



GEF-6 REQUEST FOR PROJECT ENDORSEMENT/APPROVAL

PROJECT TYPE: MEDIUM-SIZED PROJECT

TYPE OF TRUST FUND: CAPACITY BUILDING INITIATIVE FOR TRANSPARENCY

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PART I: PROJECT INFORMATION

Project Title: Costa Rica's integrated reporting and transparency system			
Country(ies):	Costa Rica	GEF Project ID: ¹	9652
GEF Agency(ies):	UNEP	GEF Agency Project ID:	01497
Other Executing Partner(s):	Ministry of Environment and Energy (MINAE)	Submission Date:	December 7, 2017
GEF Focal Area (s):	Climate Change	Project Duration (Months)	48
Integrated Approach Pilot	IAP-Cities <input type="checkbox"/> IAP-Commodities <input type="checkbox"/> IAP-Food Security <input type="checkbox"/>	Corporate Program: SGP <input type="checkbox"/>	
Name of Parent Program	[if applicable]	Agency Fee (\$)	90,000

A. FOCAL AREA STRATEGY FRAMEWORK AND OTHER PROGRAM STRATEGIES²

Focal Area Objectives/Programs	Focal Area Outcomes	Trust Fund	(in \$)	
			GEF Project Financing	Co-financing
CBIT	CBIT	CBIT	1,000,000	2,750,000
Total project costs			1,000,000	2,750,000

B. PROJECT DESCRIPTION SUMMARY

Project Objective: Costa Rica complies with the requirements of the transparency framework under the Paris Agreement on Climate Change						
Project Components/ Programs	Financing Type ³	Project Outcomes	Project Outputs	Trust Fund	(in \$)	
					GEF Project Financing	Confirmed Co-financing

¹ Project ID number remains the same as the assigned PIF number.

² When completing Table A, refer to the excerpts on [GEF 6 Results Frameworks for GETF, LDCF and SCCF](#) and [CBIT programming directions](#).

³ Financing type can be either investment or technical assistance.

1. Cross-cutting: National Transparency Framework	TA	1.1 Costa Rica's transparency instruments are strengthened to meet the Paris Agreement's Transparency Framework requirements	1.1.1 Quality control, assurance and continuous improvement program for Costa Rica's transparency instruments (e.g. National Communications, Biennial Communications and National Greenhouse Gas Inventories) designed	CBIT	910,000	2,635,000
		1.2 National institutions use climate change analysis and monitoring data for decision making	1.2.1 Strategic Climate Planning Unit developed 1.2.2 Knowledge sharing platform for Monitoring, Reporting and Verifications (MRV)-related transparency and data methodologies implemented			
Subtotal					910,000	2,635,000
Project Management Cost (PMC) ⁴				CBIT	90,000	115,000
Total project costs					1,000,000	2,750,000

C. CONFIRMED SOURCES OF CO-FINANCING FOR THE PROJECT BY NAME AND BY TYPE

Please include evidence for co-financing for the project with this form.

Sources of Co-financing	Name of Co-financier	Type of Cofinancing	Amount (\$)
Recipient Government	Ministry of Environment and Energy	In-kind	2,750,000
Total Co-financing			2,750,000

D. TRUST FUND RESOURCES REQUESTED BY AGENCY(IES), COUNTRY(IES), FOCAL AREA AND THE PROGRAMMING OF FUNDS

GEF Agency	Trust Fund	Country Name/Global	Focal Area	Programming of Funds	(in \$)		
					GEF Project Financing (a)	Agency Fee (*) (b)	Total (c)=(a)+(b)
UNEP	CBIT	Costa Rica	Climate Change	(select as applicable)	1,000,000	90,000	1,090,000
Total Grant Resources					1,000,000	90,000	1,090,000

⁴ For GEF Project Financing up to \$2 million, PMC could be up to 10% of the subtotal; above \$2 million, PMC could be up to 5% of the subtotal. PMC should be charged proportionately to focal areas based on focal area project financing amount in Table D below.

(*). Refer to the [Fee Policy for GEF Partner Agencies](#)

E. PROJECT’S TARGET CONTRIBUTIONS TO GLOBAL ENVIRONMENTAL BENEFITS⁵

Provide the expected project targets as appropriate.

Corporate Results	Replenishment Targets	Project Targets
1. Maintain globally significant biodiversity and the ecosystem goods and services that it provides to society	Improved management of landscapes and seascapes covering 300 million hectares	<i>hectares</i>
2. Sustainable land management in production systems (agriculture, rangelands, and forest landscapes)	120 million hectares under sustainable land management	<i>hectares</i>
3. Promotion of collective management of transboundary water systems and implementation of the full range of policy, legal, and institutional reforms and investments contributing to sustainable use and maintenance of ecosystem services	Water-food-ecosystems security and conjunctive management of surface and groundwater in at least 10 freshwater basins;	<i>Number of freshwater basins</i>
	20% of globally over-exploited fisheries (by volume) moved to more sustainable levels	<i>Percent of fisheries, by volume</i>
4. Support to transformational shifts towards a low-emission and resilient development path	750 million tons of CO _{2e} mitigated (include both Direct and Consequential)	<i>metric tons</i>
5. Increase in phase-out, disposal and reduction of releases of POPs, ODS, mercury and other chemicals of global concern	Disposal of 80,000 tons of POPs (PCB, obsolete pesticides)	<i>metric tons</i>
	Reduction of 1000 tons of Mercury	<i>metric tons</i>
	Phase-out of 303.44 tons of ODP (HCFC)	<i>ODP tons</i>
6. Enhance capacity of countries to implement MEAs (multilateral environmental agreements) and mainstream into national and sub-national policy, planning financial and legal frameworks	Development and sectoral planning frameworks integrate measurable targets drawn from the MEAs in at least 10 countries	<i>Number of Countries: 1</i>
	Functional environmental information systems are established to support decision-making in at least 10 countries	<i>Number of Countries: 1</i>

F. DOES THE PROJECT INCLUDE A “NON-GRANT” INSTRUMENT? No

(If non-grant instruments are used, provide an indicative calendar of expected reflows to your Agency and to the GEF/LDCF/SCCF/CBIT Trust Fund) in Annex D.

N/A

PART II: PROJECT JUSTIFICATION

⁵ Update the applicable indicators provided at PIF stage. Progress in programming against these targets for the projects per the *Corporate Results Framework* in the [GEF-6 Programming Directions](#), will be aggregated and reported during mid-term and at the conclusion of the replenishment period.

A.0. Describe any changes in alignment with the project design with the original PIF

No significant changes in the project design have been made as compared to the original Project Identification Form (PIF). After further discussions during the preparation phase, the Ministry of Environment and Energy has committed co-finance with sources coming from the World Bank, Initiative for Climate Action Transparency (ICAT) and the German Cooperation Agency (GIZ, for the acronym in German), as well as the Ministry itself, as per the letters attached in Annex L. In addition, given that project is not going to specifically focus anymore on the transport sector exclusively, as requested by the Global Environment Facility (GEF) Secretariat, the co-finance from the Ministry of Transport has been withdrawn.

During the consultations process, minor changes in the wording of the logical framework were decided to make the statements clearer, as shown in the table below.

	Approved PIF framework	Current Project framework
Objective	Development of Costa Rica's capacities to meet the requirements of the transparency framework under the Paris Agreement on Climate Change	Costa Rica <u>complies</u> with the requirements of the transparency framework under the Paris Agreement on Climate Change
Outcome 1.1	Strengthening of Costa Rica's transparency instruments under the Paris Agreement's Transparency Framework	Costa Rica's transparency instruments <u>are strengthened to meet</u> the Paris Agreement's Transparency Framework <u>requirements</u>
Output 1.1.1	Design of a quality control, assurance and continuous improvement program for Costa Rica's transparency instruments (e.g. National Communications, Biennial Communications and National GHG Inventories)	Quality control, assurance and continuous improvement program for Costa Rica's transparency instruments (e.g. National Communications, Biennial Communications and National Greenhouse Gas Inventories) <u>designed</u>
Outcome 1.2	National institutions use monitoring results for decision making to lead the decarbonization process of the economy	National institutions <u>use climate change analysis and monitoring data</u> for decision making
Output 1.2.1	Development of a Strategic Climate Planning Unit	Strategic Climate Planning Unit <u>developed</u>
Output 1.2.2	Implementation of a knowledge sharing platform for MRV-related transparency and data methodologies	Knowledge sharing platform for Monitoring, Reporting and Verifications (MRV)-related transparency and data methodologies <u>implemented</u>

A.1. Project Description. Elaborate on:

- 1) Global environmental and/or adaptation problems, root causes and barriers that need to be addressed

In 2015, the international community agreed on substantially extending efforts to keep global warming below 2°C with additional compromise to keep warming closer to 1.5°C as stated in the Paris Agreement. Countries, regardless of their level of development, committed to contributing to reducing Greenhouse Gas (GHG) emissions and adaptation as laid out in their Nationally Determined Contributions (NDC).

Achieving the 2°C target requires an integral transformational process, that is informed by performance of sectoral policies, financial flows and the impact of new adopted technologies, all of which will have to be provided through, inter alia, dynamic and multidimensional models and market intelligence to support decision-making on a permanent basis. Article 13 of the Paris Agreement provides for an enhanced transparency framework aiming to build mutual trust and confidence and promote the effective implementation of the actions identified under the NDCs. Further, Article 4 determines that every country, except for least developed countries, shall report no less frequently than on a biennial basis their progress towards the implementation of their NDCs. These reports shall also include information regarding adaptation efforts and international support received. In the reports, good practice methodologies are to be used by everyone and will be internationally revised in order to ensure consistency.

The enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. The enhanced transparency framework demands substantial and immediate progress in the countries' domestic MRV systems and strategic de-carbonization planning. This requires setting up new transparency governance structures, developing and implementing measuring and reporting methodologies, and updating, implementing, and integrating new data and information flows with pre-defined periodicity. This transition towards data and information sourcing and management presents a significant barrier for many countries.

To date, Costa Rica is neither prepared to monitor, report, and verify their mitigation and adaptation actions and policies and corresponding finance in a concise and robust manner nor to generate forecasting scenarios and strategic (economic, investment, technological, among others) information for policymakers needed to support transformational change. The current processes of policy formulation, incentives, and other regulatory instruments required to achieve the de-carbonization of the economy are not defined and coordinated. This is seen as the key barrier in ensuring that Costa Rica meets its highly ambitious NDC.

2) Baseline scenario or any associated baseline projects

Costa Rica has prominently placed climate change in its current National Development Plan, making it the cornerstone of every strategic action to be performed. This ambition is reflected in its NDC, as Costa Rica:

- i. reaffirms its aspiration of becoming a carbon neutral economy by 2021; and
- ii. commits to reducing its GHG emissions to 9,374,000 tCO₂ in 2030.

The Intended Nationally Determined Contributions (INDC), submitted in 2015, draws a path for a low-emission and climate-resilient development, includes policies and measures for mitigation and adaptation, is comprehensive as it is economy-wide, including all sectors, gases, sources and sinks. To achieve these ambitious goals, Costa Rica aims to become a *national-scale laboratory* to promote de-carbonization at the global level, based on three key concepts:

- i. knowledge sharing;
- ii. innovative capacity, and

iii. private investment.

As a committed nation in the efforts against climate change, Costa Rica has started transforming key sectors like agriculture and transport for which it actively engages the private sector as a key driver of de-carbonization. Historically, Costa Rica has made an effort to share its success stories and corresponding drivers and obstacles with its peers and will extend these efforts as its de-carbonization laboratory fetches more and more promising results. In line with the Paris Agreement, Costa Rica will be required to enhance its national transparency system to report with clarity and transparency on its progress in implementing its highly ambitious NDC vis-à-vis its progress towards a national-scale de-carbonization laboratory.

Costa Rica's enhanced national transparency system

The foundation for Costa Rica's enhanced national transparency system will be the National System for Climate Change Metrics (SINAMECC). It will serve as the overarching platform for transparency and accountability of the NDC, including the provision of timely information on mitigation, adaptation, climate finance and co-benefits. By design, SINAMECC will form part of a systems-in-systems approach with a multi-purpose objective and a multi-directional flow of information, which will feed on all relevant data, including top-down data generated through GHG inventories as well as bottom-up sectoral MRV information. As part of Costa Rica's transparency and national de-carbonization efforts, SINAMECC will significantly contribute by providing the robust data for two key reporting areas: (I) progress reporting on all United Nations Framework Convention on Climate Change (UNFCCC) obligations; and (II) a national report on the impact of public policies.

As to top-down national data, including GHG inventories, National Communications, and Biennial Update Reports (BURs), have been compiled by the National Meteorological Institute (IMN) since the 1990s. The technical team (composed of 3 permanent professionals) in charge of the compilation has not changed since reporting started. This situation has positive implications, most importantly, that it facilitates methodological consistency between reporting periods and that it has led to the development of highly-qualified experts with a wealth of knowledge and capacity. However, this arrangement has also led to a lack of formalization and institutionality which has led to a prevalence of personalized or ad hoc data transfer procedures which do not lend themselves to the standardization required for deep analysis and long-term planning. The team can only implement limited Quality Assurance (QA) and Quality Control (QC) checks to ensure data quality.⁶ Costa Rica implements periodical QA procedures only for some GHG inventory years. Current QC are implemented only for the GHG inventory of each inventory year, during documentation, data and results archiving. For activity data, QC cross checks are conducted between different national data sources. The small team is generally not able to check the quality of all information sent by other institutions and it is completely unknown whether these institutions conduct any QC procedures since it is not documented. Trend analyses have helped to identify inconsistencies in the time series. Inventory estimates are not compared to regional estimates or Intergovernmental Panel on Climate Change (IPCC) defaults.

As to the generation of bottom-up data, SINAMECC follows a modular approach, giving the sectors substantial leeway in their MRV design. Nonetheless, SINAMECC requires the sectoral MRV systems to align with the overarching governance structure while maintaining their flexibility. To date, the sectoral data sources that are in place have not been designed with the objective to generate climate change-relevant data and without consideration for a potential integration with the GHG inventories. Moreover, the available information flows are disintegrated and

⁶ The team is composed of a general coordinator, who also serves as the Energy, Waste and Industrial Processes and Product Use (IPPU) expert. Individual experts are in charge of the Land Use, Land Use Change and Forestry (LULUCF) and Agriculture sectors (the Agriculture experts works only part-time). Two professionals provide support with mapping land areas.

not reliable as they vary in quality and periodicity and do not meet relevant guidance under the UNFCCC and IPCC. Consequently, Costa Rica's current MRV framework is mainly composed of the processes that lead up to the compilation of national GHG inventories. To address this shortcoming, Costa Rica has developed a "SINAMECC Guide" which seeks to facilitate connecting bottom-up mitigation activity MRV schemes with the National GHG Inventory so that their impact can be properly reflected towards meeting the country's NDC commitments.

National-scale de-carbonization laboratory – Data-driven policy-making

Costa Rica, in its transition towards becoming a national-scale de-carbonization laboratory, is moving towards data-driven policy making. Therefore, SINAMECC will play a key role in supplying reliable and robust data to inform planning processes and thus facilitate the development of sound public policies. Moreover, to process the data generated through SINAMECC, analytical capacities with corresponding tools and methodologies will be needed that can translate information into sound policy planning processes and impact assessments based on the generated data, such as forecasting and conducting national stocktaking, amongst others. At the moment, Costa Rica is however facing significant institutional, data availability and quality level, and processing capacity challenges that hamper the successful implementation of data-driven policy-making.

As to the institutional level, Costa Rica possesses institutions responsible for sectoral policy-making – however, not all institutions can count on a dedicated policy planning unit. Even where these planning units are available, climate change as a transversal, intersectoral issue is not being considered within these policy-planning efforts. Costa Rican sectors are historically accustomed to policy-planning solely centered on their own area, resulting in isolated capacity accumulations and limited coordination between sectors.⁷ The national climate goals, however, require an integrated planning process that considers the reciprocal interaction and impact between sectoral policies. The absence of cross-sectorial knowledge and coordination is further exacerbated by an absence of technical knowhow needed for climate change policymaking and a general under-staffing.

Data quality and availability requirements for robust data-driven policy-making are considerable. At the moment, Costa Rica cannot fulfil these requirements as its **currently available data is limited, atomized and of uncertain quality**. So far, available data does not undergo a quality assurance and control program that ensures a good foundation for post-processing analysis. Therefore, any usage of Costa Rica's current climate related data has an implicit uncertainty. Moreover, the available data is often not apt for inter-sectorial climate change-related policy planning.

Capacities created for transition to enhanced national transparency system and remaining gaps

Costa Rica has benefitted from substantial support in advancing its national transparency system. Previous support included the creation of capacities associated with the development of the Third National Communication published in 2014 and its First Biennial Update Report from 2015 (see Table 1 for support content). On a sectorial MRV level, Nationally Appropriate Mitigation Action (NAMA) support has helped advancing the governance structure in the transport sector and developing NAMA-specific MRV systems for the Costa Rican Coffee NAMA and Sustainable Livestock NAMA. With regard to the overarching governance structure of Costa Rica's enhanced transparency system, it is currently receiving support from GIZ, the Initiative for Climate Action Transparency (ICAT), and

⁷ For example: The energy and transportation sector both have independent sectoral planning secretariats. Although the thematic overlaps are evident (energy is responsible for vehicle technologies and fuels, and the transport planning secretariat is responsible for public transportation) joint efforts are limited and more so regarding climate change.

United Nations Development Programme (UNDP). Upcoming support provided for the preparation of the Second BUR and Fourth National Communication (NC) has transitioned its focus more towards climate change adaptation.

