



GEF-6 REQUEST FOR PROJECT ENDORSEMENT/APPROVAL

PROJECT TYPE: MEDIUM-SIZED PROJECT

TYPE OF TRUST FUND: CAPACITY BUILDING INITIATIVE FOR TRANSPARENCY

For more information about GEF, visit TheGEF.org

PART I: PROJECT INFORMATION

Project Title: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement			
Country(ies):	Lao People's Democratic Republic (PDR)	GEF Project ID: ¹	10039
GEF Agency(ies):	UNEP	GEF Agency Project ID:	01640
Other Executing Partner(s):	Department of Climate Change	Submission Date:	3 rd of June, 2019
GEF Focal Area (s):	Climate Change	Project Duration (Months)	36
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 (\$)	114,950

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	1,210,000	150,000
Total project costs			1,210,000	150,000

B. PROJECT DESCRIPTION SUMMARY

Project Objective: Strengthen Lao PDR's national capacity to track progress against actions identified in its NDC for domestic and international reporting requirements under the Enhanced Transparency Framework of the Paris Agreement						
Project Components/ Programs	Financing Type ³	Project Outcomes	Project Outputs	Trust Fund	(in \$)	
					GEF Project Financing	Confirmed Co-financing
Component 1. Strengthening of Lao PDR's Transparency Framework for Mitigation	TA	1. Lao PDR has the institutional and technical capacities to systemize data collection and reporting for transparency	1.1 Gap analysis of the institutional arrangements and capacities to comply with the ETF ⁴ is carried out. 1.2 Institutional mechanism for inter-ministerial cooperation on systemizing data collection and processing is established	CBIT	950,000	70,000

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.

⁴ Enhanced Transparency Framework

			<p>and formalized.</p> <p>1.3 National GHG⁵ database management system is developed.</p> <p>1.4 Country-specific emission factor is developed in the AFOLU⁶ sector.</p> <p>1.5 Sector-specific spreadsheets, toolkits and consistency guidelines to facilitate data collection and reporting are developed.</p> <p>1.6 Short courses at the National University of Laos are established and training to relevant staff in line ministries and agencies is provided.</p> <p>1.7 Regional cooperation and knowledge-sharing activities on transparency are carried out.</p>			
Component 2. Strengthening Lao PDR's capacity to monitor and report on means of implementation	TA	2. Lao PDR has systems and tools to effectively track international support received for international reporting	<p>2.1 Tracking system for support received, associated with the implementation of Lao PDR's NDC is established.</p> <p>2.2 Training for public institutions on reporting climate finance developed and conducted.</p>	CBIT	150,000	30,000
Subtotal					1,100,000	100,000
Project Management Cost (PMC) ⁷				(select)	110,000	50,000
Total project costs					1,210,000	150,000

⁵ Greenhouse Gases

⁶ Agriculture, Forestry and Land Use

⁷ 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.

C. CONFIRMED SOURCES OF CO-FINANCING FOR THE PROJECT BY NAME AND BY TYPEPlease 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	Department of Climate Change of Lao PDR	In-kind	150,000
Total Co-financing			150,000

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	Lao People's Democratic Republic	Climate Change	(select as applicable)	1,210,000	114,950	1,324,950
Total Grant Resources					1,210,000	114,950	1,324,950

(*) Refer to the Fee Policy for GEF Partner Agencies

E. PROJECT'S TARGET CONTRIBUTIONS TO GEF 6 CORE INDICATORS

Update the relevant sub-indicator values for this project using the methodologies indicated in the Core Indicator Worksheet (as used in GEF 7 Endorsement template – Annex E) and aggregating them in the table below. Progress in programming against these targets is updated at mid-term evaluation and at terminal evaluation. Achieved targets will be aggregated and reported any time during the replenishment period. There is no need to complete this table for climate adaptation projects financed solely through LDCF and SCCCF.

Project Core Indicators		Expected at CEO Endorsement
1	Terrestrial protected areas created or under improved management for conservation and sustainable use (Hectares)	
2	Marine protected areas created or under improved management for conservation and sustainable use (Hectares)	
3	Area of land restored (Hectares)	
4	Area of landscapes under improved practices (excluding protected areas) (Hectares)	
5	Area of marine habitat under improved practices (excluding protected areas) (Hectares)	
	Total area under improved management (Hectares)	
6	Greenhouse Gas Emissions Mitigated (metric tons of CO ₂ e)	
7	Number of shared water ecosystems (fresh or marine) under new or improved cooperative management	
8	Globally over-exploited marine fisheries moved to more sustainable levels (metric tons)	
9	Reduction, disposal/destruction, phase out, elimination and avoidance of chemicals of global concern and their waste in the environment and in processes, materials and products (metric tons of toxic chemicals reduced)	
10	Reduction, avoidance of emissions of POPs to air from point and non-point sources (grams of toxic equivalent gTEQ)	
11	Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment	60 (30 women, 30 men)

Provide additional explanation on targets, other methodologies used, and other focal area specifics (i.e., Aichi targets in BD) including justification where core indicator targets are not provided.

F. PROJECT TAXONOMY

Please update the table below for the taxonomic information provided at PIF stage. Use the GEF Taxonomy Worksheet provided in Annex F to find the most relevant keywords/topics/themes that best describe the project.

Level 1	Level 2	Level 3	Level 4	
Influencing Models	Transform policy and regulatory environments			
	Strengthen institutional capacity and decision-making			
Stakeholders	Private Sector	Large Corporations SMEs		
		Non-Governmental Organization		
	Civil Society	Academia		
		Type of Engagement	Information Dissemination	
			Consultation	
			Participation	
Capacity, Knowledge and Research	Capacity Development			
	Knowledge Generation and Exchange			
	Knowledge and Learning	Knowledge Management		
		Capacity Development		
Gender Equality	Gender mainstreaming	Beneficiaries		
		Sex-disaggregated data		
Focal Area/Theme	Climate Change	United Nations Framework Convention on Climate Change	Capacity Building Initiative for Transparency	
		Climate Finance (Rio Markers)	Climate Change Mitigation 1	
			Climate Change Adaptation 1	

PART II: PROJECT JUSTIFICATION

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

No significant changes have been undertaken in the project design regarding the logical framework, budget and co-finance amounts. While the overall project objective remains unaltered, a few changes have been made in the outputs of the project to reflect input received from in-country stakeholder consultations and discussions with the Department of Climate Change (DCC).

Based on discussions with the Department of Climate Change, the project output 1.4 has been adjusted to include only one country-specific emission factor in one key sector, as opposed to emission factors in two key sectors at the PIF stage. Consultations with stakeholders involved in the Third National Communication (TNC) and the first Biennial Update Report (BUR) process further disclosed that local capacity and data availability for emission factor development is low and so far, only default emission factors from the Intergovernmental Panel on Climate Change (IPCC) have been used for estimating the country's greenhouse gas (GHG) emissions. The wording has been adjusted accordingly. The sector Agriculture, Forestry and Land Use (AFOLU) is the major source of GHG emissions in the country and has therefore been chosen as the focus sector for this output with the specific sub-category of "biomass burning - forest land". GHG emissions from biomass burning on forest land are a major contributor to the overall GHG emissions in the AFOLU sector and is therefore a priority for Lao PDR. The emission-factor development for this category further builds on the work conducted by the Ministry of Agriculture and Forestry (MAF) with support from the Japan International Cooperation Agency (JICA), specifically the development of "Lao PDR's Forest Reference Emission Level and Forest Reference Level for REDD+ Payment under the UNFCCC". As an area for future improvement, it is stated that *"developing a country-specific biomass combustion factor which can be applied for slash-and burn activities shall be considered"*.

Furthermore, output 1.6 has been adjusted based on feedback from the Department of Climate Change, which specified the need for both a short course on GHG inventories and a short course on Monitoring, Reporting and Verification (MRV) system management. These short courses are both targeted towards technical staff, both at junior and senior level, engaged in inventory and MRV activities in the country. As an additional need, a short course on GHG mitigation action analysis with focus on priority mitigation actions has been specified. While the first two short courses are of high priority for the DCC for this project, funding for the latter one can be explored during project implementation. In the long term, a Bachelor and/or Master's degree with focus on climate change, MRV and mitigation analysis is desired.

Based on stakeholder consultations, the project output 2.1 has been changed to only cover tracking of support received, building on activities related to Overseas Development Assistance (ODA) management in the country. During consultations it became clear that Lao PDR is at the very beginning of tracking climate finance and in order to focus the efforts under this output, support received has been selected as focus area. Furthermore, climate public expenditures are very limited in the country and the tracking of private expenditures is a very complex task. The wording of this output has further been changed to better capture the actual result, namely a tracking system.

All changes in project outputs are summarized in table 1 below.

Table 1: Changes of project outputs

Outcomes/Output at PIF Stage	Adjusted Outcomes/Output	Reason for Adjustment
-------------------------------------	---------------------------------	------------------------------

Outcome 1.1 Institutional arrangements and technical capacities for systemizing data collection and reporting for transparency are enhanced.	Outcome 1. Lao PDR has the institutional and technical capacities to systemize data collection and reporting for transparency	Only the wording has changed, in order to have a statement focused on behavior change.
Output 1.1.4 Country-specific emission factors are updated for two key sectors.	Output 1.4 Country-specific emission factor is developed in the AFOLU sector.	No prior country-specific emission factors exist and local capacity and data availability for emission factor development is low. Therefore, given the budget available the development of only one country-specific emission factor is included as a major source of GHG emissions, the AFOLU sector with its subcategory of "biomass-burning - forest lands" has been chosen as focus sector. In the national GHG inventory of the Second National Communications, emissions from forest and grassland conversion amounted to 36,292.71 Gg CO ₂ -e or 71% of the country's total GHG emissions for the year 2000 ⁸ .
1.1.6 A curriculum at the National University of Laos on GHG Inventory and MRV is established and training to relevant staff in line ministries and agencies is provided.	1.6 Short courses at the National University of Laos are established on GHG Inventory and MRV and training to relevant staff in line ministries and agencies is provided.	The need for two complimentary short courses has been expressed, as opposed to one curriculum.
Outcome 2.1 Institutional capacity for quantifying and reporting climate expenditures and support received for the implementation of Lao PDR's NDC is strengthened.	Outcome 2. Lao PDR has systems and tools to effectively track international support received for international reporting	Only the wording has changed, in order to have a statement focused on behavior change.
2.1.1 Needs and information gaps for the establishment of a tracking system for public and private expenditures associated to the implementation of Lao PDR's NDC identified.	2.1 Tracking system for support received associated with the implementation of Lao PDR's NDC is established.	Given the limited public expenditures for climate actions in the country, the output has been adjusted to solely focus on tracking of support received for climate change activities in the country, building on experience of existing management systems for development assistance.

⁸ Data available here: http://di.unfccc.int/detailed_data_by_party

In addition to changes of a few project outputs, the allocation of co-finance has been adjusted to have co-finance available in both project components, as opposed to only the first project component at the PIF stage. The co-finance contribution to the Project Management Costs remains unchanged as well as the total co-finance contribution of USD 150,000. The changes of co-finance allocation are summarized in table 2 below.

Table 2: Changes of co-finance allocation per project component

Project Component	Co-finance Amount at PIF Stage (Total 150,000)	Adjusted Co-finance Amount (Total 150,000)
Component 1	100,000	70,000
Component 2		30,000
Project Management Costs (PMC)	50,000	50,000

A.1. Project Description.

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

The Paris Agreement, adopted at the 21st Conference of Parties (COP) in December 2015, sets out a global action plan that puts the world on track to avoid dangerous climate change by limiting global warming to well below 2°C. It refers to national efforts, the ‘Nationally Determined Contributions (NDCs)’ that each country has to formulate and regularly update to achieve the temperature goal of the Paris Agreement. As part of this Agreement, all countries agreed to an Enhanced Transparency Framework (ETF) for action and support (Article 13), with built-in flexibility, which considers Parties’ different capacities and builds upon collective experience. The purpose of the framework for transparency of actions is to provide a clear understanding of climate change action in light of the objective of Article 2 of the Convention, including clarity and tracking of progress towards achieving Parties’ individual nationally determined contributions, and Parties’ adaptation actions, including good practices, priorities, needs and gaps, to inform the global stock take under Article 14 of the Paris Agreement.

The Enhanced Transparency Framework demands substantial and immediate progress in countries’ domestic monitoring reporting and verification (MRV) systems and strategic de-carbonization planning. This entails moving from often disintegrated, not consistently updated and different methodologies for data collection to integrated and robust systems. This requires countries to set up new transparency governance structures, develop and implement MRV methodologies, and update, implement, and integrate new data and information flows with pre-defined periodicity. A key condition for successful implementation of the Paris Agreement’s transparency requirements is the provision of adequate and sustainable financial support and capacity building to enable developing countries to significantly strengthen their efforts to build robust domestic and regulatory processes.

To operationalize the Enhanced Transparency Framework, Parties have adopted a common set of rules, the *"Modalities, procedures and guidelines* (referred to as MPGs) *for the transparency framework for action and support [...]"* at COP 24 in Katowice, Poland. The MPGs, which apply to all Parties, developed and developing country Parties alike, lay out detailed requirements for the preparation of *Biennial Transparency Reports*, to be submitted every two years from 2024 onwards. While flexibility is provided to those developing country Parties that need in the light of their capacities, the requirements of the Biennial Transparency Reports (BTR), including a National Inventory Report (NIR) and information necessary to track progress on countries' NDC, are substantial and demand for a rapid improvement of country's transparency systems. The flexibility is self-determined but is only applicable to certain provisions, which are clearly defined in the MPGs, and countries making use of those flexibility provisions are encouraged to present how they will improve those over time. While Least Developed Countries (LDCs) and Small-Island Developing States

(SIDS) may submit the information elements of the BTR at their discretion, one of the overall guiding principles in the MPGs is “*the importance of facilitating improved reporting and transparency over time*”.

As an LDC with limited adaptive capacity, Lao People's Democratic Republic (hereafter Lao PDR) is highly vulnerable to the impacts of climate change. It already experiences a number of climate hazards with flooding as the most frequent hazard, followed by epidemics, droughts and storms. Those hazards do not only increase in frequency but also in intensity, with severe impacts on agricultural production, public health and water supply. As the agricultural sector is one of the main economic sectors in the country, climate change impacts on agricultural production can result in food insecurity, especially in rural areas, and large economic losses. More frequent and intense droughts also affect the production of hydropower, which is the main energy source for the country and the whole region.

Despite being an LDC with relatively limited emissions, Lao PDR is committed to support the temperature goal of the Paris Agreement with mitigation actions in a number of sectors.

In order to effectively plan, implement and monitor those mitigations actions, and to overcome existing gaps and barriers, it is necessary to enhance Lao PDR's institutional, human and technical capacities in a long term. This will also enable the country to track progress of and regularly update its NDC and use the existing resources in the most cost-efficient way. Lao PDR ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1995 and the Kyoto Protocol in 2003. As a party to the Convention, the country has actively participated in the Convention process and submitted its First National Communication (FNC) to the UNFCCC in 2000 and the Second National Communication (SNC) in 2013, as part of its commitments. The first greenhouse gas inventory covered the sectors energy, waste, agriculture as well as land use change and forestry, and was based on the 1996 revised Intergovernmental Panel on Climate Change (IPCC) Guidelines. The greenhouse gas inventory in the SNC, also based on the same IPCC Guidelines, additionally covers the industrial processes sector. With the support from the Global Environmental Facility under the Umbrella Programme for National Communication to the UNFCCC through the United Nations Environment Programme (UNEP), Lao PDR is currently preparing its Third National Communication (TNC) and the first Biennial Update Report (BUR) to be submitted by the end of 2019.

Lao PDR has submitted the Paris Agreement ratification instruments to the UN Secretary General in the margins of the Association of Southeast Asian Nations (ASEAN) Summit on September 6, 2016, being the 1st ASEAN country to do so. Lao PDR's Nationally Determined Contribution (NDC) identifies interventions for mitigation and adaptation, requiring support of USD 1.5 billion and USD 1 billion for mitigation and adaptation activities respectively. The NDC draws on a number of existing strategies and plans, including the National Socio-Economic Development Plans, the National Climate Change Strategy and the related Climate Change Action Plan for 2013-2020, the Forest Strategy, the Renewable Energy Development Strategy, the Sustainable Transport Development Strategy, as well as the National Adaptation Programme of Action. An effective implementation of the activities within the different sectors, laid out in the NDC, requires a coordination between line ministries and a robust system for monitoring, reporting and verification at the national level.

Assessment of barriers, gaps and needs for Lao PDR to comply with the requirements of the ETF

Despite the ongoing efforts to establish the necessary mechanisms for the development of a national MRV system, a number of barriers and gaps have to be addressed for Lao PDR to successfully prepare its inventory and engage in reporting mechanisms designed under the ETF. Lao PDR, as stated in the TNC project document, has identified the following barriers, gaps and needs through a self-assessment.

- Institutional arrangements remain underdeveloped with insufficient coordination between relevant actors and absence of regularity in inventory preparation activities. Limited capacity of local researchers and relevant authorities on monitoring and reporting undermines the development of adequate and accurate information, emissions factors and data at activity-level to be fed into the inventory.
- A general need for broader involvement of relevant agencies in the estimating and preparing of the GHG inventory has been identified, along with adequate training of relevant public servants. With regard to technical aspects, current database facilities are inadequate to support inventory activities and a data archiving system is yet to be developed.
- Despite Lao PDR's involvement in mitigation programs with MRV components, such as REDD+, capacity to develop long-term projections and integrated analyses also remains limited. Any advancement with regard to MRV activities related to mitigation actions has so far been done with international support.
- The BUR process also uncovered needs for the development of templates for reporting of mitigation actions as well as projections including business-as-usual scenarios for different economic trajectories up to and beyond 2020. In addition, a database for mitigation actions, consisting of reporting requirements, was identified as necessary.
- The preparation of the BUR and NCs has mostly been conducted with the support of local consultants. While this has been an improvement from the FNC, where external consultants have conducted the work, in-house technical capacity needs to be developed for preparing future GHG inventories, not only within the DCC but in relevant ministries and agencies. This will reduce reliance on consultants and streamline the process of future GHG inventory preparations.
- There is a general lack of capacity and understanding for the tracking of climate finance in Lao PDR. Currently, there is no clear definition of what is considered 'climate finance' in the country and a standardized approach for tracking support received, for reporting in the BUR for instance, is equally lacking.

2) Baseline scenario or any associated baseline projects

Since its ratification of the UNFCCC, the Government of Lao PDR has actively and consistently participated in processes related to the Convention and implemented necessary institutional arrangements for climate change. In 2008, the National Steering Committee on Climate Change (NSCC), under the chair of the Deputy Prime Minister was established to draft the Climate Change Strategy for Lao PDR. As part of the institutionalization of climate change, eight technical working groups with stakeholders and representatives from different ministries were established under the NSCC. Upon completion of the Climate Change Strategy in 2010, the NSCC has been integrated as the Technical Working Group on Climate Change (TWGCC) into the National Environment Committee (NEC) whose mandate has been expanded to also include climate change. The TWGCC is chaired by the Director General of Department of Climate Change under the Ministry of Natural Resources and Environment (MONRE) and includes eight representatives from different ministries and organizations⁹. The TWGCC acts as focal point for coordination among sectors at the central and local levels regarding climate change. Its duties include among others to review and provide

⁹ These ministries/organisations are the following: Ministry of Agriculture and Forestry (Department of Cultivation); Ministry of Energy and Mines (Institute of Renewable Energy Promotion); Ministry of Public Works and Transport (Department of Transport); Ministry of Science and Technology; Ministry of Industry and Commerce (Department of Industry and Handicraft); Ministry of Public Health; Ministry of Education and Sport and the Lao Women Union.

feedback and technical input on policies, strategies, action plans and other documents related to climate change as well as to identify sector-specific research needs.

The National Environment Committee chaired by the Deputy Prime Minister, is the main body providing guidance on policies, legal matters and other documents related to natural resources and the environment, including climate change. The NEC comprises ten representatives from different ministries, civil society and the trade council (see figure 1 below).

