Develop and implement a communications and stakeholder outreach plan.</p> <p>2.1.3 Develop a gender action plan for the NAP strategy.</p> <p>2.1.4 Develop knowledge management and outreach products on CCA to support long-term communications.</p> <p>2.1.5 Disseminate information of the NAP process.</p> <p>2.2.1 Train priority sector technical staff on climate sensitive budgeting and mainstreaming approaches.</p> <p>2.2.2 Develop and promote mainstreaming of climate related tools for gender sensitive adaptation mainstreaming.</p> <p>2.2.3 Develop guidelines and methodologies for infrastructure and housing related asset risk and vulnerability assessments.</p> <p>2.2.4 Review engineering standards for infrastructure assets.</p> <p>2.2.5 Training for subnational authorities on completion of evidence based risk and vulnerability assessment.</p> <p>2.2.6 Promote updated adaptation aspects of the Integrated Cross-Sectoral Coastal Plan.</p> <p>2.2.7 Training on integration of adaptation indicators and activities into development plans in up to 8 municipalities.</p> <p>2.2.8 Develop guidance note on integration of adaptation into the sector development plans.</p> <p>2.2.9 Promote integration of CCA into NSDI updates.</p> <p>2.3.1 Develop and implement plan for adaptation options identified as part of the NAP strategy.</p> <p>2.3.2 Consultations with selected municipalities to define local NAP implementation roadmaps.</p> <p>2.3.3 Develop public spending appraisal guidelines to assist key ministries and institutions to assess the impact of climate change on public investments at the national and local levels.</p> <p>2.3.4 Participate in regional or international learning and knowledge-sharing events to share NAP Strategy and process.</p>	<p>2.2 NAP strategy action plan formulated and accompanied by communication plans in place.</p> <p>2.2.1 CCA integration into existing planning and budgeting and cross-sector coordination promoted.</p> <p>2.3 NAP implementation plan developed.</p> <p>Limited integration of CCA into existing policies, plans, or budgets- at national, subnational, and sectoral level. Adaptation priorities not fully reflected within or reflective of NDC processes.</p> <p>Coordination between sectors and local, regional, and national stakeholders for CCA planning is weak.</p> <p>Inadequate CCA budget appropriations to match needs. Limited integration of CCA into budgeting processes. Opportunities for private sector investment have not fully explored or incorporated into planning and budgeting.</p>
<p>3. Financing strategy and monitoring and evaluation for CCA in medium to long-term established.</p>	<p>Assumptions + Risks</p> <ul style="list-style-type: none"> - Adequate funding options exist, and can be identified, for NAP priority CCA actions; - Progress sufficient to warrant NAP update at end of project period <p>3.1 Systems established to monitor NAP and adaptation progress</p> <p>3.1.1 Develop budget analysis tools for climate risks, and integrate into decision-making and budgetary allocation tools within priority sectors.</p> <p>3.1.2 Integrate screening tools for gender sensitive CCA investments into the budgeting life cycle under MOFE.</p> <p>3.1.5 Evaluate NAP process implementation progress.</p> <p>3.1.4 Review the existing environmental monitoring system and the MTR roadmap for climate change mitigation and identify overlaps and gaps.</p> <p>3.1.5 Develop gender-sensitive CCA indicators for inclusion in the environmental monitoring system.</p> <p>3.1.6 Develop methodology pages for the identified CCA indicators and test their application.</p> <p>3.1.7 Develop a proposed action plan for a NAP update.</p> <p>3.2 Options for securing and scaling up financing for adaptation identified and analyzed; financing plan developed</p> <p>3.2.1 Determine the long-term financial needs to support gender sensitive climate adaptation.</p> <p>3.2.2 Sensitize the MoTE and MoFE on available financing mechanisms.</p> <p>3.2.3 Support MoTE with identification, preparation, and review of project concepts for CCA investment.</p> <p>3.2.4 Identify private sector entities who may have an interest in financing climate adaptation programs.</p> <p>3.2.5 Detail potential and probable sources of finance for coasted CCA projects.</p> <p>3.2.6 Identify funding sources for the second NAP cycle and its implementation</p>	<p>3.1 Systems established to monitor NAP and adaptation progress</p> <p>3.2 Options for securing and scaling up financing for adaptation identified and analyzed; financing plan developed</p> <p>3.2.1 Determine the long-term financial needs to support gender sensitive climate adaptation.</p> <p>3.2.2 Sensitize the MoTE and MoFE on available financing mechanisms.</p> <p>3.2.3 Support MoTE with identification, preparation, and review of project concepts for CCA investment.</p> <p>3.2.4 Identify private sector entities who may have an interest in financing climate adaptation programs.</p> <p>3.2.5 Detail potential and probable sources of finance for coasted CCA projects.</p> <p>3.2.6 Identify funding sources for the second NAP cycle and its implementation</p> <p>Coordination between sectors and local, regional, and national stakeholders for CCA planning is weak.</p> <p>Inadequate CCA budget appropriations to match needs. Limited integration of CCA into budgeting processes. Opportunities for private sector investment have not fully explored or incorporated into planning and budgeting.</p>

IV. RESULTS AND PARTNERSHIPS

The proposed project builds on the NAP Framework document in order to advance Albania's planning for medium and long-term adaptation through the implementation of a National Adaptation Planning (NAP) process. The activities and associated deliverables will address the main barriers to the integration of climate change adaptation into national, sectorial and local government planning and budgeting, as identified during stakeholders' consultations, the NAP Framework Document and in the NAP Stocktaking Report. GCF resources will enable the Government of Albania to build and strengthen capacities for mainstreaming CCA, produce actionable climate risks and vulnerability assessments, and implement effective methods, tools and information systems to better inform decision-making on climate risks and catalyze and direct climate investments. It will also support the formulation of financing strategies and mechanisms for scaling up adaptation in the mid- to long-term.

The overall goal will be to reduce climate change related risks throughout Albania, through the strengthened institutional and technical capacities that will support integrated CCA planning in the long-term. All activities will be carried out utilizing an integrated gender-sensitive approach, as detailed under Section 2.3 above. Activities will be achieved through 3 outcomes and related sub-outcomes, as detailed below.

While much of the work will be concurrent, and a few activities reoccurring throughout the project duration (like the awareness, capacity building and monitoring activities), some will be necessarily sequenced and will build on each other. For instance, the identification and prioritization of adaptation actions (2.1.1), will be followed by costing and financing of these actions (3.2.1 and 3.2.5). In year 1, the work will be organized along two tracks. What could be called the institutional track, to strengthen the institutional/governance structure related to adaptation planning (1.1.1., 1.1.2) and the data and capacity track. In the latter, many of the activities (under much of outcome 1) will be preparatory in nature, focused on expanding the availability of socio-economic studies, vulnerability and risk assessments (1.2.1 to 1.2.5), while identifying and starting to address capacity gaps (1.3.1, 1.3.2, 1.3.5). Gaps will be addressed during year 2 as well, when the project will shift its focus on training technical staff in priority ministries (1.4.3. and 1.4.4.). During year 2, while continuing the work on strengthening capacities at various levels, the project will apply the analysis and data partly developed during year 1, through which intervention and investment options will be identified by sector and geographical location (2.1.1). Having identified and prioritized the appropriate adaptation options, year 3 will focus on the mainstreaming part of the work. Here, the country's adaptation strategy will be formulated and reviewed (2.1.1), along with the draft communication and outreach plan (2.1.2) and its implementation plan (2.3.1). Together, these plans make up the package of the National Adaptation Plan Strategy that will be considered for endorsement by the IMWGCC. In addition, climate change adaptation considerations will be integrated into the housing and engineering risk assessments and standards (2.2.3, 2.2.4), and into the coastal plan (2.2.6). Finally, while the work on M&E, budgeting and financing will be carried out concurrently to the other outcomes during the previous years, it is in year 4 that the project aims at finalizing the financing strategy based on a financial needs assessment (3.2.1) and a detailed financing plan for the adaptation initiatives/investments identified in the NAP strategy document (3.2.5). More details on the sequencing of activities can be found in the Gantt chart below.

This project will result in a variety of deliverables, as detailed below and in the Logical Framework. These include an improved hydrometeorological database, a NAP Strategy document, and curricula and tools to improve capacity for climate adaptation planning, budgeting, and mainstreaming. The assets and intellectual property procured to deliver said outputs, will ultimately be owned by the Government of Albania, and managed by UNDP during the course of the project, according to its rules and regulations. An important component of the project is ensuring that data, that may previously have been limited to paper files or to one office, can be digitized in the future and made accessible and sharable across line ministries, and made publicly available in accordance with national priorities and local regulations. For example, the IGEWE managed hydrometeorological database is currently mostly in paper form. Through this project the Government will put a plan in place for how this data will be digitized and made available to other ministries and the public and start to take on critical elements of this digitization process. In addition, public communications will represent a key component of the project that is expected to ensure that the NAP Strategy text and associated implementation plans are made publicly available.

The outcomes and activities detailed below will maintain coherence with international agreements that Albania is part of, including EU priorities, as well as existing national climate change planning priorities, such as the NDC. Specific activity outcomes, such as and the expected improvements in systematic, coordinated planning on climate change, will directly support Albania's IPA II targets and EU accession process, as referenced above. The process necessary for national government adoption of the NAP Strategy is lengthy and involves consultations with many ministries and the Council of Ministers. While the adoption will most likely occur outside this project's timeline, this project will aim to prepare for this process by striving to have the NAP Strategy reviewed and endorsed by the IMWGCC, the body that can recommend the NAP Strategy for adoption by the Council of Ministers.

Outcome 1: Institutional and capacity gaps assessed and addressed

This outcome will build on existing efforts already underway to advance CCA planning in Albania, such as past rapid stocktaking, the development of the National Adaptation Framework document, and the initiation of the IMWGCC. The outcome will take these efforts further to address weaknesses in CCA coordination mechanisms, cross-sectorial engagement, and limited and compartmentalized technical skills in regard to adaptation planning and climate change in general, enhancing preparation for long-term CCA planning and financing. It will also aim to develop a long-term approach to capacity development that addresses both institutional capacity needs and individual skill development.

Sub-outcome 1.1: Legal and institutional framework and mandate for CCA work at the national government level strengthened

Albania's NAP process is framed within the National Adaptation Framework Document and a multi-sectorial coordinating mechanism (the Inter-Ministerial Working Group on Climate Change, or IMWGCC) headed by high-level authorities. This anchors the NAP process within the overall national development framework and also provides an avenue for the NAP Strategy to be endorsed or eventually adopted by the national government, as the IMWGCC can directly endorse the document and recommend that it be adopted by the Council of Ministers and the Prime Minister. To strengthen implementation capacity, the activities related to this sub outcome will focus on strengthening the institutional role of the IMWGCC to enable it to better serve as the coordination mechanism for climate change. This will include refining the mission and mandate of this group and clarifying roles and responsibilities for the IMWGCC and the Ministry of Tourism and Environment as lead institutions in climate adaptation policy, planning, and implementation. In order to prioritize mainstreaming of gender considerations into future CCA efforts in Albania, this sub-outcome will focus on striving for balanced gender representation on the IMWGCC and gender-responsive oversight of climate adaptation planning and policy (via inclusion of specific gender expertise on the technical working group of the IMWGCC for adaptation and representation from ministries working with social and gender development on the IMWGCC).

In addition, this outcome will focus on strengthening the role and mandate of the Albania Institute of Geosciences, Energy, Water and Environment (IGEWE) as the central agency responsible for hydrometeorological climate data collection, processing and dissemination, to support Sub-outcome 1.2. This will include building the IGEWE's mandate to assess gender-disaggregated climate change vulnerabilities in different economic sectors/ systems and to support climate modeling and integrated evaluation of adaptation options; to date these activities are not part of their responsibilities. Gaps within the organization's funding and capacity needed to fulfill new mandate responsibilities will also be identified and addressed under Sub-outcomes 1.3 and 1.4, described below.

This outcome will also include efforts to establish a reporting framework by which all sectors will need to report regularly to the Ministry of Tourism and Environment and to the IMWGCC on the implementation of UNFCCC agreements and NAP activities with a formalized reporting format. The primary responsibility for this reporting will rest with the Ministry of Tourism and Environment (approval will rest with this agency). However they will operate in agreement with the IMWGCC. The benefits of participating in this reporting structure will be highlighted, and they include capacity development opportunities for participants as well as the opportunity for future GCF funding for sector initiatives. Finally, in order to lay a strong foundation for future NAP activity implementation, CCA mainstreaming, and gender-responsive adaptation planning this sub-outcome will include activities to sensitize other ministry officials, parliamentarians, parliamentary working groups and parliamentary caucuses on climate change and its implications for Albania (including gender-specific socio-economic concerns), as well as its linkages to wider frameworks, such as EU Integration, the Agenda 2030/SDGs and the Sendai Framework. This work will be completed in line with the Third National Communication to the UNFCCC, which contains a user guide on integrating climate change into national planning, including training guidelines and identification of gender focal points in line ministries.

Sub-outcome 1.2: Stocktaking on climate vulnerabilities, CCA opportunities and development needs upgraded and vulnerability analyses updated

As Albania moves towards adopting a more holistic approach to adaptation and towards its integration into medium- and long-term planning, it is crucial that it relies on a strong evidence base, including the best available gender-disaggregated climate and socio-economic information. A strong evidence base will strengthen appraisal of adaptation options, using methods such as multicriteria, economic assessment tools, and ensure that the lessons learnt and impacts of past and ongoing initiatives are integrated into the NAP process.

This outcome will establish a coordinated knowledge base for developing mid- and long-term CCA activities and will focus on compiling and synthesizing available climate risks and vulnerability assessments at sectorial, national and regional levels, assessing and filling gaps, analysing past and ongoing adaptation initiatives and identifying future adaptation options. This effort will include a review of available climate data, which serves as the basis for all climate-related initiatives. The data will provide an understanding of the

baseline situation, as well as the evidence base for future projections and justification for climate change adaptation interventions. A thorough review of the available information and existing climate adaptation goals within relevant ministries dealing with financing and budgeting, and the priority sectors of agriculture, transport, energy, tourism, and urban/municipal issues, is necessary as the existing data and analyses are incomplete. This effort will result in a report detailing available data and data gaps and identifying areas for deeper study as needed, according to the strategic priorities (priority sectors) of this NAP process. These reports will build on existing rapid stocktaking processes such as the SNAP process and Stocktaking Report, but will go deeper into the underlying data availability and strengthen the understanding of what exists. For at least one priority sector (to be determined during the project initiation), this expanded stocktaking will be the basis for further analysis of climate change's impacts to gender-disaggregated socio-economic indicators, resulting in a gender-disaggregated vulnerability analysis. In addition, regional climate change scenarios will be prepared, as well as an inventory of adaptation interventions that can be feasibly replicated in the country. All of these pre-existing and new stocktaking and vulnerability studies will help inform the capacity development under 1.3 below as well as the NAP strategy action plan prepared under Outcome 2.

These efforts can directly feed into the ongoing 4th National Communication process in Albania. UNDP is leading this process as well as the NAP process in Albania, so there will be a direct linkage and mutual benefit in strengthening CCA stocktaking efforts, ensuring coherence and complementarity between the two processes.

Sub-outcome 1.3: CCA-related capacity gaps addressed at national and subnational levels

Ensuring availability of capacity and technical skills to address the challenge of climate related analysis and interventions is a key component of ensuring that the NAP process is successful. The sub-outcome will focus on assessing and addressing short-term capacity needs (both technical knowledge gaps in existing personnel and expanding the limited number of personnel understanding CCA) to support not only capacity building at the ministry level in the national government, but also at the sub-national level through partners such as the Ministry of Infrastructure and Energy.

This effort will begin with a thorough capacity assessment. Some capacity gaps and significant technical skill needs have been identified in the Stocktaking Report, but more specific assessments need to be undertaken to ensure that locally-based knowledge and technical capacity are developed and mainstreamed into the existing institutional structures. This will inform capacity development and training activities under this sub-outcome (see below), but also later in the project (see Outcome 3).

Planned activities to address immediate capacity development needs (as identified in the stocktaking efforts already undertaken) include:

- In cooperation with and coordination with the Adaptation Fund transboundary flood risk management project in the Drini River basin, support the Institute of Geosciences, Energy, Water and Environment (IGEWE) with technical assistance to enable updates, digitalization of, and expanded access to the centralized national hydrometeorological database. Having access to historic and current climate risk information is key for all relevant sector technical personnel to be able to formulate a well-informed NAP document detailing mid- and long-term CCA activities. Currently, there is a national network of 227 hydrometeorological stations feeding data into a national database, however many of the records are paper based and data is not easily accessible to decision-makers within IGEWE or any other line agency. Under the scope of transboundary flood risk management in the Drin River basin Adaptation Fund project, personnel from IGEWE will be trained on database management, quality control, data analysis, and digitization skills and digitization will be performed for the data relevant to the Drini basin. Under this NAP project, the entirety of the need for digitization will be assessed and an action plan for digitizing the vast (nearly 100 year) volume of data backlogged on paper records will be developed. In addition, preliminary digitization work will begin for other areas besides the Drini basin (for a certain number of years to be determined by budgetary and time limitations) with the help of students from institutions such as the Polytechnic University of Tirana according to WMO methodology for data rescue. Additional resources for digitizing beyond the scope of this project to be considered as an activity for inclusion in the NAP funding strategy under Outcome 3.
- Implementing trainings for ministry technical staff in the Ministry of Tourism and Environment and priority sector ministries (Ministry of Infrastructure and Energy, Ministry of Agriculture and Rural Development, National Agency of Civil Protection) on the use of CCA indicators in existing environmental, agricultural, energy, urban development, and infrastructure monitoring systems already in place. This will help expand existing stocktaking efforts by identifying areas of climate risk in the priority sectors.
- Implementing trainings for technical staff in the Ministry of Tourism and Environment (as the lead agency for climate change policy in Albania and the NAP process) as well as the priority sector ministries (see above) and National Environment Agency (the lead institution for collection and processing of environmental quality information – see Section 2.2) and the Ministry of Finance and

Economy on climate-sensitive project formulation and management, climate finance mechanisms, gender mainstreaming in the context of climate change, as well as the NAP process and goals and connection with other processes such as the GCF Work Programme. This and the above activity should take place in the first few months of the project. Where appropriate, counterpart exchange programs with other countries undergoing, or having completed, similar capacity development as part of EU accession processes can be explored as part of this training to share lessons learned.

- Strengthening general understanding of NAP goals and processes as well as technical aspects of CCA planning within national and subnational entities of the priority sectors (such as the ministries above as well as the National Agency of Water Resources Management, Agency for Territory Planning, four recently established Regional Development Agencies, etc.). This will be accomplished by a set of separate workshops. Focus at this phase will be at both ministerial/national level, and at the subnational /municipal level.

While a more long-term understanding of CCA and capacity development for budgeting and other processes within the priority sectors will be enhanced through subsequent activities and the NAP communications and outreach plan (detailed in Sub-outcome 2.1 below), the goal of this sub-outcome will be to address immediate capacity gaps identified in 1.2 for monitoring and addressing CCA and developing a prioritized plan for mid- and long-term CCA in Albania as part of the NAP process. Because these are urgent needs, the knowledge gained will have immediate application in the work of those trained – both during the development of the NAP strategy (as detailed under Outcome 2, and also during ongoing NSDI review processes underway by the MOTE, among other tasks. This application of new skills will help ensure that learning is applied and maintained for the long-term. Additional longer-term capacity gaps and ongoing programs are also outlined below under 1.4 and 3.2.

Sub-outcome 1.4: Long-term CCA capacity development methodologies in place to ensure ongoing skills development and increased awareness of CCA

Building on the capacity building efforts of outcome 1.2, this seeks to institutionalize those CCA capacity building activities and ensure protracted improvements in Albania's ability to measure climate risk and plan and execute CCA activities. This sub-outcome's activities will build on the trainings completed in 1.3 above and will include implementation of a work-study program and development of two trainings of trainers programs that are focused on climate vulnerability assessment methodologies and socio-economic valuation tools (cost benefit analysis, damage loss, etc.).

