

Readiness Proposal

**with XacBank LLC
for Mongolia**

18 December 2019 | NDA Strengthening & Country Programming



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Readiness and Preparatory Support Proposal Template

Programme title:	Mongolia: Strengthening in-country coordination and engagement with the Fund and aligning the development of Nationally Determined Contribution and revision of the Country Program with the country's Sustainable Development Vision 2030
Country:	Mongolia
National designated authority:	Ministry of Environment and Tourism of Mongolia
Implementing Institution:	XacBank LLC
Date of first submission:	26 February 2019
Date of current submission / version number	9 December 2019 V.5



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How to complete this document?

- Please visit the [Empowering Countries](#) page of the GCF website to download the Readiness Guidebook and learn how to access funding under the GCF Readiness and Preparatory Support Programme.
- This document should be completed by National Designated Authorities (NDA) or focal points with support from their Delivery Partners where relevant. Once completed, this document should be submitted to the GCF by the NDA or focal point to countries@gcfund.org.
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- If the Delivery Partner implementing the Readiness support is not a GCF Accredited Entity for project Funding Proposals, please complete the Financial Management Capacity Assessment (FMCA) questionnaire and submit it prior to or with this Readiness proposal. The FMCA is available for download at the [Library](#) page of the GCF website.

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.
- You can also complete as much of this document as you can and then send it to countries@gcfund.org, copying both the Readiness Delivery Partner and the relevant GCF Country Dialogue Specialist and Regional Advisor. Please refer to the [Country Profiles](#) page of the GCF website to identify the relevant GCF Country Dialogue Specialist and Regional Advisor.
- We will get back to you within five (5) working days to acknowledge receipt of your submission and discuss the way forward.

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 Annex IV of the Readiness Guidebook for more information.

Please submit the completed form to:

countries@gcfund.org

Please use the following naming convention for the file name:

“GCF Readiness Proposal-[Country]-[yymmdd]”



1. SUMMARY			
Country submitting the proposal	Country name: Mongolia		
	Name of institution representing NDA or Focal Point: Climate Change Project Implementing Unit of the Environment and Climate Fund under the Ministry of Environment and Tourism		
Country submitting the proposal	Name of contact person: Batjargal Zamba		
	Contact person's position: GCF Focal Point of Mongolia		
	Telephone number: +976 7000 0753		
	Email: z_batjargal@yahoo.com ; zbatjargal@mne.gov.mn		
	Full office address: Environment and Climate Fund, Suite 22 - 7G, Amar Street, 8 th khoroo, Ulaanbaatar 14200, Mongolia		
	Additional email addresses that need to be copied on correspondences: saruulsh@gmail.com		
Date of initial submission	26 February 2019		
Last date of resubmission	9 December 2019	Version number	V.5
	<input type="checkbox"/> National designated authority <input checked="" type="checkbox"/> Accredited entity <input type="checkbox"/> Delivery partner Please provide contact information if the implementing partner is not the NDA/focal point Name of institution: XacBank LLC Name of official: Tuul Galzagd Position: Director of Eco-banking Department Telephone number: +976 7577 1888 (707) Email: tuul.g@xacbank.mn Full office address: XacBank LLC, Prime Minister Amar's Street, Sukhbaatar – 8, Ulaanbaatar, Mongolia Additional email addresses that need to be copied on correspondences: anand.v@xacbank.mn		
Which institution will implement the Readiness and Preparatory Support project?			
Title of the Readiness support proposal	Mongolia: Strengthening the country coordination and engagement with the Fund and aligning the development of the country's Nationally Determined Contribution and revision of Country Program with SDGs		
Type of Readiness support sought	Please select the relevant GCF Readiness activity area below (click on the box): <input checked="" type="checkbox"/> I. Country capacity for engagement with GCF <input type="checkbox"/> II. Country programming process <input type="checkbox"/> III. Direct access to climate finance <input type="checkbox"/> IV. Climate finance accessed <input type="checkbox"/> V. Formulation of national adaptation planning and/or other adaptation planning processes		

<p>Brief summary of the request</p>	<p>This readiness program aims to align periodic participatory review and revision of climate finance country program with the development of Mongolia’s nationally determined contributions and to strengthen the capacity of Mongolia’s national designated authority (NDA) and its key stakeholders to improve in-country coordination, stakeholder engagement, and information dissemination. Although the first readiness and preparatory support by GCF laid groundwork for institutionalizing NDA and developing country program for engagement with the Fund, readiness gaps analysis conducted by an independent consultant and consultations with key stakeholders revealed the need for further technical and financial support in filling in the following gaps:</p> <ul style="list-style-type: none"> - Limited capacity of the NDA staff to implement GCF processes; - Lack of understanding of climate change and access to climate finance among key stakeholders; - Limited consideration of gender in country programming and stakeholder engagement; - Limited participation of and consultation with local stakeholders, particularly indigenous community representatives, in country programming; - Irregular/limited communication of GCF operational procedures, NDA-led events and other relevant information via channels such as website, social media, and national media; - Limited knowledge and capacity of the NDA staff and key stakeholders in aligning the revision of country program and nationally determined contribution with the country’s Sustainable Development Vision. <p>To address these gaps, the requested readiness grant will be disbursed for covering costs of human resources development, technical assistance, planning and administration, consultation and structured dialogues, and communication materials. Upon the completion of this readiness program, the NDA aims to achieve the following outcomes:</p> <ul style="list-style-type: none"> - Accelerate the NDA operations in implementing GCF processes, - Improve NDA capacity to act as a Delivery Partner for future readiness and preparatory programmes, - Strengthen in-country coordination and entity-level collaboration to periodically review and update nationally determined contribution and climate finance country program, considering the country’s Sustainable Development Vision 2030. 		
<p>Total requested amount and currency</p>	<p>USD 300 000</p>	<p>Anticipated duration</p>	<p>12 months</p>

