



## United Nations Development Programme

Country: Equatorial Guinea

### Project Document

**Project Title:** Preparation of National Adaptation Plan of Action (NAPA) in response to Climate Change in Equatorial Guinea

**UNDAF Outcome(s):** National capacities for the sustainable management of natural resources and the environment in the areas of water, lands, forests, sanitation and waste are strengthened

**UNDP Strategic Plan Environment and Sustainable Development Primary Outcome:** Environment and Sustainable Development

**UNDP Strategic Plan Secondary Outcome:** Mainstreaming environment and energy

**Expected CP Outcome(s):** The country has a strengthened legislative and institutional framework that guarantees the sustainable management of the environment and climate change.

**Expected CPAP Output (s):** National institutions strengthened for sustainable management of protected areas and climate change.

**Executing Entity:** Ministry of Fisheries and the Environment

**Implementing Entity/Responsible Partners:** United Nations Development Programme (UNDP)

#### Brief Description

The main objective of the enabling activity is to develop the NAPA for Equatorial Guinea following a participatory process to address the most immediate climate related risks. The NAPA is expected to build the community awareness, increase monitoring and risk forecasting and support the adoption of government policies and strategies to improve resilience to climate risks among vulnerable population groups (including women and children) and economic sectors.

Project Period:	6 months
Atlas Award ID:	000
Project ID:	000
PIMS #	5159
Start date:	01 Dec 2012
End Date	31 May 2013
Management Arrangements	NIM

Total resources required (cash):	240,000
Total allocated resources:	240,000
• Regular (cash):	
○ GEF/LDCF	220,000
○ UNDP	20,000

Ministry of Fisheries and the Environment:

United Nations Development Programme:

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## List of Acronyms

CSOs	Civil Society Organisations
FAO	Food and Agriculture Organisation
GEF	Global Environment Facility
INGOs	International Non-governmental Organisations
IUCN	International Union for the Conservation of Nature
LDCs	Least Developed Countries
LDCF	Least Developed Countries Fund
MAT	Multidisciplinary Assessment Team
MEAs	Multilateral Environment Agreements
NAPA	National Adaptation Plan of Action
NGOs	Non-governmental Organisations
OFP	Operational Focal Point
PMU	Project Management Unit
PREP	Poverty Reduction and Environment Protection
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Education, Scientific and Cultural Organisation
UNFCCC	United Nations Framework Convention on Climate Change
UNICEF	United Nations Children Fund



## 1. SITUATION ANALYSIS

Covering an area of about 28,050 square kilometres, the Republic of Equatorial Guinea is one of the smallest countries in Sub-Saharan Africa. The country consists of mainland provinces on Africa's west central coast that are bordered by Cameroon to the north and Gabon to the east, and five inhabited islands –including the volcanic island of Bioko, where Malabo (country's capital city) is located. Consistent with its small size Equatorial Guinea is one of the least populated countries in Africa, having an estimated population of 0,7 million (UNFPA, 2010).

Equatorial Guinea is a party to the United Nations Framework Convention on Climate Changes (August 2000), and has ratified the Kyoto Protocol (2008). In 2011 the Equatorial Guinea authorities made considerable efforts in respect of environmental protection. One of the first steps taken was the implementation of the national strategy and action plan on biological diversity, the *Stratégie nationale et du plan d'action sur la diversité biologique* adopted in 2005. A number of steps were undertaken in 2011.

The action plan formally makes the theme of biodiversity part of the curriculum. A management strategy covering 13 existing protected zones of management, occupying 27% of the national territory, was implemented. Intensive forest exploitation and land degradation have been reduced as concessions for the exploitation of forests for wood have been cut back. In addition, large-scale public investments have, since 2011, included environmental impact studies. Review mechanisms are being established with a view of assessing how to reduce the negative impact on the environment of this type of investment. In June 2006 a national action programme to combat deforestation and land degradation was agreed and in 2011 positive results were obtained.

Reflecting its location just north of the equator, the climate of Equatorial Guinea is tropical district wet and dry seasons. Climate data for the Equatorial Guinea is generally weak, which make the development of climate data challenging. Available projections suggest that moderate increase in temperature (1 to 2.5 °C) could occur by 2060, increase to 1.3 to 4.1 by 2090s. Possible changes in mean annual rainfall are less clear, ranging from a decline of 6 per cent to an increase of 20 per cent by 2090. Climate models broadly expect a slight increase (from -1 per cent to +12 per cent) in the proportion of total rainfall that falls in heavy events. Sea level rise estimated ranges from 0.13 meters to 0.56 meters by 2090, depending on the scenario (Mc Sweeney and al., 2008). Equatorial Guinea has not yet completed a National Communication or other assessments of its vulnerability to climate changes. In the absence of these efforts, the country has not yet identified the vulnerability of Equatorial Guinea to climate change, or appropriate adaptation measures.

