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United Nations Development Programme
GCF Readiness Programme Support/ Initiation Plan

Project title: <i>Green Climate Fund Readiness and Preparatory Support for Lao PDR</i>	
Country: <i>Lao PDR</i>	
Management Arrangements : <i>DIM</i>	
UNDAF/Country Programme Outcome: <i>UNPF OUTCOME #3/CPD OUTCOME #2: Forests and other ecosystems are protected and enhanced, and people are less vulnerable to climate-related events and disasters.</i>	
UNDP Strategic Plan Output: <i>Output 5.2: Effective institutional, legislative and policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels</i>	
UNDP Gender Marker: 1	
Atlas Award ID number: 00104696	Atlas Output ID number: 00106149
UNDP-GEF PIMS ID number: 6140	
Planned start date: 1 September 2017	Planned end date: 28 February 2019
<p>Brief project description: The NDA of Lao PDR has requested UNDP to act as delivery partner for GCF Readiness and Preparatory Support. This support will focus on two GCF Outcomes:</p> <ol style="list-style-type: none"> 1) Country capacity strengthened 2) Stakeholders engaged in consultative processes <p>GCF funds will be used to enhance the institutional capacity of the NDA and its engagement with national and sub-national stakeholders, as well as for raising awareness and understanding on the GCF across different stakeholder groups.</p>	
FINANCING PLAN	
GCF grant	USD272,727
Total Budget administered by UNDP	USD272,727
SIGNATURES	
Signature: print name below Ms. Kaarina Immonen	Agreed by UNDP Resident Representative  Date/Month/Year: 15 AUG 2017



**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

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.

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, in particular to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult page 4 of the readiness guidebook for more information.

A handwritten signature in blue ink, appearing to be "efw".

SECTION 1: SUMMARY	
1. Country submitting the proposal	<p>Country name: Lao People's Democratic Republic Name of institution (representing National Designated Authority or Focal Point): Department of Disaster Management and Climate Change</p> <p>Name of official: Mr. Syamphone Sengchandala Position: Deputy Director Telephone: +856 20 5550 8961 Email: syamphone.s@gmail.com Full Office address: Ministry of Natural Resources and Environment Vientiane Capital Lao PDR</p>
2. Date of initial submission	27/07/2016
3. Last date of resubmission (if applicable)	29/04/2017 with response to GCF comments 21/06/2017
4. Which entity will implement the Readiness and Preparatory Support project? (Provide the contact information if entity is different from NDA/focal point)	<p><input type="checkbox"/> National Designated Authority <input type="checkbox"/> Delivery partner <input checked="" type="checkbox"/> Accredited entity</p> <p>Name of institution: Name of official: Kaarina Immonen Position: UNDP Resident Representative Telephone: 876 020 5552 3525 Email: kaarina.immonen@undp.org Full Office address: United Nations Development Programme PO Box 345, Lane Xang Avenue, Vientiane Capital, Lao PDR</p>
5. Title of the Readiness and Preparatory Support Proposal	Green Climate Fund Readiness and Preparatory Support for Laos PDR
6. Brief summary of the request (200 words)	<p>The NDA of Lao PDR has requested UNDP to act as delivery partner for GCF Readiness and Preparatory Support. This support will focus on two GCF Outcomes:</p> <ol style="list-style-type: none"> 1. Country capacity strengthened 2. Stakeholders engaged in consultative processes <p>GCF funds will be used to enhance the institutional capacity of the NDA and its engagement with national and sub-national stakeholders, as well as for raising awareness and understanding on the GCF across different stakeholder groups.</p>
7. Total requested amount and currency (including DP fee)	USD 300,000 (including DP fee)
8. Anticipated duration	18 months
9. Is the country receiving other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



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**Readiness and
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related to the GCF?**

If yes, please attach the relevant scope of work, and briefly (100 words) describe the scope of support provided by other institutions