<p>Has the country received or is expecting to receive other Readiness and Preparatory Support funding allocations (including adaptation planning) from GCF or other donors?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Mongolia has four readiness and preparatory programs of which one covering the area of NDA capacity building and country programming has recently completed and four are under implementation. These readiness programs include:</p> <ol style="list-style-type: none"> <p>1. Building capacity to advance National Adaptation Plan Process (UNEP)</p> <p>The objectives of the national adaptation plan are a) to reduce vulnerability to impacts of climate change by building adaptive capacity and resilience, and b) to facilitate the integration of climate change adaptation into new and existing policies, programmes and activities. NAP aims to achieve this through i) development of country capacity to improve climate change adaptation (CAA) at systemic, institutional, and individual levels, ii) establishing and strengthening system to generate and share knowledge, experience, gaps and needs are international, nation, aimag, and soum levels to advance CAA, iii) Development of a strategy to implement, monitor and communicate adaptation benefits at different levels.</p> <p>2. Scaling up of Implementation of Low-Carbon District Heating Systems in Mongolia (UNEP)</p> <p>The objective of this project is to develop a funding proposal to scale up the use of energy efficient district heating systems in Mongolia as well as potential alternate heat supply options in 'ger' areas with private sector participation to reduce emissions from energy use and address air pollution. Specific activities include a) situational assessment related to existing heat supply systems in demand areas, b) feasibility study and identification of business models, c) development of implementation plan and investment proposal.</p> <p>3. Readiness Support for Enhancing Access to Green Finance in Mongolia with the Global Green Growth Institute (GGGI) as delivery partner.</p> <p>Within this project, market demand, investment potential in a) small scale RE and alternative energy solutions to peri urban areas, b) waste management and sanitation solutions, c) green and affordable residential buildings will be conducted. Based on assessment findings, bankable project proposals will be developed with the private sector and implementing agencies. A project seeks to prepare investment projects/programs within the scope of highest impact sub-sectors for green growth.</p> <p>4. Readiness Support to Strengthen Sustainable Finance Practices in Mongolia and Encourage Regional Knowledge Sharing</p> <p>The purpose of this proposal is to support Mongolia's efforts to develop a sustainable financial system aligned with Mongolia's climate and green development targets and furthermore, promote Mongolia's vision to become a sustainable finance knowledge center in the region.</p>
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	<p>The activities under this proposal directly builds on the Mongolian Sustainable Finance Initiative, an industry wide voluntary initiative implemented by the banks to integrate environmental and social risk considerations in their lending operations, and compliments the ongoing work to establish the Mongolian Green Finance Corporation, the country's first national green finance vehicle</p> <p>Other readiness: Being a member of the NDC Partnership, MET received support to develop a Partnership Plan to form a basis for planning, coordination, and transparency of climate monitoring and reporting. Online NDC Coordination Platform was also created for information exchange and track progress on NDCs. In relation to SDGs, UNDP is implementing 'Supporting the implementation of the 2030 Agenda in Mongolia' project with focus on poverty eradication. The project invests in increasing capacity of parliamentarians and committees, establishing M&E system, and introducing integrated financing frameworks to align budget planning with the 2030 SDG. Given its focus on poverty eradication; however, mainstreaming climate change into planning is largely missing. Except these activities, there is no other non-GCF funded readiness support under implementation or consideration in Mongolia.</p>
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2. BACKGROUND

Mongolia is one of the most vulnerable countries to climate change owing to its harsh continental climate, coal-based electricity and production system, and environment-dependent rural livelihoods. Mainstreaming climate change into national development planning, strengthening legal and institutional framework, improving stakeholders' understanding of climate change, and accessing predictable yet abundant public and private funding are in the best interest of Mongolian government. This is because these become a building block of making a transition towards the establishment of low-emission, climate resilient economy and society with a goal to contribute to ambitious global target to limit temperature increase to 2°C or 1.5°C.