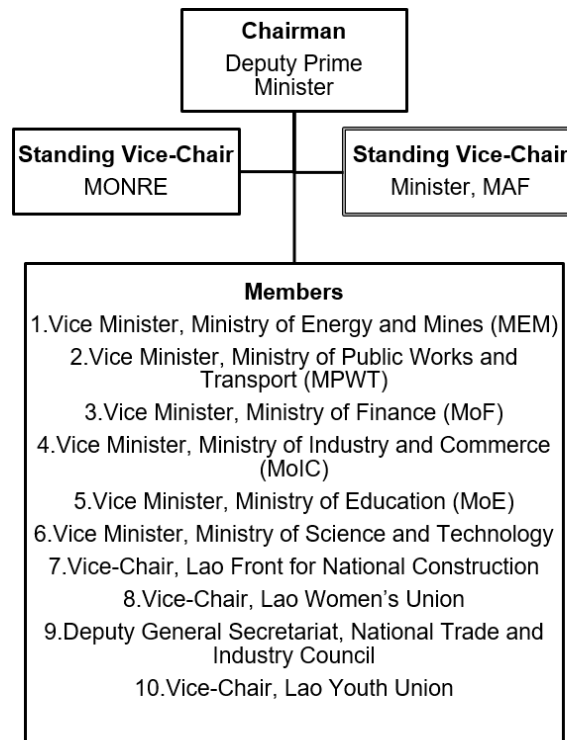


Figure 1: Organigram of the National Environment Committee (NEC)

Under the guidance of the Committee, the Ministry of Natural Resources and Environment is responsible for natural resources and environmental policies and plans. The Department of Climate Change has been established under this Ministry to carry out tasks specifically related to climate change. The DCC also acts as the national focal point to the UNFCCC.

During 2006-2010, the Government of Lao PDR became increasingly aware of the global challenge of climate change and introduced the issue into its sixth National and Economic Social Development Plan (NSED-6), while also expanding relevant cooperation in the Mekong sub-region. The increased development of hydropower and expansion of forest cover led to substantial avoided emissions and removals over this period. The first National Climate Change Strategy, adopted in March 2010, outlines Lao PDR's vision of a climate-resilient future and covers key strategic priorities for mitigation and adaptation for mainstreaming climate change into its national socio-economic development plans. The 8th National and Economic Social Development Plan (2016-2020) also lays out a number of climate-change related activities such as the development of GHG Emissions Reduction Plan for specific sectors and the development of projects on Reducing Emissions from Deforestation and Forest Degradation (REDD+).

The Department of Climate Change has the mandate to coordinate the development and preparation of the National Communications. In pursuant of this mandate, the department has established institutional arrangements for compiling the NCs. Under this structure, the adhoc Technical Working Group on Climate Change, established to support preparation of NCs, provides technical advice to the DCC in carrying out its mandates on climate change, including preparation and submission of NCs.

Lao PDR's NCs have been made possible with financial assistance by the GEF through United Nations Development Programme (FNC and SNC). In addition, the Tata Energy Research Institute of India, for instance, provided technical support for the GHG inventory of the FNC. While the FNC was heavily dependent on external consultants, the SNC saw a stronger involvement of national experts. In the preparation process of the SNC, five technical working groups were established to provide the necessary activity data. A number of trainings and technical consultation workshops, with technical support from neighboring countries, were carried out to enhance the capacity of those technical working groups. National experts were leading the mitigation studies. However, since the submission of the SNC, very few experts from Lao PDR have had opportunities to participate in capacity-building activities supported by international organizations. The preparation of Lao PDRs TNC and first BUR also sees the involvement of national consultants, which have already been engaged/involved in earlier NC processes. In addition, the country has very limited experience with monitoring the impact of climate actions and the related progress of NDC goals, which is a key requirement of future reporting under the Biennial Transparency Reports. In its NDC it is specifically stated that "*Lao PDR recognises that its capacity with respect to MRV requires development if the climate change goals set out in this INDC are to be realized*". The NDC further includes the need for a Nationally Appropriate Mitigation Actions (NAMAs) MRV Framework as well as the need for a tracking system for climate finance.

Currently, there is neither an established definition of climate finance, nor a standardized methodology of tracking climate finance and support received. The monitoring, reporting and verification of climate finance flows and associated results is however considered one of the four key components of "climate finance readiness"¹⁰ for using climate finance in a transformative way at the national level. In line with this approach, Lao PDR hosted a joint National Dialogue for the Green Climate Fund and the Global Environment Facility in March 2019 with a view to synergize the financing and maximize impacts in the country. With the support of UNDP, the country has conducted a "Disaster Risk Management Public Expenditure and Institutional Review (DRM-PEIR)" in 2017, providing analysis on the financial flows related to disaster risk management in the country. This exercise showed that expenditures related to activities for disaster risk management were not clearly identified in the budget data and that the descriptive details in the budget lines was very limited. While this methodology builds on the established "Climate Public Expenditure and Institutional Review (CPEIR)", the country still lacks a national system and methodologies to support regular, coherent and consistent tracking of climate finance, in line with international reporting requirements.

The Ministry of Planning and Investment (MPI) is in the process of developing an Overseas Development Assistance (ODA) Management Information System, potentially providing an entry point for climate finance tracking in the country. However, targeted and strategic efforts are required for developing and implementing a nation-wide system for climate finance tracking, as identified in Lao PDR's NDC.

Despite improvements of the national inventory process from the FNC to the SNC and a few existing institutional arrangements, Lao PDR's institutional setup for the preparation of GHG inventories is still at its early stage (see identified barriers above). The country needs a more comprehensive transparency system for mitigation and means of implementation to comply with the new Enhanced Transparency Framework, calling for more frequent and comprehensive reporting on GHG emissions and progress of NDC. In addition, mitigation mechanisms such as NAMAs

¹⁰ https://www.undp.org/content/dam/turkey/docs/Publications/EnvSust/UNDP-Readiness_for_Climate_Finance.pdf

and REDD+ and related transparency requirements, also have to be included in Lao PDR's transparency system. To meet these international demands and to improve national planning and decision-making, Lao PDR needs to strengthen its institutional arrangements, enhance and sustain national capacities for tracking and updating its NDC. The implementation of the NDC is overseen by the cross-ministerial National Disaster Management Committee (NDCMC) while the Ministry of Natural Resources and Environment fulfills a coordinating role with relevant ministries.

This project will be crucial in addressing and overcoming the barriers, as mentioned above, to enable Lao PDR to track its national climate change actions and to comply with international reporting requirements. Without this project, the process of establishing a national transparency system and building the necessary capacities will be delayed. Given the limited time for the preparation and readiness for future BTR reporting from 2024 onwards and the lengthy process of establishing the required institutional and technical capacities, an immediate response to Lao PDR's needs and barriers is essential. Recognizing the importance of transparency, Lao PDR included in its NDC that an *"MRV system is the cornerstone of effective national implementation plans to be demonstrated and provides data for future project development"*.

Please see below an overview of previous MRV capacity-building support projects, including support for NCs, BUR and NAMAs.

Project	Donor	Description of support	Climate Relevance	Period	Institution
Lao PDR's Third National Communications	GEF/UNEP	This project provides the support and resources to undertake Lao PDR's Third National Communications, including a national GHG inventory for the year 2010 and an analysis of mitigation options.	Provides an updated GHG inventory, mitigation and adaptation measures and other aspects of climate change to UNFCCC	2016 - 2019	MONRE
Lao PDR's First Biennial Update Report	GEF/UNEP	This project supports Lao PDR in the preparation of its first Biennial Update Report, including an update of its GHG inventory for the year 2014 and the establishment of a mitigation action database.	Provides an update of the information presented in the SNCs, in particular on the national GHG inventory based on data from 2014 as well as inventory of mitigation actions	2017 - 2019	MONRE
Advance Lao PDR's NAP Process	LDCF¹¹/UNEP	This project will strengthen Lao PDR's capacity to integrate priorities for climate change adaptation into national, sub-national and local planning processes. The project builds on lessons learned through implementation of the National Adaptation Programme of Action (NAPA). In particular, the barriers to implementing the NAPA have been considered in the design of this project to advance the NAP process, namely: i) limited coordination and	Supports Lao PDR's efforts towards adapting to climate change by mainstreaming climate change adaptation in national planning processes	2016 - 2020	MONRE, DCCDPC ¹²

¹¹ Least Developed Countries Fund

¹² Department of Planning and Cooperation

		cooperation among sectors concerned; ii) weak institutional arrangements; iii) limited public awareness of the expected effects of climate change; and iv) limited budget to implement interventions for adaptation.			
Lao PDR's Intended Nationally Determined Contribution	GEF/UNDP	This project aims to identify and support the development of Lao PDR's INDC.	Identifies and reviews mitigation measures and adaptation options for INDC	2016 - 2017	DCC under MONRE
Sustainable Forest Management and REDD+ Support Project in Lao PDR	JICA¹³	This project aims to strengthen the institutional and technical capacity for sustainable forest management of agencies at central and regional level involved in the REDD+ process.	Supports the development of the National Forest Monitoring System as well as MRV for REDD+ activities	2015 - 2020	MAF
Technology Needs Assessments (TNA) Phase II-Barrier Analysis and Enabling Framework (BAEF) for Mitigation and Adaptation -	GEF/UNEP/UNEP DTU/AIT¹⁴	This project provided the identification and analysis of priority technology needs for both adaptation and mitigation. The TNA on adaptation focused on the agriculture and water resources sectors whereas the TNA on mitigation focused on the agriculture and forestry sectors.	Identifies 1) barriers, gaps and enabling framework; 2) development of technology action plans and 3) project ideas for four prioritized mitigation measures	2016 - 2017	DCC under MONRE
NAMA for the Renewable Energy Sector of Lao PDR	UNDP/EU/BM UB¹⁵/Government of Australia	This project supported the development of a NAMA for the renewable energy sector in Lao PDR with a view to increase energy access as defined in the Rural Electrification Master Plan.	Establishes eight mini-grids with an estimated emission reduction of 13,000-14,000 tons of CO ₂ eq., and potentially more depending on available funding	2016-2017 (mini-grid implementation)	MEM ¹⁶
NAMA Capacity Building Cooperation	OECC¹⁷	This project provided NAMA capacity building cooperation as well as a joint study within transport sector	Preparation for potential NAMA development within the transport sector	Completed (2012-2013)	MONRE
Technology Needs Assessment (Phase I) - Climate Change Mitigation	GEF/UNEP/UNEP RISO center/AIT	The TNA Phase I project resulted in the identification and selection of 16 technologies/practices as priority technologies for climate change	Identifies and priorities mitigation measures and adaptation options for	2011 - 2013	DCC under MONRE

¹³ Japan International Cooperation Agency

¹⁴ Asian Institute of Technology

¹⁵ Federal Ministry of the Environment, Nature Conservation and Nuclear Safety

¹⁶ Ministry of Energy and Mines

¹⁷ Overseas Environmental Cooperation Center Japan

and Adaptation		mitigation and adaptation, which are categorized under three sectors namely forestry, agriculture and water resources. Of the 16 technologies, eight of the climate change mitigation technologies are in the forestry and agriculture sectors, and eight adaptation technologies under the agriculture and the water resources sectors	key sectors		
Lao PDR Second National Communication	GEF/UNDP	This project enabled PDR to prepare its Second National Communication to the UNFCCC	Provided an updated GHG inventory, mitigation and adaptation measures and other aspects of climate change to UNFCCC	2008 - 2011	MONRE
Lao PDR First National Communication	GEF/UNDP	This project facilitated and coordinated the implementation of Lao PDR's First National Communication.	Provided Lao PDR's first GHG inventory, mitigation measures, adaptation measures and other aspects of climate change to UNFCCC	1997 - 2000	Former Science Technology and Environment Agency

3) Proposed alternative scenario, GEF focal area¹⁸ strategies, with a description of the objective, components, expected outcomes, outputs and activities of the project

Even though the implementation of various support initiatives has built the basic foundation of a national GHG system, additional support for the development of a national transparency system is required. Under previous projects, especially the NC processes, activities have been ad-hoc and outcomes were not sustained beyond the project period. This also applies to the ongoing BUR process.

This CBIT project aims to establish a national transparency system for domestic and international reporting, including the establishment of long-term institutional arrangements and GHG data management systems to inform the implementation of Lao PDR's NDC and feed into the global stocktake. The CBIT project will focus on designing a functional and robust domestic transparency system to enable tracking progress of priority mitigation actions defined in the NDC.

In order to address the above-mentioned gaps and barriers, this project has been structured in order to achieve two key outcomes and their related outputs, as described below.

Outcome 1. Lao PDR has the institutional and technical capacities to systemize data collection and reporting for transparency

The first Outcome focuses on strengthening Lao PDR's institutional capacity for transparency to comply with the ETF of the Paris Agreement. The challenges are: lack of effective coordination and cooperation among various stakeholders;

¹⁸ For biodiversity projects, in addition to explaining the project's consistency with the biodiversity focal area strategy, objectives and programs, please also describe which [Aichi Target\(s\)](#) the project will directly contribute to achieving.

systematic collection, quality check, and management of data for preparing the GHG inventory; country specific information on emissions factors to increase the accuracy of GHG Inventory; and, infrastructure for training to develop capacitated human resources in supporting the reporting process. The outputs of the components will support in enhancing the cooperation among various stakeholders and enable more effective coordination through institutional mechanism for inter-ministerial cooperation backed with regulation defining responsibilities and roles of line ministries, agencies and other relevant stakeholders including data-sharing agreements and Memorandum of Understandings (MOU). This will also facilitate greater peer to peer learning among stakeholders and enhance tapping into synergies and overlaps with activities carried out by individual stakeholders. A national GHG database management system will further enable participation of all stakeholders in collecting data and estimating GHG inventory increasing the shared ownership of the process. This will also enable an institutional memory which is key to passing knowledge to younger generation. Further, the tools and guidelines developed will develop a deeper and better understanding of the GHG inventory making process which will enable self-improvements in the system. This learning will be complemented by institutionalization of training course in sustaining the skills and training new human resources to sustain the process. Finally enhanced sub-regional interaction will result in a shared understanding of the challenges and barriers enabling enhanced channels for knowledge sharing of transparency efforts which will sustain the efforts of the project beyond the project intervention.

Output 1.1 Gap analysis of the institutional arrangements and capacities to comply with the ETF is carried out

This Output will deliver a gap analysis by reviewing the existing institutional arrangements and capacities for data collection, analysis and reporting covering both the preparation of GHG inventory as well as the tracking and reporting of climate change actions. It will build on the BUR process, which has started to identify gaps and needs (i.e. technical, financial, capacity building gaps and needs) limited to the GHG inventory preparation process. The focus of the gap assessment will be to provide a broader overview of the current institutional set-up and remaining gaps that need to be addressed to comply with the Enhanced Transparency Framework of the Paris Agreement, Arrangements established under the BUR process are limited to completing the BUR document but are not permanent institutional arrangements. Work under this output also includes developing a roadmap to enhance institutional arrangements with an emphasis on long-term sustainability, thereby addressing the need to reduce reliance on ad-hoc working groups on a project-by-project basis and dependence on consultants for transparency-related processes. This analysis will also take stock of previous support activities and capacity-building activities for MRV, to ensure relevance and adequacy of support provided and to avoid duplication.

The key activities and respective deliverables of this output are:

1.1.1 Undertake a stocktaking exercise of existing institutional arrangements, in particular line ministries, agencies, and other data providers, including their role, responsibilities, resources, personnel and capacities to prepare inputs for GHG Inventory and climate change actions.

- Deliverable 1: A desk review and interviews with relevant stakeholders from different ministries and agencies, using self-assessment tools and questionnaires
- Deliverable 2: Report of stakeholder workshop with staff from relevant ministries and agencies as well as representatives from subnational governments and the private sector to confirm the assessment of the current institutional arrangements and to identify options for improvement in the institutional set-up for a functioning transparency framework

This activity would include a mapping of all governmental and non-governmental stakeholders and a description of their roles, responsibilities and capacities with regard to MRV activities and tracking, including the types of data and information they produce, store and have access to. This report would also outline identify gaps and needs regarding transparency-related activities including data management and NDC tracking.

1.1.2 Assess the gaps in the current institutional set-up and existing capacities based on best practices for institutional arrangements.

- Deliverable 3: Diagnosis report

1.1.3 Conduct a validation workshop with key stakeholders from all sectors to present the findings of the diagnosis report and to collect feedback and adjust the findings, if required.

- Deliverable 4: Workshop summary
- Deliverable 5: Adjusted and validated diagnosis report

This workshop will also discuss the steps and concrete actions for addressing existing needs and gaps to enhance the institutional arrangements with a view to comply with the requirement of the Enhanced Transparency Framework. Here in particular, the new requirements from the modalities, procedures and guidelines for Article 13 from COP24 will be considered.

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 18 (j) Activities to assist with improvement of transparency over time.

Output 1.2 Institutional mechanism for inter-ministerial cooperation on systemizing data collection and processing is established and formalized

Based on the assessment of the institutional arrangements and identified gaps and capacity needs as described in Output 1.1, this Output¹⁹ will deliver an institutional mechanism for inter-ministerial cooperation with a view to systemize data collection, sharing and processing for enhanced transparency. To formalize and facilitate this institutional mechanism, a regulation will be developed to provide a clear definition of responsibilities and roles of line ministries, agencies and other relevant stakeholders (i.e. data providers such as the private sector) with regard to data collection. This also includes the identification and empowerment of the lead agency in charge of the overall national GHG inventory process. The regulation will be complemented by specific mandates, data-sharing agreements and Memorandum of Understandings (MOU) to further enhance and sustain the production, collection, and timely reporting of data to support the GHG inventory process over time. This mechanism will strengthen collaboration between relevant ministries and agencies, and thus facilitate learning and identification of synergies and overlaps in data collection processes and other data-related activities. Involving and coordinating with agencies and ministries in the inventory process early on will build mutual trust and ensure overall buy-in for the process which is key to build a perennial transparency system in the country. It will build on interministerial coordination efforts undertaken in the BUR and TNC processes but goes beyond that with a view to enhance cooperation for data collection in the long-term.

This Output directly addresses the barrier of insufficient and incoherent coordination and cooperation, which was identified through a self-assessment exercise (please see section on Assessment of barriers and gaps for Lao PDR to comply with the requirements of the ETF above) while reducing reliance on consultants and ad-hoc working groups. It

¹⁹ Due to strong interlinkage of the two outputs 1.1 and 1.2, they will be implemented as one working package to ensure consistency.

addresses the need for institutional development by ensuring greater participation from relevant agencies, as identified in the key stakeholder consultation.

The key activities and respective deliverables of this output are:

1.2.1 Develop design options for an institutional mechanism for inter-ministerial cooperation and a related roadmap, based on the diagnosis report and stakeholder feedback from output 1.1.

- Deliverable 6: Initial design options for an institutional mechanism for inter-ministerial cooperation
- Deliverable 7: A draft roadmap for operationalization of the institutional mechanism

The design options will propose institutional structures and processes, and will outline clear and detailed institutional roles, mandates and responsibilities of all involved ministries, agencies and external data-providers, and especially the lead institutions. It will also describe the procedures for standardized data collection and data management, quality assurance and control (QA/QC), reporting and verification. The roadmap will lay out the specific steps for the operationalization of the institutional mechanism. A number of small group meetings will be organized with the key stakeholders to present the options and solicit inputs to enable build understanding and also consensus in the key stakeholders.

1.2.2 Conduct a validation workshop with key stakeholders from the different ministries and agencies to present and discuss the design options for the institutional mechanism and adjust the design options if necessary. This workshop is also aimed at sensitizing the different stakeholders to the new institutional mechanism and their respective roles in it.

- Deliverable 8: Report of validation of institutional mechanisms options workshop
- Deliverable 9: Adjusted and validated design for the institutional mechanism for inter-ministerial cooperation

1.2.3 Pilot the new institutional mechanism for inter-ministerial cooperation for three months as part of the preparation of the country's second BUR and adjust the design if needed

- Deliverable 10: Pilot summary and adjusted design of institutional mechanism

Lao PDR currently undergoes the preparation process of its first BUR with submission to the UNFCCC in the second half of 2019, jointly with its TNC. Applying and testing the new institutional mechanism during the preparation of the second BUR will thus be a useful exercise to identify its overall functionality and to inform both the BUR process and the development of the institutional mechanism. This exercise will also facilitate a better understanding by key stakeholders of the benefits of such a mechanism, including enhanced compliance with international reporting obligations.

1.2.4 Draft legal instruments for the formalization of the institutional mechanism to be submitted to the Government of Lao PDR.

- Deliverable 11: Draft legal instrument including annexes
- Deliverable 12: Draft data-sharing agreements and MOUs

This activity will draft the most suitable legal instrument for the institutional mechanism. The different deliverables of output 1.1 and output 1.2 such as the diagnosis report and workshop reports will be attached to the draft of the legal instrument. This activity will further be complemented by drafting data-sharing agreements and MOUs for the different data providers in relevant sectors, especially from the private sector and subnational institutions.