## 2. STRATEGY

The objective of the proposed NAPA project for Equatorial Guinea is to develop a countrywide Programme of immediate and urgent project-based adaptation activities that address the current and anticipated adverse effects of climate change. Correlated specific project objectives will thus include the following:



- Develop an adaptation strategy, adaptation policies and measures for Equatorial Guinea, based on a plan of priority activities addressing the urgent and immediate impacts of climate change;
- Engage a broad range of national stakeholders (private sector, civil society organizations, local and indigenous communities, etc.), and encourage a NAPA process closely driven by specific national V&A circumstances;
- Enhance Equatorial Guinea's institutional and technical capacities to cope with climate change consequences;
- Conduct a national adaptation technology needs assessment, and
- Develop linkages with prior or on-going poverty alleviation and environmental initiatives.

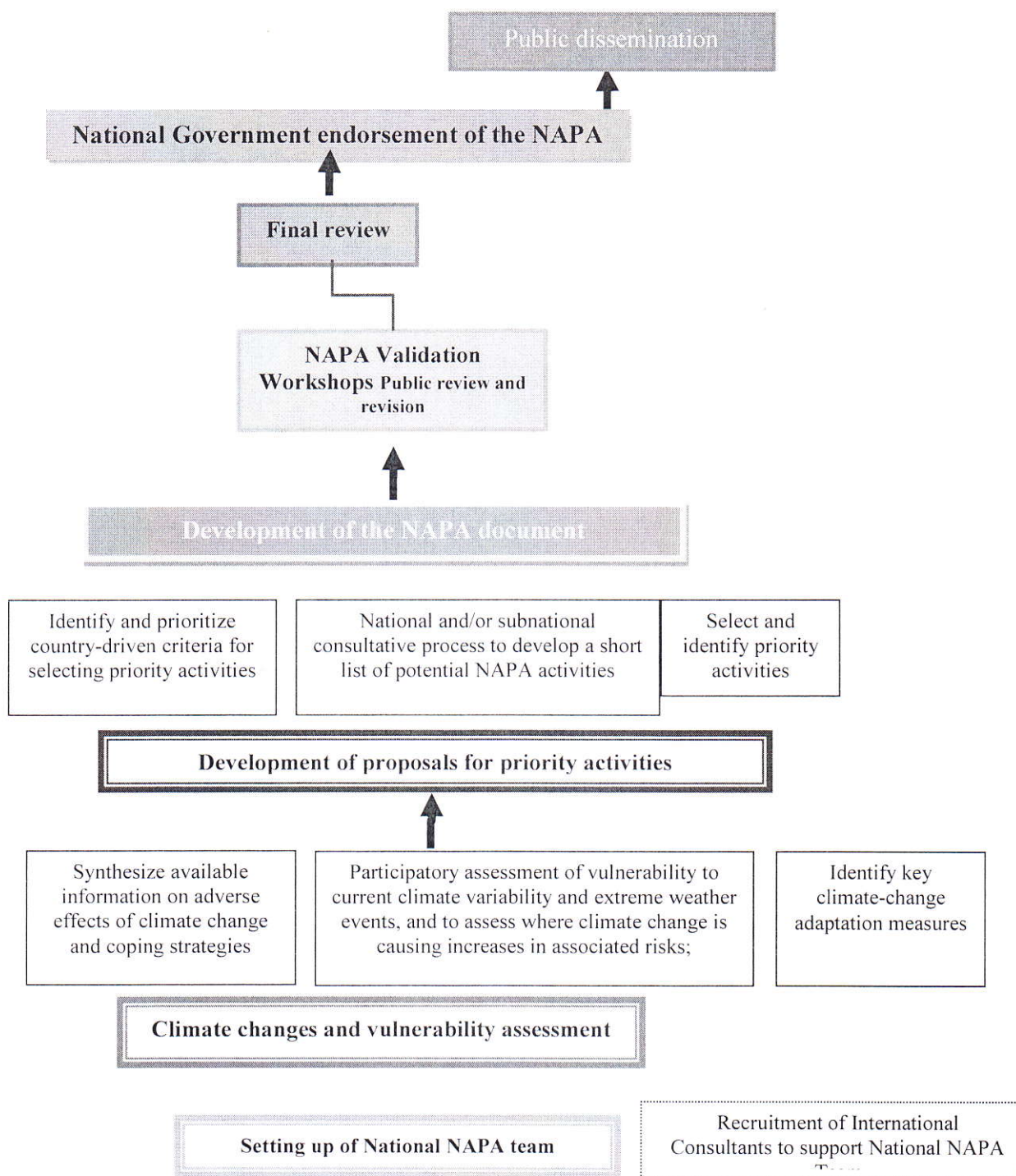
This NAPA project will provide an opportunity to trigger and facilitate national policy dialogue and stakeholder consultations designed to identify and address the immediate and urgent adaptation issues. It will also facilitate the formulation and selection of appropriate adaptation activities by conducting a comprehensive assessment of the available and necessary information on the country's vulnerability to climate change. A substantial cross-fertilization is anticipated with the enabling activity aiming at preparing the initial national communication on climate change for Equatorial Guinea.