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SECTION 2: COUNTRY READINESS LOGICAL FRAMEWORK			
Please complete the table below, which enables a country to assess its readiness for the GCF and set targets for strengthening its readiness, including proposed outputs and activities to improve the country's readiness. For further guidance on completing the table, please refer to the guidebook "Assessing the GCF Readiness and Preparatory Support Programme".			
OUTCOMES ¹	BASELINE	TARGET	ACTIVITIES <i>(including key outputs or deliverables where applicable)</i>
1. Country capacity strengthened 1.1 NDA/focal point lead effective coordination mechanism	0-8 <input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	0-8 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	1.1.1 Undertake a functional review of the Department of Climate Change to identify the capacity gaps to perform the NDA role effectively. 1.1.2 Provide Technical training to the NDA team and Department of Climate Change on the identified priority areas identified under 1.1.1 1.1.3 Establish the stakeholder engagement mechanisms on the GCF related matters fully utilising the existing government structures, such as institutional coordination and technical groups and other platforms to engage with broader groups of stakeholders. 1.1.4 Establishment and operationalization of a Climate Finance Steering Committee 1.1.5 Provide capacity-building for the Climate Finance Steering Committee on GCF processes, requirements, and investment criteria
1.2 No objection procedure established and implemented	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	1.2.1 Establish a No Objection Procedure that is nationally appropriate and at the same time fully meets the GCF requirements 1.2.2 Facilitate technical meetings between GCF, A.E, the NDA office and national departments potentially involved on GCF such as the Ministry of Justice, The Ministry of

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



				Planning and Cooperation and the Ministry of Finance to ensure they are fully sensitized on no-objection procedure
1.3 Bilateral agreements between the country and the GCF executed	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2		
1.4 Monitoring, oversight and streamlining of climate finance	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2		1.4.1 Develop NDA capacity and associated protocols for appropriate oversight of GCF activities in the country, through reporting, M&E and relevant accountability mechanisms, such as regular update meetings with all GCF accredited agencies operating in the country. 1.4.2 Create GCF related information repository , including the web-based platform and protocols to systematically update and share with concerned stakeholders and broader interested audiences.
2. Stakeholders engaged in consultative processes	0-8	0-8		
2.1 Stakeholders engaged in consultative processes	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2		2.1.1. Identification of adaptation and/or mitigation options to address selected national climate change priorities, using the GCF investment criteria 2.1.2 Identification of adaptation and/or mitigation options to address selected at district level using the GCF investment criteria.
2.2 Country programmes, including adaptation priorities, developed and continuously updated	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2		2.2.1. Stocktake of existing plans and policies for alignment with national priorities ; Identification of strategic investment priorities particularly in support of the 8th National Socio-Economic Development Plan; 2.2.2. Develop a coherent and comprehensive country programme through cross-sectoral stakeholder engagement and consultative processes, including private sector and civil society and ensuring gender-inclusiveness in the consultations. 2.2.3 Assess the option for a system of Call for Concepts for all economic sectors 2.3.4 Establishment of technical thematic groups for scoping and screening sectoral and stakeholder submissions.



2.3 Stakeholder consultations conducted with equal representation of women	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
2.4 Annual participatory review of GCF portfolio in the country organized	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
3. Direct access realized	0-8	0-8	0-8	
3.1 Candidate entities identified and nominated for accreditation	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
3.2 Direct access entity accredited	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
3.3 Entity/ies annual/multi-annual work programme developed	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
3.4 Funding proposals through enhanced direct access modality approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4. Access to finance	0-8	0-8	0-8	
4.1 Structured dialogue between the NDA/Accredited Entities and the GCF Secretariat organized	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4.2 Country programmes, concept notes, including on adaptation, developed that implement high-impact priorities identified in INDCs and other national strategies or plans	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4.3 Project/programme preparation support, including for adaptation, to develop funding proposals provided	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4.4 Funding proposals, including for adaptation, that are aligned with country priorities approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	



