

Readiness Proposal

with FAO for the Islamic Republic of Iran

24 December 2018 | NDA Strengthening & Country Programming



**GREEN
CLIMATE
FUND**

Readiness and Preparatory Support Proposal

How to complete this document?

- A Readiness Guidebook is available to provide information on how to access funding under the GCF Readiness and Preparatory Support programme. It should be consulted to assist in the completion of this proposal template.
- This document should be completed by National Designated Authorities (NDAs) or focal points with support from their delivery partners where relevant.
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- Information on the indicative list of activities eligible for readiness and preparatory support and the process for the submission, review and approval of this proposal can be found on pages 11-13 of the guidebook.
- For the final version submitted to GCF Secretariat, please delete all instructions indicated in italics in this template and provide information in regular text (not italics).

Where to get support?

- If you are not sure how to complete this document, or require support, please send an e-mail to: countries@gcfund.org. We will aim to get back to you within 48 hours.
- You can also complete as much of this document as you can and then send it to countries@gcfund.org. We will get back to you within 5 working days to discuss your submission and the way forward.



READINESS AND PREPARATORY SUPPORT

PROPOSAL TEMPLATE

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Note: Environmental and Social Safeguards and Gender

Throughout this document, when answering questions and providing details, please make sure to pay special attention to environmental, social and gender issues, particularly to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult page 7 of the readiness guidebook for more information.

SECTION 1: SUMMARY	
1. Country submitting the proposal	<p><i>Country name: Islamic Republic of Iran</i></p> <p><i>Name of institution (representing National Designated Authority or Focal Point): Iran Department of Environment</i></p> <p><i>Name of official: Dr. Mohammad Masoud Agha Mohammad Hossein Tajrishi</i></p> <p><i>Position: Deputy Head of Department of Environment for Human Environment</i></p> <p><i>Telephone: (+98) 21 882 330 87</i></p> <p><i>Email: dhfhe.iran@gmail.com</i></p> <p><i>Full Office address: Room No. 219, Second floor, Department of Environment, Hakim Expressway, Pardisan Park, Tehran, Iran</i></p>
2. Date of initial submission	<i>28 February 2018</i>
3. Last date of resubmission	<i>06 October 2018</i>
4. Which entity will implement the Readiness and Preparatory Support project?	<p><input type="checkbox"/> National Designated Authority <input checked="" type="checkbox"/> Delivery partner <input checked="" type="checkbox"/> Accredited entity</p> <p><i>Name of institution: Food and Agriculture Organisation of the United Nations</i></p> <p><i>Name of official: Rao Matta</i></p> <p><i>Position: Representative ad interim</i></p> <p><i>Telephone: (+98) 21-224292 20 Email: rao.matta@fao.org</i></p> <p><i>Full Office address: 1st Floor, Agriculture Research, Education and Extension Organisation, Yaman Street, Tehran, Iran</i></p>
5. Title of the Readiness support proposal	<i>Green Climate Fund (GCF) Readiness Programme of I.R. Iran</i>
6. Type of Readiness support sought	<p><i>Please select one option below (one box or circle)</i></p> <p><input checked="" type="checkbox"/> Readiness</p> <ul style="list-style-type: none"> • <i>Establishing and strengthening national designated authorities or focal points</i>

	<ul style="list-style-type: none"> • <i>Strategic frameworks, including the preparation of country programmes</i> <input type="checkbox"/> <i>Adaptation Planning</i>
7. Brief summary of the request	<p><i>The proposed national readiness programme aims to support the Government of I.R. Iran in strengthening the national capacities to effectively access and efficiently manage, track and guide climate financing with particular attention to the requirement of Green Climate Fund (GCF). Guided by Iran national development policies and priorities, the programme will include the preparatory activities to strengthen a National Designated Authority (NDA) and establish a functional coordination mechanism in Department of Environment, strengthen stakeholder's engagement and effective participation, assist I.R. Iran in developing a gender- responsive country programme including climate change adaptation and mitigation priorities. The accomplishment of above readiness activities will lay the foundation for I.R. Iran to kick-start and make concrete steps toward meeting the need for climate financing in an effective and coordinated way.</i></p>
8. Total requested amount and currency	USD 419,495
9. Anticipated duration	<i>12 months</i>

SECTION 2: LOGICAL FRAMEWORK

Please complete the table below by including proposed outcomes, baseline situations, the targets for implementation period, and the activities to be undertaken, including key outputs or deliverables. Please add rows for additional outcomes as needed. For further guidance on completing the table, please refer to the guidebook "Accessing the GCF Readiness and Preparatory Support Programme", including specific Outcomes to select from.

OUTCOMES	BASELINE	TARGET	ACTIVITIES <i>Please including key outputs or deliverables where applicable</i>
1. Country capacity strengthened			
1.1 <i>Effective coordination mechanism</i>	1	2	<p>1.1.1. Stocktaking of institutional, functional, and technical capacities to strengthen the NDA's and NDA's office's role.</p> <p>{Deliverables: Gap assessment conducted and baseline established for effective coordination mechanism of NDA's office. Produced report to include recommendations for next steps to be taken to strengthen coordination mechanism from a technical and institutional perspective; timeframe 1st to 3rd month}</p> <ul style="list-style-type: none"> • 1.1.1.1. <i>Institutional: Conduct a gap assessment of the policy, legislative and institutional frameworks governing the NDA's operations in Iran and to provide a set of recommendations to undertake its GCF related roles and responsibilities.</i> • 1.1.1.2. <i>Technical Capacity: Identify entry points to align existing processes and systems governing the operations of the NDA with the GCF requirements using the services of a team of national and international professionals in consultation with NDA office.</i> • 1.1.1.3. <i>Functional: Establish office space/equipment/facilities/utilities, meeting facilities and so on are in place and functioning throughout the project duration to ensure smooth operation of the NDA office.</i> <p>1.1.2. Development of operational guidelines and frameworks for the NDA office, including a National Climate Change Finance Committee (NCCFC).</p> <p>{Deliverables: terms of reference (ToRs) for NCCFC, work plan aligning NDA and NCCFC activities, a strategic framework developed to involve other Ministries with the work of the NDA and NCCFC; timeframe 3rd and 4th months}</p> <ul style="list-style-type: none"> • 1.1.2.1. <i>Functional: Develop draft ToRs for a NCCFC which take into consideration the</i>