Table 1: Transparency Capacities created through international donor support

Project/Initiative	Capacities created / under creation for transparency
GEF-BUR and National Communications	<p>Created Capacities through BUR 1 and NC 3</p> <ul style="list-style-type: none"> • Improved capacity to identify, prepare and implement mitigation actions in key sectors. • Raised awareness in public and non-public institutions for need to integrate climate change in their policies • Improvement of national emission factors • Provided definition on institutional arrangements for the development of BURs and NCs and a first systematization for the development of institutional arrangements • Roadmap in form of a capacity needs assessment <p>Capacities to be created under BUR 2 and NC 4</p> <ul style="list-style-type: none"> • Further improvement of national emission factors through new methodologies • Development of an in-depth vulnerability assessment, that includes the development of a policy framework for an effective integration of adaptation measures into sectoral strategies. • Assessment of policies and measures to mitigate climate change and their progress related to the NDCs for the period 2015-2020 • Gender differentiated “loss and damage” data generation procedures for human settlements in coastal areas.
GIZ – Accountability Rules	<ul style="list-style-type: none"> • Develop an indicator mapping for enhanced transparency, defining data gaps building on sectoral input, generating data sheets for existing and new indicators, and thereby create baselines for sectoral data generation, for which furthermore sector-specific methodologies will be developed • Identify synergies with existing reporting instruments (BUR, National Communications, and GHG inventory) • Draft an institutional design for SINAMECC based on relevant stakeholders identified through indicator mapping, focusing on the cost-effectiveness of the institutional structure • Provide indications for roles and responsibilities on an inter- and intra-institutional level
GIZ – Promoting GHG neutrality	<ul style="list-style-type: none"> □ Currently being defined but will close all remaining gaps in SINAMECC’s governance structure left by GIZ’s Accountability Rules project and ICAT.
ICAT	<ul style="list-style-type: none"> • Validate and establish the roles and responsibilities in the overarching SINAMECC governance structure based on initial draft by GIZ • Support the design of a legal framework for intra- and inter-institutional data and information exchange, both public-public and private-public • Build capacities in the utilization of methodologies to measure sustainable development co-benefits of climate change actions, particularly in the transport sector

UNDP – Mainstreaming MEA objectives	<ul style="list-style-type: none"> □ Assisting the National System for Environmental Information (SINIA) in developing minimum indicator lists for SINAMECC in order to guarantee consistency and robustness on the methodological level and correspondingly in the generated data. Methodologies will serve as guidance to SINAMECC’s efforts to provide methodologies for sectorial MRVs.
World Bank - Upstream Policy Analysis	<ul style="list-style-type: none"> • Design and implement Costa Rica’s TIMES Modell for the transport and energy sector, enabling the development of sector-specific simulations. • Capacity creation in the usage of TIMES as a forecasting and analysis instrument for the transport and energy sector.

This multiplicity of efforts has required increased coordination with all stakeholders to minimize the risk of duplicating efforts and to ensure smooth interactions between the components being developed with different partners. The work developed under Capacity-Building Initiative for Transparency (CBIT) would also be coordinated through this mechanism, which is described in more detail in section A6, below. Despite these efforts, significant gaps still remain that prevent Costa Rica from moving towards data-driven policy-making as part of its national laboratory for de-carbonization and its obligations in clear and transparent reporting under the Paris Agreement.

For both objectives, Costa Rica requires high-quality, robust data over time, as well as the capacity to identify data gaps and reducing uncertainties in order to direct efforts to increasing accuracy of actual emissions and removals.

In addition to an improved QA/QC, Costa Rica further lacks capacities to generate MRV data under established methodologies. In fact, the Team of Technical Experts (TTE) for the First BUR (2015) identified five key areas of opportunity for improvement:

- Recalculation of emission inventories before 2010
- Institutional arrangements, particularly for data collection and elaboration of the inventories
- Transparency in communicating the underlying assumptions in both the BUR and the National Inventory Report (NIR)
- Completeness of information regarding mitigation actions, particularly regarding methodologies, assumptions and progress of implementation
- Information provided on the domestic MRV arrangements

To address these, and to comply with the data demands generated through a data-driven policy-planning process, Costa Rica, through the Directorate of Climate Change (DCC), IMN and the National Centre of Geo-environmental Information (*Centro Nacional de Información Geoambiental – CENIGA*), with the support of the aforementioned projects, is working to improve its institutionalization of MRV activities and to develop systems and methodologies for: (I) sectorial data generation; (II) sectorial MRV; and (III) sectorial data processing and analysis. While the NAMA and other support have helped Costa Rica to obtain an initial set of methodologies, they fall substantially short of the methodological capacities needed.

Costa Rica also lacks capacity in long-term planning as established in the First BUR (2015), which is partially a result of high institutional fragmentation and gaps in domestic institutional arrangements for cross-sectorial, long-term climate planning, as well as lack of awareness amongst policymakers and the general public to support the long-term process according to the BUR’s technical analysis. As indicated above, few sectorial institutions count on policy planning units, which tend to be understaffed resulting in an incapacity to take up additional workload like climate change-focused planning. Further, these units have a sector-centered approach, largely leaving transversal topics like

climate change aside. Closely aligned to the lack of appropriate methodologies, technical know-how on forecasting, stock taking, data analysis procedures based on a broad set of data variables is highly limited.

3) Proposed alternative scenario, GEF focal area strategies, with a description of the objective, components, expected outcomes, outputs and activities of the project

GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to transcend in the usage of MRV for policy design inputs.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

These support objectives will strongly foster Costa Rica's capacity in complying with its obligations under the Paris Agreement. In line with the need for enhanced ambition, CBIT support will ensure Costa Rica's long-term climate policy planning capacity needed to sustain its very ambitious target of carbon neutrality. Moreover, it will give Costa Rica the needed capacity to report with clarity and transparency on the progress towards its NDC goals in line with PA Article 13. Last but not least, the Paris Agreement encourages knowledge sharing, which Costa Rica has made one of its three pillars towards the establishment of the national de-carbonization laboratory.

The requested support further neatly aligns with the CBIT programming directions, in particular those under paragraph 18 a-c). The proposed Outcomes will strengthen Costa Rica's "national institutions for transparency-related activities in line with national priorities", as they will foster Costa Rica's capacity to "... plan, coordinate, implement, monitor and evaluate policies, strategies, and programs to enhance transparency, ...", "... integrate knowledge from transparency initiative into national policy and decision-making"; and deploy and enhance "... information and knowledge management structures to meet Article 13 needs". Moreover, the proposed project reflects the capacities identified as most needed in Costa Rica's first BUR and the corresponding technical analysis, complying with the paragraph 19 of CBIT's programming directions.

Component 1: Cross-cutting : National Transparency Framework

This component will strengthen Costa Rica's transparency instruments under the Paris Agreement's transparency framework. Additionally, it will lead national institutions to use monitoring results for decision making to implement the de-carbonization of the economy.

Outcome 1.1 Costa Rica's transparency instruments are strengthened to meet the Paris Agreement's Transparency Framework requirements

Output 1.1.1: Quality control, assurance and continuous improvement program for Costa Rica's transparency instruments (e.g. National Communications, Biennial Communications and National Greenhouse Gas Inventories) designed

As described earlier, QA/QC of GHG data currently is placed in the IMN where a team of three staff members are responsible for this process. The current set-up is vulnerable as the QA/QC knowledge is linked to specific staff members. There is therefore need to develop a QA/QC plan describing the processes required to implement an

institutionalized, sustainable and transparent QA/QC system in Costa Rica: a QA/QC plan for the national GHG inventory and mitigation actions, with a scheduled time frame for QA/QC activities, including a list of data quality objectives following IPCC, against which the inventory and mitigation actions can be measured in a review (vol. 1, chapter 6, IPCC 2006). This plan should document standards and guidelines used for sectoral data. After identifying the sectors that are the largest contributors to total national GHG emissions and including these sectors in the scope of modelling, the sector-specific data requirements can be formulated. A written QA/QC plan is a fundamental element of a QA/QC system and this plan will outline QA/QC activities performed, the personnel responsible for these activities, and the schedule for completing these sub-activities. Assignments for QA/QC responsibility should cover all source categories included in the inventory. This plan should also document outside standards and guidelines used for sectoral data and describe how these activities will be integrated into SINAMECC. In addition to the QA/QC plan, a costed road map to develop permanent QA/QC procedures based on external reviews and audits also is necessary to ensure a smooth implementation.

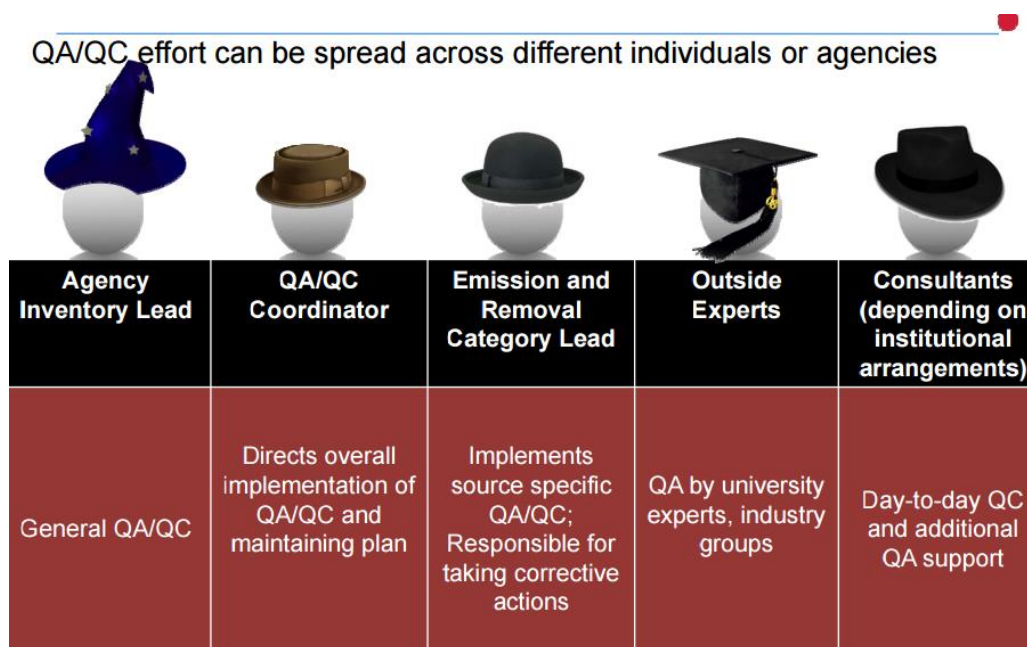
Once the QA/QC plan is final, it is important to establish the following procedures as the first steps towards an institutionalization of the QA/QC plan:

- Legal framework/MoUs for institutionalized and consistent data management (QA/QC).
- General QC checks, which are regular and scheduled, for calculations, data processing, completeness and documentation to sources and sinks included in the inventory and considered in mitigation actions, as well as for assumptions, emission factors, activity data, data transcription, references, final emission and removals estimates, conversion factors, consistency between categories, uncertainties, time series consistency, and trend checks.
- Category-specific QC checks, applied case-by-case for key categories or for categories with significant methodological or data revisions, as well as for those categories associated to existing mitigation actions. Some checks may be informed by international, independent databases and IPCC default factors
- Calculation-related QC checks, to safeguard against duplication of inputs, unit conversion errors or others, and ensure the reproducibility of total inventory estimates, as well as the results of mitigation actions

Through this CBIT project, Costa Rica will establish the above QA/QC plan, procedures and potential verification activities, for the next GHG inventory (to be included in the 2018 BUR), and future inventories.

In addition, the QA/QC plan will provide a road map for continuous improvement. This roadmap will identify critical areas for improvement and investment, in the context of the SINAMECC. As part of this continuous improvement, sectoral reports will be generated for inventory compilers, mitigation action coordinators and decision makers on which source and sink categories (especially those that are key) require further refinement, as they have a significant contribution to the overall inventory and to country efforts to track the progress of the implementation of the NDC. The QA/QC system may also be used to improve data related to the broader environmental, social, and economic impacts, rather than GHG effects only. The basic procedures outlined in the QA/QC plan will be applicable for non-GHG effects linked to the implementation of Costa Rica's NDC and will therefore also include information related to climate change adaptation. A dedicated information management system for climate data will involve necessary Information Technology (IT) hardware and system infrastructure to store and manage data. The Knowledge Management Platform that will be developed under output three will be a central part of the climate data information management system and make the climate data available to the public and thereby increase the transparency of SINAMECC.

These investments will be supplemented with capacity building to enable staff to adhere to reporting protocols and data standards. Costa Rica can benefit from applying the IPCC good practice guidance as it provides useful guidance for selecting methods (tiered approaches), emission factors and activity data. It helps, inter alia, in selecting appropriate methods and emission factors, in quantifying and analyzing uncertainty, in determining key categories, in recalculating emissions data, and in setting up quality assurance and quality control plans. The below general structure of a QA/QC system will be applied to provide guidance on how to establish the system in Costa Rica but it will be flexible in nature so as it can adapt to changing reporting requirements under the UNFCCC Enhanced Transparency Framework.



By improving the quality of reporting to UNFCCC, this project is aligned with GEF’s ongoing programs in Costa Rica such as the Global Support Program for National Communications and Biennial Update Report. Coordination with these existing initiatives will be sought to enhance efficiency of support and to minimize duplication of efforts. The QA/QC plan will be operationalized through MoUs, targeted capacity building modules and the development of guidance material and thereby contributing to the institutionalization of a national transparency system. Most countries in the region are focusing on improving QA/QC and Costa Rica will therefore facilitate peer-to-peer learning through a workshop under the Latin American Network on GHG inventories. The workshop will focus on potential pitfalls in the implementation of QA/QC systems and thereby support an efficient and smooth implementation process in Costa Rica.

Activities:

A.1: Develop QA/QC plan for the national GHG inventory and mitigation actions, with a scheduled time frame for QA/QC activities, including a list of data quality objectives following IPCC.

A.2: Design a costed road map to integrate the QA/QC system as a part of SINAMECC (including capacity needs assessment and training modules) leading to the application of the system in the yearly reporting to UNFCCC

A.3: Develop legal framework/Memorandums of Understanding (MoUs) for institutionalized and consistent data management (QA/QC). Assignments for QA/QC responsibility should cover all source categories included in the inventory and include MoUs and other legal agreements to operationalize the QA/QC system

A.4: Conduct assessment of training and capacity building needs to equip government officials with the skills required to operationalize the improved GHG QA/QC system

A.5: Develop guidance material to staff in key sectors on how to apply the QA/QC procedures when developing GHG inventories

A.6: Develop QA/QC training modules and build capacity of key stakeholders

A.7: Organize a regional workshop under the Latin American Network on GHG inventories and QA/QC in San Jose

Outcome 1.2: National institutions use climate change analysis and monitoring data for decision making

Output 1.2.1: Strategic Climate Planning Unit (SPU) developed

A key risk which affects Costa Rica's transition towards a low-emission economy is the lack of credible data-based policy design and assessment. Through the present CBIT initiative, Costa Rica proposes to transcend of its current paradigm of MRV as an exclusive reporting mechanism and make use of its data generation in the development of climate policies leading to a more effective implementation of its NDC.

To achieve this, CBIT will support Costa Rica in creating a top-tier research and analytical unit that will enable integral analyses and forecasting exercises to measure the progress and impact of existing and new climate policies. The Strategic Climate Planning Unit's intelligence and recommendations will initially target the promotion of climate friendly private and public investment in key sectors such as transport and energy (due to their absolute and trend-based relevance in terms of emissions and economic development) and will administratively function as a Government Think Tank as known from other countries. The final administrative location, mandate and integration into existing structures Strategic Climate Planning Unit will be determined through the activities supported by CBIT, but these should seek to leverage existing inter-sectorial relationships and capacity building to "jump-start" operations and minimize costs, particularly while a sustainable source of funding is secured for the Unit. The relationships with the Unit of policy prospective (*Unidad de Prospectiva Política*) of the Ministry of Planning (MIDEPLAN) and the Laboratory of Research on Power and Energy (*Laboratorio de Investigación en Potencia y Energía -EPER*) of the University of Costa Rica (UCR) should be considered to this effect. Government think tanks have different structures and are independent nonprofit entities partly sponsored by their governments to meet specific long-term technical needs that cannot be met by any other single organization. These think tanks typically assist government agencies with scientific research and analysis and policy development. They bring together the expertise and outlook of government, industry, and academia to solve complex technical problems. The "Knowledge Sector Initiative" has done an analysis of different Government Think Tanks and the key messages from the report are the following⁸:

⁸ <http://www.ksi-indonesia.org/en/news/detail/establishing-government-think-tanks-an-overview-of-comparative-models>

- 1) Government think tanks have several benefits over external think tanks, including their strong understanding of government programs and priorities (which helps them to tailor advice to actual needs) and an ability to coordinate across government departments.
- 2) Government think tanks can become “briefing machines” focused solely on reacting to requests, rather than producing analysis and strategy that help inform policy making. Long-term focus helps to create an institutional identity. There is a current trend to hire staff with mixed skill sets for government think tanks as it is believed that this can help to produce research which is of high quality and more flexible to different audiences’ needs.
- 3) While the primary purpose of government think tanks is to provide policy analysis to senior policy makers, government think tanks can develop communication strategies to also inform the public of their findings. This can help to generate public support for policy change.

The key messages from the analysis provide a useful normative framework for the SPU in particular regarding the institutional identity, the focus on long-term government priorities and public support through communication strategies.

The SPU will support the government to reach the NDC goals and the long term vision of the Paris Agreement, and will therefore strategically be part of the government administration. However, in order to add value to the existing policy planning structure the SPU will hold an administrative status similar to the Costa Rica’s Foreign Trade Promotion Board (*Promotora del Comercio Exterior de Costa Rica* - PROCOMER) and as such have more flexibility than other state entities when it e.g. comes to recruitment of staff. The process of defining the administrative location will be informed through Costa Rica’s successful experiences in institutionally-driven economic changes, most notably through strategic stakeholders such as PROCOMER and the Costa Rican Investment Promotion Agency (CINDE). These institutions have combined high-technical expertise and budgetary independence to promote Costa Rica’s economic transition over the last two decades. These experiences will provide valuable insight on the set-up of the Strategic Climate Planning Unit, regarding its design, strategic administrative location, etc.

The SPU’s administrative location will be defined under activity B.1 (for example, whether it is best suited to be placed within the Ministry of Environment and Energy given its connection with SINAMECC, or the Ministry of Planning due to its competence in national planning processes) and subsequently its corresponding roles and responsibilities. To this end, particular attention must be paid to establishing a close collaboration with the Climate Change Directorate to ensure maximizing synergies and avoiding the duplication of effort. For example, national technical consensus has determined that the SPU should initially focus only on climate change mitigation due to the complexity associated with climate change-oriented, cross-sectorial policy planning. The SPU will in this context through analyses and forecasts address the challenges of how to deliver transformational change through innovation and promotion of innovative energy paradigms, such as smart grids, distributed generation of renewable sources of energy, e-mobility, electrification of public and private fleets, e-payments, connectivity of high efficiency appliances and equipment and smart cities. Once successfully operational, the Strategic Climate Planning Unit’s role may be expanded to include climate change adaptation, once the National Adaptation Plan and accompanying metrics arrangements are complete. Nonetheless, a full-fledged design could provide prepositions on the inclusion of climate change adaptation policy planning and other reporting requirement-related issues for subsequent inclusion in the SPU’s mandate.

