



## United Nations Development Programme

Country: Sri Lanka

### PROJECT DOCUMENT<sup>1</sup>

**Project Title: Preparation of Sri Lanka's Third National Communication (TNC) to the UNFCCC**

**UNDAF Outcome 4:** Policies, programmes and capacities to ensure environmental sustainability, address climate change mitigation and adaptation, and to reduce disaster risks in place at national, sub-national and community levels

**UNDAF Output 4.2:** Government agencies, community groups and private sector are equipped with mechanisms, and practices to promote sustainable use of natural resources, biodiversity conservation and climate change adaptation.

**UNDP Strategic Plan Outcome:** 5. Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change

**Expected CPAP Output(s) 2.** National stakeholders better able to develop and implement policies and programmes on climate change mitigation and adaptation

**Executing Entity/Implementing Partner:** Ministry of Mahaweli Development and Environment

**Implementing Entity/Responsible Partners:** Climate Change Secretariat, UNDP Sri Lanka

#### Brief Description

Sri Lanka ratified the UN Framework Convention on Climate Change (UNFCCC) in 1993 and Kyoto Protocol (KP) in 2002. The Ministry of Mahaweli Development and Environment (MoMDE) is the National Focal Point to the UNFCCC. The country submitted its Initial National Communication in November 2000 and the Second National Communication in March 2012. The national communication is an important mechanism for the exchange of information on Parties' responses to climate change and UNFCCC process. It allows Parties to highlight issues, problems, gaps and constraints faced as well as technical and financial support needed by the Parties. The national communication can form a two-way communication with the Convention in addressing climate change.

The immediate objective of this project, is to meet the Convention's requirements by enabling Sri Lanka to prepare and submit its Third National Communication (TNC) to the UNFCCC, fulfilling the requirement of the Convention under Article 4 and 12 in respect to National Communications from Non-Annex 1 Parties. The TNC project will update current national information base on climate change and raise awareness about dynamics and relevance of the Climate Change Convention, especially in relation to the commitments and obligations under the Convention. Cooperation and coordination among public, private and civil society will be promoted through workshops, public relations and awareness materials.

<sup>1</sup> For UNDP supported GEF funded projects as this includes GEF-specific requirements

Programme Period:	2013 - 2017
UNDP SP	Output 5.2
Atlas Award ID:	00085741
Project ID:	00093268
PIMS #	5206
Start date:	Mar 2016
End Date	Feb 2019
Management Arrangements	NIM
PAC Meeting Date	7 <sup>th</sup> Jan 2016

Total resources required	USD 687,000
Total allocated resources:	USD 687,000
• Regular	_____
• Other:	
○ GEF	USD 500,000
○ Government (in-kind)	USD 187,000

*Udaya R. Seneviratne*

18<sup>th</sup> March 2016

Agreed by (Executing Entity/Implementing Partner)

Date/Month/Year

Mr. Udaya Seneviratne  
Secretary  
Ministry of Mahaweli Development and Environment

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18 March 2016

Agreed by (UNDP)  
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## LIST OF ACRONYMS

CCS	Climate Change Secretariat
CCD	Country Programme Document
DNA	Designated National Authority
INC	Initial National Communication
GEF	Global Environmental Facility
GHG	Greenhouse Gas
GoSL	Government of Sri Lanka
IMCCC	Inter-Ministerial Committee on Climate Change
IPCC	Inter-Government Panel on Climate Change
LULUCF	Land Use, Land Use Change and Forestry
MoMDE	Ministry of Mahaweli Development and Environment
MRV	Measureable, reportable and verifiable
NAMA	Nationally Appropriate Mitigation Actions
NC	National Communication
NCSA	National Capacity Self Assessment
NFP	National Focal Point
PMU	Project Management Unit
PB	Project Board
SNC	Second National Communication
TNC	Third National Communication
TOR	Term(s) Of Reference
UNCCD	United Nations Convention to Combat Desertification (Land Degradation)
UNCBD	United Nations Convention on Biological Diversity
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change

## LIST OF ANNEXES

1. Generic terms of reference for scoping and implementing the Integrating Vulnerability and Adaptation Assessment component of the National Communication
2. Terms of References for the Project Team

## I. SITUATION ANALYSIS

Sri Lanka ratified the UN Framework Convention on Climate Change (UNFCCC) in 1993 and Kyoto Protocol (KP) in 2002. The country submitted its Initial National Communication in November 2000 and the Second National Communication in March 2012. The Ministry of Mahaweli Development and Environment (MoMDE) is the National Focal Point to the UNFCCC. The Inter Agency Coordinating Committee on Climate Change has been established as the decision making body for climate change issues and Climate Change Secretariat has been established as the coordination and implementation entity under the Ministry of Environment.

Sri Lanka has prepared the National Climate Change Policy and National Climate Change Adaptation Strategy (NCCAS 2010-2016). Currently, Sri Lanka is in the process of preparing National Climate Change Adaptation Action Plan (NAPs). The Ministry of Mahaweli Development and Environment has developed the National Action Plan for Haritha Lanka Programme through consultative processes involving all key ministries and technical departments in Sri Lanka. It contains ten missions including Climate Change (Mission 3 –Meeting the Challenge of Climate Change) focused on addressing the critical issues that impacted on our economic development programme. Long, medium and short term actions for climate change adaptation and mitigation have been identified including responsible agencies undertaken actions to be implemented from 2009 to 2016 in this programme.

The national communication is an important mechanism for the exchange of information on Parties' responses to climate change and UNFCCC process. It allows Parties to highlight issues, problems, gaps and constraints faced as well as technical and financial support needed by the Parties. The national communication can form a two-way communication with the Convention in addressing climate change. Information from national communications has been used to integrate climate change issues into national sustainable development policy and planning. Climate Change Secretariat, Ministry of Environment completed the SNC process with participation of relevant stakeholders including government institutions, non-governmental organizations, private sector, academia etc. Since the Second National Communication, Sri Lanka has progressed in planning and designing the National Climate Change Adaptation Strategy and as a result is now in the process of preparing National Adaptation Plans for key sectors for climate change adaptation and, in the mitigation areas, preparing Nationally Appropriate Mitigation Actions (NAMAs) in transport, waste and energy sectors. All these activities, process and results will provide key input for the preparation of Sri Lanka's TNC.

The activities within the TNC are continuation of and an improvement of the work done under the UNDP/GEF supported Climate Change Enabling Activity (CCEA) – Phase I & II, and the Second National Communication submitted in 2012. Sri Lanka is seeking to submit its Third National Communication to the UNFCCC Secretariat by March 2018.

## II. STRATEGY

### Project Rationale

Sri Lanka recognises the imperative for a comprehensive planning process for climate change response and the need to have a strong institutional and technical framework and capacities to address the challenges. Consequently, the goal of this project is to strengthen Sri Lanka's technical and institutional capacity to enable it respond effectively to climate change challenges and meet its obligations under the UNFCCC. The preparation of the TNC and the strengthening of institutional and analytical capacities would enable the country to prepare improved climate change adaptation and mitigation strategies, enhanced technology transfer for adaptation and mitigation, and functional, as well as sustained institutional capacity for developing future national communications.

The immediate objective of this project, therefore, is to meet the Convention's requirements by enabling Sri Lanka to prepare and submit its Third National Communication to the UNFCCC, fulfilling the requirement of the Convention under Article 4 and 12 in respect to National Communications from Non-Annex 1 Parties. The TNC project will update current national information base on climate change and raise awareness about dynamics and relevance of the Climate Change Convention, especially in relation to the commitments and obligations under the Convention. Cooperation and coordination among public, private and civil society will be promoted through workshops, public relations and awareness materials.

The project is in line with GEF-6 strategic focal area on climate change mitigation, objective CCM3 on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. Program 5 of this objective aims to facilitate the integration of the reporting and assessment results into the national planning process and to help countries mainstream mitigation action in support of the proposed 2015 agreement. Activities undertaken under the categories of education, training and public awareness on Climate Change will fulfil the objective of the Decision 15/CP.18 - Doha work program on Article 6 of the Convention.

### Expected Results

#### Component 1. National Circumstances of Sri Lanka

##### Output 1. Updated Report on the National circumstances of Sri Lanka

Information on national circumstances provided in the SNC will be updated. This includes social, economic and demographic circumstances, national development policies and plans as well as climate change related policies. Socio-economic parameters and their relation to climate change will be thoroughly analysed, as well as new information related to especially vulnerable sectors and those that are the largest contributors to GHG emissions. The institutional structures and coordination mechanism for the TNC will be explained, as well as the relevant stakeholders that are providing inputs to the TNC preparation in order to ensure the necessary ownerships of the project results among the relevant institutions. This chapter will also include information about the steering committee that would be established to oversee the work and non-governmental organizations and research institutions that have played a role in the NC preparation.