At national level, the Ministry of Environment and Tourism (MET), the central government body responsible for the development and implementation of climate change policies, acts as NDA to GCF. To effectively engage with the Fund, MET mandated its Environment and Climate Fund (ECF) – the main body for overall nationwide coordination of climate change projects in the country, to act on its behalf to liaise with the Fund and Accredited Entities (AE), nominate direct-access entities for nomination, issue no-objection letter for funding proposals, and coordinate in-country stakeholder engagement, monitoring and evaluation, and communication. The ECF is supervised by the Special Envoy of Mongolia for Climate Change who also acts as the UNFCCC and GCF Focal Point. With the support of the first readiness and preparatory program by the Fund, groundwork for institutionalizing the NDA and developing climate finance country program for effective engagement with the Fund has been laid. The main outcomes include the development of Mongolia's Country Programme, NDA Operational Manual, website, stakeholder training for GCF business model, and communication materials. Built on these, this readiness programme seeks further financial and technical support to fully operationalize the NDA function by strengthening the capacity of focal point staff members to effectively follow and implement the operational manual, and launch periodic review and revision of the country program with broader stakeholder consultation processes and increased understanding and capacity of key stakeholders.

Understanding that climate finance country program and identification of strategic investment priorities for the engagement with the Fund should be aligned with the country's sustainable development goals, the NDA needs to link the periodic reviews and revisions of the country's Sustainable Development Vision, Nationally Determined Contribution, and GCF Country Program. This needs to be done in collaboration with National Development Agency of Mongolia (NDAM) as the NDAM is the main government body whose mandate is to define priority economic sectors, areas, and national and donor-funded projects of strategic importance for investment and concession in accordance with the 2030 Agenda for SDGs and Mongolia's Sustainable Development Vision, and develop and implement sectoral development and investment policies through partnerships with various stakeholders. Furthermore, the readiness gaps analysis conducted under the scope of the first readiness program and consultation with key stakeholders, including line-ministries, direct-access entity, and NDAM revealed several gaps and barriers that might undermine the country's climate finance readiness and constrain the NDA to implement GCF processes effectively and efficiently. The identified gaps and barriers include:

- Limited capacity of the NDA staff to fully implement GCF processes,
- Lack of stakeholders' understanding of climate change, urgency of climate action, different impacts of climate change on men and women,
- Limited consideration of gender and consultation with local stakeholders, particularly with indigenous herder communities in country programming processes,
- Lack of financial and human resources to ensure open and clear disclosure of NDA information, plans, processes, and actions,
- Limited knowledge and capacity of the NDA/ECF and NDAM staff and other key stakeholders to mainstream climate change and gender considerations into the formulation of medium-and-long-term development plans and prioritization of investment projects or funding proposals.

Addressing these identified gaps and barriers through training focal point staff members and key stakeholders, holding and engaging in international, regional, and national structured dialogues with the Fund and accredited entities, developing and introducing a tool to mainstream climate change into development planning, analyzing the linkages between the country's Nationally Determined Contribution and Sustainable Development Vision, and finally engaging all relevant stakeholders in reviewing and updating country program and nationally determined contributions are likely to help the NDA fulfill its needs to fully operationalize its function and enhance in-country coordination.

				*Two focal point staff members will attend 5-10 days of intensive training at academic institutions, including Climate Change Economics and Governance programme at London School of Economics and Climate Change and Food Security Nexus at Wageningen University.														
	Sub-Outcome 1.2: Open and clear disclosure of information, plans, processes and actions	1: with the initial readiness support, NDA website was developed and occasionally updated with event information only.	2	<p>Activity 1.2.1: Maintain and regularly update the NDA website, including social media. Part-time local consultant will be hired to ensure that timely, accurate, relevant, and accessible information regarding climate finance, project approval, climate-related events, and other relevant information is published online in both Mongolian and English languages.</p> <p>Deliverable 1.2.1: Updated website with accurate, relevant, and accessible information regarding climate finance, project approval, climate related events, and other relevant information in both Mongolian and English.</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	x
		1: GCF Focal Point and high-level officials participate in international and regional dialogues regularly; however, staff members are often left behind due to limited availability of funding.	2	<p>Activity 1.2.2: Hold and engage in international, regional, and national structured dialogues with existing and prospective accredited entities and the Fund on a regular basis. The planned dialogues and conferences include but not limited to the Climate Week and other technical level events organized by partner organizations. The main purpose is to send working-level staff to the dialogues for more meaningful engagement.</p> <p>Deliverable 1.2.2: Regular and active engagement in dialogues with relevant stakeholders. Meeting minutes, event reports, and mission reports will be written in English and Mongolian languages and kept for NDA internal use or shared with the public if deemed necessary.</p> <p>Launching of the first annual climate week, particularly initial stakeholder convention, involving key decision-makers, policy-makers, private sector, NGOs, accredited entities, international organizations, and sub-national actors with equal representation of women.</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Sub-Outcome 1.3: Improved stakeholder engagement and understanding of climate change	1: with the initial readiness support and other funding sources, NDA prepared and printed several communication materials, including the NDA manual.	2	<p>Activity 1.3.1: Prepare, print, and communicate climate related informational and awareness raising materials, including brochures, reports, calendar, and manuals in Mongolian language where available and necessary in English language. Broadcast at least one television program* on local and social media.</p> <p>*Given the limited access of local population to internet, the most effective way of communication is the TV</p>	x	x	x							x	x	x	x	