In line with both its administrative location and its roles and responsibilities, the design will further need to determine how it coordinates with existing councils like the Inter-ministerial Council on Climate Change, the Scientific Council for Climate Change (SCCC), and the Citizen’s Council for Climate Change (CCCC) to ensure synergies while

avoiding the duplication of any efforts. The SPU will generate strategic information to engage these and other key economic institutions (such as the Central Bank of Costa Rica) to track the transition to a de-carbonized and climate-resilient economic model. The SPU will link in a twofold way to SINAMECC: (I) the full exploitation of SINAMECC's generated data for data-driven policy-making based on purely technical analyses; and (II) the maintenance of SINAMECC for policy-planning usage and open access usage by all other stakeholders.

The SPU's technical evidence based analyses will result in:

- regular, national stock takes of Costa Rica's progress in achieving the NDC, including the impact of mitigation actions as well as a component on institutional frameworks and coordination mechanisms for gender integration into climate planning and policy processes linked to NDC implementation
- impact analysis of existing mitigation actions and identification of opportunities for implementing additional actions
- policy impact forecasts and development of substantive policy options for the improvement of climate change policymaking across sectors
- advisory services to governments, public bodies or any other institutions including international agencies on matters related to NDC implementation.
- dissemination of information

The SPU will in addition establish a Green Network with private sector, researchers, organisations and individuals as members to create synergies and foster linkages among stakeholders and thereby take the approach that climate objectives can only be achieved through horizontal and vertical partnerships among politicians, businesses and citizens - the government, the markets and the civil society. It will also seek to make climate problems and their solutions known to the wider public through proactive Public Relations (PR) and communication. The SPU will initiate the design of policy instruments to implement Costa Rica's Long-Term low greenhouse gas emission development Strategy (LTS) that UNFCCC expects parties to submit by 2020. To accelerate this process, the SPU will host a regional workshop to create awareness about the SPU and to obtain high-level political buy-in to support the SPU to develop LTS policy instruments.

A business model will be developed and define how to ensure the financial sustainability of this Unit with options such as a public-private partnership or a percentage from the combustion-emissions levy (included in the National Energy Plan and currently being designed) as potential sources of structural funding. Board members with expertise in fundraising and structural funding will be identified to support the development and implementation of the business model and focus will be on delivering results the first year to demonstrate the value of the SPU. Some Government think tanks are fully funded by the government while others rely on public and private sources and the business model will identify size of budget and feasible long-term funding from the government or other relevant sources.

Activities:

B.1: Establish the Strategic Climate Planning Unit (SPU) by defining its role and scope of its legal mandate and its administrative location, including vision and mission statement, organigram, annual work plan, identify board members and a business model

B.2: Establish a Green Network to host forums with the private sector, politicians and citizens to promote partnerships for climate solutions and raise awareness on climate issues

B.3: Conduct regional technical workshops on policy instruments for implementation of the Costa Rican long-term low greenhouse gas emission development strategy (LTS)

B.4: Undertake annual national stock taking of Costa Rica’s progress in achieving the NDC including impact analysis of existing mitigation actions and identification of opportunities for implementing additional actions

B.5: Develop policy impact forecasts and substantive policy options for the improvement of climate change policymaking across sectors

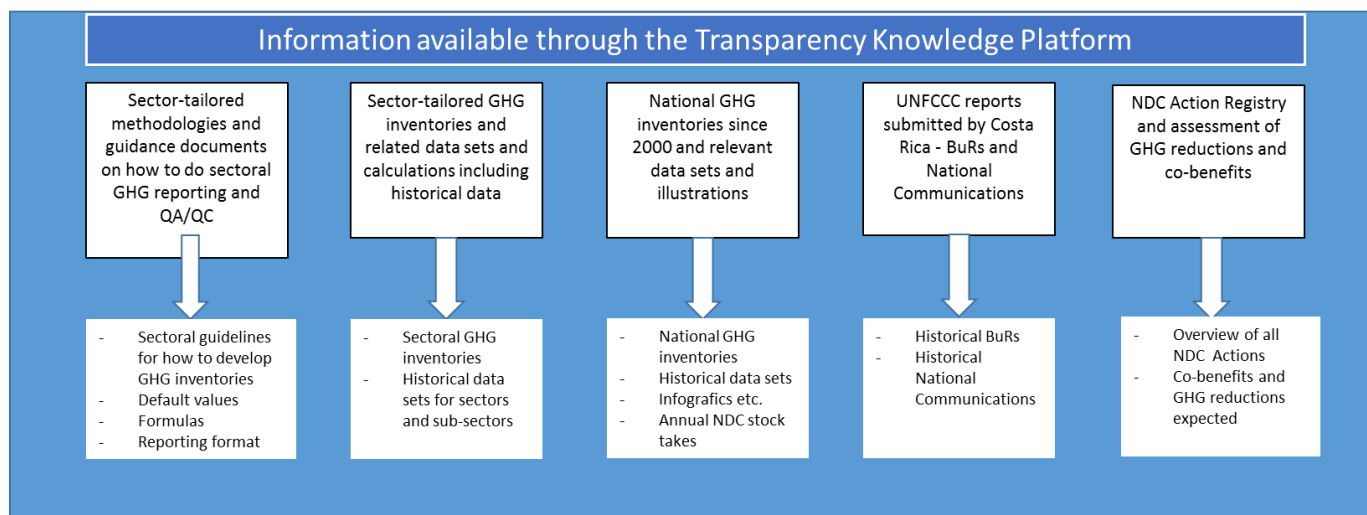
B.6: Carry out Public Relations including the establishment of a Climate Embassy for Youth and develop educational material for schools on climate change

B.7: Provide training to SPU staff on NDC policy impact forecasting, including a workshop on integrating gender responsiveness in the NDC

Output 1.2.2: Knowledge sharing platform for MRV-related transparency and data methodologies implemented

Costa Rica, as many developing countries, displays a high staff turnover in government, which puts at risk the retention of acquired capacities in terms of data generation and analysis. To overcome this barrier, a comprehensive and user-friendly digital Transparency Knowledge Platform will be developed. The Knowledge Platform will be designed to be in line with Costa Rica’s national circumstances, and language preference (Spanish). The platform will serve as a digital library for historical data, methodologies and models associated with data generation, processing, measuring, and reporting and contribute to a transparent climate data information management system. It will host all relevant procedures regarding transparency, reporting and data methodologies, serving as a centralized institutional backup for sectoral and national data, reports and methodologies. The public availability of methodologies for data generation and guidance on reporting will circumvent the problem associated with knowledge accumulation in single individuals.

The platform will contain country- and sector-tailored methodologies, guidance documents, historical data and key documents as per the figure below:



The Transparency Knowledge Platform constitutes the third key element in the knowledge-based triangle arrangement for enhanced transparency in Costa Rica in addition to SINAMECC and the Strategic Climate Planning

Unit. The platform will link to the SPU as an inter-sectorial Unit and SINAMECC as national climate data hub. The SPU will apply policy-planning instruments and tools that will inform and improve the sectoral work on data generation and analysis methodologies, while SINAMECC will be of utmost importance for a proper and sustainable functioning of the Knowledge Platform, as it will be one of the main information sources for climate policy-making providing information on the methodology development with regard to data availability and quality. This is strengthened by the fact that the data generated in SINAMECC will on many cases be the first of its kind on a national level, incentivizing the development of new, innovative methodologies.

As part of this component, CBIT will support identifying the Platform's potential physical and administrative location (e.g. as a part of the Strategic Climate Planning Unit) in accordance to the Costa Rican public sector landscape. In a second step, it will require designing the digital platform ensuring access to every public servant as part of the institutional network, with a focus on a simple and user-friendly layout. The choices regarding physical and administrative location will have a substantial bearing on whether the Knowledge Platform is officially a part of SINAMECC or whether it is an independent system that connects to SINAMECC. This sort of flexibility is one of the key advantages of SINAMECC's system-of-systems approach, which allows the Knowledge Platform, and other future modules, to be developed in the most cost-effective manner without having to sacrifice the integrity of the system as a whole. Once physically established and to ensure usage, a user guide shall be designed, providing step-by-step indications.

CBIT shall further support the initial phase of uploading data, information and methodologies on to the Knowledge Platform. By doing this, Costa Rica will take into consideration methodologies provided through ICAT's and CBIT's global capacity building efforts. The pilot phase on methodology will start by uploading data information and methodologies transport, as a priority sector. The inclusion of relevant methodologies in the sector will result in the most immediate usage of the Knowledge Platform by the sector in conjunction with the Strategic Climate Planning Unit. Specifically, the population with transport methodologies will be centered on big data analysis and innovative data generation processes that fit sectoral MRV needs (for example, multi-source database construction). A regional study and a workshop on data management systems in transport sectors in the region will be done to ensure that the methodologies are based on demonstrated functional best practices that will facilitate the provision of data to generate data driven policy making in the sector. Following the test drive, the Knowledge Platform will be adjusted to ensure functionality in the transport sector before the initiative is expanded to other sectors. The lessons learned from the transport sector will indicate how the platform will be extended to other sectors. Ad hoc awareness raising efforts and in-person training will be conducted for relevant users of the Knowledge Platform at sectoral level by the coordinator of the platform. The Knowledge Platform shall ensure that ministries are in charge of estimating the GHG inventories of their respective sector and in this context provide training for the elaboration of the sectoral inventory and designate a sectoral focal point to assist in its elaboration. This platform thus becomes a repository of information providing a mechanism to archive all the advanced knowledge gained in GHG inventories preparation.

The Knowledge Platform will be made available to the global and CBIT community for potential replication. Its establishment will facilitate the collection, evaluation and systematization of information regarding the emission and removal of GHG in each sector of Costa Rica. To further enhance the transparency of Costa Rica's NDC progress will the project support SINAMECC to develop and digitalize a NDC Action Registry that promotes high quality mitigation and adaptation actions and keep an accurate and public account of GHG emission reductions and co-benefits that are the result of those actions and, thus, avoid double counting. In this context, the Transparency Knowledge Platform will provide data to the Strategic Climate Planning Unit to enable the development of impact forecasts of NDC activities.

Through the Knowledge Management Platform, CBIT will create the needed digital library to host the methodologies that will inform data generation, processing, and policy analysis. By supporting the creation of the Platform, CBIT will ensure that the methodological work done by other initiatives will be centrally hosted and made easily accessible to a wider range of stakeholders beyond those who have received training. In absence of GEF-CBIT funding, Costa Rica will not be able to guarantee the system's sustainability and its development to be a cornerstone in the national policymaking, as it depends on an active user base that generates and demands data. Therefore, the CBIT initiative will build on this foundation and help Costa Rica to transition from a static system that merely responds to the initial data demand and supply setup, towards a new state, in which the system can generate high quality data in a robust and consistent manner according to the data demands of data-driven policymaking. By means of its eventual high strategic value, it will be ensured that it will be in place in the long-term and the needed funds will be dedicated.

Activities:

C.1: Design and program Transparency Knowledge Platform website

C.2: Populate the platform with sectoral guidance documents and methodologies available on the website

C.3: Maintain and update the technical content of the website

C.4: Design user guide with step-by-step indications and ad hoc training of sector staff as necessary

C.5: Support the development and digitalization of an NDC Action Registry under SINAMECC

C.6: Establish a Data Management System including QA/QC facilitating the provision of climate data from the Transparency Knowledge Platform to the Strategic Climate Planning Unit

C.7: Support the enhancement of instruments and procedures guaranteeing that the implementation of all NDC activities meets clear standards

C.8: Carry out a study of advances made in the region and in other developing countries in order to achieve big data processing systems and Intelligent Transport Systems, for better and more precise data management in Costa Rica in the transport sector

C.9: Organize a regional workshop to discuss best practices related to MRV in transport sectors in the LAC region

4) [Incremental/additional cost reasoning](#) and expected contributions from the baseline, the GEFTF, LDCF, SCCF, CBIT and [co-financing](#)

Costa Rica has committed to making climate change a cornerstone of each public policy action. While Costa Rica is actively advancing the its national agenda to comply with all international commitments and fulfil its national goals, the monitoring and reporting requirements and policy planning capacity needs associated with these commitments exceed Costa Rica's current and near future capacity. Under the status-quo, Costa Rica can merely rely on disintegrated, quality-varying data flows with limited applicability to policy planning, in particular climate change, and inexistent cross-cutting, transversal policy planning units that assume a role of long-term climate planning. To comply to the abovementioned however, Costa Rica will need to move towards a state of long-term climate policy planning based on

the knowledge-based triangle arrangement for enhanced transparency including the Strategic Climate Planning Unit, the Knowledge Management Platform, and SINAMECC.

CBIT will build on initiatives and projects that support Costa Rica in: - establishing its transparency-related overarching governance structure, developing nationally-optimal methodologies for data generation, MRV, and policy planning. By doing so, CBIT will give significant leverage to the ongoing and upcoming initiatives while closing remaining gaps identified under the BUR1 technical analysis process as well as other barriers related to Costa Rica's long-term policy planning capacity and data quality. It can be concluded that the presented co-financing is meaningfully mainstreamed with the proposed project since the CBIT funding would take off where the existing initiatives stop.

The GEF-financed BURs and National Communications represent milestones that have set the grounds for the development of Costa Rica's process to establish its transparency framework. Both were responsible for significant quality improvements of climate change-related data, with periodic updates on emission factors through capacity creation in the relevant institutions, among others. Moreover, highlighting the importance and the establishment of MRV-related arrangements that ensure sustainability for the periodic development of these reporting instruments, translated into a fundamental pillar for SINAMECC's design and implementation process. This finally resulted in enabling Costa Rica to earmark national budget for the periodic development of these reporting instruments creating a permanent capacity (3 permanent professionals) dedicated only to the instruments' development. This exemplifies how Costa Rica is willing to sustainably maintain capacities created through GEF support based on its own budget and in line with its international and national obligations.

With regard to SINAMECC, needed for the generation and repository of high quality data, CBIT will build on and leverage the efforts of three projects: GIZ's "Accounting Rules for the achievement of the mitigation goals for non-Annex 1 countries", ICAT, and GIZ's "Promoting Costa Rica's GHG neutrality goal as a low emissions development strategy". The three initiatives will leave SINAMECC with a robust governance structure that will have identified clear roles and responsibilities in the national transparency system, the processes and procedures to generate data and to monitor, report, and verify in line with pre-defined criteria. The CBIT will build on and leverage their impact as follows: (I) the SPU will rely on high-quality robust data generated through SINAMECC, while (II) the Knowledge Management Platform will host the methodologies needed to generate the data that will be hosted by SINAMECC.

5) [Global environmental benefits](#) (GEFTF) and/or [adaptation benefits](#) (LDCF/SCCF)

The Global Environmental Benefit (GEB) of the enhanced data generation and processing capacity as facilitated by the GEF funding can be neatly associated to the ability to track progress of the impact of climate change policies and measures aimed to achieve the objectives/targets included in its NDC under the Paris Agreement. The project will report against Indicator 3: MRV systems for emissions reductions in place and reporting verified data, of the CBIT results framework. The quality of MRV systems tracking results related to low-GHG development and GHG emissions mitigation is essential for ensuring transparency, accuracy and comparability of information with regard to climate change. They also act as repositories of knowledge and information and contribute to improving the design and prioritization of action to reduce GHG. The indicator has 10 levels and the baseline and target will be set during project development. This Costa Rica CBIT project will monitor an additional indicator for qualitative assessment of institutional capacity built for transparency-related activities under Article 13 of the Paris Agreement. The baseline and target will be set during the development phase following the scale of 1-4 as per the guidance on Annex IV of the CBIT programming directions.

6) Innovativeness, sustainability and potential for scaling up

Innovativeness

The proposed project is innovative in the light of the integration of the components below:

- (1) Sectorial MRV systems targeted towards informed policy making
- (2) Inclusion of big data
- (3) Introduction of a sectorial Knowledge Platform
- (4) Creation and institutionalization of a Strategic Climate Planning Unit.

Big data is a growing field of interest with first best-practice experiences, including in developing countries. Through the present project, Costa Rica would like to introduce big data in the national context, particularly in relation to climate change and, therefore, ultimately also in the context of transparency. Costa Rica would like to be a forerunner in the application of big data in the climate change and transparency arena. The introduction of a sectorial knowledge management platform, which later is to be expended to all sectors, is primarily a risk mitigation activity and, yet, it constitutes a highly innovative component of the project. The sectorial knowledge management platform will make knowledge broadly available in the public sector through the provision of an easy-access, easy-to-navigate digital platform. The platform will centralize all relevant methodologies with regard to data generation and processing, phasing-out the personal appropriation of knowledge by individual staff members. Thereby, the loss in capacity through turnover will be avoided and, moreover, widen the range of public servants with the relevant capacities.

The establishment of a Strategic Climate Planning Unit, that feeds on the information generated by the SINAMECC and produces robust analysis, will be invaluable to guide Costa Rica in its decisions towards the de-carbonization of its economy and the attraction of private and public investments on clean and sustainable technologies. If they are implemented with a strategic mindset, the expanded reporting requirements of the enhanced transparency framework of the Paris Agreement could catalyze a shift towards data-driven policymaking, similar to the one brought about in the energy sector by the OPEC oil embargo of 1973 and the ensuing crisis. To that effect the SPU would provide a permanent anchor point for the variety of efforts being made in MRV and climate change analytics, providing the sort of long term sustainability and a robust institutional structure necessary for a transformational leadership.

Sustainability

The sustainability of the funds provided under CBIT will largely hinge on two elements: (I) available national funding; and (II) the retention of capacities created by the project. Costa Rica firmly believes that both elements will be ensured.

As to the available national funding, Costa Rica has committed itself nationally and internationally to decarbonizing its economy and doing so transparently. This commitment facilitates earmarking national budget to climate change-oriented initiatives. Moreover, the development of a legal mandate is expected as a consequence of other transparency initiatives and Costa Rica's commitment. This will ensure that national budget will be earmarked to the periodic generation of data, as well as its processing.

Potential for scaling up

Nationally, the intertwined Outcomes that will be generated under the GEF-CBIT project will be the cornerstone for a shift in Costa Rica's paradigm regarding transparency instruments on three levels. The continuous improvement programme for QA/QC will not only affect any data generation processes directly linked to climate change but will serve as a benchmark for future implementations of quality control and assurance protocols in other areas. This is of particular importance considering Costa Rica's Open Government commitment, which will require improvements on

data quality. The Knowledge Platform will be scaled-up from the pilot transport sector to other sectors. Moreover, while the Platform will focus on transparency and, more precisely, on data generation and processing; methodologies, it shall not be prevented from growing towards other areas while always ensuring that its key objective will be maintained.