This component will seek to:

- 1.1 Detail the factors that will affect the climate, starting with geography and demography of Sri Lanka and reviewing the present climate and projected climate trends
- 1.2 Provide updated information on the economic profile and relevant sectors in Sri Lanka including, Agriculture, Livestock, Fisheries Transport, Urban Development, Health Water, Coastal, Tourism, Industry, Energy, Waste Management, Biodiversity and Ecosystems
- 1.3 Detail forward looking national development plans and programmes
- 1.3 Detail the policies, and legislation related to climate change
- 1.4 Describe the institutional arrangements for the climate change policy and associated programmes and strategies, including managing and implementing UNFCCC Processes including the NC processes
- 1.5 Engage relevant stakeholders in an Inception Workshop to apprise of the project and detail the overall work plan inclusive of the roles of key stakeholders.
- 1.6 Generate public awareness and engagement around the climate change national circumstances through the preparation of the national circumstances report

## **Component 2. Sri Lanka's National Inventory of GHG Emissions**

### Output 2. Strengthened GHG inventory preparation system and updated GHG inventory for Sri Lanka

Gaps identified in the INC and the SNC need to be fulfilled in accordance with UNFCCC guidelines supporting the updating of the existing inventory process. An inventory task force will be established with clear mandates with technical support from national inventory experts. It will be responsible for the preparation of the inventory for Sri Lanka, including review and improvement of emission factors as nationally appropriate; a data archiving system for emissions data. Working groups for different sectors will be comprised of officials drawn from relevant agencies and will be trained to prepare the national inventory with the technical support of international consultants. They will:

- Review and compile their respective sectoral emission factors and activity data to enhance the accuracy of the emission estimates and establish achieving system to ensure sustainability of the GHG inventory process.
- Update the GHG inventory, using technical guidelines of IPCC (e.g., Revised IPCC 1996 Guidelines; IPCC Good Practice Guidance on Land Use, Land-Use Change and Forestry (GPG for LULUCF, the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories) and inventory report guidelines of UNFCCC. The 2006 IPCC Guidelines among others will be considered when carrying out the GHG emission calculations, after consultations with the key sectoral teams on the its application feasibility, depending on the level of information available and data needs.
- Adopt appropriate approaches to ensure the quality of the estimates. This will include quality assurance and quality control procedures as well as peer-review of the inventory calculations in the different sector to ensure the accuracy of the inventory estimates.

If possible, emission comparison with previous inventory years (e.g. first and second national communications) will be carried out to establish a emission trend of actual emission in Sri-Lanka. However, an assessment will be needed to determine the feasibility of the recalculating the previous inventories, as appropriate. Similarly, exchange in knowledge and experiences with other researchers in

the region will be encouraged. The experiences from this project will be used to institutionalize the inventory process into the regular works of the relevant ministries.

This component will seek to:

- 2.1 Establish expert teams and a permanent institutional setup for GHG Inventory preparation in the different sectors: LULUCF, Energy, Transport, Industrial Processes, and Waste for the base year 2010.
- 2.2 Enhance capacity of established Inventory Teams in each sector through training programmes
- 2.3 Establish research collaboration to identify gaps and improve activity data and emission factors that better reflect national circumstances
- 2.4 Develop data archiving for activity data and emission factors
- 2.5 Analyse, select and validate methodologies for GHG Inventory estimates
- 2.6 Prepare and submit Updated GHG Inventory of Sri Lanka for base year 2010.

### **Component 3. Vulnerability and Adaptation.**

#### Output 3: Enhanced understanding of climate scenarios and impacts nationally and regionally, and appropriate actions planned for addressing climate vulnerability

The previous NCs contain high uncertainties due to inadequate data availability and analysis on specific risk factors in relevant sectors. During SNC process, vulnerability assessments were of qualitative nature and lacked quantitative estimates. However, the TNC process expects to improve the understanding of the degree of vulnerability in different sectors and geographical regions using vulnerability assessments. The knowledge management and data management systems should be improved with respect to the following needs:

- Development of climate change scenarios at provincial and district levels to identify regional hot spots of vulnerability.
- Development of advanced techniques to analyse impacts on major sectors such as agriculture, health, water, coastal, biodiversity and ecosystems.
- Development of techniques for preparing socio-economic impacts of climate change consistent with vulnerability analysis for sectors and for regions.
- Development of techniques to prioritize adaptation options within and across different sectors and to enhance the capacity of policymakers in economic assessment of adaptation options.
- Sri Lanka needs to enhance the capacity of a large number of researchers, especially in applying new techniques to assess vulnerability and analyse socio economic impacts.

The SNC analysed 4 sectors: Agriculture, water resources, human health, and coastal sectors. The impacts of climate change in Sri Lanka was based on the Third IPCC Assessment Report and using the software developed by the International Global Change Institute of the University of Waikato, New Zealand. Thus an update of the projects would be required to ensure that the V&A assessments includes the latest findings and trends, as reported by the IPCC Fifth Assessment Report.

Accordingly, TNC aims to overcome identified gaps and constraints of the SNC process by strengthening the information generation and analysis; and improving the involvement of stakeholders. Important gaps have been identified during the stock-taking exercise, and the TNC will continue to narrow the gaps

on vulnerability and adaptation to climate change. The V&A work will be carried out in priority sectors and sub-regions as explained below:

A co-expert team for vulnerability and adaptation assessment will be established at the very beginning of the process. Its first task will be to analyse available information on vulnerability generated through previous programmes such as NCCAS (2010); Special Climate Change Finance (SCCF) project Development (2012) and World Bank's new project on climate resilience (2014-2015). The technical tasks include developing regional climate scenario using adapted global models and regional climate models. The results can be used to analyse climate change impacts on key sectors including agriculture, water resources, coastal, bio-diversity and health.

TNC will carry out an analysis of the most feasible adaptation options, taking into account impacts and vulnerabilities in the priority sectors in order to come up with more specific details. The TNC will also review the disaster risk reduction and climate change nexus, in relation to Sri Lanka's vulnerability to extreme weather events. Analysis of persistent drought and flood areas, and the future predictions of possible impacts will be supported through the Hazard Profiles of Sri Lanka and the attendant risk analysis published by the Disaster Management Centre (UNDP, 2012). Further, the TNC technical team will review the climate change adaptation models and best practices that have been implemented through previous projects by government, UN and non-governmental agencies. V&A forums will be promoted for local experts to exchange research knowledge and experiences in specific topics. This supports for the successful technical exchanges between Sri Lankan experts and regional/international experience in V &A. Especial attention will be given to the National Climate Change Adaptation Action Plan (NAPs), which is currently being developed. Thus the V&A assessment will build on the preliminary findings, approaches and process from the NAPs, and will ensure the necessary consultations and close coordination between these two projects, through such coordination the TNC will seek to identify the synergies from the inception phase to avoid any potential duplication and maximize the use of resources, both technical and financial.

This component will seek to:

- 3.1 Establish expert teams for vulnerability and adaptation assessments
- 3.2 Develop and improve climate scenarios and disaster risk profiles available for vulnerable areas of Sri Lanka
- 3.3 Assess and map climate vulnerability in agriculture, livestock, fisheries, water resources, health sector, biodiversity and ecosystems, coastal, human settlement and infrastructure
- 3.4 Conduct socio- economic analysis and economic modelling on climate change impacts
- 3.5 Establish a cost benefit analysis system and estimate the cost for adaptation programmes/projects
- 3.6 Improve understanding of application of climate change modelling in determining impacts upon vulnerable communities and sectors
- 3.7 Identify priority adaptation measures and technology transfer in close coordination with the NAP process and Technology Needs Assessment of 2013
- 3.8 Carry out a peer-review of the draft studies produced, including stakeholder consultations
- 3.9 Prepare the V&A chapter for the TNC report

## Component 4. Mitigation Options

### Output 4. Identified priority mitigation actions and cost effective mitigation options

Sri Lanka has explored and reported on mitigation options during the INC and SNC process. During these processes, it has come to light that the more important mitigation measures that contribute to the development agenda are energy efficiency and renewable energy, especially biomass and biogas. However agriculture and LULUCF remain under-explored. During the SNC process, the mitigation analysis was done using the LEAP model for energy sector. Advance technical models need to be utilized for the assessment of mitigation options in agriculture and LULUCF sectors.

A co-expert team for mitigation analysis will be established under the TNC, focused on building robust research and development on greenhouse gas mitigation options for Sri Lanka. Further Sri Lanka has already submitted a Technology Needs Assessment for Climate Change in 2013, and this report will provide a strong basis for mitigation related technology assessment and transfer. The MOE has also initiated NAMAs (for waste, energy and transport) and the outcome of those initiatives can be integrated into the TNC.

GHG mitigation measures under the TNC will be specific to the following sectors: energy, agriculture, waste, LULUCF, industrial processes and solvents. Special attention will be on the energy and transport sectors as significant contributors to GHG emissions. The TNC's GHG abatement analysis will consist of following steps:

1. Development of GHG Baseline Scenario
2. Development and evaluation of Abatement Options;
3. Development of GHG Abatement Scenario;
4. Development of implementation programmes for the priority important measurements identified according to the Abatement Scenario.

