



# REPORT ON EXPERIENCES, GOOD PRACTICES AND LESSONS LEARNED

**D 1.12 Report on Experiences, good practices and lessons learned on executing deliverables D 1.1 – 1.11**

## PROJECT TITLE

Strengthening Trinidad and Tobago's Capacity in Transparency for Climate Change Mitigation and Adaptation

## DATE PREPARED

September 2024

## PROJECT OVERVIEW

What were the original objectives of the project?

Primary Project Outcomes:

1. A. Trinidad and Tobago submits to the UNFCCC secretariat high quality climate reports aligned with the Enhanced Transparency Framework under the Paris Agreement.
2. B. Trinidad and Tobago Government stakeholders make decisions based on climate analysis and implement climate transparency activities.

The above-mentioned outcomes of the project were achieved through the following outputs:

**Output 1:** Government officials and stakeholders have strengthened capacity and mechanisms to prepare Biennial Transparency Reports (BTR), including adaptation communications.

**Output 2:** The Cabinet has access to a proposal for institutional arrangements for implementing climate transparency activities.

**Output 3:** Government officials and stakeholders have strengthened capacity and procedures to incorporate climate analysis into decision making processes for national planning.

What was the original criteria for project success?

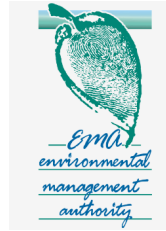
Output	Indicator	End of project Target	Results
<b>Output 1:</b> <b>Government officials and stakeholders have strengthened capacity and mechanisms to prepare Biennial Transparency Reports (BTR), including adaptation communications.</b>	Indicator 1.3: # of relevant stakeholders and # of women trained under Output 1 declaring to be in a better position to use compiling GHG Inventory, track Mitigation actions/NDC, and Support received and Adaptation actions.	End-of-project target 1.3: At least 21 (70% of stakeholders participating in the training activities) where 10 are women (50%)	202 stakeholders were trained on various modules with 61% being women.
	Indicator 1.4: # of gender-sensitive indicators for tracking progress on implementing the NDC and for tracking adaptation to climate change in the agriculture, water resources, and health sectors	End-of-project target 1.4: 6	A total of nine (9) gender sensitive indicators were developed for tracking progress on implementing the NDC and for tracking adaptation to climate

			change in the agriculture, water resources, and health sectors.
	Indicator 1.5: # of capacity building systems with training institution for GHG Inventory, Mitigation actions/NDC tracking, Support received tracking, Adaptation tracking.	End-of-project target 1.5: 1 capacity building system with training institution including modules on GHG Inventory, Mitigation actions/NDC tracking, Support received tracking, Adaptation tracking.	One (1) capacity building system developed with the University of the West Indies as the national training institution.
<b>Output 2: The Cabinet has access to a proposal for institutional arrangements for implementing climate transparency activities.</b>	Indicator 1.6: Improvement in the quality of institutional capacity for transparency based on GEF score 1 to 4 as per Annex IV of CBIT programming directions.	End-of-project target 1.6: 4	4. Stakeholders actively participated in group work sessions and offered recommendations for continued engagement.

	Indicator 1.7: # of institutional arrangements proposals submitted to the Ministry of Planning and Development (MPD) for adoption.	End-of-project target 1.7: 2	Two (2) proposals on institutional arrangements for mitigation actions and adaptation efforts submitted to MPD
	Indicator 1.8: # of national stakeholders consulted in consultation and validation workshops for developing the institutional arrangements proposal who are women.	End-of-project target 1.8: 10 (50% of total national stakeholders participated in consultations and Validation workshops for institutional arrangements=20) are women	A total of forty-three (43) national stakeholders participated in the consultation and validation workshops on institutional arrangements of which seventeen (17) were males and twenty-six (26) females
<b><u>Output 3:</u></b> <b>Government officials and stakeholders have strengthened capacity and procedures to incorporate climate analysis into decision-making processes for national planning.</b>	Indicator 1.9: # of relevant stakeholders and # of women trained under Output 3 declaring to be in a better position to use assessments, projections and scenarios to integrate climate considerations in (i) adaptation measures national planning; (ii) mitigation national planning.	End-of-project target 1.9: 84 (70% of total trained stakeholders under output 3=120) and 42 (50% of 84) are women.	202 stakeholders were trained on various modules with 61% being women. Tied to Output 1.

	Indicator 1.10: # of guidelines developed for each sector to enable continuous decision making.	End-of-project target 1.10: 1 per sector (3 in total).	Total of three (3) guidelines were developed for each of the identified adaptation priority sectors, to enable continuous decision-making.
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## PROJECT HIGHLIGHTS

What were the major accomplishments arising out of the project?