			<p><i>need to coordinate across stakeholders and facilitate effective consultation and communication among NCCFC members, National CC Committee and other key stakeholders (representatives from Ministries (Environment, Agriculture, Energy etc.), private sector, and Civil Society Organizations (CSOs) in the GCF subject).</i></p> <ul style="list-style-type: none"> • 1.1.2.2. <i>Functional: Further strengthen the current ToRs of the NDA.</i> • 1.1.2.3. <i>Institutional: Align NDA and NCCFC activities through developing (further strengthening) respective work plans.</i> • 1.1.2.4. <i>Technical Capacities: Assess and recommend specific training needs for human resources development within the NDAs office.</i> • 1.1.2.5. <i>Institutional: Develop a strategic framework to involve other Ministries, relevant in the context of climate change and climate finance, with the NDA and current climate finance work within the government.</i> <p>1.1.3. Climate finance training for the NDA's office, including the National Climate Change Finance Committee (NCCFC).</p> <p>{Deliverable: One consolidated training report including the number and affiliation of beneficiaries as well as the details of the trainings provided and the summary of reviews provided by the participants; timeframe 3rd month}</p> <ul style="list-style-type: none"> • 1.1.3.1. <i>Technical Capacities: Organize a two-day training for 30 participants from the NDA office and stakeholder institutions to improve understanding of the NDA's office including the NCCFC on climate finance, including sources of available funding, national climate funds, transparency and fiduciary standards, country-ownership and accountability.</i>
<p>1.2 No-objection procedure</p>	<p>1</p>	<p>2</p>	<p>1.2.1. Develop guidelines for the GCF no-objection procedure.</p> <p>{Deliverable: No-objection procedure set-up and guidelines developed. A web-based information dissemination system for the NDA's office launched. Training report (1). Timeframe: 5th to 9th month}</p> <ul style="list-style-type: none"> • 1.2.1.1. <i>Functional: NDA and NFCCC to identify initial screening criteria for the purpose of no-objection letter procedure. Criteria to be validated during multi-stakeholder consultations (see Activity 2.2.1.).</i> • 1.2.1.2. <i>Functional: Develop guidelines for reviewing project ideas and concept notes for the purpose of issuing no-objection letters for the GCF. These guidelines will include op-</i>

			<p>erational information as well as information on screening criteria.</p> <ul style="list-style-type: none"> 1.2.1.3 Functional: Disseminate guidelines and GCF info among key stakeholders (see section 5.1.)and develop a website where this information is publicly available. 1.2.1.4. Technical Capacities: Organize 2 days of training on raising awareness for 30 participants of key stakeholders from relevant ministries and other public institutions and some experts from private sectors, no-objection procedure, national priorities and GCF criteria developed from above-mentioned sub-activities (this activity will build upon 2.2.1.).
2. Stakeholders engaged			
2.1 Stakeholder engaged in consultative processes	0	2	<p>2.1.1 Develop a stakeholders' engagement framework for GCF portfolio participation and decision-making.</p> <p>{Deliverable: Stakeholders' engagement framework. Timeframe: 3rdto5thmonth}</p> <ul style="list-style-type: none"> 2.1.1.1. Development of a framework in early stage (3rd and 4th months); 2.1.1.2. Organize 2 days of training workshop for 30 participants from key stakeholders (see section 5.1.) to present latest version of the framework on the stakeholders' engagement in GCF portfolio and decision-making in month 5.
2.2 Country programmes, including mitigation/adaptation priorities, developed	0	1	<p>2.2.1. Multi-stakeholder consultation to identify adaptation and mitigation priorities based on the INDCs and other national plans/policies including climate change awareness, national adaptation planning process and interventions appraisal and prioritization.</p> <p>{Deliverable: strategic investment report that will be used to help develop a future country programme, training package Timeframe: 6th to 10th month}</p> <ul style="list-style-type: none"> 2.2.1.1. Assess existing climate change data (operations, projections, impact models, vulnerability analysis), policies, initiatives, and regulations on climate change for the prioritization of climate investment. 2.2.1.2. Develop a report on strategic investment criteria and priorities for climate change adaptation and mitigation, to be shared and validated through the stakeholder engagement framework in a one-day training workshop for 30 participants of stakeholders (see Activity 2.1.1.). To be made publicly available online through the website (see 1.2.1.3.) This report shall contribute to the development of future country programmes and National Climate Change Financing Committee planning.

			<ul style="list-style-type: none"> 2.2.1.3. Develop training to help access GCF fund for the development of mitigation and adaptation projects.
2.3 Gender considerations	0	1	<p>2.3.1. Develop guidelines and procedures to ensure gender mainstreaming in GCF related activities including actual project proposals that will be submitted.</p> <p>{Deliverable: Guideline on gender mainstreaming. Timeframe: 11th to 12th month}</p> <ul style="list-style-type: none"> 2.3.1.1. Developing mainstreaming strategy and gender assessment on raising the awareness of local communities, especially women, youth and children, and the level of their participation in local GCF programs and projects, with consideration of gender equity process requirements. 2.3.1.2. Organize a two-day training workshop with participants from key stakeholders and NCCFC on how to make projects/programmes inclusive of gender mainstreaming as well as awareness rising of GCF gender equity process requirements and dissemination of the developed strategies in 2.3.1.1.

SECTION 3: ADDITIONAL INFORMATION

The Islamic Republic of Iran (hereafter: Iran) is the second largest economy in the Middle East and North Africa region.

Iran's Human Development Index (HDI) value for 2015 was 0.774, which is in the 'high human development' category, positioning the country at the rank of 69th out of 188 countries. Between 1980 and 2015, Iran's HDI value increased from 0.490 to 0.774.

The sixth 5-Year National Development Plan 2017-2021 is comprised of three pillars, namely: (a) the development of a resistance economy, (b) progress in science and technology; and (c) the promotion of cultural excellence. On the economic front, the development plan envisages an annual economic growth rate of 8% and provides for reforming state-owned enterprises and the financial and banking sector. The Plan also puts priority on the enactment of legislations on low carbon economy and climate change related measures.

Currently, Iran's energy use intensity and per capita CO₂ emission levels are among the highest in the world. In order to de-carbonize its economy, the Government of Iran (GOI) has adopted a low carbon economy approach to improve energy efficiency in residential, industrial, transport and urban systems as well as the application of renewable energy. These greenhouse gas mitigation options would also produce economic benefits if energy is used more efficiently. GOI intends to increase the share of solar, wind and geothermal in its energy mix by 10% over the coming decades.

Iran is a mountainous and semi-arid country with an average altitude of 1200 meters above the sea level. Of Iran's total land area, only 25% is potentially arable. The rest consists of mountains (50%) and deserts (25%).¹ Furthermore, Iran's economy is heavily dependent on fossil fuel energy extraction and processing. The country is therefore considered as contributing to, and suffering from the impacts of climate change as recognized in Articles 4.8 and 4.9 of the Climate Change Convention. Based on the findings in the 1st, 2nd and 3rd UNFCCC National Communications, submitted in 2002, 2010 and 2018, respectively, Iran's CO₂ emission has an increasing trend; from 337,325 Gg CO₂ Equivalent in base year (1994) to about 832,043 Gg in 2010. Consistent with this trend, in business-as-usual (BAU) scenario Iran's emission will be about 16,500 Gg in 2025². A reduced emission inventory (11%) has been foreseen for Iran in 2025 under the BAU scenario, provided that there would be constructive international cooperation regarding technology transfer and financial aids. This new mitigation regime, if implemented properly, could prevent cumulatively up to 897.5 million tons of CO₂-eq. (740 of which as a result of mitigation measures in energy sector and 157.5 million tons from non-energy sectors) from being released into the atmosphere.³

Iran is determined to contribute to the global efforts to address climate change, the Intended and officially registered National Determined Contributions are 4% mitigation unconditional and 8% with contingent on international supports for capacity building, technology transfer and financing.

