

Readiness Proposal

with UNDP for the Republic of Burundi

11 October 2017 | NDA Strengthening & Country Programming



**GREEN
CLIMATE
FUND**

Readiness and Preparatory Support Proposal, Burundi

SECTION 1: SUMMARY	
1. Country submitting the proposal	Country name: Burundi Name of institution (representing National Designated Authority or Focal Point): Ministère à la Présidence chargé de la Bonne Gouvernance et du Plan. Name of official: Aimé Claude Ntahorwamiye Position: Advisor Telephone: 257 79488436 Email: ntahorwamiyea@yahoo.fr Full Office address: Building du Ministère des Finances
2. Date of initial submission	15/12/2016
3. Last date of resubmission (if applicable)	2/08/2017
4. Which entity will implement the Readiness and Preparatory Support project? (Provide the contact information if entity is different from NDA/focal point)	<input type="checkbox"/> National Designated Authority <input checked="" type="checkbox"/> Accredited Entity Name of institution: UNDP Name of official: Natalie Boucly, Position: UNDP Country Director Telephone: 257 22301102 Email: natalie.boucly@undp.org Full Office address: Rohero 1, Quartier INSS, Compound PNUD
5. Title of the Readiness and Preparatory Support Proposal	GCF Readiness and Preparatory Support- Burundi
6. Brief summary of the request (200 words)	The Burundian readiness and preparatory support is mainly targeting: 1) the strengthening of the NDA and its capacity to coordinate climate change initiatives through an inter-sectoral framework; and 2) the establishment of a sustainable mechanism of engaging key stakeholders, including women groups and the private sector in climate finance decision-making.
7. Total requested amount and currency	\$478 000
8. Anticipated duration	24 months
9. Is the country receiving other Readiness and Preparatory Support related to the GCF?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, please attach the relevant scope of work, and briefly (100 words) describe the scope of support provided by other institutions



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SECTION 2: COUNTRY READINESS LOGICAL FRAMEWORK

Please complete the table below, which enables a country to assess its readiness for the GCF and set targets for strengthening its readiness, including proposed outputs and activities to improve the country's readiness. For further guidance on completing the table, please refer to the guidebook "Accessing the GCF Readiness and Preparatory Support Programme".

OUTCOMES ¹	BASELINE	TARGET	ACTIVITIES <i>(including key outputs or deliverables where applicable)</i>
1. Country capacity strengthened	1-8	7-8	
<i>1.1 NDA/focal point lead effective coordination mechanism</i>	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Support the operationalization of the inter-ministerial working group on climate change; - Enhance the capacities of the NDA team and other relevant staff on climate change needs assessment, prioritization and on the monitoring/evaluation of climate change activities; - Disseminate information on the GCF guidelines to national and sub-national stakeholders and develop national operational guidelines on climate change coordination and national arrangements for the promotion, consideration and facilitation of funding proposals;
<i>1.2 No objection procedure established and implemented</i>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Establish a participatory and transparent non-objection procedure through the development of a clear metric to screen project proposals for the GCF submission, based on policies and strategies of the government of Burundi - Train relevant staff on the implementation of the no-objection procedure - Disseminate the non-objection criteria to relevant stakeholders
<i>1.3 Bilateral agreements between the country and the GCF executed</i>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Provide technical and legal advice to NDA team on climate finance management, including on privileges and immunities, accounting, and quality assurance and oversight. - Support the active engagement of members of the NDA and inter-ministerial team with the GCF by facilitating face-to-face meetings to advance bilateral agreement process.
<i>1.4 Monitoring, oversight and streamlining of climate finance</i>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> - Establish and implement monitoring and oversight mechanisms for climate mainstreaming and climate finance, including the creation of a budget line for climate change in NDC sectors.
2. Stakeholders engaged in consultative processes	3-8	8-8	
<i>2.1 Stakeholders engaged in consultative processes</i>	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Organize Multi-stakeholder and multi-sector consultation and validation workshops for country Adaptation programme (NAP) and on the Nationally Determined Contribution (NDC) Implementation Plan; - Consultation with stakeholders to facilitate stocktaking of climate change investments/projects in the country. - Develop and implement a communication strategy for raising awareness and facilitating