### Major Accomplishments:

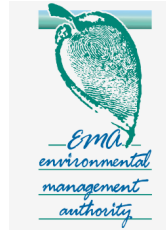
- Gap Assessment Report on NDC and Adaptation Actions - a comprehensive gap assessment of the country's mitigation and adaptation measures was undertaken, with subsequent recommendations emerging out of these consultancies to carve a way forward for the country to ensure it remains compliant with its obligations to the UNFCCC.
- Development of gender-sensitive indicators, methodology and templates, protocols, and guides for collecting and managing data for tracking progress on implementing the NDC and reporting on adaptation.
- Development of a comprehensive roadmap for integrating templates, protocols, and guides for NDC and support received tracking and for adaptation reporting.
- Development of a robust cloud-based platform that incorporates the NDC and Adaptation indicators to track the country's progress in fulfilling its international obligations.
- The design and development of a national capacity development programme for tracking mitigation and NDC efforts and Adaptation actions in Trinidad and Tobago.
- Development of a proposal for institutional arrangements to support the country in complying with ETF requirements.
- Climate vulnerability assessment for the agriculture, water resources and health sectors and development of guidelines to standardize the process to integrate climate information in national planning to support efforts to adapt these sectors to climate change impacts and enhance their resilience.
- Launch of a Communication Campaign to enhance data suppliers and national decision-makers and planners' awareness of the NTS, to showcase its improvement and benefits.

What were the good practices that worked well for the project?

- Identification of key organizations, units/departments/divisions and agencies within the national context to determine the most suitable and relevant stakeholders that would contribute the most appropriate input for the various project consultancies held.
- Engagement of stakeholders through pre-reading materials, consistent communication and incorporation of feedback arising out of stakeholder consultations, workshops and meetings held.
- Consistently following-up and communicating with key stakeholders prior to and at the conclusion of workshops and meetings executed.
- Engagement of direct users in the design and development of the software for the NTS.
- Networking with other CBIT projects in the region served as a great asset in procurement of consultants.

\*What was found to be particularly useful to accomplish the project?

- Consistent, transparent and clear communication amongst project team members to ensure changes and updates were known by all team members.
- Solicitation of feedback and relevant comments from PSC, and key stakeholders during the course of the project.
- Bi-weekly update meetings with consultants during the project, where changes and updates were clearly communicated with consultants prior to and post submission of expected deliverables.
- Maintenance of open lines of communication with the executing agency's procurement unit regarding updates to national procurement laws and processes to maintain transparency throughout procurement process and procedures which were a necessary part of the project life. Additionally, submission of requests for various events during the project lifecycle, were sent to the procurement unit in advance to circumvent any unforeseen delays in executing project activities.



## PROJECT CHALLENGES

What elements of the project proved to be challenging in achieving the project's goals/aims?

- Retention of consultants experienced some delays possibly due to niche markets/skill sets.
- Proclamation of national procurement legislation lengthened the procurement cycle.
- Unavailable or outdated data related to targeted adaptation sectors.
- Project Budget related to Consultants: The budget in the project document was not aligned (in some instances) to the cost of consultancy services and was underestimated for local and regional consultants, whereas budget was higher for international consultants.

What specific processes need improvement?

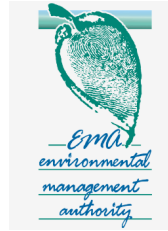
- Streamlining/mainstreaming of the procurement processes.
- Creation of a roster of potential consultants with pre-qualified criteria given the niche market for some of the consultancies to circumvent potential delays that may be encountered in attempting to procure consultants to execute various aspects of the project. This can be housed on the OPR's website/within the EMA's procurement unit based upon procurement procedures and guidelines.
- Development of specific TORs for PSC membership and possibly incentivize PSC membership for increased active feedback and participation by members.
- To avoid high turnover with respect to PSC membership due to some members being close to the cusp of retirement, a cap can be considered regarding this item and actively encourage PSC members to ensure an alternative nominee/representative is available and capable of sharing required technical feedback on reports submitted for review by consultants.

What were the key problems areas (i.e., budgeting, scheduling, etc.)?



- Budgeting: undervaluing/inadequate value assigned/allotted for national consultancies in comparison to international consultancies is an on-going issue.
- Scheduling: Niche market for specific consultancies with respect to specific skillsets (e.g. environmental policy analyst skills) required to complete certain consultancies, which can delay procurement of suitable candidates to execute consultancies.
- Project Delays: Multiple attempts to procure specific consultants given the niche market for some consultancies.