Iran needs to have long-term and short-term programmes to reduce this increasing trend of GHG emissions and to address adverse effects of climate change on the economy and ecosystems. In doing so Iran had some vital climate change adaptation and mitigation policies and programmes. Those are drafted through an Executive Regulations of the Convention on Climate Change, the Kyoto Protocol and the National Strategic Plan on Climate Change. In its Intended Nationally Determined Contributions (INDCs), Iran intends to further develop and implement climate related initiatives in order to reduce the negative impact of climate change on the ecosystems and economy, as well as take advantage of relevant emerging opportunities at the international level. In the absence of holistic adaptation and mitigation plans and practices in development sectors, climate variability and increasing pattern of extreme

¹First National Communication

²Third National Communication

³Third National Communication

climatic events (floods, droughts, etc.) contribute *inter alia* to reduced vegetation cover, soil erosion, and desertification, shrinking water, and reduced livelihood opportunities, especially of rural communities.

With regard to National Appropriate Mitigation Actions (NAMAs), in 2015 the Department of Environment intended to set a process of gathering ideas and proposals for NAMAs of major greenhouse gases emitting sectors. To that effect, the National NAMA Committee has approved the NAMA guideline. Efforts are underway to strengthen inter-sectoral coordination among the various sectors involved in Iran's development arena. The climate change related set-up of the country, which are strongly connected to the key stakeholders, includes:

- 1- National Committee on Climate Change;
- 2- National Negotiation Committee;
- 3- Sub-committees on transparency, capacity building, mitigation, adaptation and technology transfer; and
- 4- National Committee on Climate Change Financial Mechanisms which membership include the Ministry of Foreign Affairs, Ministry of Economy and Finance, representative from private sector and some inter- section entities like the Vice Presidency for Science and Technology, the Planning and Budget Organization, and two mitigation and adaptation experts related to country's CDM, NAMAS and GCF programs / projects.

In order to prepare Iran's access to the GCF and to achieve climate-relevant results, the most urgent gaps have been identified within the NDA setup and include:

- Insufficient human and financial resources and technical capacity within the NDA office;
- The need for provision of technical capacity within the engaged sectors in addressing climate change;
- A systematic approach to the formulation of the country's adaptation and mitigation plans; and,
- Recognition of investment priorities in several public and private sectors.

Based on the existing climate change plans and on Iran's INDCs, the main purpose of this Readiness proposal is to empower and further strengthen the NDA Office and the national climate change decision-making mechanism, particularly the National Climate Change Finance Committee which will act as a permanent advisory body to the NDA (Department of Environment), who will be responsible for chairing the National Climate Change Finance Committee. The Committee members will support the NDA in strategic decision-making with regard to *inter alia* the future climate change country programme of Iran, for which the strategic investment report (see activity 2.2.1.) will provide the groundwork. The members will come from Industry (combustion and process), Oil and Gas activities, Agriculture, Power Plants, Dom./ Com. Buildings, Governmental inter-sectorial Organizations (such as: Department of Economic Affairs and Public Sector Investment Planning, Vice-Presidency for Science and Technology and etc.), Transportation and Waste experts and representatives from private sector that are specialists in climate change mitigation and adaptation matters. The National Climate Change Finance Committee, which will serve a technical function to support the NDA long-term, must not be confused with the Project Steering Committee as described in the Implementation Arrangements (described in section 5.1.).

The Deputy Head of the Department of Environment of Iran is designated as the NDA and is supported by a small Secretariat dedicated to Climate Change related activities. Iran is a member to almost all multilateral environment agreements and takes an active role in global negotiations concerning sustainable environmental development. As per the current organizational structure, the NDA's secretariat is placed within the Department of Environment of the Islamic Republic of Iran under the Deputy DOE Head for Human Environment who is in charge of coordinating the National Committee on Climate Change Financial Mechanisms and also to provide an expert dedicated to GCF related activities. The most prominent gaps to be addressed within the NDA setup include i) Insufficient human and financial resources and technical capacity within the NDA secretariat; ii) inadequate technical capacity within the sectors in addressing climate change; iii) lack of a systematic approach to the formulation of the country's adaptation and mitigation plans; and iv) The absence of appropriate criteria to guide the investment priorities in pertinent public and private sectors.

The current Terms of Reference of NDA includes (these will be further refined during the implementation of this Readiness proposal):

- i) communication with the GCF Secretariat and facilitating visits and meetings;

- ii) designation of national and sub- national executive entities on implementing GCF programmes/projects;
- iii) facilitate the fundraising from national stakeholders and establishing a Country Strategic Action Plan identifying priorities for financing and executive entities and intermediaries;
- iv) participate in pre-screening project ideas;
- v) review all climate change relevant country projects and disseminate information about programs and projects;
- vi) propagating operational financing procedures;
- vii) identify investors and stakeholders;
- viii) disseminate investment priorities and fulfillment of operational coordination; and
- ix) expose and review information about the fund and inform about GCF notifications. NDA's secretariat is to receive all climate change related projects. The decisionmaking for these projects shall be done through National Committee.

The Readiness proposal is also aiming to ensure multi-stakeholder consultations to discuss future GCF portfolio actions and decision-making process in gender mainstreaming. Those consultations will ensure the identification of adaptation and mitigation priorities for future GCF activities, including gender considerations, and by extension will also support the conversion of INDCs into NDCs with concrete priorities and actions identified related to climate change.

SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT

4.1. Budget Plan

Outcomes	Budget Categories <small>choose from the drop-down list</small>	Detailed Budget (in US\$)					Total Budget <small>(per budget category)</small>	Total Budget <small>(per sub-outcome)</small>	Total Budget <small>(per outcome)</small>	Disbursement Plan						
		Unit	# of Unit	Unit Cost	Total Budget <small>(per budget category)</small>	Total Budget <small>(per sub-outcome)</small>				6m	12m	18m	24m	30m	36m	
1. Country capacity strengthened	1.1 Effective coordination mechanism	5013 Consultants	W/Day	60	600.00	36,000.00	89,720.00	188,720.00	36,000.00							
		5013 Consultants	W/Day	120	200.00	24,000.00			24,000.00							
		5023 Trainings & w orkshops	Day	2	5,000.00	10,000.00			10,000.00							
		5021 Travels	Trip	3	2,500.00	7,500.00			7,500.00							
		5024 Expendable Procurement	Set	4	400.00	1,600.00			1,600.00							
		5025 Non-expendable Procurement	Unit	4	2,155.00	8,620.00			8,620.00							
	5025 Non-expendable Procurement	Set	1	2,000.00	2,000.00	2,000.00										
	1.2 No-objection procedure	5013 Consultants	W/Day	50	600.00	30,000.00	99,000.00		30,000.00							
		5013 Consultants	W/Day	220	200.00	44,000.00			44,000.00							
		5021 Travels	Trip	2	2,500.00	5,000.00			5,000.00							
5013 Consultants		W/Day	100	90.00	9,000.00	9,000.00										
5024 Expendable Procurement		Lumpsum	1	1,000.00	1,000.00	1,000.00										
	5023 Trainings & w orkshops	Day	2	5,000.00	10,000.00		10,000.00									
2. Stakeholders engaged	2.1 Stakeholder engaged in consultative processes	5013 Consultants	W/Day	30	600.00	18,000.00	41,000.00	18,000.00								
		5013 Consultants	W/Day	40	200.00	8,000.00		8,000.00								
		5021 Travels	Trip	2	2,500.00	5,000.00		5,000.00								
		5023 Trainings & w orkshops	Day	2	5,000.00	10,000.00		10,000.00								
	2.2 Country programmes, including mitigation/adaptation priorities, developed and continuously updated	5013 Consultants	W/Day	50	600.00	30,000.00	82,000.00		30,000.00							
		5013 Consultants	W/Day	200	200.00	40,000.00		40,000.00								
		5021 Travels	Trip	2	2,500.00	5,000.00		5,000.00								
		5023 Trainings & w orkshops	Day	1	5,000.00	5,000.00		5,000.00								
		5024 Expendable Procurement	Unit	100	20.00	2,000.00		2,000.00								
	2.3 Gender considerations	5013 Consultants	W/Day	20	600.00	12,000.00	32,500.00		12,000.00							
		5013 Consultants	W/Day	40	200.00	8,000.00		8,000.00								
		5021 Travels	Trip	1	2,500.00	2,500.00		2,500.00								
		5023 Trainings & w orkshops	Day	2	5,000.00	10,000.00		10,000.00								
Total Outcome Budget								344,220.00	#####	114,500.00	-	-	-	-		
Project Management Cost (PMC) <small>Up to 7.5% of Total Activity Budget</small>	5013 Consultants - National Project Manager		Month	12	2,100.00	25,200.00	25,200.00	Percentage of PMC requested: 7.3%								