1.2.5 Seek official endorsement of the legal instrument for the new institutional mechanism for inter-ministerial cooperation through a set of high-level consultation meetings with key political stakeholders in Lao PDR, notably the National Environment Committee

- Deliverable 13: Meeting summaries
- Deliverable 14: An endorsement document signed by key political stakeholders

1.2.6 Initiate the process for formal adoption of the legal instrument by the Government of Lao PDR

- Deliverable 15: Formal adoption of the legal instrument by the Government of Lao PDR

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 18 (a) and (c) Activities to strengthen national institutions for transparency-related activities in line with national priorities.

Output 1.3 National GHG database management system is developed

This Output will deliver a systematic, integrated and robust national GHG database management system to enable data collection from line ministries, harmonization of GHG data as well as to facilitate future inventory processes and thus sustaining institutional capacity. The database system will enable line ministries and agencies to input data into the system in line with their responsibilities identified under institutional arrangements, and the DCC as coordinating agency to review the data and clean it; it will also provide access to outside stakeholders on certain components of the data.

The self-assessment, as stated in the TNC (please see section on Assessment of barriers and gaps for Lao PDR to comply with the requirements of the ETF above), identified that the current database is insufficient to support inventory activities. A GHG database management system makes GHG inventories transparent and reproducible and facilitates the development of enhanced inventories in the future. The need for a GHG inventory system was also identified as high priority in Lao PDR's NDC.

This Output will substantially build on work undertaken in the TNC process, one output of the TNC will be the development of data archiving for activity data and emission factors. This includes specifically the design of a data archiving system and subsequently the archiving of activity from the GHG inventory team as well as the development of an emission factor database for different sectors.

The national GHG database management system will utilize the existing data archiving system but will significantly expand its scope to allow for direct GHG emission calculations and QA/QC procedures within the system. It will also be updated it with revised emission factors and activity data as well as files and documents important to the inventory process and will be made permanent. The database system will be a software-based system to enable data input and estimation from the different line ministries.

The GHG database management system will be complemented with work undertaken in output 1.5, namely the development of sector-specific spreadsheets, toolkits and guidelines. This data management system will be designed in a flexible manner to allow for updates and improvements over time, for instance with regard to emission factors and other methodological developments. The 2006 IPCC Guidelines are currently being updated and new methodological refinements will be considered in the platform.

The national GHG database management system will also be a useful tool to engage a wide range of stakeholders in regular and transparent data collection reporting, as well as for the data management and analysis. This enables Lao PDR to prepare more frequent updates of its inventory data to comply with the new requirements of the Biennial Transparency Reports

Spreadsheets will be developed with help from sectoral experts to show the unique needs and characteristics of sectors and will build on IPCC software. Guidelines will be developed, outlining the procedures for using the spreadsheets and a step-by-step approach of the inventory compilation process.

The key activities and respective deliverables of this output are:

1.3.1 Develop design options for the national GHG database management system, including mechanisms for QA/QC.

- Deliverable 16: Draft design options for an online GHG database management system
- Deliverable 17: Draft rules for the use of the GHG database system

This activity is about designing the GHG database management system with access for ministries to feed in data and undertake sectoral inventory provisions, as well as mechanisms for QA/QC. The development of the GHG database system will be inspired by good practice examples from other countries, such as the Thailand Greenhouse Gas Emission Inventory System (TGEIS).

1.3.2 Conduct a validation workshop with key stakeholders involved in the inventory process to collect input on the draft design options of the GHG database management system and to define the guidelines of operating and using the system. The workshop shall also determine the sector for piloting the system.

- Deliverable 18: Adjusted and validated design of the GHG database management system
- Deliverable 19: Rules for operating and using the GHG system
- Deliverable 20: Identification of sector for piloting phase

The workshop shall also seek input on the use of the database management system to include data for other reporting requirements, for example mitigation data or Sustainable Development Goals (SDG) data.

1.3.3 Pilot the national GHG database management system and the spreadsheets, guidelines and toolkits, developed in output 1.5 for 6 months in the identified sector

- Deliverable 21: Report of the piloting phase, including feedback on user-friendliness, and with special focus on shortcomings of system

1.3.4 Provide three training workshops over the three years of the project implementation to key staff in line ministries and agencies and the private sector on the use of the GHG database management, including the sector-specific spreadsheets, guidelines and tools developed output 1.5. Training programme for staff

- Deliverable 22: Training materials in hard and digital format to be made available to training participants and system users
- Deliverable 23: Final report of implemented training activities

This activity develops capacity of technical staff in line ministries and agencies as well as other relevant data providers from subnational institutions and the private sector on the use of the GHG database and the sector-specific spreadsheets, toolkits and guidelines for data collection and management through a 'Training of the Trainer (TOT)' approach'.

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 18 (d) Activities to provide relevant tools, training, and assistance for meeting the provisions stipulated in Article 13.

Output 1.4 Country-specific emission factor is developed in the AFOLU Sector

Default IPCC emission factors have been used for the previous GHG inventories in the FNC and SNC, which can likely lead to an overestimation of emissions as pointed out in the SNC. This Output will therefore focus on developing a country-specific emission factor for the AFOLU sector, specifically for the category "biomass burning - forest lands". The AFOLU sector is the largest emission source in the country and represents 87% of Lao PDR's total GHG emissions in 2014. Within this sector, activities related to biomass burning on forest lands, often resulting from slash-and-burn²⁰ activities, are a major contributor to the sector's overall GHG emissions. It is estimated that each year an area of 170,000 hectares of forest land is affected by slash-and burn agriculture. In Lao PDR's SNC, the area of forest land conversion is even estimated to be more than 200,000 hectares. Here it is further reported that the majority of emissions in the land-use change and forest sub-sector arose from the conversion of forest lands to other land uses, while harvesting of timber and fuel wood production only contributed 7% of the total emissions. Specifically, the GHG emissions from forest and grassland conversion amounted to 36,292.71 Gg CO₂-e or 71% of the country's total GHG emissions of 50,817.97 for the year 2000²¹.

Apart from the direct emissions from slash-and burn activities, they often lead to larger forest fires spreading uncontrollably and resulting in even further emissions. A national monitoring system for forest fires and affected areas is currently not existing and an additional challenge is the distinction between naturally caused and anthropogenic fires. Fire is considered as disturbance which affects both living biomass and dead organic matter such as dead wood and litter and is a source of CO₂ emissions and non-CO₂ emissions, mostly in the form methane (CH₄) and nitrous oxide (N₂O). Both are highly potent gases with a global warming potential of 28 and 265²² respectively. It is considered *good practice* to report emissions from fires which are caused by human activities and occurring on managed land²³.

The Ministry of Agriculture and Forestry prepared *Lao PDR's Forest Reference Emission Level and Forest Reference Level for REDD+ Payment under the UNFCCC*²⁴, with the support from JICA. While non-CO₂ gases have not been included in the national Forest Reference Emission Level (FREL)/ Forest Reference Level (FRL), mostly due to large uncertainties, the accounting of non-CO₂ gases (CH₄ and N₂O) is regarded as "one area for technical improvement into the future" in Lao PDR. Currently, no country-specific biomass combustion factor which can be applied for slash and burn activities does exist. The development of a country-specific emission factor for this category is therefore included as an area for future improvement. As such, the CBIT project complements previous activities with regard to REDD+ and is well aligned with Lao PDR's priorities. Lao PDR is aiming to achieve a forest cover of 70% as specified in its National Forest Strategy 2020. The reduction of emissions related to the increase of national forest cover is estimated to

²⁰ Slash-and-burn refers to an agricultural method in which existing vegetation is cut down and burned off before new seeds are sown, typically used as a method for clearing forest land for farming (Oxford Dictionaries).

²¹ Data available here: http://di.unfccc.int/detailed_data_by_party

²² Retrieved from here: https://www.ghgprotocol.org/sites/default/files/ghgp/Global-Warming-Potential-Values%20%28Feb%2016%202016%29_1.pdf

²³ If the fire is caused by natural disturbances but occurs on managed lands it also must be reported.

²⁴ Available at: https://redd.unfccc.int/files/2018_frel_submission_laopdr.pdf

60,000 to 69,000 kt CO₂e and is included as one of the mitigation contributions in Lao PDR's NDC. This project will support a more accurate estimation of emissions from biomass burning activities and will facilitate a better understanding of emissions and the mitigation potential in the Forestry sector in general.

The IPCC 2006 Guidelines for the AFOLU sector (Volume 4, Chapter 2), which are currently being refined, provide a formula for estimating emission from biomass burning and also include a table of standard emission factors, define the amount of gases released per unit of biomass consumed by the fire. It is however considered good practice to move to higher tier level emission factors.

The key activities and respective deliverables of this output are:

1.4.1 Determine the specific carbon content of the biomass which is affected by burning for the tree species affected

- Deliverable 24: Report on carbon content determined

1.4.2 Determine the combustion efficiency of biomass which is affected by burning.

- Deliverable 25: Report on combustion efficiency determined

The combustion efficiency needs to be determined as only some of the carbon contained in the biomass is burned and emitted to the atmosphere, while the remaining carbon is transferred to the dead organic matter pool.

1.4.3 Conduct measurements for methane and nitrous oxide with laboratory equipment

- Deliverable 26: Measurement results

1.4.4. Compile all collected data to develop a country-specific emission factor for biomass burning-forest land, following guidance of the 2006 IPCC Guidelines

- Deliverable 27: Report on country-specific emission factor

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 18 (f), Activities to provide relevant tools, training, and assistance for meeting the provisions stipulated in Article 13.

Output 1.5 Sector-specific toolkits, and consistency guidelines to facilitate data collection and reporting are developed

Consistency and comparability of GHG emission data are key to build a robust transparency system and increase accountability. This output will deliver standardized data templates, toolkits, and guidelines for the five IPCC sectors to facilitate and formalize consistent data collection, compilation and reporting from the line ministries and other data providers such as the private sector. These data templates will be developed in collaboration with sectoral experts to reflect the unique needs and characteristics of sectors and will build on IPCC software. Respective guidelines will provide clear instructions for the various steps of the GHG inventory compilation and the data collection process, including guidance on what kind of data needs to be collected, how to assess the quality of data and how to collect the data. The consistency guidelines will be complemented by a training on the use of the spreadsheets and toolkits to further increase local capacity. This output builds on output 1.3 on the GHG database system. Overall, this output will support institutionalized knowledge creation to ensure continuity in data collection and management efforts.

The key activities and respective deliverables of this output are:

1.5.1 Develop sector-specific toolkits and guidelines, aligned with the 2006 IPCC Guidelines, for data collection and reporting in all prioritized sectors, complementing the GHG database management system in output 1.3. This also includes a review of good practice guidelines and tools for reporting.

- Deliverable 28: Toolkits and guidelines

1.5.2 Conduct a workshop with key stakeholders from the sectors to present and discuss the toolkits and guidelines

- Deliverable 29: Validated toolkits and guidelines

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 18 (d), (e) Activities to provide relevant tools, training, and assistance for meeting the provision stipulated in Article 13.

Output 1.6 Short courses at the National University of Laos are established and training to relevant staff in line ministries and agencies provided

This Output will deliver two short courses which are developed at the National University of Laos and will focus on GHG inventories and MRV system management. These courses are mainly targeted towards technical staff, both at junior and senior level, which are engaged in inventory and MRV activities in the country. The inclusion of relevant stakeholder from subnational governments and private sector will also be considered.

The course will be anchored at and developed in collaboration with the National University of Laos (NOUL) in Vientiane, specifically with the Climate Change and Sustainable Development Unit under the Faculty of Environmental Science (FES). The National University of Laos has already gained experience in providing training to government staff at central and local level, specifically through a project on strengthening capacity on Environmental Impact Assessment for government staffs from central to local levels in Lao PDR, supported by the World Bank and the Environmental Protection Fund. The Faculty of Environmental Sciences is further developing a course curriculum for a Master's degree with a major in climate change and sustainable development, to be completed by 2020. The development of the short courses will be in line with this Master's programme and the possibility for direct integration into the programme will be explored.

The ownership of these courses by the Climate Change and Sustainable Development Unit is the main element to ensure sustainability of the activity. In addition, funding sources will be identified under this output to also contribute to the longevity of the courses and to develop new short courses. Here the Government of Laos made explicit the need for a short course on GHG mitigation action analysis focusing on priority mitigation actions. The government further expressed the need for a Bachelor's and Master's degree to educate future staff in the long term, and the short course can be used a first step towards the development of those degrees. Currently, gaps exist in both necessary knowledge and skills of staff in different ministries and agencies to comprehend GHG estimation processes. Training to a larger group of staff is needed to address these gaps and to avoid loss of knowledge in case of staff turnover.

For this short course the Faculty of Environmental Sciences can draw on internal resources and expertise as well as external expertise, through collaboration with other universities and organisations. Specifically, the faculty has established MOUs with several universities among the ASEAN University Network, including the Asian Institute of Technology, the University of Science Hanoi and the Nanyang Technological University Singapore. In addition, the

faculty is collaborating regionally with institutions such as the Institute for Global Environmental Strategies (IGES), Thailand Greenhouse Gases Management Institute (TGO) and its Climate Change International Technical and Training Center (CITC) to implement projects, develop trainings and seminars on climate change related topics, and to invite lecturers, among other. A Memorandum of Understanding between the National University of Laos and the Ministry of Natural Resources and the Environment already exists and an amendment to this MOU specifically with the Faculty of Environmental Sciences will be explored. This MOU could also identify other areas of collaboration, apart from the training on MRV and GHG inventory, including other co-partnering in collaboration and implementation of project activities, joint curriculum development on priority areas and joint publications.

As part of the short courses development, a survey will be conducted with technical staff to identify the specific capacity needs with the area of GHG inventories and MRV systems. The short course will also take into account existing curricula and training programmes for GHG inventory and MRV, for instance the "National Greenhouse Gas Inventory System" curriculum from 2016 provided by the USAID Lead Program and the "Greenhouse Gas Inventory for ASEAN countries" curriculum from 2016 developed by the Climate Change International Technical and Training Center (CITC).

The key activities and respective deliverables of this output are:

1.6.1 Conduct a survey with staff in different agencies to identify capacity needs for GHG inventory and MRV.

- Deliverable 30: Summary of survey

1.6.2 Draft an initial training framework for the short courses on GHG inventory and MRV System Management at the Faculty of Environmental Sciences at the National University of Laos and conduct a validation workshop with different stakeholders for the draft training framework

- Deliverable 31: Draft training framework for two short courses
- Deliverable 32: Report of validation of the training framework workshop
- Deliverable 33: Validated and adjusted training framework for two short courses

The short courses are targeted towards key staff in line ministries and agencies as well staff from subnational levels and data providers from the private sectors. This curriculum will consider the different outputs of this project, specifically output 1.3 and 1.5, to ensure consistency and complementarity to those activities. The training framework will describe the methodological approach and the specific content of the short courses and will be prepared in both English and Lao language.

1.6.3 Conduct two rounds of trainings per year, hosted by the National University of Laos. This training will be provided to staff in different ministries, representatives from subnational governments and private sector.

- Deliverable 34: Training material (e.g. presentations and reading material)
- Deliverable 35: Summary report of all training activities

Trained staff from the different ministries and agencies is expected to disseminate the gained knowledge in their respective sectors.

1.6.4 Identify funding options for the training course to ensure its economic sustainability and further development with a view to increase the number of trainees, for instance from subnational and private entities. This will include a mapping of national and international funding options and possibilities for regional training collaborations.

- Deliverable 36: Report on potential funding options

1.6.5 Draft a capacity development plan for training providers (professors and researchers) at the National University of Lao PDR in international transparency processes Capacity-building plan for trainers

- Deliverable 37: Capacity development plan for training providers

This "training of the trainers" approach is to ensure that the curriculum is well aligned with international transparency processes, considering the new MPGs of the Enhanced Transparency Framework, and that local capacities are enhanced over time. For this activity, collaboration with international organisations such as United Nations Institute for Training and Research (UNITAR) and GIZ will be explored.

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 18 (e) Activities to provide relevant tools, training, and assistance for meeting the provision stipulated in Article 13.

Output 1.7 Regional cooperation and knowledge-sharing activities on transparency are carried out

This Output will support the coordination and cooperation with sub-regional and regional transparency efforts and peer-exchange programs to facilitate learning and sharing of lessons-learned. Other countries in the ASEAN and Southeast Asia region, and especially countries in the Mekong sub-region, have similar economic and social structures. All countries have to advance their national transparency systems to comply with the ETF and similar challenges and barriers may occur in this process. Stronger regional cooperation and knowledge sharing of transparency efforts can strengthen national transparency activities in overcoming barriers and avoiding challenges. The ASEAN Working Group on Climate Change (AWGCC) under the ASEAN Ministerial Meeting on Environment has the objective to "enhance cooperation to improve ASEAN's collective capacity to address climate change". The framework of the AWGCC can be used for sharing knowledge among the ten ASEAN member states and advancing transparency efforts in the region, and even explore the opportunity of a harmonized regional MRV system. In an ASEAN Joint Statement on Climate Change to COP 24²⁵, ASEAN Member States have reaffirmed their commitment to the UNFCCC, among other, by "*strengthening [their] transparency and accountability instruments for the implementation of the Paris Agreement*".

Other countries in the region such as Cambodia, Myanmar, Thailand, and Vietnam are also developing or implementing CBIT activities and collaboration with those countries can harvest synergies and lessons-learned. The CBIT Global Coordination Platform will be used for exchanging information with peers.

The key activities and respective deliverables of this output are:

1.7.1 Participate in international conferences, workshops and capacity-building activities related to the Enhanced Transparency Framework under the Paris Agreement, such as the Asia LEDS Partnerships' Community of Practice and the ASEAN Working Group on Climate Change (AWGCC)

- Deliverable 38: Report on participation of key staff in conferences

1.7.2 Organize a regional south-south peer-exchange workshop, once per year for country experts from Southeast Asian countries to learn from each other's transparency activities and share insights on challenges, good practices and lessons-learned. Workshop summary reports and material (e.g. agenda, presentations and readings)

- Deliverable 39: MRV Action Plan for further south-south collaboration

²⁵ Available here: <https://asean.org/storage/2012/05/Adopted-AJSCC-to-COP242.pdf>

This workshop could be done in collaboration with the Regional Collaboration Center of the UNFCCC in Bangkok or the Asian Pacific Regional Group of the Partnership on Transparency in the Paris Agreement.

1.7.3 Collaborate with other countries through the CBIT Global Coordination Platform and related workshops in knowledge-sharing activities

- Deliverable 40: Sharing of ideas, questions and materials such as case-studies through the platform

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 20, 21 (b), (e) Regional and global level.

Outcome 2. Lao PDR has systems and tools to effectively track international support received for international reporting

The second Outcome refers to the enhancement of Lao PDR's capacity to track and report expenditures and support received in relation to the implementation of its NDC.

Lao PDR is at the very beginning of tracking climate finance in the country. It has neither a clear definition of what is considered climate finance, nor is there an established, standardized methodology for consistent and coherent tracking of support received for climate change actions to be reported in its Biennial Update Reports and subsequently in its Biennial Transparency Reports. The new modalities, procedures and guidelines of the Enhanced Transparency Framework include detailed guidelines on the information on financial support received to be reported in the Biennial Transparency Reports. This includes among other the recipient entity, the amount received, the financial instrument and the sector and sub-sector. In addition, information on the type of support (mitigation, adaptation or crosscutting) and the impact and estimated result has to be provided. While LDC countries can submit this information at their discretion, the MPGs lay out the guiding principle of "*facilitating and reporting and transparency over time*". In addition, Lao PDR is aiming to graduate from its LDC status and in 2018, the Committee for Development Policy under the United Nations Economic and Social Council has announced that Lao PDR for the first time has fulfilled the eligibility criteria for advancing from its LDC status²⁶. If Lao PDR fulfills the criteria again, it will be officially removed from the list of LDCs in 2024, the same year where the countries have to submit their first Biennial Transparency Reports. While reporting on information of support received (and on adaptation) is not mandatory, as opposed to information on progress towards the NDC for example, this information will feed into the Global Stock take and will contribute to a better understanding of climate finance flows globally. Such a system also enables the country to assess the support received for various actions included in its NDC, the gaps, and assess the support needs for achieving the NDC. In addition, developing country Parties should also report on financial support needed and describe the national circumstances, including a description of the systems and processes used to identify, track and report support needed and received.