Experts in environmental economics and macroeconomics will support the GHG mitigation analysis by providing cost-effective options for mitigation. Socio-economic development policies and current scenarios will be used as a basis to evaluate mitigation options and conduct benefit-cost analysis and socio-economic implication of those options.

The recent developments in convention-related process and negotiations, has seen improved systems for reporting on emissions, NAMAs and national mitigation priorities, and as such the TNC project will engage both national experts and negotiators to exchange information and experiences with stakeholders. Cooperation on capacity enhancement at sub-regional and regional level will also be made to the extent possible.

This component will seek to:

- 4.1 Document all national climate change mitigation programmes and strategies
- 4.2 Update and improve future GHG emission scenarios for Sri Lanka
- 4.3 Develop Mitigation measures and emission reduction potentials of the industrial, energy, LULUCF, agriculture, livestock, waste and transport sectors

- 4.4 Description of the constraints to implementation of the identified climate mitigation programmes and strategies.
- 4.5 Develop mitigation assessments based on appropriate models, availability of technologies, R&D programmes, technology transfer needs, country's future development plans, mitigation potential, costs and benefit including the limitations of such assessments
- 4.6 Carry out a mid-term stakeholder workshop to facilitate the review of the draft outputs.
- 4.7 Prepare the Mitigation Assessment chapter for the TNC report

#### **Component 5. Other information considered relevant to the achievement of the objective of the UNFCCC and preparation of Sri-Lanka's TNC Report**

##### Output 5. Other relevant information, capacity building, education and public awareness, technology transfer and gaps related to financial, technical and capacity needs

Under 'Other Information' the TNC will cover five areas as per UNFCCC guidelines- which are technology transfer; research and systematic observation; education, training and public awareness; capacity building and information and networking. In line with the Decision 15/CP.18 of Doha work Programme on Article 6 of the Convention, education, training and public awareness will be an integral part of this project outputs. With information generated in other areas of the TNC, it will be used for advocacy and communications purposes to different and multi-tiered audiences. Experts will synthesize technical reports and produce simplified awareness material to be used in schools, in youth activities, in media campaigns and for public awareness.

This component will seek to:

- 5.1 Review and analyse activities related to development and transfer of technology under the UNFCCC Convention, and develop priority programmes on technology development and transfer.
- 5.2 Compile relevant research work on climate change and identify activities on systematic observation such as Global Climate Observing System (GCOS) and participation of Sri Lanka in those areas
- 5.3 Review and analyse gaps and needs on climate change education, training and public awareness
- 5.4 Develop improved training modules and knowledge products based on improved climate change-related knowledge and information generated through the TNC
- 5.5 Review and analyse activities related to capacity enhancement under the Convention contributing to national capacity development to address climate change
- 5.6 Support the development of information networks related climate change, particularly at national and sub-regional levels
- 5.7 Third National Communication report compiled, edited, translated and printed for local dissemination and submission to the UNFCCC

#### **Component 6. Monitoring and Evaluation**

##### Output

- 6.1 Monitoring and evaluation in accordance with GEF requirements including monitoring, reporting and preparation of final audits for the entire project

### III. PROJECT RESULTS FRAMEWORK:

<p>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: National stakeholders better able to develop and implement policies and programmes on climate change mitigation and adaptation</p>					
<p><b>Country Programme Outcome Indicators:</b> Number of national and sectoral policies approved by Government</p>					
<p><b>Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR 2. Catalysing environmental finance OR 3. Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.</b></p>					
<p><b>Applicable GEF Strategic Objective and Program: CCM-3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies Program 5: Integrate findings of Convention obligations and enabling activities into national planning processes and mitigation targets</b></p>					
<p><b>Applicable GEF Expected Outcomes: Policy, planning and regulatory frameworks foster accelerated low GHG development and emissions mitigation</b></p>					
<p><b>Applicable GEF Outcome Indicators: Number of countries meeting convention reporting requirements and including specific GHG reduction targets</b></p>					
	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
<p><b>Project Objective<sup>2</sup></b> To meet the UNFCCC requirements by enabling Sri Lanka to prepare and submit its Third National Communication</p>	<p>Third National Communication (TNC) submitted to UNFCCC</p> <p>Identified national institutions incorporate definitive climate change related action in their planning process</p>	<p><b>Second National Communication</b></p>	<ul style="list-style-type: none"> <li>Third National Communication Report (TNC) to be endorsed and submitted to the UNFCCC by March 2018</li> </ul>	<ul style="list-style-type: none"> <li>Official Launch</li> <li>Government endorsement decision.</li> <li>UNFCCC website uploaded.</li> </ul>	<ul style="list-style-type: none"> <li>All relevant stakeholders and the Government.</li> <li>Technical capacities</li> <li>Inadequate coordination among institutions</li> <li>Tools and vulnerability studies being developed will be accepted by and socialized into line ministry and department planning</li> <li>Once trained, functionaries will work to mainstream CC into work programmes</li> </ul>
<p><b>Outcome 1</b> Updated Report on the National circumstances of Sri Lanka</p>	<p>Updated database and literature on National Circumstance available</p>	<p>Information/ data available in the national circumstance as captured in the SNC 2012</p>	<p>Report on the National Circumstance and database available</p> <p>1.1 Detail the climate determinants, geography and demography of Sri Lanka</p> <p>1.2 Provide updated information on the economic profile and</p>	<ul style="list-style-type: none"> <li>Updated Document and database</li> <li>National Circumstances chapters</li> <li>Validation workshop reports</li> </ul>	<ul style="list-style-type: none"> <li>It is assumed that the project will provide updated data/ information on national circumstance</li> </ul>

<sup>2</sup> Objective (Atlas output) monitored quarterly/ERBM and annually in APR PIR

<p><b>Outcome 2</b> Strengthened GHG inventory preparation system and updated GHG inventory for Sri Lanka</p>	<p>Strengthened GHG inventory preparation system and updated GHG inventory for Sri Lanka for base year 2010</p>	<p>National Inventory Report under SNC</p>	<p>relevant sectors in Sri Lanka including, Agriculture, Transport, Urban Development, Water, Coastal, Tourism, Industry, Energy and Waste Management</p> <p>1.3 Detail the policies, and legislation related to climate change</p> <p>1.4 Describe the institutional arrangements for the climate change policy and associated programmes and strategies, including managing and implementing UNFCCC Processes including the NC processes</p> <p>1.5 Engage relevant stakeholders in an Inception Workshop to apprise of the project and detail the overall work plan inclusive of the roles of key stakeholders.</p> <p>1.6 Generate public awareness and engagement around the climate change national circumstances through the preparation of the national circumstances report</p>	<p>2.1 Establish expert teams and a permanent institutional setup for GHG inventory preparation in the different sectors: LULUCF, Energy, Transport, Industrial Processes, and Waste for the base year 2010.</p> <p>2.2 Enhance capacity of established Inventory Teams in each sector through training programmes</p> <p>2.3 Establish research collaboration to improve activity data and emission factors that better reflect national circumstances</p> <p>2.4 Develop data archiving for activity data and emission factors</p>	<p>Updated Document</p> <ul style="list-style-type: none"> <li>▪ GHG chapter for TNCInstitutional setup for GHGI preparation</li> <li>▪ Data archive</li> <li>▪ Validation workshop reports</li> </ul>	<p>Availability of data</p> <ul style="list-style-type: none"> <li>▪ Capacity exists to carry out GHG exercise</li> </ul>
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<p><b>Outcome 3</b>  <b>Vulnerability and Adaptation - Enhanced understanding of climate scenarios and impacts nationally and regionally, and appropriate actions planned for addressing climate vulnerability</b></p>	<p>Enhanced understanding of climate scenarios and impacts nationally and regionally, and appropriate actions planned for addressing climate vulnerability</p>	<p>Vulnerability and impact assessment data available in the 2nd communication process</p>	<p>2.5 Analyze, select and validate methodologies for GHG Inventory estimates  2.6 Prepare and submit Updated GHG Inventory of Sri Lanka for base year 2010  3.1 Establish expert teams for vulnerability and adaptation assessments  3.2 Develop and improve climate scenarios and disaster risk profiles available for vulnerable areas of Sri Lanka  3.3 Assess Climate vulnerability in agriculture, water resources, health sector, biodiversity and ecosystems, coastal, human settlement and infrastructure  3.4 Conduct socio- economic analysis on climate change impacts  3.5 Establish a cost benefit analysis system and estimate the cost for adaptation programmes/projects  3.6 Improve understanding of application of climate change modelling in determining impacts upon vulnerable communities and sectors  3.7 Identify priority adaptation measures in close coordination with the NAP process and Technology Needs Assessment of 2013  3.8 Carry out a peer-review of the draft studies produced, including stakeholder consultations  3.9 Prepare the V&amp;A chapter for the TNC report</p>	<p>V&amp;A chapter for the TNC report  Climate variability maps and updated climate scenarios available at national and provincial levels  Impact and Vulnerability assessment reports for different regions and sectors available  Adaptation and mitigation Strategy Documents  Gender mainstreaming in national Climate Change plans  Nationally approved implementable and gender-sensitive climate change adaptation measures for various climate-sensitive sectors to address vulnerability in place</p>	<ul style="list-style-type: none"> <li>▪ Capacities to carry out impacts and vulnerability assessment as well as climate change scenarios readily accessible</li> <li>▪ Government utilizes output for decision making</li> <li>▪ Limited experience on awareness of gender relevance in climate change response</li> </ul>
<p><b>Outcome 4</b>  <b>Mitigation options - Identified priority</b></p>	<p>Identified priority mitigation actions and cost effective</p>	<p>SNC</p>	<p>4.1 Document all national climate change mitigation programmes and strategies</p>	<ul style="list-style-type: none"> <li>▪ Validation workshop reports</li> <li>▪ Mitigation Analysis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriately determined mitigation strategies and options</li> <li>▪ Enhanced enabling framework for the</li> </ul>