Currently, the concept of education on climate change and sustainable development is relatively new in Albania. While there are several independent courses and programs at various national public and private universities related to climate change and energy, the focus on adaptation is limited. The IGEWE exists as a national research institution within the Polytechnic University of Tirana and often collaborates with researchers from this and other institutions. Ensuring that these researchers, budding students, IGEWE personnel, and other ministry staff have access to long-term learning resources to enhance skills in vulnerability assessment and data analysis for climate adaptation, the project will help build an ecosystem of knowledgeable CCA professionals in Albania. Through establishing a formal work study program with IGEWE focused on climate risk management (either at Polytechnic University or with other willing partner(s) to be determined during the project), this will allow IGEWE to engage with students who can help with data digitalization and other needed tasks, and also pass on training and experience that will provide a future workforce well equipped to address climate risk management. The activities under this sub-outcome do not seek to establish a full master's program, but rather establish a learning community for those interested in climate risk management through which resources can be shared. A master's program or other curricula could be identified as a need to be included in the NAP Implementation Strategy, and funded separately, outside this GCF-funded project.

The two training of trainers' curricula will be developed in cooperation with academic researchers who specialize in the field of vulnerability assessment, data analysis, development, etc. as well as personnel from other relevant institutions. The curricula will be tested by technical planners from different sectors at national and sub-national organizations, while ensuring complementarity with EU accession requirements for technical capacity in climate change adaptation. These curricula will be made available to ministries so that they can become part of the government's internal training programs.

Outcome 2: NAP Strategy action plan finalized and implementation plan in place

After the stocktaking reports and vulnerability studies under 1.2 are complete and capacity gaps have been identified and filled under 1.3 and 1.4, the second outcome will aim to finalize the first iteration of the NAP process in Albania seeking to advance the mainstreaming of CCA into relevant policies and budgets.

Sub-outcome 2.1: NAP Strategy action plan formulated and accompanying communications plan in place

Through this activity, the project will identify and appraise medium and long-term adaptation options and develop a fully-formed National Adaptation Plan Strategy document - a CCA action plan. This work will build on Outcome 1 and will feed into the country work program, currently under development with GCF funding. Adaptation options will be based both on existing projects and programs, and on the sectorial adaptation initiatives (as identified in 1.2). In addition, international examples and best practices will be considered to identify successful implementation experiences of adaptation options, for adoption in Albania. The main goal of this outcome is to identify a pipeline of strategic CCA interventions and investments and appraise their feasibility for medium and long-term implementation.

The process of developing the NAP Strategy will also develop a cross-sectorial evidence-based criteria and a systematic mechanism to prioritize adaptation targets and adaptation options in support of improved medium and long-term adaptation planning. This will catalyze CCA mainstreaming in the priority sectors because technical experts from these sectors will be tasked with bringing forward CCA ideas based on their own expertise to feed into this selection mechanism. The selection process itself will be a multi criteria analysis built on the precedent of the screening process developed for the Third National Communication, which included criteria such as partnership potential, timeliness, principle of additionality, financial costs, and “win-win” potential.²⁵ This multicriteria analysis will be conducted with the participation of priority sector technical experts from the central ministries through the IMWGCC.

In addition, this activity will support CCA mainstreaming efforts with a communication and outreach plan to sensitize policy makers and all stakeholders, including the general public and the private sector, on the importance of and the opportunities linked to adaptation, while also ensuring all perspectives are considered. This will ensure that advocacy of climate adaptation becomes a national priority. This plan will be developed as part of the NAP Strategy process and will include feedback from the IMWGCC and other technical line agency staff during the inception phase (via a survey as well as in person discussion). The communication plan and the related action plan for public awareness will be built on the basis of the successful structure of the communication plan developed for the project “Identification and implementation of adaptation response measures to Drini – Mati River Deltas” in 2012. Branding, key message development, and utilization of multiple communication channels will be key to the resulting communications campaign to sensitize the public about climate change adaptation.

Success of the NAP Strategy’s communications and outreach plan will be measured through:

- Stakeholders’ feedback, through surveys on impact of communication strategy,
- the number of people, entities and private actors actively engaging in project activities throughout the NAP process and during the NAP Strategy action plan implementation.

The communication plan will be adjusted as necessary as the NAP project progresses and the NAP Strategy is implemented, based on the approval of the project board.

The communication action plan will also be supported by a gender action plan. This is critical to ensure that climate risk reduction efforts reach, and include, all demographics and are built on the needs of both men and women. Such a gender action plan will be put into place with all members of the IMWGCC, including the Ministry of Health (mandated gender expertise in Albania). Through this process, all stakeholders involved in the NAP Strategy execution will have clear accountability for including women in CCA planning and activities moving forward. As part of the strategy development process, consideration will be given to the introduction of mandatory gender-sensitive requirements in the communication and awareness activities’ budget.

Sub-outcome 2.2: CCA integration into existing planning and budgeting and cross-sector coordination promoted

Under the oversight of the IMWGCC, this activity focuses on promoting integration of CCA into national and subnational development and sectorial plans and budgets through the development of tools, methodologies and guidelines. These will sensitize and assist sectorial technical planners in improving their capacity to comprehensively mainstream adaptive measures into policies and budgeting. The activities under this sub-outcome will center around identifying and implementing opportunities to mainstream gender sensitive CCA tools, methodologies, and trainings into relevant ministerial and local policies and governance practices, building on efforts already underway (such as the early application of climate lens to the NSDI implementation process in 2015 detailed as part of the NAP Roadmap process). Specific activities are outlined below in the logframe, but priority areas include working with ministries associated with the priority sectors of transport, urban development, agriculture, tourism, and energy on incorporating climate risk into planning protocols and policies and developing guidelines for climate sensitive development.

In addition, through the Ministry of Energy and Infrastructure and in cooperation with UNDP’s ongoing work with Albanian municipalities under the “Consolidation of Territorial and Administrative Reform” effort (see Baseline), the project will also help local

municipalities work towards incorporating CCA into up to 8 municipal development plans, including through taking steps to enable the development of evidence-based local level risk and vulnerability assessments. The project will also help local municipalities work towards incorporating DRR and long term CCA into up to 8 municipal development plans, including through taking steps to enable the development of evidence-based local level risk and vulnerability assessments that will inform the DRR strategy, civil emergency plan at local level. The number of 'up to 8 municipalities' has been chosen in order to maximize impact and firmly establish capacity building and communication lines on CCA between subnational and national entities, while maintaining a manageable cost and capacity requirement for this first round of the NAP process (with the intent to scale to other areas in the future). The 'up to 8 municipalities' will be selected during the project inception phase utilizing a multi criteria analysis approach and the consideration of all priority sectors, consultations with experts, and review of the vulnerability assessments already completed as part of 3rd National Communication. Similarly, the project will work with the Ministry of Finance and Economy and Economy to develop public spending appraisal guidelines to assist key ministries and institutions to assess the impact of climate change on public investments at the national and local levels.

Cross-sector coordination on this effort will be encouraged through the membership of the IMWGCC as well as the sharing of success stories and challenges between technical staff from many sectors during the trainings and workshops activities carried out under this initiative.

Sub-outcome 2.3: NAP implementation plan developed

This sub-outcome aims to take the identified CCA options set forth in the NAP Strategy drafting process in 2.1 and develop a corresponding implementation plan that includes prioritizing them based on their contributions to the strategic country development priorities and their related cost-benefit profiles and financial requirements. There will be one overall national implementation plan, supported by corresponding sub-national roadmaps for NAP implementation at the municipal level in the municipalities selected under 2.2. This sub-outcome will inform the GCF country work programme (CWP) Albania is currently developing as prioritized and assessed climate options might require GCF funding.

Once the NAP implementation plan is developed, the package of NAP Strategy, Communications Plan, and Implementation Plan will be together considered by the IMWGCC for endorsement, and recommendation of adoption to the Council of Ministers.

Outcome 3: Financing strategy and monitoring and evaluation for CCA in medium- to long-term established

In order to ensure the sustainability of ongoing CCA efforts in Albania, it is critical to set up systems that will not only identify priorities, action plans, and build ownership for CCA, but also those which will enable and attract investment for CCA.

Sub-outcome 3.1: Systems to monitor NAP process and adaptation progress established

The availability of up-to-date and quality data has a significant impact on the ability to make informed decisions and on management effectiveness for CCA. At present, there is no harmonized data collection and distribution platform on CCA. Overall, monitoring and evaluation (M&E) is limited, though improving. Specific, climate-focused M&E, for both adaptation and mitigation, is needed. This output will complement ongoing capacity building and M&E activities under existing projects and initiatives, with a focus on the development of gender-sensitive CCA indicators and integration of these into the national environmental monitoring system.

In addition to supporting the monitoring of CCA actions, this Sub-Outcome will develop Albania's capacity to track CCA budget needs and expenditures via developing and integrating gender-sensitive CCA budget screening tools into the existing Ministry of Finance and Economy and Economy's (MoFE) budget review processes. This effort will build on the 2017 MoFE/GIZ pilot integration of climate change adaptation measures into the Medium-Term Budget Process (MTBP) 2018-2020, which focused on four line ministries only (Agriculture, Interior, Urban Development, and Environment). This pilot resulted in the development of a guideline, issued by the Minister of Finance, that urged line ministries to identify climate adaptation measures as part of their MTBP preparation.²⁶ However, there has not been tracking of whether this was put into practice. The work proposed under this Sub-outcome will build on this guideline by creating specific CCA indicators and budget screening tools and expand the pilot effort beyond these four sectors.

This effort will mainly be the responsibility of the Directorate of Budget Management and the Directorate of Public Investment Management (which oversees monitoring and reporting as well as valuation of public projects) – both under the MoFE. In Albania's 2014-2020 Public Finance Management Strategy, gender-based budgeting is listed as a priority²⁷ to be taken up by all line ministries as they manage their finances and report their expenditures to the MoFE. Building on progress taken towards this goal, any gender-based CCA-specific budget screening indicators or tools developed with the MoFE under this project will be developed with the goal

of having them included in the next update of the Public Finance Management Strategy, planned for during this project period, in addition to future MTBP updates. In this way, the gender-sensitive CCA budget screening tools can be scaled for use within all line ministries in the future and be institutionalized.

The budget screening tools developed will be put to use via integrating them into the budgeting procedures already in place and under development at the MoFE and line ministries. The MoFE's present treasury information system, the Albanian Government Information System (AGFIS), is an IT-based platform that features automated budget execution, commitment management, cash management, accounting, and reporting and has been in place since 2010. Individual spending units at the line ministries perform similar functions under a complementary web portal to which they have direct access, with more limited system functionality. However, the MoFE is in the process of developing an ICT solution that will integrate both existing systems into one financial management system, as detailed in a 2017 World Bank Group "Public Expenditure and Financial Accountability Performance Assessment Report" for Albania.²⁸ With these existing and new systems in mind, budget screening tool design will need to be in close consultation with stakeholders at MoFE managing this update process.

This outcome will also set up a system that will allow the GoA to update the NAP Strategy (and therefore the CWP) over time, thus contributing to essential adaptation planning functions, as formulated in the NAP Framework Document, goals 9 and 10: "Facilitating and monitoring, review and updating of adaptation plans over time, to ensure progress and effectiveness of adaptation efforts and to demonstrate how gaps are being addressed" and "Coordinating reports and outreach on the NAP process to stakeholders nationally and internationally on progress to the Convention." Based on progress made under the first NAP cycle (this project: 2019 – 2022), this output will help develop a system necessary to update the NAP framework document with an accompanying action plan for the period 2023–2027.

Sub-outcome 3.2: Options for securing and scaling up financing for adaptation identified and analysed; financing plan in place

The NAP Strategy action plan developed under 2.1 will serve as an investment framework and as a means of attracting domestic and international funding from both public and private sources for adaptation activities. This sub-outcome focuses on appraising, costing, prioritizing and financing the adaptation options identified as part of that Strategy. This sub-outcome also helps identify financing sources and opportunities to enhance access to climate finance by national actors and local authorities and will therefore feed back into the GCF CWP.

The outcome will focus on determining the long-term financial needs to support gender sensitive adaptation in Albania. As part of this process, prioritized adaptation options identified during the NAP process and triangulated with the current adaptation related expenditures, will be reviewed and costed to determine the medium-term budget needs for adaptation. The Ministry of Tourism and Environment and the Ministry of Finance and Economy and Economy, as well as other pertinent stakeholders, will be trained on nationally and internationally available financing mechanisms. In addition, partnerships and cost-sharing will actively be pursued with the private sector, by actively identifying drivers of private investments in CCA and the necessary elements for de-risking them. This will help address the limited involvement of private entities in funding CCA initiatives in Albania (as detailed in the theory of change barrier analysis). The CCA funding strategy will be coordinated with the forthcoming GCF CWP as well as with regional investment efforts such as the EU integration process and the associated Berlin single sector project pipeline for infrastructure projects, through which co-financing and blended finance options may exist.

In order to sustainably finance CCA activities in the mid- to long-term, engagement with private sector entities (including SMEs, larger entities and corporations) is necessary. Under this Sub-outcome, an assessment of options for private sector financing (either private or private-public) for CCA in Albania will be performed, with a focus on the priority sectors. Building on similar assessments performed under sector-specific projects in the past (such as the World Bank's 2014 *Environmental Services Project* for Albania, which identified opportunities for payment for eco-system services), this will begin with a desk review to identify potential companies and value chain actors, followed by an assessment of the barriers and risks associated with their participation in CCA investments and identification of potential de-risking methods. This work will culminate in the identification of specific private sector CCA financing opportunities for those actions in the NAP strategy implementation plan developed under Outcome 2. In addition, the barriers and risks identified will inform future work to cultivate an enabling environment for private investments in climate change work in Albania under subsequent NAP cycles.

Based on the implementation plan of the NAP Strategy developed under 2.3, a funding strategy will be necessary to implement the planned activities. Once the long-term financial needs of these activities are identified, the project will support the Ministry of Tourism and Environment to identify, cost, prepare and review selected project concepts, in order to develop recommendations for targeted investment and financing approaches based on the pipeline of adaptation projects. An outcome deliverable will include at least one identified project concept for submission to the GCF as part of the GCF CWP support work.

Partnerships: The country's Fourth National Communication to the UNFCCC is currently in its early development stages via collaboration between the Government of Albania, the GEF and UNDP and is expected to be finalized in 2020. Close attention will be paid to ensure these processes complement and inform each other. In addition, UNEP is implementing the GCF Readiness Support Facility amounting to 300,000 USD. The proposed activities of this project cover "strengthening the institutional capacities of the NFP to effectively fulfil its roles and responsibilities related with the Fund, as well as developing, through a widely consulted multi-stakeholder engagement process, a country program including programming priorities, a clear prioritization of programme/ projects and a defined set of activities that will feed in the submission of a project proposal to the GCF." The initial phase will focus both on strengthening the National Designated Authority (Readiness Area 1) and developing a strategic framework for the engagement with the Fund, including the preparation of a Country Programme (Readiness Area 2). Both of these efforts will help inform the NAP process, and vice versa - especially Outcome 3 as detailed below.

The work of the above efforts and the NAP process also support improved congruency with the implementation of the Paris Agreement, the Sendai Framework and the Agenda 2030/SDGs. Albania has ratified the Paris Agreement and has directly integrated the Sustainable Development Goal indicators into the recent NSDI.19 However, to date Albania's NDCs do not include adaptation efforts. As such, the NAP is a mechanism through which adaptation can be included in the next NDC iteration, currently planned through EU assistance to start in late 2018 or beginning 2019.

The NAP process is influenced by Albania's status as an EU pre-accession country. Albania was granted the candidate status for the European Union and is progressing in transposing national legislation to the EU requirements. Therefore, the EU Strategy on Adaptation to Climate change, adopted by the European Commission in April 2013, will be considered as important reference framework within the whole NAP process. Of high relevance, in terms of programmed action and access to EU funds, is the EU Instrument for Pre-Accession Assistance (IPA II) Indicative Strategy Paper, adopted on 18 August 2014. The IPA II Strategy Paper specifies objectives, indicators and actions in a specific chapter on 'Environment and Climate Action' and establishes climate action as a cross-sector element that applies to most sectors in the Strategy Paper, notably transport, energy, agriculture, rural development and disaster management. In the 2016 Commission Staff Report on Albania's accession progress, gaps in "systematic, strategic planning on climate change" are noted. In order to advance in EU accession, Albania will need to ensure coherence with the EU 2030 Framework on Climate and Energy Policies, by not only advancing climate change policy, but also local capacity to administer climate change policies and programmes. Climate relevant expenditures will be tracked across the range of IPA II interventions in Albania, in line with the OECD-DAC's statistical markers on climate change mitigation and adaptation. This offers high potential for the overall implementation process of the Albanian NAP.

Under IPA, Albania is part of a regional climate change effort called the Environment and Climate Regional Accession Network (ECRAN) project. This supports preaccession countries with regional information exchange and experience/capacity development to enhance environmental protection and climate action policies and practices. This effort, financed with IPA funds from 2017, works directly with the Ministry of Tourism and Environment and will further support Albania's transition towards a low emission and climate resilient economy in collaboration with its regional neighbours. Under ECRAN there is a specific adaptation Working Group that promotes regional coordination in adaptation planning.

In conjunction with the EU pre-accession process, Albania is also part of the Western Balkan countries participating in the "Berlin Process," an effort to expand regional cooperation and sustainable economic growth in the region. Part of this effort allows for assistance in funding and preparing priority infrastructure projects, facilitated in a pipeline funded by the Western Balkans Investments Fund (WBIF). This opportunity should be considered as part of the financing strategy for CCA included in the NAP in conjunction with the work on the CWP to the GCF.

As detailed above, Albania has recently undergone a territorial reform process intended to strengthen municipal governments. Through the "Consolidation of Territorial and Administrative Reform" project, UNDP Albania is working to support this process via strengthening institutional and administrative capacities of local administrations across the 61 municipalities of Albania, increase the efficiency of local service delivery including quality, coverage, accessibility and inclusiveness for men and women, and enhance local democracy through fostering citizen oriented governance and participatory decision-making. This project is helping to advance national sustainable development priorities at the local level in all areas – including environment and climate change.

Risks and Assumptions: Potential risks to project implementation have been considered and steps are in place to mitigate any potential impacts. These risks are outlined in the table below.

<i>Key Risks</i>	<i>Level</i>	<i>Risk Mitigation Measures</i>
<i>Effective coordination between stakeholders (at national level and local level)</i>	<i>Low</i>	<i>In order to facilitate early and effective cross-sector coordination, the project has been designed in consultation with a diverse set of stakeholders from ministries that will be participating in project activities. In addition, the technical committee set up under the Inter-ministerial Working Group for Climate Change (IMWGCC) will help facilitate ongoing collaboration throughout the project and beyond its closure.</i>
<i>Government will not have funds to sustain the project after its closure</i>	<i>Medium</i>	<i>A financial plan will be developed as part of the project, detailing ways that proposed adaptation activities can be financed into the future. In addition, public-private partnerships and funding opportunities involving the private sector will be pursued to increase funding options and cost sharing opportunities, decreasing reliance on public funds and grants.</i>
<i>Lack of political will to carry out project activities</i>	<i>Low</i>	<i>This project is being pursued at the request and with full cooperation of the Government of Albania and is aligned with their development priorities and international commitments (such as the NDC). In addition, the IMWGCC, an established political body, will refine its mission and mandate to specifically define their role in leading and overseeing climate adaptation efforts. Reporting frameworks will be established to incent individual line ministries to participate in mid- to long-term climate adaptation planning under the guidance of the IMWGCC</i>
<i>Limited capacity within government offices to carry out project tasks</i>	<i>Low</i>	<i>Capacity building is one of the project's key goals. This effort will be based on a capacity assessment, ensuring that gaps necessary to carry out project activities will be filled at the priority ministries.</i>
<i>Delays to project outcome delivery</i>	<i>Medium</i>	<i>Certain activities in the project are sequential. If there are delays in procurement or delivery of one activity, this could have a cascading effect on overall project success. However, measures will be taken throughout the project to adjust activity schedules and compensate delays as necessary, in consultation with the Project Board and the GCF</i>

Stakeholder engagement: Since February 2015, the Ministry of Environment and the Inter-Ministerial Working Group on Climate Change, with the support of GIZ and UNDP, have been leading the development of the NAP process. As part of this process, through consultations with national stakeholders and a country-based stocktaking exercise, a framework document was developed. As part of the UNDP-led NAP GSP support mission, key stakeholders, including the Ministry of Tourism and Environment and the Inter-Ministerial Working Group on Climate Change were consulted and interviewed. During the development of this initiative, a preliminary concept note was formulated and validated by representatives of the key sectors (including energy, transport, urban development, agriculture, and tourism) and by the Ministry of Tourism and Environment.