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Total Outcome Budget								344,220.00
Contingency			5% requested					17,211.00
Sub-Total (Total Outcome Budget +Contingency +PMC)								386,631.00
Delivery Partner Fee (DP) - Up to 8.5%of the Sub-Total								32,863.64
Total Project Budget (Total Activity Budget +Contingency +PMC +DP)							\$	419,495.00

4.2. Procurement Plan

As stated in the “Framework Readiness and Preparatory needed. Support Grant agreement” signed in November 2016 between the GCF and FAO, the project goods will be procured in accordance with FAO’s rules, regulations and procedures, as set out in FAO’s Manual Section 502 “Procurement of Goods, Works and Services”.

The principal objective of the Organization’s procurement activities is the timely acquisition of goods, works and services in a competitive and transparent manner, while ensuring fitness for purpose to meet the user’s requirements, as well as the optimum combination of expected whole life benefit versus cost to procure (“Best Value for Money”). FAO’s procurement procedures are intended to:

- promote efficiency, economy and the attainment of best value for money in the use of public funds;
- promote transparency, probity and accountability of public procurement FAO-wide;
- provide procurement best practices and procedures for application and consideration in procurement-related decision-making by all stakeholders;

Such procedures are in line with United Nations international standards and fully comply with GCF requirements. No major goods or non-consulting services are foreseen under this readiness. Procurement will be mainly in relation to workshop/training venue and organization (including transport, meals, simultaneous translations, etc.).

Item	Item Description	Estimated Cost (US\$)	Procurement Method	Thresholds (Min-Max monetary value for which indicated procurement method must be used)	Estimated Start Date	Projected Contracting Date
Goods and Non-Consulting Services						
Workshop/Training	Two-day training for 30 participants from the NDA office and stakeholder institutions to improve understanding of the NDA's office including the NCCFC on climate finance under 1.1.3	10,000.00	Competitive Procurement	Invitation To Bid (ITB) \$5,000 to \$ 10,000 open- above \$10,000 closed ITB	2nd month	3rd month
Workshop/Training	Two-day training for raising awareness for 30 participants of key stakeholders from relevant ministries and other public institutions and some experts from private sectors, no-objection procedure, national priorities and GCF criteria developed under 1.2.1	10,000.00	Competitive Procurement	Invitation To Bid (ITB) \$5,000 to \$ 10,000 open- above \$10,000 closed ITB	8th month	9th month
Workshop/Training	Two-day training workshop for 30 participants from key stakeholders. to present latest version of the framework on the stakeholders' engagement in GCF portfolio and decision-making under 2.1.1	10,000.00	Competitive Procurement	Invitation To Bid (ITB) \$5,000 to \$ 10,000 open- above \$10,000 closed ITB	4th month	5th month
Workshop/Training	One-day training workshop for 30 participants of stakeholders under 2.2.1 (to validate strategic investment programme that will guide future country programme).	5,000.00	Competitive Procurement	RFQ (Request for Quotation) up to \$5,000	9th month	10th month
Workshop/Training	Two-day of training/workshop on Gender related Considerations in Countering Climate Change in the Community and How to Involve them in Climate Change Projects. Tehran, 30 participants. (activity 2.3.1).	10,000.00	Competitive Procurement	RFQ (Request for Quotation) up to \$5,000	11th month	11th month
Travel - International	Travel arrangements , DSA and etc. for activities under outcomes 1.1 / 1.2 / 2.1 / 2.2 / 2.3	25,000.00	Direct Procurement	Travel ticket from Long Term Agreement (LTA) Holders (Travel Agency)	1st to 12th month	1st to 12th month
Office Supplies	Office furniture, utility under 1.1.1	1,600.00	Competitive Procurement	RFQ (Request for Quotation) - up to \$5,000	1st month	1st month
Computers	4 Laptop with needed set of equipment under 1.1.1	8,620.00	Competitive Procurement	Invitation To Bid (ITB) \$5,000 to \$ 10,000 open- above \$10,000 closed ITB	1st month	1st month
Audio Visual & Printing	1 Printer/scanner, 1 Video Projector under 1.1.1,	2,000.00	Competitive Procurement	RFQ (Request for Quotation) below \$5,000	1st month	1st month
Audio Visual & Printing	100 Training packages under 2.2.1	2,000.00	Competitive Procurement	RFQ (Request for Quotation) below \$5,000	9th month	10th month
IT Equipment	Website, domain under 1.2.1	1,000.00	Competitive Procurement	RFQ (Request for Quotation) below \$5,000	8th month	9th month
Sub-Total (US\$)		\$ 85,220.00				

Consultancy Services						
International consultant	Institutional development under 1.1.1 / 1.1.2 / 1.1.3	36,000.00	FAO HR Procedure		1st month	1st month
Local Consultant	Institutional development under 1.1.1 / 1.1.2 / 1.1.3	24,000.00	FAO HR Procedure		1st month	1st month
International consultant	Policy/Rules and Regulations under 1.2.1	30,000.00	FAO HR Procedure		4th month	5th month
Local Consultant	Policy/Rules and Regulations under 1.2.1	44,000.00	FAO HR Procedure		4th month	5th month
Local Consultant	Communications, Website management under 1.2.1	9,000.00	FAO HR Procedure		8th month	9th month
International consultant	Stakeholder engagement under 2.1.1	18,000.00	FAO HR Procedure		2nd month	3rd month
Local Consultant	Stakeholder engagement under 2.1.1	8,000.00	FAO HR Procedure		2nd month	3rd month
International consultant	Climate Change Profile under 2.2.1	30,000.00	FAO HR Procedure		5th month	6th month
Local Consultant	Climate Change Profile under 2.2.1	40,000.00	FAO HR Procedure		5th month	6th month
International consultant	Gender specialist under 2.3.1	12,000.00	FAO HR Procedure		10th month	11th month
Local Consultant	Gender specialist under 2.3.1	8,000.00	FAO HR Procedure		10th month	11th month
National Consultant	National Project Manager for 12 months (PMC)	25,200.00	FAO HR Procedure		1st month	1st month
Sub-Total (US\$)		\$ 284,200.00				