<p>mitigation actions and cost effective mitigation options</p>	<p>mitigation options</p>		<p>4.2 Update and improve future GHG emission scenarios for Sri Lanka</p> <p>4.3 Develop Mitigation measures and emission reduction potentials of the industrial, energy, LULUCF, agriculture and transport sectors</p> <p>4.4 Description of the constraints to implementation of the identified climate mitigation programmes and strategies.</p> <p>4.5 Develop mitigation assessments based on appropriate models, availability of technologies, R&amp;D programmes, technology transfer needs, mitigation potential, costs and benefit including the limitations of such assessments</p> <p>4.6 Carry out a mid-term stakeholder workshop to facilitate the review of the draft outputs.</p> <p>4.7 Prepare the Mitigation Assessment chapter for the TNC report</p>	<p>Reports</p> <ul style="list-style-type: none"> <li>▪ Report on the mitigation measures and options for the country's low carbon sustainable development in various sectors compiled and archived for regular updating</li> <li>▪ Mitigation strategies for various sectors available at national and provincial levels</li> </ul>	<p>implementation of mitigation measures</p> <ul style="list-style-type: none"> <li>▪ Strengthened analytical capacity for determining mitigation options for decision making</li> </ul>
<p>Outcome 5 Other information considered relevant to the achievement of the objective of the UNFCCC and preparation of Sri-Lanka's TNC Report</p>	<p>Other relevant information, capacity building, education and public awareness, technology transfer and gaps related to financial, technical and capacity needs Number of professional and civil society organisations involved in climate changes activities</p>	<p>SNC</p>	<p>5.1 Review and analyze activities related to development and transfer of technology under the UNFCCC Convention, and develop priority programmes on technology development and transfer.</p> <p>5.2 Compile relevant research work on climate change and identify activities on systematic observation such as Global Climate Observing System (GCOS) and participation of Sri Lanka in those areas</p> <p>5.3 Review and analyze gaps and needs on climate change education, training and public awareness</p> <p>5.4 Develop improved training</p>	<ul style="list-style-type: none"> <li>▪ Project survey reports</li> <li>▪ Report on the gap analysis and constraints on access to technologies and technology transfer arrangements, finance and investment requirements developed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project is supported by the media and the Ministry of Education to disseminate and socialize Climate Change information</li> <li>▪ Population is capable of assimilating information provided</li> </ul>

<p>Outcome 6 Monitoring and evaluation</p>	<p>Number of climate change related technology transfer initiatives implemented</p>		<p>modules and knowledge products based on improved climate change-related knowledge and information generated through the TNC</p> <p>5.5 Review and analyze activities related to capacity enhancement under the Convention contributing to national capacity development to address climate change</p> <p>5.6 Support the development of information networks related climate change, particularly at national and sub-regional levels</p> <p>5.7 Third National Communication report compiled, edited and printed for local dissemination and submission to the UNFCCC</p>		
	<p>Effective monitoring of project implementation</p>		<p>Monitoring and evaluation in accordance with GEF requirements including monitoring, reporting and preparation of final audits for the entire project</p>	<ul style="list-style-type: none"> <li>▪ Quarterly M&amp;E reports</li> <li>▪ Final project report</li> <li>▪ Lessons learned and recommendations for future projects/work compiled</li> </ul>	

#### IV. TOTAL BUDGET AND WORK PLAN

Award ID:	00085741	Project ID(s):	00093268
Award Title:	Third National Communication		
Business Unit:	LKA10		
Project Title:	Sri Lanka Third National Communication		
PIMS no	5206		
Implementing Partner	Ministry of Mahaweli Development and Environment		

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)	Budget Notes (all amounts in USD)
OUTCOME 1: National circumstances of Sri Lanka	MoMDE	62000	GEF	71300	Local Consultants	9,600	2,400	0	12,000	Environmentalist assigned to update national information and establish information data base (1,200*10 month respectively)
					Training, Workshops and Conferences	9,500	1,500	0	11,000	Inception workshop; 1 validation workshop @2,500; small consultation workshops @500
					Audio visual & Print prod costs	3,500	5,500	0	9,000	Printing and editing of the document and other communication for the workshops
					<b>Total 1</b>	<b>22,600</b>	<b>9,400</b>	<b>0</b>	<b>32,000</b>	
OUTCOME 2: Strengthened GHG inventory preparation system and updated GHG inventory for Sri Lanka	MoMDE	62000	GEF	71200	International Consultants	8,000	10,000	3,500	21,500	International expert in GHG inventory assessment methodologies to oversee and guide works of local companies/consultants (1 person @700/day x 10 days in yr1 (training) and 10days in yr2 (consolidation) and 5 online backstopping for report finalization in yr 3)+ DSA(20d)+Flight
					Local Consultants	15,000	17,000	5,500	37,500	National GHG Expert 12 months @2500/pm over 2 years ; Database Specialist 6months@1250/pm;

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)	Budget Notes (all amounts in USD)
				72100	Contractual services - company	20,000	20,000	10,000	50,000	A Consortium of Companies with GHG inventory expertise in (i) Energy; (ii) Industrial Process and Products; (iii) Agriculture, Forestry and other Land Use; (iv) waste will be given consolidated contracts in the sum of \$15,000; \$15,000; \$10,000, \$10,000 respectively
				71400	Contractual services - individual	7,500	12,000	12,000	31,500	Technical Coordinators to facilitate work components
				71600	Travel	2,000	2,000	0	4,000	travel to field sites
				74200	Audio visual & Print prod costs	500	1,000	500	2,000	Printing and editing of the document and other communication for the workshops
				75700	Training, Workshops and Conferences	1,500	2,100	3,900	7,500	4 mini sector workshops@1000; 4 sector validation workshops@ 1250; 1 consolidated validation workshop@2000
					<b>Total 2</b>	<b>54,500</b>	<b>64,100</b>	<b>35,400</b>	<b>154,000</b>	
<b>OUTCOME 3</b>	<b>MoMDE</b>	<b>62000</b>	<b>GEF</b>	71200	International consultants	4,000	10,000	5,500	19,500	An international expert in climate change modelling and impact and vulnerability assessment to oversee the development of programmes (1person 25d@700pd over 3 year period + Airfare/DSA)
<b>Vulnerability &amp; Adaptation</b>				71300	Local consultants	21,000	34,000	21,000	76,000	\$ Component leader/ Expert in CC Projections and Climate Variability Analysis @12,000 \$ Food Security / Water expert@10,000; \$ Coastal / Marine expert@10,000; \$ Health Specialist@8,000; \$ Human settlement/ Infrastructure Specialist@8,000; Tourism and recreation@5,000; Industry, Energy and transport@8,000; Biodiversity and Ecosystems @10,000;

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)	Budget Notes (all amounts in USD)
										Socio-economic specialist @5,000
				71400	Contractual Services - individual	12,000	12,000	12,000	36,000	Technical Coordinators to facilitate work components
				74200	Audio visual & Print prod costs	500	2,000	2,500	5,000	Development of communication material and printing for sharing purposes
				71600	Travel	1,000	2,000	2,000	5,000	travel to field sites
				75700	Training, Workshops and Conferences	0	4,000	6,000	10,000	validation workshops@2,000; 8 mini consultation workshop @1,000; capacity building and training workshops
					<b>Total 3</b>	<b>38,500</b>	<b>64,000</b>	<b>49,000</b>	<b>151,500</b>	
<b>OUTCOME 4</b>	<b>MoMDE</b>	<b>62000</b>	<b>GEF</b>	71300	Local consultants	0	18,000	10,000	28,000	CC Mitigation expert @8,000 + subject experts in (i) Energy; (ii) Industrial Process and Products; (iii) Agriculture, Forestry and other Land Use; (iv) Waste @5,000 each
<b>Mitigation Options</b>				71600	Travel	0	2,000	1,000	3,000	Travel to field sites
				74200	Audio visual & Print prod costs	500	500	1,000	2,000	Printing and editing of the document
				75700	Training, Workshops and Conferences	0	6,000	7,000	13,000	1 training workshops@6,000; 4 Sector workshops@1,000 and 1 validation workshop@,
					<b>Total 4</b>	<b>500</b>	<b>26,500</b>	<b>19,000</b>	<b>46,000</b>	