As an integral part of the NAP process, a stakeholder communication and engagement plan will be formulated to ensure that a wide range of stakeholders will be consulted and engaged at all stages, from the launch of the NAP through its implementation and review. Stakeholders will represent government institutions, financial and technical partners, local civil society (such as Association of Albanian Municipalities), academia, the private sector, international and national non-governmental organizations (NGOs) including those that represent women and vulnerable groups (such as the Roma population). Potential NGO partners include members in the network of NGOs supported by the UNDP/OPS Small Grant Programme (SGP), and the members of four networks on air quality, nature protection, waste management and horizontal legislation supported by the European Union and Regional Environment Center ACHIEVE project.

Outreach and engagement activities will include sensitization, consultations and training workshops, and they will be tailored to reflect the needs of the stakeholders to successfully implement the activities undertaken. Gender and vulnerable group inclusion will also be a priority of the outreach strategies. In general, engagement activities will focus on increasing stakeholders' ownership and on increasing awareness and knowledge of the toll of climate adaptation in addressing climate change impacts to sustain long-term development. The role and involvement of the private sector will also be enhanced with targeted activities, under all outcomes.

Sustainability and Scaling Up: This project is focused on setting up the structures, capacities, and processes that will enable climate adaptation mainstreaming and the financing of adaptation interventions in the long-term. Capacity building efforts will employ a training-of-trainers approach and will be developed in coordination with national knowledge poles/academic institutions to be able to be conducted again after project closure. Such capacity development will enable institutions like the IGEWE to regularly analyse climate risk data and oversee updates of climate vulnerability assessments in the future (such as those mentioned under 1.2.4 below). Mandates for the relevant oversight and coordination bodies (e.g. IMWGC) will be strengthened to specifically detail their roles in climate adaptation planning well into the future. This will elevate and institutionalize political support for long-term climate adaptation planning.

Through detailing a financing strategy for the climate change adaptation actions/investments, the project will help ensure that the results of the NAP process extend beyond the four years of the project. Together, the financing strategy and implementation plan will function as a sustainability strategy for the climate adaptation actions identified as priority for the country. This financial strategy will be connected with complementary efforts such as the GCF country work programme that drive climate adaptation planning in the country.

By involving the IMWGCC from the outset of NAP Strategy development, the project will seek the endorsement of the document and supporting implementation, communications, and gender action plans. This will provide the foundation for eventual adoption of the NAP Strategy by the national government (Council of Ministers or Prime Minister), likely beyond the scope of this project. The mere development of the NAP Strategy and the NAP process will have far-reaching benefits as detailed above. As such, this project constitute a "no-regrets" strategy for Albania to advance adaptation action, and will provide key inputs into the 4th National Communication and other efforts.

Finally, the project has specifically budgeted resources to monitor and evaluate this project at regular intervals. The results of the monitoring activities will form a baseline for the roadmap/workplan needed for the next rounds of NAP activities reinforcing its iterative nature.

V. PROJECT RESULTS FRAMEWORK

As per section VII below, the Project Board will review and agree on the results framework and finalize the indicators, means of verification and monitoring plan during the inception workshop and in line with the GCF interim report format (Annex H)

OUTCOME/Sub-outcomes	BASELINE	TARGET	ACTIVITIES
1. Institutional and capacity gaps assessed and addressed			
1.1 Legal and institutional framework and mandate for CCA work at the national government level strengthened	Council of Ministers has given mandate for NAP creation; Inter-Ministerial Working Group on Climate Change established, but mandate for adaptation is not clear	Inter-Ministerial Working Group has increased participation and refined mission; parliament and other ministries sensitized on NAP process and CCA	<p>1.1.1. Strengthen the institutional role of the Inter-Ministerial Working Group on Climate Change (IMWGCC) to enable it to better serve as the coordination mechanism for climate change adaptation:</p> <p>a. Refine IMWGCC mission and mandate on adaptation related activities and articulate the governing processes and institutional arrangements for oversight and coordination.29 Currently the IMWGCC is adopted by the Decision of the Council of Ministers (No. 155 from 2014, but it will need to be restructured to fit within the structure of the new government under territorial reform (as detailed under Section 2.1 of this proposal).</p> <p>b. Clarify and define the roles and responsibilities of sectorial representatives and other stakeholders listed in mandate outlined under 1.1.1a (representatives from 12 different ministries). Promote gender balanced representation to help facilitate gender-sensitive CCA oversight and include specific gender expertise via representation from ministries working with social and gender development.</p> <p>c. Establish technical working group on adaptation under the IMWGCC to support overall activities of the group and ensure consistent, gender-responsive, technical review. Ensure that gender expertise is present in the technical working group membership.</p> <p>d. Establish a reporting framework by which all priority sectors (agriculture, tourism, urban development, transport, energy) will need to report regularly to the Ministry of Tourism and Environment (to be then shared with the IMWGCC) on implementation of UNFCCC agreements and progress on the NAP with a formalized reporting format and protocol.</p> <p>e. Establish a formal NAP updating and reporting cycle within IMWGCC (to support Outcome 3)</p> <p>Deliverables: First meeting of the technical working group for adaptation under the IMWG complete, with minutes/meeting report related to decisions made on the mandate of the IMWGCC and of the technical working group on adaptation (Y1/Q2); operations manual for IMWGCC with clear roles and responsibilities of membership, as related to adaptation, adopted (Y1/Q3); reporting framework for NAP priority sectors to report regularly to MoET (and, by association, IMWGCC) drafted and adopted by both MoET and IMWGCC (Y1/Q3).</p> <p>1.1.2. Review and strengthen the role and mandate of Albania Institute of Geosciences, Energy, Water and Environment (IGEWE) as the central agency responsible for gender-disaggregated climate related data collection (i.e. hydromet data), its maintenance and dissemination. Mandate to be expanded to include climate vulnerability assessment, climate modeling, and integrated evaluation of adaptation options. In addition, as a result of this process, a high-level gaps analysis of IGEWE, identifying additional resources necessary (personnel, capacity, funding, equipment, etc.) to</p>

<p>1.2 Stocktaking on climate vulnerabilities, CCA opportunities and development needs upgraded and vulnerability analyses updated</p>	<p>Data and reports not readily accessible; preliminary stocktaking of needed adaptation completed via SNAP program</p>	<p>More complete data in one location; gaps addressed and vulnerability assessments up to date</p>	<p>accomplish additional mandate responsibilities will be developed, to be included in the funding strategy under 3.2 below, and parts of which will be addressed under technical trainings under 1.4.</p> <p>Deliverables: Mandate for IGEWE strengthened to include climate change vulnerability assessment and climate modelling support, utilizing collected hydromet data (Y1/Q3). Gap analysis report (Y1/Q3).</p> <p>1.1.3. Sensitize other ministry employees, parliamentarians, parliamentary working groups and parliamentary caucuses on climate change and its implications in Albania (including socio-economic and gender-specific issues), as well as its linkages to the NAP process and wider frameworks, such as EU Integration Process, Agenda 2030/SDGs and the Sendai Framework.</p> <p>Deliverable: IMWGCC members meet with other ministry, parliamentarians, agencies and technical staff (as well as representatives from necessary civil society and women's organizations) to sensitize them on the goals of the NAP process (informal meetings/small presentations). Approximately 50 people will be reached through this activity -12 members of the Parliamentary Group of Productive Activities, 15 members of the Interministerial Committee on SDGs, and technical staff and leadership from each of the three priority sector ministries (detailed on page 14) and the Ministry of Finance and Economy for a total of 23 people (12+15+23=50). A statement from the parliamentarians on climate risk in Albania, as well as a workshop/meeting report will be delivered under this activity (completed by Y2/Q2).</p>
<p>1.2.1</p>	<p>Data and reports not readily accessible; preliminary stocktaking of needed adaptation completed via SNAP program</p>	<p>More complete data in one location; gaps addressed and vulnerability assessments up to date</p>	<p>1.2.1 Compile and synthesize available climate adaptation plans and climate-related risk data and vulnerability assessments at sectorial, national and regional level, starting with the results of the GIZ SNAP assessment. This will include reviewing existing IGEWE hydro-meteorological data and identifying any gaps (to inform 1.3.2 below), informed by the gap analysis underway under the Adaptation Fund transboundary Drini River basin project. Review existing stocktaking for opportunities for deeper assessment (as existing stocktaking was rapid in nature) to inform CCA prioritization. This review of stocktaking would be focused on assessing climate impacts on priority sectors first (agriculture, energy, transport, tourism and urban).</p> <p>Deliverable: Expanded stocktaking report organized by priority sectors; compiled existing CCA plans and vulnerability assessments (finalized by Y1/Q4). This will be utilized under Outcome 2 during preparation of the NAP Strategy.</p> <p>1.2.2. Compile and synthesize available socio-economic information at sectorial, national and sub-national levels (for all regions, gender-disaggregated as available) for at least one priority sector (to be determined during project initiation). Assess gaps with regards to information availability and existing processes in order to improve the ability to integrate climate and socio-economic modelling and more clearly identify the socio-economic risks of climate change. This analysis of climate change on socio-economic indicators will be completed for one priority sector, to be determined during the inception phase. For this analysis the team of national experts who completed similar analysis for the National Communication processes will be solicited through the competitive procurement process. As this</p>

<p>1.3 CCA-related capacity gaps addressed at national and subnational levels</p>	<p>Climate adaptation not well understood by all relevant national and subnational stakeholders; tools for monitoring and technical</p>	<p>Data gathering and analysis processes in place; ministries and subnational stakeholders trained in climate adaptation and</p>	<p>analysis is completed, lessons-learned and the methodology for analysis will be captured in a report that can facilitate scaling up of this effort to other sectors in the future.</p> <p>Deliverable: Climate and socio-economic data compiled and analysed for one priority sector, including socio-economic indicator modelling. Corresponding lessons-learned and methodology report (both to be completed by Y2/Q1).</p> <p>1.2.3. Prepare an inventory of sectorial, territorial and international/regional adaptation projects, and of NGO driven adaptation activities to analyse lessons learned and successful implementation of adaptation experiences in order to identify options that can be feasibly replicated and/or scaled up in Albania.</p> <p>Deliverable: Project inventory spreadsheet and feasibility justification, to be housed at Ministry of Tourism and Environment compiled (by Y1/Q4)</p> <p>1.2.4. Via the IGEWE, refine the existing vulnerability and risk assessments for the 5 priority sectors.</p> <p>Deliverable: Existing vulnerability and risk assessments for the priority sectors refined (including gender disaggregation of key data) via high level CCA impact analysis (complete by Y2/Q3).</p> <p>1.2.5. Update climate change scenarios of relevance at sub-national levels (for regions).</p> <p>Deliverable: Regional climate change scenario report compiled from existing sources (such as IPCC, National Communications, and other domestic climate risk data), updated, and made widely available via the Ministry of Tourism and Environment (by Y2/Q2).</p> <p>1.3.1 Via the IMWGCC, conduct a thorough capacity assessment to identify gaps in national and subnational levels of knowledge of climate adaptation and ability to complete and update vulnerability assessments, and formulate, prioritize, assess and implement climate adaptation projects (building on capacity assessment work completed as part of stocktaking for this proposal). The assessment will include desk review of TORs of specific personnel working on CCA and related sectoral projects in combination with face-to-face discussions/interviews. The activity will be informed by similar capacity assessment underway by the Adaptation Fund transboundary Drini River basin project (focused on certain sectors) and carried out in collaboration with local municipalities (up to 8) to determine local capacity.</p> <p>Deliverable: Capacity assessment report conducted, organized by priority sector, at national and subnational levels complete (by Y2/Q1).</p> <p>1.3.2. Assess the scope of need and begin the process of digitizing the backlog of climate information records (in coordination with the Adaptation Fund transboundary flood risk reduction in Drini basin project). Assessment work will be conducted by project consultants, and two half-day trainings will be conducted with IGEWE staff members as</p>
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	<p>analysis not endemic. Needed additional skills development to ensure successful NAP process.</p>	<p>vulnerability assessments</p>	<p>well as students (volunteers) from the Polytechnic University of Tirana or other interested partners on digitization methodology. Digitization work (for areas not in the Drini basin) will be ongoing for the remainder of the project overseen by IGEWE.</p> <p>Deliverable: Assessment of digitization scope of work and associated cost (Y1/Q2). Preliminary digitization of backlogged records not in the Drini basin (Y1/Q2-Y4/Q4)</p> <p>1.3.3. Provide training to staff from the Ministry of Tourism and Environment and priority sector ministries (Ministry of Infrastructure and Energy, Ministry of Agriculture and Rural Development, National Agency of Civil Protection) on the use of CCA indicators in the environmental, agricultural, energy, urban development, and infrastructure monitoring systems already in place.</p> <p>Deliverable: One-day workshop training held with priority sector ministries technical staff (approx. 100 people) on use of CCA indicators for monitoring and evaluation. This workshop will result in an action plan for utilizing this learning in existing monitoring systems for each sector. (Y2/Q2).</p> <p>1.3.4. Strengthen the general understanding of the NAP process and its goals as well as technical aspects of CCA planning, ability to analyse climate data, and gender-sensitive CCA awareness within subnational entities of the priority sectors (such as the National Agency of Water Resources Management, Agency for Territory Planning, etc.).</p> <p>Deliverable: Webinar or remote training series developed and conducted with subnational entities of priority sector agencies – approx. 200-300 people (over course of Y2/Q2-4).</p> <p>1.3.5. Implement trainings for technical staff in the Ministry of Tourism and Environment (as the lead agency for climate change policy in Albania and the NAP process), technical staff from the ministries responsible for priority sectors (see 1.3.3), the National Environment Protection Agency (the lead institution for collection and processing of climate change information) and the Ministry of Finance and Economy on climate-sensitive project formulation and management, climate finance mechanisms, gender mainstreaming in the context of climate change, as well as the NAP process and goals and connection with other processes such as the GCF Work Programme. This will take place in the second year of the project. As appropriate, include technical expert counterparts in the training process who are from other countries also undergoing CCA integration processes as part of their EU accession goals to promote learning exchange and best practices moving forward.</p> <p>Deliverable: Two-day training held with priority sectors' technical staff and National Environment Protection Agency, Ministry of Environment and Tourism, priority sector ministries, and Ministry of Finance and Economy on climate-sensitive project formulation and management skills and climate finance – approximately 100 people (Y2/Q3). As part of this training, each stakeholder group (ministry team) will identify specific roles and responsibilities during the NAP Strategy development process as well as opportunities for mainstreaming CCA into budgets and ministerial policies.</p>
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<p>1.4 Long-term CCA capacity development methodologies in place to ensure ongoing skills development and increased awareness of CCA</p>	<p>CCA is not well understood by technical ministry staff; capacity development trainings are static and not ongoing</p>	<p>Established climate adaptation learning opportunities and trainings that are annual or ongoing in nature and cross-sectoral</p>	<p>These responsibilities and opportunities will be compiled into a workshop report/action plan and distributed to all attendees.</p> <p>1.4.1 Organize plan for regular annual stakeholder (local, sectorial, national, private, public) thematic consultation workshops to raise awareness on threats and opportunities related to climate change and track NAP process/progress in particular.</p> <p>Deliverable: Plan set for annual one-day conference workshop for stakeholders to raise awareness on and track NAP progress – first one to be held in Y2/Q4 (and each year thereafter in Q4).</p> <p>1.4.2 In conjunction with IGEWE and academic institutions (Polytechnic University of Tirana, eg.), develop a work-study program focused on increasing the qualification of students for climate adaptation related knowledge in order to strengthen IGEWE's ability to recruit qualified staff and overall capacities. This will create a formalized learning community centered around advancing climate adaptation understanding in Albania.</p> <p>Deliverable: Work-study program in collaboration with university partners and IGEWE developed (work begun in Y2/Q1 with goal of operational program by Y3/Q4 and enrolled students by end of project)</p> <p>1.4.3 Develop an instructor-led, on-site training program focused on climate impacts and climate vulnerability assessments methodologies and approaches (for sectorial technical planners, as well as sectorial and university researchers) and implement training over the course of the project. The trainings will be arranged in collaboration with national competent institutions and/or universities. Curriculum from this training can also be incorporated into the work-study program as part of 1.4.2 above. Curriculum designed in collaboration with Ministry of Tourism and Environment, UNDP, and universities utilizing expertise from business schools and relevant Ministries. Utilize training of trainers' approach.</p> <p>Deliverables: On-site training program for vulnerability assessments developed (by Y2/Q3-4); Inaugural training-of-trainers on climate vulnerability assessment approaches held at each of the priority sectors with technical staff (completed by Y3/Q1).</p> <p>1.4.4 Develop an instructor-led on-site training program focused on socio-economic valuation tools (cost-benefit analysis, damage-loss, cost-effective etc.) for sectorial technical planners, as well as sectorial and university researchers to support quantification of the socioeconomic impact of climate change on the different sectors, and implement training over four years. Where possible, the trainings will be arranged in collaboration with national university researchers and/or other institutions. The curriculum will be shared to enable sectorial and institutional entities to integrate this knowledge into their own training programs and iteratively provide training and develop capacity on socio-economic assessments beyond the life of the project. This will be conducted in a training-of-trainers model to encourage future trainings within ministries or at the subnational level.</p> <p>Deliverables: On-site training curriculum for socio-economic valuation of CCA interventions and TOT methodological paper developed (by Y2/Q3-4); socio-economic valuation training-of-trainers held at Ministry of Finance and Economy and plans in place to conduct elsewhere – with infrastructure specialists, for example (by Y3/Q1).</p>
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2. NAP strategy action plan finalized and implementation plan in place