The activities for the NAPA preparation will be closely aligned with the preparation process and principles outlined in the guidelines of the Least Developed Countries (LDCs) Expert Group established under the United Nations Framework Convention on Climate Change (UNFCCC). Broad-based consultations will be held around the main sectors impacted by the climatic events in Equatorial Guinea. These will include: (a) energy; (b) infrastructure and public works; (c) water, oceans and coastal regions; (d) human health, food security and livelihoods; and, (e) LULUCF (i.e. land use, land use change and forestry, including agriculture other land uses).

The main activities to be undertaken in NAPA preparation are as follows (see Figure 1 in below):

#### 1. **Setting-up of NAPA teams (Board and IST)**

The Project Board and Interdisciplinary Sector Team will be established by the Ministry of Fisheries and Environment. The UNDP country office will support the appointment of the NPC, under the oversight of the PB, and local consultants. The NAPA team will integrate and coordinate all project components and project plans into a consistent and coherent workplan that will guide project execution and project control. This activity may include essential stakeholders, allowing the team to capture and to break down all of the work of the project. Though the process will be iterative, completion of the initial workplan will trigger the actual project start. The workplan will be shared with national stakeholders during the NAPA inception workshop. A workshop will be planned to build capacity on the economics of adaptation, and mainstream V&A methodologies/ the UNDP Adaptation Policy Framework (APF) into the project's approaches:



**Figure 1. NAPA development Process**

The NAPA team may also call upon the LEG technical assistance and guidance. The project team will also seek appropriation of LEG adaptation material. *The same objectives could be pursued with other specialized structures, such as IPCC, UNEP, UNITAR, etc.* The NAPA project team will also engage in collaborative networking with other NAPA teams in the region in order to exchange knowledge, share experiences and lessons learned. Facilitated by local/international experts, training and programming workshops with the NPC, the IST and other stakeholders will be held to adjust the project's approaches, methodologies, and to update the initial workplan.



## **2. Preparation of NAPA document**

The project will carry out a review of national and international V&A relevant literature (including the IPCC TAR) and prior/on-going related studies. The team will also identify and review climate change/variability V&A knowledge held by endogenous populations. The project will establish linkages with the working groups tasked with preparing the V&A background paper for the Equatorial Guinea's INC. The project will process all information collected in order to characterize, by key sectors, Equatorial Guinea's vulnerability to climate change, and will provide where available the following details: nature, probability, magnitude and urgency of threats. Adaptation options (policy, technology, project, measures) correlated to the threats will also be outlined. The six sectors where these groups anticipate adverse effects of climate change include (a) energy; (b) infrastructure and public works; (c) water, oceans and coastal regions; (d) human health, food security and livelihoods; and, (e) LULUCF (i.e. land use, land use change and forestry, including agriculture other land uses). A synthesized report will be prepared and serve as the initial input on identifying key vulnerability sectors and on summarizing Equatorial Guinea's currently available V&A information.