¹ Based on decisions: B.08/10, annexes XII, XIII & XIV; B.08/11; B.11/10, annex I; B.12/20, annex I

			stakeholder engagement in the GCF processes
2.2 Country programmes, including adaptation priorities, developed and continuously updated	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Facilitate the analysis and adoption process of the NAP, focussing on the strategic priorities for engagement with the GCF and the engagement of key stakeholders, including women, the civil society, the private sector, and the Ministry of Human Right, Social Affairs and Gender - Review the existing national programmes within the NDC sectors to ensure the integration of the climate finance dimension - Train/endow the NDA teams and the inter-sectors coordination mechanism with tools to help identify suitable instruction for specific projects as well as for appraising project and programmes across the country
2.3 Stakeholder consultations conducted with equal representation of women	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Develop sustainable consultation mechanisms with all sectors and with all categories of stakeholders. - Organize consultations with representatives of women CSOs and gender focal points in key ministries, in order to ensure the mainstreaming of gender in the GCF portfolio.
2.4 Annual participatory review of GCF portfolio in the country organized	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Organize informative meetings on the GCF portfolio in the country
3. Direct access realized	0-8	0-8	
3.1 Candidate entities identified and nominated for accreditation	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
3.2 Direct access entity accredited	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
3.3 Entity/ies annual/multi-annual work programme developed	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
3.4 Funding proposals through enhanced direct access modality approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4. Access to finance	2-8	6-8	
4.1 Structured dialogue between the NDA/Accredited Entities and the GCF Secretariat organized	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Provide guidance and support to the NDA and his staff to be able to be on the driver seat, when engaging in a structured dialogue - Establish a systematic approach of engagement in a structured dialogue with the different partners and entities working with the country - Organize meetings between the accredited entities chosen or potentially to be chosen by the country in order to ensure coordination in the development and implementation of the GCF portfolio - Support the participation of the NDA, members of the inter-ministerial committee, or other national institutions involved in climate finance to international forums involving the dialogue with GCF Secretariat members, or GCF priorities.

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4.2 Country programmes, concept notes, including on adaptation, developed that implement high-impact priorities identified in INDCs and other national strategies or plans	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> - Develop a GCF portfolio setting out the adaptation and mitigation priorities, in line with the NAPA, the NDC, and other strategic tools in the climate sector - Develop and publish Burundi's country programme, including indicative pipeline of projects in compliance with national strategies and plans as well as in line with the GCF investment criteria and result areas - Set a regular committee to review/ update the country programme and track the implementation of priorities projects and concepts
4.3 Project/programme preparation support, including for adaptation, to develop funding proposals provided	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> - Organize trainings on the development of GCF funding proposal in the mitigation and adaptation sectors. - Develop a pipeline of project ideas that will could eventually seek funds from the Project Preparation Facility.
4.4 Funding proposals, including for adaptation, that are aligned with country priorities approved	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5. Private sector mobilization	0-8	1-8	
5.1 Private sector engaged in country consultative processes	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> - Conduct informative meetings with the private sector representatives with regards to the GCF - Develop a framework for private sector engagement in climate finance decision-making to include periodic consultations between business service organisations and the NDA, accredited agencies, GCF and other national stakeholders
5.2 Enabling environment for crowding-in private sector investments at national, regional and international levels exists	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> - Conduct trainings targeting the private sector on adaptation and mitigation investment opportunities and GCF processes, including requirements for proposal development and requirements - Support the participation of private sector representatives to international fora related to climate change mitigation and adaptation
5.3 Funding proposals for private sector projects/programmes, including for adaptation, approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5.4 Funding proposals under the Private Sector Facility programmes (small- and medium-sized enterprises and mobilizing funds at scale) submitted and approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
TOTAL	6	22	

SECTION 3: ADDITIONAL INFORMATION

Please explain how this grant will help deliver on the country's readiness needs as identified above and build on institutions, processes or existing work already underway in the

Burundi is a landlocked country in the junction between the central and eastern part of Africa. The country is vulnerable to climate change, due to the combined impact of human actions and natural phenomena. Moreover, Burundi has undergone a long period of protracted socio-political instability resulting, among other things, into massive people displacements and forests destruction.