<p>2.1 NAP strategy action plan formulated and accompanying communications plan in place</p>	<p>NAP Strategy detailing mid-and long-term CCA action plan not completed</p>	<p>NAP Strategy action plan completed and endorsed by IMWGCC; adaptation priority interventions by sector and location identified for Albania.</p>	<p>2.1.1 Under the guidance of the IMWGCC, complete the drafting of the NAP Strategy for Albania, an action plan created as part of the NAP process which will include the following elements:</p> <p>a. Based on the sectorial and local adaptation plans gathered under sub-outcome 1.2, and on the NAP Framework Document, identify a pipeline of strategic adaptation interventions to be appraised for immediate and medium- and long-term implementation. Organize the pipeline by sector and location, prioritizing the interventions based on priority sectors corresponding stocktaking information and vulnerability analyses collected and updated in sub-outcome 1.2 above. Consult with sector expertise (from ministries and National Consultants with priority sector expertise) as necessary.</p> <p>Deliverable: Strategic adaptation intervention options identified and organized by sector and location (by Y2/Q4).</p> <p>b. Develop cross-sectorial evidence-based criteria and a systematic framework to prioritize adaptation targets and adaptation options in support of improved medium and long-term adaptation planning. Sector technical personnel will be consulted on criteria selection by the project team. This multi-criteria analysis will be conducted with the participation of priority sector technical experts from the central ministries through the IMWGCC. The analysis will result in a Strategy document or action plan that details prioritized CCA actions as well as the decision-making framework. See Section 3 above for further details on methodology.</p> <p>Deliverables: Cross-sectorial evidence-based criteria for prioritization framework identified; prioritization process in place and applied to adaptation options (by Y3/Q2). NAP strategy document drafted that details prioritized adaptation actions (by Y3/Q3). NAP document reviewed by IMWGCC, priority sectors (by Y3/Q4).</p> <p>2.1.2. Develop and implement a communications and stakeholder outreach plan to support medium- and long-term adaptation planning under the NAP Strategy. This is to sensitize policy makers, stakeholders (including key gender organizations), the general public and the private sector on the importance of adaptation and to ensure that advocacy on climate adaptation becomes a national priority. This plan will include timelines for outreach as well as plan for what media (radio, TV, newsletters, flyers etc.) to use in which situation. This plan will include messages and plan for sensitizing public and stakeholders about the NAP process, and CCA planning in the long-term. This plan will inform the development of knowledge products under 2.1.4 below and will build on the identification of private sector partners started under 3.2.4.</p> <p>Deliverables: NAP communications & stakeholder outreach plan finalized (by Y4/Q1).</p> <p>2.1.3. Develop a gender action plan for the NAP Strategy. This will be put into place with all members of the IMWGCC, including the Ministry of Health (mandated gender expertise in Albania). Through this process, all stakeholders</p>
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<p>2.2 CCA integration into existing planning and budgeting and cross-sector coordination promoted</p>	<p>CCA mentioned in few ministry policies on ad hoc basis; little integration into local planning documents</p>	<p>CCA promoted for integration into up to 8 municipal development plans as well as other sector plans and NSDI; key sector technical staff trained on CCA mainstreaming; CCA mainstreaming</p>	<p>involved in NAP Strategy action plan execution will have clear accountability for including marginalized groups, including women in CCA planning and activities moving forward. Deliverable: NAP gender action plan developed (by Y3/Q3).</p> <p>2.1.4. Develop knowledge management and outreach products on CCA to support long-term communications on CCA beyond the timeline of this NAP Process. Deliverable compilation of all communications materials created as part of the NAP Strategy's communications outreach plan under 2.1.2, to be housed at the Ministry of Tourism and Environment. In addition, a simple knowledge sharing platform will be developed that is utilized by the Ministry of Tourism and Environment, IG/EWE, and universities, among others.</p> <p>Deliverable: Knowledge management and sharing platform operational and outreach products for NAP sensitization developed (press releases, etc.) (by Y4/Q3).</p> <p>2.1.5. Disseminate information on the NAP Process, the NAP Strategy action plan, and their progress to regional and international partners and stakeholders.</p> <p>Deliverable: Outreach products on NAP process distributed via MET website and to regional, international partners and stakeholders (throughout Y4).</p>
<p>2.2.1. Train and build awareness of priority sector technical staff on climate-sensitive budgeting and potential mainstreaming approaches (such as how to incorporate climate risk reduction into current policies). In the initial phase, the focus will be on the Ministry of Tourism and Environment, the Ministry of Finance and Economy, and the ministries representing the priority sectors (previously listed) and will include gender experts from other ministries to provide their input on gender-sensitive CCA mainstreaming. Series of at least 3 collaborative workshop trainings with technical staff from these sectors to be held under project team supervision, in concert with delivery of guidelines/reference materials to key technical personnel involved in budgeting within each ministry. Include multiple sectors in each training to encourage cross-sector collaboration and learning.</p> <p>Deliverable: 3 training workshops held with priority sector technical staff on climate sensitive budgeting and mainstreaming approaches (throughout Y3). Assume approximately 50 participants in each workshop (=150). Through these workshops the project will deliver an action plan detailing mainstreaming opportunities and timeline, roles and responsibilities for taking on these opportunities (organized by sector). This will build on the workshop report developed under 1.3.5.</p>	<p>CCA mentioned in few ministry policies on ad hoc basis; little integration into local planning documents</p>	<p>CCA promoted for integration into up to 8 municipal development plans as well as other sector plans and NSDI; key sector technical staff trained on CCA mainstreaming; CCA mainstreaming</p>	<p>2.2.2. Develop and promote mainstreaming of climate related tools, methodologies, training and guidelines on gender sensitive adaptation mainstreaming and screening to assist sectorial technical planners and end users. These tools will include expanded training materials on adaptation planning and assessments; expanded training materials on gender mainstreaming in the context of climate change; and development of screening tools and methodologies for adaptation to support improved communication between sectoral policy and administration levels.</p>

<p>ming guidelines developed for infrastructure and housing sectors in particular</p>	<p>Deliverable: Guidelines and screening tools for gender sensitive CCA planning developed and delivered to personnel from all five priority sectors (by Y3/Q4).</p> <p>2.2.3. Together with the Ministry of Infrastructure and Energy, and the National Agency of Civil Protection, develop guidelines and methodologies for infrastructure and housing related asset risk and vulnerability assessments. While the focus for this activity is on the urban development sector, the energy, tourism, and transport priority sectors will also benefit.</p> <p>Deliverable: Guidelines for infrastructure and housing risk assessments developed (by Y3/Q4).</p> <p>2.2.4. Together with the Ministry of Infrastructure and Energy and National Agency of Civil Protection, undertake a review of engineering standards for infrastructure assets and update the existing standards for roads, bridges and related drainage infrastructure, including information on latest climate scenarios.</p> <p>Deliverable: Engineering standards updated based on climate scenarios (by Y4/Q2).</p> <p>2.2.5. Support the development of evidence-based local level risk and vulnerability assessments and, in cooperation with the National Agency of Civil Protection and general Directorate of Civil Emergencies, provide relevant training to local authorities. The scope of the work will be informed by the results of the assessment carried out under activity 1.3.1</p> <p>Deliverable: Training workshops on evidence-based risk and vulnerability assessments held in up to 8 municipalities (from Y3/Q3-Y4/Q1).</p> <p>2.2.6. Assess current adaptation measures and promote updating the adaptation aspects of the prior Ministry of Urban Development's (now incorporated into National Agency of Territory Planning) Integrated Cross-Sectorial Coastal Plan. The updated plan will also include capacity development plans for CCA, coastal vulnerability and risk assessment, the development of adaptation options, assessment of cost-benefit and financial requirements for implementation.</p> <p>Deliverable: Updated Integrated Cross-Sectorial Coastal Plan (by Y4/Q2).</p> <p>2.2.7. Promote the integration of adaptation indicators and activities into up to 8 municipal development plans in collaboration with National Agency of Civil Protection. The goal for integration is for development plans to include adaptation options, along with their related cost-benefit analysis and financial requirements for implementation/budgets. This activity will include training sessions on how to do this (one-day workshop in each municipality), with a resulting action plan for each municipality to inform the National Agency of Civil Protection as to how they plan to move forward with CCA integration.</p>
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<p>2.3 NAP implementation plan developed</p>	<p>Implementation plan for CCA interventions not articulated</p>	<p>Implementation plan for CCA interventions in mid- and long-term in place, including priorities and timeline</p>	<p>2.3.1. Through consultations with various stakeholders, including local level institutions at municipal level and gender experts, develop an implementation plan for the adaptation options identified as part of the NAP Strategy (from Activity 2.1.1) and prioritize them based on their contributions to the strategic country development priorities, including EU integration, and their related cost-benefit and financial requirements. Implementation plan to include costing of associated adaptation options and eventual budgeting for these options (under Sub-Outcome 3.3).</p> <p>Deliverable: NAP Strategy implementation plan drafted with CCA options prioritized and costed (Y3/Q3-4). Finalized NAP Strategy implementation plan, together with accompanying Strategy and Communications and Gender Action plans, presented to IMWGCC for endorsement.</p> <p>2.3.2. Consultations with selected municipalities to inform national NAP implementation plan (under 2.3.1) and help cities define local NAP implementation roadmaps at the municipal level. Consultations will be carried out by Climate Policy and Urban Development consultants on NAP development team with city representatives. The output of each consultation session will be a implementation roadmap document.</p>

			<p>Deliverable: One localization implementation roadmap developed in each municipality (up to 8) (by Y4/Q1).</p> <p>2.3.3. Develop public spending appraisal guidelines to assist key ministries and institutions to assess the impact of climate change on public investments at the national and local levels.</p> <p>Deliverable: Public spending appraisal guidelines for CCA developed and distributed (Y3/Q3-Y4/Q2). These will be distributed to relevant line ministry personnel as well as parliamentarians on relevant committees.</p> <p>2.3.4. Participate in regional or international learning and knowledge sharing events and other such fora, to share experience on the NAP Strategy and NAP process overall. Those personnel at Ministry of Tourism and Environment and on IMWGCC who are leading NAP process efforts can prepare presentations on NAP process to share with regional and other entities at COP or other conferences as determined through the communications and engagement plan developed under 2.1. This can be conducted in collaboration with the Ministry of Europe and Foreign Affairs</p> <p>Deliverable: Presentations on NAP process and progress developed (master slide deck and accompanying script and messages). Presentation delivered at COP and other conferences to international audience (throughout Y3 and Y4).</p>
<p>3. Financing strategy and monitoring and evaluation for CCA in medium- to long-term established</p>			
<p>3.1 Systems established to monitor NAP process and adaptation progress</p>	<p>No formal systems in place to monitor NAP progress and CCA over time; No budget analysis tools for CCA currently in use.</p>	<p>Indicators developed for NAP implementation progress and CCA tracking; Budget analysis tools for CCA in use; intervals determined for NAP up-dates;</p>	<p>3.1.1 Develop budget analysis tools for climate risks, and integrate into decision-making and budgetary allocation tools within priority sectors. This should be conducted in close coordination with 2.3.4 and 3.1.2.</p> <p>Deliverable: Budget screening tool developed and integrated into budgeting process at priority sector ministries (Y3/Q3 – Y4/Q2).</p> <p>3.1.2 Integrate screening tools for gender sensitive CCA investments into the budgeting life cycle under the Ministry of Finance and Economy and Economy, including into the Medium-term Budget Process and post-2020 Public Finance Management Strategy updates.</p> <p>Deliverable: Gender-specific CCA indicators developed, endorsed (Y3-Q3) and integrated into budgeting review and approval processes, at Ministry of Finance and Economy (Y4/Q1-4).</p> <p>3.1.3 At regular intervals identified under Outcome 2, evaluate NAP process implementation progress through evaluation of baseline and progress towards targets.</p> <p>Deliverable: First NAP implementation reports completed by Ministry of Environment and Tourism (Y2/Q4, Y3/Q4, Y4/Q4).</p>

<p>3.1.4 Review the existing environmental monitoring system and the MRV roadmap for climate change mitigation and identify overlaps and gaps to be addressed in the pursuit of a unified monitoring system that will also monitor climate adaptation.</p> <p>Deliverable: List of gaps and overlaps between MRV roadmap and environmental monitoring system developed. Opportunities for future single monitoring system identified (Y4/Q3).</p> <p>3.1.5 Develop gender-sensitive CCA indicators for inclusion in the environmental monitoring system.</p> <p>Deliverable: List of gender-sensitive CCA indicators developed for environmental monitoring system (Y4/Q3).</p> <p>3.1.6 Develop methodology pages for the identified CCA indicators and test their application as part of establishment of baseline information.</p> <p>Deliverable: Methodology pages developed for the indicators and circulated to relevant technical staff (Y4/Q4).</p> <p>3.1.7 Based on progress made under the first NAP cycle (2019 – 2022), develop a proposed action plan for the period 2021-2025 that could serve as a NAP update.</p> <p>Deliverable: Proposed action plan drafted for NAP update (Y4/Q4).</p> <p>3.2.1 Determine the long-term financial needs to support gender sensitive climate adaptation.</p> <p>a. As part of this process, assess funding needs based on basic costing for all CCA projects identified in 2.1.1 and prioritized in 2.3.1. Review the prioritized adaptation options identified in the NAP Framework document, the NAP Strategy implementation plan, and other documents identified in sub-outcome 2.2 above and review domestic data sources for climate finance flows to determine the medium-term budget needs for adaptation.</p> <p>Deliverable: Financial needs assessment based on costing information for all projects listed in the NAP completed (Y4/Q2).</p> <p>3.2.2 Sensitize the Ministry of Tourism and Environment and the Ministry of Finance and Economy and Economy, as well as related stakeholders (e.g. potential NIEs), on nationally and internationally available financing mechanisms via trainings and interaction with agencies accredited to GCF and GEF.</p> <p>Deliverable: One-day training developed and held for key personnel on climate finance options (assume approx. 100 people). Output will be a list of potential financing options for CCA in Albania, shared with and vetted by all attendees. (Y4/Q1).</p>	<p>Financial plan for NAP implementation and long-term CCA exists; Ministries of Environment and Tourism and Finance and Economy trained on climate</p>	<p>Financing strategy does not exist and options for CCA are slim and not well understood by ministry technical staff</p>	<p>3.2 Options for securing up financing for adaptation identified and analyzed; financing plan in place</p>
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<p>finance options; funding partnerships with private sector have been explored</p>	<p>3.2.3 Support the Ministry of Tourism and Environment with the identification, preparation and review of selected project concepts in order to develop recommendations for targeted investment and financing approaches based on the pipeline of adaptation projects identified (see above). This will be in concert with the UNEP-supported GCF Country Work Programme, led and developed by the GoA and the NDA.</p> <p>Deliverable: Prioritized funding list finalized with at least one project identified for GCF concept note development (Y4/Q3).</p> <p>3.2.4 Identify private sector entities who may have an interest in financing climate adaptation programs and options for their participation in funding activities under NAP Implementation Strategy. This will be conducted via the following steps:</p> <ul style="list-style-type: none"> • Sector and company identification and mapping via desk review/research to develop a list of the most viable private entities (both SME and large/multi-national entities) that may wish to engage in CCA, as well as any existing funding. • Barriers and Risk analysis with willing companies. This will have the goal of outlining barriers/risks and drivers of investment as well as potential de-risking mechanisms associated with investments in CCA with those companies most interested in CCA (interviews, meetings) to identified companies as well as additional supply chain mapping and discussion with financial institutions. Barriers and risks will be captured in a barrier analysis. • Identify opportunities for private investments and/or public-private partnerships to help fund concepts developed in the NAP strategy implementation plan. <p>Deliverable: Report including list of private sector entities with interest in CCA investment developed, associated barriers and drivers of investment/risk, and potential opportunities for private and private-public partnerships identified (Y3/Q1-Y4/Q2).</p> <p>3.2.5 Detail associated potential and probable sources of finance for costed CCA projects in 3.2.1, building on the work undertaken in the NAP Framework Document. Take stock and assess existing and potential financing options, both public and private (utilizing the results of 3.2.4), including outreach to the donor community and Berlin Project pipeline to explore possibility of co-financing the implementation of the prioritized adaptation options. To be completed in-line with the UNEP-supported GCF Country Work Programme, led and developed by the GoA and the NDA.</p> <p>Deliverable: Detailed funding plan for all CCA activities under the NAP developed (Y4/Q4).</p> <p>3.2.6 Identify funding sources for the second NAP cycle (2021–2025) and its implementation, including the financing for the adaptation options identified, prioritized and assessed in previous Activities.</p> <p>Deliverable: Updated financial options report (Y4/Q4).</p>
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VI. MONITORING AND EVALUATION (M&E) PLAN

The project results as outlined in the project results framework will be monitored and reported 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](#). The UNDP Country Office is responsible for ensuring full compliance with all UNDP project monitoring, quality assurance, risk management, and evaluation requirements. Additional M&E requirements will be undertaken in accordance with the [GCF initial approach to monitoring and evaluation policy and other relevant GCF policies](#).

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

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 personnel maintain a high level of transparency, responsibility and accountability in M&E and in reporting of project results. The Project Coordinator will inform the Project Board, the UNDP Country Office and the UNDP Regional Technical Advisor of any delays or difficulties encountered during implementation to ensure that appropriate support and corrective measures can be adopted.

The Project Coordinator will develop annual work plans to support the efficient implementation of the project. The Project Coordinator will ensure that the standard UNDP and GCF 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 Bi-Annual Project Report, and that the monitoring of risks 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 (GCF Delivery Partner): The UNDP CO, as the Implementing Partner for the project, is responsible for providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. Where activities are implemented by Responsible Parties (GCF Implementing Entities), the UNDP CO shall ensure that reporting by the Responsible Parties complies with the requirements of the legal agreements between UNDP CO and the Responsible Party (LOA/RP Agreement), as well as with the requirements set out in the second amended and restated FWA and the R&P Support Proposal. The UNDP CO will strive to ensure project-level M&E is undertaken effectively, and is aligned with national systems so that the data used by and generated by the project supports national systems.

UNDP Country Office:

UNDP Country Office: The UNDP Country Office will support the Project Manager 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 M&E activities including the Annual Project Report, the independent terminal evaluation. The UNDP Country Office will also ensure that the standard UNDP and GCF 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; 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 Bi-Annual Project Report and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. Annual Project Report quality assessment ratings) must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will support GCF staff (or their designate) during any missions undertaken in the country and support any ad-hoc checks or ex post evaluations that may be required by the GCF.

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

UNDP - Nature, Climate and Energy Unit (UNDP-NCE): Additional M&E and implementation oversight, quality assurance and troubleshooting support will be provided by the UNDP-NCE Regional Technical Advisor and the UNDP-NCE Directorate as needed.

Additional GCF 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, re-orient project stakeholders to the project strategy, discuss the roles and responsibilities of the project team and conflict resolution mechanisms and review the results framework. The Project Coordinator will prepare the inception workshop report no later than one month after the inception workshop. The inception workshop report will be cleared by the UNDP CO and the UNDP Regional Technical Adviser, and will be approved by the Project Board.

A project inception workshop will:

- 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;
- e) Identify how project M&E can support national monitoring of SDG indicators as relevant;
- f) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; the gender action plan; and other relevant strategies;
- g) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the annual audit; and
- h) Plan and schedule Project Board meetings and finalize the first year annual work plan.

The inception report will be cleared by the UNDP Country Office and the UNDP-NCE Regional Technical Adviser and approved by the Project Board.

GCF Readiness Support Interim/Bi-Annual Progress Report (due every six months): (due no later than 60 days following respectively 30 June (in relation to the period of 1 January to 30 June) and 31 December (in relation to the period from 1 July to 31 December) for each year of project implementation): The Project Manager, the UNDP Country Office, and the UNDP-NCE Regional Technical Advisor will provide objective input to the bi-annual project reports covering the 6 months in the calendar year for each year of project implementation. The Project Manager will ensure that the indicators included in the project results framework are monitored annually in advance so that progress can be included in the report.

The Bi-Annual Project Report will also be shared with the Project Board. The UNDP Country Office will coordinate the inputs of other stakeholders to the report as appropriate. The quality rating of the previous year's report will be used to inform the preparation of the subsequent report.

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

Final Independent Evaluation Report: A final independent evaluation report will be completed by 16 May 2024. The final evaluation will take place upon completion of all major project outputs and activities. The final evaluation process will begin at least three months before operational closure of the project allowing the evaluation mission to proceed while the project team is still in place, yet ensuring the project is close enough to completion for the evaluation team to reach conclusions on key aspects such as project sustainability.

The Project Coordinator will remain on contract until the final evaluation report and management response have been finalized. The terms of reference, the evaluation process and the final evaluation report will follow the standard templates and guidance prepared by the UNDP IEO available on the [UNDP Evaluation Resource Center](#). As noted in this guidance, the evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. Additional quality assurance support is available from the UNDP-NCE Directorate. The final evaluation report will be cleared by the UNDP Country Office and the UNDP-NCE Regional Technical Adviser and will be approved by the Project Board. The final evaluation report will be publicly available in English on the UNDP ERC.