The IST will also design a multi-stage national participatory stakeholder consultation to invite both grassroots and sector inputs on the identification of key sector adaptation options. This consultation may assume a workshop format with small group interaction and full participation. As a basis for discussion, the NAPA team will present their synthesis reports on Equatorial Guinea's currently available V&A information, and will carry out an assessment of present and future climate change risks. The consultation process designed will characterize the adaptation options on the non prioritized list with respect to a set of factors among which the costs, the impacts, the potential barriers, and the needs in technology, institutional and technical capacity. The output will be a preliminary non-prioritized list of potential options.

The stakeholders will also develop a set of country-driven criteria to be used for prioritizing the options on the list. The country-driven approach is instrumental in ensuring that the set of criteria responds to national development objectives and priorities. The approach will typically build on the LEG guidance, the NAPA Annotated Guidelines, and conventional methodological tools as appropriate.

Based on the non-prioritized list of adaptation options and the set of country-driven prioritizing criteria the project will produce a ranked list of policies and measures by key vulnerability sectors and for cross-cutting issues. In accordance with LEG guidelines, a report will synthesize the ranked adaptation-relevant policy and measure portfolio with a summary of each option/project characterization (cost, impacts, potential barriers, requirements for technology and institutional and technical capacities) and ranking (scheme and position). The activity summary will also propose linkage opportunities with national policies and related prior and on-going activities.

Based on the portfolio of adaptation-relevant priority projects policies and measures the NAPA process will assemble and coordinate all portfolio components into a single consistent and cohesive strategy and an integrated action plan that will guide the implementation of Equatorial Guinea's adaptation responses. This activity should involve the broad participation of NAPA stakeholders. The strategy will include recommendations for national development, economic planning, and correlated institutional framework adjustments. All through the policy-relevant recommendations and the proposals for action-bound specific measures, the roles and differentiated responsibilities of all stakeholders will thoroughly be clarified. The strategy and



action plan will also include modalities for the monitoring and evaluation of targeted adaptation option results.

The NAPA team will design and coordinate an iterative public review process. Gradually, the NAPA document will evolve, enriched by the continuous incorporation of each consultation conclusions. All stakeholders will be invited to comment: academia, the public at large, grassroots communities, decision makers, civil society, national and international institutions, local leaders, development partners, private sector and others. The final version of the NAPA document will be presented at a national workshop attended by local and international partners for final review and commenting. The final NAPA document will be submitted to the formal endorsement of the Ministry of Fisheries and Environment. The NAPA endorsed will be made available to the UNFCCC secretariat and disseminated to all relevant international and national institutions, development partners, academia, the private sector, civil society, local leaders and grassroots' communities and other groups specifically involved with climate variability and vulnerability to climate change.

### **3. Public Participation and Awareness Raising:**

The NAPA preparation will be done following the principle of stakeholder participation. In order to ensure that all key stakeholders are consulted and duly involved in the process, a stakeholder analysis will be conducted in order to identify all relevant parties that have stake in the NAPA for Equatorial Guinea. A detailed report will be prepared at the start of the project to address the scale of participation (i.e. national, regional, and/or community) relative to time and budget constraints, propose a method for identifying and recruiting specific organizations, groups, and individuals, and make specific recommendations for potential stakeholder participants. Participatory risk assessment will be conducted both at national and sub-national level that solicits community knowledge and experience regarding their current levels of vulnerability to climate shocks. It will also solicit input on current adaptive strategies to reduce climate-related vulnerability. Each stakeholder meeting/workshop will be designed to encourage as much participation as possible. The format will incorporate oral presentations by organizers followed by appropriately designed working group sessions to obtain feedback. Project team will coordinate a public review process at the national level. This will be accomplished by making a public presentation to invite public comments. The draft NAPA document will also be circulated to the general public for comment through dedicated workshops, media and other outlets. This process will target impacted sectors by circulating the document to the broad stakeholder audiences, identified through the stakeholder assessment. Comments received will be reviewed by the technical/multidisciplinary teams and the Project Board, and incorporated as appropriate into a revised version of draft NAPA document. The final NAPA document will be distributed publicly via electronic and print media, and will be publicized through available media outlets using translated versions as necessary.