		serve as entry point for mapping.		<p>Agenda 2030, and intended nationally determined contribution submitted to the UNFCCC COP in 2015,</p> <ul style="list-style-type: none"> Analyze feasibility of setting more ambitious GHG mitigation target in compatible with the country's sustainable development vision 2030 <p>Deliverables 2.1.2: Policy mapping and feasibility study reports with summary and recommendation are prepared in Mongolian and English languages. Final nationally determined contribution that is compatible with the country's sustainable development vision and long and medium-term strategic investment priorities is developed and validated for submission to the UNFCCC.</p>													
	Sub-Outcome 2.2: Periodic participatory review and updating of the climate finance country program launched	0	1	<p>Activity 2.2.1: Facilitate the first periodic participatory review of country program as well as updated NDC validation, involving public, private, and civil society actors with equal representation of women.</p> <p>Deliverable 2.2.1: Review of country program and updated NDC with meeting minutes and comments from key stakeholders is prepared and communicated.</p>							x	x					
		1: with the initial readiness support, Mongolia's GCF Country Programme was developed in consultation with key stakeholders.	2	<p>Activity 2.2.2: Update the country's climate finance country program and strategic priorities for the engagement with the Fund based on nationally determined contribution and review of existing country program.</p> <p>Deliverable 2.2.2: Updated country program along with pre-feasibility assessment of climate technologies for mitigation and adaptation is validated and communicated.</p>									x	x	x		



4. ADDITIONAL INFORMATION (ONLY FOR ADAPTATION PLANNING SUPPORT)

N/A

5. BUDGET, PROCUREMENT, IMPLEMENTATION, AND DISBURSEMENT

5.1 Budget plan

Completed budget plan in Excel is attached. See the annex 1.

5.2 Procurement plan

Completed procurement plan in Excel is attached. See the annex 2.

5.3 Disbursement schedule

Please specify the proposed schedule for requesting disbursements from the GCF. For periodicity, specify whether it's quarterly, bi-annually or annually only.

This project requests disbursement of project funds in full at the start of implementation, which is expected to be on 15 January 2020 (subject to the date of the GCF notification letter as noted in Section 6), with expected spending as given in the timeline below.

Readiness Proposal that requires a bilateral Grant Agreement to be signed with the GCF (please add more disbursement as needed)

- The first disbursement *amounting* USD 250,000 will be transferred upon approval of the readiness request and effectiveness of the Grant Agreement;
- The second disbursement *amounting* USD 50,000 will be made upon submission of a completion report and financial report, in form and substance acceptable to the Fund, including an audited expenditure statement.

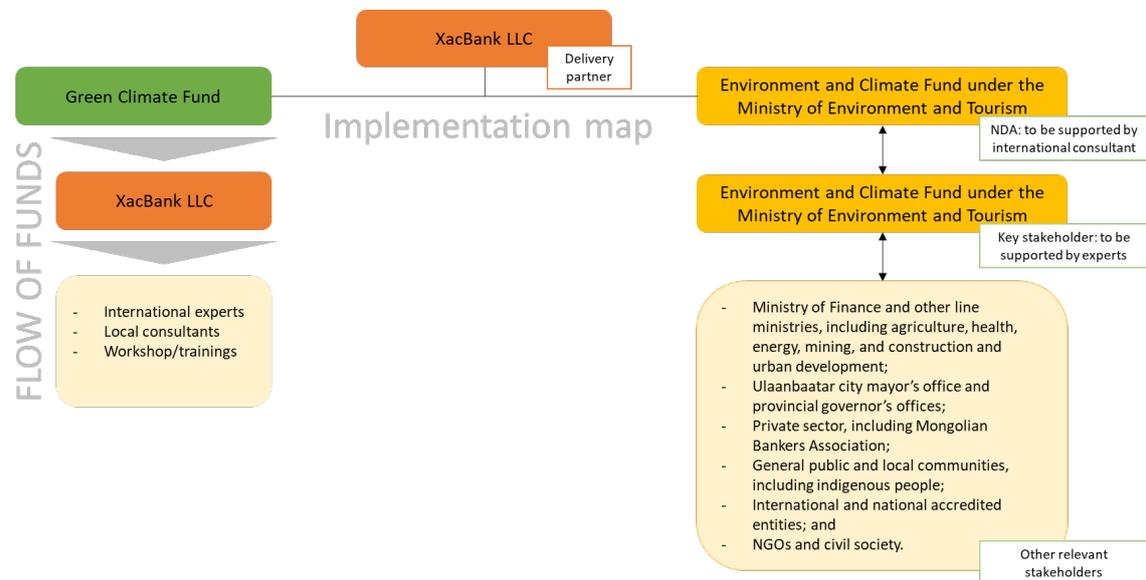
Table 5.1 – Indicative disbursement schedule

Disbursement	Amount	Conditions
Disbursement 1	USD 250,000	Approval of the readiness request and effectiveness of the Grant Agreement
Disbursement 2	USD 50,000	Submission of a completion report and financial report within three (3) months of project completion, including audited expenditure statement

6. IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

6.1 Implementation map

The following figure shows the simple map of key actors involved in the implementation of readiness program.