The UNDP Country Office will include the planned project evaluations in the UNDP Country Office evaluation plan and will upload the evaluation reports in English and the corresponding management response to the UNDP Evaluation Resource Centre (ERC).

Final Project Completion Report: The project's final Bi-Annual Project Report along with the final independent evaluation report and corresponding management response will serve as the final project report package. The final project report package shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

Mandatory GCF M&E Requirements and M&E Budget:

GCF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ¹ (US\$)		Time frame
		GCF grant	Co-financing	
Inception Workshop	UNDP Country Office	USD 11,000		<i>At two months of project signature</i>
Inception Report	Project Coordinator	None	None	<i>Two months after project signature</i>
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Country Office	None	None	Quarterly, annually
Risk Management	Project Coordinator	None	None	Quarterly, annually

¹ Excluding project team staff time and UNDP staff time and travel expenses.

GCF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ¹ (US\$)		Time frame
		GCF grant	Co-financing	
	Country Office			
Monitoring of indicators in project results framework <i>(including hiring of external experts, project surveys, data analysis etc...)</i>	Project Coordinator	USD 40,000	-	Annually
GCF Bi-Annual Project Report	Project Coordinator and UNDP Country Office and UNDP-GEF Unit	None	None	Bi-Annually
DIM Audit as per UNDP audit policies	UNDP Country Office	12,000 USD	-	Annually or other frequency as per UNDP Audit policies
Lessons learned, case studies, and knowledge generation	Project Coordinator	USD 13,944	-	As described in the project activities and budget
Project Board meetings	Project Board UNDP Country Office Project Coordinator	None	-	At minimum annually
Supervision missions	UNDP Country Office	None ²	-	Two per year (as per agreed workplan)
Oversight missions	UNDP-GEF Unit	None ²	-	Troubleshooting as needed
GCF learning missions/site visits	UNDP Country Office and Project Coordinator and UNDP-GEF Unit	None	-	To be determined.
Final independent evaluation and management response	UNDP Country Office and Project team and UNDP-GEF Unit	21,000	-	At 4 th year of project implementation
Translation of evaluation reports into English	UNDP Country Office	USD 5000	-	As required. GCF will only accept reports in English.
TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		102,944 USD	-	

VII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

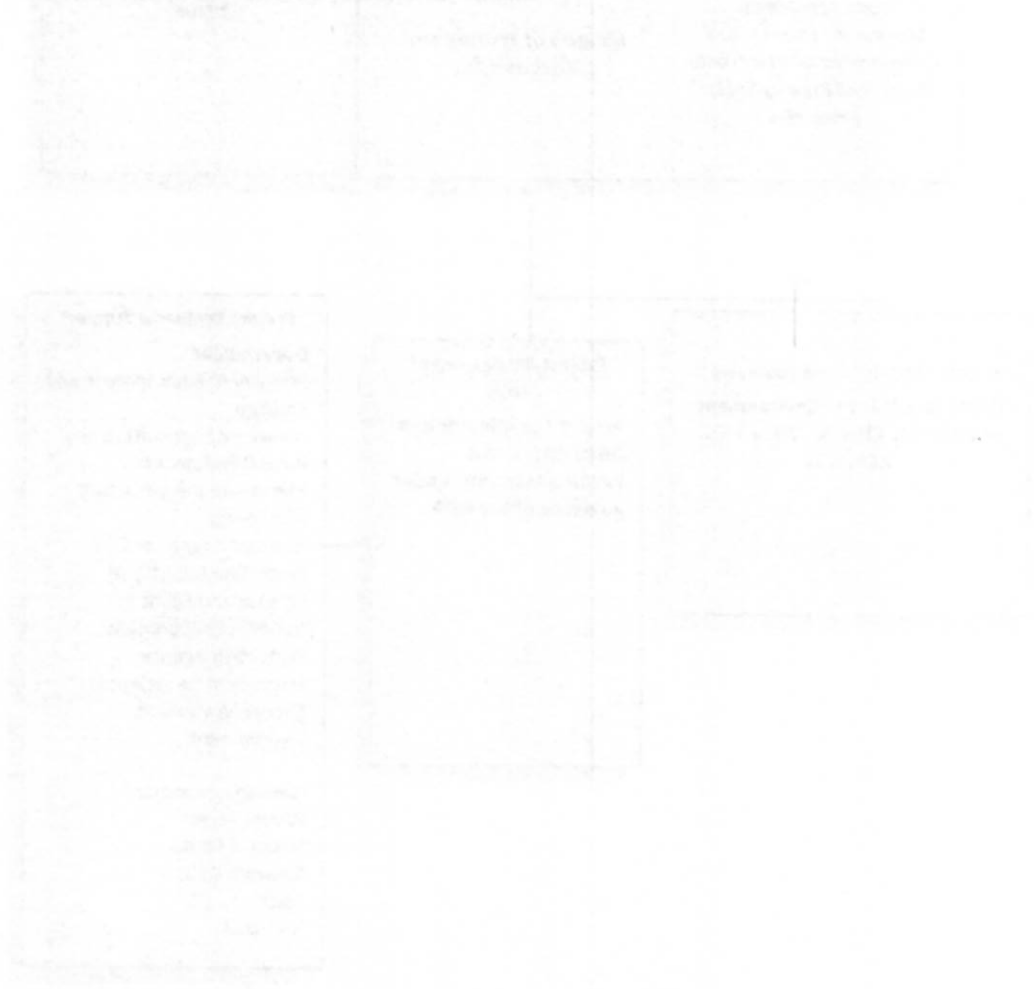
The project will be implemented following UNDP's Direct Implementation Modality (DIM), in accordance with the terms of conditions set forth in the Second Amended Readiness and Preparatory Support Grant Framework agreement between UNDP and the GCF.

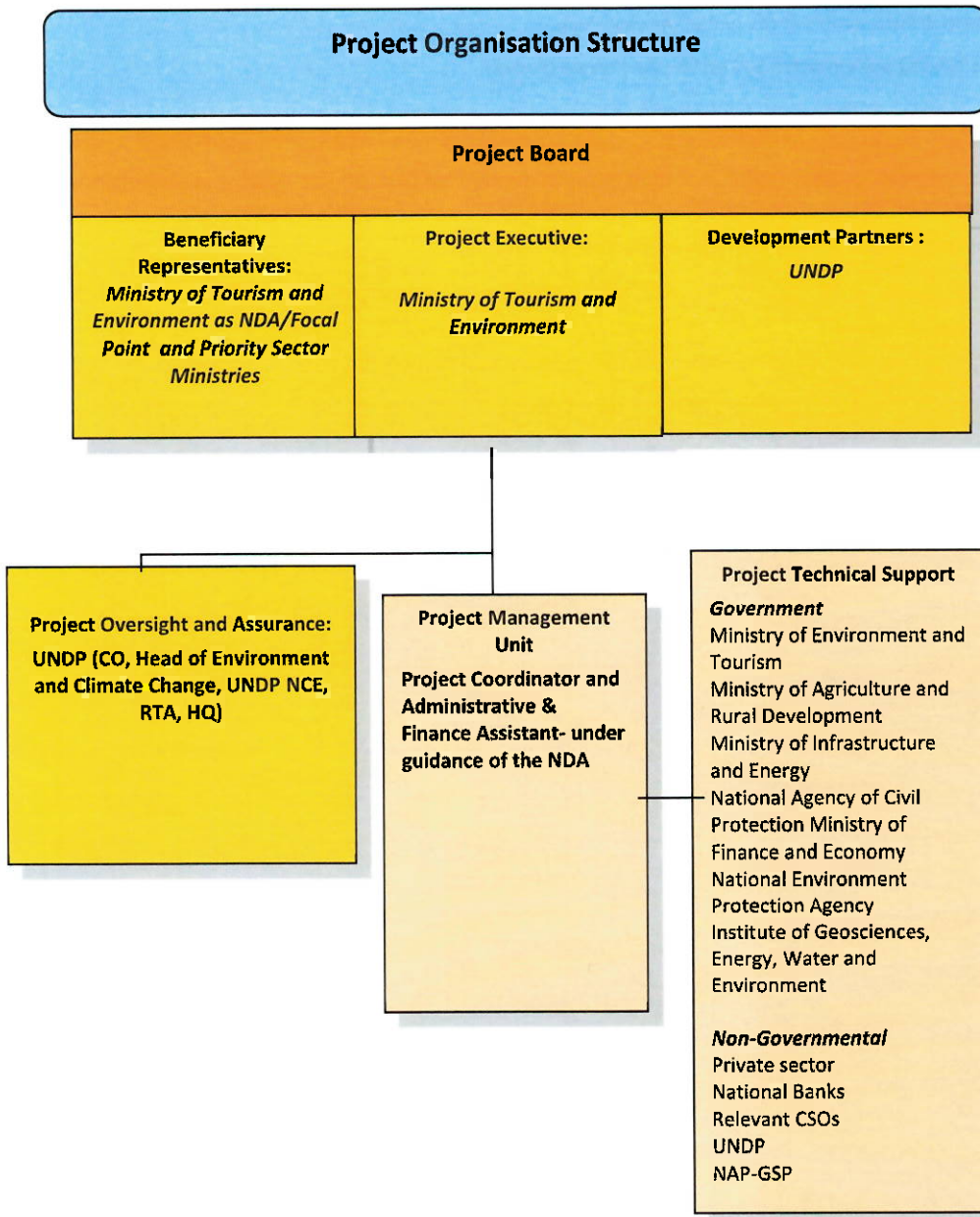
Implementing Partner: The Implementing Partner for this project is UNDP. UNDP, through the CO, is therefore responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources. UNDP is responsible for:

² The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GCF Agency Fee.

- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

The Project Management Unit will carry out project implementation, with the support of an Administrative and Finance Assistant. A strict firewall will be maintained between project UNDP oversight services funded by GCF DP Fee costs and execution services provided by personnel and implementation of the project costs and personnel funded by GCF project budget. The management arrangements for this project are summarized in the chart below:





Project Board: The Project Board will provide overall guidance and quality assurance for the project, ensure adherence to the DIM guidelines and ensure compliance with GCF and UNDP policies and procedures. The Project Board is responsible for making, by consensus, management decisions when guidance is required by the Project Manager. Project Board decisions will be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. This accountability only extends to the execution of approved activities and budget resources under the project (as approved by the NDA). The Project Board will meet at least once a year. Representatives of local governments and independent third parties, such as international or national NGOs, can attend the augmented Project Board meetings as observers.

In case consensus cannot be reached within the Board, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- Agree on project manager's tolerances as required;
- Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;
- Provide ad hoc direction and advice for exceptional situations when the project manager's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

The **Project Board** will include representation by the Ministry of Tourism and Environment and at least one member from the priority sector ministries of Infrastructure and Energy, Agriculture and Rural Development, and Interior.

The composition of the Project Board must include the following roles:

Project Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. This role can be held by a representative from the Government Cooperating Agency or UNDP. The project Executive is Ministry of Tourism and Environment.

The Project Executive is ultimately responsible for the project, supported by the Beneficiary Representatives and Development Partners. The project Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The project executive has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiaries and the development partner.

Specific Responsibilities: (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organisation structure and logical set of plans;
- Set tolerances in the AWP and other plans as required for the Project Manager;
- Monitor and control the progress of the project at a strategic level;
- Ensure that risks are being tracked and mitigated as effectively as possible;
- Brief relevant stakeholders about project progress;
- Organise and chair Project Board meetings.

Development Partner: The development partner is an individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The development partner's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The development partner role must have the authority to commit or acquire supplier resources required. If necessary, more than one person may be required for this role. Typically, the implementing partner, UNDP and/or donor(s) would be represented under this role. The development partner is: *UNDP for the project.*

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Make sure that progress towards the outputs remains consistent from the supplier perspective;
- Promote and maintain focus on the expected project output(s) from the point of view of supplier management;
- Ensure that the supplier resources required for the project are made available;
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts.

Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from

the perspective of project beneficiaries. The Senior Beneficiary role is held by a representative of the government or civil society. The Senior Beneficiary is: *Ministry of Tourism and Environment for the project.*

The Beneficiary Representative is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Beneficiary role monitors progress against targets and quality criteria. This role may require more than one person to cover all the beneficiary interests. For the sake of effectiveness, the role should not be split between too many people.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Prioritize and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Specification of the Beneficiary's needs is accurate, complete and unambiguous;
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target;
- Impact of potential changes is evaluated from the beneficiary point of view;
- Risks to the beneficiaries are frequently monitored.

A **Project Team** will be established and include the Project Coordinator, and the Project Administrative and Finance Assistant. The project team will run the project on a day-to-day basis. The Project Team will be recruited in accordance with UNDP's regulations to manage actual implementation of the project and will be based in Tirana. The Project Coordinator will be responsible for overall project coordination and implementation, consolidation of work plans and project papers, preparation of annual (and/or quarterly, if required) progress reports, reporting to the project supervisory bodies, and supervising the work of the project experts and other project personnel. The Project Coordinator will also closely coordinate project activities with relevant government institutions and hold regular consultations with other project stakeholders and partners. Under the direct supervision of the Project Coordinator, the Administrative and Finance Assistant will be responsible for administrative and financial issues and will get support from the existing UNDP Operations division in Albania.

Project Coordinator: The Project Coordinator has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Board. The Project Coordinator is responsible for day-to-day management and decision-making for the project. The Project Coordinator's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The Implementing Partner appoints the Project Coordinator, who should be different from the Implementing Partner's representative in the Project Board.

Specific responsibilities include:

- Provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the Project Board to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Plan the activities of the project and monitor progress against the project results framework and the approved annual workplan;
- Mobilize personnel, goods and services, training and micro-capital grants to initiative activities, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP;
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation;
- Prepare the annual workplan for the following year; and update the Atlas Project Management module if access is made available.
- Prepare the Bi-Annual Project Report and submit the final report to the Project Board;

- Based on the Bi-Annual Project Report and the Project Board review, prepare the AWP for the following year.
- Identify follow-on actions and submit them for consideration to the Project Board;
- Ensure the final evaluation process is undertaken as per the UNDP guidance, and submit the final evaluation report to the Project Board;

Project Technical Support from the Government will be provided by the Ministry of Tourism and Environment, where required. This is considered as in-kind contribution to the project implementation to be provided by the Government. Additional agencies, such as the priority sector ministries (Ministry of Infrastructure and Energy, Ministry of Agriculture and Rural Development, and National Agency of Civil Protection), Ministry of Finance and Economy, partner agencies (National Environment Protection Agency, Institute of Geosciences, Energy, Water and Environment), national banks, and central and regional municipal authorities will contribute personnel/staff and expertise to advise on technical aspects of the project, when required. In addition, they will participate in relevant expert, seminars, workshops or management meetings and/or provide meeting venues. The project will also benefit from input from private sector entities, especially during development of the financial strategy. In addition, the wide experience of UNDP, particularly in Eastern Europe, the Caucasus and Central Asia countries, and of NAP-GSP with its pools of experts (such as Climate Information and Science Experts, Climate Change/Environment Economists, Public Finance Specialists, Private Sector Experts, Climate Policy Specialists, etc.) will provide technical assistance when requested.

Changes to the Approved R&P Support Proposal: Any modification or proposed changes to the approved readiness proposal which could reasonably constitute a major change shall require prior approval of the GCF. Prior to a final Project Board decision to approve and effect such modifications or proposed changes, UNDP will inform the GCF in writing and seek the GCF's instructions on the necessary steps to effect such changes. Upon GCF approval, these changes would be signed by the Delivery Partner, the GCF and the NDA.

Project Extensions: The UNDP-GEF Executive Coordinator must approve all project extension requests. Note that all extensions incur costs and the GCF project budget cannot be increased. A single extension may be granted on an exceptional basis and only if the following conditions are met: one extension only for a project for a maximum of six months; the project management costs during the extension period must remain within the originally approved amount, and any increase in PMC costs will need to be covered by non-GCF resources; the UNDP Country Office oversight costs during the extension period must be covered by non-GCF resources.

Project Assurance: UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the delivery partner fee – involving UNDP staff in Country Offices and at regional and headquarters levels. Project Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Coordinator. This project oversight and quality assurance role is covered by the delivery partner fee provided by the GCF.

As a Delivery Partner to the GCF, UNDP delivers the following GCF-specific oversight and quality assurance services: (i) day to day project oversight supervision covering the start-up and implementation; (ii) oversight of project completion; and (iii) oversight of project reporting. A detailed list of the services is presented in the table below.

Function	Detailed description of activity	Typical GCF fee breakdown
Day-to-day oversight supervision	<ol style="list-style-type: none"> Project start-up: <ul style="list-style-type: none"> • In the case of readiness proposals, if needed assist the NDA and/or government partners prepare all the necessary documentation for approval of a readiness grant proposal • Prepare the Project Document with the government counterparts • Technical and financial clearance for the Project Document • Organize Local Project Appraisal Committee • Project document signature • Ensure quick project start and first disbursement • Hire project management unit staff • Coordinate/prepare the project inception workshop 	70%

Function	Detailed description of activity	Typical GCF fee breakdown
	<ul style="list-style-type: none"> • Oversee finalization of the project inception workshop report 2. Project implementation: • <u>Project Board</u>: Coordinate/prepare/attend annual Project Board Meetings • <u>Annual work plans</u>: Quality assurance of annual work plans prepared by the project team; issue UNDP annual work plan; strict monitoring of the implementation of the work plan and the project timetable according to the approved readiness proposal • <u>Prepare GCF/UNDP annual project report</u>: review input provided by Project Coordinator/team; provide specialized technical support and complete required sections • <u>Bi-Annual Portfolio Report (readiness)</u>: Prepare and review a Portfolio Report of all readiness activities done by UNDP in line with Clause 9.02 of the Readiness Framework Agreement. • <u>Procurement plan</u>: Monitor the implementation of the project procurement plan • <u>Supervision missions</u>: Participate in and support in-country GCF visits/learning mission/site visits; conduct annual supervision/oversight site missions • <u>Risk management and troubleshooting</u>: Ensure that risks are properly managed, and that the risk log in Atlas (UNDP financial management system) is regularly updated; Troubleshooting project missions from the regional technical advisors or management and programme support unit staff as and when necessary (i.e. high risk, slow performing projects) • <u>Project budget</u>: Provide quality assurance of project budget and financial transactions according to UNDP and GCF policies • <u>Performance management of staff</u>: where UNDP supervises or co-supervises project staff • <u>Corporate level policy functions</u>: Overall fiduciary and financial policies, accountability and oversight; Treasury Functions including banking information and arrangements and cash management; Travel services, asset management, and procurement policies and support; Management and oversight of the audit exercise for all GCF projects; Information Systems and Technology provision, maintenance and support; Legal advice and contracting/procurement support policy advice; Strategic Human Resources Management and related entitlement administration; Office of Audit and Investigations oversight/investigations into allegations of misconduct, corruption, wrongdoing and fraud; and social and environmental compliance unit and grievance mechanism. 	
Oversight of project completion	<ul style="list-style-type: none"> • Initiate, coordinate, finalize the Project Completion Report, Final Independent Evaluation Report and management response • Quality assurance of final evaluation report and management response • Independent Evaluation Office assessment of final evaluation reports; evaluation guidance and standard setting • Quality assurance of final cumulative budget implementation and reporting to the GCF • Return of any un-spent GCF resources to the GCF 	10%
Oversight of project reporting	<ul style="list-style-type: none"> • Technical review of project reports: quality assurance and technical inputs in relevant project reports • Quality assurance of the GCF annual project report • Preparation and certification of UNDP annual financial statements and donor reports • Prepare and submit fund specific financial reports 	20%
	TOTAL	100%

The project will be implemented through broad-based participation in the coordination mechanism and with extensive consultations at the national and local levels to avoid any social issues. A stakeholder engagement plan will be developed during project implementation.