4.3. IMPLEMENTATION TIMETABLE (per month)

Components	Outcome	Activity	Sub-Activity	1	2	3	4	5	6	7	8	9	10	11	12
1. Country capacity strengthened	1.1. Effective coordination mechanism	1.1.1. Stocktaking of institutional, functional, and technical capacities to strengthen the NDA's and NDA's office's role.	1.1.1.1. Gap assessment conducted and baseline established for effective coordination mechanism of NDA's office. Deliverable: Produced report to include recommendations for next steps to be taken to strengthen coordination mechanism from a technical and institutional perspective			X									
			1.1.1.2. Identify entry points to align existing processes and systems governing the operations of the NDA with the GCF requirements using the services of a team of national and international			X									

		professionals in consultation with NDA office																		
		Deliverable: Entry points identified																		
		1.1.1.3. Functional: Establish office space/equipment/facilities/utilities, meeting facilities and so on are in place.	X																	
		Deliverable: Office established and the required equipment for this office are in place.																		
1.1. Effective coordination mechanism	1.1.2. Development of operational guidelines and frameworks for the NDA office, including a National Climate Change Finance Committee (NCCFC).	1.1.2.1. Develop draft ToRs for a NCCFC, which take into consideration the need to coordinate across stakeholders and facilitate effective consultation and communication.			X															
		Deliverable: NCCFC ToRs developed.																		
		1.1.2.2. Further strengthen the current ToRs of the NDA.			X															
		Deliverable: NDA ToRs strengthened.																		
		1.1.2.3. Align NDA and NCCFC activities through developing (further strengthening) respective work plans.					X													
		Deliverable: Work plans aligned.																		
		1.1.2.4. Assess and recommend specific training needs for human resources development within the NDAs office.						X												
		Deliverable: trainings needs assessed and recommendations provided.																		
		1.1.2.5. Develop a strategic framework to involve other Ministries, relevant in the context of climate change and climate finance							X											
		Deliverable: strategic framework developed.																		

<p>1.1. Effective coordination mechanism</p>	<p>1.1.3. Climate finance training for the NDA's office, including the National Climate Change Finance Committee (NCCFC).</p>	<p>1.1.3.1. Organize a two-day training for 30 participants from the NDA office and stakeholder institutions to improve understanding of the NDA's office including the NCCFC on climate finance.</p> <p>Deliverable: Two-day training delivered.</p>			X									
<p>1.2. No-objection procedure</p>	<p>1.2.1. Develop guidelines for the GCF no-objection procedure.</p>	<p>1.2.1.1. NDA and NFCCC to identify initial screening criteria for the purpose of no-objection letter procedure.</p> <p>Deliverable: Initial screening criteria identified.</p>				X								
		<p>1.2.1.2. Develop guidelines for reviewing project ideas and concept notes for the purpose of issuing no-objection letters for the GCF.</p> <p>Deliverable: Guidelines developed.</p>							X					
		<p>1.2.1.3 Disseminate guidelines and GCF info among key stakeholders and develop a website where this information is publicly available.</p> <p>Deliverable: Guidelines disseminated and website online.</p>							X					
		<p>1.2.1.4. Organize 2 days of training on raising awareness for 30 participants of key stakeholders</p> <p>Deliverable: Training organized.</p>								X				

2. Stakeholders engaged	2.1. Stakeholder engaged in consultative processes	2.1.1. Develop a stakeholders' engagement framework for GCF portfolio participation and decision-making.	2.1.1.1. Development of a framework in early stage. Deliverable: framework developed.																				
			2.1.1.2. Organize 2 days of training workshop for 30 participants from key stakeholders (see section 5.1.) to present latest version of the framework. Deliverable: Training delivered.																				
	2.2. Country programmes, including mitigation/adaptation priorities, developed	2.2.1. Multi-stakeholder consultation to identify adaptation and mitigation priorities based on the INDCs and other national plans/policies including climate change awareness, national adaptation planning process and interventions appraisal and prioritization. ⁴	2.2.1.1. Assess existing climate change data, policies, initiatives, and regulations on climate change for the prioritization of climate investment. Deliverable: Available information assessed.																				
			2.2.1.2. Develop a report on strategic investment criteria and priorities for climate change adaptation and mitigation, to be shared and validated through the stakeholder engagement framework in a one-day training workshop for 30 participants of stakeholders (see Activity 2.1.1.). Deliverable: Report developed and validated at workshop.																				
			2.2.1.3. Develop training packages to help access GCF fund for the development of mitigation and adaptation projects.																				

⁴ Identify key stakeholder groups and consultations to be carried out (or recently carried out) with regards to determining climate priorities for the country and GCF engagement.

4.4. Disbursement schedule

Disbursements will be made in accordance to Clause 4 “Disbursement of Grants” of the Framework Readiness and Preparatory Support Grant Agreement entered into between GCF and FAO on 11 November 2016 and amended and restated on 17 May 2018. The Delivery Partner is entitled to submit two requests for disbursement each year.

4.5. Additional information

Cost estimation for procurement of goods has been made based on the prevailing market rates at the time of development of this proposal. Also, the costing of services is made based on the UN the latest “Remuneration Scale for Service Contract” issued by the UN Iran Resident Coordinator on 06 April 2017.

Travel cost figures are inclusive of air travel cost and the applicable UN Daily Subsistence Allowance fees.

For consultancy services, focus has been put on recruiting national consultants throughout the project.

Output	Consultant			Consultant travel		Totals	Additional information
	Number of days	rate	Sub-Total 1	Number of days	Sub-Total 2		
1.1	60	International \$600	\$82,500	15	\$7,500	\$90,000	
	120	National (a) \$200					
	250	National (b) \$90					
1.2	50	International \$800	\$80,400	10	\$5,000	\$85,400	
	220	National (a) \$200					
	100	National (b) \$90					
2.1	30	International \$600	\$26,000	10	\$5,000	\$31,000	
	40	National (a) \$200					
2.2	50	International \$600	\$70,000	10	\$5,000	\$75,000	
	200	National (a) \$200					
2.3	20	International \$600	\$20,000	5	\$2,500	\$22,500	
	40	National \$200					

SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

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

The project will be implemented by the Food and Agriculture Organization (FAO), which will be the Delivery Partner (DP) for this Readiness proposal. The FAO is also an Accredited Entity (AE) to the Green Climate Fund (GCF). The DP, represented by its country office in the Islamic Republic of Iran (Iran) will, in close collaboration with the Government of Iran (GoI), implement this Readiness proposal over a twelve months period. The GOI will be represented by its NDA (Department of Environment). As DP, the FAO will be responsible for the financial management as well as overseeing the implementation and evaluation of this Readiness proposal, in coordination with the PSC (see below). All procurement and recruitment processes will be done in accordance with FAO’s policies, in close consultation with the GoI.

- Management and operational support

A Project Steering Committee (PSC) shall be established to ensure operational effectiveness. The PSC shall be the highest decision-making body of this project. The PSC shall be chaired by the NDA (GoI, Department of Environment). The National Project Manager to this Readiness proposal (see PMU info below) will act as Rapporteur to the PSC. The PSC will facilitate and supervise project implementation and guide activities through technical backstopping. The PSC will take stock of the status of the project every three months, clear work plans and progress reports, ensure that the project is coordinated with other relevant initiatives, and review the project’s performance and provide strategic guidance to ensure it meets its original objectives.