5. Private sector mobilization	0-8	0-8	
<i>5.1 Private sector engaged in country consultative processes</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
<i>5.2 Enabling environment for crowding-in private sector investments at national, regional and international levels exists</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
<i>5.3 Funding proposals for private sector projects/programmes, including for adaptation, approved</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
<i>5.4 Funding proposals under the Private Sector Facility programmes (small- and medium-sized enterprises and mobilizing funds at scale) submitted and approved</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
TOTAL	0-40	9 – 40	

SECTION 3: ADDITIONAL INFORMATION

Please explain how this grant will help deliver on the country's readiness needs as identified above and build on institutions, processes or existing work already underway in the country (*maximum 500 words*)

Lao PDR is highly vulnerable to impacts of climate change with longer dry periods and intense wet periods being experienced. The country's contribution to global greenhouse (GHG) emissions only 51,000 Gg or 0.001% of the total emissions globally. However, in the Second National Communication to the UNFCCC, Lao PDR had been reported as changing its status from being a net sequesterer of greenhouse gases to being a net emitter, not because of increased emissions, but because of rapid loss of forest cover which has reduced the country's sequestration potential. Despite this, Lao PDR has ambitious plans to reduce its GHG emissions while at the same time increasing its adaptation efforts thereby improving its resilience to the negative impacts of climate change. Climate change is already affecting the livelihoods, food security, water supply and health among much of the country's population.

Lao PDR has a long term goal for national development which is set out in the 8th National Socio-Economic Development Plan (2016-2020), with a Vision to 2030. According to this vision, the goal is for Lao PDR to graduate from a Least Developed Country (LDC) to a middle income country by 2030 with the inclusive, stable and sustainable economic growth whilst alleviating poverty. Lao PDR recognises the strong link between economic development, sustainability and the needs to mainstream environmental considerations, including action on climate change into its development plans.

The Ministry of Natural Resources and Environment has formulated its five year plan 2016-2020, its ten-year strategy until 2025 and its Vision2030. On the policy and legislation front National Climate Change Strategies, the National Adaptation Plan, Nationally Appropriate Mitigation Actions, National Adaptation Programs of Action as well as the Nationally Determined Contributions have all been developed. Additionally, Lao PDR signed the Paris Agreement in April 2016 and submitted its Ratification Instruments to the United Nations Secretary General in September 2016 in the margins of the ASEAN Summit, which Lao PDR chaired, and this made Lao PDR the first ASEAN nation to submit its Ratification Instrument to the Paris Agreement. Additionally, a Gender-Sensitive Disaster and Climate Change Law is being developed and the overarching legal framework for climate change and disaster management is provided in the law. The law is expected to be approved in 2018.

Strengthening institutional and individual capacity is one of challenges to be addressed to support Lao PDR in making good progress towards the achievement of the goals the Country set in the NDC. The NDC provides the country with a solid foundation for strengthening the planning, implementing, monitoring and evaluating process under Paris Agreement. Improvements of understanding the potential requirements will increase awareness of initiative and assist Laos execute our INDC.

The NDA is housed at the Department of Disaster Management and Climate Change (DDMCC) at the Ministry of Natural Resources and Environment. Established in 2012, the DDMCC has an important mandate of climate change policy formulation and advancing the climate change and disaster risk reduction work across sectoral ministries and relevant departments. In this context, assuming additional function of GCF NDA for Lao PDR reinforces the institutional mandate of the DDMCC but also presents an additional challenge, given the limited capacities of the institution. In order to strengthen these capacities, the DDMCC took action in requesting GCF for this readiness and preparatory funds, using UNDP as the delivery partner. The support provided will take into account the progress on climate policy and finance made to date, by the Government of Lao PDR, presented above.