Moreover, the project will build the capacities of decision-makers at different administrative levels to measure and evaluate the exposure of communities to climate-related risks and hazards for the integration of these risks into planning and budgeting. The project does not include the construction of any infrastructure and will focus on soft interventions, including capacity building activities, sensitization interventions and policy development support, with no impact on the environment.

These activities are expected to strengthen the understanding of the challenges and impacts climate change will have on the economy and the development of the country and therefore, incentivize the identification and development of adaptation initiatives, including projects, programs, policies and strategies. The need for extensive consultations and thorough studies and assessments will be highlighted and focused on avoiding any social and environmental negative impacts due to the inadequate and deficient selection of future adaptation interventions. Gender inclusiveness is also at the center of the NAP process as it highlights the need for gender mainstreaming in climate change adaptation planning and budgeting and recognizes that adaptation cannot be successful without the involvement of all Albanians, and women in particular. A focus on gender will be an integral part of the communication/engagement plan.

During the implementation process, gender concerns will be brought to the forefront by: (a) ensuring that relevant gender information, especially socio-economic information, is identified and collected; (b) the sensitization of official beneficiaries on the crucial role women are playing in the society and in the adaptation process and how essential it is to involve them in every aspect of this process; (c) the engagement of women decision-makers in the trainings, meetings, workshops, etc.; (d) mainstreaming gender sensitivity in project approaches by ensuring women participate in a meaningful way during climate change impact inventories and the identification of adaptation options, including at the local level; and (e) the prioritization, evaluation and selection of gender-sensitive initiatives and incorporating gender analysis into the project concepts that will inform the project pipeline for further implementation. The project will also develop training tools and undertake training on integrating gender through the use of gender disaggregated data and gender analysis tools in program formulation and monitoring, with the aim of enhancing the capacity of government official for planning, budgeting and implementation of adaptation with a gender sensitive approach.

This project will be directly aligned with the gender policy of the GCF that identifies six priority areas to implement its policy, namely: (a) Governance and institutional structure; (b) Operational guidelines; (c) Capacity building; (d) Outputs, outcomes, impacts and paradigm-shift objectives used for monitoring, reporting and evaluation; (e) Resource allocation and budgeting; and (f) Knowledge generation and communications. The project will address all six priorities through a range of adaptation topics, and place emphasis on addressing gender inequality along its implementation and operationalization.

To avoid any possible conflict of interest deriving from the Delivery Partner's role as an accredited entity, the prioritization of investments and projects in the context of this readiness grant will be made through a broad consultation process with relevant stakeholders, under the leadership of the NDA. The final validation of these priorities will be carried out by the country's mechanism of coordination and related institutional arrangements, with the participation of other government agencies, as well as representatives from civil society and private sector, to ensure that chosen priorities are fully aligned with national plans and strategies and adequately include inputs from consulted stakeholders.

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information: To accord proper acknowledgement to the GCF for providing grant funding, the GCF 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 GCF will also accord proper acknowledgement to the GCF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy³ and the relevant GCF policy.

Disclosure of information: Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy⁴ and the GCF Disclosure Policy.

VIII. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is 2,763,047.93. This is financed through a GCF grant. UNDP, as the GCF Delivery Partner, is responsible for the oversight and quality assurance of the execution of GCF resources.

GCF Disbursement schedule: GCF grant funds will be disbursed in accordance with the terms and conditions set out in the Second Amended and Restated Framework Readiness and Preparatory Support Grant Agreement. The Country Office will submit an annual work plan to the UNDP-NCE Unit and comply with the GCF milestones in order for the next tranche of project funds to be released. All efforts must be made to achieve 80% delivery annually.

Disbursement requests will be managed at portfolio level by UNDP-NCE MPSU in NY, as agreed in the Second Amended and Restated Framework Readiness and Preparatory Support Grant Agreement” between GCF and UNDP. Under Clause 4 of said Second Amended and Restated Framework Readiness and Preparatory Support Grant Agreement, the Delivery Partner shall be required, when submitting Requests for Disbursement, to provide confirmation or evidence that at least 70% of the aggregate amounts previously disbursed by GCF have been committed and/or expended for Eligible Expenditures.

Month	6 months	12 months	18 months	24 months	30 months	36 months	42 months	48 months
Amount in USD	70,000	308,188	408,188	406,098	460,535	500,000.93	400,038	210,000
Total Project Outcomes in USD	2,763,047.93							
DP Fee in USD	234,859.07							
Total Project Budget in USD	2,997,907							

UNDP Support Service Costs: UNDP will provide technical support services, according to UNDP policies on GCF funded projects. UNDP Support Services are over and above the project cycle management services, and its costs are those incurred by UNDP for the provision of services that are execution driven and can be traced in full to the delivery of project outcomes and activities. Eligible Support Services costs should not be charged as a flat percentage.

Technical support services will be reflected in the project budget at the output/activity level and should be charged to the budgetary Account codes: “61100-Salary Costs – NP Staff” and “61300-Salary & Post Adj Cst-IP Staff”.

UNDP Support Services costs charges shall not exceed the capped amount approved by the GCF. Any additional UNDP Support Service costs after GCF approval of the proposal needs to be submitted to the GCF Secretariat for re-approval.

Budget Revision and Tolerance: 20% of the total overall projected costs can be reallocated among outcomes. No changes are allowed in the PMC. Any budget reallocation involving a major change in the project’s scope, structure, design or objectives or any other change that substantially alters the purpose or benefit of the project requires the GCF’s prior written consent.

As 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 manager to expend up to the tolerance level beyond the approved project budget amount for the year without

requiring a revision from the Project Board (within the GCF requirements noted above). Should such deviation occur, the Project Manager and UNDP Country office will seek the approval of the UNDP-NCE Unit.

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

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on DIM implemented projects.

Refund to GCF: Unspent GCF resources must be returned to the GCF. Should a refund of unspent funds to the GCF 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.⁵ 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-Global Environmental Finance 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. This includes the final clearance of the Final Independent Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed.

Transfer or disposal of assets: In consultation with the Partners and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file⁶.

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) UNDP has closed the accounts for the project; c) UNDP has certified a final Combined Delivery Report (which serves as final budget revision).

The project is required to be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the UNDP CO 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-NCE Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

Refund to GCF: Unspent GCF resources must be returned to the GCF. Should a refund of unspent funds to the GCF be necessary, this will be managed directly by the UNDP-NCE Unit in New York.

⁵ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

⁶ See

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

IX. TOTAL BUDGET AND WORK PLAN

Atlas Proposal or Award ID:	00118891	Atlas Primary Output or Project ID:	00115513
Atlas Proposal or Award Title	Advancing Albania's planning for medium and long-term adaptation through the development of a National Adaptation Planning (NAP) process		
Atlas Business Unit	ALB10		
PIMS NO	6100		
Implementing Partner	UNDP		

GCF Readiness outcome/ Atlas Activity	Resp. Party	Donor Code/Name	ATLAS Budgetary Account Code	ATLAS Budget Description	Amount US\$ (Year 1)	Amount US\$ (Year 2)	Amount US\$ (Year 3)	Amount US\$ (Year 4)	Total Amount US\$	Budget note
Outcome 1: Institutional and capacity gaps assessed and addressed	UNDP	12526/GCF	71200	International Consultants	52,000.00	52,000.00	0	0	104,000.00	1
			71300	Local Consultants	62,500.00	62,500.00	35,000.00	25,000.00	185,000.00	2
			72100	Contractual Services-Companies	100,000.00	90,000.00	0	7,000.00	197,000.00	3
			71400	Contractual Services-Individuals	3,000.00	3,000.00	3,000.00	3,000.00	12,000.00	4
			71600	Travel	18,000.00	27,750.00	0	0	45,750.00	5
			74200	Audio Visual & Print Prod Costs	1,800.00	750.00	397.93	0	2,947.93	6
			75700	Training, Workshops and Conferences	30,500.00	26,000.00	10,000.00	5,000.00	71,500.00	7
			60000	Staff Costs	8,029.33	8,029.33	8,029.33	8,029.33	32,117.33	8
			74500	Miscellaneous	5,200.00	5,200.00	1,200.00	800.00	12,400.00	9
			Total Outcome 1				281,029.33	275,229.33	57,627.26	48,829.33
Outcome 2: NAP drafted and implementation plan in place	UNDP	12526/GCF	71200	International Consultants	0	65,000.00	120,250.00	39,000.00	224,250.00	10
			71300	Local Consultants	7,500.00	175,000.00	175,000.00	78,750.00	436,250.00	11

5	<p>Costs associated with prorated travel costs for international consultants. Assume approx. 15-20 missions of 10 days for ICs supporting IMWGCC and other ministries/institutions under Outcome 1. Costs are for US\$147/day per diem, assuming US\$800 average round trip flight costs. Where relevant, this line item will also account for in-country travel costs for contracted specialists associated with stakeholder engagement. However, in-country travel costs for national consultants and experts will be minimal under this outcome as most activities will be in Tirana.</p>
6	<p>Costs associated with the production and distribution of communication resources (newsletters, brochures, fact sheets, etc.), outreach, lessons learnt and best practice, as well as training knowledge modules</p>
7	<p>Costs associated with preparation and delivery of training and workshops, including material, venue and supplemental meeting needs. Assume: (i) series of 3-4 presentations with ~25 people for 1.1.1.3 (approx. \$1000 each) (ii) 2 half-day trainings for 15-20 people under 1.3.2 (approx. \$500 each) (iii) 1 one-day workshop for ~100 people under 1.3.3 (approx. \$5000) (iv) 1 two-day training for ~100 people under 1.3.5 (\$10,000) (v) 3 one-day meetings for ~100 people under 1.4.1 (\$5000 each). All of the above will cost a total of \$35,000 approximately. (vi) Additional costs of approx. \$36,500 will go towards on-site trainings under 1.4.3, 1.4.4 as well as work-study program development and web hosting costs or similar needs for webinar release under 1.3.4 and 1.4.2. Costs for implementing these programs are included under BN 5 above. Most funds will be spent in Y1 - Y2, but some costs (such as annual NAP conference under 1.4.1) will extend until Y4.</p>
8	<p>Staff costs. This includes 10% of time (approx. 26 days/year) for Senior Environmental Programme Officer (NOB level) and International Country Support Staff – Climate Change Specialist (P3 level/ approx. 26 days/year). Pro Forma rate for NOB in Albania is \$50,183/year and for P3 is \$190,702. Assume \$24,088 per year for four years, spread evenly across supporting all three outcomes with technical needs. These individuals will provide coordination with relevant stakeholders in country as well as substantive inputs under each outcome to develop linkages between NAP project outputs and the Fourth National Communication for Albania, the work on the Nationally Determined Contributions (NDC), and integration with the broader country portfolio of government, including other UN programmes and SDG-related initiatives.</p>
9	<p>Unforeseen programme cost, such as FX gain and loss, courier service etc., which is unrelated to implementation/service fee. Any use of contingency that falls outside the mentioned categories will be reported to and agreed by the GCF Secretariat in writing (email is sufficient) in advance with sufficient justifications</p>
10	<p>Pro rata costs of international technical assistance (345 days at \$650/day). Assume 1 Gender Expert (80 days), 1 Climate Policy Expert (45 days), 1 Lead Editor (30 days), 1 Stakeholder Engagement/Communications Expert (50 days), 1 Climate Finance and Budgeting Expert (80 days), 1 Monitoring and Evaluation Expert (40 days), 1 Civil Engineering Expert (20 days). These consultants will support the work on CCA mainstreaming and budget integration (Gender Expert, Climate Policy Expert, Climate Finance and Budgeting Expert, Monitoring and Evaluation Expert, Civil Engineering Expert), on the editing of the NAP strategy draft and implementation plan as well as development of stakeholder engagement and gender action plans (Climate Policy Expert, Gender Expert, Lead Editor, Assistant Editors, Stakeholder Engagement/Communications Expert, Climate Finance and Budgeting Expert).</p>
11	<p>Pro rata costs of national technical assistance (1745 days at \$250/day - on average). This will include national experts on CCA and related topics (water, energy, infrastructure, livelihoods, etc.) to serve as technical support for NAP drafting and implementation plan development. Assume 1 Gender Expert (200 days); 1 Livelihoods Specialist (95 days); 1 Agriculture Specialist (150 days), 1 Energy Specialist (150 days), 1 Sustainable Transportation Specialist (100 days), 1 Sustainable Tourism Expert (100 days), and 1 Urban Development Specialist (100 days); 1 Communications/Stakeholder Engagement Specialist (150 days); 1 Lead Author for the NAP Strategy (200 days); 1 Assistant Author (150 days); 1 Financial/Budgeting Expert (125 days); 1 Climate Policy Expert (125 days); and 1 Translator (100 days). These consultants will support CCA mainstreaming, evaluate CCA options for NAP and implementation plan, draft NAP strategy and implementation plan and gender and stakeholder engagement plans, support engagement and communications activities, and translate the NAP strategy and associated plans.</p>
12	<p>Costs associated with contractual appointment of one or more professional service firms / institutions to support evaluation of CCA options (market assessment, costing), development of the knowledge management and sharing platform (IT services firm), and perform outreach and training to local governments (local NGO or similar). Assume contract of \$90,000 for CCA options evaluation, \$100,000 for the set up of the knowledge sharing platform, and \$90,000 for the outreach and training to local governments. In addition, under this line, the project will carry out the terminal evaluation (split equally across the 3 outcomes: \$21,000/3 = \$7,000). The procurement process and associated market research will show the availability of potential contractors, however focus will be on nationally available expertise</p>
13	<p>Pro-rated costs of the project coordinator. Assume US \$2000 per month spread over the project. Project Coordinator cost is \$24,000/year (37.5% distributed across outcomes and 62.5% in PMC)</p>

14	<p>Costs associated with prorated travel costs for international consultants and project staff, and where relevant, in-country travel costs for contracted specialists associated with stakeholder engagement. Assume approx. 20 international consultant missions for a total of 5-10 days each over the course of NAP development and mainstreaming activities at a per diem cost of US\$147/day and average flight cost of US\$800. Additional budgeted funds (US\$ 4,100) will cover costs of domestic travel for same ICs, NCs, and project staff to visit 8 municipalities for at least one two-day mission to each city. These costs will include approx. \$20-30 for ground transportation in country plus per diem costs (variant) for small teams of 2-4 people.</p> <p>Costs associated with the production and distribution of communication resources (newsletters, brochures, fact sheets, etc.), outreach, lessons learnt and best practice, as well as training knowledge.</p>
15	
16	<p>Costs associated with preparation and delivery of trainings and workshops, including material production, venue and supplemental meeting needs. Assume: (i) 3 one-day training workshops with ~50 people each under 2.2.1 (\$5000 each) (ii) 8 one-day training workshops to be held in municipalities with ~20-50 people each under 2.2.7 (\$4000 each) (iii) several (~4) small trainings (20 participants) under 2.2.9 (~\$250 each) (iv) Additional meetings will be held on ad hoc basis to solicit feedback and train personnel on mainstreaming tools under 2.2 (\$ 7,000).</p>
17	<p>Unforeseen programme cost, such as FX gain and loss, courier service etc., which is unrelated to implementation/service fee. Any use of contingency that falls outside the mentioned categories will be reported to and agreed by the GCF Secretariat in writing (email is sufficient) in advance with sufficient justifications</p>
18	<p>Pro rata costs of international technical assistance (380 days at \$650/day). Assume 1 M&E Expert (100 days), 1 Climate Policy Expert (100 days), 1 Climate Finance and Budgeting Expert (100 days), 1 Private Sector Expert (80 days). These consultants will support and oversee development and use of M&E frameworks and mechanisms and compile, analyze, and prepare lessons learned for second NAP cycle preparation (including preparation of preliminary action plan). They will also support financial analysis, costing of CCA activities, budget planning and development of financing strategies (including private sector options analysis).</p>
19	<p>Pro rata costs of national technical assistance (1290 days at \$250/day - average). Assume 2 Capacity Development Specialists (100 days each), 1 M&E Expert (200 days), 1 Climate Adaptation Researcher (250 days), 1 Data Analyst (100 days), 1 Finance/Budgeting Expert (200 days), 1 Climate Policy Expert (200 days), 1 Private Sector Specialist (100 days), and 1 Translator (40 days). These consultants will support capacity development and training, development and use of M&E frameworks and mechanisms and compile, analyze, and prepare lessons learned and prepare for second NAP cycle action plan, as well as support budget planning, costing, and development of financing strategies, including translation services</p>
20	<p>Costs associated with contractual appointment of a professional service firm/institution to perform market assessment of private (and public, as necessary) CCA financing options, including risk analysis (\$125,000), and carry out the terminal evaluation (split equally across the 3 outcomes: \$21,000/3 = \$7,000) (noted in separate line in Procurement Plan). The procurement process and associated market research will show the availability of potential contractors, however focus will be on nationally available expertise.</p>
21	<p>Pro-rated costs of the project coordinator. Assume US \$2000 per month spread over the project (US\$96000 total - divided between BN 4, BN 12, BN 20, and BN 25 - 37.5% distributed across outcomes and 62.5% in PMC).</p>
22	<p>Costs associated with prorated travel costs for international consultants and project personnel, and where relevant, in-country travel costs for contracted specialists associated with stakeholder engagement. Assume 10 IC missions of 10 days each and 5 missions of 5 days each. Cost for airfare approx. \$800 and DSA is \$147/day. Additional \$2625 can account for in-country travel costs for national consultants or experts coming to Tirana as needed (~\$20-30 for ground transportation plus per diem).</p>
23	<p>Costs associated with the production and distribution of communication resources (newsletters, brochures, fact sheets, etc.), outreach, lessons learnt and best practice, as well as training knowledge modules.</p>
24	<p>Costs associated with preparation and delivery of trainings and workshops, including material production, advertising, venue and supplemental meeting needs. Assume at least one one-day workshop under 3.2.2 with approx 100 people in attendance (\$5000 each) to sensitize ministries and related stakeholders on nationally and internationally available financing mechanisms. Additional budgeted funds (\$ 4,600) can help finance ad-hoc meetings with private sector entities, delivery of bilateral trainings on budget screening tools and indicators, etc.</p>
25	<p>Unforeseen programme cost, such as FX gain and loss, courier service etc., which is unrelated to implementation/service fee. Any use of contingency that falls outside the mentioned categories will be reported to and agreed by the GCF Secretariat in writing (email is sufficient) in advance with sufficient justifications</p>

26	Project personnel to be recruited to support the management of the administrative needs of the project. Assume: (i) \$18,000/year for the Administrative and Finance Assistant (ii) \$24,000/year for the Project Coordinator (37.5% distributed across outcomes and 62.5% in PMC)
27	Project audit costs (USD 3,000/year). This budget will be utilized only if the GCF project receives an external audit conducted by a third-party auditor (excluding UN Board of Auditors), or otherwise reprogrammed towards the achievement of the approved activities, in consultation and agreement with the Project Board. The external audit firm will be hired competitively.
28	Travel for project personnel to reach project sites for project management, monitoring and implementation - both in Tirana region and outside. Costs for travel in country are detailed in budget notes above.
29	Acquisition of 2 laptops (\$2000 each), portable hard drives (\$200 approximately), printer and ink/toner (\$1500), and software licenses (\$4,300) to support project implementation.

X. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Albania and UNDP, signed on (17 June 1991). All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by UNDP (“Implementing Partner”) in accordance with its Financial Regulations and Rules, practices, procedures and financial governance to ensure best value for money, fairness, integrity, transparency, and effective international competition.