The creation of the SPU will be the kick-off for Costa Rica’s data-driven policymaking in the environmental sector. A successful implementation will likely have a cascade effect onto the whole economy and serve as a benchmark for other sectors’ transition towards data-driven policy-making. Last but not least, Costa Rica has always made an effort to share its experiences within and across regions, and is consistent with its idea of becoming a worldwide de-carbonization laboratory. Sharing its experience with regard to the data generation and processing and data-driven policy making efforts supported by CBIT are of high interest to Costa Rica. Therefore, Costa Rica believes that the potential for scaling-up expands beyond the national borders and could potentially serve other countries in their effort to set-up functioning national domestic MRV systems that could also inform the enhanced transparency frameworks required under the Paris Agreement.

A.2. Child Project? If this is a child project under a program, describe how the components contribute to the overall program impact.

Not applicable

A.3. Stakeholders. Identify the key stakeholders and elaborate on how their engagement is incorporated in the preparation and implementation of the project. Mention whether they include civil society organizations and indigenous peoples.

Stakeholders Type	Name of Institution	Role in the Project
GEF Agency	World Bank	Similarly, to the Inter-American Development Bank (IDB), the World Bank through its Partnership for Market Readiness is advancing MRV in transport as well as policy-making in energy and transport. Thereby, its expertise will be important in both designing and establishing the SPU.
Donor	GIZ	GIZ is supporting the development of the overall governance structure for the national MRV system. Both through this work, its overall expertise in the topic, and its immediate proximity to the DCC, GIZ will be valuable throughout the project.
International Partnership	UNEP DTU Partnership (UDP)	UDP will advance both the underlying legal framework for transparency in Costa Rica and the overarching governance structure of SINAMECC through ICAT. As CBIT can be understood as a logical continuation to ICAT, it will be fundamental to involve UDP in the project implementation process.
Public Sector	National Meteorological Institute (IMN)	The IMN is Costa Rican focal point for the IPCC and is in charge of the development of the National GHG Inventory. Therefore, it will be a crucial partner in the

		development of the QA/QC program.
Public Sector	Ministry of Environment and Energy (MINAE) - Directorate of Climate Change (DCC)	MINAE's DCC is the national focal point for climate change and will be the project's counterpart. It is the institution responsible to coordinate the initiatives that will be supporting the implementation and design of SINAMECC.
Public Sector	Ministry of Transport and Public Works (MOPT)	MOPT is responsible for the implementation and upkeep of the transport sector's MRV and therefore will be a key partner for the SPU and in the definition of the initial population of the Knowledge Platform. As first user of the envisioned knowledge platform, technical experts from MOPT will be key to making the platform user-friendly and relevant per sector.
Public Sector	National Statistics and Census Institute (INEC)	INEC is the national institution responsible for the generation of macro statistics such as the national census. Due to its significant reach to generate data on a national level, it will be the main partner to develop the National Mobility Survey for the transport sector.
Public Sector	Sub-sectorial Secretariat for Energy Planning (DSE)	DSE is the MINAE's secretariat that is responsible for energy policy design. As counterpart to the TIMES project, the DSE has acquired significant familiarity with policy planning. Therefore, their experts will play an important role in the development of both the SPU and the knowledge management platform.
Public Sector	Costa Rican National Registry (RN)	RN is the national institution that is responsible for the registration of official documentation, as well as to guarantee property rights amongst citizens. Since the updating and expansion of the vehicular database is a fundamental part of Outcome 1.2, their expertise will be needed to ensure completeness and relevance of the adjustments made.
Public Sector	Ministry of Agriculture and Livestock (MAG)	Agriculture and livestock are sectors considered highly-relevant in Costa Rica's transition towards decarbonization. Experts will be involved in order to include the AFOLU vision in the Strategic Climate Planning Unit.
Public Sector	National Fund for the Financing of Forestry (FONAFIFO)	FONAFIFO is the national fund in charge of the national program for payments for environmental services, which plays a crucial role in ensuring Costa Rica's target of carbon neutrality. Therefore, FONAFIFO's experience will be highly relevant in developing the Strategic Climate Planning Unit. FONAFIFO's experts shall further benefit from the advancements in SINAMECC through the cross-sectorial working group.

Public Sector	Central Bank	The Costa Rican Central Bank is the entity with the longest tradition in developing indicators (national economic indicator database) and engage in forward-looking policy planning. Meanwhile, the Central Bank is currently extending its indicator portfolio by including environmental indicators. Thereby, the Central Bank will bring knowledge to indicators and planning to the project, while benefiting from capacity building activities for the development of their environmental indicator portfolio. Additionally, the active involvement of economic planning actors will be required to mainstream climate change into the national development path.
Public Sector	National Centre of Geo-environmental Information (<i>Centro Nacional de Información Geoambiental – CENIGA</i>)	CENIGA is one of the key actors working on improving the institutionalization of MRV activities and to develop systems and methodologies. As part of the current SINAMECC committee, it will be part of the Transparency Task Force of this project.
Civil Society Organization	National Women's Institute (<i>Instituto Nacional de Mujeres - INAMU</i>)	INAMU is the main steering institution for Costa Rica's gender-related equality and equity policies. The National Women's Institute will provide its expertise when designing the Strategic Climate Planning Unit, which shall consider gender equality aspects as part of their research practice and policy analysis.
Civil Society Organization	Scientific Council for Climate Change (SCCC)	SCCC is being established to guide the development of research in the field of climate change and to support continuous improvement of climate metrics used by the country. Thereby, by mandate, SCCC will be a key stakeholder in implementing the CBIT project. SCCC unites representatives with academic background from numerous Costa Rican institutes and councils. Thus, the inclusion of SCCC will ensure broad stakeholder participation as well as expert counselling in the field of interest at the same time.
Civil Society Organization	Citizen's Council for Climate Change (CCCC)	CCCC is a permanent instance to enable the participation of the civil society in the development of climate change policies and is responsible to ensure an active coordination between sectors. It is composed of ONGs and institutional focal points to facilitate the civil society-public institution dialogue
Private Sector	The Costa Rican Chamber of Private Businesses (UCCAEP)	UCCAEP is contributing to the socio-economic development of Costa Rica by promoting progress, competitiveness and responsible business practice within the private sector. It also supports the private sector to interact with other social and political actors, in order to improve the quality of life of all Costa Ricans. UCCAEP will play a key role in representing the private sector in SPU's work.

A.4. Gender Equality and Women's Empowerment. Elaborate on how gender equality and women's empowerment issues are mainstreamed into the project implementation and monitoring, taking into account the differences, needs, roles and priorities of women and men.

On a national scale, Costa Rica developed in 2007 its National Policy for Gender Equality and Equity (NPGEE), focusing on three main pillars: economic autonomy, political participation and cultural change. Through the coordination of the CBIT initiative with the CCCC, which complies with NPGEE, an active involvement of women in the design of the Costa Rican transparency and reporting mechanisms will be ensured. Additionally, it tackles cross-cutting structural issues generated by the gender gap, such as inequality and poverty. Gender disaggregated data as part of the MRV system will help visualize these problems and directly associate them with climate change, the different sectors, and policy-making.

Costa Rica has been actively targeting the gender-climate change nexus in its policy-making as evidenced in its Action Plan for the National Climate Change Strategy. Thanks to gender mainstreaming efforts in the Action Plan development, the Action Plan takes gender issues into account and indicates a preliminary set of gender-disaggregated indicators to be used in climate change policy. During the Action Plan's development, the Vice minister stated that "gender-sensitive indicators will facilitate participatory processes, adaptation and mitigation programs, and technologies that respond to the needs of men and women", clearly reflecting Costa Rica's standpoint and willingness to give gender equality the necessary dedication. Mentioned indicators were suggested on the sectoral level, inter alia for transport. Consequently, the Action Plan constitutes the basis for a gender-sensitive approach in climate change in the Costa Rican policy landscape. Building on these foundations, SINAMECC aspires to include the disaggregation of gender in data generation, which shall be reflected in the methodologies that are to be developed.

Costa Rica has been working with National Woman Institute (*Instituto Nacional de la Mujer – INAMU*) to incorporate gender issues throughout the Costa Rican climate action agenda and has advanced on gender and climate aspects with the following:

- A workshop on gender issues was held as part of the process for the development of Costa Rica's NAP
- The upcoming BUR and NC include specific studies on gender-specific vulnerabilities and adaptation needs.
- The GCF Readiness work, which is set to begin shortly, also specifically incorporates gender issues in the Country Program.
- Finally, the newly created Citizen Consultation Council on Climate Change (*Consejo Consultivo Ciudadano de Cambio Climatico, 5C*) includes a role specifically set aside for civil-society organizations which represent and defend women's issues.

On a sectoral level, policy-makers have informed DCC about the importance of measuring sustainable development co-benefits, laying a particular focus on gender. Based on high-quality, robust data that is gender disaggregated, the SPU will be able to take well-informed policy planning decisions that take into account the differences in gender. Considering the SPU's analytical focus, produced research and policy documents will put a lens on gender aspects within the different sectors and policies under consideration

Through the SPU, this project will organize a workshop focusing on integrating gender responsiveness in the NDC aligned with Costa Rica's context and priorities through impact forecasting. The target audience for the workshop will be policy makers and key NDC implementing stakeholders. Civil society organizations working on gender such as INAMU will also be involved in this workshop.

A.5 *Risk*. Elaborate on indicated risks, including climate change, potential social and environmental risks that might prevent the project objectives from being achieved, and, if possible, the proposed measures that address these risks at the time of project implementation. (Table format acceptable):

Risk description	Mitigation Measure	Level of Risk
Ministries have limited number of technical experts at their disposal due to budgetary constraints	The CBIT proposal addresses directly the risk of limited capacity for a sustainable execution of the provided tools with the creation of its Strategic Planning Climate Unit. This will guarantee a permanent local MRV-related capacity. The CBIT proposal hedges this risk directly through the development of a knowledge management platform that ensures sector related becomes ingrained in the institutions regardless of staff turnover.	High
Political disagreements between participating ministries and agencies	The CBIT proposal has been informed by a barrier and gap analysis workshop with relevant stakeholders, ensuring that the proposal's content is strongly aligned with the individual ministry's needs. Further, ICAT is establishing a SINAMECC working group, which will include the participation of ministerial staff from all relevant sectors ensuring that the domestic MRV system is aligned with the ministries' needs. Through this communication platform, quarrels shall be minimized in the future.	High
Private sector / Individuals show strong opposition to sharing data and information	This attitude by the private sector has been identified as key barrier during the above mentioned workshop. ICAT support is to mitigate this risk by supporting the design of a legal mandate that will support the provision of private sector data to the public sector for climate change policy purposes. The smooth implementation of the legal mandate shall be supported through awareness raising amongst relevant stakeholders, indicating the need for enhanced data provision. Due to these requirements for upcoming actions as well as the sectors current position, this risk is deemed high. In addition private sector representatives will be invited to participate in some of the workshops organized by the project in order to collect their inputs for policy-making process.	High
National budget necessary to generate data is not available	The national and international commitments are directing Costa Rica towards the earmarking of budget for climate change and transparency-relevant activities. Further, it is expected that a legal mandate will establish the periodicity with which data shall be generated. Based on this legal mandate, it will be substantially easier to earmark the budget.	Medium

Imperfect retention of capacities in ministerial staff	The risk is considered low for two main reasons: (I) the capacity building activities will be directed towards a group of relevant employees within each ministry, ensuring that a wider range of employees will receive the training and, thus that the capacity will be retained; (II) the development of the knowledge management platform will ensure that the technical knowledge provided by the project will be ingrained in the institutions.	Low
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A.6. *Institutional Arrangement and Coordination.* Describe the institutional arrangement for project implementation. Elaborate on the planned coordination with other relevant GEF-financed projects and other initiatives.

As part of the Paris Agreement, Parties to the United Nations Framework Convention on Climate Change (UNFCCC) have agreed to establish CBIT. CBIT will aim to strengthen the institutional and technical capacities of developing countries to meet the enhanced transparency requirements in the Paris Agreement, leading up to 2020 and beyond. The Paris Agreement requested GEF to support the establishment of the CBIT through voluntary contributions during GEF-6 and future replenishment cycles.

The project will be executed by the Ministry of Environment and Energy, through the Directorate of Climate Change, and the Implementing GEF Agency will be UN Environment. The project will establish a steering committee that will meet twice a year to among other things ensure the coordination across initiatives. This will ensure efficient alignment in activities and outputs, and that potential future initiatives will fit neatly with the ongoing initiatives, thereby ensuring synergies and avoiding duplication. The initiative will follow the institutional structure described in Annex H. Project Implementation Arrangements.

The proposed CBIT project is by design closely aligned and coordinated with ongoing initiatives in Costa Rica. With regard to other GEF initiatives, the CBIT project will most likely start after the end of the GEF-IDB project on sustainable mobility. A GEF-UNEP project on developing a market for energy efficiency projects is currently with the GEF Secretariat. While the project proposal does not take into consideration any transparency aspects, UN Environment as implementing agency will make use of administrative synergies if possible.

The table summarises the relevant CBIT related initiatives in Costa Rica. The Directorate of Climate Change already has a coordinating mechanism which already counts on a steering committee of a focal point and local consultants that meets bi-weekly to ensure the coordination across initiatives and their alignment.

Initiative	Timeframe	Focus Area
UNDP – Capacity building for mainstreaming objectives of Multilateral Environmental Agreements (MEAs) in structures and inter-ministerial mechanism	07/2016-12/2016	Governance for environmental indicators
GIZ Accounting Rules for the achievement of the mitigation goals of non-Annex 1 countries	10/2016-02/2017 (potential extension of efforts through GIZ Climate Action programme)	Governance for transparency (mitigation)

Initiative for Climate Action Transparency	10/2016-03/2019	Governance for transparency (mitigation)
Climate Technology Centre & Network	01/2017-01/2018	Governance for transparency (adaptation)
Partnership for Market Readiness	04/2016-03/2019	Registry / MRV in multiple sectors
Upstream Policy Analysis (UPA) 2	09/2016-09/2017	Data analysis in energy and Transport
GIZ – Promoting Costa Rica’s GHG neutrality goal as a low emissions development strategy.	05/2016- 04/2019	Governance for transparency

Finally, at an international level, this project will be totally aligned with the GEF CBIT programming directions as well as the UNFCCC Enhanced Transparency Framework and will contribute with the Global Coordination Platform and will look for synergies with the Sustainable Development Goals.

CBIT Programming Directions

As part of the Paris Agreement, Parties to the United Nations Framework Convention on Climate Change (UNFCCC) have agreed to establish a Capacity-building Initiative for Transparency (CBIT). The CBIT aims to strengthen the institutional and technical capacities of developing countries to meet the enhanced transparency requirements in the Paris Agreement, leading up to 2020 and beyond. The Paris Agreement requested the GEF to support the establishment of the CBIT through voluntary contributions during GEF-6 and future replenishment cycles. The CBIT programming directions provide the overall implementation guidelines for national projects and the indicators that will be applied in the mid-term and terminal evaluation.

UNFCCC Enhanced Transparency Framework

Transparency of action and support is crucial to the effectiveness of the Paris Agreement. However, the Agreement leaves many key questions to further negotiations, including how to put “built-in flexibility” into practice, how to transition from existing reporting and review systems, and how the Agreement’s transparency framework relates to the global stock take and the implementation and compliance mechanism. To support the countries, it was decided to develop a “rulebook” during the Marrakech Climate Change Conference that will govern the implementation of the Paris Agreement, including its enhanced transparency framework. The "rulebook" will once published provide more specific guidelines on how to comply with the UNFCCC enhanced transparency framework and therefore also guide implementation of the CBIT project in Costa Rica.

CBIT Global Coordination Platform

The CBIT Global Coordination Platform is funded by the Global Environment Facility (GEF) and co-organized by UNDP, UN Environment and UNEP DTU Partnership, with the support of the Global Support Programme for National Communications and Biennial Update Reports (GSP). This new platform will facilitate knowledge exchange from CBIT projects among countries, maximize learning opportunities, and enhance coordination among transparency practitioners. Costa Rica will participate in the CBIT global coordination platform sharing national CBIT information and updating the global coordination platform. Sharing lessons learnt and experiences under the platform will ensure alignment of Costa Rica’s CBIT project with other national, regional and global transparency initiatives.

Sustainable Development Goals

In Costa Rica, the Government signed a National Pact for the Sustainable Development Goals (SDGs) in September 2016, together with heads of the three branches of the Republic, civil society, religious organizations, businesses and citizens, pledging to promote and comply with the SDGs and monitor and report on the implementation. The CBIT project will seek to coordinate tracking of SDG progress in particular related to climate change (SDG 13) with the National Pact.

A.7 Benefits. Describe the socioeconomic benefits to be delivered by the project at the national and local levels. How do these benefits translate in supporting the achievement of global environment benefits (GEF Trust Fund) or adaptation benefits (LDCF/SCCF)?

The project supports enhanced reporting and assessments in the areas of national greenhouse gas (GHG) inventories, GHG mitigation, and adaptation to climate impacts leading to data collection for in-depth assessment of existing climate actions and policies and development of new climate policy instruments. The Strategic Climate Planning Unit will inform and guide the formulation of cost-effective policies in the areas of GHG mitigation and climate change adaptation. These initiatives will be in line with the convention obligation, national sustainable development needs and the Sustainable Development Goal (SDG) No. 13 to combat climate change and its impacts. The project is also associated with global benefits through capacity development mainly in the areas of GHG inventories and emission reductions. In the absence of this project, there will be an uncoordinated approach in data collection and analysis, which will prevent effective implementation of the NDC. SINAMECC and the SPU will introduce, through the project, a system assessing sustainable development impacts of actions and policies and hence take this aspect into account when evaluating existing and future climate initiatives.

A.8 Knowledge Management. Elaborate on the knowledge management approach for the project, including, if any, plans for the project to learn from other relevant projects and initiatives (e.g. participate in trainings, conferences, stakeholder exchanges, virtual networks, project twinning) and plans for the project to assess and document in a user-friendly form (e.g. lessons learned briefs, engaging websites, guidebooks based on experience) and share these experiences and expertise (e.g. participate in community of practices, organize seminars, trainings and conferences) with relevant stakeholders.