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SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT

4.1 Budget Plan

GCF Readiness Outcome	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account	Budget Description	Amount US\$ (2017)	Amount US\$ (2018)	Amount US\$ (2019)	Total Amount US\$
GCF Readiness Outcome 1: NDA/Country Capacity Strengthened	UNDP CO	66001	12526	71300	Local Consultants	3,360	13,400	3,360	20,120
				71300	Local Consultants	4,500	22,500	-	27,000
				71600	Travel	3,000	14,000	5,000	22,000
				72800	Information Technology Equipmt	4,100			4,100
				72200	Equipment and Furniture	3,000	3,000	-	6,000
				73400	Rental & Maint of Other Equip	3,000	3,000	1,000	7,000
				72500	Supplies	2,000	3,000	2,000	7,000
74200	Audio Visual&Print Prod Costs	2,500	9,500	2,500	14,500				
				75700	Training, Workshops and Conferences	5,000	56,452	4,000	65,452
Total Outcome 1					30,460	124,852	17,860	173,172	
GCF Readiness Outcome 2: Country programmes, including adaptation priorities, developed and continuously updated	UNDP CO	66001	12526	71300	Local Consultants	-	16,000	1,714	17,714
				71300	Local Consultants	2,940	11,760	2,940	17,640
				71600	Travel	1,000	5,000	1,000	7,000
				74200	Audio Visual&Print Prod Costs	500	2,000	500	3,000
				75700	Training, Workshops and Conferences	3,000	24,214	2,000	29,214
								7440	
Total Outcome 2					7,440	58,974	8,154	74,568	
Total operation costs (Outcome 1+2+3)					37,900	183,826	26,014	247,740	
Contingency (max. 5% of total operation costs)	UNDP CO	66001	12526	74500	Miscellaneous Expenses	1,895	9,191	1,301	12,387
Total operation costs + Contingency						39,795	193,017	27,315	260,127
Project management costs	UNDP CO	66001	12526	71300	Local Consultants	2,100	8,400	2,100	12,600
Total Project management costs						2,100	8,400	2,100	12,600
TOTAL PROJECT COSTS EXCLUDING DP FEE						41,895	201,417	29,415	272,727
DP fee (10%)						4,190	20,142	2,941	27,273
TOTAL PROJECT COSTS INCLUDING DP FEE						46,085	221,559	32,356	300,000



* budget notes are mandatory

1. 40% of full-time local consultant number 1 for 18 months (3 months in year 1, 12 months in year 2, and 3 months in year 3) to support technical work under Outcome 1 (Refer to TOR's in Annex 1). This will equal USD 20,160 and is based on USD 2,800 per month. This is based on a monthly professional fee which is calculated against the UNDP Lao PDR salary scale for national full-time project managers, 8.6 days per month x 18 month = 154.8 days.
2. One short term local consultant number 2 to support outcome 1 and 2 (about 149 days @ max rate of \$300/day)
3. Local and national travel for participants/project team/UNDP team, national consultants to attend meetings/workshops/trainings
4. Two laptops and one printer for consultants (estimate \$1,800 each, and \$500 for printer)
5. Equipment and furniture for the office e.g. tables/desks, chairs, aircon, etc.
6. Internet communication, office utilities, rental, maintenance and upgrading, cleaning, etc.
7. Paper, supplies for offices
8. Printing, translation, interpretation and photocopies to support training, meeting, workshops, which most of these events will be fully implemented in year 2.
9. Costs for Training, Workshops and Conferences packages, supplies, etc. (year one, expect to start implementation in October to December 2017, while year 2 is fully implemented for 12 months and most of activities should be completed in year 2, while few activities to be implemented in year 3 from Jan to March 2018)
10. One short term local consultants to support outcome 1 and 2 (about 149 days @ max rate of \$300/day)
11. 35% of full-time local consultant number 1 for 18 months to support technical work under Outcome 2 (Refer to TOR's in Annex 1). This will equal USD 17,640 and is based on USD 2,800 per month. This is based on a monthly professional fee which is calculated against the UNDP Lao PDR salary scale for national full-time project managers, 7.5 days per month x 18 month = 135 days.
12. Local and national travel for participants/project team/UNDP team, national consultants to attend meetings/workshops/trainings
13. Printing, translation, interpretation to support training, meeting, workshops.
14. Costs for Training, Workshops and Conferences packages, supplies, etc.
15. Miscellaneous Expenses
16. 25% of the full-time consultant number 1 for 18 months (3 months in year 1, 12 months in year 2, and 3 months in year 3) to support project management (Refer to TOR's in Annex 1). This will equal USD 12,600 and is based on USD 2,800 per month. This is based on a monthly professional fee which is calculated against the UNDP Lao PDR salary scale for national full-time project managers, 5.37 days per month x 18 month = 96.66 days.
17. Delivery Partner fee (managed separately by UNDP-GEF HQ).