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GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)	Budget Notes (all amounts in USD)
<b>OUTCOME 5</b> Other relevant information, capacity building, education and public awareness, technology transfer and gaps related to financial, technical and capacity needs	MoMDE	62000	GEF	71300	Local consultants	2,000	6,000	7,000	15,000	Consultants on (i) education, training and public awareness, (ii) gaps and constraints, (iii) technology transfer, research and systematic observation recruited @5,000
				71600	Travel	0	1,500	2,500	4,000	Needs assessment and consultation related travel
				72400	Communication	3,000	3,000	4,000	10,000	communication costs
				74200	Audio visual & Print prod costs	0	0	13,000	13,000	Compile and Printing of the TNC, and training manuals
				75700	Training, Workshops and Conferences	0	9,500	12,000	21,500	training workshops @4,000; 1@1,500; final validation workshop @2,500
<b>OUTCOME 6:</b> Monitoring, Learning, Adaptive Feedback & Evaluation	MoMDE	62000	GEF		<b>Total 5</b>	<b>5,000</b>	<b>20,000</b>	<b>38,500</b>	<b>63,500</b>	
				71600	Travel	1,000	1,000	1,000	3,000	Monitoring related travel
				74100	Professional Services	0	0	5,000	5,000	Audit fee
<b>Project management</b>	MoMDE	62000	GEF		<b>Total 5</b>	<b>1,000</b>	<b>1,000</b>	<b>6,000</b>	<b>8,000</b>	
				72200	Equipment	6,000	4,000	0	10,000	Equipment required for the operation of the project management unit
				71400	Contractual services - individual	5,000	5,000	4,000	14,000	Project management cost
				71600	Travel	1,000	3,000	2,000	6,000	Project facilitation related travel
				72500	Office Supplies	2,000	2,000	2,000	6,000	Office supplies for the PMU
				74500	Miscellaneous		2,000	2,800	4,800	
				74598	Direct Project Cost - GoE	1,000	2,000	1,200	4,200	According to LoA (Annex C.)

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)	Budget Notes (all amounts in USD)
					Total Management	15,000	18,000	12,000	45,000	
				PROJECT TOTAL		137,100	203,000	159,900	500,000	

Summary of Funds: <sup>3</sup>

	Amount Year 1	Amount Year 2	Amount Year 3	Total
GEF	137,100	203,000	159,900	500,000
Government (in-kind)	50,000	80,000	57,000	187,000
<b>TOTAL</b>	<b>187,100</b>	<b>283,000</b>	<b>216,900</b>	<b>687,000</b>

<sup>3</sup> Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

## V. MANAGEMENT ARRANGEMENTS

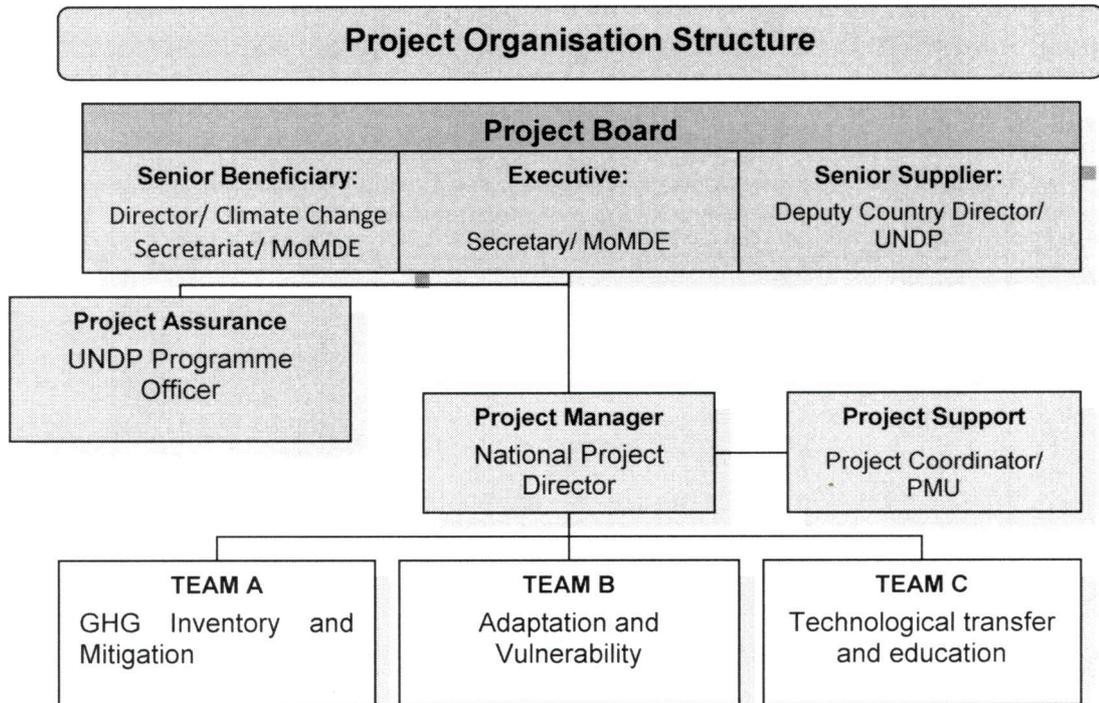


Figure 1: Project Organisational Structure

The project will be implemented over a period of three years, starting in the year 2015. The project will be nationally executed under UNDP's National Implementation Modality (NIM) according to the Standard Basic Assistance Agreement between UNDP and the Government of Sri Lanka, and the Country Program Action Plan (CPAP). The lead Implementing Partner for this Project will be the Ministry of Mahaweli Development Environment, which has the governmental mandate to coordinate the formulation and implementation of land degradation policies and related programs and strategies.

**Project Board:** The Project Board will be established at the inception of the project. The composition of this is presented above in Figure 1. The Board will meet at least once a quarter and it will be convened and supported logistically by the NAMA coordinating entity to be established at the Climate Change Secretariat (CCS), MOMDE. The Board may meet more frequently, if required. This will be chaired by the Secretary to the MOMDE, and will provide overall guidance for the project throughout its implementation. Specifically the Board will be responsible for: (i) achieving co-ordination among the various government agencies; (ii) guiding the program implementation process to ensure alignment with national and local statutory planning processes and resource use and policies, plans and strategies; (iii) ensuring that activities are fully integrated between the other relevant developmental initiatives; (iv) overseeing the work being carried out by the different agencies, monitoring progress and approving plans and reports; (v) overseeing the financial management and production of financial reports; (vi)

monitor the effectiveness of project implementation; and (vii) providing guidance to district and local committees as needed. The proceedings of all Project Board meetings will be recorded and shared amongst all the members. The Board will undertake annual project reviews (or as otherwise deemed necessary by the Project Board).

**Senior Executive:** The Secretary of the Ministry of Mahaweli Development and Environment (MOMDE) will serve as the Executive and will have ultimate responsibility for the project, supported by the Senior Beneficiary and Senior Supplier. As part of the responsibilities of the Project Board, the Executive will ensure that the project is focused, throughout the project cycle, on achieving the results noted in the project's Strategic Results Framework in the most innovative, cost effective, catalytic and replicable manner. The Board will provide strategic guidance to the project and will ensure that risks are being tracked and mitigated as effectively as possible. The Senior Executive will be responsible for approving and signing the Annual Work Plan (AWP) for the following year on behalf of the Implementing Partner as well as approving and signing the Combined Delivery Report (CDR) at the end of the year. The Senior Executive will be responsible for delegating authority in writing to a Responsible Officer within the Ministry for signature of the Funding Authorization and Certificate of Expenditures (FACE) form as well as any other project related documentation.

**Senior Supplier:** The UNDP Deputy Country Director will represent the interests of those designing and developing the project deliverables and providing project resources. The primary function of the Senior Supplier will be to provide guidance regarding the technical feasibility of the project. The Senior Supplier will have authority to commit or acquire supplier resources as required. As part of the responsibilities of the Project Board, Senior Supplier will advise on the selection of the strategy, design and methods to carry out project activities. Quality assurance and oversight roles include ensuring that standards defined for the project are met and used to good effect, monitoring potential changes and their impact on the quality of deliverables and monitoring any risks in project implementation. Within the context of the Project Board, the Senior Supplier will also be responsible for ensuring that progress towards outputs remains consistent, contributing the supplier's perspective and opinions on implementing any proposed changes and arbitrating on and ensuring resolution of input/resource related priorities or conflicts.