The PSC will comprise primary stakeholders of this Readiness proposal, including but not limited to, the Department of Environment, FAO, Ministry of Agriculture Jihad; the Ministry of Science, Research and Technology; the Ministry of Cooperatives Labour and Social Welfare, Department of Economic Affairs and Public Sector Investment Planning; the Iran Meteorological Organization (IRIMO); civil society; local

communities; academia and research institutions such as the University of Tehran. Additional participants of this PSC will come from Industry (combustion and process), Oil and Gas activities, Power Plants, Dom./ Com. Buildings, Transportation and Waste experts that are specialist in climate change mitigation and adaptation matters.

A Project Management Unit (PMU) shall be established as the unit responsible for the day-to-day implementation of the project. The PMU will comprise the following elements:

1. A full-time National Project Manager, who will lead the PMU, will be locally recruited by FAO Iran and be based in the FAO Iran office. The National Project Manager will provide technical oversight and coordinate implementation of this project and be accountable to FAO Iran, and work in close cooperation with the Gol.⁵
2. National and International Consultants: To be hired for specific tasks, following this projects' work plan.

Internally FAO will establish a Project Task Force (PTF), which will be chaired by the FAO Representative in Iran and consist of FAO's Lead Technical Officer (LTO) and other Technical Officers based in FAO's Regional Office (Cairo), headquarters (in Rome) and operational and administrative staff. The PTF is a management and consultative body established for each FAO project/programme, regardless of its nature or geographic coverage. The PTF consists of FAO staff who possess the appropriate authority and mix of skills to ensure that the project receives effective technical, operational and administrative support throughout its duration. The PTF will support the PSC and the PMU on the project implementation. Where necessary or required, technical backstopping support will be sought from FAO Regional Office and/or headquarters. FAO will ensure possible synergies with other countries, in relation to GCF experience and capacity building.

- Government contribution

The Government of Iran will lead the project, specifically through the NDA, and will make the following contributions (in kind) to the project:

- Allocation of sufficient time, means and resources to the NDA and team to lead the collaboration and relationship with GCF, and establish the appropriate institutional structures and coordination

⁵In-kind administrative and finance related support shall be provided by FAO country office to the National Project Manager.

mechanisms.

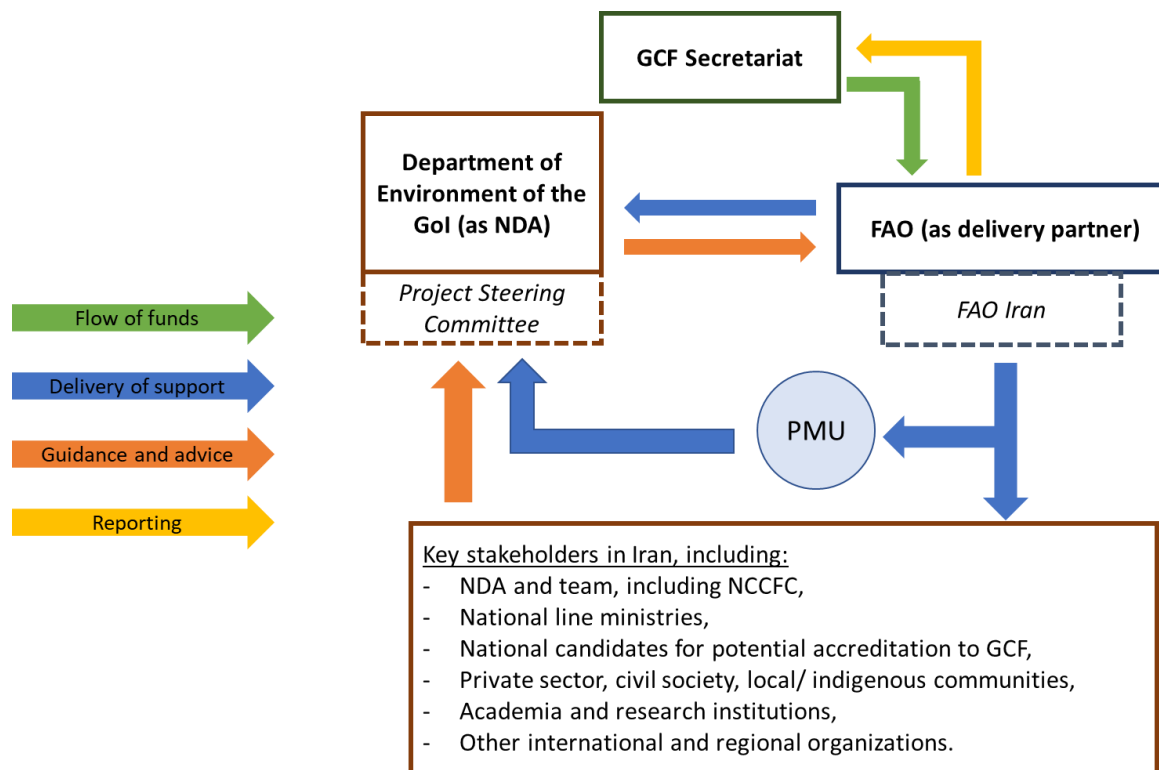
- Human resources and support from the involved Ministries and all other relevant government institutions, directly or indirectly related with climate change;
- Physical installations and logistical and operational means to support implementation of the project;
- Provision of information, data, cartography, and prior studies relevant to the activities of the project;
- hosting and maintenance of website (activity 1.2.1);
- Customs management and entry of international staff members to the country.

- Stakeholder involvement

The programme will be implemented through a transparent, participatory and inclusive consultative process, which aims to engage all stakeholders. The key stakeholders and direct beneficiaries have been preliminarily identified as follow (their involvement will be facilitated through project activities 2.1.1. and 2.2.1.):

- The GCF NDA and his team and other Government staff and Ministries, whose capacities and means will be strengthened to facilitate access to GCF and reinforce country's efforts on climate change mitigation and adaptation;
- National candidate entities identified for potential accreditation to GCF;
- Private sector;
- Stakeholders, including civil society, local/indigenous communities, academia and research institutions, who will be engaged in a process to establish GCF national process for selection, implementation and monitoring of proposals, to develop a GCF national country programme, and to formulate a GCF concept note(s); and
- Other international and regional organizations.