In order to address its climate change issues, the country developed some strategic tools, allowing bringing this sector among national priorities. Also, it has developed partnership with funding bodies and bilateral agencies, hence allowing the implementation of some adaptation, mitigation and cross cutting projects. A lot is still to be done in this domain, the reason why the country is seeking the support of the Green Climate Fund.

Burundi has already nominated the Green Climate Fund Focal Point, who is from the Minister of Planning. The latter working closely with the Ministry of Environment Cabinet, and the UNFCCC Focal Point within this Ministry. Though this close collaboration is taking place, there is no established GCF technical committee which encompasses inter-sectoral and inter-ministerial needs and priorities to be addressed to the fund. With regards to GCF partnership, the Focal Point has already participated in some GCF dialogue processes on the international level, but once again, there are no established briefing and debriefing mechanisms with regards to other stakeholders in the country. This proposal will help correcting all these issues.

The readiness project objective is mainly threefold: 1) Strengthen the country capacities through the establishment and operationalization of a formalized inter-ministerial committee which includes representatives of key sectors, mainly the NDC sectors, the development of a no-objection procedure, the building of a strong cooperation with GCF and the assurance of an effective streamlining of climate finance; 2) fostering stakeholders engagement, including the private sector through a participatory and gender sensitive consultation and dialogue process around the GCF portfolio to be developed and 3) enhancing the country's capacities in resources mobilization.

Though the country is very aware of the necessity to engage with the private sector into climate change actions, it is worth recognizing that this sector in Burundi is not very developed. The idea is first to sensitize them for a more climate sensitive private action, and then reinforce their capacities in concept notes writing and project development for a future effective participation in resources mobilization, both internally and also with the GCF. In anticipation, they will be involved in consultative processes through the Federal Chamber of Commerce and Industry.

The Readiness support will build on the existing institutional apparatus with regards to climate change and it will take into consideration other initiatives, policies and programs on the ground. Hence, the inter-ministerial committee will include representatives of the Ministry of Environment cabinet, the GCF Focal and the UNFCCC Focal Point, the Ministry of Energy, Agriculture, Health, Finance. This committee could be extended to other stakeholders including CSOs/NGOs (2) and the Federal Chamber of Commerce (1). The selected ministries cover the NDC sectors. NGO/CSOs will be chosen based on their representativeness and effectiveness on the ground. Consultations with women associations will take place.



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SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT					
GCF Readiness Outcome	Budget Description	Amount US\$ (year 1)	Amount US\$ (year 2)	Total Amount US\$	See budget note:*
GCF Readiness Outcome 1	International Consultants	12,000	-	12,000	1
	Local Consultants	7,000	-	7,000	2
	Travel	17,500	17,500	35,000	3
	Information Technology Equipmt	18,000	-	18,000	4
	Training, Workshops and Conferences	18,620	20,000	38,620	5
Total Outcome 1		73,120	37,500	104,620	
GCF Readiness Outcome 2	International Consultants	12,000	12,000	24,000	6
	Local Consultants	10,000	10,000	20,000	7
	Travel	10,000	10,000	20,000	8
	Supplies	-	-	-	
	Training, Workshops and Conferences	25,000	25,000	50,000	9
Total Outcome 2		57,000	57,000	114,000	
GCF Readiness Outcome 3	International Consultants	23,000	10,000	33,000	10
	Local Consultants	6,000	6,000	12,000	11
	Travel	6,000	6,000	12,000	12
	Supplies	-	-	-	
	Training, Workshops and Conferences	15,000	15,000	30,000	13
Total Outcome 3		50,000	37,000	87,000	
GCF Readiness Outcome 4	International Consultants	12,000	12,000	24,000	14
	Local Consultants	6,000	6,000	12,000	15
	Travel	7,500	7,500	15,000	16
	Supplies	-	-	-	