### 3. PROJECT RESULTS FRAMEWORK:

<p><b>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD:</b></p> <p>National institutions strengthened for sustainable management of protected areas and climate change</p>					
<p><b>Country Programme Outcome Indicators:</b></p> <p>Level of progress to develop a National Adaptation Plan of Action in consultation with civil society</p>					
<p><b>Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one):</b> 1. Catalyzing environmental finance 2. Promote climate change adaptation</p>					
Project Objective <sup>1</sup>	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
To develop National Adaptation Plan of Action (NAPA) for Equatorial Guinea following a participatory process to address the most immediate climate related risks.	NAPA (along with priority projects) approved by the government submitted to the UNFCCC Secretariat	NAPA for Equatorial Guinea not existent	NAPA approved and Equatorial Guinea eligible for further funding from LDCF.	NAPA document	<ul style="list-style-type: none"> <li>Lack of national capacities to comprehend obligations under UNFCCC requires inputs from international experts</li> <li>Frequent turnover of officials in key government institutions will require consistent follow-ups/engagement during NAPA preparation</li> <li>UN agencies working on other enabling activities (e.g. Initial Communication) coordinate activities to complement EAs findings.</li> </ul>
<b>Outcome 1<sup>2</sup></b> Institutional structure for NAPA preparation established	National NAPA team and Board in place for steering the preparation, coordination and implementation of NAPA: 1.1. National NAPA team established with clearly defined roles and responsibilities;	Required institutional structure for NAPA preparation non-existent	Institutional structure put in place to steer the NAPA preparation completed NAPA and submitted to UNFCCC secretariat	Government notifications to form NAPA team and technical experts working groups	<ul style="list-style-type: none"> <li>Continuity in participation of officiating members on behalf of the various Ministries as part of the NAPA team</li> <li>Field offices of UNDP to engage the key stakeholders on regular basis to ensure inclusiveness and ownership of all the stakeholders on the outcomes of final document.</li> </ul>

<sup>1</sup> Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR

<sup>2</sup> All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.



<p><b>Outcome 2</b> Preparation of NAPA</p>	<p>1.2. Technical expert working groups in place to provide substantive inputs to NAPA document; 1.3. Multidisciplinary integrated assessment team assembled to synthesise thematic reports and provide quality assurance for NAPA document 1.4. Training of NAPA teams on adaptation methodologies (including economics of adaptation);</p>	<p>NAPA document prepared and endorsed by the government of Equatorial Guinea:</p> <p>2.1. Stocktaking and synthesis of available information on adverse effects of climate change in Equatorial Guinea.</p> <p>2.2. Participatory assessment of vulnerability to current climate variability and extreme weather events;</p> <p>2.3. Criteria for prioritising the key identified adaptation measures defined;</p> <p>2.4. NAPA document</p>	<p>NAPA document for Equatorial Guinea non-existent</p>	<p>NAPA document prepared that includes a list of priority adaptation proposals for Equatorial Guinea</p>	<p>Final NAPA document</p>	<ul style="list-style-type: none"> <li>Continuity in participation of officiating members on behalf of the various Ministries as part of the NAPA team</li> <li>Field offices of UNDP to engage the key stakeholders on regular basis to ensure inclusiveness and ownership of all the stakeholders on the outcomes of final document.</li> </ul>
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	prepared that includes a list of priority adaptation proposals that address needs arising from the adverse impacts of climate change; 2.5. The endorsed NAPA document published for broader dissemination and advocacy.				
<b>Outcome 3</b> Public participation and awareness raising	Public participation, consultation and awareness raising for NAPA preparation and implementation organised: 3.1. stakeholder assessment report; 3.2. Stakeholder feedback mechanisms in place to ensure stakeholder input into the NAPA document; 3.3 Public reviews organised for broader public participation and awareness raising on NAPA priorities for Equatorial Guinea	Low understanding of potential stakeholders about NAPA	All the relevant stakeholders (government, CSOs, academic institutes, representative community members aware of NAPA priorities.	Stakeholders assessment report  Workshops reports  Minutes of the meetings and thematic reports	<ul style="list-style-type: none"> <li>Continuity in participation of officiating members on behalf of the various Ministries as part of the NAPA team</li> <li>Field offices of UNDP to engage the key stakeholders on regular basis to ensure inclusiveness and ownership of all the stakeholders on the outcomes of final document.</li> </ul>



## 1.0 TOTAL BUDGET AND WORKPLAN

<b>Award ID:</b>	000#####	Project ID(s):	000####
<b>Award Title:</b>	Country Name Project Title: EQUATORIAL GUINEA - NAPA		
<b>Business Unit:</b>	GNQ10		
<b>Project Title:</b>	Country Name Project Title: Equatorial Guinea – Preparation of National Adaptation Plan of Action (NAPA) in response to Climate Change		
<b>PIMS No:</b>	5159		
<b>Implementing Partner (Executing Agency)</b>	Ministry of Fisheries and the Environment		