Any designations on maps or other references employed in this project document do not imply the expression of any opinion whatsoever on the part of UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

XI. RISK MANAGEMENT

UNDP (DIM)

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds]⁷ [UNDP funds received pursuant to the Project Document]⁸ 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/sc/committees/1267/aa_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
4. UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
5. In the implementation of the activities under this Project Document, UNDP as the Implementing Partner will handle any sexual exploitation and abuse (“SEA”) and sexual harassment (“SH”) allegations in accordance with its regulations, rules, policies and procedures.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

⁷ To be used where UNDP is the Implementing Partner

⁸ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner

7. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:

- a. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's, subcontractor's and sub-recipient's custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:
 - i. 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;
 - ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
- b. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.
- c. In the performance of the activities under this Project, UNDP as the Implementing Partner shall ensure, with respect to the activities of any of its responsible parties, sub-recipients and other entities engaged under the Project, either as contractors or subcontractors, their personnel and any individuals performing services for them, that those entities have in place adequate and proper procedures, processes and policies to prevent and/or address SEA and SH.
- d. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
- e. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
- f. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.
- g. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

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

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

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

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

XII. MANDATORY ANNEXES

The following documents are mandatory annexes and must be included as part of the final project document package. Links can be provided to these documents if they have been posted to the UNDP GEF PIMS and open.undp.org.

- A. GCF approved Readiness and Preparatory Support proposal for Adaptation Planning/NAP
- B. GCF approval letter
- C. Procurement Plan
- D. Terms of References for Project Board and Project Team/PMU
- E. Terms of reference for UNDP Staff
- F. UNDP Risk Log
- G. Additional agreements:
 - o UNDP Project Quality Assurance Report

ANNEX A: PROVIDED SEPARATELY

ANNEX B: GCF APPROVAL LETTER



**GREEN
CLIMATE
FUND**

Ms. Ornela Çuçi
Deputy Minister
Ministry of Tourism and Environment
Boulevard "Zhan D'Ark", No.23, Tirana
Republic of Albania

COUNTRY PROGRAMMING

Date : 4 November 2019
Reference : DCP/2019/508
Page : 1 of 1

Subject: Notification of Approval on Readiness and Preparatory Support Programme Proposal for the Green Climate Fund - [Grant Reference Number ALB-RS-002]

Dear Ms. Çuçi,

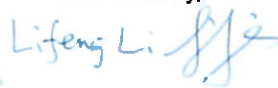
I am pleased to inform you that the Green Climate Fund (GCF) Secretariat has approved the Readiness Proposal for the Republic of Albania, initially submitted on 30 October 2017. This proposal is in accordance with the terms of the Framework Readiness and Preparatory Support Grant Agreement (Framework Agreement) between the Green Climate Fund and the United Nations Development Programme (UNDP), dated 2 September 2016, and amended and restated on 6 March 2018.

The above-mentioned proposal was approved on 24 October 2019 for the amount of USD 2,997,907 for advancing Albania's planning for medium and long-term adaptation through the development of a National Adaptation Planning (NAP) process. A copy of the proposal is attached for your reference (Approved Proposal).

Kindly note that as of the date of this Notification the Framework Agreement between the GCF and UNDP is being amended, and that the implementation of the readiness activities under this Approved Proposal will be subject to the execution and effectiveness of the amended Framework Agreement. Once the amendment to the Framework Agreement becomes effective, UNDP can submit a request for disbursement to the Secretariat to begin the implementation of the activities under the Approved Proposal.

Please contact us if you have any other questions about your approved proposal or next steps.

Yours sincerely,


for Mr. Pa Ousman Jarju
Director

ANNEX C: PROCUREMENT PLAN

ITEM	ITEM DESCRIPTION	ESTIMATED COST (US \$)	PROCUREMENT METHOD	THRESHOLDS <i>(Min-Max monetary value for which indicated procurement method must be used)</i>	ESTIMATED START DATE	PROJECTED CONTRACTING DATE
Goods and Non-Consulting Services						
Contractual services - companies	Hiring of a firm or firms to assist with filling gaps in CCA data and vulnerability analyses (see Budget Note 3)	125,000.00	Request for proposal	USD 5,000 to 149,999	Y1/Q3	Y1/Q1
Contractual services - companies	Hiring of a firm or firms to develop a capacity assessment (see Budget Note 3)	65,000.00	Request for proposal	USD 5,000 to 149,999	Y1/Q3	Y1/Q1
Audio Visual and Print Production Materials	Audio visual and print production costs throughout the period of the project. This includes primarily printing for document creation and outreach material (see Budget Notes 6, 15, and 23). Additional printing or A/V costs for trainings and workshops included in line item below. Assume 15 or more separate purchases of around USD 900 each or less.	13,947.93	Micro-purchasing	Below USD 5,000	Y1/Q1	Y1/Q1 – Y4-Q4
Training, Workshops and Conferences	Costs associated with renting facilities and hosting public meetings associated with capacity building and project coordination. Includes facility rental costs as well as printing of materials and any associated costs (see Budget Notes 7, 16, and 24 for details of number of days and participants). Assume each meeting day cost will not exceed \$5000.	136,100.00	Micro-purchasing	Below USD 5,000	Y1/Q1	Y1/Q1 – Y4/Q4
Contractual services - companies	Hiring of a firm or firms to develop of knowledge management portal under Outcome 2. See Budget Note 12.	100,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q1	Y1/Q3

Contractual services - companies	Hiring of a firm or firms to perform evaluation of CCA options, including costing and feasibility analysis, under Outcome 2. See Budget Note 12.	90,000.00	Request for proposal	USD 5,000 to 149,999	Y3/Q1	Y2/Q4
Contractual services - companies	Hiring of a firm or firms to perform outreach and training in 8 municipalities under Outcome 2. See Budget Note 12.	90,000.00	Request for proposal	USD 5,000 to 149,999	Y3/Q1	Y2/Q4
Contractual services - companies	Hiring of a firm to perform market assessment and evaluation of private and public CCA financing options, including risk analysis of private options, based on costing of CCA activities, per Outcome 3. See Budget Note 20.	125,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q1	Y2/Q3
IT Equipment	Various IT Equipment (Laptops, printer etc.) acquired throughout the length of the project. See Budget Note 29). Assume all purchases under USD 5,000.	10,000.00	Micro-purchasing	Below USD 5,000	Y1/Q1	Y1/Q1 – Y4/Q4
Professional Services for project audit	Hiring of a firm to perform project audit. See Budget Note 27.	12,000.00	Request for proposal	USD 5,000 to 149,999	Y1/Q3	Y1/Q4 – Y4/Q4
Contractual services - companies	Hiring of a firm to perform project terminal evaluation in Y4. See Budget Notes 3, 12 and 20.	21,000.00	Request for proposal	USD 5,000 to 149,999	Y3/Q3	Y4/Q3-Q4
Contractual Services - Individuals	Hiring of individuals to support project management. Assume two hires: Finance and Administrative Assistant (\$54,00 for project lifetime) and Project Coordinator (\$96,000 for project lifetime). See Budget Notes 4, 13, 21, 26.	150,000.00	Request for proposal	USD 5,000 to 149,999	Y1/Q1	Y1/Q1 – Y4-Q4
SUB-TOTAL (US \$)		938,047.93				
Consultancy Services						
International Consultant: Climate Policy Expert	International technical consultant to support Outcomes 1, 2, 3 with 185 days work total at \$650/day. See Budget Notes 1, 10, 18.	120,250.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
International Consultant: Gender Expert	International technical consultant to support Outcomes 1, 2 with 90 days work total at \$650/day. See Budget Notes 1, 10.	58,500.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
International Consultant: Climate Scientist	International technical consultant to support Outcome 1 with 90 days work total at \$650/day. See Budget Note 1.	58,500.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
International Consultant: Capacity Development/Facilitation Expert	International technical consultant to support Outcome 1 with 20 days work at \$650/day. See Budget Note 1.	13,000.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1

International Consultant: Lead Editor	International Technical Consultant to support Outcome 2 with 30 days work at \$650/day. See Budget Note 10.	19,500.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
International Consultant: Civil Engineering Expert	International Technical Consultant to support Outcome 2 with 20 days work at \$650/day. See Budget Note 10.	13,000.00	Request for proposal	USD 5,000 to 149,999	Y4/Q1	Y3/Q4
International Consultant: Stakeholder Engagement/Communications Expert.	International Technical Consultant to support Outcome 2 with 50 days work at \$650/day. See Budget Note 10.	32,500.00	Request for proposal	USD 5,000 to 149,999	Y2/Q1	Y1/Q3
International Consultant: Climate Finance and Budgeting Expert	International Technical Consultant to support Outcomes 2, 3 with 180 days work at \$650/day. See Budget Notes 10, 18.	117,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q1	Y1/Q3
International Consultant: Monitoring and Evaluation Expert	International Technical Consultant to support Outcomes 2, 3 with 140 days work at \$650/day. See Budget Notes 10, 18.	91,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q1	Y1/Q3
International Consultant: Private Sector Expert	International Technical Consultant to support Outcome 3 with 80 days work at \$650/day. See Budget Note 18.	52,000.00	Request for proposal	USD 5,000 to 149,999	Y3/Q1	Y2/Q4
National Consultant: Climate Policy Expert	National Technical Consultant to support Outcomes 1, 2, 3 with 375 days of work at \$250/day. See Budget Notes 2, 11, 19.	93,750.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
National Consultant: Climate Adaptation Researcher	National Technical Consultant to support Outcomes 1, 3 with 400 days of work at \$250/day. See Budget Notes 2, 19.	100,000.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
National Consultant: Data Analyst	National Technical Consultant to support Outcomes 1, 3 with 300 days of work at \$250/day. See Budget Notes 2, 19.	75,000.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
National Consultant: Capacity Development Specialist 1	National Technical Consultant to support Outcomes 1, 3 with 250 days of work at \$250/day. See Budget Notes 2, 19.	62,500.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
National Consultant: Capacity Development Specialist 2	National Technical Consultant to support Outcomes 1, 3 with 250 days of work at \$250/day. See Budget Notes 2, 19.	62,500.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
National Consultant: Translator	National Technical Consultant to support Outcomes 1, 2, 3 with 180 days of work at \$250/day. See Budget Notes 2, 11, 19.	45,000.00	Request for proposal	USD 5,000 to 149,999	Y1/Q2	Y1/Q1
National Consultant: Gender Expert	National Technical Consultant to support Outcome 2 with 200 days of work at \$250/day. See Budget Note 11.	50,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q1	Y1/Q3
National Consultant: Livelihood Specialist	National Technical Consultant to support Outcome 2 with 95 days of work at \$250/day. See Budget Note 11.	23,750.00	Request for proposal	USD 5,000 to 149,999	Y2/Q1	Y1/Q3

National Consultant: Agriculture Specialist	National Technical Consultant to support Outcome 2. with 150 days of work at \$250/day. See Budget Note 11.	37,500.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
National Consultant: Energy Specialist	National Technical Consultant to support Outcome 2 with 150 days of work at \$250/day. See Budget Note 11.	37,500.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
National Consultant: Sustainable Transport Specialist	National Technical Consultant to support Outcome 2 with 100 days of work at \$250/day. See Budget Note 11.	25,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
National Consultant: Sustainable Tourism Expert	National Technical Consultant to support Outcome 2 with 100 days of work at \$250/day. See Budget Note 11.	25,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
National Consultant: Urban Development Specialist	National Technical Consultant to support Outcome 2 with 100 days of work at \$250/day. See Budget Note 11.	25,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
National Consultant: Communications/Stakeholder Engagement Specialist 1	National Technical Consultant to support Outcome 2 with 150 days of work at \$250/day. See Budget Note 11.	37,500.00	Request for proposal	USD 5,000 to 149,999	Y2/Q1	Y1/Q3
National Consultant: Lead Author	National Technical Consultant to support Outcome 2 with 200 days of work at \$250/day. See Budget Note 11.	50,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
National Consultant: Assistant Author	National Technical Consultant to support Outcome 2 with 150 days of work at \$250/day. See Budget Note 11.	37,500.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
National Consultant: Finance/Budgeting Expert	National Technical Consultant to support Outcomes 2, 3 with 125 days of work at \$250/day. See Budget Notes 11, 19.	31,250.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
National Consultant: Private Sector Specialist	National Technical Consultant to support Outcome 3 with 100 days of work at \$250/day. See Budget Note 19.	25,000.00	Request for proposal	USD 5,000 to 149,999	Y3/Q1	Y2/Q4
National Consultant: M&E Expert	National Technical Consultant to support Outcome 3 with 200 days of work at \$250/day. See Budget Note 19.	50,000.00	Request for proposal	USD 5,000 to 149,999	Y2/Q4	Y2/Q3
SUB-TOTAL (US \$)		1,519,000.00				
TOTAL COST (US \$)					2,457,047.93	

ANNEX D: TERMS OF REFERENCES FOR PROJECT BOARD AND PROJECT TEAM/PMU

The Project Board will be established to oversee and guide project implementation. The Project Board will include representation by the Ministry of Tourism and Environment and at least one member from the priority sector ministries of Infrastructure and Energy, Agriculture and Rural Development, and the National Agency of Civil Protection. The Project Board will provide overall guidance and quality assurance for the project. The Project Board is responsible for taking, by consensus, management decisions when guidance is required by the Project Coordinator. The project board will ensure that the project is on track, discuss how to mitigate the identified risks, and discuss any necessary revision. For that, it will maintain a representative structure, which is as nimble and effective as possible. Additional views and inputs will be received by the Board through the Technical Support Group. Project Board decisions will 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. UNDP's final vote is to ensure fiduciary compliance only when consensus agreement cannot be reached by the Board. Ultimate decisions on activities & outputs will sit with the Government. The Project Board will meet at least once a year. Representatives of local governments and independent third parties, such as international or national NGOs, can attend the Project Board meetings as observers.

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints.
- Address project issues as raised by the Project Coordinator.
- Guide on new project risks and agree on possible countermeasures and management actions to address specific risks.
- Review the project progress and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Review the combined delivery reports before certification by the implementing partner.
- Appraise the project annual review report, make recommendations for the next annual work plan, and inform the outcome group about the results of the review.
- Provide ad-hoc direction and advice for exception situations when the project manager's tolerances are exceeded.
- Assess and decide to proceed on project changes through appropriate revisions

The National Coordinator will be coordinating all project activities, including:

- Guides and coordinates the daily work and reports to UNDP
- Plans the activities of the project and monitors progress against the approved work-plan.
- Mobilizes personnel, goods and services, and training to initiative activities, including drafting terms of reference and work specifications and overseeing all contractors' work.
- Monitors events as determined in the project monitoring schedule plan and updates the plan as required.
- Manages requests for the provision of financial resources by UNDP.
- Monitors financial resources and accounting to ensure accuracy and reliability of financial reports.
- Is responsible for preparing and submitting financial reports to UNDP every quarter.
- Manages and monitors the project risks initially identified and submits new risks to the Project Board for consideration and decision on possible actions if required; updates the status of these risks by maintaining a project risk log.
- Captures lessons learned during project implementation
- Performs regular progress reporting to the Project Board as agreed.
- Prepares the annual work plan for the following year, as well as quarterly plans if required.
- Updates the Atlas Project Management Module as per the implementation progress.

Project Assistant

Under the guidance and supervision of the Project Coordinator the Assistant will carry out the following tasks:

- Provide overall project management support for the project, including financial management support and budget monitoring through ATLAS to keep track of the financial status of the project at all times and to monitor the performance of contractors; prepare budgetary revisions in ATLAS to reflect any adjustments to the initial approved budget and to be finalized for the year(s) affected by the adjustment.
- Support procurement and contracting processes such as consultants, purchases within the regional component.
- Provide event organization support for the events as required;
- Financial reports and monitor use of cost sharing funds/other resources; (year-end and operational closure of projects);
- Provide administrative services: set up and maintain project files, collect project related information data, update plans, administer the quality review process, and administer Project Board meetings.
- Assist the Project Coordinator in day-to-day management and oversight of project activities;
- Assist in the preparation of progress reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system;
- Provide PMU-related administrative and logistical assistance.

ANNEX E: TERMS OF REFERENCES FOR UNDP STAFF

Programme Officer in Environment and Climate Change

The Environment and Climate Change programme of the UNDP Country Programme Document in Albania supports the national environmental and energy administration in its efforts to comply with the EU acquis. It provides assistance in the field of horizontal legislation, financial and economic instruments for environment, and in the renewable and energy efficiency promotion. Moreover, it fosters the integration of climate risks and environmental considerations into sectoral policies, supports actionable risk information; strengthens disaster and climate risk governance through policy, legal and institutional arrangements that foster integrated solutions.

In the execution of the GCF-NAP-related activities, the Senior Environmental Programme Officer will be an integral part of the project team with the other national and international individuals recruited to ensure the smooth and effective implementation of the GCF-funded project, and will work in close collaboration with the operations team, programme staff in other UN Agencies, and Government officials, technical advisors and experts, multilateral and bilateral donors and civil society, to ensure the successful implementation of the GCF-funded project activities.

Under the current initiative the Senior Environmental Programme Officer will provide services described herein for a total of approx. 26 days/year, during the duration of the project. These shall be recovered from the project budget.

- Regular dialogue facilitation with government and development partners to ensure alignment between NAP process and the localization of the Agenda 2030; Sendai Framework on DRR on 'Strengthening Risk Governance to Manage Disaster Risk'. European Union-EU programming and implementation process; National Strategy for Development and Integration; IPMG - Integrated Policy Management Groups; SSC - Sectoral Steering Committees;
- Substantive technical inputs to align the project outputs and results to the broader governance and reform related initiatives in Albania;
 - (i) Policy analysis and technical inputs to align the project with other adaptation related initiatives, including but not limited to Albania Fourth National Communication and first BUR update; GCF Readiness Programme, Support to EU Negotiation Chapter 27 Environment and Climate Change project, etc., supported by UN Agencies and other development partners;
 - (j) Policy analysis and technical inputs to ensure coherence with efforts to increase the ambition and the implementation of the Nationally Determined Contribution (NDCs);
 - (k) Regular engagement and coordination with the Interministerial Committee on Climate Change and technical inputs for policy dialogue at local and national levels on alignment of climate change adaptation and development priorities;
 - (l) Peer review of key TORs throughout the project, in particular, the NAP steering committee;

(m) Substantive guidance for the wide and efficient dissemination of project’s products and on best knowledge codification and dissemination practices;

(n) Dissemination of knowledge products through collaborative partnership with other UNDP projects and other donors, IFIs, etc

Climate Change Specialist/Regional Technical Advisor

This Terms of Reference specifies the provision of technical support the ‘Country Support Staff – Climate Change Specialist’ will provide to the Government of Albania through the GCF-funded project “*Advancing Albania’s planning for medium and long-term adaptation through the development of a National Adaptation Planning (NAP) process*”

The Country Support CC Specialist (P3 level) will be engaged for up to approx. 26 days/year for the provision of technical services to the GCF-funded project during the duration of the project activities. The costs incurred for the provision of the services described herein shall be recovered from the project budget.

Technical assistance will be provided in the following areas:

- (a) Analyze regional and global political, social and economic trends;
- (b) Provide policy advice services, including on the latest developments emanating from the UNFCCC (on the Paris Agreement/NDCs etc) as they relate to the Albanian context;
- (c) Provide sensitization to the national NAP team on global and regional best practices as they relate to the specific activities of this GCF-funded project (including: vulnerability analysis, capacity development methodologies, budgeting, M&E for adaptation, appraisal and prioritization of adaptation options etc);
- (d) Support the development and selection of the criteria to prioritize CCA-related investments and actions;
- (e) Identify potential sources of finance (particularly private sector entities) who may have interest in financing climate adaptation investments under 3.2;
- (f) Peer review the curricula developed under 1.3; the communications, stakeholder outreach plan and gender action plan under 2.1; and the knowledge products developed under the NAP project;
- (g) Provide technical inputs for the effective costing of the identified and prioritized adaptation options;
- (h) Support the integrated monitoring and evaluation of all performance aspects, including technical, financial and operational aspects of the portfolio and contribute to quarterly reports and preparation of projects’ bi-annual progress reports.