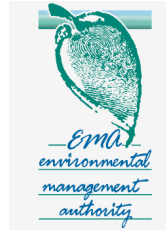
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## POST-PROJECT TASKS / FUTURE CONSIDERATIONS

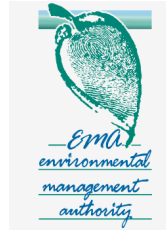
List any continuing development and maintenance objectives.

- Several recommendations were shared which included:
  - › Continuation/maintenance of the hardware/software/training of staff/NTS users post completion of project.
  - › Global Database Integration: Establishing data-sharing agreements and protocols which can ensure seamless integration and leverage global insights for local action.
  - › Sophisticated Analytical Tools: Beyond the implementation of AI and machine learning, consider the development of predictive modelling and simulation tools to assess the potential impacts of various climate scenarios. This can aid policymakers in crafting robust, future-proof climate action strategies.
  - › Active Stakeholder Participation: In addition to interactive forums and feedback mechanisms, create stakeholder advisory panels to regularly contribute to the NTS's ongoing development. This ensures that the system remains responsive to the needs of its users.
  - › Implementation of BIOS Module: This tool is used for development of scenarios and projections to inform NDC.
  - › Enhanced Data Visualization Tools: Develop dynamic visualization tools within the NTS to make complex data more accessible and understandable to all stakeholders. Interactive maps, graphs, and dashboards can facilitate a better grasp of the data and insights generated.
- Capacity Building Programme with UWI trainers where the UWI will have to build capacity development programmes into its curriculum for future use.
- Continuous engagement with trained trainers.
- Need to ensure personnel previously involved in KMS are recipients of future NTS training.
- The need to emphasize (within the design/development of CBIT II) that there is a need for flexibility (as circumstances change and cannot forecast certain environmental changes).



## PLANNING PHASE

LESSONS LEARNED	ACHIEVED?	COMMENTS
Project Plans and Scheduling were well documented, with adequate structure and detail.	✓	
Project Schedule contained all elements of the project.	✓	
Tasks were clearly defined.	✓	
Stakeholders had adequate input in the planning process.	✓	
Requirements were gathered and clearly documented.	✓	
Criteria were clear for all phases of the project.	✓	
<b>Key:</b>		
✓ Refers to Yes		
× Refers to No		



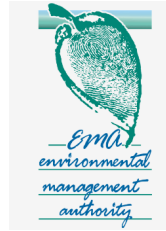
## EXECUTION

LESSONS LEARNED	ACHIEVED?	COMMENTS
Project reached its original goals.	✓	All project deliverables were achieved. In the instance of the capacity building output where there was a minor change in scope, it was documented with UNEP and standards met.
Unexpected changes that occurred were of manageable frequency and intensity.	✓	
Project baselines (i.e., time, scope, cost) were thoughtfully managed.	✓	
Fundamental project management processes (i.e., risk and issue management) were efficient.	✓	Risks were identified, and mitigation measures instituted.
Project progress was tracked and reported in an accurate, organized manner.	✓	Half yearly project progress reports and Project Implementation Review reports were all submitted within specified timelines.
<p><b>Key:</b></p> <ul style="list-style-type: none"> <li>✓ Refers to Yes</li> <li>× Refers to No</li> </ul>		



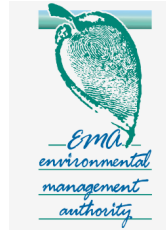
## HUMAN FACTORS

LESSONS LEARNED	ACHIEVED?	COMMENTS
Project Manager reported to the appropriate parties.	✓	Project has a defined organizational structure which was followed.
Project Management was effective.	✓	
Project Team was organized and adequately staffed.	✓	
Project Manager and team received proper training.	✓	CBIT GSP afforded training on ETF tools which was accessed by the Project Team.
There was efficient communication among project team members.	✓	
Functional areas collaborated effectively.	✓	
<b>Key:</b>		
✓ Refers to Yes		
× Refers to No		



## OVERALL

LESSONS LEARNED	ACHIEVED?	COMMENTS
Original cost and schedule projections were accurate.	✓	Project was completed within specified budget lines.
Deliverables were presented on time within amended schedule.	✓	
External dependencies were known and handled effectively.	✓	
Objectives of the project were met.	✓	
<b>Key:</b> ✓ Refers to Yes × Refers to No		



## PROJECT CLOSE ACCEPTANCE

**PROJECT MANAGER NAME**

**PROJECT MANAGER SIGNATURE**

**DATE**

Diana Roopnarine-Lal	<i>Diana Roopnarine-Lal</i>	30 <sup>th</sup> September 2024
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**SPONSOR NAME**

**SPONSOR SIGNATURE**

**DATE**

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