After the approval of the Grant, a notification letter will be sent by the GCF to NDA with copy to the DP. The date of such notification by the GCF will be treated as the start date for project implementation. From that date, the end date of implementation will be calculated considering the total duration of the project as presented in the approved proposal. To successfully implement the readiness program and manage readiness grant efficiently, parties will bear the responsibilities specified below:

1. **XacBank LLC** acts as delivery partner and ensures the efficient and effective management of readiness grants. In doing so, the delivery partner will bear the below responsibilities, utilizing its Project Development Officer and Senior Project Development Officer staff from its dedicated Eco Banking Department, which has done these exact tasks in a prior Readiness Project in 2018.
 - a. Manage readiness grant and procurement, including the preparation of terms of reference for national and international consultants under the NDA guidance,
 - b. Prepare and communicate reports, including interim progress report, audited expenditure statement (audited financial report) and completion report,
 - c. Organize validation workshop of readiness program and report back to the Fund;
2. **Environment and Climate Fund (ECF)** of the Ministry of Environment and Tourism oversees the implementation of the readiness program. In its capacity as the mandated representing entity of the NDA, the ECF will bear the following responsibilities:
 - a. Provide the delivery partner with general guidance and support on matters relevant to consultancy, training workshop, stakeholder engagement, and risks management,
 - b. Monitor and evaluate quality of consultancy and deliverables, including training workshops, tools, communication materials, and revised country program and updated nationally determined contribution,
 - c. Ensure that the implementation of readiness program is consistent with GCF policies and procedures and well aligned with national policies, by promoting and engaging with key stakeholders, including public, private and civil society actors, with special attention placed on gender and indigenous people.
3. **National Development Agency of Mongolia (NDAM)**, as the key stakeholder, will actively support and facilitate works of international consultants and experts team providing technical assistance to the development of NDCs and revision of country program.



6.2 Risks, monitoring and evaluation (M&E), and other relevant information

There are several potential political, financial, environmental, and reputational risks that might arise during the implementation of the readiness program. The identified risks and mitigation measures are listed below:

Selected Risk Factor 1			
Description	Risk category	Level of impact	Probability of risk occurring
Foreign Exchange (FX) risk: due to changes in exchange rates and unforeseen events, the NDA or delivery partner may need to adjust the original budget plan or financing schedule.	Economic	Moderate	Likely
Mitigation Measure(s)			
To avoid FX risks, including the management of cost blow-outs, the NDA and delivery partner will request the Fund to disburse 83% of readiness grant upon the approval which will allow smooth running of the readiness program implementation. If changes in budget plan cannot be avoided, both the NDA and delivery partner will immediately consult with the Fund and seek approval.			
Selected Risk Factor 2			
Description	Risk category	Level of impact	Probability of risk occurring
Disruption of readiness activities due to natural or anthropogenic catastrophic disasters. Implementation of this readiness program also involves air and road travel and printing of awareness raising material which can emit GHG.	Environmental	Low	Low
Mitigation Measure(s)			
To address the issue, the NDA and delivery partner will take the following actions: i) use of hybrid cars for travelling to provinces for conducting regional study workshops (if available), ii) use of recycled papers for printing dissemination materials (if available), and iii) use online tools and technology for communication and individual training (if appropriate and possible). In the case of force majeure (flood etc.), the planned activities will be rescheduled in consultation with the Fund.			
Selected Risk Factor 3			
Description	Risk category	Level of impact	Probability of risk occurring
Risk that other accredited entities as well as entities in the process of accreditation may raise concern over potential conflict of interest or privileges that the delivery partner (XacBank LLC) may get from the NDA	Reputational	Moderate	Low
Mitigation Measure(s)			

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, will be made through a broad consultation process with relevant stakeholders, including other potential implementing entities for Mongolia. 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.

To ensure timely, efficient implementation of the readiness program, the ECF and XacBank will conduct regular monitoring and evaluation of potential risks. **The M&E of risks** and progress of readiness program is planned as follows:

1. Risks monitoring and evaluation:

- a. Budgetary monitoring will be carried out by XacBank at each transaction,
- b. Environmental risk monitoring will be carried out by both ECF and XacBank if needed,
- c. Reputation risk monitoring will be carried out by ECF every month, monitoring various sources of information.
- d. Interim progress report will be carried out by XacBank at month 6 of the project.

2. Progress monitoring and evaluation:

Independent consultants and technical teams to be established or contracted under this readiness program will compile the progress report in timely manner during their contract period while XacBank LLC with support from the ECF (mandated entity representing the NDA) will report monitoring progress to the GCF in accordance with its obligations under the Grant Agreement of readiness and preparatory support.