The Ministry of Planning and Investment through its Aid Management Platform (AMP) has been able to only partly track climate finance. This however only covers a few years and is considered as not fully reliable as many line ministries have not reported on their ODA and development funds received. Overall, there are 23 line ministries and agencies which are responsible for implementing the state budget at the national level. The Ministry of Planning and Investment is in the process of developing an ODA Monitoring Information System (MIS) which offers opportunities

²⁶ Specifically, Lao PDR has passed the two thresholds for the Gross National Income per capita and for the Human Assets Index. Available here: http://www.la.undp.org/content/lao_pdr/en/home/presscenter/pressreleases/2018/3/19/lao-pdr_s-eligibility-for-graduation-from-least-developed-countr.html

for integrating climate finance tracking into this system. This has also been done in Cambodia in their national online ODA database. This ODA Monitoring Information System and a related ODA Monitoring Tool would collect information from different ministries, including the Ministry of Finance (MoF) and the Ministry of Foreign Affairs (MoFA). One major challenge in the context of Lao PDR is to define what is considered as climate finance in the country. A report on the development finance and aid assessment²⁷ prepared by UNDP and the Asia Pacific Development Effectiveness facility among other, recommended to conduct a CPEIR in Lao PDR.

The work under this outcome will build on the pre-existing efforts in the country, evaluating the best approach towards climate finance tracking in the country. Specifically, outcome 2.1 will be achieved through the delivery of the following two outputs.

Output 2.1 Tracking system for support received, associated with the implementation of Lao PDR's NDC is established.

This output will deliver a legal/institutional framework to enhance the coordination and information flow among ministries in order to design a system that enables easy registration of information on all international supported projects by all government actors, so that a central clearinghouse can report on what finance was received for what type of climate action. In addition, it will be also linked to the government budgeting of similar actions.

The key activities and respective deliverables of this output are:

2.1.1 Conduct a stock-taking of the existing institutional arrangements and reporting systems to track international support received in Lao PDR, including an assessment of the Aid Management Platform and the ODA Monitoring Information Systems and the main barriers and gaps in the current systems

- Deliverable 41: Focus interviews with key stakeholders from Ministry of Finance, Ministry of Planning and Investment and other relevant stakeholder such as donor agencies
- Deliverable 42: Report of the consultation workshop with key stakeholders
- Deliverable 43: Stocktaking report including barrier analysis

This assessment report will outline the processes and components of climate finance tracking in Lao PDR including flows, sources and entities involved. Specifically, the report will present the existing reporting systems for international support received and will include, among other, the type of information collected, the means and approach of information collection, the types of support included, the categorization of activity and the definition of those activities. This exercise will further look into whether climate finance is separately tagged and if so, how supported activities are categorized and defined. Based on the information collected, an analysis of the main barriers, gaps and needs in the current systems will be presented including the frequency of reporting and the type of information reported.

2.1.2 Design a mechanism for reporting of climate finance in Lao PDR and draft related user guidelines for the reporting entities

- Deliverable 44: Report of the validation workshop for draft design mechanism
- Deliverable 45: Validated design mechanism
- Deliverable 46: User guidelines for the new mechanism

²⁷ Please see more details here: <https://www.undp.org/content/dam/rbap/docs/meetTheSDGs/Laos%20PDR%20DFA%20-%20Development%20Finance%20for%20the%208th%20Nat%20Socio-Economic%20Dev%20Plan%20and%20the%20SDGs.pdf>

Based on information collected under activity 2.1.1, this design mechanism will take into consideration possible integration with existing reporting systems or will explore the need for the development of a separate system. Specifically, it will outline the responsibilities of ministries and agencies to deliver the necessary data and information to track progress and developing required mandates and MOUs for data-sharing procedures and outlining reporting responsibilities

The guidelines will outline in a step-by-step approach how ministries shall report and the type of information to be reported. This activity will be conducted in close coordination with the Ministry of Finance and the Ministry of Planning and Investment.

2.1.3 Conduct pilot studies on the validated mechanism for climate finance tracking and the related user guidelines. There will be a 6 months piloting period to ensure the functionality of the mechanism.

- Deliverable 47: Report of the first 6 months piloting phase of the mechanism for tracking support received, including feedback and suggestions of the users

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 18 (d), (i). Activities to provide relevant tools, training, and assistance for meeting the provisions stipulated in Article 13.

Output 2.2 Training for public institutions on reporting climate finance developed and conducted.

A crucial component of operationalizing the developed tracking system is the training the various stakeholders in use of the system and developing reports to feed back into the climate financing system. A training plan is required to progressively integrate the line ministries and other relevant stakeholders. This includes the scope and objectives associated with reporting climate expenditure and piloting the instruments designed to report information. It is expected to have a broad group of professionals trained in the reporting of climate expenditures.

The material will be developed by a group of experts collaborating with the coordinating entity, Ministry of Natural Resources and Environment. To ensure the sustainability of the training programs, all materials will be documented and made available to all relevant stakeholders. A 'knowledge management unit', including a group of national experts, responsible for training activities, will be established at the Ministry of Natural Resource and Environment, to provide continuous training support to stakeholders. The main target groups have been specified in table 2-Stakeholders. A variety of formats for training stakeholders beyond only workshops will be considered in this opportunity. This includes the organization of webinars and Communities of Practice that can function on a regular basis during the operation of the project.

The key activities and respective deliverables of this output are:

2.2.1 Identify/assess training needs in sectors. The assessment will cover key stakeholders involved in climate change finance and will lead to identification of main training needs to be addressed by the training programme.

- Deliverable 48: Capacity needs assessment in terms of training activities for stakeholders

2.2.2 Develop training programme. Based on training needs assessment results, the project will produce a training programme with relevant training modules to be used during training sessions. A variety of formats for training

stakeholders beyond only workshops will be considered in this opportunity. This includes the organization of webinars and Communities of Practice that can function on a regular basis during the operation of the project.

- Deliverable 49: Training programme for stakeholders

2.2.3 Design and publish a Training Manual about the climate finance reporting system using inputs from the piloting step.

- Deliverable 50: Training Manual

The training material will be developed by a group of experts (national and international experts, academia and research institutes) collaborating with the coordinating entity, Ministry of Environment and Ministry of Finance and Economy. To ensure the sustainability of the training program, all materials will be documented and submitted to the Ministry of Natural Resources and Environment and made available to all relevant stakeholders. A 'knowledge management unit', including a group of national experts, responsible for training activities, will be established at the Ministry of Natural Resources and Environment, to provide continuous training support to stakeholders.

2.2.4 Deliver five training sessions to the stakeholders on using the methodologies for identifying and reporting climate finance as well as creating understanding of process and procedures of reporting;

- Deliverable 51: Report of training activities

2.2.5 Prepare of an overall summary of results of the training activities and assessment of its implementation.

- Deliverable 52: Assessment report with summary of results of the training activities and main conclusions associated

This final activity will summarize the main findings of previous activities in output 2.2 and providing feedback on the implementation of the training following the format proposed.

The proposed scope of work aligns to the following activities listed in the CBIT national programming directions: 18 (d), (e) and (i) Activities to provide relevant tools, training, and assistance for meeting the provisions stipulated in Article 13.

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

The new requirements of the ETF pose a big challenge for developing countries. Based on Lao PDR's limited capacity of systemizing data and tracking progress of actions, the need for strengthened and sustainable institutional arrangements and technical capacities for complying with the ETF has been identified.

Building on the activities and outcomes of Lao PDR's TNC and BUR processes, expected to be concluded by the end of 2019, including an initial assessment of constraints, gaps, financial and technical and capacity building needs to carry out future inventory preparation, this project will establish a country-owned GHG inventory system and support the establishment of permanent institutional arrangements. This will prepare Lao PDR to comply with the ETF and the requirements of the newly established MPGs, specifically the submission of Biennial Transparency Reports. As part of the BUR and TNC processes, institutional review processes have been conducted and task forces have been set up. However, these processes are ad-hoc, rely heavily on consultants and involve institutional arrangements, which are solely established for the purpose of the BUR and TNC process, and are neither permanent nor formalized. Without the

support from CBIT, Lao PDR's capacities for fulfilling the transparency provisions of the Paris Agreement will remain insufficient.

The CBIT project for Lao PDR is targeted towards addressing these constraints and will develop two key components related to transparency of mitigation and means of implementation, as identified in Lao PDR's NDC. The mitigation component is focused on delivering a coordination mechanism across line ministries and agencies, established and formalized through a regulation. It will include a clear definition of roles and mandates of each ministry and agency in the GHG inventory process with a view to enhance interministerial coordination and the overall quality and flow of GHG emission data.

The project will further build on the work undertaken in the TNC and BUR process on the development of a GHG data archive by designing a national, robust GHG data management system as well as sectoral templates and guidelines as a basis for collecting, compiling and reporting GHG data and assessing progress in key sectors over time. The development of tailor-made sector-specific spreadsheet and guidelines aims to improve systemized and regular data collection at the sectoral level, in line with the IPCC guidelines. The database will inform decision-making with a view to improve the implementation of mitigation actions for reaching and updating the NDC target. Curriculum development and the provision of short courses to relevant staff in collaboration with the University of Laos will aim to address the capacity gap as identified through the self-assessment.

A crucial aspect for the implementation of Lao PDR's NDC is the provision and tracking of support received for climate change actions in the country. The second key component of the CBIT project therefore addresses the aspect of establishing a system for tracking climate finance and support received, which will be key to identify existing resources and make their best possible use with a view to implement Lao PDR's NDC in the most effective way. The development of a tracking system for support received related to the implementation of Lao PDR's NDC will be complemented with the provision of training on tracking and reporting of support received to various stakeholders and staff to support the establishment of capacity within this field. This component will be key to fulfill the future BTR requirements of reporting on financial support received. It will also facilitate to collect the necessary information on financial support needed, as another element of the BTR.

Without the resources from this project and in absence of other similar support projects and allocation of national funds for transparency-related activities, the development of a national transparency system in Lao PDR will be strongly impeded. This is mostly due to the lack of institutional and technical capacities to undertake the necessary assessments and design of systems on a national level which will support such a transparency system.

The CBIT programme is designed to improve mandatory reporting of signatories of the UNFCCC. As such, this project is financed on full agreed cost basis. In the case of this programme, eligible activities have been described in the GEF document Programming directions for the Capacity Building Initiative for Transparency (GEF/C.50/06). The activities of this project are consistent with the scope of the programming directions. Co-financing is not a necessary requirement for this project; however, the government of Lao PDR will provide a total in-kind contribution of USD 150,000 to support effective project operations in the form of staff hours, office facilities and other equipment.

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

Global environmental benefits linked to the project will result from supporting the implementation of Lao PDR's mitigation commitments outlined in its NDC. The establishment and implementation of an improved transparency system will facilitate progress towards the GHG emissions reduction goal, and related target of increasing forest cover

to 70 percent of the total land area by 2020. Reversing the current trend of deforestation and forest degradation in Lao PDR would not only contribute to emissions reductions and increase GHG sinks, but also provide numerous adaptation co-benefits. Those benefits include prevention of soil erosion, flooding, and landslides, as well as protection of biodiversity and ecosystem services. This project will ultimately inform and support more targeted and effective expenditure allocation for climate action in line with national priorities.

The establishment of an institutional mechanism for inter-ministerial cooperation together with the development of a national GHG database management system will support national processes for policies and planning of climate change actions in the country, not only related to mitigation but also adaptation, and with a view to update the NDC over time. The development of a tracking system for public expenditures will provide a tool for making effective use of available resources in the country and for identifying gaps in finance flows, related to Lao PDR's NDC priority actions.

This project is linked to the GEF-6 climate change mitigation focal area Indicator 3 on MRV systems for emissions reductions in place and reporting verified data. The indicator has 10 levels and the baseline and target has been set in the Annex L – CBIT Tracking Tool.

The project will monitor an additional indicator for the qualitative assessment of the institutional capacity built with regards to transparency-related activities under Article 13 of the Paris Agreement. The baseline and target has been indicated in the Annex L – CBIT Tracking Tool following the scale of 1-4 as per the guidance on Annex IV: Indicator for qualitative assessment of institutional capacity for transparency-related activities of the CBIT programming direction.

6) Innovativeness, sustainability and potential for scaling up

Innovativeness

The innovativeness of this project lies in formalizing and making permanent Lao PDR's arrangements for transparency which currently only exist on an ad-hoc basis and for the purpose of the preparation of NCs and BURs. The project will implement an innovative institutional mechanism for inter-ministerial cooperation which will enable effective data collection and sharing across ministries and agencies. This cooperation mechanism will be complemented by a regulation and agreements, which will facilitate accessing data from all line ministries, agencies and other data providers. Currently, the process of accessing data across ministries and even within the same ministry is cumbersome and time-consuming, and access to data is often only granted against a fee. The interministerial cooperation mechanism will therefore be an important and innovative step for barrier-free exchange of data and a better information flow to not only prepare future GHG inventories but also to improve communication and coordination across ministries and thus facilitate greater involvement of all sectors in transparency work and NDC implementation as a whole.

Furthermore, the national GHG database management system will be innovative in the context of Lao PDR, as it has a very rudimentary system for GHG management. Complemented by sector-specific spreadsheets, toolkits and guidelines, the database management system will be an essential stepping stone towards complying with the transparency requirement and will ease future inventory preparation. The database management system will be tailored to the needs of Lao PDR, while considering good practice examples from other countries in the region. and beyond.

Streamlining and standardizing collection of GHG data from the different sectors through the sector-specific spreadsheets, toolkits and guidelines will be an innovative building block of this project as GHG data is currently managed on an ad-hoc basis.

The national tracking system for public climate expenditures to be developed under output 2.1 and its related training under output 2.2 will also be innovative in the context of Lao, where no prior tracking system for climate finance exists.

The involvement of the National University of Laos for the provision of training is an innovative approach of engaging academia in transparency activities and will not only enhance local capacities but will build capacity within the university and could be starting point for the development of future training activities, going beyond the topic of GHG inventory.

Sustainability

The central element of this project is the establishment of a permanent institutional mechanism for interministerial cooperation. This mechanism will be formalized through a legal instrument and data-sharing agreements, which will ensure its sustainability beyond the project period. Furthermore, the project will put in place the necessary structures and processes to facilitate future GHG inventory preparation beyond the period of the project, specifically through the development of sector-specific spreadsheets, toolkits and guidelines together with the national GHG database management system will allow for future GHG inventory preparation.

Capacity-building is a cornerstone of this project, and outputs will include guidelines and training materials as part of a knowledge management system that will support Lao PDR in tracking progress of its NDC commitments while complying with UNFCCC reporting requirements. The project will involve local academia and anchor the curriculum on GHG inventory at the National University of Laos in order to ensure its sustainability and deliver capacity building of a larger number of people. One of the activities under this output 1.6 is the identification of additional funding sources to support the short-course beyond the limited project period and thereby ensure its sustainability. In addition, the capacity development plan for training providers to be elaborated under this output, will guarantee that training providers at the University have the technical competences and are updated on the latest knowledge with regard to MRV and transparency, with a view to always deliver high-quality training. This activity will both create a greater ownership by the university and increase the motivation of training providers.

The project will further integrate Training of Trainer approaches in capacity-building activities, wherever possible, in order sustain capacities within the sectors and address the issue of staff movement, for example due to promotion. The project will therefore build the necessary capacities and strengthen the expertise in line ministries and agencies, thereby overcoming the barrier of relying solely on consultants for preparing the BUR and NC documents,

The use of piloting approaches both for the institutional mechanism and for the national GHG database management system will help unveiling errors and needs for adjustment and thereby ensuring their proper functioning for a successful full implementation. Furthermore, all spreadsheets and toolkits to be developed during the project will be assessed for their longevity considering future BTR reporting requirements to minimize the need to elaborate new spreadsheets and tools in the future.

An important factor for the sustainability of the project relies on its complementarity with other MRV work in Lao PDR, for example in relation to prior and ongoing REDD+ activities (e.g. emission factor development) and building on work conducted under the BUR and TNC processes. The Technical Working Group for Climate Change, which provided technical input to the preparation of a number of national documents (e.g. NAPA, NCs) will serve as the Project Steering Committee and will therefore play an overall advisory role. Utilizing existing and permanent bodies for the CBIT project with accumulated knowledge on transparency and climate change, will further contribute to the sustainability of the project.

Scaling up

The project offers several opportunities for scaling up, for instance with regard to the development of country-specific emission factors. For the preparation of its GHG inventories, Lao PDR has used default emission factors provided by the IPCC. This project will develop a country-specific emission factor in the AFOLU sector and will thereby lay the ground work for enhancement of emission factors in other sub-categories within the same sector or even in other sectors. The development of country-specific emission factors is a very resource and data demanding undertaking, but the new institutional mechanism and improved data collection processes will support the precision of further emission factors. The lessons learned from establishing a tracking system for public expenditures can be applied to developing a tracking system for private expenditures in the future. The work will be undertaken in collaboration with the national universities, thus bringing in the university network to contribute further to improving the reliability of information for GHG inventories.

The experience to be gained from data collection, sharing and management, as well as the engagement and coordination of stakeholders at the national level can be used to be applied at the subnational level in provinces and municipalities or to expand activities within sectors, for instance by increasing the coverage of GHGs in some sectors. Global Green Growth Institute (GGGI) together with ICLEI²⁸ implements activities related to subnational GHG accounting in selected cities in Lao PDR. While this project targets mainly national-level GHG inventories, lessons learned from the project can be applied to subnational GHG inventories for the provincial and community level. Those subnational GHG accounts can in turn inform the national GHG inventory and increase its accuracy and completeness. The institutional mechanism for inter-ministerial cooperation and other project outputs can also serve the need for a NAMA MRV framework and for monitoring and evaluation (M&E) of adaptation actions, as pointed out in Lao PDR's NDC.

In addition to scaling up of activities within Lao PDR, the inclusion of regional peer-to-peer exchange activities in the project offers also opportunities for sharing lessons-learned and scaling up of activities in the Southeast Asia region, in particular with other countries engaged in CBIT activities including Myanmar, Thailand, Vietnam and Cambodia. Other regional activities, such as exploring the development of regional emissions factors, will further increase collaboration in the region. Lao PDR is also actively engaged in a number of networks and platforms and participates in various transparency-related workshops in the region where valuable lessons-learned can be shared, for example through the UNFCCC-IGES²⁹ Regional Collaboration Centre (RCC) in Bangkok³⁰, the National Institute for Environmental Studies Japan (NIES) and the UN Development Programme/UN Environment (UNDP/UNEP) Global Support Programme. Participation in the Asian Regional Group of the Partnership on Transparency in the Paris Agreement (PATPA) and the ASEAN Working Group on Climate Change will also be utilized for knowledge sharing.

Under the 'Thai-Lao MONRE Cooperation Program 2018-2021', Lao PDR has also entered a Memorandum of Understanding with the Thailand Greenhouse Gas Management Organization (TGO) and its Climate Change International Technical and Training Center (CITC) for cooperation on joint workshops, seminars and training programmes and exchange of speakers. This Cooperation Programme offers another opportunity for scaling up transparency efforts from Lao PDR to the wider region. Through the ASEAN University Network, the National University of Lao PDR also has established a number of MOUs with universities and research institutes in the region, such as the Asian Institute for Technology and the Hanoi University of Science. Cooperation agreements also exist with IGES Japan and its Low Carbon Asia Research Network (LoCARNet) as well as with TGO/CITC Thailand, which offer opportunities for capacity development of local researchers and knowledge exchange.

²⁸ Full name is ICLEI - Local Governments for Sustainability, formerly known as International Council for Local Environmental Initiatives (ICLEI).

²⁹ Institute for Global Environmental Strategies

³⁰ IGES and the RCC in Bangkok is implementing the project "International Market Mechanisms and Transparency under the Paris Agreement" together with Thailand, Cambodia, Vietnam and Lao PDR. This project includes regional knowledge-exchange workshops for sharing lessons learned on IT-based GHG inventory management systems, among other.

Lastly, the engagement through the CBIT Global Coordination Platform will facilitate further learning, scaling up and replicating of activities in the region and beyond. Other countries in the region undergo similar processes of enhancing their transparency systems and sharing of lessons-learned through different fora and platforms will be an important element of this project.