**Senior Beneficiary:** The Director, Climate Change Secretariat of the MOMDE will serve as the Senior Beneficiary with the primary function of ensuring the realization of project results from the perspective of project beneficiaries. As part of the responsibilities for the Project Board, the Senior Beneficiary will be responsible for ensuring that specification of the Beneficiary's needs are 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 identified targets, impact of potential changes is evaluated from the beneficiary point of view, risks to the beneficiaries are frequently monitored, providing the opinion of beneficiaries of implementation of any proposed changes, and helping to resolve priority conflicts.

**Project Management Committee (PMC):** The Project Management Committee (PMC) will be setup under the Project Board, which will meet at least once a month to guide the Project Management Unit (PMU) to make key management, functional and operational decisions. Its specific responsibility includes;

1. Approve the appointment and responsibilities of the Project Manager and delegate its project assurance responsibilities

2. Based on the approved Annual Work Plan, approve quarterly execution plans and also approve any essential deviations from original plans
3. Provide technical and operational guidance to the project
4. Ensure the quality assurance of project processes and deliverables
5. Ensure the required resources for the successful implementation of the project
6. Monitor and evaluate the progress of project activities
7. Use the evaluations for performance improvement, accountability and learning
8. Arbitrate on any conflicts within the project or negotiate solutions to problems if any with external bodies

The composition of the Project Management Committee will be as follows;

Chairman – Director, Climate Change Secretariat (National Project Director – NPD)

Convener & Secretary – Project Manager

Members – Representatives of Climate Change Secretariat, UNDP, NAMA Secretariat

Depending on the need, PMC could invite relevant private sector project beneficiaries as well as sector specialists for consultations at its regular meetings.

**Project Management Unit (PMU):** The Project Management Unit will be physically established and hosted within CCS of the MOMDE. CCS will play the key role in project implementation supported by finance and administration officer, project coordinator, the project officers, assistant project officers and project assistant. The National Project Manager, supported by a Project Assistant, will be tasked with the day-to-day management of project activities, as well as with financial and administrative reporting. He/she will be responsible for project implementation and will be guided by Annual Work Plan. Project Manager's prime responsibility is to ensure that the project produces the planned outputs by undertaking necessary activities specified in the project document to the required standard of quality and within the specified constraints of time and cost. Local and international consultants will be recruited, as deemed necessary for executing certain project activities.

**Compliance to UNDP Standards:** As delegated by the Project Board, the designated UNDP Programme Officer will assist the Project Board in its role of Project Assurance. In undertaking this role, the UNDP Programme Officer will take action to address as well as alert the Project Board of issues with regard to project quality assurance such as alignment with the overall Country Program, availability of funds, observation of UNDP rules and regulations and adherence to Project Board decisions. The UNDP Programme Officer will assist the Project Board by performing some oversight activities, such as periodic monitoring visits and "spot checks," ensuring that revisions are managed in line with the required procedures, monitoring and reporting requirements and standards are maintained, Project output(s) and activities, including description and quality criteria, risks and issues are properly recorded and are regularly updated in Atlas. The UNDP Programme Officer will also assist the Project Board in ensuring that the project follows the approved plans, meets planned targets as well as project Quarterly Progress Reports are prepared and submitted on time, and according to standards. During project closure, the UNDP Programme Officer will work to ensure that the project is operationally closed in Atlas, financial transactions are in Atlas based on final accounting of expenditures and project accounts are closed and status set in Atlas accordingly.

The Assurance role will support the PMC by carrying out objective and independent project oversight and monitoring functions. During the implementation of the project, this role ensures (through periodic monitoring, assessment and evaluations) that appropriate project management milestones are managed and completed. The assurance will:

1. Ensure that funds are made available to the project;
2. Ensure the project is making progress towards intended outputs;
3. Perform regular monitoring activities, such as periodic monitoring visits and spot checks;
4. Ensure that resources entrusted to UNDP are utilized appropriately;
5. Ensure that critical project information is monitored and updated
6. Ensure that financial reports are submitted to UNDP on time, and that combined delivery reports are prepared and submitted to the PMC;
7. Ensure that risks are properly identified, managed, and monitored on regular basis.

An independent external review may be conducted through resource persons/groups to feed into this process. The UNDP official responsible for the Project Assurance and the PM will meet on a quarterly basis to assess progress of the decisions taken in the PMC.

### **Financial Procedures**

Funding for this project is from GEF resources with co-funding from government agencies. Under the Harmonized Cash Transfer system (HACT) introduced by the UN EXCOM Agencies (UNDP, UNICEF, WFP and UNFPA) as part of the UN reform commitment to reduce transaction costs on implementing partners, four modalities of payments are foreseen for nationally implemented projects. They include: 1) Prior to the start of activities against agreed work plan cash transferred (direct cash transfer) to the Treasury, Ministry of Finance and Planning, for forwarding to the Implementing Partner; 2) Reimbursements after completion of eligible activities by the Implementing Partner; 3) Direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner; 4) Direct payments to vendors or third parties for obligations incurred by UN agencies in support of activities agreed with Implementing Partners.

In order to receive the funds advanced by UNDP, the Implementing Partner must either: a) Open a bank account, under the name of the project, to be used only for receiving UNDP advances and to make payments of the project; or b) In agreement with UNDP's Program Manager, identify an existing bank account under the Implementing Partner's name, that would be used solely for the purposes of receiving UNDP advances to the project and making payments with these advances. Under no circumstances will the Direct Cash Transfer Modality be used to advance funds to any individual inside or any entity or individual outside of the Implementing Partner or to any account other than the identified official project bank account. It will be the responsibility of the Project Manager and NTA to liaise with the UNDP Program Associate to prepare a consolidated financial report, in the required format, and provide it to UNDP at regular and necessary intervals.

Under the project's national implementation arrangement (NIM) Government guidelines for competitive procurement of goods and services (advertising, tender bidding, evaluation, and approval) in line with international standards will apply for all project-related activities. Upon specific request of the implementing partner UNDP can in line with UNDP procurement policy provide procurement and recruitment services to the implementing partner including:

- Identification and recruitment of project and program personnel
- Identification and facilitation of training activities
- Procurement of goods and services, including contractual services to implemented agreed field activities

As per the letter of agreement between the Government of Sri Lanka and UNDP for the provision of support services signed on 23<sup>rd</sup> May 2013, UNDP shall recover the cost of providing the support services outlined above. A cost recovery rate will be charged for the value of the amount of the contracts of the services to be procured or obtained through UNDP. Charges will also be incurred for all financial transactions processed on behalf of the project by UNDP Finance Unit. The charges will be subject to the Universal Price List used corporately by UNDP to determine costs associated with UNDP administrative services.

It will be the responsibility of the beneficiary line ministry or government institution to ensure the settlement of all duties/taxes/levies/Value Added Tax on imported goods and services at the point of clearing from Sri Lanka Customs as well as all VAT and other statutory levies applicable and payable on local procurement of goods and services. The UNDP bears no responsibility whatsoever in the settlement of Government of Sri Lanka duties/taxes/levies/VAT on all imported and local procurement of goods and services. The Implementing Partner will be audited periodically as per the annual audit plan prepared by the government coordinating authority in consultation with the UNDP Sri Lanka. The Implementing Partner/Ministry of Environment will be responsible for ensuring that all audit requirements are met. Project auditing will follow UNDP Financial Regulations and Rules and applicable audit policies.

Agreement on the intellectual property rights and use of logo on the project's deliverables: In order to accord proper acknowledgement to MOMDE, GEF and UNDP for providing funding, logos should appear on all relevant project publications as applicable and adhere to the branding guidelines of the aforementioned agencies.

## **MONITORING FRAMEWORK AND EVALUATION**

*The project will be monitored through the following M& E activities. The M& E budget is provided in the table below.*

### **Project start:**

A Project Inception Workshop will be held within the first 3 months of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan the first year annual work plan.

The Inception Workshop should address a number of key issues including:

- a) Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP CO and RCU staff vis à vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.
- b) Based on the project results framework and the relevant GEF Tracking Tool if appropriate, finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- c) Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.
- d) Discuss financial reporting procedures and obligations, and arrangements for annual audit.
- e) Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

#### **Quarterly:**

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
- Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
- Other ATLAS logs can be used to monitor issues, lessons learned etc... The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

#### **Bi-annual progress:**

- Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical challenges and support needs will be carried out twice a year.

#### **Periodic Monitoring:**

A detailed schedule of project reviews meetings will be developed by the project management, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Inception Report. Such a schedule will include: (i) tentative time frames for Steering Committee Meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project related Monitoring and Evaluation activities.

*Day to day monitoring of implementation progress* will be the responsibility of the Project Coordinator, Director or CTA (depending on the established project structure) based on the project's Annual Work plan and its indicators. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

*Periodic monitoring of implementation progress* will be undertaken by the UNDP-CO through quarterly meetings with the project proponent, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

#### **End of Project:**

During the last three months, the project team will prepare the Project Terminal Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

#### **Audit clause:**

Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.