Other Information: Ownership of project outputs and intellectual property rights

Upon the completion, project outputs including intellectual property rights (IPRs) – such as tools, manuals and training programme – will be treated as the property of NDA and NDAM as detailed in below:

- Developed training programme, material for climate project design and finance – owned by NDA
- Developed tools for assessing costs and benefits of adaptation and mitigation measures – owned by NDA
- Developed tool and manual for mainstreaming climate change into the national development plan – owned by NDAM.

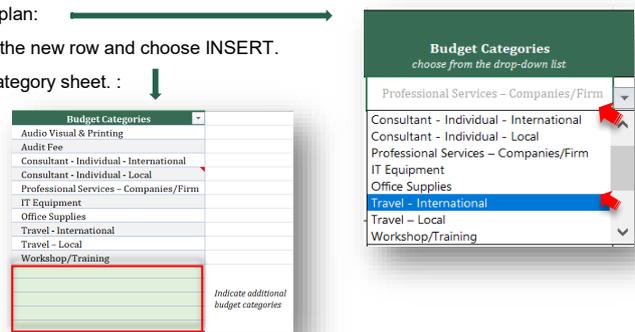
Furthermore, utilization and enhancement of outputs concerning IPRs will be within the decision of the respectful project partners (NDA and NDAM). The government agencies will disseminate and present the project outputs and lessons learnt to the wider audience which, will be significant for the project success and uptake of its outputs by the decision makers, such as prioritizing the adaptation and mitigation measures.

Readiness and Preparatory Support Budget and Procurement Plan

Readiness Grant Budget Preparation Guidelines

The following considerations are important when completing the budget:

1. Before preparing the Readiness and PPF budget, please read the full guidance on our website (<https://www.greencimate.fund/how-we-work/empowering-countries>).
2. You can select the appropriate budget categories from the dropdown list in the budget plan: 
3. To insert additional rows, right click on the row number below where you wish to insert the new row and choose INSERT.
4. Additional budget categories may be added by manually typing them on the Budget Category sheet. : 



Project Management Cost:

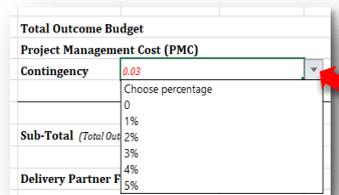
Project management costs (PMC) are the direct administrative costs incurred to execute a project. They should cover only incremental costs incurred due to the GCF contribution. In most cases, these costs are directly related to the support of a dedicated project management unit (PMU) which manages the day to day execution related activities of the project.

General Principles for PMC costs:

1. The percentage of PMC financed by GCF should not be more than the percentage share of the overall budget financed by GCF
2. PMC budget thresholds: Up to 7.5 per cent of total activity budget.
 - > PMC exceeding 7.5 per cent for the readiness (including NAPs) proposals, and PPF proposals, up to \$ 3 million will require detailed documentation and justification supporting the entire PMC budget.
 - > The PMC should be shown as a separate component in the project budget. A detailed breakdown of PMC should be provided by budget category.
 - > Indicative list of eligible project management costs:
 - > **Project staffing and consultants:** Project manager, Project Assistant, Procurement personnel, Finance personnel & Support/admin. Personnel
 - > **Other direct costs:** Office equipment, Mission related travel cost of the PMU, Project management systems and information technology, Office supplies, Audit cost

Contingency :

1. Select the appropriate % of Contingency Budget from the dropdown list : 



2. Contingency budget for unforeseen costs arising during the project implementation should not be included in the outcome budget separately.
3. Contingency budget must be used for any unforeseen programme (output level) cost that is unrelated to implementation/service fee.
4. Any use of contingency must be reported to and agreed by the GCF Secretariat in writing in advance provided with justifications that are acceptable to the GCF
5. If you get to the end of the project and you haven't spent Contingency, you can't increase the scope of the project or buy some more equipment to use it up.
6. The Budget Notes sheet should be used to record explanations, further details or cost breakdowns for individual lines