Programme implementation flow chart



5.2. Other relevant information			
<u>ADDRESSING ANY POSSIBLE CONFLICTS OF INTEREST</u>			
<p>To avoid any possible conflicts of interest deriving from the Delivery Partner’s role as an Accredited Entity, the prioritization of investments and projects in the context of this readiness grant a broad consultation process with relevant stakeholders will make, including other potential implementing entities for I.R. Iran. The final validation of these priorities will be carried out through the countries’ own relevant coordination mechanism and institutional arrangements, with the participation of other government agencies, as well as representatives from civil society and private sector as the NDA deems relevant, to ensure chosen priorities are fully aligned with national plans and strategies and adequately includes inputs from consulted stakeholders</p>			
<u>RISK MANAGEMENT</u>			
<p>The potential risks that the programme could face are:</p>			
Risk	Likelihood	Impact	Mitigation measure
Possible coordination risks due to limited institutional coordination capacity and/or limited time devoted by key officials/stakeholders.	Medium	Medium	The work plan to clearly set the roles and responsibilities and the timeframe of project milestones. Capacity gaps to be analysed and duly address.
Possible delays due to potential changes in NDA establishment.	Low	Medium	Clear TORs and briefing kits to be developed.
Delays due to inadequate consultation process.	Low	High	Consultations and workshops will be organised as per detailed work plan and seeking synergies with other ongoing process, so as to get the maximum of each gathering

			<i>and use efficiently the time and resources. In case of more difficult discussions, targeted sessions will be organised with facilitation experts.</i>
<i>Delays due to limited capacities of staff of the various Ministries involved in the implementation of the project.</i>	<i>Low</i>	<i>Medium</i>	<i>Carry out capacity gap analysis, establish a core group of experts from relevant institutions to ensue inter- and intra-institutional flow of knowledge and capacity.</i>

Monitoring and Evaluation

FAO Iran, in close cooperation with the NDA, will report to the GCF Secretariat on the progress made. Progress made will be measured according to the workplan and budget as described in this proposal. For the reporting, the Interim Progress Report template of the GCF will be utilized. The interim report will report on the first 6 (six) months of the project. In this context, potential revisions or adaptations of the proposal will be proposed, if required. Towards the end of the readiness grant implementation period, FAO Iran will prepare the Completion Report, as per GCF template, and submit it to the GCF Secretariat.

Due to the nature of the project and its activities, FAO proposes to develop a simple monitoring system. This will include Evaluation Questionnaires to be filled in by participants at the end of each workshop/training to gauge the effectiveness/utility of the workshop or training. The results of these surveys will be assessed by FAO staff after each workshop or training to inform (and enable improvements to) future workshops or trainings. These results will also be presented by FAO to the Project Steering Committee, at its regular meetings. These results are to be presented to the National Climate Change Finance Committee (NCCFC) in order to further empower the decision-making capacity of this committee. In addition, consolidated feedback from project beneficiaries will be included in the reporting to the GCF Secretariat (as per the terms of the readiness agreement between FAO and GCF).

SUSTAINABILITY OF THE OUTOMES

Environmental sustainability

The activities put forward within this proposal are in line with the country's efforts to contribute to the national response to climate change, and promote a low-emission and climate-resilient development, including to enhance environmental sustainability. All activities will be implemented under that principle, and environmental safeguards will be considered when planning and/or carrying out all activities, particularly when formulating the GCF country programme and readiness interventions.

Gender equality

As specified in the GCF proposal, the specific needs, priorities, and concerns of women and men will be taken into account and supported during the implementation of this proposal. The active participation of women in the consultation and decision-making processes will be promoted to ensure equitable participation between men and women, so that both contribute and benefit from the outcomes of the programme.

Development of abilities

The development of capacities (of all stakeholders, public and private) is an integral and crucial part of the programme activities and essential to achieve the desired outcomes and ensure their sustainability. At the end of the programme, country actors will have reinforced substantially their capacities to engage with the GCF and efficiently deploy its funding through sharing the best practices of NDA structures and the implementation of related activities to prioritize sustaining of local capacity by deploying international and national consultants together for the capacity development of national consultants, so the knowledge can be transferred through on-the-job training.

FAO COMPARATIVE ADVANTAGE

- *FAO is key international agency for climate change adaptation and mitigation interventions in agricultural, forestry, fisheries, landscape and other related sectors. FAO also has considerable expertise on GHG related statistics and measurements as well as international climate change processes. In the Islamic Republic of Iran, FAO has been present on the ground as a development partner over the past 40 years and having provided development assistance to a wide array of national counterparts the areas of food security and*

food safety, natural resource management and so on. The FAO country office is the chair of the Environment Working Group of the UN system in the country under the current UN Development Assistance Framework (UNDAF).

FAO is therefore well placed to provide the NDA with the needed readiness support activities that have been outlined in this document. In particular:

- FAO has a wide-ranging mandate, which covers multiple disciplines and sectors (agricultural crops, livestock, forest management, fisheries, climate change, management of natural resources, legal and policy frameworks, etc.), shall allow the provision of a holistic and multi-sectorial support towards identifying the priorities on climate change adaptation and mitigation, and benefit from the advice of technical experts from different technical areas.*
- FAO has renowned experience in developing and reinforcing countries' technical capacities, particularly considering institutional needs, as well as in promoting and facilitating dialogue, consultation and consensus processes with multiple stakeholders.*
- FAO has also large experience in supporting climate change adaptation (e.g. Mitigation of Climate change in Agriculture (MICCA) programme; Adapting irrigation to climate change (AICCA) project), and in Climate smart agriculture (CSA). Additional information on FAO's work on climate change is available here: <http://www.fao.org/climate-change/en/>*
- For decades, the FAO has been supporting many countries in the development of monitoring systems, with the aim of generating information and data needed for international reporting and improving the policies, planning, and management.*



READINESS AND PREPARATORY SUPPORT

PROPOSAL TEMPLATE

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**READINESS AND PREPARATORY SUPPORT
PROPOSALTEMPLATE**

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5.1 Budget Plan

Please add rows for Outcomes, Outputs and Cost Categories as required. Additional budget categories may be added by manually typing them on the Budget Category sheet.

Outcomes		Detailed Budget (in US\$)						Disbursement Plan							
		Budget Categories <small>choose from the drop-down list</small>	Unit	# of Unit	Unit Cost	Total Budget <small>(per budget category)</small>	Total Budget <small>(per sub-outcome)</small>	Total Budget <small>(per outcome)</small>	6m	12m	18m	24m	30m	36m	
1. Country capacity strengthened	1.1 Effective coordination mechanism	5013 Consultants	W/Day	60	600.00	36,000.00	89,720.00	188,720.00	36,000.00						
		5013 Consultants	W/Day	120	200.00	24,000.00			24,000.00						
		5023 Trainings & workshops	Day	2	5,000.00	10,000.00			10,000.00						
		5021 Travels	Trip	3	2,500.00	7,500.00			7,500.00						
		5024 Expendable Procurement	Set	4	400.00	1,600.00			1,600.00						
		5025 Non-expendable Procurement	Unit	4	2,155.00	8,620.00			8,620.00						
		5025 Non-expendable Procurement	Set	1	2,000.00	2,000.00			2,000.00						
	1.2 No-objection procedure	5013 Consultants	W/Day	50	600.00	30,000.00	99,000.00	30,000.00							
		5013 Consultants	W/Day	220	200.00	44,000.00		44,000.00							
		5021 Travels	Trip	2	2,500.00	5,000.00		5,000.00							
		5013 Consultants	W/Day	100	90.00	9,000.00		9,000.00							
		5024 Expendable Procurement	Lumpsum	1	1,000.00	1,000.00		1,000.00							
		5023 Trainings & workshops	Day	2	5,000.00	10,000.00		10,000.00							
		5013 Consultants	W/Day	30	600.00	18,000.00		18,000.00							
2. Stakeholders engaged	2.1 Stakeholder engaged in consultative processes	5013 Consultants	W/Day	40	200.00	8,000.00	41,000.00	155,500.00	8,000.00						
		5021 Travels	Trip	2	2,500.00	5,000.00			5,000.00						
		5023 Trainings & workshops	Day	2	5,000.00	10,000.00			10,000.00						
		5013 Consultants	W/Day	50	600.00	30,000.00			30,000.00						
		5013 Consultants	W/Day	200	200.00	40,000.00			40,000.00						
	2.2 Country programmes, including mitigation/adaptation priorities, developed and continuously updated	5021 Travels	Trip	2	2,500.00	5,000.00	5,000.00	5,000.00							
		5023 Trainings & workshops	Day	1	5,000.00	5,000.00	5,000.00								
		5024 Expendable Procurement	Unit	100	20.00	2,000.00	2,000.00	2,000.00							
		5013 Consultants	W/Day	20	600.00	12,000.00	12,000.00	12,000.00							
		5013 Consultants	W/Day	40	200.00	8,000.00	8,000.00	8,000.00							
	2.3 Gender considerations	5021 Travels	Trip	1	2,500.00	2,500.00	2,500.00	2,500.00							
		5023 Trainings & workshops	Day	2	5,000.00	10,000.00	10,000.00	10,000.00							
		Total Outcome Budget							344,220.00	229,720.00	114,500.00	-	-	-	-
		Project Management Cost (PMC) <small>Up to 7.5% of Total Activity Budget</small>	5013 Consultants - National Project Manager	Month	12	2,100.00	25,200.00	25,200.00	Percentage of PMC requested: 7.3%						