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. Please provide the Stakeholder Engagement Plan or equivalent assessment. (Type response here; if available, upload document or provide link)

Stakeholder	Description	Role in the project
Department of Climate Change (DCC)	Established under the Ministry of Natural Resources and Environment, the DCC acts as the secretariat for climate change policies and management in the entire country. It is responsible for implementing directions, policies, resolutions, orders, strategies, laws, and legislations of Lao PDR's government on national climate change activities. It further cooperates with different levels of government on researching and improving policies, strategies, programmes, work plans, and legislations related with natural disaster and climate change management. The DCC also serves as the national focal point to the UNFCCC.	As the Executing Agency, DCC is responsible for overall project management and will coordinate with line ministries and agencies. It will therefore have the lead role in this project and will be the main focal point. The National Project Director will be a staff of the DCC.
Technical Working Group for Climate Change (TWGCC)	The Technical Working Group for Climate Change is a permanent, cross-ministerial body, with the main role of providing technical input and assistance to climate change strategies and action plans, and national GHG emission inventories, among other. The TWGCC is chaired by the Director General of the DCC and consists of eight representatives (Directors of Divisions) _from concerning line ministries and agencies. One representative is from Lao Women Union.	The TWGCC will be regularly reported to by the Director DCC through appropriate channels. The TWGCC will provide advice as necessary to the Project Management Unit on the overall implementation of the project as well as channel for seeking cooperation with stakeholders. In addition, it will also support accessing necessary information and data. As a cross-sectoral established body, it will provide specific advice on the development and implementation of the institutional mechanism for inter-ministerial cooperation.
Lao Women's Union (LWU)	The Lao Women's Union is a social organization and the only institution which is	The Lao Women Union is one of the members of Technical Working Group of Climate Change

	formally recognized under the constitution for leading the advocacy for women's rights and gender considerations in Lao PDR. This is done through various activities such as providing educational support and promoting and monitoring gender policies. Founded in 1955, the Lao Women's Union is a well-established organization with a membership of more than 1 million women from across the country. Work is conducted at all administrative levels from the central and provincial level, to the municipal and village level.	and will also be part of the Technical Working Groups set up to coordinate with stakeholders in delivering the various outputs of the project. This is crucial of the integration of gender considerations in all aspects of the project implementation.
Ministry of Agriculture and Forestry (MAF) (The REDD+ Office)	The Ministry of Agriculture and Forestry is responsible for the development of REDD+ policies in the country. Within the Department of Forest, there is a REDD+ Office to support the REDD+ Task Force and to establish a number of technical working groups for REDD+, related to the development of reference levels and the MRV system, stakeholder participation and consultation, land-use and benefit sharing.	The Ministry of Agriculture and Forestry will guide and support the development of the country-specific emission factor for "biomass-burning -forest land" under output 1.4. Coordination with REDD+ activities through the ministry will further avoid overlaps and harvest synergies for CBIT activities.
National Agriculture and Forestry Research Institute (NAFRI)	Under the Ministry of Agriculture and Forestry, the National Agriculture and Forestry Research Institute was established to consolidate research with the agriculture and forestry sectors. Tasks cover among other land-use planning and assessments of changes in forest cover and biomass.	The National Agriculture and Forestry Research Institute will be engaged in the activities related to developing the country-specific emission for biomass-burning on forest lands under output 1.4.
Ministry of Planning and Investment (MPI) (Department of International Cooperation and the Department of Planning)	The Ministry of Planning and Investment is a key ministry of the Lao PDR with the mandate is coordinate with line ministries to formulate national short-term and long-term plans, including monitoring and evaluation components. The Ministry of Planning and Investment is among other tasked to mainstream Disaster Risk Management into the sectoral plans of health, education and agriculture. It has also had a mandate to cooperate with development partners to mobilize funds supporting the development and implementation of plans.	The Ministry of Planning and Investment will play key role in the development of the tracking system for climate expenditures and support received. Of particular importance is the development of ODA Management Information System (MIS) under the MPI, which provides an entry point for developing a national tracking system for climate change under outcome 2. The MPI will also play a role in the evaluation and monitoring of the project implementation, as well as in the facilitation of project activities to ensure that outcomes of the project are aligned with long-term national development goals and

		plans, notably the 9th National and Socio-Economic Development Plan. It will be part of PSC.
Lao Statistics Bureau	The Lao Statistics Bureau is a sub-unit of the Ministry of Planning and Investment and is leading the implementation of the Strategy for the Development of a National Statistics System (SDNSS) 2010-2020 ³¹ . The strategy outlines the vision of "ensuring the comprehensive, timely, transparent and reliable supply of good quality socio-economic and environment statistics to meet the increasing demand from the party, government and other statistics users". Activities in the strategy include the design of a comprehensive information system, development of a registration system and the harmonization of all information systems among ministries and subnational levels through the revision of roles and responsibilities.	The Lao Statistics Bureau will be engaged as key stakeholder in the activities related to project outputs 1.2 and 1.3. Experiences gained from the implementation of the SDNSS, specifically the design of the information system, will be utilized when designing the institutional mechanism as well as the National GHG database management system. The Lao Statistics Bureau further compiles relevant data such as mining, energy and transport statistics.
Ministry of Finance (MOF) (State Budget Department)	The Ministry of Finance is the responsible body for financial management and accountability of the Government of Lao PDR's. It consists of 12 Departments and also has an Information Technology Centre to support its activities.	The Ministry of Finance is contributing to the development of the ODA Management Information System and is therefore a key stakeholder for the tracking system of climate finance in output 2.1.
National University of Lao PDR (NUOL) (The Faculty of Environmental Sciences)	The National University of Lao PDR, founded in 1996, by collecting departments of different existing colleges in the country the only national university. It provides higher education in key areas required for the socio-economic development of Lao PDR and comprises of 13 faculties, including the Faculty of Forestry and the Faculty of Environmental Sciences (FES).	The National University of Laos and its Faculty of its Environmental Sciences are the key stakeholder for the development and delivery of short courses on GHG Inventory and MRV system management under output 1.6. The NOUL has collected previous experience in providing training to government staff under the World Bank funded project "Strengthen capacity on Environmental Impact Assessment for government staffs from central to local levels in Lao PDR". Most importantly, it has established collaborations with various technical universities and organisations in the region, which could be used for guest speakers and other related

³¹ Available at: https://www.lsb.gov.la/wp-content/uploads/2017/05/update-strategy_english.pdf

		<p>activities under output 1.6.</p> <p>It will also benefit from the project through the capacity-development plan for the course providers. The university is also preparing a Master course on Climate Change and Sustainable Development, where this course can be integrated in the long-term.</p>
<p>Development Partners (e.g. UNDP, GIZ, JICA, GGGI)</p>	<p>Development partners have mandates to provide Official Development Assistance (ODA) to Lao PDR's Government for both financial and technical assistance supporting the country in achieving its long-term and short-term plans. The support from these organizations has been essential in bringing data supporting a broader spectrum of causes and effects of climate change before the public. Specific examples of support are:</p> <ul style="list-style-type: none"> • UNDP provided support for the development of Lao PDR's FNC, INDC and the Disaster Risk Management Public Expenditure and Institutional Review (DRM-PEIR) for Lao PDR, among other, and is currently engaged in activities for Green Climate Fund Readiness and Preparatory Support and Quality Investments for achieving the SDGs. • JICA provides support on Sustainable Forest Management and REDD+ in alignment with its National Forest Strategy in Lao PDR • GIZ supports Lao PDR in its readiness for REDD+ activities through the project "Climate Protection through Avoided Deforestation (CliPAD)". • GGGI supports Lao PDR in the development of a National Green Growth Strategy (NGGS) and is engaged various activities, including capacity-building for MRV, climate finance monitoring and NDC 	<p>Both top-down approaches with emphasis on government actors as well as bottom-up strategies involving grassroots decision-making have been used in programs conducted by these organizations, with the aim of generating relevant climate change related data and monitoring mechanisms for Lao PDR. Consultations and coordination with these organizations in the project will ensure that activities build on previous initiatives and are aligned with ongoing programs.</p> <p>Due to its work on a "Roadmap for a National MRV System", GGGI in particular will be a key stakeholder in this project and will be engaged in multiple outputs of project (1.2, 1.3, 1.5, 1.6, 2.1 and 2.2).</p>

	implementation.	
--	-----------------	--

In addition to the above-mentioned stakeholders, regional actors such as the ASEAN Working Group on Climate Change (AWGCC) or the Regional Collaboration Center (RCC) of UN Climate Change will be considered for this project, mostly with regard to knowledge-sharing activities under output 1.7.

In addition, provide a summary on how stakeholders will be consulted in project execution, the means and timing of engagement, how information will be disseminated, and an explanation of any resource requirements throughout the project/program cycle to ensure proper and meaningful stakeholder engagement.

Select what role civil society will play in the project:

- Consulted only;
- Member of Technical working groups; contractor;
- Co-financier;
- Member of project steering committee or equivalent decision-making body;
- Executor or co-executor;
- Other (Please explain)

Strong participation of a variety of stakeholders is key to a successful implementation of project activities and the achievement of the project goals, not only for reasons of creating ownership and collecting valuable data and information for the project, but also for creating a streamlined and transparent project that benefits society at large. The aim of this project is to establish a national, sustainable transparency system, and in order to ensure the sustainability of the various project outputs, stakeholder consultation and buy-ins are of utmost importance. Thus, different stakeholders from ministries and agencies but also from private sector and subnational levels will be actively engaged and consulted in various activities throughout project implementation through workshops, interviews and other forms of interaction and dialogue.

The Project Steering Committee (PSC) includes as members the GEF focal point, the GCF focal point, Task Manager from UN Environment as well as a senior Representative of the Ministry of Natural Resources and Environment (MONRE), Ministry of Planning and Investment (MPI) and Department of Planning and Cooperation (DPC). The representation of different ministries in the PSC, will provide overall guidance and strategic direction to the Project Management Unit, creates understanding and ownership of the project and the importance of transparency across the whole ministerial landscape, going beyond the Ministry of Environment and its Department of Climate Change. Under PSC, Technical Working Groups (TWGs) will be created in the country for completing the tasks of the project. TWGs will provide linkages with other on-going works of parent departments to ensure synergies and participate in consultation meetings and training programmes as well as provide data and information required for executing the activities. This set-up supports that various stakeholder interests are well reflected in the project implementation and ensures the sustainability of the outcomes beyond project duration.

At the very beginning of the project when conducting a gap analysis of the institutional arrangements (output 1.1), staff in line ministries and agencies, as well as other relevant stakeholders, will be directly consulted through interviews, questionnaires and self-assessment tools. In addition, a stakeholder workshop will be conducted to collect further input on barriers, gaps and needs in the current institutional arrangements. The desk review and the stakeholder feedback will be summarized in a diagnosis report, which will be followed by a validation workshop to ensure the accuracy of the information in the report. The diagnosis report and the input collected from those stakeholder consultations will be the basis for designing the institutional mechanism for inter-ministerial cooperation in output 1.2, which is one of the key

outputs of this project. The design of the institutional mechanism will also be validated through a workshop with key stakeholders and further stakeholder input will be sought in its piloting phase of the institutional mechanism. A validation workshop and piloting will also be conducted for the development of the national GHG database management system and the related spreadsheets. This will also ensure the user-friendliness of those products.

In addition, stakeholders will be consulted as a first step when developing a curriculum on MRV and Transparency at the National University. Here a survey with staff from line ministries but also subnational and private sector stakeholders will be conducted to identify capacity needs and preferences, in order to design a curriculum that is targeted towards its audience. Subnational stakeholders will also be participating in the activities under the output on regional cooperation and knowledge sharing, notably the south-south peer-exchange workshop, with a view to strengthen capacities at all levels of government, it will also enhance the understanding of the importance of transparency and data from all levels alike.

The engagement of local academia through project output 1.6 is an important element of this project to create ownership of the project among important non-governmental actors and to strengthen capacities of local researchers.

A.4. Gender Equality and Women's Empowerment. Provide the gender analysis or equivalent socio-economic assessment. (Type response here; if available, upload document or provide link)

Lao PDR has made substantial progress with regard to gender equality and according to the Global Gender Gap Report 2018³² the country is the best performing country within the sub index of *Economic Participation and Opportunity* globally, having closed 91% of the gap. It has also achieved full gender parity regarding *Political and Economic Leadership* and has reduced the gender gap within education by at least 2% in 2018. Overall, Lao PDR ranks number 26 out of 149 on the Global Gender Gap Index, followed by the Netherlands and Spain.

Despite these stark improvements, gender equality issues and challenges remain in the country, for example in the area of education, specifically with regard to literacy and secondary level education. Although Lao PDR has with 27.5% one of the highest proportions of women in national parliaments worldwide, women represent less than 5% of high-level government officials. A country gender assessment for Lao PDR, conducted by the World Bank and the Asian Development Bank in 2012, found that the role of women in climate change mitigation and adaptation has been insufficiently recognized and supported³³.

Addressing these challenges, the country has formulated a number of strategies and policies, including the National Strategy for the Advancement of Women (2006-2010)³⁴, Women's Development Plan (2016-2020) and the Vision 2030 and also integrated gender consideration in its Eighth Five-year National Socio-Economic Development Plan (2016-2020). The Lao Women's Union (LWU), established in 2015 and representing women of all ethnic groups, plays a crucial role in the development of gender policies in the country and is responsible for mainstreaming gender in all sectors. The LWU also promotes the cooperation with women's organizations of other ASEAN member states and hosted the first ASEAN Ministerial Meeting on Women, which adopted the Vientiane Declaration on *'Enhancing gender perspective and ASEAN Women's Partnership for Environmental Sustainability'*³⁵.

³² Available at: http://www3.weforum.org/docs/WEF_GGGR_2018.pdf

³³ Available at: <https://www.adb.org/sites/default/files/institutional-document/33755/files/cag-lao-pdr.pdf>

³⁴ Available at:

<https://www.directoryofngos.org/ingo2/a/download?id=document1370&field=file¬etype=document&file=TINBVyAyMDA2LTlwMTAucGRm>

³⁵ Available at: [https://asean.org/wp-](https://asean.org/wp-content/uploads/images/2012/Social_cultural/ACW/Press_release/First%20draft%20of%20Vientiane_Declaration_of_AMMW_FINAL.pdf)

[content/uploads/images/2012/Social_cultural/ACW/Press_release/First%20draft%20of%20Vientiane_Declaration_of_AMMW_FINAL.pdf](https://asean.org/wp-content/uploads/images/2012/Social_cultural/ACW/Press_release/First%20draft%20of%20Vientiane_Declaration_of_AMMW_FINAL.pdf)

In addition, Lao PDR has established a Commission for the Advancement of Women and Mother-Child³⁶ to serve as focal point for monitoring and implementing policies on gender equality and initiated gender-responsive budgeting, which was included in the revised state budget law in 2015. The World Bank Group's Country Gender Action Plan for Lao PDR (2017 - 2021) identifies a number of gender priorities such as the participation of women in planning and decision-making at local level and overcoming the skills gap. Although Lao PDR's Climate Change Strategy does not explicitly address gender challenges or opportunities in relation to climate change, implementation of the measures shall align with gender equality considerations outlined in Lao PDR's national legal framework (i.e. the Lao Constitution [Article 22, Article 24, and Article 7] and Law on Women's Development and Protection). In its Voluntary National Review on the Implementation of the 2030 Agenda for Sustainable Development from 2018, Lao PDR stated as one of its priorities for SDG 5 is the '*strengthening of national capacity to generate gender statistics and enable gender-sensitive planning*'³⁷.

Does the project expect to include any gender-responsive measures to address gender gaps or promote gender equality and women's empowerment? (yes /no) If yes, please upload gender action plan or equivalent here.

If possible, indicate in which results area(s) the project is expected to contribute to gender equality:

closing gender gaps in access to and control over natural resources;

improving women's participation and decision making; and or

generating socio-economic benefits or services for women.

Does the project's results framework or logical framework include gender-sensitive indicators? (yes /no)

This project will integrate gender considerations by ensuring equal representation in the different project activities, especially in the trainings and the various consultation workshops. It is anticipated that women will be direct beneficiaries, constituting at least 50% of all participants in training and capacity-building sessions. Here specific considerations need to be taken to encourage women's active participation in workshops and training sessions as women often have difficulties speaking in front of men. Surveys will be conducted to assess the effectiveness of the training provided for both genders, and results and lessons-learned will be considered throughout the whole project.

A gender-sensitive approach will also be taken in the project implementation arrangements with efforts to ensure a gender-balanced Project Management Unit and Project Steering Committee and procurement processes for consultant opportunities will strongly encourage women. As a member of the Technical Working Group on Climate Change, the Lao Women's Union will be represented in the Advisory Committee and can therefore ensure the integration of gender consideration in the project, both in terms of outputs and processes.

The involvement of relevant institutions as stakeholders, including research institutions, development partners and civil society organisations working in the field of climate change and gender will further strengthen the gender focus of this project. Here specifically, the Lao Women's Union will be consulted to tap into their technical expertise on mainstreaming gender in national policies and strategies and to explore opportunities for a gender-sensitive monitoring and evaluation within this project. This shall also guarantee alignment with the above-mentioned Vientiane Declaration and its commitment of '*Gender mainstreaming and active involvement of women in the formulation, implementation, monitoring and evaluation of environmental policies and programmes at the national, regional and international levels*' as well as '*Women's full and substantive participation in the decision making process particularly concerning climate change and natural resource management at all levels*'.

³⁶ The former National Commission for the Advancement of Women and the National Commission for Mother and Child have been merged into one Commission in 2017.

³⁷ As per Directive from 2000, issued by the Prime Minister's Office, gender disaggregated statistics is required for all sectors.

The GEF Policy on Gender Mainstreaming, the GEF Gender Equality Action Plan (GEAP) and the UN Environment Policy and Strategy for Gender Equality and the Environment shall also be utilized to further mainstream gender within the country's MRV and transparency efforts.

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.

Project Risk	Rating	Mitigation Measure
<i>Institutional and organizational</i>		
Limited capabilities of the executing agency to execute the project	Low	The Department of Climate Change, the project's executing agency, has gained valuable experience from managing the NC and BUR activities with support from UNDP and UN Environment. The Department has also implemented numerous other projects, such as the Technical Needs Assessment. In addition, staff is regularly engaged in national and regional capacity-building activities, among other through IGES and PATPA, to increase their technical knowledge in the area of transparency.
Insufficient participation of key institutions	Medium	<p>The project will deliver an institutional mechanism for inter-ministerial cooperation, which will be formalized through a legal instrument and agreements. During the design process of this mechanism, stakeholders from line ministries and agencies are consulted through a number of working group meetings and a validation workshop and the piloting of the mechanism as well as through targeted stakeholder interviews as part of the gap analysis. Engagement of key stakeholders from line ministries and other institutions from the beginning of the project will ensure early buy-in and active participation of those institutions.</p> <p>Establishing an institutional mechanism for inter-ministerial collaboration with clear responsibilities and roles is however a novel element in the context of Laos and might face resistance in some institutions. Therefore, ensuring high-level support through strong and frequent engagement with the National Environment Committee is a key factor to mitigate the risk of non-adoption and -participation. Further emphasis will be on trainings for staff and focal point of relevant agencies and overall awareness raising of transparency. The importance of transparency both internationally and nationally and the benefits related to that must be communicated clearly to stakeholders, whenever possible.</p>
Limited cooperation on data and information sharing among stakeholders	Medium	The legal instrument and formal agreements will be the basis for a functional cooperation on data and data-sharing processes in Lao PDR. In addition, the GHG database management system and related spreadsheets will significant ease the process of data collection and

		reporting. In case of data confidentiality, special agreements can be made with the respective data provider to grant experts access to the data.
Professional and staff turnover	Medium	In the case of Lao PDR, staff turnover is often related to the promotion of staff to higher posts. The project addresses this issue by developing guidelines and training manuals to be integrated in a knowledge management system to ensure continuity of the pool of knowledge and skills. The short courses provided by the National University of Lao PDR will be repeated annually and training material will be made available to staff. Furthermore, all trainings will take a "training of the trainer" approach ensuring further sharing of knowledge in line ministries and agencies. The institutional arrangements created to enable wider participation in the reporting to the Convention also enables mitigating this risk by expanding the expertise pool.
Duplicity of activities among other related projects	Low	Output 1.1 consists of an assessment of the current state of institutional arrangements and capacities for MRV. Key actors involved in pre-existing MRV work such as GGGI will be engaged from the beginning of the project. With the DCC leading the project and the involvement of the cross-ministerial Technical Working Group on Climate Change, duplicity of activities can be identified immediately.
The project is not completed within the planned timeframe	Medium	<p>The project includes comprehensive and complex activities, notably the establishment of an institutional mechanism for inter-ministerial cooperation, a national GHG database management system and a tracking system for climate finance. Each of these three elements will be tested in a piloting phase of three to six months, before a full roll-out. While the piloting is a necessary exercise to assess the functionality of those elements, they can also lead to a delay when not conducted properly. The drafting of the legal instrument for the institutional mechanism might also be time-consuming.</p> <p>To ensure a smooth implementation process and a timely completion of the project, a regional/international expert "International expert for MRV and Climate Finance" will be hired on a full-time to work closely with the project manager and will lead the majority of activities.</p>
<i>Technical</i>		
General lack of technical capacity in sectors and in governmental agencies	Medium	This barrier is addressed through various training and capacity-building activities. The GHG database management system and the related spreadsheets and guidelines will be effective tools for engaging technical staff and strengthen their capacities by the application of those tools. The short courses at the National University of Lao PDR will be informed by a prior staff survey to identify capacity gaps and needs with a view to tailor the course content accordingly. All training material will be made available to staff and the Training of Trainer approach will facilitate further capacity-building in the sectors, beyond the direct trainings provided through this project.