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	See Budget Note:
OUTCOME 1: Institutional Structure for the preparation of the NAPA	MFE / UNDP	62160	LDCF	71200	International Consultants	3,000	10,000	13,000	Annex A
				71300	Local Consultants	-	7,000	7,000	Annex A
					<b>Total Outcome 1</b>	<b>3,000</b>	<b>17,000</b>	<b>20,000</b>	
OUTCOME 2: NAPA preparation	MFE / UNDP	62160	LDCF	71200	International Consultants	14,500	58,500	73,000	Annex A
				71300	Local Consultants	-	37,000	37,000	Annex A
					<b>Total Outcome 2</b>	<b>14,500</b>	<b>95,500</b>	<b>110,000</b>	
OUTCOME 3: Public participation and awareness raising	MFE / UNDP	62160	LDCF	71200	International Consultants	7,000	28,000	35,000	Annex A
				71300	Local Consultants	-	17,000	17,000	Annex A
					<b>Total Outcome 3</b>	<b>7,000</b>	<b>45,000</b>	<b>52,000</b>	
<b>PROJECT MANAGEMENT</b>	MFE / UNDP	62160	LDCF	71300	Local Consultants		14,000	14,000	
				71600	Travel		4,000	4,000	
					<b>sub-total LDCF</b>	<b>-</b>	<b>18,000</b>	<b>18,000</b>	

04000	UNDP	71600	Travel	-	5,000	5,000
		71300	Local Consultants	-	5,000	5,000
		72500	Office Supplies	-	5,000	5,000
		74500	Miscellaneous	5,000	-	5,000
			sub-total	5,000	15,000	20,000
		Total Management	5,000	33,000	38,000	
	PROJECT TOTAL			29,500	190,500	220,000

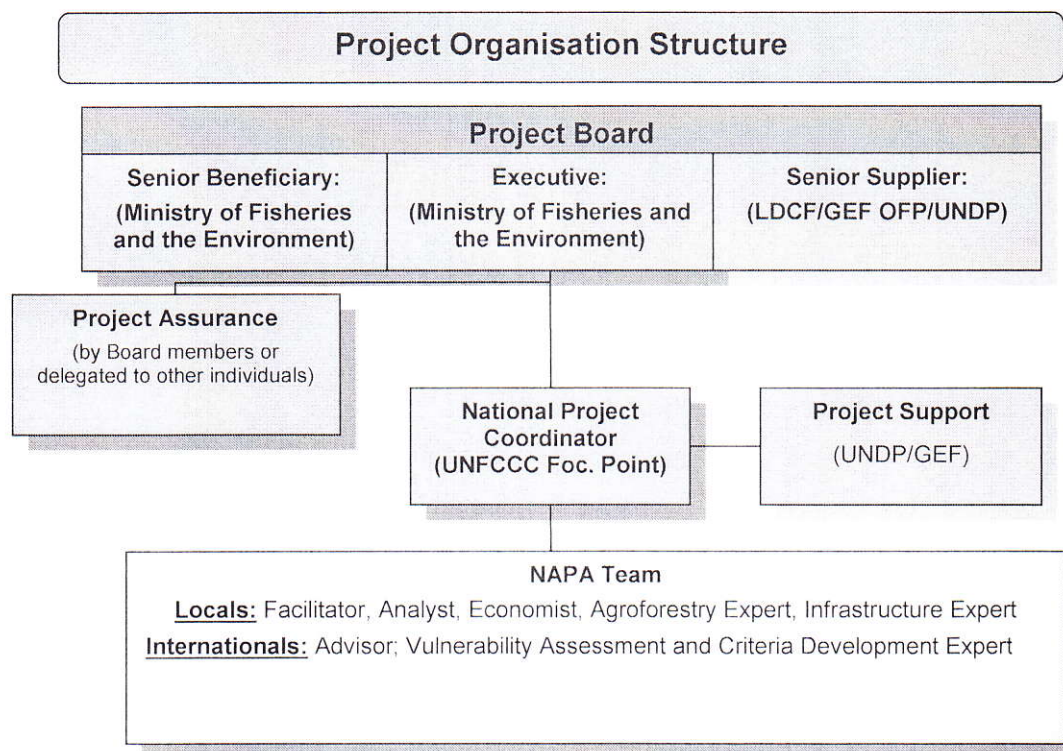
Summary of Funds: <sup>3</sup>

	USD Year 1	USD Year 2	USD Total
LDCF	24,500	175,500	200,000
UNDP	5,000	15,000	20,000
Agency Fee from LDCF	20,000	-	20,000
TOTAL	49,500	190,500	240,000