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Breakdown (per budget category)	Total (per budget category)
5013 Consultants	284,200.00
5014 Contracts	
5021 Travels	25,000.00
5023 Trainings & Workshops	45,000.00
5024 Expendable Procurement	4,600.00
5025 Non-expendable Procurement	10,620.00
5028 GOE	
Total Outcome Budget + PMC	369,420.00

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Total Outcome Budget	344,220.00
Contingency	17,211.00 <small>5% requested</small>
Sub-Total (Total Outcome Budget + Contingency + PMC)	386,631.00
Delivery Partner Fee (DP) - Up to 8.5% of the Sub-Total	32,863.64
Total Project Budget (Total Activity Budget + Contingency + PMC + DP)	\$ 419,495.00

Budget Categories
5025 Non-expendable Procurement - Audio Visual & Printing
Audit Fee
5013 Consultants
5014 Contracts
5021 Travels
5023 Trainings & Workshops
5024 Expendable Procurement
5025 Non-expendable Procurement
5028 GOE

Indicate additional budget categories

5.2 Procurement Plan

For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in Section 3, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below and provide a full procurement plan for the entire duration of the implementation period if available at this stage.

Item	Item Description	Estimated Cost (US\$)	Procurement Method	Thresholds (Min-Max monetary value for which indicated procurement method must be used)	Estimated Start Date	Projected Contracting Date
Goods and Non-Consulting Services						
Workshop/Training	Two-day training for 30 participants from the NDA office and stakeholder institutions to improve understanding of the NDA's office including the NCCFC on climate finance under 1.1.3	10,000.00	Competitive Procurement	Invitation To Bid (ITB) \$5,000 to \$ 10,000 open-above \$10,000 closed ITB	2nd month	3rd month
Workshop/Training	Two-day training for raising awareness for 30 participants of key stakeholders from relevant ministries and other public institutions and some experts from private sectors, no-objection procedure, national priorities and GCF criteria developed under 1.2.1	10,000.00	Competitive Procurement	Invitation To Bid (ITB) \$5,000 to \$ 10,000 open-above \$10,000 closed ITB	8th month	9th month
Workshop/Training	Two-day training workshop for 30 participants from key stakeholders. to present latest version of the framework on the stakeholders' engage-ment in GCF portfolio and decision-making under 2.1.1	10,000.00	Competitive Procurement	Invitation To Bid (ITB) \$5,000 to \$ 10,000 open-above \$10,000 closed ITB	4th month	5th month
Workshop/Training	One-day training workshop for 30 participants of stakeholders under 2.2.1 (to validate strategic investment programme that will guide future country programme).	5,000.00	Competitive Procurement	RFQ (Request for Quotation) up to \$5,000	9th month	10th month
Workshop/Training	Two-day of training/workshop on Gender related Considerations in Countering Climate Change in the Community and How to Involve them in Climate Change Projects. Tehran, 30 participants. (activity 2.3.1).	10,000.00	Competitive Procurement	RFQ (Request for Quotation) up to \$5,000	11th month	11th month
Travel - International	Travel arrangements , DSA and etc. for activities under outcomes 1.1 / 1.2 / 2.1 / 2.2 / 2.3	25,000.00	Direct Procurement	Travel ticket from Long Term Agreement (LTA) Holders (Travel Agency)	1st to 12th month	1st to 12th month
Office Supplies	Office furniture, utility under 1.1.1	1,600.00	Competitive Procurement	RFQ (Request for Quotation) - up to \$5,000	1st month	1st month
Computers	4 Labtop with needed set of equipment under 1.1.1	8,620.00	Competitive Procurement	Invitation To Bid (ITB) \$5,000 to \$ 10,000 open-above \$10,000 closed ITB	1st month	1st month
Audio Visual & Printing	1 Printer/scanner, 1 Video Projector under 1.1.1,	2,000.00	Competitive Procurement	RFQ (Request for Quotation) below \$5,000	1st month	1st month
Audio Visual & Printing	100 Training packages under 2.2.1	2,000.00	Competitive Procurement	RFQ (Request for Quotation) below \$5,000	9th month	10th month
IT Equipment	Website, domain under 1.2.1	1,000.00	Competitive Procurement	RFQ (Request for Quotation) below \$5,000	8th month	9th month
Sub-Total (US\$)		\$ 85,220.00				
Consultancy Services						
International consultant	Institutional development under 1.1.1 / 1.1.2 / 1.1.3	36,000.00	FAO HR Procedure		1st month	1st month
Local Consultant	Institutional development under 1.1.1 / 1.1.2 / 1.1.3	24,000.00	FAO HR Procedure		1st month	1st month
International consultant	Policy/Rules and Regulations under 1.2.1	30,000.00	FAO HR Procedure		4th month	5th month
Local Consultant	Policy/Rules and Regulations under 1.2.1	44,000.00	FAO HR Procedure		4th month	5th month
Local Consultant	Communications, Website management under 1.2.1	9,000.00	FAO HR Procedure		8th month	9th month
International consultant	Stakeholder engagement under 2.1.1	18,000.00	FAO HR Procedure		2nd month	3rd month
Local Consultant	Stakeholder engagement under 2.1.1	8,000.00	FAO HR Procedure		2nd month	3rd month
International consultant	Climate Change Profile under 2.2.1	30,000.00	FAO HR Procedure		5th month	6th month
Local Consultant	Climate Change Profile under 2.2.1	40,000.00	FAO HR Procedure		5th month	6th month
International consultant	Gender specialist under 2.3.1	12,000.00	FAO HR Procedure		10th month	11th month
Local Consultant	Gender specialist under 2.3.1	8,000.00	FAO HR Procedure		10th month	11th month
National Consultant	National Project Manager for 12 months (PMC)	25,200.00	FAO HR Procedure		1st month	1st month
Sub-Total (US\$)		\$ 284,200.00				