		The institutional mechanism will clearly define roles and responsibilities of line ministries and agencies, which will enhance the understanding of the technical requirements from the respective sectors.
Capacities are retained beyond the end of the project	Low	This project takes an innovative approach to build and maintain the technical capacities within the different ministries and agencies, notably through the short courses provided by the University and the training-of-the-trainer approach. Especially the latter will secure the retainment and continuity of capacities in the different sectors. In addition, all training materials and guidelines for the use of the GHG database management and finance tracking system will be made available to all staff.
Lack of learning from other CBIT projects implemented by UN Environment	Low	The project dedicates a specific output (1.7) to regional peer-learning workshops to foster knowledge-sharing and synergies among projects. The workshops will also explore the possibility of developing regional emission factors to streamline resources and create synergies. UN Environment supported CBIT projects in the region are mostly in the preparation phase and will benefit from early-lessons learned to be gained by the CBIT project in Lao PDR. More active engagement of Lao PDR in the CBIT Global Coordination Platform is also envisioned. Other fora such as the annual Asia Pacific Climate Week provide further opportunities for sharing of lessons learned.
<i>Political</i>		
Lack of political willingness to support the project activities	Low	Lao PDR is actively addressing climate change issues and drafted a National Climate Change Strategy and related Climate Change Action Plans in 2010. It was the first country in the ASEAN region to ratify the Paris Agreement and is currently drafting a Climate Change Law. Climate change is also mainstreamed in its National Socio-Economic Development Plans. Despite being a Least Developed Country, Lao PDR is finalizing its already third National Communications. As of 24 March, 2019 ³⁸ , 64 other countries have submitted their TNC and only five countries submitted their fourth national communications. In addition, MRV is included as one of the four key elements in Lao PDR's first NDC and is described as " <i>cornerstone of effective national implementation</i> ". Specifically, it is pointed out that " <i>Lao PDR recognises that its capacity with respect to MRV requires development if the climate change goals set out in this INDC are to be realized</i> " and a GHG inventory system and a tracking system for climate finance with needs to be developed. The country is therefore strongly committed to enhance its national transparency system and is already actively engaged in MRV capacity-building activities, for example through workshops organized by IGES.
Government allocates sufficient resources to operate	Low	The government is committed to comply with international reporting requirements and MRV is included as an important element in Lao

³⁸ According to UNFCCC website, available at <https://unfccc.int/process/transparency-and-reporting/reporting-and-review-under-the-convention/national-communications-non-annex-i-parties/submitted-national-communications-from-non-annex-i-parties>

and maintain systems		PDRs NDC. Despite relatively national low GHG emissions, the country is dedicated to reduce its GHG emissions and to put the necessary the systems in place and maintain those systems to track those emissions reductions.
Inability for the government to secure funding for ETF related activities beyond the end of the project	Low	Increasing transparency of climate finance through the development of a national climate finance tracking system will not only prepare Lao PDR for new reporting requirements under Biennial Transparency Reports from 2024 onwards but will also support budget allocations for a more effective implementation of its NDC. This will also be an important means towards mobilizing and accessing additional funds for climate change activities in the country. In February 2019, Lao PDR was the first country to host a combined Global Environment Facility (GEF) and Green Climate Fund (GCF) national dialogue with the aim to strengthen collaboration for increasing efficiency and impact of strategic investments. Such an approach allows for better strategic coherence and coordination within the country. According to the GCF ³⁹ , a cooperation between global climate funds is needed to meet the growing demand for climate finance in developing countries. An important factor for attracting investment is to overcome barriers with regard to the enabling environment, including enhancing transparency and accountability systems.

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.

The Department of Climate Change within the Ministry of Natural Resources and Environment will act as the project's Executing Agency, while UN Environment will assume the role of the GEF Implementing Agency. The Department of Climate Change, as the national climate change focal point and coordinating agency for climate change projects in the country, will ensure that project activities are synergetic with other previous, ongoing or planned projects and initiatives related to transparency in the country, and that overlaps are avoided. Specifically, the project will build on GEF-supported work undertaken in relation to Lao PDR's TNC and its first BUR, which will be finalized in 2019 and was also led by the Department of Climate Change. The Director General of the Department of Climate Change also chairs the cross-ministerial, permanent Technical Working Group for Climate Change which also includes Director of Divisions (Divisions are sub-departments) from Ministries and representatives of International Non-Governmental Organizations (INGOs) and Development Partners. This body will be regularly reported to for seeking political support in executing the project. Further, key ministries will be included in the Project Steering Committee. This will ensure that lessons-learned from previous initiatives will be applied to this project, and that lessons-learned generated from this project will guide future work.

The Global Environment Facility provides support to three different projects through its GEF-6 cycle. In addition to the projects for the BUR and TNC preparation, GEF assists the NAP project for *"Building the capacity of the Lao PDR Government to advance the National Adaptation Planning Process"*⁴⁰. This project comprises four main components, including a component on institutional and technical capacity for the NAP process and a component on monitoring, reviewing and reporting on the NAP Process. While the CBIT project targets capacities for GHG inventory and climate

³⁹ Available here: <https://www.thegef.org/news/gef-and-gef-join-forces-lao-pdr-advance-climate-action>

⁴⁰ Available here: <https://www.thegef.org/project/building-capacity-lao-pdr-government-advance-national-adaptation-planning-process>

finance tracking, some elements can be beneficial to the NAP project, notably the institutional mechanism for inter-ministerial cooperation to strengthen coordination and information flows. This project will further build on the GEF financed support for the preparation of Lao PDR's NDC, as it will facilitate the implementation of the NDC through transparency.

A sub-component of Lao PDR's REDD Readiness Preparation Proposal, with support from the Forest Carbon Partnership Facility Readiness Fund, is the development of a National Forest Monitoring System. One of the three milestones of this component are the coordination with GHG Inventory of Lao PDR's NCs and BURs. Contact with the Department of Disaster Management and Climate Change has already been initiated and further coordination will take place under the REDD+ process. The project will also build on the work undertaken in the context of the 'Climate protection through avoided deforestation' project funded by GIZ and led by the Ministry of Agriculture and Forestry and the Ministry of Natural Resources and Environment. More specifically, contact will be initiated to coordinate with the task forces and technical working groups formed under the project such as the National REDD+ Taskforce to identify synergies and share knowledge.

Work undertaken by the Global Green Growth Institute (GGGI) related to a roadmap for a national MRV system, data collection within the energy sector, and community-level GHG accounting for selected cities in Lao PDR, was considered in designing the project and will be actively coordinated with during project execution.

Several countries in the region are also involved in CBIT activities through UN Environment, including Thailand, the Maldives and Myanmar, and are at the stage of PIF preparation. Cambodia and Mongolia, supported through FAO, are in the implementation phase of their projects. Efforts for coordination with these countries to foster knowledge-sharing and synergies, will be undertaken within this CBIT project, among other through regional peer-learning workshops (output 1.7). These workshops will also explore how knowledge and lessons-learned can be effectively shared beyond the CBIT Global Coordination Platform. This will especially benefit those countries whose projects are under preparation.

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)?

This project will strengthen the national decision-making processes and, hence, effective use of resources in achieving sustainable development and climate goals through better availability of information and better-informed decisions.

The project will contribute to enhanced transparency within the area of GHG emissions and climate finance. In particular, component 1 and its outputs will establish an institutional mechanism for enhanced data and information-sharing and a national GHG database management system with spreadsheets and guidelines. It will further strengthen the knowledge base, information and capacities on data collection, reporting and GHG inventory preparation as well as country-specific emission factor development within the AFOLU Sector. An important aspect is the involvement of local academia through which local capacities are strengthened sustainably and transparency-related research is supported.

Component 2 and its outputs will institute a tracking system for climate finance to improve the quality of information on national climate budgeting processes and support received, in line with the new modalities, procedures and guidelines of the ETF. Through considerable training activities, this component will support the knowledge base, information and

technical capacities of staff. Lao PDR will gain a better understanding of public climate finance flows to improve planning processes with regard to implementation of NDC actions and estimation of support needed.

Overall, the project will support Lao PDR in meeting its international reporting requirements of the Enhanced Transparency Framework and its modalities, procedures and guidelines, specifically the submission of Biennial Transparency Reports. It will further contribute to the implementation of Lao PDR's NDC and its Climate Change Action Plan⁴¹, in alignment with achieving SDG 13. Enhanced transparency of national GHG emissions will also inform the process of regularly updating the NDC as part of the ambition mechanism of the Paris Agreement.

Capacities built and lessons learned related to establishing a national MRV system, including enhanced data collection and sharing flows, can be applied to monitoring and evaluation of adaptation actions in Lao PDR. Additionally, increased coordination among governmental, subnational, private, academic and civil society actors as a result from strengthened monitoring and reporting processes will ensure the consideration of socio-economic benefits in national planning processes. Examples include the integration of gender considerations in climate and energy policies, and general gender mainstreaming in national strategies and plans. Here recommendations by GGGI for "Gender inclusive Green Growth in Lao PDR" can serve as inspiration, such as the monitoring of female labor force participation in quality, green jobs.

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.

Building on lessons-learned from relevant projects and initiatives will be a key approach for this project to use the available resources in the most efficient way and to create sustainable project results. During the gap analysis of the institutional arrangements and capacities in output 1.1, other transparency-related projects will be studied to harvest key lessons to serve as input for this project, in particular for establishing the institutional mechanism for inter-ministerial cooperation. Thus, regular communication with other relevant stakeholders such as GGGI and JICA will be essential to identify overlaps and synergies early on.

Capacity-building and training activities are at the core of this project. All training materials developed throughout this project, such as presentations and manuals, will be stored in both digital and hard copies and will be shared with staff in line ministries and other relevant stakeholders. As training activities will be delivered in a training of the trainers' approach, full access to training material will be of particular importance in this project. The National University of Lao PDR, in charge of delivery of output 1.6, will use its internal experience on knowledge management for documentation of training material and ways will be explored how to integrate this into an overall knowledge management approach for the project. In addition, a variety of formats for training delivery under output 2.2 will be considered, including the organization of webinars and communities of practice that can function on a regular basis during the project implementation.

Output 1.3 will deliver a national GHG database management systems for systemizing data in a clear manner will be complemented by sector-specific spreadsheets, toolkits and guidelines in output 1.5. Here, the guidelines in particular

⁴¹ The first Climate Change Action Plan applies to the period from 2013-2020. A new plan is expected to be drafted before 2020.

will be a key element for learning and knowledge management in general and addressing issues of staff turnover. The GHG database management system will also serve as a data archiving system, where information and data related to previous GHG inventory processes will be stored with a view to inform future preparation of GHG inventories. Overall project results and any other knowledge generated in the project, such as survey results, workshop reports and feedback from piloting phases, will be documented in a user-friendly format and will be accessible to staff and relevant stakeholders. This knowledge management approach will also contribute to the strengthening of institutional memory and capacities.

Regional knowledge exchange activities are included in output 1.7 and will focus particularly on sharing of lessons-learned and best practices related to transparency and MRV in the region. Here communication with established networks and groups such as the PATPA Asian Pacific Regional Group, TGO and IGES-RCC Bangkok will be established to draw on earlier experiences to identify the best approach for the delivery of this regional peer-exchange activity. Workshop material and summary reports of those south-south learning workshops will be shared with workshop participants. In addition, output 1.7 will support participation of key staff in relevant international conferences and workshops which will also contribute to peer-to-peer exchange and learning.

In addition to face-to-face workshops with relevant stakeholders from the region, virtual knowledge sharing and engagement with CBIT countries globally will be conducted through the CBIT Global Coordination Platform. This also includes engagement in webinars and related activities organised by the platform.

Overall, knowledge management and harvesting of lessons learned gained from this project will not only serve a successful project implementation and evaluation but will also inform future transparency projects and initiatives in Lao PDR.

B. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT 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, UNDAF, SDGs, etc.

This project is strongly aligned with Lao PDR's national priorities, policies and plans as outlined in the table below:

National strategy/plan/report and assessment	Alignment
National Strategy on Climate Change (NSCC) (2010) and the supporting Action Plan (2013-2020)	Lao PDRs Strategy on Climate Change (2010) states "Capacity Building as a Pressing Priority" as a guiding principle for the national response to climate change. The expressed need for building national capacities in government agencies and technical institutions is addressed through this project by putting a strong emphasis on training to enhance institutional capacities. The Climate Change Action Plan of the Lao PDR (2013 - 2020), identifies key actions to implement the Climate Change Strategy, including mitigation, adaptation, capacity-building (technical and institutional) as well as education and public awareness raising activities. The action plan covers activities within the sectors of agriculture, forestry, water, energy, transport and health. The CBIT project is consistent with this Climate Change Action Plan as it will

	<p>provide capacity-building for line ministries and agencies and facilitate a more effective implementation of mitigation actions through an enhanced MRV system. A new Climate Change Action Plan for the period after 2020 is currently being developed and the country also prepares the Climate Change and Disaster Law which will build on the National Strategy on Climate Change.</p>
<p>Nationally Determined Contribution (NDC) (2016)</p>	<p>The project components are strongly aligned with Lao PDR's first NDC that describes an MRV system as a 'cornerstone of effective national implementation' as it facilitates progress-tracking of mitigation actions and provides valuable data and information for learning for future project development. A GHG inventory system and a tracking system for climate finance, which are major components of this project, are included as key elements for the development of the MRV system in Lao PDR. Furthermore, a readiness assessment on the current state and barriers of data and organisational arrangements is envisioned, which is well aligned with the project output on the gap analysis. Along with the readiness assessment, capacity building of MRV is included as priority action for the development of Lao PDR's MRV system, which is also a central element of this project. In addition, MRV/M&E of Climate Finance is included as one of the priority areas under the finance section. The NDC outlines various other national strategies and programmes to achieve emissions reduction within the country, including the Forestry Strategy 2020, the Renewable Energy Development Strategy and the Rural Electrification Programme. Other mitigation actions are the expansion of large-scale hydroelectricity and the implementation of NAMAs within the transport sector. An enhanced transparency system for Lao PDR will facilitate the effective implementation and tracking of those mitigation actions and the NDC as a whole. The Ministry of Natural Resources and Environment, acting as the secretariat for the implementation of the NDC, oversees the establishment of an MRV system and capacity-building efforts for the NDC. The country is currently in the process of updating the NDC.</p>
<p>First National Communication (FNC) (2000)</p>	<p>This project addresses constraints that have been identified in Lao PDR's FNC, including insufficient data collection mechanism, lack of capacity building for GHG inventory activities and use of default emission factors for all sectors included in the GHG inventory.</p>
<p>Second National Communication (SNC) (2013)</p>	<p>This project further addresses the constraints, gaps and support needs identified in the country's SNC, including poor database to support inventory activities, insufficient coordination between agencies and ministries and inadequate capacities of staff in different agencies. It is expected that the project will align with the country's first BUR and third NC, which are currently being prepared and expected to be completed in by the end of 2019.</p>
<p>Sustainable Development Goals (SDG) 13</p>	<p>This project is contributing to Lao PDR's efforts towards the Sustainable Development Goal 13 on Climate Action and the specific target of 13.3 'Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning' and its indicator 13.3.2</p>

	'Number of countries that have communicated the strengthening of institutional, systemic and individual capacity-building to implement adaptation, mitigation and technology transfer, and development actions'. The section on SDG 13 in Lao PDR's Voluntary National Review in 2018 includes as one of the prioritized strategies the strengthening of institutional capacities for monitoring, reporting, and verification of the NDC.
National Environmental Strategy (NES) to 2020 and Action Plans (2004)	One of the seven focus areas under the Lao PDR's National Environment Strategy is an institutional reform and improved capacities for environmental monitoring as well as strengthening of regional and international cooperation. This project will establish an institutional mechanism for inter-ministerial cooperation and will enhance the institutional and technical capacities for monitoring of GHG emissions and climate actions. The project will further enhance regional and international cooperation with other countries through the CBIT Global Coordination Platform and south-south workshop activities.
Forestry Strategy to the Year 2020 of the Lao PDR (2005)	This project is aligned with Lao PDR's Forestry Strategy and its goal of achieving 70% national forest cover by 2020. This strategy envisions an adequate monitoring system for the forestry sector and lists the monitoring of land-use changes as one the key actions. Another action is the improvement of collection, storage and retrieval system of information and statistics at both departmental and ministerial levels. This CBIT project will support this strategy by establishing a mechanism for interministerial cooperation and improving data collection processes in all sectors.
Reducing Emissions from Deforestation and Forest Degradation (REDD+)	The project is well aligned with Lao PDR efforts under REDD+ that have been supported by the Forest Carbon Partnership Facility, the Forest Investment Programme and UN-REDD. With the support from JICA, Lao PDR submitted its Forest Reference Emission Level (FREL) and Forest Reference Level (FRL) for estimating the amount of future emissions and removals of forest related greenhouse gas emissions. Here, emission and removal factors have been developed using national dataset and data. However, default values from the IPCC were used to estimate carbon stock for some of the land/forest classes where country-specific data does not exist. The JICA supported REDD program also includes the development of a Measurement, Reporting and Verification (MRV) system to assess the results of REDD+ activities against FREL/FRL as well as the development of a National Forest Monitoring System. The CBIT project will build on these efforts and internalize lessons-learned for enhancing the country's transparency structures. It will develop a country-specific emission factor for biomass burning on forest land.
The 8th National Socio-Economic Development Plan (NSED) (2016 - 2020)	This project also supports multiple activities included in Lao PDR's 8th Five-Year National Socio-Economic Development Plan such as to develop GHG emission reduction plans for specific sectors, to enhance and develop REDD+ projects and to establish guidelines for incorporating climate change, risk mitigation and GHG reduction in the strategy and action plan of the priority sectors to develop capacity on these issues. Those activities will directly benefit from an enhanced national

	<p>transparency system, especially from strengthened technical capacities. One of the priority areas in the NESDP is environmental and sustainable resource management with the aim to improve Lao PDR's Environmental Performance Index from a low score of 40.37 and an overall ranking of 127 out of 178 countries in total. Extensive technical support from the UN is required to deliver on this. This CBIT project will contribute to this goal, especially within the area of forest management, through enhanced transparency.</p>
<p>United Nations Partnership Framework (2017 - 2021)</p>	<p>The CBIT project is also in line with Lao PDR's United Nations Partnership Framework, specifically with the outcome on "Forests and other ecosystems re protected and enhanced, and people are less vulnerable to climate-related events and disaster" One of the targets under this outcome is the increase of forest cover with a target of 70% of land area covered by forest by 2020. Enhanced capacity for MRV within the forestry sector through CBIT will support the delivery of this goal. Under the framework the country is encouraged to increase its participation in the UN-REDD programme which will be facilitated through enhanced transparency in the forestry and land-use sector. UN agencies contributing to this outcome include UN-Habitat, WFP, FAO and UNDP, among other, and will be coordinated with during the CBIT project. Especially the last two mentioned are already engaged in transparency activities in LAO PDR. FAO supports REDD+ activities while UNDP has supported the first and second National Communication.</p>
<p>Technology Needs Assessments (TNA) (2013)</p>	<p>The CBIT project is further aligned with Lao PDR's TNA process which identified agriculture and forestry as priority sectors for mitigation, with forestry as the largest source and sink of GHG emissions in the country. The Barrier Analysis for mitigation within forestry identified insufficient skills to apply tools for forest and soil carbon inventory and monitoring, reporting and verification (MRV), including REDD and NAMA. Further barriers identified were among other an ineffective forest information system and ineffective coordination and information exchange amongst stakeholders. Within adaptation, the TNA process identified inadequate reporting and inaccurate as a barrier for implementation of adaptation technologies. Further barriers identified through the TNA are the ineffective coordination among stakeholders including public and international organizations, especially in regard to information sharing, joint resources mobilization, and monitoring and evaluation. While this project does not address technologies, it will indirectly address some of the barriers that have been identified in the TNA process such as ineffective coordination.</p>

C. DESCRIPTION OF THE BUDGETED M&E 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. Further, project management team will submit half yearly progress report and quarterly expenditure reports to assess the progress in execution.

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

The Evaluation Office of UN Environment will be responsible for the Terminal Evaluation and liaise with the UN Environment Task Manager 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 and executing partners.

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 finalized 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.

A summary of M&E activities envisaged is provided in Annex I. The GEF contribution for M&E activities, including the Inception Workshop and the audit is USD 42,000.

PART III: CERTIFICATION BY GEF PARTNER AGENCY(IES)

GEF Agency(ies) certification

This request has been prepared in accordance with GEF policies⁴² and procedures and meets the GEF criteria for CEO endorsement under GEF-6.