4.2. Procurement Plan						
For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in section 2, 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. Also, please feel free to replicate this table on Excel spreadsheet if needed.						
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						
1	Two laptops (\$1,800 each)	\$3,600	Shopping	\$3,600	Sep-17	Oct-17
2	1 printer	\$500	Shopping	\$500	Sep-17	Oct-17
3	Equipment and furniture	\$6,000	Shopping	\$6,000	Sep-17	Oct-17
4	Internet communication, office utilities, rental, maintenance and upgrading, cleaning, etc.	\$7,000	Tender	\$7,000	Sep-17	Oct-17
5	Printing of GCF awareness materials (posters, brochures, translation, interpretation, etc. to support training, meeting, workshops.	\$17,500	Tender	\$17,500	Sep-17	Oct-17
6	Venue hire and catering for GCF national/provincial workshops/Trainings	\$60,626	Tender	\$60,626	Sep-17	Oct-17
7	Venue hire and catering for High level GCF national workshops/Trainings	\$20,000	Tender	\$20,000	Sep-17	Oct-17
8	Venue hire and catering for GCF Steering Committee Meetings	\$7,000	Tender	\$7,000	Sep-17	Oct-17
9	Meeting refreshments and venue hire for facilitating meetings with ministries	\$7,000	Tender	\$7,000	Sep-17	Oct-17
10	National Flights - for provincial meetings	\$10,000	Tender	\$10,000	Sep-17	Oct-17
11	Travel - flight itineraries/tickets (non-nationals)	\$5,000	Tender	\$5,000	Sep-17	Oct-17
12	National transport and domestic DSA	\$14,000	Direct contract	\$14,000	Sep-17	Oct-17
SUB-TOTAL (US \$)		\$158,226				
Consultancy Services						



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13	National Consultant to support technical work under Outcome 1 and 2 and project management	\$50,400	Open tender	\$24,100	Sep-17	Oct-17
14	National Consultant to support NDA Capacity building, consultation and technical inputs in Outcome 1 and 2	\$44,714	Open tender	\$43,000	Sep-17	Oct-17
SUB-TOTAL (US \$)		\$95,114				
TOTAL COST (US \$)		\$253,340				



4.3. Disbursement schedule

Disbursement requests will be managed at portfolio level by UNDP-GEF MPSU in NY, as agreed in the “Framework Readiness and Preparatory Support Grant Agreement” between GCF and UNDP. Under Clause 4 of said Framework Agreement, “the Delivery Partner shall be entitled to submit two Requests for Disbursement each year. Each such Request for Disbursement must be submitted to the Fund within 30 days of receipt by the Fund of the Portfolio Report referred to in Section 9.02.”

4.4. Additional information



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



SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

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

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

The Government of Lao PDR has identified UNDP as its delivery partner for the GCF Readiness programme. UNDP will take responsibility for the implementation of the proposed programme including fiduciary management.

As per the Framework Readiness and Preparatory Support Grant Agreement, the project will be implemented under Direct Implementation Modality following UNDP POPP guidance available here:
<https://info.undp.org/global/popp/frm/Pages/direct-implementation-dim-modality.aspx>.