	Training, Workshops and Conferences	10,000	15,000	25,000	17
Total Outcome 4		35,000	40,500	76,000	
Total operation costs (Outcome 1+2+3+4)		215,620	172,000	387,620	
Contingency (max. 5% of total operation costs)	Miscellaneous Expenses	11,200	8,725	19,925	18
Total operation costs + Contingency		230,320	183,225	413,545	
Project Management Costs	Contractual Services – Individuals	13,500	13,500	27,000	19
Total Project Costs excluding DP fees		240,320	194,225	434,545	
DP fee (10%)		24,032	19,423	43,455	
TOTAL PROJECT COSTS INCLUDING DP FEE		264,352	213,648	478,000	

Budget Notes

1. One International consultant with GCF, climate finance and public finance management expertise for technical trainings under Outcome 1	600 USDx 20 days
2. Two national consultants to support the international consultant in developing and executing technical trainings and produce operational tools (35 days)	200 USD x 35 days
3. Travel costs associated with Outcome 1, (for 2 years)	Estimated cost of 2 round air ticket for the international consultant and subsistence fees = 10000 USD
	Estimated costs of domestic travel for 4 dissemination workshops = 12000
	Estimated costs for air tickets for the participation of 4 Government staff in international or regional dialogues/ conferences + DSA= 13000

<p>4. 15 computers for the technical working group. The 15 computers are for the GCF committee which has been just established by the Ministry of Good Governance and Planning. This a strategic group with the mandate to analyze and decide on the GCF portfolio in Burundi. The computers are necessary working equipment because the Burundian administration does not have the means to provide them to the committee staff.</p>	<p>15 computers: 1200 USDx15 = \$18,000</p>
<p>5. Contractual Services for training sessions and activities related to the dissemination of the no objection tools.</p>	<p>38,620</p>
<p>6. One international consultant. 1) To review the existing programmes and to develop a country program (20 days); 2) to develop of coordination mechanisms and train the NDA team and relevant staff (20 days)</p>	<p>600 USD x 40 days= 24,000 USD</p>
<p>7. 2 national consultants for the consultation process and gender mainstreaming during 100 days</p>	<p>200 x 100= 20,000</p>
<p>8. Travel costs associated with outcome 2</p>	<p>1) Ticket and DSA for the intern. Con.: 11600 USD 2) Travel cost and DSA for 10 consultation sessions: 8400 USD</p>
<p>9. Contractual services for 10 consultation meetings</p>	<p>5000 USDx10= 50,000</p>
<p>10. 1 International consultant with GCF and project development expertise: 55 working days</p>	<p>600 x 55= 33,000</p>
<p>11. Recruit 1 national consultants to train the NDA team and other relevant staff on climate change project formulation for 30 days each per year.</p>	<p>200 x 30 x 2= 12,000</p>
<p>12. Travel costs associated with Outcome</p>	<p>Ticket Int. Cons: 2000 USD</p>