Knowledge management as reflected in Output 1.2.2 (Knowledge Platform) constitutes a core element of Costa Rica's GFE-CBIT project and reflects Costa Rica's general approach to public policy-making. Costa Rica will engage key stakeholders in a two-fold way: (1) through the SINAMECC cross-sectorial working group, and (2) the knowledge management platform

As part of the former, all relevant actors within SINAMECC will convene regularly as part of the cross-sectorial working group – once established through ICAT – in order to share expertise, experiences, MRV implementation advancements, challenges, etc. The Knowledge Platform will play a key role in making available knowledge associated with data generation and analysis. The easy-to-use digital library of methodologies and models shall be accessible to all. Costa Rica through this project aspires to share its MRV and transparency, and specifically the CBIT project lessons, widely with the international community to foster the global knowledge base and facilitate cross-fertilization. It can be envisioned that the knowledge management platform will be made accessible to the international audience as part of CBIT's global activities, making Costa Rica a knowledge hub on MRV and transparency.

B. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH:

B.1 Consistency with National Priorities. Describe the consistency of the project with national strategies and plans or reports and assessments under relevant conventions such as NAPAs, NAPs, ASGM NAPs, MIAs, NBSAPs, NCs, TNAs, NCSAs, NIPs, PRSPs, NPFE, BURs, INDCs, etc.:

Costa Rica’s proposed actions to be funded by CBIT are in line with national strategies and plans, specifically its national development strategy. The project is also aligned with the Technology Needs Assessment (TNA) (which prioritizes the transport sector), as well as its NDC. These actions are also meant to respond to the key areas of opportunity for improvement identified through previous NCs and BURs, as reflected in the following table:

Key areas of opportunity for improvement	Impact of CBIT support
Recalculation of emission inventories before 2010	QA/QC procedures will improve data quality and standardization, making recalculations easier to carry out.
Transparency in communicating the underlying assumptions in both the BUR and the NIR	The Knowledge Platform and SINAMECC will provide all necessary information on methodologies, assumptions, etc.
Completeness of information regarding mitigation actions, particularly regarding methodologies, assumptions and progress of implementation	The SPCU will be able to provide deep insights on potential and actual impact of mitigation measures.
Information provided on the domestic MRV arrangements	The Knowledge Platform and SINAMECC will provide all necessary information on methodologies, assumptions, etc.

This project is aligned with the commitments expressed in Costa Rica’s NDC and will be critical to ensure the trust and implementation of the targets and activities there included. Costa Rica has in its NDC committed to an Open Government policy that is looking into strengthening accountability mechanisms, information access and availability, and citizen participation and is hoping to promote an open data policy for all relevant climate information available for any citizen. It is expected that the actions proposed will greatly accelerate capacity building and the overall capability of Costa Rica to generate biennial information that is transparent, consistent, complete and accurate. By ensuring data quality of national and sectoral information, the national GHG inventory included in the BUR and National Communications, as well as the mitigation actions reported in the BUR, will be more accurate and transparent.

In addition, this project is aligned with the United Nations Development Assistance Framework (UNDAF) of Costa Rica for the period 2013-2017. The UNDAF strategic area 4 is “Environmental sustainability and risk management” that includes as direct effect 4.1. “The public, private and civil society sectors are able to implement the national climate change strategy to move towards a low carbon economy and reduce vulnerability to climate change”.

C. DESCRIBE THE BUDGETED MONITORING AND EVALUATION PLAN:

The project will be reviewed yearly through the Project Implementation Review (PIR). Its purpose is to assess project performance, to analyze whether the project is on track, what problems and challenges the project is encountering, and

which corrective actions are required so that the project can achieve its intended outcomes by project completion in the most efficient and sustainable way. It is the responsibility of the UN Environment Task Manager to monitor whether the agreed recommendations are being implemented.

The project will be reviewed at mid-term. The purpose of the Mid-Term Review (MTR) is to provide an independent assessment of project performance at mid-term, to analyze whether the project is on track, what problems and challenges the project is encountering, and which corrective actions are required so that the project can achieve its intended outcomes by project completion in the most efficient and sustainable way. In addition, it will verify information gathered through the GEF tracking tools.

The project Steering Committee will participate in the MTR and develop a management response to the evaluation recommendations along with an implementation plan. It is the responsibility of the UN Environment Task Manager to monitor whether the agreed recommendations are being implemented. The MTR is managed by the UN Environment Task Manager.

In-line with UN Environment Evaluation Policy and the GEF's Monitoring and Evaluation Policy the project will be subject to a Terminal Evaluation commissioned by the Evaluation Office.

The Evaluation Office will be responsible for the Terminal Evaluation (TE) and will liaise with the Task Manager and Executing Agency throughout the process. The TE will provide an independent assessment of project performance (in terms of relevance, effectiveness and efficiency), and determine the likelihood of impact and sustainability. It will have two primary purposes: (i) to provide evidence of results to meet accountability requirements, and (ii) to promote learning, feedback, and knowledge sharing through results and lessons learned among UN Environment, the GEF, executing partners and other stakeholders. The direct costs of the evaluation will be charged against the project evaluation budget. The Terminal Evaluation will be initiated no earlier than six months prior to the operational completion of project activities and, if a follow-on phase of the project is envisaged, should be completed prior to completion of the project and the submission of the follow-on proposal. Terminal Evaluations must be initiated no later than six months after operational completion.

The draft Terminal Evaluation report will be sent by the Evaluation Office to project stakeholders for comments. Formal comments on the report will be shared by the Evaluation Office in an open and transparent manner. The project performance will be assessed against standard evaluation criteria using a six-point rating scheme. The final determination of project ratings will be made by the Evaluation Office when the report is finalised and further reviewed by the GEF Independent Evaluation Office upon submission. The evaluation report will be publicly disclosed and may be followed by a recommendation compliance process.


While a TE should review use of project funds against budget, it would be the role of a financial audit to assess probity (i.e. correctness, integrity etc.) of expenditure and transactions. A summary of M&E activities envisaged is provided in Annex G. The GEF contribution for M&E activities is USD 60,000, including the audit and the Inception Workshop.

PART III: CERTIFICATION BY GEF PARTNER AGENCY(IES)

GEF Agency(ies) certification

This request has been prepared in accordance with GEF policies⁹ and procedures and meets the GEF criteria for CEO endorsement under GEF-6.

⁹ GEF policies encompass all managed trust funds, namely: GEFTF, LDCF, SCCF and CBIT

Agency Coordinator, Agency Name	Signature	Date (MM/dd/yyyy)	Project Contact Person	Telephone	Email Address
Kelly West, Senior Programme Manager & Global Environment Facility Coordinator Corporate Services Division UN Environment		December , 2017	Ruth Coutto	+33.1.44371634	ruth.coutto@unep.org

ANNEX A: PROJECT RESULTS FRAMEWORK (either copy and paste here the framework from the Agency document, or provide reference to the page in the project document where the framework could be found).

Project objective: Costa Rica complies with the requirements of the transparency framework under the Paris Agreement on Climate Change					
	Indicators	Baseline	Targets at the end of the project	Source of verification	Risks and Assumptions
Project objective: Costa Rica's complies with the requirements of the transparency framework under the Paris Agreement on Climate Change	A) Climate analysis for the country's NDC is more accurate	Zero (No)	1 (Yes)	MRV system Reports generated by SPU	
Project Outcome 1.1 Costa Rica's transparency instruments are strengthened to meet the Paris Agreement's Transparency Framework requirements <i>Output 1.1.1 Quality control, assurance and continuous improvement program for Costa Rica's transparency instruments (e.g. National Communications, Biennial Communications and National Greenhouse Gas Inventories) designed</i>	B) A national platform fully functional to manage transparency data and report on NDC progress C) No of institutional sources from which data is being checked	Zero ¹⁰ Zero	One Four	Institutional arrangements of the transparency system Platform information. Check if QA/QC methodology is applied in the upcoming GHG inventory MoUs developed	The QA/QC mechanisms will mainly be implemented by government officials and political buy-in is therefore essential to establish the legal framework. Costa Rica is a first mover in the region and climate initiatives normally have high-level support but it is important to engage all stakeholders at an early stage to achieve an institutionalized QA/QC system in place.

¹⁰ No institutionalized system in place to manage transparency data and report on NDC progress

<p>Project Outcome 1.2 National institutions use climate change analysis and monitoring data for decision making</p> <p><i>Output 1.2.1 Strategic Climate Planning Unit developed</i></p> <p><i>Output 1.2.2 Knowledge sharing platform for MRV-related transparency and data methodologies implemented</i></p>	<p>D) Special Climate Change Unit established to generate climate analysis to inform policy making</p> <p>E) Number of national institutions using policy unit analysis for decision making</p> <p>F) Percentage of SPU-produced, NDC-related policies and/or analysis that include a gender component and/or perspective -</p>	<p>Zero</p> <p>Zero</p> <p>0%</p>	<p>One</p> <p>Four</p> <p>35%</p>	<p>SPU legal mandate</p> <p>Survey with National Institutions</p> <p>Review of SPU policies and analysis.</p>	<p>Establishing a SPU is an ambitious objective and it is therefore vital to be aware of potential risks. The main risk is related to sustainable funding to ensure long-term operationalisation of the SPU. After designing the operational and politically administrative set-up of the SPU, will a consultant be recruited to initiate the identification of funding sources and to run the SPU the first 12 months. During these 12 months will the consultant together with SINAMECC and UDP focus on establishing a solid financial model that will allow the SPU to support the government to reach its climate and development targets.</p>
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ANNEX B: RESPONSES TO PROJECT REVIEWS (from GEF Secretariat and GEF Agencies, and Responses to Comments from Council at work program inclusion and the Convention Secretariat and STAP at PIF).

GEF SEC – PIF Review Sheet.

Comment 5.d) Thank you for identifying all the important baseline efforts of UNEP, GIZ, World Bank, ICAT. Please clarify how the GEF project will promote coordination of these activities and produce incremental added value. At the time of CEO Approval, please provide a timeline for each of the activities.

Response: This request has been addressed in section A.6. Institutional Arrangement and Coordination.

ANNEX C: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS¹¹

N/A

ANNEX D: CALENDAR OF EXPECTED REFLOWS (if non-grant instrument is used)

Provide a calendar of expected reflows to the GEF/LDCF/SCCF/CBIT Trust Funds or to your Agency (and/or revolving fund that will be set up)

N/A

¹¹ If at CEO Endorsement, the PPG activities have not been completed and there is a balance of unspent fund, Agencies can continue to undertake the activities up to one year of project start. No later than one year from start of project implementation, Agencies should report this table to the GEF Secretariat on the completion of PPG activities and the amount spent for the activities. Agencies should also report closing of PPG to Trustee in its Quarterly Report.

ANNEX E: TERMS OF REFERENCE FOR KEY PERSONNEL & SUBCONTRACTS

KEY PERSONNEL # 1101

Project: Costa Rica's integrated reporting and transparency system

Post title: Project Manager

Duration: Four years (full-time)

Date Required: Jan 2018

Duty station: San Jose

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Prepare annual work plans in consultation with project partners
- Manage and coordinate the day-to-day activities
- Provide technical input to the implementation of the activities
- Participate in the preparation of TORs for consultants and participate in the process of interviewing the candidates
- Prepare Project Steering Committee meetings
- Prepare progress reports
- Ensure coordination with relevant national institutions and government ministries to ensure that project activities are distinct and fully complementary to other national initiatives

Reporting structure:

The Project Manager will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The Consultant will work in the Ministry of Environment.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, environment and national development
- Excellent understanding of global and national climate change issues in particular related to transparency and MRV
- A minimum of 7 years of professional experience in managing projects.
- Language(s): Spanish and English

KEY PERSONNEL # 1201

Project: Costa Rica's integrated reporting and transparency system

Post title: QA/QC coordinator (local)

Duration: three years (part-time)

Date Required: Jan 2018

Duty station: San Jose

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Coordinate and support the implementation of the day-to-day QA/QC activities
- Develop a QA/QC plan for the national transparency system
- Design a costed road map to integrate the QA/QC system as a part of SINAMECC (including capacity needs assessment and training modules) leading to the application of the system when reporting to UNFCCC

Reporting structure:

The Project Manager will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The Consultant will work from the Ministry of Environment.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, environment and national development
- Excellent understanding of global and national climate change issues in particular related to transparency and MRV
- A minimum of 7 years of professional experience in GHG emissions calculations from e.g. CDM projects
- Language(s): Spanish and English

KEY PERSONNEL # 1202

Project: Costa Rica's integrated reporting and transparency system

Post title: Legal expert in public affairs (local)

Duration: Three years (part-time)

Date Required: Jan 2018

Duty station: San Jose

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Develop legal framework/MoUs for institutionalized and consistent data management (QA/QC) in close collaboration with sectors and SINAMECC. MoUs and other legal agreements for QA/QC responsibility should cover all source categories included in the inventory
- Design legal mandate of the Strategic Climate Planning Unit and integrate it into the national government structure. The legal structure of the Unit will be inspired by the structure of *Promotora del Comercio Exterior de Costa Rica* (PROCOMER).

Reporting structure:

The Legal Expert in Public Affairs will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The Legal Expert will work in the Ministry of Environment from where he/she will support sectors to design the legal QA/QC framework and the legal structure of the Strategic Climate Planning Unit.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to public administration, public law or governance.
- Good understanding of global and national climate change issues in particular related to transparency and MRV
- A minimum of 10 years professional experience designing public legal instruments.
- Language(s): Spanish and English

KEY PERSONNEL # 1203

Project: Costa Rica's integrated reporting and transparency system

Post title: Expert in government think tanks (international)

Duration: Three years (part-time)

Date Required: Jan 2018

Duty station: San Jose/home based

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated

and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Provide technical support and oversee all aspects of the establishment of the Strategic Climate Planning Unit
- Coordinate fundraising to operationalise the Unit and support the development of the business model
- Provide technical support to day-to-day activities related to the Strategic Climate Planning Unit

Reporting structure:

The Expert in government think tanks will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The Consultant will work from the Ministry of Environment 50% of the time and 50% home based.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to public administration and finance.
- Understanding of global and national climate change issues in particular related to transparency and MRV.
- Understanding of government think tanks in the LAC region.
- A minimum of 15 years of professional experience in areas related to public finance and development of business models for government entities in the LAC region.
- Language(s): Spanish and English

KEY PERSONNEL # 1204

Project: Costa Rica's integrated reporting and transparency system

Post title: Coordinator of the Strategic Planning Unit (local)

Duration: Four years (part-time)

Date Required: Jan 2018

Duty station: San Jose

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Coordinate and support the implementation of the day-to-day activities related to the establishment and operationalization of the Strategic Climate Planning Unit.
- Support the design of the legal mandate of the Strategic Climate Planning Unit and integrate it into the national government structure.
- Compose vision & mission statement and develop an annual- and five-year work plan for the Strategic Climate Planning Unit model in close collaboration with key partners.
- Design organigram and a business model for the Unit.
- Coordinate and develop annual analyses of Costa Rica's climate effort (NDC stock take).
- Coordinate and develop policy impact forecasts and substantive policy options for the improvement of climate change policymaking across sectors

Reporting structure:

The Project Manager will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The Consultant will initially work from the Ministry of Environment and later in the Strategic Climate Planning Unit.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to public administration,
- Good understanding of the Paris Agreement and Costa Rica's climate targets.
- Work experience in areas related to policy impact forecasting

- A minimum of 10 years professional experience in areas related to climate and public administration.
- Language(s): Spanish and English

KEY PERSONNEL # 1205

Project: Costa Rica's integrated reporting and transparency system

Post title: Website designer and programmer (local)

Duration: 6 months (part time)

Date Required: Jan 2019

Duty station: San Jose

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Design and program the Transparency Knowledge Platform website
- Provide technical support to maintain and update the platform one year after the completion of the website.

Reporting structure:

The Web Designer will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment.

Qualifications:

- Advanced degree in areas relevant to IT, programming and website design
- Good understanding of global and national climate change issues
- A minimum of 10 years of professional experience in relevant areas.
- Language(s): Spanish and English

KEY PERSONNEL # 1206

Project: Costa Rica's integrated reporting and transparency system

Post title: Transparency expert to support the operationalization of the Knowledge Platform and train sectors in its application (local)

Duration: 1 year (part-time)

Date Required: Jan 2019

Duty station: San Jose

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Coordinate input from sectors to the design of the Knowledge Platform
- Support SINAMECC to adapt existing of GHG inventory guidelines to the sectors
- Train staff in sectors to apply the platform as necessary

Reporting structure:

The Transparency expert will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The expert will work from the Ministry of Environment.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change,
- Excellent understanding of global and national climate change transparency and MRV issues
- Work experience with BuR, National Communications or CDM an advantage
- A minimum of 7 years of professional experience in relevant areas.
- Language(s): Spanish and English

KEY PERSONNEL # 1207

Project: Costa Rica's integrated reporting and transparency system

Post title: Coordinator of the knowledge platform (local)

Duration: 3 year (part-time)

Date Required: Jan 2019

Duty station: San Jose

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Coordinate day-to-day activities related to the Transparency Knowledge Platform
- Design user guide with step-by-step indications and ad hoc training of sector staff as necessary
- Coordinate the population of the technical content of the website
- Maintain and update the technical content of the website

Reporting structure:

The Coordinator will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment and will work from the Ministry of Environment.