#### **Learning and knowledge sharing:**

Results from the project will be disseminated within and beyond the project intervention zone 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 project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

#### **Communications and visibility requirements:**

Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: [http://www.thegef.org/gef/GEF\\_logo](http://www.thegef.org/gef/GEF_logo). The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: [http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08\\_Branding\\_the\\_GEF%20final\\_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf). Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project

publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

### M& E work plan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> <li>▪ Project Manager</li> <li>▪ UNDP CO, UNDP GEF</li> </ul>	Indicative cost: 5,000	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> <li>▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members.</li> </ul>	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> <li>▪ Oversight by Project Manager</li> <li>▪ Project team</li> </ul>	To be determined as part of the Annual Work Plan's preparation.	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RTA</li> <li>▪ UNDP EEG</li> </ul>	None	Not applicable
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> </ul>	None	Quarterly
Mid-term Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Final Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team,</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Project Terminal Report	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ local consultant</li> </ul>	0	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ Project manager and team</li> </ul>	Indicative cost : 5,000	According to UNDP policies
Visits to field sites	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ UNDP RCU (as appropriate)</li> <li>▪ Government representatives</li> </ul>	For GEF supported projects, paid from IA fees and operational budget	Yearly
<b>TOTAL indicative COST</b> Excluding project team staff time and UNDP staff and travel expenses		US\$ 10,000 (+/- 5% of total budget)	

## VI. LEGAL CONTEXT

Standard text has been inserted in the template. It should be noted that although there is no specific statement on the responsibility for the safety and security of the executing agency in the SBAA and the supplemental provisions, the second paragraph of the inserted text should read in line with the statement as specified in SBAA and the supplemental provision, i.e. "the Parties may agree that an Executing Agency shall assume primary responsibility for execution of a project."

**If the country has signed the Standard Basic Assistance Agreement (SBAA), the following standard text must be quoted:**

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

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

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

## VII. ANNEXES

**Risk Analysis.** Use the standard UNDP Atlas Risk Log template. For UNDP GEF projects in particular, please outline the risk management measures including improving resilience to climate change that the project proposes to undertake.

**ANNEX A: Project Risks and Assumptions**

The project design took into consideration the success factors that would make the realization of the Project goal and achievement of project objective within controllable and manageable limits. These are described as internal factors and should be within the control and authority of the Project Team. However, there are factors beyond the control of the Project and therefore the success of the project in attaining its goal and targets relies on the assumptions that certain desired situations or conditions will exist or happen. However, these assumptions if worded in the negative sense are considered as the risks of the project implementation.

The Project Results Matrix (Section 3) shows a detailed overview of the project's assumptions for successful project implementation. To address these risks, the project has to establish effective means to monitor and to the extent possible mitigate these risks. Mitigation measures include a strong emphasis on hands-on and adaptive project management and participation of each stakeholder, mobilizing private sector participation and a continuous dialogue between the project's donors, implementing Partner, executing agency, and government agencies. The different risks that were identified during project formulation and the recommended mitigation measures and risk rating are the following:

**Table A.1: Project Risks and Mitigation Measures**

#	Description	Date Identified	Risk Type	Risk Level	Risk Management
1	Insufficient, and/or uncommitted support from government and coordination among line Ministries and the industry	Dec 2015	Political	Risk Level: Low	Government commitment to the project will be clearly established and confirmed. Strong coordination and involvement of key institutions will be sought from the outset to ensure adequate assessments, continuous access to data and integration of the results into sector planning. The Project Steering Committee which will include a core group of representatives from the relevant Governmental agencies, and research institutions, CSOs and private sector will be made functional to play its oversight responsibility effectively to ensure proper coordination of project activities
2	Data and information: Limited robustness and completeness of GHG emissions and climate data In addition, much	Dec 2015	Institutional	Risk Level: Low Inconsistent data may delay the production and collation of sectoral analysis into solid national	Implementation has been carefully planned to ensure that the various studies have sufficient time for data collation. The project will closely monitor the actions, and the Climate Change Secretariat (CCS) will also facilitate the

#	Description	Date Identified	Risk Type	Risk Level	Risk Management
	of the data required is dispersed among different public and private institutions and often difficult to gather.			reports	approval process for data collection. Actions will be managed sequentially where possible to ensure that available time is utilized efficiently.
3	Procurement: The key procurement risks have to do with (a) limited experience at the Climate Change Secretariat (CCS) in GEF/UNDP-financed Projects, (b) the overwhelming large number of contracts to be carried out in a short time; (c) and limited available local expertise in subject areas	Dec 2015	Operational	Risk Level: Medium	The corrective measures that have been agreed are the following: i) UNDP will lead procurement in Year 1 and staff in the CCS will participate in a Procurement Training delivered by the UNDP, ii) while the technical unit identifies the firms interested in consulting services under the Project, packaging contracts in accordance with the market size will be considered, iii) the project will also headhunt and invite qualified consultants to apply for consultancies as well as look at options of recruiting junior consultants under a senior team leader

## **ANNEX B: Terms of Reference of Key Project Personnel**

### **Generic terms of reference for scoping and implementing the Integrating Vulnerability and Adaptation Assessment component of the National Communication**

These generic terms of reference for the preparation of the V&A studies identify the basic set of activities that the V&A expert/consultant will be responsible for.

#### **Profile of the V&A expert/consultant**

The V&A expert should be very knowledgeable and with hands-on experiences on V&A issues, have a solid understanding of the gaps and needs for developing/improving vulnerability assessments, and have technical expertise in the formulation of adaptation options. The V&A expert should be able to scope technical studies in the V&A area and design an implementation strategy to carry out the different V&A activities within the framework of the NC. He/She should also have a solid understanding of the institutional arrangements and resources required to carry out the V&A work, and some experience utilizing Integrated Vulnerability Assessment

methodologies. Although the NC project document provides the framework for the V&A studies, the expert should be able to advise on any adjustments if needed, both at the organizational and technical levels, for a successful implementation of the V&A studies. In general, the V&A expert/consultant should be responsible for ensuring that the following set of activities is carried out. Emphasis on different activities will depend on the scope of the work already described in the NC project document and/or on the specific activities the V&A expert would be assigned to.

#### Policy and institutional issues

1. Identify the key policy issues the V&A study of the SNC project aims to address, e.g.,
  - a. to scope the scale of risks associated with projected climate change;
  - b. to aid in the identification of priorities for adaptation;
  - c. to support the development of a national adaptation strategy.
2. Identify the expected output of the V&A study of the SNC project on the basis of the project document, e.g.,
  - a. impacts assessment at the sectoral level for the given priorities identified in the project document;
  - b. a national adaptation strategy, including policies, programs and projects.
3. Develop a clear strategy to link the V&A outputs to national development planning. This would include, among others:
  - a. assessment of institutional arrangements/stakeholders engagement required to facilitate linking the outcome of the V&A studies to sectoral or national planning;
  - b. framework for assessing how the above linkage can be monitored and measured in the short and long terms, for instance through the development of practical indicators.

#### Technical issues

##### Scope of the V&A study

4. Elaborate on the scope (geographic, thematic, sectoral coverage, time horizon) of the V&A study, e.g.,
  - a. designing a strategy to build on but advance what was done within INC, and while applicable, NAPA project;
  - b. elaborating on the scope of studies to address sectors/regions not covered by INC, sectors/regions identified as sensitive/vulnerable to climate change, as per the NC project proposal;
  - c. preparing a detailed work plan for each of the study to be carried out, including a strategy to involve the relevant stakeholders, timeline, etc.;
  - d. designing a strategy, as applicable, to link the V&A studies with previous and ongoing related projects/activities (e.g., land degradation, biodiversity, international waters.)

#### Methodological framework

5. Elaborate on the overall methodological framework for the V&A study as per the project document and in consultation with the project coordinator. In doing so, the V&A expert should ensure that:
  - a. The proposed methodological framework is the most appropriate given the policy questions to be addressed, the characteristics of the study (e.g., sectoral focus, spatial and temporal scales, stakeholders involved, and data requirement, etc.), and data availability;
  - b. In-country expertise required for such a methodological framework is available. If needed, the V&A expert should develop a strategy to address technical capacity gaps. For instance, by exploring the possibility of applying another framework in which more in-country expertise exists, or by designing a training/technical backstopping strategy, etc.

#### Scenarios development

6. Identify the types of scenarios required to conduct the V&A assessment, e.g., climate, socio-economic, sea level, adaptive capacity, technology, land-use land-cover.

7. Identify the temporal and spatial resolution needed for these scenarios (e.g., national, sub-national, watershed, community, farm level, multi-decadal average, annual, monthly, daily, mean conditions, extreme events, etc.). In doing so, the expert should justify the choices.

8. Develop the strategies for developing such scenarios, e.g., model-based, expert judgment, etc.

In the preparation of the scenarios development strategy, the expert should assess the feasibility of the scenario needs and the methods for developing these scenarios, given the characteristics of the studies, and data availability. For instance, the expert would be expected to advice on alternative options to running regional climate models or other resource intensive and time consuming exercises. The V&A expert would also assess whether there is enough in-country expertise to develop such scenarios and/or identify options to address the needs for additional expertise.