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



## 5.0 MANAGEMENT ARRANGEMENTS



At policy level, the Ministry of Fisheries and Environment is the prime authority supervising the project on behalf of the Government of Equatorial Guinea. It will accomplish general coordination and will ensure proper linkages and collaboration among the various public and private institutions involved in the NAPA preparation. In line with the standard management arrangements structure for UNDP assisted projects, a Project Board (PB) will be set up by the Ministry of Fisheries and Environment. Members are representatives from key stakeholder institutions for the NAPA preparation.

The Project Board will oversee and be responsible for the policy level decision making during the NAPA process. The PB will approve the detailed Work Plan and associated budget for the activities. It will oversee the progress of NAPA preparation, address issues as needed, and guide and support the technical committee and experts throughout the implementation timeframe. The board will review and approve standard progress reports on a quarterly basis, and it will organize the approval of the final NAPA document. It will also ensure that appropriate consultative processes take place with stakeholders. The project Board will be a mechanism for closer coordination across all related institutions.

From the Ministry of Fisheries and Environment it will include all convention focal points to ensure complementarity and concerted action around the NAPA process by drawing relevant inputs from other EA projects as they commence the implementation. The meetings of the board will be held on a quarterly basis – with the first meeting coinciding with the launch of the NAPA preparations.

At the operational level, the National Project Coordination (NPC) and the Technical Interdisciplinary Sector Teams (IST) will bear project operational implementation. A National Project Coordinator will be appointed. S/He will be responsible for the operational coordination of project activity implementation. The NPC will manage technical, administrative and financial aspects of the project. He/she will provide technical and administrative backstopping to the interdisciplinary sector. The NPC will pursue proper linkages with the Climate Change Project tasked with the preparation of the initial national communication and other teams carrying out national environment/climate change activities. This collaboration will ensure optimal synergy among national activities carried under MEAs, and especially the incorporation of recommendations made by previous or on-going projects including biodiversity strategy and action plan, desertification control and land degradation.

The Interdisciplinary Sector Teams (IST) will be set up and assisted by the technical experts and the National University of Equatorial Guinea (UNGE). In the case of Equatorial Guinea, the following sectors a priori could be considered: (a) energy; (b) infrastructure and public works; (c) water, oceans and coastal regions; (d) human health, food security and livelihoods; and, (e) LULUCF (i.e. land use, land use change and forestry, including agriculture other land uses). The IST will be tasked with data collection and analysis in key sectors on a commissioned basis. It will also be called upon to assist in the consultative process, the sensitization/communication activities, the formulation of adaptation policies/measures and the preparation of the NAPA document.

## **6.0 MONITORING FRAMEWORK AND EVALUATION**

At the initial stage of the project, the project Monitoring and Evaluation system, composed of following components will be developed:

- a) Monitoring plan, with defined benchmarks, indicators and targets, based on results and resources framework to be developed by the NPC in consultation with relevant UNDP programme staff;
- b) Risk, issues and quality logs to be created by the NPC and relevant program officer;
- c) Quarterly project planning (with detailed activities and budget) and reporting to be conducted by the PMU;
- d) Quarterly project reporting and monitoring, conducted by the PMU and the Project Board (also to include risk and issues monitoring and development of lessons learned reports);
- e) Annual project planning (with general activities and budget) and reporting to be conducted by the PMU;
- f) Annual project review to be conducted by the Executive Board on the basis of monitoring reports and products prepared by the project (also to include proposal for eventual changes to the project strategy or even project revision)



Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project staff time</i>	Time frame
Inception Workshop & associated arrangements	Nat.Project Coordinator; UNDP CO; UNDP GEF;	Indicative cost: 8,000	Within first two months of project start up
APR/PIR	Project Team UNDP CO Consultancy support if needed	Indicative cost: 0	Annually
Steering Committee Meetings and relevant meeting proceedings (minutes)	Project Manager UNDP CO	Indicative cost: 2,000 (travel costs for relevant project stakeholders)	Following Project IW and subsequently at least once a year
Quarterly status reports	Project team	Indicative cost: 0	Quarterly every year
Technical reports	Project team Hired Expert teams; consultants	Indicative cost: 5,000	To be determined by Project Team and UNDP-CO
Audit	UNDP-CO Project team	Indicative cost: 5,000 (average \$5000 per year)	Once towards the culmination of the project
Total indicative cost		20,000	