Qualifications:

- Advanced degree or higher (Master’s or higher) in areas relevant to climate change,
- Excellent understanding of global and national climate change transparency and MRV issues
- Work experience with BuR, National Communications or CDM an advantage
- A minimum of 10 years of professional experience in relevant areas.
- Language(s): Spanish and English

KEY PERSONNEL # 1281

Project: Costa Rica's integrated reporting and transparency system

Post title: QA/QC international expert

Duration: Two years (part-time)

Date Required: Jan 2018

Duty station: 50% San Jose/50% home based

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries’ domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT’s most important contribution will occur through the creation of capacities

at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Provide technical support to the QA/QC coordinator
- Develop guidance material to staff in key sectors on how to apply the QA/QC procedures
- Develop QA/QC training modules and build capacity of key stakeholders

Reporting structure:

The QA/QC international expert will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The expert will be home based with two missions to San Jose.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change,
- Excellent understanding of global and national climate change transparency and MRV issues
- Work experience with BuR and National Communications an advantage
- A minimum of 7 years of professional experience in relevant areas.
- Language(s): Spanish and English

KEY PERSONNEL # 1282

Project: Costa Rica's integrated reporting and transparency system

Post title: Climate policies international expert

Duration: 15 days

Date Required: June 2019

Duty station: Home based

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an

integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Provide technical review of the Strategic Climate Planning Unit's Policy impact forecasts and of substantive policy options for the improvement of climate change policymaking across sectors

Reporting structure:

The Climate policies international expert will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The Consultant will be home based.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change
- Excellent understanding of global and national climate change policy making
- A minimum of 15 years of work experience in areas related to climate policies and policy impact forecasting
- Language(s): Spanish and English

KEY PERSONNEL # 1283

Project: Costa Rica's integrated reporting and transparency system

Post title: MRV international expert

Duration: Four years (part-time)

Date Required: Jan 2018

Duty station: San Jose/home based

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Support full integration of SINAMECC and the Transparency Knowledge Platform.
- Support the development and digitalization of an NDC Action Registry under SINAMECC
- Support the enhancement of instruments and procedures guaranteeing that the implementation of all NDC activities meets clear standards and regulations

Establish a Data Management System facilitating the provision of climate data to the Strategic Climate Planning Unit

Reporting structure:

The MRV international expert will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment. The Consultant will work from with three missions to San Jose.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change
- Excellent understanding of global and regional MRV and transparency
- A minimum of 15 years of work experience in areas related to climate change
- Language(s): Spanish and English

KEY PERSONNEL # 1284

Project: Costa Rica's integrated reporting and transparency system

Post title: South-south cooperation expert

Duration: Four years (part-time)

Date Required: Jan 2018

Duty station: San Jose/home based

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Study of advances made in the region and in other developing countries in order to achieve big data processing systems and Intelligent Transport Systems, for better and more precise data management in Costa Rica in the transport sector
- Organize a regional workshop to discuss best practices related to MRV in transport sectors in the LAC region.
- Organize a regional workshop under the Latin American Network on GHG inventories in San Jose
- Organize a regional workshop on NDC policy instruments in close collaboration with the Strategic Climate Planning Unit
- Ad hoc screening of peer-to-peer learning opportunities in the region

Reporting structure:

South-south cooperation expert will be under the overall guidance and report to the head of the Directorate of Climate Change under the Ministry of Environment.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change
- Excellent understanding of global and national climate change policy making
- A minimum of 7 years work experience in areas related to climate change in the LAC region
- Language(s): Spanish and English

KEY PERSONNEL # 1301

Project: Costa Rica's integrated reporting and transparency system

Post title: Administrative Assistant

Duration: Four years (full-time)

Date Required: Jan 2018

Duty station: San Jose

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated and often different-methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.

Detailed consultancy activities:

- Support the Project Manager to deliver day-to-day activities
- Financial administration of the project

Reporting structure:

The Administrative Assistant will report to the Project Manager and the head of the Directorate of Climate Change under the Ministry of Environment. The expert will work from the ministry of Environment.

Qualifications:

- Degree in financial administration or equivalent
- A minimum of 5 years professional experience with financial project administration
- Language(s): Spanish and English

ANNEX F1: DETAILED GEF BUDGET (GEF FUNDS ONLY, US\$)

ANNEX F-1 - RECONCILIATION BETWEEN GEF ACTIVITY BASED BUDGET AND UNEP BUDGET LINE (GEF FUNDS ONLY US\$)													
Project title:		Costa Rica's integrated reporting and transparency system											
Project number:		9652											
Project executing partner:		Ministry of Environment and Energy of Costa Rica											
Project implementation period:		Expenditure by project component/activity (provide description)							*Insert actual year				
From: janv-18		Add additional components/activities as required					Add additional years as required						
To: déc-21		Comp. 1					Expenditure by calendar year						
UNEP Budget Line		Output 1.1.1	Output 1.2.1	Output 1.2.2	Comp. Total	Comp. 2	Total	2018	2019	2020	2021	Total	
		<i>Design of a quality control, assurance and continuous improvement program for Costa Rica's transparency instruments (e.g. National Communications, Biennial Communications and National GHG Inventories)</i>	<i>Development of a Strategic Climate Planning Unit</i>	<i>Implementation of a knowledge sharing platform for MRV-related transparency and data methodologies</i>	Cross-Cutting: national transparency framework	Project Management Cost							
10	PER	UNEP COMPONENT											
	1100	Project personnel											
	1101	Project Manager	15 000	17 500	17 500	50 000	50 000	100 000	25 000	25 000	25 000	25 000	100 000
	1199	Sub-total	15 000	17 500	17 500	50 000	50 000	100 000	25 000	25 000	25 000	25 000	100 000
	1200	Consultants											
	1201	QA/QC coordinator (local)	40 000			40 000		40 000	20 000	10 000	10 000		40 000
	1202	Legal expert in public affairs (local)	24 000	30 000		54 000		54 000	20 000	20 000	14 000		54 000
	1203	Expert in Government think tanks (international)		80 000		80 000		80 000	15 000	40 000	25 000		80 000
	1204	Coordinator of the Strategic Planning Unit (local)		84 000		84 000		84 000	21 000	21 000	21 000	21 000	84 000
	1205	Website designer and programmer (local)			30 000	30 000		30 000		30 000			30 000
	1206	Transparency expert to support the operationalisation of the platform (local)			20 000	20 000		20 000		20 000			20 000
	1207	Coordinator of the knowledge platform (local)			40 000	40 000		40 000		20 000	10 000	10 000	40 000
	1281	QA/QC international expert	40 000			40 000		40 000	20 000	20 000			40 000
	1282	Climate policies international expert		10 000		10 000		10 000		10 000			10 000
	1283	MRV international expert	10 000	5 000	70 000	85 000		85 000	10 000	10 000	40 000	25 000	85 000
	1284	South-south cooperation expert	10 000	5 000	54 000	69 000		69 000	15 000	19 000	20 000	15 000	69 000
	1299	Sub-total	124 000	214 000	214 000	552 000	-	552 000	121 000	220 000	140 000	71 000	552 000
	1300	Administrative Support				-		-					-
	1301	Administrative Assistant		10 000	10 000	20 000	40 000	60 000	15 000	15 000	15 000	15 000	60 000
	1399	Sub-total	-	10 000	10 000	20 000	40 000	60 000	15 000	15 000	15 000	15 000	60 000
	1600	Travel on official business				-		-					-
	1601	Travel for workshops and meetings	9 000	9 000	9 000	27 000		27 000	10 000	10 000	7 000		27 000
	1682	Travel for TCoE staff	5 000	5 000	6 000	16 000		16 000	5 000	5 000	6 000		16 000
	1699	Sub-total	14 000	14 000	15 000	43 000	-	43 000	15 000	15 000	13 000	-	43 000
	1999	Component total	153 000	255 500	256 500	665 000	90 000	755 000	176 000	275 000	193 000	111 000	755 000
20	SUB-CONTRACT COMPONENT												
	2100	Sub-contracts (MOUs/LOAs for cooperating agencies)				-		-					-
	2100					-		-					-
	2199	Sub-total	-	-	-	-	-	-	-	-	-	-	-
	2200	Sub-contracts (MOUs/LOAs for supporting organizations)				-		-					-
	2201					-		-					-
	2299	Sub-total	-	-	-	-	-	-	-	-	-	-	-
	2300	Sub-contracts (for commercial purposes)				-		-					-
	2301	Domain host			2 000	2 000		2 000	1 000		1 000		2 000
	2399	Sub-total	-	-	2 000	2 000	-	2 000	1 000	1 000	1 000	-	2 000
2999	Component total	-	-	2 000	2 000	2 000	-	2 000	-	1 000	1 000	-	2 000

ANNEX F-1 - RECONCILIATION BETWEEN GEF ACTIVITY BASED BUDGET AND UNEP BUDGET LINE (GEF FUNDS ONLY US\$)												
Project title:		Costa Rica's integrated reporting and transparency system										
Project number:		9652										
Project executing partner:		Ministry of Environment and Energy of Costa Rica										
Project implementation period:		Expenditure by project component/activity (provide description)							*Insert actual year			
From:	janv-18	Add additional components/activities as required							Add additional years as required			
To:	déc-21	Comp. 1					Comp. 2	Expenditure by calendar year				
UNEP Budget Line		Output 1.1.1	Output 1.2.1	Output 1.2.2	Comp. Total	Comp. 2	Total	2018	2019	2020	2021	Total
30	TRAINING COMPONENT											
3200	Group training				-							-
	3201 QA/QC training modules for relevant staff	20 000			20 000		20 000	6 500	6 500	7 000		20 000
	3202 Training of The Strategic Planning Unit staff		15 000		15 000		15 000		7 500	7 500		15 000
	3299 Sub-total	20 000	15 000	-	35 000	-	35 000	6 500	14 000	14 500		35 000
3300	Meetings/Conferences				-							-
	3301 Project launch workshop	1 000	1 000	1 000	3 000		3 000	3 000				3 000
	3302 Stakeholder consultations for the development of mid-century long-term low GHG emissions development strategies		6 000		6 000		6 000		6 000			6 000
	3303 Gender and MRV thematic workshop		1 600		1 600		1 600		1 600			1 600
	3304 Launch of the knowledge platform		6 000		6 000		6 000			6 000		6 000
	3305 Final project workshop	1 000	1 000	1 000	3 000		3 000			3 000		3 000
	3381 Latin American Network on GHG Inventories regional workshop			15 000	15 000		15 000	15 000				15 000
	3382 South-south cooperation regional technical workshop in Costa Rica on MRV and the transport sector			15 000	15 000		15 000			15 000		15 000
	3383 South-south cooperation regional technical workshop in Costa Rica led by the Strategic Planning Unit on "long-term low GHG emissions development strategies" and political launch of the Strategic Planning Unit		30 000		30 000		30 000		30 000			30 000
	3399 Sub-total	2 000	45 600	32 000	79 600	-	79 600	18 000	37 600	24 000	-	79 600
3999	Component total	22 000	60 600	32 000	114 600	-	114 600	24 500	51 600	38 500	-	114 600
40	EQUIPMENT AND PREMISES COMPONENT											
4100	Expendable equipment				-							-
	4101				-							-
	4199 Sub-total	-	-	-	-	-	-	-	-	-	-	-
4200	Non-expendable equipment				-							-
	4201 Computers and furniture to establish the SPU		10 000		10 000		10 000	7 000	3 000			10 000
	4202 Server and two computers to archive data	20 000			20 000		20 000	10 000	10 000			20 000
	4203 Miscellaneous	4 000	4 000	3 000	11 000		11 000	2 750	2 750	2 750	2 750	11 000
	4299 Sub-total	24 000	14 000	3 000	41 000	-	41 000	19 750	15 750	2 750	2 750	41 000
4999	Component total	24 000	14 000	3 000	41 000	-	41 000	19 750	15 750	2 750	2 750	41 000
50	MISCELLANEOUS COMPONENT											
5100	Operation and maintenance of equipment				-							-
	5101 Server and computers maintenance	800	800	800	2 400		2 400	600	600	600	600	2 400
	5199 Sub-total	800	800	800	2 400	-	2 400	600	600	600	600	2 400
5200	Reporting costs				-							-
	5201 Communications and Publishing	7 500	7 500	5 000	20 000		20 000	5 000	5 000	5 000	5 000	20 000
	5299 Sub-total	7 500	7 500	5 000	20 000	-	20 000	5 000	5 000	5 000	5 000	20 000
5300	Sundry				-							-
	5301 Translation	2 000	3 000	3 000	8 000		8 000	2 000	2 000	2 000	2 000	8 000
	5302 Audit	4 000	4 000	4 000	12 000		12 000	3 000	3 000	3 000	3 000	12 000
	5399 Sub-total	6 000	7 000	7 000	20 000	-	20 000	5 000	5 000	5 000	5 000	20 000
5400	Hospitality and entertainment				-							-
	5401				-							-
	5499 Sub-total	-	-	-	-	-	-	-	-	-	-	-
5500	Evaluation				-							-
	5501 Mid-Term Review / Terminal Evaluation	15 000	15 000	15 000	45 000		45 000		45 000			45 000
	5599 Sub-total	15 000	15 000	15 000	45 000	-	45 000	-	45 000	-	-	45 000
5999	Component total	29 300	30 300	27 800	87 400	-	87 400	10 600	55 600	10 600	10 600	87 400
99	GRAND TOTAL	228 300	360 400	321 300	910 000	90 000	1 000 000	230 850	398 950	245 850	124 350	1 000 000

ANNEX F2: DETAILED COFINANCE BUDGET (US\$)

ANNEX F-2 - RECONCILIATION BETWEEN GEF BUDGET AND CO-FINANCE BUDGET (TOTAL GEF & CO-FINANCE US\$)						
Project title:		Costa Rica's integrated reporting and transparency system				
Project number:		9652				
Project executing partner:		Ministry of Environment and Energy				
Project implementation period:						
From:		GEF Cash	Ministry of Environment and Energy (MINAE)		Total	
To:	Jan-18 Dec-21		Cash	In-kind	Cash	In-kind
UNEP Budget Line		A	B	C	A+B	C
10	PERSONNEL COMPONENT					
1100	Project personnel					
1101	Project Manager	100,000			100,000	-
1121	National Project Director			65,000	-	65,000
1122	MINAE staff			357,000	-	357,000
1199	Sub-total	100,000	-	422,000	100,000	422,000
1200	Consultants					
1201	QA/QC coordinator (local)	40,000			40,000	-
1202	Legal expert in public affairs (local)	54,000			54,000	-
1203	Expert in Government think tanks (international)	80,000			80,000	-
1204	Coordinator of the Strategic Planning Unit (local)	84,000			84,000	-
1205	Website designer and programmer (local)	30,000			30,000	-
1206	Transparency expert to support the operationalisation of the platform (local)	20,000			20,000	-
1207	Coordinator of the knowledge platform (local)	40,000			40,000	-
1281	QA/QC international expert	40,000			40,000	-
1282	Climate policies international expert	10,000			10,000	-
1283	MRV international expert	85,000			85,000	-
1284	South-south cooperation expert	69,000			69,000	-
1299	Sub-total	552,000	-	-	552,000	-
1300	Administrative Support					
1301	Administrative Assistant	60,000		40,000	60,000	40,000
1321	UN Environment	-			-	-
1399	Sub-total	60,000	-	40,000	60,000	40,000
1600	Travel on official business					
1601	Travel for workshops and meetings	27,000			27,000	-
1682	Travel for TCoE staff	16,000			16,000	-
1699	Sub-total	43,000	-	-	43,000	-
1999	Component total	755,000	-	462,000	755,000	462,000
20	SUB-CONTRACT COMPONENT					
2100	Sub-contracts (MOUs/LOAs for cooperating agencies)					
2100		-			-	-
2199	Sub-total	-	-	-	-	-
2200	Sub-contracts (MOUs/LOAs for supporting organizations)					
2201		-			-	-
2299	Sub-total	-	-	-	-	-
2300	Sub-contracts (for commercial purposes)					
2301	Domain host	2,000			2,000	-
2399	Sub-total	2,000	-	-	2,000	-
2999	Component total	2,000	-	-	2,000	-

From:		GEF Cash		Ministry of Environment and Energy (MINAE)		Total		
To:		Jan-18			Cash	In-kind	Cash	In-kind
		Dec-21	A	B	C	A+B	C	
UNEP Budget Line								
30	TRAINING COMPONENT							
	3200	Group training						
	3201	QA/QC training modules for relevant staff	20,000			20,000		-
	3202	Training of The Strategic Planning Unit staff	15,000			15,000		-
	3299	Sub-total	35,000	-	-	35,000		-
	3300	Meetings/Conferences						
	3301	Project launch workshop	3,000		3,000	3,000		3,000
	3302	Stakeholder consultations for the development of mid-century long-term low GHG emissions development strategies	6,000		4,000	6,000		4,000
	3303	Gender and MRV thematic workshop	1,600		2,000	1,600		2,000
	3304	Launch of the knowledge platform	6,000		2,000	6,000		2,000
	3305	Final project workshop	3,000		3,000	3,000		3,000
	3381	Latin American Network on GHG Inventories regional workshop	15,000		4,000	15,000		4,000
	3382	South-south cooperation regional technical workshop in Costa Rica on MRV and the transport sector	15,000			15,000		-
	3383	South-south cooperation regional technical workshop in Costa Rica led by the Strategic Planning Unit on "long-term low GHG emissions development strategies" and political launch of the Strategic Planning Unit	30,000			30,000		-
	3399	Sub-total	79,600	-	18,000	79,600		18,000
3999	Component total		114,600	-	18,000	114,600		18,000
40	EQUIPMENT AND PREMISES COMPONENT							
	4100	Expendable equipment						
	4101		-			-		-
	4199	Sub-total	-	-	-	-		-
	4200	Non-expendable equipment						
	4201	Computers and furniture to establish the SPU	10,000		8,000	10,000		8,000
	4202	Server and two computers to archive data	20,000			20,000		-
	4203	Miscellaneous	11,000			11,000		-
	4299	Sub-total	41,000	-	8,000	41,000		8,000
4999	Component total		41,000	-	8,000	41,000		8,000

From:		GEF Cash	Ministry of Environment and Energy (MINAE)		Total	
To:	Jan-18 Dec-21		Cash	In-kind	Cash	In-kind
UNEP Budget Line		A	B	C	A+B	C
50	MISCELLANEOUS COMPONENT					
5100	Operation and maintenance of equipment					
5101	Server and computers maintenance	2,400		2,000	2,400	2,000
5199	Sub-total	2,400	-	2,000	2,400	2,000
5200	Reporting costs					
5201	Communications and Publishing	20,000			20,000	-
5221	Reporting and M&E	-		10,000	-	10,000
5299	Sub-total	20,000	-	10,000	20,000	10,000
5300	Sundry					
5301	Translation	8,000			8,000	-
5302	Audit	12,000			12,000	-
5399	Sub-total	20,000	-	-	20,000	-
5400	Hospitality and entertainment					
5401		-			-	-
5499	Sub-total		-	-	-	-
5500	Evaluation					
5501	Mid-Term Review / Terminal Evaluation	45,000			45,000	-
5599	Sub-total	45,000	-	-	45,000	-
5600	Co-finance from international grants					
5601	GIZ-MINAE projects			1,500,000	-	1,500,000
5602	World Bank-MINAE project			500,000	-	500,000
5603	ICAT-MINAE project			250,000	-	250,000
5699	Sub-total	-	-	2,250,000	-	2,250,000
5999	Component total	87,400	-	2,262,000	87,400	2,262,000
99	GRAND TOTAL	1,000,000	-	2,750,000	1,000,000	2,750,000