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\$)						Total Budget (per outcome)	Disbursement Plan	
	Budget Categories <small>choose from the drop-down list</small>	Unit	# of Unit	Unit Cost	Total Budget (per budget category)	Total Budget (per sub-outcome)		6m	12m
Outcome 1: Strengthened institutional capacity and in-country coordination	1.1 Improved capacity of NDA staff and key stakeholders in prioritizing projects and fully operationalizing the NDA function	Consultant - Individual - International	W/day	30	690.00	20,700.00	46,700.00	38,916.67	7,783.33
		Travel - International	Airfare round trip	2	2,000.00	4,000.00			
		Workshop/Training	Tuition fee	2	4,500.00	9,000.00			
		Travel - International	DSA (days) *pax	7*2 pax	300.00	4,200.00			
		Travel - International	Airfare round trip	2	2,000.00	8,000.00			
		Workshop/Training	Venue and lunch*pax	2*10 pax	40.00	800.00			
	1.2 Open and clear disclosure of information, plans, processes and actions	Consultant - Individual - Local	W/day	120 days	120.00	14,400.00	58,760.00	48,966.67	9,793.33
		Synchronic translation service	W/hours	16 hours	160.00	2,560.00			
		Travel – Local	Round trip*pax	1*50 pax	50.00	2,500.00			
		Travel – Local	DSA (days) *pax	7*50 pax	50.00	17,500.00			
		Workshop/Training	Venue and lunch*pax	2*150 pax	40.00	12,000.00			
		IT Equipment	Maintenance	1	800.00	800.00			
		Travel - International	Airfare round trip	2	1,500.00	6,000.00			
		Travel - International	DSA (days) *pax	5*2pax	300.00	3,000.00			
	1.3 Improved stakeholder engagement and understanding of climate change	Audio Visual & Printing	Pages*copies	300*800	6.00	4,800.00	36,600.00	30,500.00	6,100.00
		Audio Visual & Printing	TV programme (mins)	1*30 mins	300.00	9,000.00			
		Travel – Local	Cars*days (2 times)	4 cars*7 days*2	800.00	11,200.00			
		Workshop/Training	Venue and lunch*pax	2*40 pax	40.00	3,200.00			
Travel – Local		DSA (days) *pax	14*15 pax	40.00	8,400.00				
Travel - International		Airfare round trip	2	1,500.00	6,000.00				
Outcome 2: Updated country program & nationally determined contribution aligned with SGDs/SDVs	2.1 Ambitious national climate target is set and mainstreamed into national development planning	Consultant - Individual - International	W/day	30	690.00	20,700.00	92,300.00	76,916.67	15,383.33
		Travel - International	Airfare round trip	2	2,000.00	4,000.00			
		Consultant - Individual - Local	W/day	30	150.00	4,500.00			
		Professional Services – Companies/Firm	Expert groups*Month	2*3 months	10,000.00	60,000.00			
		Workshop/Training	Venue and lunch*pax	2*20 pax	40.00	1,600.00			
	2.2 Periodic participatory review and updating of the climate finance country program launched	Audio Visual & Printing	Pages*copies	50*300	5.00	1,500.00	14,060.00	14,060.00	
		Workshop/Training	Venue and lunch*pax	2*50 pax	40.00	4,000.00			
		Travel – Local	DSA (days) *pax	3 days*25	50.00	1,500.00			
		Synchronic translation service	W/hours	16 hours	160.00	2,560.00			
		Consultant - Individual - Local	Consultant*W/day	2*20	150.00	6,000.00			
Total Outcome Budget							248,420.00	195,300.00	53,120.00
Contingency Cost							9,936.00		
Sub-Total							258,356.00		
Project Management Cost (PMC) <small>Up to 7.5% of Total Activity Budget</small>	Audit Fee				4,000.00	18,144.00	Percentage of PMC requested: 7.3%		
	Project staffing and consultants				10,000.00				
	Office Supplies and office equipments				4,144.00				
Grand Total							276,500.00		

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Breakdown (per budget category)

Total (per budget category)

Audio Visual & Printing	15,300.00
Consultant - Individual - International	41,400.00
Consultant - Individual - Local	24,900.00
Professional Services – Companies/Firm	60,000.00
IT Equipment	800.00
Office Supplies	-
Travel - International	29,200.00
Travel – Local	41,100.00
Workshop/Training	30,600.00
Synchronic translation service	5,120.00
Project management cost	18,144.00
0	-
0	-
0	-
0	-
Total Outcome Budget + PMC	266,564.00

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Total Outcome Budget		248,420.00
Project management cost (PMC)	7.3%	18,144.00
Contingency	4%	9,936.00
<hr/>		
Sub-Total (Total Outcome Budget + Contingency + PMC)		276,500.00
Delivery Partner Fee (DP) - Up to 8.5% of the Sub-Total		23,500.00
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Total Project Budget (Total Activity Budget + Contingency + PMC + DP)		300,000.00