## 7.0 Learning and knowledge sharing:

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

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

## 8.0 Communications and visibility requirements:

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

accessed at: [http://www.thegef.org/gef/GEF\\_logo](http://www.thegef.org/gef/GEF_logo). The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: [http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08\\_Branding\\_the\\_GEF%20final\\_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf). Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

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

## 9.0 LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

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

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

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

Audit Clause: The Audit will be conducted in accordance with the established UNDP procedures set out in the Programming and Finance manuals by the legally recognized auditor.



# ANNEX A – Budget Note and Tasks to be Performed by Consultants

<i>Position Titles</i>	<i>\$/Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
For EA Management			
<b>Local</b>			
National Coordinator	337.5	32	i. Coordinate all project related work, be responsible for all project outcomes and deliverables, conduct quality control of all inputs from thematic groups and individual experts, liase with the focal ministry and partner with key stakeholders; ii. Prepare background papers for the consultations; iii. Ensure particiaption of all the stakeholders in the NAPA preparation process; iv. Efficiently mobilise the project inputs; v. Conduct activities for Monitoring and Evaluation and timely deliver progress reporting; vi. Be responsible for sound financial management of the project, ensure transparency and competitiveness in all procurements following UNDP's procedures.
Associate (reporting and monitoring)	225	32	i. Prepare progress reports; ii. Prepare the agendas and working documents for the consultations; iii. Record the discussions and follow-up actions; iv. Monitor activity and financial progress; v. Assist the National Coordinator in financial management and M&E activities; vi. Coordinate with key stakeholders for participation and provide necessary logistical support for all NAPA related events.

<i>Position Titles</i>	<i>\$/Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
For Technical Assistance			
<b>Local</b>			
NAPA Facilitator	800	17.5	i. Undertake detailed stakeholder assessment and identify the key stakeholders that need to participate in the NAPA preparation process; ii. Facilitate the public review and revisions of the draft NAPA, collect and record all comments and recommendations made by stakeholders both online and at the stakeholder workshops and other consultative fora; iii. Identify the means and methods for effective community including women's groups engagement into the NAPA preparation process; iv. Facilitate community mobilization and consultation processes, ensuring that adaptation needs of the most vulnerable groups of society, including women are fully addressed in the NAPA document.
NAPA Analyst	800	15	i. Review and collate existing information about the climate change impacts in Equatorial Guinea; ii. Collate data on climatic events from global reports and regional centers; iii. Provide technical inputs to facilitate the work of NAPA team; iv. Prepare the draft profiles for prioritised activities.
Development Economist	800	15	i) Review and collate existing information about climate change impacts on poverty eradication, food security, livelihoods, health and gender; ii) Provide technical inputs to facilitate the work of NAPA team; iii) prepare the draft profiles for prioritized activities; support organization of training on economics of adaptation
Infrastructure / Sanitation / Water	800	15	i) Review and collate existing information about climate changes



Expert			impacts on infrastructure / sanitation / water sectors; ii) Provide technical inputs to facilitate the work of NAPA team; iii) prepare the draft profiles for prioritized activities
LULUCF (Land Use / Land Use Change / Forestry) Expert	800	15	i) Review and collate existing information about climate changes impacts on LULUCF sectors; ii) Provide technical inputs to facilitate the work of NAPA team; iii) prepare the draft profiles for prioritized activities
<b>International</b>			
NAPA Advisor	3,000	25	i. Lead team to implement NAPA activities according to an agreed work plan; ii. Preparing the detailed road map for NAPA preparations; ii. Interact with the key stakeholders for their inputs; iii. Provide advice to the National Team about the preparation of the NAPA document ; iv. Bring the knowledge of good practices of NAPA preparations from other countries and assure the quality of all the documents prepared under NAPA; support training on adaptation methodologies.
NAPA V&A / Criteria Development Expert	3,000	15	i. Collect data on social and climate vulnerabilities in Equatorial Guinea; ii. Undertake vulnerability mapping of the country according to the climatic risks; iii. Identify most vulnerable groups and sectors to climatic changes; iv. Establish regional linkages for a comprehensive vulnerability assessments; v. Develop draft criteria for prioritisation in consultation with key stakeholders.