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	Ticket + DSA for international conferences (3 persons): 9,000 USD
13. Conference for dialogue and training sessions (10)	3000 USD x 10= 30,000
14. One international consultant for the training of the private sector key stakeholders on climate change : 2 trainings per year and for the elaboration of private sector engagement mechanisms (40 working days).	600 USD x 40 days= 24,000
15. Two national experts for the training of the private sector on proposal writings and project development (60 working days)	200 USD x 60 days= 12,000
16. DSA and travel costs in connection with outcome 5	<ul style="list-style-type: none"> 1) DSA and ticket for the intern. Cons.: 6600 USD 2) DSA and ticket for the international conferences: 3,000 USD 3) Local travel and DSA costs during training sessions: 5400 USD
17. Contractual services for for the private sector trainings	5000 USD x 5= 25 000 USD
18. Miscellaneous Costs for any unforeseen programme related cost that is unrelated to implementation/service fees.	19,925 USD
19. Salary of a national project coordinator for 18 months (please see ToR as annex I of this proposal). Monthly salary is estimated using Service Contract salary scale for UNDP Burundi. The UNDP program will provide the operational services during the 3 first months and the 3 last months.	\$1500 x 18 months

Procurement Plan

The financial management and procurement of this project will be guided by UNDP financial rules and regulations (<http://web.undp.org/execbrd/pdf/UNDPFinRegsRules.pdf>). Further guidance is outlined in the financial resources management section of the UNDP Programme and Operations Policies and Procedures (POPP) (<https://info.undp.org/global/popp/frm/Pages/introduction.aspx>). UNDP has comprehensive procurement policies in place as outlined in the 'Contracts and Procurement' section of UNDP's POPP. The policies outline formal procurement standards and guidelines across each phase of the procurement process, and they apply to all procurements in UNDP (<https://info.undp.org/global/popp/cap/Pages/Introduction.aspx>).

The project will be implemented following the Direct Implementation Modality (DIM) guidelines: https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/FRM_Financial%20Management%20and%20Implementation%20Modality_Direct%20Implementation%20%28DIM%29%20Modality.docx&action=default&DefaultItemOpen=1. Direct Implementation (DIM) is the modality whereby UNDP takes on the role of Implementing Partner. In DIM modality, UNDP has the technical and administrative capacity to assume the responsibility for mobilizing and applying effectively the required inputs in order to reach the expected outputs. UNDP assumes overall management responsibility and accountability for project implementation. Accordingly UNDP must follow all policies and procedures established for its own operations. Procurement processes will be in accordance with the procurement guidelines and policies of UNDP.

The following table represents the procurement plan for national and international individuals, and also for equipment and conference costs :

Item description	Quantity	Estimated Unit cost	Estimated total Cost	Estimated completion date	Procedure
Lap tops for the technical committee members	15	1 200	18 000	6 th month	UNDP LTA
7 National consultants	255 WD	200	51 000	12 th M	Open Advertisement
4 International Consultants	172 WD	600	103 000	8 th M	Open Advertisement
Renting conference rooms and workshop supplies			145 000	23 th M	Micro procurement



Project Coordinator	18 months	1500	27 000	23 th M	Open advertisement
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For items such as venues and travel for stakeholder workshops to be organised, a shopping method will be used to procure such services consistent with UNDP's procurement policies and rules. Information on the process and the results of procurement to undertaken will be included in the inception report where such information can be provided in advance, and in interim progress or completion reports when such procurement has been undertaken and completed.

Disbursement schedule

The disbursement requests and schedule for this project will be in line with Clause 4 of the "Framework Readiness and Preparatory Support Grant Agreement" between GCF and UNDP.

Additional information

This box provides an opportunity to include further explanations related to the budget, procurement plan and disbursement schedule, including any details on the assumptions to justify costs presented in the budget.

SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

Please attach an “implementation map” or describe how funds will be managed by the NDA/FP or delivery partner

If the entity implementing the readiness support is not an accredited entity of the GCF, please complete the [Financial Management Capacity Assessment \(FMCA\)](#) questionnaire and submit it with this proposal.

The readiness project will be implemented under the UNDP direct implementation modality (DIM). UNDP will be entitled with the entire responsibility of the implementation, monitoring and quality assurance processes. UNDP will recruit a national expert for coordination and implementation of the project activities. The Country Office environment focal point will be entitled with ensure the quality assurance of results.

In additional, the project will be executed in close collaboration and concertation with the GCF, UNFCCC focal points, and under the clearance of the Ministry of Water, Environment, Land Management and Urban Planning Cabinet (MEEATU).