UNDP Country Office in Lao PDR will be responsible for services related to recruitment of project staff and consultants, travel, sub-contracting, and organization of national workshops in coordination with the NDA. UNDP Headquarters will delegate spending authority to the UNDP Country Office, and provide financial and technical oversight and quality assurance. UNDP Country Office will manage the recruitment of international and national consultants; procurement and will review all deliverables and outputs.

The project will be executed by the UNDP Country Office in partnership with the NDA in DDMCC. Day-to-day execution and management will be undertaken by the national project manager/coordinator (Refer to TOR’s in Annex 1).

The GCF NDA is DDMCC, within MONRE. The Focal Point is the Deputy Director of DDMC, who is also the UNFCCC Focal Point.

Further, the Ministry of Planning and Investment of Lao PDR (MPI) must approve the activities under this project, given its coordination role at the national level for all ODA projects and programmes. MPI also facilitates the coordination of stakeholder consultations under all projects.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on DIM implemented projects.

5.2. Other relevant information



This box provides an opportunity to include any important information you wish to bring to the attention of the GCF Secretariat, but did not have an opportunity to provide in the sections above.

The following risks and potential mitigation measures have been identified during the preparation of this proposal

1. Delay in project approval (GCF, MPI) effects delay of forming team → Lead time will be allocated to allow delay. While MoNRE will follow up closely with Ministry of Planning and Investment (MPI). MPI meets with UNDP quarterly to assess project implementation and will coordinate with ministries directly to support overcoming possible delays and roadblocks.
2. Delay of Recruitment processes through UNDP → Lead time (1 month) will be allocated for Recruitment process and available rosters will ease the difficulties of recruitment process
3. Low private sector interest in GCF relevant objectives → Design a strategic public awareness targeting engagement of a group of selected companies championing green growth and climate resilient objectives.



Lao PDR TERMS OF REFERENCE FOR GCF READINESS SUPPORT

Annex I:

TOR FOR NATIONAL SENIOR CLIMATE CHANGE CONSULTANT

The United Nations Development Programme (UNDP) Lao PDR Country Office is providing support to national authorities in the Lao PDR for strengthening the National Designated Authority (NDA) and associated institutional infrastructure necessary for effective resource mobilization through the Green Climate Fund. The project will aim to build capacity and build the national framework for GCF engagement through:

1. Building NDA capacity to perform its roles and responsibilities for GCF-related matters
2. Development of a country programme aligned with Lao PDR's Nationally Determined Contribution (NDC) and based on GCF criteria and approval process

Based on the proposal developed in collaboration with the **Department of Disaster Management and Climate Change in the Ministry of Natural Resources and Environment (MONRE)**, the eighteen (18) month project will strengthen the national coordination mechanisms for conceptualizing, developing and submitting new, transformative projects for funding under the GCF framework. This will involve broad, multi-sector stakeholder consultations with government, the private sector, NGOs and CBOs. The National Project Coordinator will also work closely with DDMCC and UNDP to coordinate training for government personnel and the development of a comprehensive country programme. The incumbent will be required to be conversant with the energy landscape in Insert Country Name, including the national Low-Carbon Climate-Resilient Development Strategy (LCCRDS) i.e. the NDC, as well as have a clear understanding of national energy and disaster risk reduction priorities. Under the guidance of the Project Steering Committee (PSC) and the Deputy Director General of DDMCC (GCF Focal Point), the National Senior Expert will report to the Environment Unit Manager in the UNDP Country Office and will work in collaboration with the DDMCC to achieve stated project outcomes. S/he will perform coordination as well as technical task as detailed below.