Sectoral assessment (to be considered by each of the sectors to be covered in the IV&A study)

9. Elaborate on the methods and tools, as per the project document, chosen to undertake sectoral assessments, e.g., numerical models, elicitation of expert views, stakeholder consultations, focus groups, etc. In doing so, the expert will advise on any adjustments needed to the options identified in the project document.

### **Project Coordinator**

In consultation with the Project Steering Committee (PSC), the Project Coordinator (PC) is responsible for day-to-day management, co-ordination and supervision of the implementation of the preparation of Sri Lanka's Third National Communication to the UNFCCC. Specifically, his\her responsibilities are but not limited to the following:

- To supervise and ensure the timely implementation of the project relevant activities as scheduled in the work plan;
- Prepare a detailed work plan for the project and draft terms of reference for the subcontracts, in consultation with the PSC and the inter-ministerial committee on climate change (IMCCC);
- Draft the scope of the work and TOR and other procurement documentation required for the identification and the recruitment of experts and consultants contributing to the assessment processes;
- Compile the various section reports and content of the overall TNC document in consultation with Consultants;
- Provide technical assistance and administrative support to national experts and institutions in the execution of required deliverables inclusive of the GHG Inventories, the updating of the national circumstances document;
- Coordinate the work of the Vulnerability Assessment and Adaptation Consultants;
- Organize the validation of project products through training workshops and sensitization sessions
- Liaise directly with the IMNCCC and with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to ensure national involvement in project actions as well as to facilitate the gathering of information required for analysis
- Prepare quarterly progress reports to the PSC for distribution to the IMCCC;
- Summarize and synthesize the results of the project;
- Support the drafting of the TNC in collaboration with the National Focal Point, national counterparts/ experts and consultants
- Identify necessary follow-up activities to ensure synergies between TNC activities and other ongoing initiatives
- Assist in the mobilization of additional resources to the extent available;
- Ensure that the TNC process is in the line with guidance provided by the COP of the UNFCCC;

### Qualifications and Experience

- An advanced degree (at least M. Sc. or equivalent) in energy, environmental management or other field relevant to the project
- Minimum of 5 yrs experience working on climate change and/ or related issues
- Understanding of Nigeria's environment/development issues as and Climate Change activities in Nigeria;
- Excellent communication (Written and Oral) Skills;
- Demonstrated experience in project management;
- Demonstrated experience working with government structures at local levels, and working with NGOs and private sector;
- Past involvement in National Communication processes will be considered an asset
- Knowledge of methodologies for inventories (IPCC Revised 1996 Guidelines and Good Practice Guidance, etc)

### **Project Admin/Finance Assistant**

The Project Administrator/Finance Assistant is responsible for the financial and administrative management of the project activities and assists in the preparation of quarterly and annual work plans and progress reports for review and monitoring by the PSC. This position also provides support to the Project Manager for the day-to-day management of the project including:

- Responsible for providing general financial and administrative support to the project.
- Take own initiative and perform daily work in compliance with annual work schedules.
- Assist project management in performing budget cycle: planning, preparation, revisions, and budget execution.
- Assist the Project Coordinator in all project implementation activities.
- Provide assistance to partner agencies involved in pilot initiatives, performing and monitoring general administrative and financial aspects of pilots to ensure compliance with budgeted costs and in line with UNDP/Government of Nigeria policies and procedures.
- Monitor project expenditures, ensuring that no expenditure is incurred before it has been authorized.
- Assist project team in drafting quarterly project progress reports concerning financial issues.
- Ensure that UNDP procurement rules are followed in procurement activities carried out by the project and bear the responsibility for the inventory of the project assets.
- Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission.
- Provide assistance in all logistic arrangements concerning project implementation.
- Make logistical arrangements for the organization of meetings and round tables.
- Draft contracts for international/local consultants.
- Draft correspondence related to project actions: clarifies, follows up and responds to requests for information.
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files.
- Perform all other administrative and financial related duties, upon request.
- Provides support to the Project Coordinator in coordination and arrangement of planned activities and their timely implementation.

- Assist the Project Coordinator in liaising with key stakeholders from the Government of Nigeria counterpart, donor community, civil society, and NGOs as required.

Qualifications and skills:

- At least an Associate Degree in finance, business administration or related fields.
- Experience in administrative work, preferably in an international organization or related to project execution.
- A demonstrated ability in financial management of development projects and in liaising and cooperating with government officials, NGOs, mass media.
- Ability to develop and interpret financial statements.
- Self-motivated and ability to work under the pressure.
- Team-oriented, possesses a positive attitude and works well with others.
- Flexible and willing to travel as required.
- Excellent interpersonal skills.
- Excellent verbal and writing communication skills in English.
- Good knowledge of Word, Outlook, Internet Explorer, and Excel is necessary.
- Problem solving and conflict resolution
- Ability to work towards specific goals and objectives
- A professional demeanor in undertaking all aspects of the position and with project personnel.

**Annex C. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR  
THE PROVISION OF SUPPORT SERVICES**



**Annex 2: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE  
GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES**

Dear Mr. Kumarasiri,

1. Reference is made to consultations between officials of the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

- (a) Identification and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities;
- (c) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the UNDP Standard Basic Assistance Agreement, 20 May 1990 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

UNDP Sri Lanka  
202/204, Bauddhaloka Mawatha, Colombo 7, Sri Lanka ■ P.O. Box 1505  
Tel: +94(11)2580691-8 ■ Fax: +94(11)2581116 ■ Email: registry.lk@undp.org



Empowered lives.  
Resilient nations.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

Signed on behalf of UNDP

Razina Bilgrami  
Country Director, a.i

A. Kumarasiri  
Director General  
Department of External Resources  
Ministry of Finance and Planning  
The Secretariat  
Colombo-01 - Sri Lanka.



For the Government

Mr. Ajantha Kumarasiri  
Director General, Department of External Resources  
On behalf of the Government of the Democratic Socialist Republic of Sri Lanka

23 May 2013

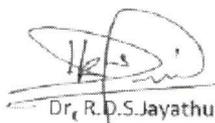
Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Climate Change Secretariat of the Ministry of Mahaweli Development and Environment, the institution designated by the Government of Sri Lanka and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed 'Third National Communication' project, "the Project".
2. In accordance with the provisions of the letter of agreement signed on 23 May 2013 and the project document, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

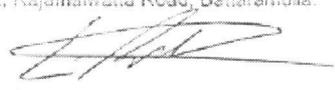
Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP
Services related to human resources (including but not limited to): <ul style="list-style-type: none"> <li>• Identification, selection and recruitment of project personnel (including advertising, short-listing and recruiting, issuance and closure of contract, payroll and banking)</li> </ul>	March – April 2016	<ul style="list-style-type: none"> <li>• 5 days over 36 months of GS5 - 100 USD</li> <li>• 1 days over 36 months of NOB HR positions – 150 USD</li> </ul>	UNDP will directly charge the project
Services related to procurement (including but not limited to): <ul style="list-style-type: none"> <li>Procurement of goods</li> <li>Procurement of services</li> <li>• Consultant recruitment</li> <li>• Advertising</li> <li>• Short-listing &amp; selection</li> <li>• Contract issuance</li> </ul>	Throughout project implementation when applicable	<ul style="list-style-type: none"> <li>• 25 days over 36 months of GS5 procurement associate – 1250 USD</li> <li>• 4 days over 36 months of NOB procurement analyst- 800 USD</li> </ul>	UNDP will directly charge the project
Services related to finance (including but not limited to): <ul style="list-style-type: none"> <li>• Payments</li> </ul>	Ongoing throughout implementation when applicable	<ul style="list-style-type: none"> <li>• 15 days over 36 months of GS6 Finance associate – 900 USD</li> <li>• 3 days over 36 months of NOB Finance Analyst – 600 USD</li> </ul>	UNDP will directly charge the project
		<ul style="list-style-type: none"> <li>• 8 days over 36 months of</li> </ul>	

Services related administration (including but not limited to): <ul style="list-style-type: none"> <li>• Travel authorization</li> <li>• Ticket requests (booking, purchasing, etc.)</li> <li>• F10 settlements</li> <li>• Asset management</li> </ul>	Ongoing throughout implementation when applicable	GSS Administration Associate – 400 USD	UNDP will directly charge the project
<b>Total</b>		<b>USD 4200</b>	



Dr. R. D. S. Jayathunga  
 Director (Climate Change)  
 Ministry of Mahaweli Development and Environment

Dr. R. D. S. JAYATHUNGA  
 Director (Climate Change)  
 Ministry of Environment & Renewable Energy  
 "Gampathpoya"  
 No. 82, Rajamalwatta Road, Bellaramulla.



Ms. Lovita Ramguttee  
 Deputy Country Director  
 United Nations Development Programme