ANNEX G: M&E BUDGET AND WORK PLAN

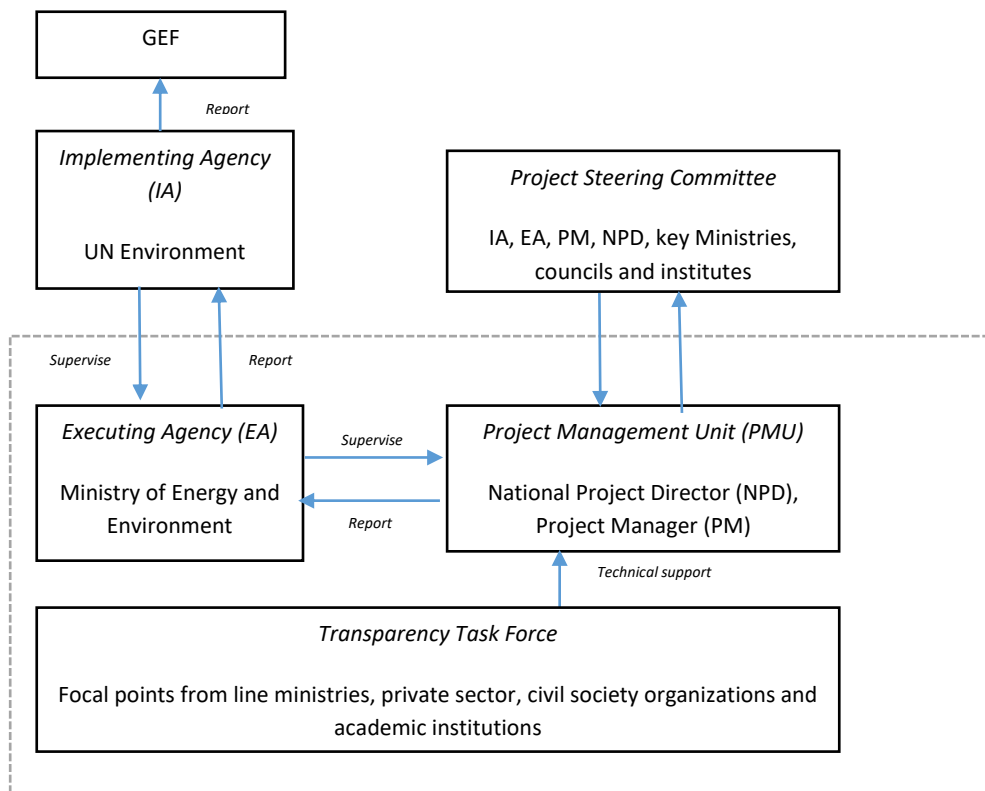
M&E Activity	Description	Responsible Parties	Timeframe	Indicative GEF budget (USD)
Inception Workshop (IW) and Report	<p>Report prepared immediately following the IW; it includes:</p> <p>Detailed Work Plan and budget for the first year, as well as an overview of AWP for subsequent years, divided per output and inputs (budget lines).</p> <p>A more detailed narrative of roles of UN Environment, PMU and PSC: institutional responsibilities, coordinating actions and feedback mechanisms</p> <p>Detailed Project Supervision and a M&E Plan</p>	Execution: Project Manager	Immediately following, within 2 months of project start-up	GEF 3,000 Cofinance: 3,000
Half-yearly progress report; Quarterly financial reports;	<p>Part of UN Environment procedures for project monitoring.</p> <p>Quarterly financial: Detailed financial reports (in Excel), with justification of any change; Bi-annual progress:</p> <p>Analyzes project performance over the reporting period UN Environment; Describes constraints experienced in the progress towards results and the reasons</p> <p>Describes Work Plan for the next period in an Annex and the detailed budget divided per output and inputs (budget lines)</p>	Execution: Project Manager	<p>Two (2) bi-annual reports for any given year (July 31 and January 31);</p> <p>Quarterly financial reports</p> <p>Last progress & financial Reports within 60 days of project closure of operations</p>	<p>GEF: Part of Project management</p> <p>Cofinance: 7,000</p>
Technical and thematic Reports; Communication of lessons learnt	<p>Technical and thematic periodic reports could also be prepared to focus on specific issues or areas of activity covered by the project,</p>	Execution: Project Manager	As necessary for the thematic reports	GEF: Part of Project management
Project Implementation Review (PIR)	<p>Analyzes project performance over the reporting period UN Environment; Describes constraints experienced in the progress towards results and the reasons.</p> <p>Draws lessons and makes clear recommendations for future orientation in addressing the key problems in the lack of progress.</p> <p>The PIR is discussed at PSC meetings</p>	<p>Execution: Project Manager</p> <p>Discussed and accepted at PSC (Project Steering</p>	Yearly, by 31 July latest	<p>GEF: Part of Project management</p> <p>Cofinance: 2,000</p>

M&E Activity	Description	Responsible Parties	Timeframe	Indicative GEF budget (USD)
		Committee) meetings		
Medium-Term Review	The purpose of the Mid-Term Review (MTR) is to provide an independent assessment of project performance at mid-term, to analyze whether the project is on track, what problems and challenges the project is encountering, and which corrective actions are required so that the project can achieve its intended outcomes by project completion in the most efficient and sustainable way. In addition, it will verify information gathered through the GEF tracking tools.	Execution: independent consultants; Input: PMU, UNEP, MoE	One-three months prior to the end of the project	GEF: 15,000
Final Report	<p>The project team will draft and submit a Project Final Report, with other docs (such as last PIR) can serve as Project Final Report to the UN Environment, at least two weeks before the PSC meeting for their review and comments; this meeting decides whether any action is needed to achieve the sustainability of project results; and draws lessons to be captured into other projects;</p> <p>Comprehensive report summarizing all activities, achievements, lessons learned, objectives met or not achieved structures and systems implemented, etc. Lays out recommendations for any further steps that may need to be taken to ensure the sustainability and replication of project activities.</p>	Execution: Project Manager	Final report at least two-three months of the project completion date;	<p>GEF: Part of Project management</p> <p>Cofinance: 1,000</p>
Terminal Evaluation (TE)	Looks at the impacts and sustainability of the results, including the contribution to capacity development and the achievement of global environmental goals.	<p>Execution: Independent consultants</p> <p>Support: UN Environment and Government counterparts</p> <p>Ensure that a TE is conducted: Task</p>	No sooner than 6 months prior to, or no later than 6 months after the project's operational completion	GEF: 30,000

M&E Activity	Description	Responsible Parties	Timeframe	Indicative GEF budget (USD)
		Manager Commission the TE: Evaluation Office		
Audits	Financial audits	Execution: Independent auditors Support: Project Manager	Annually	GEF: 12,000
TOTAL indicative COST (Excluding project team staff time and UN Environment staff and travel expenses)			GEF: USD 60,000 Co-fin: USD 13,000	

ANNEX H: PROJECT IMPLEMENTATION ARRANGEMENTS

The Project is funded by the Global Environment Facility (GEF) with UN Environment acting as the GEF Implementing Agency. The Ministry of Environment and Energy (MINAE) through the Directorate of Climate Change executes the project activities at the national level.



Project Governance Structure

Body	Composition	Role and description	Frequency of meetings
Project Steering Committee (PSC)	<ul style="list-style-type: none"> - National Project Director (NPD) - Project Manager (PM) - UN Environment - Ministry of Environment and Energy - Ministry of Public Works and Transportation - Ministry of Livestock and Agriculture - National Meteorological Institute - National Statistics and Census Institute - Scientific Council for Climate Change - Citizen's Council for Climate 	<ul style="list-style-type: none"> • Oversight of the project progress and implementation of Outputs; • Approve annual work plans and budget; • Approve management decisions to ensure timely delivery of quality outputs; • Provide overall guidance and strategic direction; • Mobilize national stakeholders to support project implementation, as well as provide synergies with other complementing initiatives and ongoing projects; • Address logistical issues, e.g. through organization of meetings and provision of relevant facilities; • Provide insight on national policy barriers and proposed stages of national policy development 	Twice a year

Body	Composition	Role and description	Frequency of meetings
	Change		
Implementing Agency (IA)	UN Environment Climate Change Mitigation Unit	<ul style="list-style-type: none"> • Ensure timely disbursement/sub-allotment to executing agency, based on agreed legal document and in accordance with UN Environment and GEF fiduciary standards • Follow-up with Executing agency for progress, equipment, financial and audit reports • Provide consistent and regular oversight on project execution and conduct project supervisory missions as per Supervision Plans and in doing so ensures that all UN Environment and GEF criteria, rules and regulations are adhered to by project partners; • Technically assess and oversee quality of project outputs, products and deliverables – including formal publications • Provide on-objection to main TORs and subcontracts issued by the project, including selection of project manager or equivalent • Attend and facilitate inception workshops, field visits where relevant, and selected steering committee meetings • Asses project risks, and monitor and enforce a risk management plan • Regularly monitors project progress and performance and rates progress towards meeting project objectives, project execution progress, quality of project monitoring and evaluation, and risk; • Monitor reporting by project executing partners and provides prompt feedback on the contents of the report; • Promptly informs management of any significant risks or project problems and takes action and follows up on decisions made; • Apply adaptive management principles to the supervision of the project • Review of reporting, checking for consistency between execution activities and expenditures, ensuring that it respects GEF rules, • Clearance of cash requests, and authorization of disbursements once reporting found to be complete • Approve budget revision, certify fund availability and transfer funds • Ensure that GEF and UN Environment quality standards are applied consistently to all projects, including branding and safeguards • Certify project operational completion • Link the project partners to any events organized by GEF and UN Environment to disseminate information on project results and lessons • Manage relations with GEF 	Periodic meetings with PMU and EA
Executing Agency (EA)	Ministry of Environment and Energy	<ul style="list-style-type: none"> • Ensure that the project meets its objectives and achieves expected outcomes; • Ensure technical execution according to the execution plan laid out in the project document; • Ensure technical quality of products, outputs and deliverables; • Ensure compilation and submission of progress, financial and 	Internal quarterly meetings with PM and NPD

Body	Composition	Role and description	Frequency of meetings
		<p>audit reporting to IA;</p> <ul style="list-style-type: none"> • Submit of budget revisions to IA for approval; • Address and rectifying any issues or inconsistencies raised by the IA; • Bring issues raised by or associated with clients to the IA for resolution; • Facilitate Steering Committees and other oversight bodies of the project; • Day to day oversight of project execution; • Submit all technical reports and completion reports to IA (realized outputs, inventories, verification of co-finance, terminal reporting, etc.) • Monitoring and evaluation of the project outputs and outcomes; • Effective use of both international and national resources allocated to it; • Timely availability of financing to support project execution; • Proper coordination among all project stakeholders; in particular national parties; • Timely submission of all project reports, including work plans and financial reports. • Follow-up with, or progress, procurement, financial and audit reports; • Identify funding sources from donor countries, banks and other financing institutions to help leverage funding for revolving fund; 	
Project Management Unit (PMU)	National Project Director (NPD)	<ul style="list-style-type: none"> • Will be represented by an officer from the executing agency; • Act as member of the PSC; • Report to and receive advice from the PSC; • Identify and secure partner support for the implementation of project activities; • Advice on hiring process 	Regular meetings with PM
	Project Manager (PM)	<ul style="list-style-type: none"> • The PM will be paid with GEF funds, will be hosted by Climate Change Directorate and be responsible for: • Day-to-day project operations and financial accounts; • Take responsibility for the execution of the project in accordance with the project objectives, activities and budget; • Deliver the outputs and demonstrate its best efforts in achieving the project outcomes; • Coordinate project execution and liaison with national counterparts (relevant ministries, electric utilities, private sector, NGOs etc.). • Undertake field visits; • Manage financial resources and processing all financial transaction relating to sub-allotments; • Prepare all annual/year-end project revisions; • Attend and facilitate inception workshops and national steering 	<p>Regular meetings with NPD and DPWT (at least once a month)</p> <p>Internal quarterly meetings with Executing Agency</p>

Body	Composition	Role and description	Frequency of meetings
		<p>committee meetings;</p> <ul style="list-style-type: none"> • Assess project risks in the field, monitor risk management plan; • Ensure technical quality of products, outputs and deliverables; • Coordinate the project work team; • Coordinate with strategic taskforces; • Act as secretary of the PSC; • Plan and host/chair the PSC annual meetings; • Periodic reporting to UN Environment and the PSC for allocation of the GEF grant according to the quarterly and annual work plans and budgets in coordination with UN Environment and NPD; • Notify UN Environment and the PSC in writing if there is need for modification to the agreed implementation plan and budget, and to seek approval; • Address and rectify any issues or inconsistencies raised by the Executing Agency; • Support compilation and submission of progress, financial and audit reporting to the Executing Agency; • Prepare, at the end of the project, the project Terminal Report. 	
<p>The Transparency Task Force (TTF)</p>	<p>This body will build on the existing SINAMECC Committee which includes: MINEA, CENIGA, the National Meteorological Institute and the National Statistics and Census Institute.</p> <p>In addition, focal points from line ministries, private sector, civil society organizations and academic institutions might be invited to participate in the transparency task force of this project.</p>	<ul style="list-style-type: none"> • Provide accurate and up-to-date technical advice and guidance to the Steering Committee on issues related to the implementation of the project activities. • Function as "transparency champions who promote transparency and build capacity in their respective areas of work. 	<p>Every 2 months</p>

ANNEX J-1: Tracking Tool for GEF 6 Capacity-building Initiative for Transparency Projects

Section A. General Data		At CEO Endorsement	
Project Title	Costa Rica's integrated reporting and transparency system		
GEF ID	9652		
GEF Agency	UNEP		
Agency Project ID	1497		
Country	Costa Rica		
Region	LCR		
Date of Council/CEO Approval			PIF approval 4, Novembre, 2016
GEF Grant (US\$)	1,000,000		
Date of submission of the tracking tool			Month DD, YYYY (e.g., May 13, 2014)
Is the project consistent with the priorities identified in National Communications, Technology Needs Assessment, or other Enabling Activities (such as Technology Action Plans, Nationally Appropriate Mitigation Actions (NAMA) under the UNFCCC?			1 Yes = 1, No = 0

Section B. Quantitative Outcome Indicators		Terminal Evaluation Results	
Indicator 1: Total Lifetime Direct and Indirect GHG Emissions Avoided (Tons CO2eq)			Identify Sectors, Sources and Technologies. Provide disaggregated information if possible. see Special Notes above
Lifetime direct GHG emissions avoided			
Lifetime indirect GHG emissions avoided			
Indicator 2: Volume of investment mobilized and leveraged by GEF for low GHG development (co-financing and additional financing) of which			Expected additional resources implies resources beyond co-financing committed at CEO endorsement.
Public			
Private			
Domestic			
External			

Section C. Qualitative Outcome Indicators			
Indicator 3: Quality of MRV Systems	Baseline Rating (1-10)	Target Rating (1-10)	Provide details of coverage of MRV systems - area, type of activity for which MRV is done, and of Reporting and Verification processes. Baseline indicates current status (pre-project), Target is the rating level that is expected to be achieved due to project support. For guidance for qualitative ratings (in comment) move cursor over box or right click to show comment.
Activity	3	5	Data quality and availability requirements for a robust data-driven transparency system is missing. At the moment, Costa Rica cannot fulfil basic MRV requirements as its currently available data is limited, and of uncertain quality. So far, available data does not undergo a quality assurance and control program that ensures a good foundation for post-processing analysis. Therefore, any usage of Costa Rica's current climate related data has an implicit uncertainty. Moreover, the available data is often not apt for inter-sectorial climate change-related policy planning. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments.
Activity			
Indicator 4: Number of countries meeting Convention reporting requirements and including mitigation contributions			Please specify the dates of submission for each report (for a multiple country project, please specify reports by country)
1st National Communication			11/18/2000
2nd National Communication			10/7/2007
3rd National Communication			12/11/2014
Biennial Update Reports			12/9/2015
NDC			9/30/2015
Other			
Indicator 5: Qualitative assessment of institutional capacity for transparency-related activities	Baseline Rating (1-4)	Target Rating (1-4)	CBIT projects will monitor an additional indicator for qualitative assessment of institutional capacity built for transparency-related activities under Article 13 of the Paris Agreement. Baseline indicates current status (pre-project), Target is the rating level that is expected to be achieved due to project support. For guidance for qualitative ratings (in comment) move cursor over box or right click to show comment.
	2	4	Costa Rica is currently in a position where a technical team (three professionals) in the National Meteorological Institute (IMN) since the 1990s has been in charge of data compilation and processing for UNFCCC reporting. IMN has informal agreements with various data sources and there are also fragmented data sharing agreements in place among institutions but an overview of the informal and formal agreements is lacking. GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments and enable an efficient response to the article 13 requirements; and create the capacities to transcend in the usage of MRV for policy design inputs.

ANNEX K: OFP ENDORSEMENT LETTERS



REPÚBLICA DE COSTA RICA
Ministerio de Ambiente y Energía
Despacho del Ministro

San José, 13 de octubre del 2016
DM-937-2016

Señor
Gustavo Máñez Gomis
Coordinador Regional de Cambio Climático
ONU Ambiente
OFICINA REGIONAL PARA AMERICA LATINA Y EL CARIBE
Presente

Estimado Señor Máñez:

En relación al proceso de elaboración del proyecto "Sistema Integrado de transparencia y reporte de Costa Rica", me permito oficializar por este medio la carta de endoso para el proyecto GEF con fondos CBIT.

Atentamente,


Dr. Edgar E. Gutiérrez Espeleta
Ministro



LCH/en.b

CC:
Rubén Muñoz, Director de Cooperación Internacional MINAE
Sra. Andrea Meza, Directora Cambio Climático
Archivo

**MINISTERIO DE AMBIENTE Y ENERGÍA
COSTA RICA**

13.10.2016

To: Brennan van Dyke, GEF Executive Coordinator
UN Environment
Nairobi, Kenya

Subject: Endorsement for Costa Rica's integrated reporting and transparency system

In my capacity as GEF Operational Focal Point for Costa Rica, I confirm that the above project proposal (a) is in accordance with my government's national priorities stated in the National Development Plan and our commitment to the relevant global environmental conventions; and (b) was discussed with relevant stakeholders, including the global environmental convention focal points.

I am pleased to endorse the preparation of the above project proposal with the support of the GEF Agency(ies) listed below. If approved, the proposal will be prepared and implemented by The United Nations Environmental Program. I request the GEF Agency(ies) to provide a copy of the project document before it is submitted to the GEF Secretariat for CEO endorsement.

The total financing (from GEFTF, LDCF, SCCF, or CBIT) being requested for this project is US\$1,090,000, inclusive of project preparation grant (PPG), if any, and Agency fees for project cycle management services associated with the total GEF grant. The financing requested for Costa Rica is detailed in the table below.