RESPONSABILITES and TASKS

Coordination and Monitoring Role (25%)

- Support the delivery of high quality project outputs through support of preparation of annual and quarterly work plans, budgets and updated procurement plans
- Undertake project monitoring in line with the monitoring plan and against the approved work plan and budget
- Assist in the preparation of quarterly and annual implementation reports and ad hoc status updates
- Completion of all other UNDP and GCF-required reporting, including to the Project Steering Committee
- Provide communication support on the project to all stakeholders, and logistical support to project activities and personnel, when required
- Lead related procurement processes, including preparation of TORs and convening evaluation committees
- Ensure that value for money is observed throughout project implementation, including compliance to guidelines for allowable expenses at established rates
- Manage the financial resources in line with UNDP requirements, ensuring accountability and transparency.
- Manage and monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the Project Steering Committee for consideration and decision on possible actions if required. He/she will update the status of these risks by maintaining the project risk log
- Capture lessons learnt during project implementation
- Prepare, in consultation with the partners, TORs for consultants and comment on their reports ;

- Coordinate the logistics arrangement of capacity and awareness of key stakeholders regarding climate finance readiness, including among the private sector and civil society;
- Ensure the quality of the translation to Lao/English of relevant documents

Technical role (75%):

Technical role under Outcome 1 (40%). NDA capacity strengthening

- Undertake a capacity gaps assessment of the DDMCC to perform its NDA role
- Facilitate the provision of training to the NDA core team and Department of Climate Change on the identified priority areas
- Support the establishment and implementation of stakeholder consultation mechanism
- Support development of structure for NDA Team along with the ToR;
- Establish support roles for the NDA and national coordination mechanisms;
- Facilitate the technical meeting between DDMCC and other relevant stakeholders – national and international
- Responsible of the establishment and operationalization of a Climate Finance Steering Committee
- Support the establishment and document a Lao PDR “No-Objection Procedures” for different type of GCF instruments and projects
- Provide capacity-building for the Climate Finance Steering Committee and other key stakeholders on GCF processes, requirements, and investment criteria with the support of international experts
- Undertake awareness raising activities among the stakeholders;
- Responsible for the preparation of the ToR necessary for the information repository, including the web-based platform.

Technical role under Outcome 2 (35%): Stakeholders engagement in GCF consultative processes & country programming

- Undertake an assessment of the existing of existing plans and policies for alignment with national priorities;
- Support the establishment of technical thematic groups for scoping and screening sectoral and stakeholder submissions.
- Support the development of documented mechanisms of screening, prioritizing and recommending proposals to GCF Secretariat;
- Support the NDA on the stakeholder engagement and consultative processes at the national level
- Responsible of the stakeholder engagement and consultative processes at the district level
- Support the NDA on the development of a GCF country programme

COMPETENCIES

- Demonstrated excellence in clear, concise and convincing writing and communication skills;
- Highly organized with strong analytical and research skills;
- Demonstrated ability to work effectively as part of a collaborative team and process;
- Ability to work with multiple stakeholders across a wide range of disciplines;
- Ability to work with diverse partners and ensure coherence in activities;
- Ability to identify areas of potential conflicts and take appropriate steps to deal with these.
- Promotes sharing of knowledge and experience, and actively works towards continued personal learning and development;
- Good practical knowledge of inter-disciplinary development issues;
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects;



- Builds strong relationships with all partner, focuses on impact and results and responds positively to critical feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Proven networking, team building, organizational and communication skills;
- Highest standards of integrity, discretion and loyalty.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Completion of Master's degree in environmental science/management/policy, finance, economics or other relevant subject.

Experience:

- At least 7 years of relevant experience in policy analysis, advice and capacity development related to climate and/or development finance, public policy/finance/budget management and in engagement of the private sector/finance sector in climate related activities in developing countries;
- Expertise and experience in climate change and relevant sectors such as energy, forestry, agriculture, water and cross-cutting issues such as gender;
- Experience in programme design, monitoring and evaluation is an asset;
- Experience working for the Government of Lao PDR and UN is an asset;

Language:

- Good knowledge of written and spoken English.