ANNEX F: UNDP RISK LOG

Risks and Assumptions:

As per standard UNDP requirements, the Project Coordinator will monitor risks quarterly and report on the status of risks to the UNDP Country Office. The UNDP Country Office will record progress in the UNDP ATLAS risk log. Risks will be reported as critical when the impact and probability are high (i.e. when impact is rated as 5, and when impact is rated as 4 and probability is rated at 3 or higher).

Table: Project Risks

<i>Key Risks</i>	<i>Level</i>	<i>Risk Mitigation Measures</i>
<i>Effective coordination between stakeholders (at national level and local level)</i>	<i>Low</i>	In order to facilitate early and effective cross-sector coordination, the project has been designed in consultation with a diverse set of stakeholders from ministries that will be participating in project activities. In addition, the technical committee set up under the Inter-ministerial Working Group for Climate Change (IMWGCC) will help facilitate ongoing collaboration throughout the project and beyond its closure.

<i>Government will not have funds to sustain the project after its closure</i>	<i>Medium</i>	A financial plan will be developed as part of the project, detailing ways that proposed adaptation activities can be financed into the future. In addition, public-private partnerships and funding opportunities involving the private sector will be pursued to increase funding options and cost sharing opportunities, decreasing reliance on public funds and grants.
<i>Lack of political will to carry out project activities</i>	<i>Low</i>	This project is being pursued at the request and with full cooperation of the Government of Albania and is aligned with their development priorities and international commitments (such as the NDC). In addition, the IMWGCC, an established political body, will refine its mission and mandate to specifically define their role in leading and overseeing climate adaptation efforts. Reporting frameworks will be established to incent individual line ministries to participate in mid- to long-term climate adaptation planning under the guidance of the IMWGCC.
<i>Limited capacity within government offices to carry out project tasks</i>	<i>Low</i>	Capacity building is one of the project's key goals. This effort will be based on a capacity assessment, ensuring that gaps necessary to carry out project activities will be filled at the priority ministries.
<i>Delays to project outcome delivery</i>	<i>Medium</i>	Certain activities in the project are sequential. If there are delays in procurement or delivery of one activity, this could have a cascading effect on overall project success. However, measures will be taken throughout the project to adjust activity schedules and compensate delays as necessary, in consultation with the Project Board and the GCF

Project risks					
Description	Type	Impact & Probability	Mitigation Measures	Owner	Status
<i>Effective coordination between stakeholders (at national level and local level)</i>		Low level of risk Enter probability on a scale from 1 (low) to 5 (high) P = 1 Enter impact on a scale from 1 (low) to 5 (high) I = 3	<i>In order to facilitate early and effective cross-sector coordination, the project has been designed in consultation with a diverse set of stakeholders from ministries that will be participating in project activities. In addition, the technical committee set up under the Inter-ministerial Working Group for Climate Change (IMWGCC) will help facilitate ongoing collaboration throughout the project and beyond its closure.</i>		
<i>Government will not have</i>		Moderate level of risk	A financial plan will be developed as part of the		

<i>funds to sustain the project after its closure</i>		<p>Enter probability on a scale from 1 (low) to 5 (high) P = 3</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = 3</p>	<p>project, detailing ways that proposed adaptation activities can be financed into the future. In addition, public-private partnerships and funding opportunities involving the private sector will be pursued to increase funding options and cost sharing opportunities, decreasing reliance on public funds and grants.</p>		
<i>Lack of political will to carry out project activities</i>		<p>Low level of risk</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P = 1</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = 4</p>	<p>This project is being pursued at the request and with full cooperation of the Government of Albania and is aligned with their development priorities and international commitments (such as the NDC). In addition, the IMWGCC, an established political body, will refine its mission and mandate to specifically define their role in leading and overseeing climate adaptation efforts. Reporting frameworks will be established to incent individual line ministries to participate in mid- to long-term climate adaptation planning under the guidance of the IMWGCC</p>		
<i>Limited capacity within government offices to carry out project tasks</i>		<p>Low level of risk</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P = 1</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = 4</p>	<p>Capacity building is one of the project's key goals. This effort will be based on a capacity assessment, ensuring that gaps necessary to carry out project activities will be filled at the priority ministries.</p>		
<i>Delays to project outcome delivery</i>		<p>Low level of risk</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P = 3</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = 3</p>	<p>Certain activities in the project are sequential. If there are delays in procurement or delivery of one activity, this could have a cascading effect on overall project success. However, measures will be taken throughout the project to adjust activity schedules and compensate delays as necessary, in consultation</p>		

			with the Project Board and the GCF		
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ANNEX G: UNDP PROJECT QUALITY ASSURANCE REPORT

PROJECT QA ASSESSMENT: DESIGN AND APPRAISAL				
OVERALL PROJECT				
EXEMPLARY (5) ●●●●●	HIGHLY SATISFACTORY (4) ●●●●○	SATISFACTORY (3) ●●●○○	NEEDS IMPROVEMENT (2) ●●○○○	INADEQUATE (1) ●○○○○
At least four criteria are rated Exemplary, and all criteria are rated High or Exemplary.	All criteria are rated Satisfactory or higher, and at least four criteria are rated High or Exemplary.	At least six criteria are rated Satisfactory or higher, and only one may be rated Needs Improvement. The SES criterion must be rated Satisfactory or above.	At least three criteria are rated Satisfactory or higher, and only four criteria may be rated Needs Improvement.	One or more criteria are rated Inadequate, or five or more criteria are rated Needs Improvement.
DECISION				
<ul style="list-style-type: none"> APPROVE – the project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner. APPROVE WITH QUALIFICATIONS – the project has issues that must be addressed before the project document can be approved. Any management actions must be addressed in a timely manner. DISAPPROVE – the project has significant issues that should prevent the project from being approved as drafted. 				
RATING CRITERIA				
STRATEGIC				
1. Does the project's Theory of Change specify how it will contribute to higher level change? (Select the option from 1-3 that best reflects the project): <ul style="list-style-type: none"> 3: The project has a theory of change with explicit assumptions and clear change pathway describing how the project will contribute to outcome level change as specified in the programme/CPD, backed by credible evidence of what works effectively in this context. The project document clearly describes why the project's strategy is the best approach at this point in time. 2: The project has a theory of change. It has an explicit change pathway that explains how the project intends to contribute to outcome-level change and why the project strategy is the best approach at this point in time, but is backed by limited evidence. 1: The project does not have a theory of change, but the project document may describe in generic terms how the project will contribute to development results, without specifying the key assumptions. It does not make an explicit link to the programme/CPD's theory of change. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>			3	2
			1	
			Evidence	
2. Is the project aligned with the thematic focus of the UNDP Strategic Plan? (select the option from 1-3 that best reflects the project): <ul style="list-style-type: none"> 3: The project responds to one of the three areas of development work⁹ as specified in the Strategic Plan; it addresses at least one of the proposed new and emerging areas¹⁰; an issues-based analysis has been incorporated into the project design; and the project's RRF includes all the relevant SP output indicators. <i>(all must be true to select this option)</i> 2: The project responds to one of the three areas of development work¹ as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. <i>(both must be true to select this option)</i> 1: While the project may respond to one of the three areas of development work¹ as specified in the Strategic Plan, it is based on a sectoral approach without addressing the complexity of the development issue. None of the 			3	2
			1	
			Evidence	

⁹ 1. Sustainable development pathways; 2. Inclusive and effective democratic governance; 3. Resilience building

¹⁰ sustainable production technologies, access to modern energy services and energy efficiency, natural resources management, extractive industries, urbanization, citizen security, social protection, and risk management for resilience

<p>relevant SP indicators are included in the RRF. This answer is also selected if the project does not respond to any of the three areas of development work in the Strategic Plan.</p>							
RELEVANT							
<p>3. Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized? (select the option from 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. Beneficiaries will be identified through a rigorous process based on evidence (if applicable). The project has an explicit strategy to identify, engage and ensure the meaningful participation of specified target groups/geographic areas throughout the project, including through monitoring and decision-making (such as representation on the project board) <i>(all must be true to select this option)</i> • 2: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. The project document states how beneficiaries will be identified, engaged and how meaningful participation will be ensured throughout the project. <i>(both must be true to select this option)</i> • 1: The target groups/geographic areas are not specified, or do not prioritize excluded and/or marginalised populations. The project does not have a written strategy to identify or engage or ensure the meaningful participation of the target groups/geographic areas throughout the project. <p><i>*Note: Management Action must be taken for a score of 1, or select not applicable.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">3</td> <td style="width: 50%; text-align: center;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Evidence</td> </tr> </table>	3	2	1		Evidence	
3	2						
1							
Evidence							
<p>4. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? (select the option from 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: Knowledge and lessons learned (gained e.g. through peer assist sessions) backed by credible evidence from evaluation, corporate policies/strategies, and monitoring have been explicitly used, with appropriate referencing, to develop the project's theory of change and justify the approach used by the project over alternatives. • 2: The project design mentions knowledge and lessons learned backed by evidence/sources, which inform the project's theory of change but have not been used/are not sufficient to justify the approach selected over alternatives. • 1: There is only scant or no mention of knowledge and lessons learned informing the project design. Any references that are made are not backed by evidence. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">3</td> <td style="width: 50%; text-align: center;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Evidence</td> </tr> </table>	3	2	1		Evidence	
3	2						
1							
Evidence							
<p>5. Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women? (select the option from 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: A participatory gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men, and it is fully integrated into the project document. The project establishes concrete priorities to address gender inequalities in its strategy. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. <i>(all must be true to select this option)</i> • 2: A gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men. Gender concerns are integrated in the development challenge and strategy sections of the project document. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. <i>(all must be true to select this option)</i> • 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the constraints have not been clearly identified and interventions have not been considered. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">3</td> <td style="width: 50%; text-align: center;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Evidence</td> </tr> </table>	3	2	1		Evidence	
3	2						
1							
Evidence							
<p>6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national partners, other development partners, and other actors? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project. It is clear how results achieved by relevant partners will contribute to outcome level change complementing the project's intended results. If relevant, options for south-south and triangular cooperation have been considered, as appropriate. <i>(all must be true to select this option)</i> 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Evidence</td> </tr> </table>		2	1		Evidence	
	2						
1							
Evidence							

<ul style="list-style-type: none"> • 2: Some analysis has been conducted on the role of other partners where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project. Options for south-south and triangular cooperation may not have not been fully developed during project design, even if relevant opportunities have been identified. • 1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work, and relatively limited evidence supports the proposed engagement of UNDP and partners through the project. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance. <p>*Note: Management Action or strong management justification must be given for a score of 1</p>		
SOCIAL & ENVIRONMENTAL STANDARDS		
<p>7. Does the project seek to further the realization of human rights using a human rights based approach? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: Credible evidence that the project aims to further the realization of human rights, upholding the relevant international and national laws and standards in the area of the project. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. <i>(all must be true to select this option)</i> • 2: Some evidence that the project aims to further the realization of human rights. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. • 1: No evidence that the project aims to further the realization of human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered. <p>*Note: Management action or strong management justification must be given for a score of 1</p>	3 2 1	2
<p>8. Did the project consider potential environmental opportunities and adverse impacts, applying a precautionary approach? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: Credible evidence that opportunities to enhance environmental sustainability and integrate poverty-environment linkages were fully considered as relevant, and integrated in project strategy and design. Credible evidence that potential adverse environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. <i>(all must be true to select this option)</i>. • 2: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Credible evidence that potential adverse environmental impacts have been identified and assessed, if relevant, and appropriate management and mitigation measures incorporated into project design and budget. • 1: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Limited or no evidence that potential adverse environmental impacts were adequately considered. <p>*Note: Management action or strong management justification must be given for a score of 1</p>	3 2 1	2
<p>9. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]</p>	Yes	No
MANAGEMENT & MONITORING		
<p>10. Does the project have a strong results framework? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: The project's selection of outputs and activities are at an appropriate level and relate in a clear way to the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators that measure all of the key expected changes identified in the theory of change, each with credible data sources, and populated baselines and targets, including gender sensitive, sex-disaggregated indicators where appropriate. <i>(all must be true to select this option)</i> • 2: The project's selection of outputs and activities are at an appropriate level, but may not cover all aspects of the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of gender sensitive, sex-disaggregated indicators, as appropriate. <i>(all must be true to select this option)</i> • 1: The results framework does not meet all of the conditions specified in selection "2" above. This includes: the project's selection of outputs and activities are not at an appropriate level and do not relate in a clear way to the 	3 2 1	2

<p>project's theory of change; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change, and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators.</p> <p>*Note: Management Action or strong management justification must be given for a score of 1</p>		
<p>11. Is there a comprehensive and costed M&E plan in place with specified data collection sources and methods to support evidence-based management, monitoring and evaluation of the project?</p>	Yes (3)	No (1)
<p>12. Is the project's governance mechanism clearly defined in the project document, including planned composition of the project board? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: The project's governance mechanism is fully defined in the project composition. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. <i>(all must be true to select this option)</i>. 2: The project's governance mechanism is defined in the project document; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The prodoc lists the most important responsibilities of the project board, project director/coordinator and quality assurance roles. <i>(all must be true to select this option)</i> 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided. <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	3	2
	1	
	Evidence	
<p>13. Have the project risks been identified with clear plans stated to manage and mitigate each risks? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis. Clear and complete plan in place to manage and mitigate each risk. <i>(both must be true to select this option)</i> 2: Project risks related to the achievement of results identified in the initial project risk log with mitigation measures identified for each risk. 1: Some risks may be identified in the initial project risk log, but no evidence of analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and no initial risk log is included with the project document. <p>*Note: Management Action must be taken for a score of 1</p>	3	2
	1	
	Evidence	
EFFICIENT		
<p>14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners.</p>	Yes (3)	No (1)
<p>15. Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?)</p>	Yes (3)	No (1)
<p>16. Is the budget justified and supported with valid estimates?</p> <ul style="list-style-type: none"> 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget. Costs are supported with valid estimates based on prevailing rates. 	3	2
	1	
	Evidence	

<ul style="list-style-type: none"> • <u>1</u>: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget. 							
<p>17. Is the Country Office fully recovering the costs involved with project implementation?</p> <ul style="list-style-type: none"> • <u>3</u>: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.) • <u>2</u>: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant. • <u>1</u>: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project. <p><i>*Note: Management Action must be given for a score of 1. The budget must be revised to fully reflect the costs of implementation before the project commences.</i></p>	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2">Evidence</td> </tr> </table>	3	2	1		Evidence	
3	2						
1							
Evidence							
EFFECTIVE							
<p>18. Is the chosen implementation modality most appropriate? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • <u>3</u>: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted, and there is evidence that options for implementation modalities have been thoroughly considered. There is a strong justification for choosing the selected modality, based on the development context. <i>(both must be true to select this option)</i> • <u>2</u>: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted and the implementation modality chosen is consistent with the results of the assessments. • <u>1</u>: The required assessments have not been conducted, but there may be evidence that options for implementation modalities have been considered. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2">Evidence</td> </tr> </table>	3	2	1		Evidence	
3	2						
1							
Evidence							
<p>19. Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?</p> <ul style="list-style-type: none"> • <u>3</u>: Credible evidence that all targeted groups, prioritising marginalized and excluded populations that will be involved in or affected by the project, have been actively engaged in the design of the project. Their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change which seeks to address any underlying causes of exclusion and discrimination and the selection of project interventions. • <u>2</u>: Some evidence that key targeted groups, prioritising marginalized and excluded populations that will be involved in the project, have been engaged in the design of the project. Some evidence that their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change and the selection of project interventions. • <u>1</u>: No evidence of engagement with marginalized and excluded populations that will be involved in the project during project design. No evidence that the views, rights and constraints of populations have been incorporated into the project. 	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2">Evidence</td> </tr> </table>	3	2	1		Evidence	
3	2						
1							
Evidence							
<p>20. Does the project conduct regular monitoring activities, have explicit plans for evaluation, and include other lesson learning (e.g. through After Action Reviews or Lessons Learned Workshops), timed to inform course corrections if needed during project implementation?</p>	<table border="1"> <tr> <td>Yes (3)</td> <td>No (1)</td> </tr> </table>	Yes (3)	No (1)				
Yes (3)	No (1)						
<p>21. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.</p> <p><i>*Note: Management Action or strong management justification must be given for a score of "no"</i></p>	<table border="1"> <tr> <td>Yes (3)</td> <td>No (1)</td> </tr> <tr> <td colspan="2">Evidence</td> </tr> </table>	Yes (3)	No (1)	Evidence			
Yes (3)	No (1)						
Evidence							
<p>22. Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • <u>3</u>: The project has a realistic work plan & budget covering the duration of the project <i>at the activity level</i> to ensure outputs are delivered on time and within the allotted resources. • <u>2</u>: The project has a work plan & budget covering the duration of the project at the output level. • <u>1</u>: The project does not yet have a work plan & budget covering the duration of the project. 	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2">Evidence</td> </tr> </table>	3	2	1		Evidence	
3	2						
1							
Evidence							

SUSTAINABILITY & NATIONAL OWNERSHIP			
23. Have national partners led, or proactively engaged in, the design of the project? (select from options 1-3 that best reflects this project): <ul style="list-style-type: none"> 3: National partners have full ownership of the project and led the process of the development of the project jointly with UNDP. 2: The project has been developed by UNDP in close consultation with national partners. 1: The project has been developed by UNDP with limited or no engagement with national partners. 	3	2	
	1		
	Evidence		
24. Are key institutions and systems identified, and is there a strategy for strengthening specific/ comprehensive capacities based on capacity assessments conducted? (select from options 0-4 that best reflects this project): <ul style="list-style-type: none"> 3: The project has a comprehensive strategy for strengthening specific capacities of national institutions based on a systematic and detailed capacity assessment that has been completed. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly. 2.5: A capacity assessment has been completed. The project document has identified activities that will be undertaken to strengthen capacity of national institutions, but these activities are not part of a comprehensive strategy to monitor and strengthen national capacities. 2: A capacity assessment is planned after the start of the project. There are plans to develop a strategy to strengthen specific capacities of national institutions based on the results of the capacity assessment. 1.5: There is mention in the project document of capacities of national institutions to be strengthened through the project, but no capacity assessments or specific strategy development are planned. 1: Capacity assessments have not been carried out and are not foreseen. There is no strategy for strengthening specific capacities of national institutions. 	3	2.5	
	2	1.5	
	1		
	Evidence		
25. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?	Yes (3)	No (1)	
26. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?	Yes (3)	No (1)	

ANNEX H: SECTION 2 OF THE READINESS SUPPORT INTERIM PROGRESS REPORT TEMPLATE

SECTION 2 of the GCF READINESS SUPPORT INTERIM PROGRESS REPORT TEMPLATE

This section requires an update on progress in implementing the planned Readiness activities. Any draft to the expected output should be submitted with progress report.

Progress is reported for the period (should be consistent with section 1.8)

From: Click or tap to enter a date. To: Click or tap to enter a date.

Outcome 1:								
Outcome narrative: Please provide a brief summary of the outcome achieved.								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ¹¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
	Please provide a brief summary of the baseline scenario at		Please rate the status of targets achieved through activities undertaken	Based on your approved proposal, please outline the key	Please state the milestones and deliverables achieved as	In this column, identify and explain the reasons for the difference, if any, between a planned	In this column, summarize some of the qualitative results achieved through	Please highlight activities, deliverables and milestones planned for the next reporting period and indicate any modifications that might be made from the original implementation plan. Also,

Outcome 1:								
Outcome narrative: Please provide a brief summary of the outcome achieved.								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved¹¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
	the proposal stage.		during the reporting period, against the baseline and the proposed targets in the proposal.	indicators.	agreed in Grant Agreement.	activity and the corresponding actual activity that took place during the reporting period.	activities undertaken during the reporting period.	indicate any corrective actions that need to be taken up to address impediments that emerged in the reporting period.
1.1								
1.2								
1.3								