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			Geordie Colville Climate Change Mitigation Portfolio Manager	+254 713601293	geordie.colville@un.org

⁴² GEF policies encompass all managed trust funds, namely: GEFTF, LDCF, SCCF and CBIT
GEF6 CEO Endorsement /Approval Template-August2016

ANNEX A: PROJECT RESULTS FRAMEWORK

	Indicator statement	Baseline	Target	Means of verification	UN Environment MTS 2018-2021
Objective		Strengthen Lao PDR's national capacity to track progress against actions identified in its NDC for domestic and international reporting requirements under the Enhanced Transparency Framework of the Paris Agreement			<i>Subprogramme Climate Change⁴³, Mitigation Expected Accomplishment: Countries increasingly adopt and/or implement low greenhouse gas emission development strategies and invest in clean technologies;</i>
A	Number of Ministries that have strengthened their capacities (institutional and human capacities) to report information for the implementation of NDC, through the provision of contents to produce sectoral chapters of BURs, NCs and the updated NDC2020 of Lao PDR, meeting the reporting requirements established in the ETF of the Paris Agreement (Paris Rulebook).	1	+3(=4) ⁴⁴	- Reports from the General Directorate of Ecology and Natural Resource (MONRE) - BUR (Emission Projection) - National Communications - NDC Reports	
Outcome 1		Lao PDR has the institutional and technical capacities to systemize data collection and reporting for transparency <i>Outputs:</i> 1.1 Gap analysis of the institutional arrangements and capacities to comply with the ETF is carried out. 1.2 Institutional mechanism for inter-ministerial cooperation on systemizing data collection and processing is established and formalized. 1.3 National GHG database management system is developed. 1.4 Country-specific emission factor is developed in the AFOLU sector. 1.5 Sector-specific spreadsheets, toolkits and consistency guidelines to facilitate data collection and reporting are developed. 1.6 Short courses at the National University of Laos are established and training to relevant staff in line ministries and agencies is provided. 1.7 Regional cooperation and knowledge-sharing activities on transparency are carried out			
1.1	Qualitative rating of the National GHG inventory Reporting in its ability to track GHG emission from the key sectors <i>Based on the GEF 1-10 rating scale, outlined in Annex III of the CBIT's Programming Directions</i>	3	+3 (=6)	Stakeholders' feedback reports on the quality / ability of the National GHG inventory in tracking GHG emission from the key sectors, Energy, Agriculture, Forestry - Project Manager's monitoring reports - Assessment report on the tracking system's functionality, including inputs from climate change focal points within ministries and key sectors Agriculture, Forestry, Energy.	

⁴³ Objective: Countries increasingly transition to low-emission economic development and enhance their adaptation and resilience to climate change ;
Mitigation Indicators: 1 Emission reductions of greenhouse gases and other pollutants from renewable energy and energy efficiency; 2 Share of gross domestic product invested in energy efficiency and renewable energy.

Adaptation Indicators: 1 Number of people benefiting from vulnerability reduction interventions; 2 Type and extent of physical and natural assets strengthened and/or better managed to withstand the effects of climate change.

⁴⁴ 4 Ministries: Agriculture and Forestry, Energy, Economy and Finance, Natural Resource and Environment

	Indicator statement	Baseline	Target	Means of verification	UN Environment MTS 2018-2021
1.2	Qualitative rating of Lao PDR's institutional capacity for transparency-related activities <i>Based on the GEF 1-4 rating scale outlined in Annex IV of the CBIT's Programming Directions</i>	1	+2 (=3)	Stakeholders' feedback reports on the quality of Lao's institutional capacity for transparency-related activities: - Project Manager's monitoring reports - Assessment report on the country's institutional capacity for transparency, including inputs from climate change focal points within ministries and key sectors; Agriculture, Forestry, Energy.	
1.3	% of training participants (Output 1.3) declaring to be in a better position to implement the National GHG inventory to track GHG emissions from the key sectors (disaggregated by gender)	0%	At least 70%	Survey / questionnaire to be completed by all training participants before the end of the project and once all training sessions are completed (disaggregated by gender)	
Outcome 2		Lao PDR has systems and tools to effectively track international support received for international reporting <i>Outputs:</i> 2.1 Tracking system for support received, associated with the implementation of Lao PDR's NDC is established. 2.2 Training for public institutions on reporting climate finance developed and conducted.			
2.1	Qualitative rating of the MRV system in its ability to track financial support received <i>Based on the GEF 1-10 rating scale outlined in Annex III of the CBIT Programming Directions.</i>	1	+4 (=5)	Stakeholders' feedback reports on the quality / ability of the MRV system in tracking financial support received: - Project Manager's monitoring reports - Assessment report on the tracking system's functionality, including inputs from climate change focal points within ministries and key sectors.; Agriculture, Forestry, Energy and Finance and Economy.	
2.2	% of training participants (Output 2.2) declaring to be in a better position to implement the MRV system to track financial support received (disaggregated by gender)	0%	At least 70%	Survey / questionnaire to be completed by all training participants before the end of the project and once all training sessions are completed (disaggregated by gender)	

Indicators 1.1 and 2.1 scores qualitative rating levels of institutional capacity for transparency-related activities (1 to 4):

1. No designated transparency institution to support and coordinate the planning and implementation of transparency activities under Article 13 of the Paris Agreement exists.
2. Designated transparency institution exists, but with limited staff and capacity to support and coordinate implementation of transparency activities under Article 13 of Paris Agreement. Institution lacks authority or mandate to coordinate transparency activities under Article 13.
3. Designated transparency institution has an organizational unit with standing staff with some capacity to coordinate and implement transparency activities under Article 13 of the Paris Agreement. Institution has authority or mandate to coordinate transparency activities under Article 13. Activities are not integrated into national planning or budgeting activities.
4. Designated transparency institution(s) has an organizational unit with standing staff with some capacity to coordinate and implement transparency activities. Institution(s) has clear mandate or authority to coordinate activities under Article 13 of the Paris Agreement, and activities are integrated into national planning and budgeting activities

Indicator 1.2 scores qualitative rating levels for MRV systems (1 to 10):

1. Very little measurement is done, reporting is partial and irregular, and verification is not there
2. Measurement systems are in place, but data is of poor quality and/or methodologies are not very robust; reporting is done only on request or to limited audience or partially; verification is not there
3. Measurement systems are in place for a few activities, improved data quality and methodologies, but not cost or time efficient; wider access to reporting is still limited and information is partial; verification is rudimentary/non-standardized

4. Measurement systems are strong in a limited set of activities however, analyses still need improvement; periodic monitoring and reporting although not yet cost/time efficient; verification is only upon specific request and limited
5. Measurement systems are strong for a limited set of activities and periodically report on key GHG related indicators i.e. mainstreamed into the activity implementation; reporting is improved through few pathways but limited audience and formats; verification limited
6. Measurement systems are strong and cover a greater percentage of activities – feedback loops exist even if they are not fully functioning; reporting is available through multiple pathways and formats but may not be complete/transparent; verification is done through standard methodologies but only partially (i.e. not all data is verifiable)
7. Measurement regarding GHG is broadly done (with widely acceptable methodologies), need for more sophisticated analyses to improve policy; Reporting is periodic with improvements in transparency; verification is done through more sophisticated methods even if partially
8. Strong standardized measurements processes established for key indicators and mainstreamed into institutional policy implementation; reporting is widely available in multiple formats; verification is done for a larger set of information
9. Strong Monitoring and Reporting systems – robust methodologies, cost effective and efficient, periodic; verification done to a significant degree
10. Strong MRV systems that provide quality GHG related information in a transparent, accurate and accessible to a wide audience, with feedback of information from MRV flowing into policy design and implementation

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).

The following responses to the project review were provided.



GEF-6 GEF SECRETARIAT REVIEW FOR FULL-SIZED/MEDIUM-SIZED PROJECTS THE GEF/LDCF/SCCF TRUST FUND

GEF ID:	10039		
Country/Region:	Lao PDR		
Project Title:	Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement		
GEF Agency:	UNEP	GEF Agency Project ID:	
Type of Trust Fund:	Capacity-building Initiative for Transparency	GEF Focal Area (s):	
GEF-6 Focal Area/ LDCF/SCCF Objective (s):	CBIT-1;		
Anticipated Financing PPG:	\$30,000	Project Grant:	\$1,210,000
Co-financing:	\$150,000	Total Project Cost:	\$1,360,000
PIF Approval:		Council Approval/Expected:	
CEO Endorsement/Approval		Expected Project Start Date:	
Program Manager:	Akio Takemoto	Agency Contact Person:	Geordie Colville

PIF Review			
Review Criteria	Questions	Secretariat Comment	Agency Response
Project Consistency	1. Is the project aligned with the relevant GEF strategic objectives and results framework? ¹	AT/JDS, April 4, 2018: Yes, this project is aligned with Programing Directions for CBIT.	
	2. Is the project consistent with the recipient country's national strategies and plans or reports and assessments under relevant conventions?	AT/JDS, April 4, 2018: Yes, this project is consistent with Lao's national strategies and plans including its NDC and National Climate Change Strategy (2010).	
Project Design	3. Does the PIF sufficiently indicate the drivers ² of global environmental	AT/JDS, April 4, 2018: Yes. According to the PIF, Lao PDR is a	

¹ For BD projects: has the project explicitly articulated which Aichi Target(s) the project will help achieve and are SMART indicators identified, that will be used to track the project's contribution toward achieving the Aichi Target(s)?

PIF Review			
Review Criteria	Questions	Secretariat Comment	Agency Response
	degradation, issues of sustainability, market transformation, scaling, and innovation?	<p>LDC with limited adaptive capacity, highly vulnerable to impacts of climate change, such as floods, epidemics, droughts and storms. The Agriculture sector is a major economic sector in Lao PDR and is highly exposed to the risks of climate change.</p> <p>Lao PDR is promoting mitigation measures such as forest management and renewable energy in order to achieve its NDC targets. Concerning national GHG inventory activities, institutional arrangements remain underdeveloped with insufficient coordination between relevant actors. Concerning REDD+, capacity to develop long-term projections and integrated analyses are limited.</p> <p>Capacity for producing BURs is also insufficient in the areas of templates for reporting of mitigation actions as well as projections including BAU scenarios. The PIF indicates the guidelines, training materials and engagement with academia will be innovative activities for Lao PDR.</p>	
	4. Is the project designed with sound	AT/JDS, April 4, 2018: Mostly.	The incremental reasoning section has

² Need not apply to LDCF/SCCF projects.

PIF Review			
Review Criteria	Questions	Secretariat Comment	Agency Response
	incremental reasoning?	<p>PART II 1. 3) and 4):</p> <p>This project will implement activities for enhancing institutional arrangements, including regulation, coordination mechanism, stakeholder engagement, country specific emission factors, a curriculum at the National University, and training for reporting climate finance.</p> <p>Some of these activities seem to incorporate incremental elements that build on previous activities (including GEF supported projects), but are not clearly identified in the PIF. Therefore, please provide more information on the value added of the proposed activities vis-a-vis existing/previous projects to enhance transparency more clearly.</p> <p>For example, please include more specificity in the Coordination section (pg. 17) as it relates to the functional relationship between similar, on-going donor-funded projects (e.g. GIZ, ADB, et al.) and project implementation.</p> <p>AT/JDS, May 30, 2018: Comments</p>	<p>been updated to describe how the CBIT project will build on the work undertaken in the BUR and TNC processes, and its value added. Furthermore, a figure to illustrate the CBIT intervention in Lao PDR has been included (Please refer to highlighted sections on page 14 in the document).</p> <p>In the coordination section, a GIZ project on 'Climate protection through avoided deforestation' has been added. However, no other relevant GIZ or ADB projects have been found to be included in this section. (Please refer to highlighted sections on page 19 in the document).</p>

PIF Review			
Review Criteria	Questions	Secretariat Comment	Agency Response
		cleared.	
	5. Are the components in Table B sound and sufficiently clear and appropriate to achieve project objectives and the GEBs?	<p>AT/JDS, April 4, 2018: Not at this time.</p> <p>Outputs 1.1.1. and 1.1.2 – please elaborate on how these activities differ from similar efforts that have been part of the NC and BUR process. For example, the description of activities for the BUR project (pg. 7) seem to overlap with the proposed projects first two outputs. Was the self-assessment exercise described on page 10 part of the on-going BUR project?</p> <p>Output 1.1.4. – please provide more specificity, if possible. The proposed activities include the focus on a key sector such as AFOLU, but it is unclear if the project expects to develop a single emission factor, or a set of factors for a key sector.</p> <p>Output 1.1.5. – please describe how this work can dovetail with previous GHG inventorying efforts (specifically NC and BUR). Does the project intend to utilize existing IPCC software and tools, or is there a need to develop something more tailored?</p> <p>Output 1.1.6. – please provide further details on the sustainability of the</p>	<p>The description of Output 1.1.1 and 1.1.2 have been updated to emphasize that the CBIT activities will strongly build on the TNC and BUR processes but will be expanded towards meeting the broader ETF requirements. (Please refer to highlighted sections on page 9-10 in the document).</p> <p>Output 1.1.1 will provide a gap analysis of the institutional arrangement with a view to assess the overall institutional arrangements for meeting the requirements of the ETF as a whole. It will substantially build on the BUR process, in which the identification of constraints, gaps and needs is only commencing and is limited to the update of the GHG inventories, and does not cover requirements for transparency related to tracking and reporting climate change actions (p.9).</p> <p>In addition, the institutional arrangements for the TNC and BUR processes are ad-hoc (i.e. temporary task forces for the purpose of completing the project outputs), line ministries do not have necessary responsibilities and mandates for data collection, and work is mainly undertaken by consultants. Here, the CBIT project comes in to (Output 1.1.2) for transparency in the country</p>

PIF Review			
Review Criteria	Questions	Secretariat Comment	Agency Response
		<p>proposed curriculum. For example, will the University bear responsibility for maintaining and updating the curriculum? How will the relationship be formalized?</p> <p>AT/JDS, May 30, 2018: Comments cleared.</p>	<p>(please see also figure 1, p. 15). A key step towards this goal is the creation and formalisation of an interministerial coordination mechanism to clearly define responsibilities and roles of the coordinating ministry and line ministries (p.9). A specific regulation will be drafted for this purpose. The self-assessment was mentioned in the TNC document and drawn from there. (Please refer to highlighted sections on page 9 - 10 in the document).</p> <p>In addition, Output 1.1.3 has been revised to build on the TNC work, specifically on designing a data archiving system. However, such an archiving system requires maintenance and constant updating, and will be the basis for future GHG inventories. (Please refer to highlighted sections on page 10 in the document).</p> <p>The description of Output 1.1.4 has been updated to include and build on activities in the TNC and BUR processes, namely the review of local emission factors for the two selected sectors: AFOLU and Energy. These two are the key emissions sources in the country and have been chosen for this activity of updating the existing local emission factors (p.11). Further, the involved in this work to engage local</p>

PIF Review			
Review Criteria	Questions	Secretariat Comment	Agency Response
			<p>experts. (Please refer to highlighted sections on page 11 in the document).</p> <p>Output 1.1.5 (p.11) has been updated to include spreadsheets, toolkits and guidelines for all major sectors and building on the IPCC guideline. This output mainly targets the data collection process and builds therefore on Output 1.1.2 and connected to 1.1.4. There is a need for something more tailored to reflect the specificities of the sectors and more importantly to facilitate the data collection process in all the different sectors with a view to enhance local capacity, in contrast to external consultants conducting the work.</p> <p>Under the BUR process, the inventory taskforce received a one-time training on using IPCC guidelines and UNFCCC software. However, with the creation of the coordination mechanism, a more strategic approach to data collection from the sectors is needed, which will be facilitated through the templates, toolkits and guidelines. The outputs will be developed in collaboration with sectoral experts. The toolkits will be based on IPCC software and will provide understandable guidelines and clear procedures for using the IPCC software, collecting the data, identifying the type of data to collect, and how to proceed</p>

PIF Review			
Review Criteria	Questions	Secretariat Comment	Agency Response
			<p>through steps in calculating the GHG emission data. Thus, this output will go beyond current efforts to support more institutionalized knowledge creation to ensure continuity. (Please refer to highlighted sections on page 11 in the document).</p> <p>More information on the sustainability of the curriculum as well as the formalisation of the relationship has been included under Output 1.1.6 on page 12. Specifically, a MOU between the Department of Climate Change and the Faculty of Environmental Sciences at the National University is currently being prepared and will cover the aspect of the curriculum, among other things. The sustainability of the course will be ensured through ownership by the University, in particular, through the development of a curriculum for a Master degree on climate change and sustainable development to be finalised in 2020, where this training will be integrated. An activity has been added on identifying possible funding source to develop and enhance the course even further. (Please refer to highlighted sections on page 12 in the document).</p>
	6. Are socio-economic aspects, including relevant gender elements, indigenous people, and CSOs considered?	AT/JDS, April 4, 2018: Yes. This project will engage with relevant Ministries, CSOs, including a	

PIF Review			
Review Criteria	Questions	Secretariat Comment	Agency Response
		women's union and the private sector.	
Availability of Resources	7. Is the proposed Grant (including the Agency fee) within the resources available from (mark all that apply):		
	• The STAR allocation?	AT/JDS, April 4, 2018: This project is requesting resources from the CBIT TF.	
	• The focal area allocation?	AT/JDS, April 4, 2018: This project is requesting resources from the CBIT TF.	
	• The LDCF under the principle of equitable access		
	• The SCCF (Adaptation or Technology Transfer)?		
	• Focal area set-aside?		
Recommendations	8. Is the PIF being recommended for clearance and PPG (if additional amount beyond the norm) justified?	AT/JDS, April 4, 2018: Not at this time. Please address the comments in Boxes 4 and 5. AT/JSD, May 30, 2018: Comments cleared. The program manager recommends the PIF for clearance.	
	Review Date		
	Review		
	Additional Review (as necessary)		
	Additional Review (as necessary)		

CEO endorsement Review

Review Criteria	Questions	Secretariat Comment at CEO Endorsement	Response to Secretariat comments
Project Design and Financing	1. If there are any changes from that presented in the PIF, have justifications been provided?		
	2. Is the project structure/ design appropriate to achieve the expected outcomes and outputs?		
	3. Is the financing adequate and does the project demonstrate a cost-effective approach to meet the project objective?		
	4. Does the project take into account potential major risks, including the consequences of climate change, and describes sufficient risk response measures? (e.g., measures to enhance climate resilience)		
	5. Is co-financing confirmed and evidence provided?		
	6. Are relevant tracking tools completed?		
	7. <i>Only for Non-Grant Instrument:</i> Has a reflow calendar been presented?		
	8. Is the project coordinated with other related initiatives and national/regional plans in the country or in the region?		
	9. Does the project include a budgeted M&E Plan that monitors and measures results with indicators and targets?		

CEO endorsement Review

Review Criteria	Questions	Secretariat Comment at CEO Endorsement	Response to Secretariat comments
	10. Does the project have descriptions of a knowledge management plan?		
Agency Responses	11. Has the Agency adequately responded to comments at the PIF ³ stage from:		
	• GEFSEC		
	• STAP		
	• GEF Council		
	• Convention Secretariat		
Recommendation	12. Is CEO endorsement recommended?		
Review Date	Review		
	Additional Review (as necessary)		
	Additional Review (as necessary)		

ANNEX C: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS⁴⁵

Provide detailed funding amount of the PPG activities financing status in the table below:

PPG Grant Approved at PIF: USD 30,000			
<i>Project Preparation Activities Implemented</i>	<i>GEFTF/LDCF/SCCF/CBIT Amount (\$)</i>		
	<i>Budgeted Amount</i>	<i>Amount Spent to date</i>	<i>Amount Committed</i>
International Consultants - UNEP DTU Partnership	15,000	15,000	0
Local Consultant Lao PDR	9,000	1,000	8,000
Two Consultation Workshops	2,000	2,000	0
Mission to Lao PDR 16-21 February 2019	4,000	4,000	0
Total	30,000	22,000	8,000

⁴⁵ 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 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)

Not Applicable

ANNEX E: GEF 7 CORE INDICATOR WORKSHEET

Use this Worksheet to compute those indicator values as required in Part I, Table E to the extent applicable to your proposed project. Progress in programming against these targets for the program will be aggregated and reported at any time during the replenishment period. There is no need to complete this table for climate adaptation projects financed solely through LDCF and SCCF.

Core Indicator 11	Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment				<i>(Number)</i>	
			Target		Number Achieved	
				CEO Endorsement	MTR	TE
			Female	30		
			Male	30		
			<i>Total</i>	<i>60</i>		

ANNEX F: GEF PROJECT TAXONOMY WORKSHEET

Use this Worksheet to list down the taxonomic information required under Part I, item F by ticking the most relevant keywords/ topics/themes that best describe this project.