With regard to the project governance, a project board, co-led by the Minister of Environment representative, the GCF FP and UNDP, will be established . The inter-ministerial team will have the function of technical committee.

Other relevant information

The Government of Burundi is working with UNDP to develop two proposals to submit to the Green Climate Fund, respectively in mitigation and adaptation sectors. In parallel, UNDP is supporting the country to develop a NAP proposal, which will also be submitted to GCF. With regards to all these initiatives, there is a strong need for the Government side to coordinate and engage in a multisector and multi-partner consultation, for a more coherent and priority generated portfolio.

The readiness fund will help to strengthen the NDA coordination and monitoring capacities, to establish transparent no-objection procedures, and to foster appropriate consultation mechanisms of stakeholders.



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Annex I: Terms of Reference for National Coordinator

I. Background

The appointed Green Climate Fund NDA/Focal Point in Burundi has requested the support of the United Nations Development Programme Office for the development of a preparatory support document for resource mobilization through the Green Climate Fund

The Burundian readiness and preparatory support is mainly targeting the following results:

- 1) Strengthen the country capacity in coordinating and monitoring the climate change initiatives through an inter-sectoral framework, sound tools, and a priority-oriented program;
- 2) Establish sustainable mechanisms of engaging with key stakeholders, including women and the private sector and
- 3) Enhance the country's capacities in climate finance dialogue and negotiations.

Based on the key role of UNDP/Burundi is pushing the climate change agenda in Burundi, the country office accepted to provide technical support on realizing the above mentioned results. Based on the proposal developed in collaboration with the Ministry of planning, the two-year project will strengthen the national coordination mechanisms for conceptualizing, developing and submitting new, transformative projects for funding under the GCF framework. This will involve broad, multi-sector stakeholder consultations with key ministerial entities, the private sector, NGOs and CBOs. The project will also enhance the NDA capacities in climate finance dialogue and resources mobilization.

Given the fact the project implementation will necessitate a close follow up and technical support from UNDP, the CO will hire a project coordinator for the tasks.

II. Tasks and responsibilities

Under the direct supervision of the Programme Officer in charge of the Environment/climate Change Portfolio, the project coordinator will be responsible for the implementation of the project activities and the realization of the targeted results. She/he will work closely with the Ministry of Planning and the Ministry of environment in coordinating trainings and organizing the stakeholder's consultations. Under the guidance of the Project Board (PB), in collaboration with the Sustainable Development and the Monitoring and Evaluation Units, and with the support of the Operations Units (Procurement and Finance), the project coordinator will perform the following duties:

- Support the delivery of high quality project outputs through the preparation of annual and quarterly work plans, budgets and procurement plans;
- Sequence and coordinate all project activities, ensuring that each is results-oriented and impact-driven, in line with the UNDP Strategic Plan and the Country Programme Document (CPD);
- Undertake project monitoring in line with the monitoring plan and against the approved work plan and budget;
- Assist in the preparation of quarterly and annual implementation reports and ad hoc status updates
- Completion of all other UNDP and GCF-required reporting, including to the Project Board ;
- Provide communication support on the project to all stakeholders, and logistical support to project activities and personnel, when required;
- Lead related procurement processes, including preparation of TORs and convening evaluation commit-



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tees;

- Ensure that value for money is observed throughout project implementation, including compliance to guidelines for allowable expenses at established rates
- Manage the financial resources in line with UNDP requirements, ensuring accountability and transparency;
- Manage and monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the Project Board for consideration and decision on possible actions if required. He/she will update the status of these risks by maintaining the project risk log;
- Capture lessons learnt during project implementation

The project coordinator will be recruited at the national level (National expert). He will be part of UNDP team, but his office will be located within the Ministry of Planning, to ensure the national engagement and ownership.

III. Duration of the contract

The project coordinator will be recruited for a period of 18 months.