Source of Funds	GEF Agency	Focal Area	Amount (in US\$)			
			Project Preparation	Project	Fee	Total
CBIT	UNEP	Climate Change		1,000,000	90,000	1,090,000
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
Total GEF Resources			0	1,000,000	90,000	1,090,000

Sincerely,

[Handwritten Signature]
Dr. Edgar E. Gutiérrez Espeleta
Minister of the Ministry of Energy and Environment



Copy to: Convention-Focal Point for UNFCCC

ANNEX L: CO-FINANCING LETTERS FROM PROJECT PARTNERS



MINISTERIO DE AMBIENTE Y ENERGIA
DIRECCION DE COOPERACION INTERNACIONAL

San José, 22 de setiembre del 2017
DCI-147-2017

Señora
Kelly West
División de Servicios Corporativos
ONU Ambiente
30552-00100
Nairobi, Kenya

Estimada señora:

La Dirección de Cambio Climático, en cumplimiento de las funciones establecidas en el Reglamento Orgánico del Minae, Artículo 43e, del 04 de 12 de 2009, entre las cuales incluye "Coordinar, dirigir y planificar la implementación de la Estrategia Nacional de Cambio Climático, mediante el Programa Nacional de Cambio Climático, con los diferentes actores socioeconómicos en el ámbito nacional a nivel de mitigación, adaptación, métrica, desarrollo de capacidades y tecnología, sensibilización pública, y financiamiento y en el ámbito internacional a nivel de: incidir internacionalmente, atraer recursos externos, liderazgo, legitimidad, presencia en foros multilaterales y binacionales y desarrollo de capacidades internacionales" y de conformidad a la política nacional de "Colaborar en la preparación, negociación, ejecución y seguimiento de los proyectos que cuenten con cooperación externa", reconoce y avala los objetivos del proyecto "Sistema integrado de reporte y transparencia de Costa Rica (Costa Rica's integrated reporting and transparency system)", iniciativa que será implementada por la Iniciativa de Creación de Capacidades (Capacity Building Initiative for Transparency, CBIT), en donde la Dirección de Cambio Climático del Minae es la beneficiaria y financiada por el Fondo para el Medio Ambiente Mundial (GEF, por sus siglas en inglés). Para la implementación de este proyecto, cuya duración es 4 años, se proyecta un aporte correspondiente a US\$ 500,000 por concepto de cofinanciamiento.

Agradecemos se consigne y se incluya entre los mecanismos propios del GEF el aporte antes citado.

Sin otro particular se despide,

Rubén Muñoz Robles
Director de Cooperación Internacional
Ministerio de Ambiente y Energía

CC:

Sra. Andrea Meza, Directora cambio Climático
Consecutivo

Translation of MINAE Letter

San José, 22 September, 2017
DCC-147-2017

Ms. Kelly West,
Corporative Services Division
UN Environment
30552-00100
Nairobi, Kenya

Dear Ms. West,

The Climate Change Directorate, in compliance with the established functions by the Organic Regulation of Minae, article 43th, from 4th of 12 of 2009, among which it is included “coordinate, direct and plan the Climate Change National Strategy, through the Climate Change National Programme, with the different socioeconomic actors at the national level for mitigation, adaptation, metrics, capacity building and technology, public awareness raising, and finance and at the international level for: coming into play internationally, attracting external resources, leadership, legitimacy, presence in multilateral and binational fora, and development of international capacities” and aligned with the national policy of “collaborate in the preparation, negotiation, execution and follow up of projects that count with external cooperation”, recognizes and endorses the objectives of the project “Costa Rica’s integrated reporting and transparency system”, initiative that will be implemented through the Capacity Building Initiative for Transparency (CBIT), for which the climate Change Directorate of Minae is the beneficiary and financed by the Global Environment Facility (GEF). For the implementation of this project, with a duration of 4 years, it plans a contribution equivalent to USD 500,000 as co-finance.

We will appreciate that you consider and include through the GEF mechanisms the abovementioned contribution.

Yours sincerely,

Andrea Meza Murillo

Director

San José, 07 de setiembre de 2017
DCC-403-2017

Señora
Kelly West
División de Servicios Corporativos
ONU Ambiente
30552-00100
Nairobi, Kenya

Estimada señora:

La Dirección de Cambio Climático del Minae, como contraparte nacional del Proyecto Acción Clima en Costa Rica de la Agencia Alemana de Cooperación (GIZ, por sus siglas en Alemán), reconoce y avala los objetivos del proyecto "Sistema integrado de reporte y transparencia de Costa Rica (Costa Rica's integrated reporting and transparency system)", iniciativa que será implementada por la Iniciativa de Creación de Capacidades (Capacity Building Initiative for Transparency, CBIT), en donde la Dirección de Cambio Climático del Minae es el beneficiario y financiada por el Fondo para el Medio Ambiente Mundial (GEF, por sus siglas en inglés). Hace constar que el Proyecto Acción Clima II "Fomento a la implementación de la Estrategia Nacional de Cambio Climático (ENCC) como modelo de desarrollo bajo en emisiones", el proyecto CSI "Mejora de Servicios Climáticos para Inversiones en Infraestructura", y el proyecto "Cambio climático y transporte en Costa Rica", como parte del apoyo a la Dirección de Cambio Climático proyecta un aporte correspondiente a US\$ 1,500,000 para apoyar la implementación del Sistema Nacional de Métrica de Cambio Climático (SINAMECC) y actividades relacionadas a la mejora del Monitoreo, Reporte y Verificación así como la contabilidad climática que se han registrado por concepto de cofinanciamiento al "Sistema integrado de reporte y transparencia de Costa Rica (Costa Rica's integrated reporting and transparency system)".

Agradecemos se consigne y se incluya entre los mecanismos propios del GEF el aporte antes citado.

Sin otro particular se despide,

Atentamente,

Andrea Meza Murillo
Directora



📎 Archivo/Consecutivos



Tel: (506) 2253-42-95/ (506) 2253-42-98, Correo electrónico: cambioclimatico@minae.go.cr
Apdo Postal 10000104 San José-Costa Rica

Translation of MINAE Letter mentioning GIZ funds

San José, 07 September, 2017
DCC-403-2017

Ms. Kelly West,
Corporative Services Division
UN Environment
30552-00100
Nairobi, Kenya

Dear Ms. West,

The Climate Change Directorate of Minae, as national counterpart of the project Climate Action in Costa Rica of the German Cooperation Agency (GIZ, for the acronym in German), recognizes and endorses the objectives of the project “Costa Rica’s integrated reporting and transparency system”, initiative that will be implemented through the Capacity Building Initiative for Transparency (CBIT), for which the climate Change Directorate of Minae is the beneficiary and financed by the Global Environment Facility (GEF). It points out that the project Climate Action II “Promoting Costa Rica’s GHG neutrality goal as a low emissions development strategy”, the CSI project “Improvement of Climate Services for Investments and Infrastructure”, and the project “Climate change and transport in Costa Rica”, as part of the support to the Climate Change Directorate, plans a contribution equivalent to USD 1,500,000, to support the implementation of the National System for climate Change Metrics (SINAMECC) and activities related to the improvement of Monitoring, Reporting and Verification and climate inventories, that have been registered as co-finance to “Costa Rica’s integrated reporting and transparency system”.

We will appreciate that you consider and include through the GEF mechanisms the abovementioned contribution.

Yours sincerely,

Andrea Meza Murillo

Director



San José, 26 de setiembre de 2017
DCC-427- -2017

Señora
Kelly West
División de Servicios Corporativos
ONU Ambiente
30552-00100
Nairobi, Kenya

Estimada señora:

La Dirección de Cambio Climático del Minae, como contraparte nacional de la Iniciativa para la Transparencia de la Acción Climática (Initiative for Climate Action Transparency, ICAT) en Costa Rica, que está siendo implementado por UNEP-DTU Partnership, reconoce y avala los objetivos del proyecto “Sistema integrado de reporte y transparencia de Costa Rica (Costa Rica's integrated reporting and transparency system)”, iniciativa que será implementada por la Iniciativa de Creación de Capacidades (Capacity Building Initiative for Transparency, CBIT), en donde la Dirección de Cambio Climático del Minae es el beneficiario y financiada por el Fondo para el Medio Ambiente Mundial (GEF, por sus siglas en inglés). Hace constar que el proyecto de ICAT como parte del apoyo a la Dirección de Cambio Climático proyecta un aporte correspondiente a US\$ 250,000 para apoyar la implementación del Sistema Nacional de Métrica de Cambio Climático (SINAMECC) y actividades relacionadas a la mejora del Monitoreo, Reporte y Verificación así como la contabilidad climática que se han registrado por concepto de cofinanciamiento al “Sistema integrado de reporte y transparencia de Costa Rica (Costa Rica's integrated reporting and transparency system)”.

Agradecemos se consigne y se incluya entre los mecanismos propios del GEF el aporte antes citado.

Sin otro particular se despide,

Andrea Meza Murillo
Directora de Cambio Climático

CONSTRUIMOS UN PAÍS SEGURO



Gobierno de Costa Rica

Avda. Postal 10104 - 1000 San José, Costa Rica
Central (506) 22334533 ext. 154, 165, 166, 184
Teléfono (506) 22580069 Fax (506) 22230086
www.cooperacionminae.gub.cr

Translation of MINAE Letter mentioning ICAT funds

San José, 26 September, 2017
DCC-427-2017

Ms. Kelly West,
Corporative Services Division
UN Environment
30552-00100
Nairobi, Kenya

Dear Ms. West,

The Climate Change Directorate of Minae, as national counterpart of the Initiative for Climate Action Transparency (ICAT) in Costa Rica, being implemented by UNEP DTU Partnership, recognizes and endorses the objectives of the project “Costa Rica’s integrated reporting and transparency system”, initiative that will be implemented through the Capacity Building Initiative for Transparency (CBIT), for which the climate Change Directorate of Minae is the beneficiary and financed by the Global Environment Facility (GEF). It points out that the ICAT project, as part of the support to the Climate Change Directorate, plans a contribution equivalent to USD 250,000, to support the implementation of the National System for climate Change Metrics (SINAMECC) and activities related to the improvement of Monitoring, Reporting and Verification and climate inventories, that have been registered as co-finance to “Costa Rica’s integrated reporting and transparency system”.

We will appreciate that you consider and include through the GEF mechanisms the abovementioned contribution.

Yours sincerely,

Andrea Meza Murillo

Director

San José, 07 de setiembre de 2017
DCC-405-2017

Señora
Kelly West
Division de Servicios Corporativos
ONU Ambiente
30552-00100
Nairobi, Kenya

Estimada señora:

La Dirección de Cambio Climático del Minae, como contraparte nacional del Partnership for Market Readiness en Costa Rica (en adelante, el proyecto PMR-CR), que está siendo implementado por el Banco Mundial, reconoce y avala los objetivos del proyecto "Sistema integrado de reporte y transparencia de Costa Rica (Costa Rica's integrated reporting and transparency system)", iniciativa que será implementada por la Iniciativa de Creación de Capacidades (Capacity Building Initiative for Transparency, CBIT), en donde la Dirección de Cambio Climático del Minae es el beneficiario y financiada por el Fondo para el Medio Ambiente Mundial (GEF, por sus siglas en inglés). Hace constar que el PMR-CR como parte del apoyo a la Dirección de Cambio Climático proyecta un aporte correspondiente a US\$ 500,000 para apoyar la implementación del Sistema Nacional de Métrica de Cambio Climático (SINAMECC) y actividades relacionadas a la mejora del Monitoreo, Reporte y Verificación así como la contabilidad climática que se han registrado por concepto de cofinanciamiento al "Sistema integrado de reporte y transparencia de Costa Rica (Costa Rica's integrated reporting and transparency system)".

Agradecemos se consigne y se incluya entre los mecanismos propios del GEF el aporte antes citado.

Sin otro particular se despide,

Atentamente,

Andrea Meza Muñillo
Directora



☐ Archivo/Consecutivos

Translation of MINAE Letter mentioning World Bank funds

San José, 07 September, 2017
DCC-403-2017

Ms. Kelly West,
Corporative Services Division
UN Environment
30552-00100
Nairobi, Kenya

Dear Ms. West,

The Climate Change Directorate of Minae, as national counterpart of the Partnership for market readiness in Costa Rica (the PMR-CR project) that is being implemented by the World Bank, recognizes and endorses the objectives of the project “Costa Rica’s integrated reporting and transparency system”, initiative that will be implemented through the Capacity Building Initiative for Transparency (CBIT), for which the climate Change Directorate of Minae is the beneficiary and financed by the Global Environment Facility (GEF). It points out that the PMR-CR, as part of the support to the Climate Change Directorate, plans a contribution equivalent to USD 500,000, to support the implementation of the National System for climate Change Metrics (SINAMECC) and activities related to the improvement of Monitoring, Reporting and Verification and climate inventories, that have been registered as co-finance to “Costa Rica’s integrated reporting and transparency system”.

We will appreciate that you consider and include through the GEF mechanisms the abovementioned contribution.

Yours sincerely,

Andrea Meza Murillo

Director

ANNEX M: ENVIRONMENTAL AND SOCIAL SAFEGUARDS CHECKLIST

UNEP Environmental, Social and Economic Review Note (ESERN)

I. Project Overview

Identification	01497
Project Title	Costa Rica's integrated reporting and transparency system
Managing Division	<i>Economy Division</i>
Type/Location	Costa Rica
Region	Latin America
List Countries	Costa Rica
Project Description	<p>GEF-CBIT will support Costa Rica in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to transcend in the usage of MRV for policy design inputs.</p> <p>CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level. This cross-sectorial work is fundamental to Costa Rica due to the economy-wide nature of its' NDC target, which seeks to drive deep, transformational de-carbonization which can only be achieved incorporating multi/inter-sectoral approaches.</p>
Estimated duration of project:	36 months
Estimated cost of the project :	USD 1,000,000 from GEF Grant, 2,750,000 from co-finance

II. Environmental Social and Economic Screening Determination

A. Summary of the Safeguard Risks Triggered

Safeguard Standard Triggered by the Project	Impact of Risk ¹² (1-5)	Probability of Risk (1-5)	Significance of Risk (L, M, H)
SS 1: Biodiversity, natural habitat and Sustainable Management of Living Resources	1	1	L
SS 2: Resource Efficiency, Pollution Prevention and Management of Chemicals and Wastes	1	1	L
SS 3: Safety of Dams	1	1	L
SS 4: Involuntary resettlement	1	1	L
SS 5: Indigenous peoples	1	1	L
SS 6: Labor and working conditions	1	1	L
SS 7: Cultural Heritage	1	1	L
SS 8: Gender equity	1	1	L
SS 9: Economic Sustainability	1	1	L
Additional Safeguard questions for projects seeking GCF-funding (Section IV)			

B. ESE Screening Decision¹³ (Refer to the UNEP ESES Framework (Chapter 2) and the UNEP's ESES Guidelines.)

¹² Refer to UNEP Environment, Social and Economic Sustainability (ESES): Implementation Guidance Note to assign values to the Impact of Risk and the Probability of Risk to determine the overall significance of Risk (Low, Moderate or High).

¹³ **Low risk:** Negative impacts negligible: no further study or impact management required.

Moderate risk: Potential negative impacts, but less significant; few if any impacts irreversible; impact amenable to management using standard mitigation measures; limited environmental or social analysis may be required to develop a ESEMP. Straightforward application of good practice may be sufficient without additional study.

High risk: Potential for significant negative impacts, possibly irreversible, ESEA including a full impact assessment may be required, followed by an effective safeguard management plan.

Low risk Moderate risk High risk Additional information required

C. Development of ESE Review Note and Screening Decision:

Prepared by: Name: Frederik Staun, Climate Change Expert Staff from UNEP DTU Partnership_
Date: 16/02/2017_____

Safeguard Advisor: Name: _____Yunae Yi_____ Date: ____11/10/2017_

Project Manager: Name: _____ Date: _____

D. Recommended further action from the Safeguard Advisor:

I agree that the project is likely to be in the low safeguard risk category.

ANNEX N: ACRONYMS AND ABBREVIATIONS:

BUR	Biennial Update Report
CBIT	Capacity-Building Initiative for Transparency
CCCC	Citizen's Council for Climate Change
CDM	Clean Development Mechanism
CENIGA	National Centre of Geo-environmental Information (<i>Centro Nacional de Información Geoambiental</i>)
CGE	Consultative Group of Experts
CINDE	Costa Rican Investment Promotion Agency (<i>Coalición Costarricense de Iniciativas de Desarrollo</i>)
CO ₂ e	Carbon Dioxide Equivalent
COP	Conference of the Parties
DCC	Directorate of Climate Change
DSE	Sub-sectorial Secretariat for Energy Planning
EOU	Evaluation Office of UN Environment
FIRM	Facilitating implementation and readiness for mitigation
FONAFIFO	National Fund for the Financing of Forestry
GCP	Global Coordination Platform
GEB	Global Environmental Benefit
GEF	Global Environment Facility
GHG	Greenhouse Gases
GIZ	German Corporation for International Cooperation GmbH (<i>Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH</i>)
GSP	Global Support Programme
ICAT	Initiative for Climate Action Transparency
IMN	National Meteorological Institute
INDC	Intended National Determined Contribution
INEC	National Statistics and Census Institute
IPCC	Intergovernmental Panel on Climate Change
IT	Information Technology
LTS	Long term strategy
MAG	Ministry of Agriculture and Livestock
MINAE	Ministry of Environment and Energy
MOPT	Ministry of Transport and Public Works
MoU	Memorandum of Understanding
MRV	Monitoring, Reporting, and Verification
MTE	Mid-Term Evaluation
MTR	Mid-Term Review
NAMA	Nationally Appropriate Mitigation Action
NC	National Communication
NDC	Nationally Determined Contribution
NIR	National Inventory Report
NPGE	National Policy for Gender Equality and Equity
PA	Paris Agreement

PR	Public Relations
PROCOMER	Costa Rica's Foreign Trade Promotion Board (<i>Promotora del Comercio Exterior de Costa Rica</i>)
QA	Quality Assurance
QC	Quality Control
RN	Costa Rican National Registry
SBSTA	Subsidiary Body for Scientific and Technologic Advice
SCCC	Scientific Council for Climate Change
SDG	Sustainable Development Goal
SINAMECC	National System for Climate Change Metrics
SINIA	National System for Environmental Information
tCO ₂ e	Tonnes of Carbon Dioxide Equivalent
TE	Terminal Evaluation
TNA	Technology Needs Assessment
TTE	Team of Technical Experts
TTF	Transparency Task Force
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change

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