Budget Note	Detailed Description
7C	One international consultant (climate finance specialist) for 30 working days for activity 1.1.1
8C	2 airfare roundtrip for an international consultant for activities 1.1.1 and 1.1.2
9C	Tuition fee of NDA staff capacity building training at academic institutions
10C	DSA for 2 NDA staff members (for overseas training*7days)
11C	2 Round trip airfare for 2 NDA staff members (for overseas training*7days)
12C	2 trainings for 10 NDA staff members for activity 1.1.2 (2 trainings*10pax)
13C	One local consultant (communication specialist) for 120 working days for activity 1.2.1
14C	One local consultant (translator) for 16 hours for activity 1.2.2
15C	For activity 1.2.2 - invite 50 local stakeholders to attend climate week activities (50 pax)
16C	For activity 1.2.2 - invite 50 local stakeholders to attend climate week activities (50 pax*7days)
17C	For activity 1.2.2 - 2 days conference, including country stakeholder convention as per NDA manual (2 days * 150 pax)
18C	IT service fee of USD 1000 for activity 1.2.1 to improve NDA's website content
19C	2 overseas travels for activity 1.2.2 - 2 focal point staff members will go on overseas missions to attend climate finance related international conference, workshop, or structured dialogues
20C	2 overseas travels for activity 1.2.2 - 2 focal point staff members will go on overseas missions to attend climate finance related international conference, workshop, or structured dialogues * 5 days (DSA)
21C	For activity 1.3.1 - print a) 300 copies * 200 pages reports, b) 100 copies * NDA manual, c) 300 copies * informational materials, including wall and table calendars
22C	For activity 1.3.1 - 1 TV Programme or video (30 minutes)
23C	For activity 1.3.2 - car rent 2 times * 4 cars * 14 days each
24C	For activity 1.3.2 - in-situ workshop involving local stakeholders (2 times * 40 pax)
25C	For activity 1.3.2 - travel on 2 countryside missions for activity 1.3.2 - Delegation of approximately 15 professionals * 7 days each time (7 days * 15 experts * 2 times)
26C	One international consultant (climate change policy specialist) for 30 working days for activity 2.1.1
27C	2 airfare roundtrip for consultant for activity 2.1.1
28C	One local consultant (environmental economic analyst) for 30 working days for activity 2.1.1 to work on site at NDAM
29C	Two teams of approximately 8 experts group (climate change adaptation and environmental economics) and 5 experts group (climate change mitigation, inventories, and environmental economics) * 3 months for activity 2.1.2
30C	2 training workshops * 20 professionals
31C	For activity 2.1.1 - print a) 150 copies * 30 pages manual and b) 300 copies * 50 pages NDC report
32C	2 discussion workshops * 80 participants for activities 2.2.2 and 2.2.3
33C	For activity 2.2.2 and 2.2.3 - invite local stakeholders (including DSA + transportation)
34C	For activity 2.2.2 - one local consultant (translator) for 16 hours
35C	Two local consultants (senior climate change adaptation and mitigation policy specialist) * 20 days for activities 2.2.2 and 2.2.3 to help focal point facilitate the periodic review and update of Mongolia's country programme for the engagement with the Fund
	PMC to be determined by delivery partner

Extra notes

<i>consultant fee</i>	International consultant fee
<i>international consultant - airfare</i>	International consultant travel to/from Mongolia (2 times)
<i>NDA staff - training tuition fee</i>	Training tuition fees
<i>Daily subsistence allowance (DSA)</i>	Daily subsistence allowance (accommodation cost is included) for 2 NDA staff members (for training)
<i>NDA staff - Airfare</i>	2 NDA staff members travel to/from Mongolia *2 times (for training)
<i>Venue + lunch costs</i>	2 local trainings costs for venue rent & lunch including office supply
<i>Part-time consultant fee</i>	Local consultant fee (part-time communication specialist)
<i>Hourly synchronic translation fee</i>	Syncronic translation fee (2 days conference)
<i>Transportation : round trip</i>	Transportation costs of 50 local stakeholders to participate in conference in UB
<i>Daily subsistence allowance (DSA)</i>	DSA (accommodation cost is included) for 50 local stakeholders to participate in workshop in UB
<i>Venue + lunch costs</i>	2 days conference venue rent and lunch including office supply
<i>Maintenance fee</i>	NDA website maintenance cost
<i>NDA staff - Airfare</i>	2 NDA staff members travel to/from Mongolia *2 times (for workshops)
<i>Daily subsistence allowance (DSA)</i>	Daily subsistence allowance (accommodation cost is included) for 2 NDA staff members (for workshops)
<i>Blueprint preparation + color printing</i>	Blueprint prep + color printing of climate change reports, NDA manual, and informational materials such as table & wall calendars
<i>concept note + video shooting & editing + broadcasting fee</i>	1 TV programme cost including concept note, translation, video shooting & editing, and broadcasting fee
<i>Fuel & car rent cost</i>	Fuel and car rent cost, including drivers salary
<i>Venue + lunch costs</i>	2 in-situ local workshop/meeting including office supply
<i>DSA</i>	DSA (accommodation cost is included) for NDA staff members and professionals
<i>international consultant fee</i>	International consultant fee (tool development)
<i>international consultant - airfare cost</i>	International consultant travel to/from Mongolia (2 times)
<i>local consultant fee</i>	National consultant fee (to support international consultant and work with NDAM staff on tool development)
<i>consultancy service fee</i>	Adaptation and mitigation expert groups to work on NDC & Sustainable Development Vision of Mongolia
<i>Venue + lunch costs</i>	2 training workshops costs, including venue rent & lunch and office supply
<i>Blueprint preparation + printing</i>	Blueprint prep + color printing of NDAM manual
<i>Venue + lunch costs</i>	2 workshops (consultation & validation) costs, including venue rent and lunch and office supply
<i>Transportation + DSA</i>	Daily subsistence allowance (accommodation cost is included) for 25 local stakeholders to participate in validation workshop
<i>Hourly synchronic translation fee</i>	Syncronic translation fee (2 days workshop)
<i>consultant fee</i>	2 lead experts to facilitate participatory review & update country programme

Budget Categories
Audio Visual & Printing
Consultant - Individual - International
Consultant - Individual - Local
Professional Services – Companies/Firm
IT Equipment
Office Supplies
Travel - International
Travel – Local
Workshop/Training
Synchronic translation service
Project management cost

Indicate additional budget categories