Level 1	Level 2	Level 3	Level 4
<input checked="" type="checkbox"/> Influencing models			
	<input checked="" type="checkbox"/> Transform policy and regulatory environments		
	<input checked="" type="checkbox"/> Strengthen institutional capacity and decision-making		
	<input type="checkbox"/> Convene multi-stakeholder alliances		
	<input type="checkbox"/> Demonstrate innovative approaches		
	<input type="checkbox"/> Deploy innovative financial instruments		
<input checked="" type="checkbox"/> Stakeholders			
	<input type="checkbox"/> Indigenous Peoples		
	<input checked="" type="checkbox"/> Private Sector		
		<input type="checkbox"/> Capital providers	
		<input type="checkbox"/> Financial intermediaries and market facilitators	
		<input checked="" type="checkbox"/> Large corporations	
		<input type="checkbox"/> SMEs	
		<input type="checkbox"/> Individuals/Entrepreneurs	
		<input type="checkbox"/> Non-Grant Pilot	
		<input type="checkbox"/> Project Reflow	
	<input type="checkbox"/> Beneficiaries		
	<input type="checkbox"/> Local Communities		
	<input checked="" type="checkbox"/> Civil Society		
		<input type="checkbox"/> Community Based Organization	
		<input checked="" type="checkbox"/> Non-Governmental Organization	
		<input checked="" type="checkbox"/> Academia	

		<input type="checkbox"/> Trade Unions and Workers Unions	
	<input checked="" type="checkbox"/> Type of Engagement		
		<input checked="" type="checkbox"/> Information Dissemination	
		<input type="checkbox"/> Partnership	
		<input checked="" type="checkbox"/> Consultation	
		<input checked="" type="checkbox"/> Participation	
	<input type="checkbox"/> Communications		
		<input type="checkbox"/> Awareness Raising	
		<input type="checkbox"/> Education	
		<input type="checkbox"/> Public Campaigns	
		<input type="checkbox"/> Behavior Change	
<input checked="" type="checkbox"/> Capacity, Knowledge and Research			
	<input type="checkbox"/> Enabling Activities		
	<input checked="" type="checkbox"/> Capacity Development		
	<input checked="" type="checkbox"/> Knowledge Generation and Exchange		
	<input type="checkbox"/> Targeted Research		
	<input type="checkbox"/> Learning		
		<input type="checkbox"/> Theory of Change	
		<input type="checkbox"/> Adaptive Management	
		<input type="checkbox"/> Indicators to Measure Change	
	<input type="checkbox"/> Innovation		
	<input checked="" type="checkbox"/> Knowledge and Learning		
		<input checked="" type="checkbox"/> Knowledge Management	
		<input type="checkbox"/> Innovation	
		<input checked="" type="checkbox"/> Capacity Development	
		<input type="checkbox"/> Learning	
	<input type="checkbox"/> Stakeholder Engagement Plan		
<input checked="" type="checkbox"/> Gender Equality			
	<input checked="" type="checkbox"/> Gender Mainstreaming		
		<input checked="" type="checkbox"/> Beneficiaries	

		<input type="checkbox"/> Women groups	
		<input checked="" type="checkbox"/> Sex-disaggregated indicators	
		<input type="checkbox"/> Gender-sensitive indicators	
	<input type="checkbox"/> Gender results areas		
		<input type="checkbox"/> Access and control over natural resources	
		<input type="checkbox"/> Participation and leadership	
		<input type="checkbox"/> Access to benefits and services	
		<input type="checkbox"/> Capacity development	
		<input type="checkbox"/> Awareness raising	
		<input type="checkbox"/> Knowledge generation	
<input checked="" type="checkbox"/> Focal Areas/Theme			
	<input checked="" type="checkbox"/> Climate Change		
		<input type="checkbox"/> Climate Change Adaptation	
			<input type="checkbox"/> Climate Finance
			<input type="checkbox"/> Least Developed Countries
			<input type="checkbox"/> Small Island Developing States
			<input type="checkbox"/> Disaster Risk Management
			<input type="checkbox"/> Sea-level rise
			<input type="checkbox"/> Climate Resilience
			<input type="checkbox"/> Climate information
			<input type="checkbox"/> Ecosystem-based Adaptation
			<input type="checkbox"/> Adaptation Tech Transfer
			<input type="checkbox"/> National Adaptation Programme of Action
			<input type="checkbox"/> National Adaptation Plan
			<input type="checkbox"/> Mainstreaming Adaptation
			<input type="checkbox"/> Private Sector
			<input type="checkbox"/> Innovation
			<input type="checkbox"/> Complementarity
			<input type="checkbox"/> Community-based Adaptation
			<input type="checkbox"/> Livelihoods

		<input type="checkbox"/> Climate Change Mitigation	
			<input type="checkbox"/> Agriculture, Forestry, and other Land Use
			<input type="checkbox"/> Energy Efficiency
			<input type="checkbox"/> Sustainable Urban Systems and Transport
			<input type="checkbox"/> Technology Transfer
			<input type="checkbox"/> Renewable Energy
			<input type="checkbox"/> Financing
			<input type="checkbox"/> Enabling Activities
		<input checked="" type="checkbox"/> United Nations Framework on Climate Change	
			<input checked="" type="checkbox"/> Capacity Building Initiative for Transparency
		<input checked="" type="checkbox"/> Climate Finance (Rio Markers)	<input type="checkbox"/> Paris Agreement <input type="checkbox"/> Sustainable Development Goals <input checked="" type="checkbox"/> Climate Change Mitigation 1 <input type="checkbox"/> Climate Change Mitigation 2 <input checked="" type="checkbox"/> Climate Change Adaptation 1 <input type="checkbox"/> Climate Change Adaptation 2

ANNEX G: TERMS OF REFERENCE FOR KEY PERSONNEL

KEY PERSONNEL # 0101

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: Project Manager - Expert in GHG Inventory and Data Management Systems

Duration: Three years (full-time)

Date Required: 3rd Month of the project

Duty station: Vientiane

Background:

The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. This is a major challenge, especially for developing countries, which implies having the technical and institutional capacities to meet the reporting requirements, and the strategic planning of decarbonization with resilience.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR in improving its capacities to track and evaluate mitigation within its NDCs, as well as financial resources that are used to work on these issues, contributing to improve decision-making processes related to climate change.

Detailed activities:

Project Managerial Role:

- Project management:
 - Take responsibility for day to day oversight of project execution and ensure that the project meets its objectives and achieves expected outcomes;
 - Participate in the preparation of TORs for consultants and participate in the process of interviewing the candidates
- Prepare progress reports as per requirements.
 - Periodic reporting to UN Environment and the Project Steering Committee for allocation of the GEF grant according to the quarterly and annual work plans and budgets in coordination with UN Environment and the National Project Director;
 - 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;
- Planning and conducting the project management and review meetings
 - Implementation of workshops (stakeholder consultations, interviews and validation) related to outputs.
 - Ensure coordination with relevant national institutions and government ministries to ensure that project activities are distinct and fully complementary to other national initiatives
 - Implementation of regional cooperation and knowledge-sharing activities e.g. meetings and workshops on transparency.
- Financial management
 - Take responsibility for day to day project financial operations;

Technical Role:

- Close collaboration with the International Expert for MRV and Climate Finance which will be a technical advisor to the project manager for execution of the project.

- Advisory role for output 1.2 and 1.3. Provide technical advice to the international firm (which will be hired during the Project) on GHG inventory data collection to develop comprehensive online NDC platform including user guidelines for data providers and population of platform
- Coordinate and support the implementation of the day-to-day QA/QC of inventory data and activities
- Advisory role for development of the GHG reporting activities
- Review and approve technical deliverables from national and international experts
- Provide accurate and up-to-date technical advice and guidance on issues related to the implementation of the project activities;
- Participate actively in the CBIT Global Coordination Platform by attending meetings, but also preparing materials to be shared through the platform

Reporting structure:

The Project Manager will report to the National Project Director appointed by the General Directorate of Climate Change under the Ministry of Natural Resources and Environment in Lao PDR.

Qualifications:

- Advanced degree or higher (Master or higher) in areas relevant to climate change, environment and national development
- Excellent understanding of global climate change issues in particular related to transparency and MRV, Climate Finance as well as Lao’s climate targets in the NDC.
- A minimum of 7 years of professional experience in managing projects in the areas of climate change mitigation or adaptation, especially on National Communications, Inventories and Transparency.
- A minimum of 7 years of professional experience in managing projects in the areas of climate change mitigation.
- Language(s): Lao and English

KEY PERSONNEL # 0102

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: Local Administrative Assistant

Duration: Three years (part-time)

Date Required: 3rd Month

Duty station: Vientiane

Background:

One of the most relevant challenges the implementation of the Paris Agreement poses to countries is to count with strong Transparency Frameworks. Article 13 of the Paris Agreement establishes the need of Parties to implement national robust transparent reporting and accounting systems to give clarity on action and support while providing clear information to stakeholders. As a part of building and enhancing their Transparency Frameworks, Parties of the UNFCCC Convention will progressively implement better tools and institutional practices, many of them not sufficiently developed in the countries. This is especially true for developing countries.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR mainly in strengthening its Enhanced Transparency Framework by means of improving the

accuracy, completeness and consistency of its GHG inventories, and increasing its capacities to domestically track and evaluate mitigation measures and related finance support received, as well as generating the technical inputs needed for a medium and long-term planning contributing to improve climate related decision-making in the country.

Detailed activities:

- Support the Project Manager regarding general managerial duties;
- Financial administration of the project and preparing the related reports;
- Procurement duties for all project activities;
- Support the implementation of workshops and trainings related with the CBIT project (In general).

Reporting structure:

The Administrative Assistant will report to the Project Manager and his/her working place will be located within the same premises of the Project Manager.

Qualifications:

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

KEY PERSONNEL # 0103

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: Expert in development of Legal Instruments-Lawyer.

Duration: 6 months (part-time)

Date Required: 10th Month

Duty station: Vientiane

Background:

One of the most relevant challenges the implementation of the Paris Agreement poses to countries is to count with strong Transparency Frameworks. Article 13 of the Paris Agreement establishes the need of Parties to implement national robust transparent reporting and accounting systems to give clarity on action and support while providing clear information to stakeholders. As a part of building and enhancing their Transparency Frameworks, Parties of the UNFCCC Convention will progressively implement better tools and institutional practices, many of them not sufficiently developed in the countries. This is especially true for developing countries.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR mainly in strengthening its Enhanced Transparency Framework by means of improving the accuracy, completeness and consistency of its GHG inventories, and increasing its capacities to domestically track and evaluate mitigation measures and related finance support received, as well as generating the technical inputs needed for a medium and long-term planning contributing to improve climate related decision-making in the country.

Detailed activities:

- Legal support to the preparation of the following two documents:
 - Draft legal instruments and agreements for the formalization of the institutional mechanism for inter-ministerial cooperation on systemizing data collection and processing to be submitted to the Government of Lao PDR. (Output 1.2)
 - Draft process for adoption of the draft legal arrangement for the formalization of the institutional mechanism for inter-ministerial cooperation on systemizing data collection (Output 1.2).
 - Draft legal instruments and agreements, MOUs for inter-ministerial cooperation for data sharing and tracking system that facilitate the reporting and tracking of public expenditure in Lao PDR (Output 2.1)

Reporting structure:

The Expert in development of Legal Instruments will report to the Project Manager and to the head of the Directorate of Climate Change under the Ministry of Natural Recourse and Environment.

Qualifications:

- A degree in law
- A minimum of 5 years professional experience in preparation of official legal documents at Government level
- Experiences in environmental matters from a legal perspective
- Language(s): Lao and English

KEY PERSONNEL # 0104

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: Expert in GHG inventory-AFOLU sector

Duration: one year and half (full time)

Date Required: 7th Month

Duty station: Vientiane

Background:

The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. This is a major challenge, especially for developing countries, which implies having the technical and institutional capacities to meet the reporting requirements, and the strategic planning of decarbonization with resilience.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR in improving its capacities to track and evaluate mitigation and adaptation within its NDCs, as well as financial resources that are used to work on these issues, contributing to improve decision-making processes related to climate change.

Detailed consultancy activities:

- Close collaboration with the International Expert in GHG inventory-AFOLU sector
- Stocktaking of studies on emission factors used for methane and nitrogen. Systematize information on all national and international studies regarding GHG estimation in burning of biomass in Forests, considering the identification of emission factors used for methane and nitrogen and making a comparative table between international studies and what is found in Lao PDR.

- Guide and Support the National AFOLU expert in developing emission factors for developing a country-specific biomass combustion factor which can be applied for slash-and burn activities shall be considered, including
 - Determine the specific carbon content of the biomass which is affected by burning for the tree species affected Carbon content determined
 - Determine the combustion efficiency of biomass burning approach used.
 - Measurements for methane and nitrous oxide with laboratory equipment
- Evaluate, propose and manage with the corresponding institutions the actions for the improvement in the measure of the biomass burning activity level at the national level.
- Provide technical support and supervise the actions related to the identification of models of emission projections in forestry sector and their application.
- Providing advisory inputs for out puts 1.5 and 1.3.

Reporting structure:

The Expert will be under the overall guidance of the Project Manager and the International Expert for MRV and Climate Finance and report to the head of the General Directorate of Climate Change under the Ministry of Natural Resource and Environment. The Consultant will work from the Ministry of Natural Resource and Environment.

Qualifications:

- Advanced degree or higher (Master or higher) in areas relevant to mitigation to climate change,
- Good understanding of global and national climate change issues in particular related to GHG accounting and MRV.
- A minimum of 5 years of professional experience
- Language(s): Lao and English

KEY PERSONNEL # 0105

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: Expert in Climate Finance in Public Sector

Duration: 18 months (part-time)

Date Required: 9th Month

Duty station: Vientiane

Background:

The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. This is a major challenge, especially for developing countries, which implies having the technical and institutional capacities to meet the reporting requirements, and the strategic planning of decarbonization with resilience.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR in improving its capacities to track and evaluate mitigation and adaptation within its NDCs, as well as financial resources that are used to work on these issues, contributing to improve decision-making processes related to climate change.

Detailed consultancy activities:

- Responsible for developing tracking systems for international support received as well as capacity building and training for tracking and reporting finances for climate change actions (delivering of output 2.1 and 2.2).
- Evaluate and identify the sectors for monitoring international support received
- Conduct a stock-taking of the existing institutional arrangements and reporting systems to track international support received in Lao PDR, including an assessment of the Aid Management Platform and the ODA Monitoring Information Systems and the main barriers and gaps in the current systems
- Articulate the activities of climate finance monitoring with other related projects.
- Design mechanisms that facilitate the reporting and tracking of international support received in Lao PDR and draft related user guidelines for the reporting entities
- Conduct pilot studies on the validated mechanism for climate finance tracking and the related user guidelines. There will be a 6 months piloting period to ensure the functionality of the mechanism.
- Identify/assessment of training needs in sectors on climate finance tracking system
- Develop training programme. Based on training needs assessment results, the consultant will produce a training programme with relevant training modules to be used during training sessions. A variety of formats for training stakeholders beyond only workshops will be considered in this opportunity. This includes the organization of webinars and Communities of Practice that can function on a regular basis during the operation of the project.
- Deliver 3 training sessions to the stakeholders on using the methodologies for identifying and reporting climate finance as well as creating understanding of process and procedures of reporting
- Preparation of an overall summary of results of the training activities and assessment of its implementation.

Reporting structure:

The Climate finance in public sector Expert will be under the overall guidance of the International Expert for MRV and Climate Finance and the Project Manager and report to the head of the General Directorate of Climate Change under the Ministry of Natural Resource and Environment. The Consultant will work from the Ministry of Natural Resource and Environment.

Qualifications:

- Advanced degree or higher (Master or higher) in areas relevant to climate Finance,
- Good understanding of Lao PDR's public finance to climate change.
- A minimum of 5 years professional experience in areas related to public finance.
- Language(s): Lao and English

KEY PERSONNEL # 0181

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: International Expert for MRV and Climate Finance

Duration: 30 months

Date Required: 4th Month

Duty station: Vientiane

Background:

One of the most relevant challenges the implementation of the Paris Agreement poses to countries is to count with strong Transparency Frameworks. Article 13 of the Paris Agreement establishes the need of Parties to implement national robust transparent reporting and accounting systems to give clarity on action and support while providing clear

information to stakeholders. As a part of building and enhancing their Transparency Frameworks, Parties of the UNFCCC Convention will progressively implement better tools and institutional practices, many of them not sufficiently developed in the countries. This is especially true for developing countries.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR mainly in strengthening its Enhanced Transparency Framework by means of improving the accuracy, completeness and consistency of its GHG inventories.

Detailed consultancy activities:

(i) Advisory role for various aspects:

- Work closely as Technical advisor to the Project Manager in delivering the substantive outputs of the projects as listed below and provide guidance to all national experts involved in project execution;
- Support the Project Manager in preparing TORs for national and international experts as well as consultancy contracts for firms
- MRV and climate transparency strategic execution Supports:
 - *advisory role by working closely with the Project Manager and external consultants for all activities and providing detailed technical supports for implementation of outputs 1.1, 1.2, 1.3, 1.7 and respective deliverables*
- Advisory role to international firm to develop comprehensive online NDC platform including user guidelines for data providers and population of platform
- Advisory role on design mechanisms that facilitate the reporting and tracking of public expenditure in Lao PDR and training
- Advisory role to the National University of Laos and the Project manager for making a short course and training to relevant staff in line ministries and agencies
 - Conduct a survey with staff in different agencies to identify capacity needs for GHG inventory and MRV.
 - Draft an initial training framework for the short courses on GHG inventory and MRV System Management at the Faculty of Environmental Sciences at the National University of Laos and conduct a validation workshop with different stakeholders for the draft training framework
 - Advisory role to the Project manager for implementing the "*Regional cooperation and knowledge-sharing activities on transparency*" (output 1.7).
- Identify similar activities from other Asian countries in order to foster peer-to-peer regional exchange, creating economies of scale when feasible and maximizing human and financial resources;
- Prepare handover materials and conduct training to ensure that the consultant roles will be replaced by government staff
- Ensure alignment of all activities with the global strategy of UN Environment to support the implementation of the Paris Agreement under the Enhanced Transparency Framework;
- Assure fast and effective access for peer-to-peer exchange through the Global Coordination Platform of CBIT and the Initiative for Climate Action Transparency (ICAT) and other relevant initiatives; Liaison with regional and international partners;
- Engage decision makers on how to integrate climate information into national policy
Catalyze project outcomes and leverage country vision regarding climate action transparency before the ASEAN Climate Change Working Group

(ii) Technical lead responsibilities for delivering specific outputs

- Coordinating and maintaining the National GHG database management system (activities related to output 1.3 and 1.5):
 - *Conduct a gap and needs analysis for existing institutional arrangements for planning and implementing climate actions*
 - *Provide technical support to develop a legal and regulatory framework to implement proposed institutional arrangements*
 - *Design for an online GHG database management system*
 - *Identified agency for database management and maintenance*
 - *Draft rules for operationalizing the database system in collaboration with different stakeholders involved in the inventory process.*
 - *Provide 3 training workshop over the 3 years of the project implementation to key staff in line ministries and agencies on the use of the GHG database management, including the sector-specific spreadsheets, guidelines and tools developed output 1.5.*
 - *Develop guidance material to staff in key sectors on how to apply the QA/QC procedures*
 - *Ad hoc screening of peer-to-peer learning opportunities in the region regarding QA/QC*

Reporting structure:

The International Expert for MRV and Climate Finance works closely with the Project Manager on a daily basis and provides advisory role to the project manager in directing the project. He/She will also be responsible for providing technical supports within the area of MRV of mitigation actions and tracking of international Climate Finance and in training the national experts hired for tasks.

The International Expert for MRV and Climate Finance will report to the National Project Director and working place will be located within the same premises of the Project Manager, at the Ministry of Natural Recourse and Environment in Vientiane.

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 10 years of work experience in areas related to climate change, Transparency with knowledge on Climate Finance, with 5 years specific experience on MRV of action and support.
- Language(s): English.

KEY PERSONNEL # 0182

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: International Expert for Emission-factor in AFOLU sector

Duration: One year and half (Part-time)

Date Required: 7th Month

Duty station: Vientiane

Background:

The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. This is a major challenge, especially for developing countries, which implies having the technical and institutional capacities to meet the reporting requirements, and the strategic planning of decarbonization with resilience.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR in improving its capacities to track and evaluate mitigation and adaptation within its NDCs, as well as financial resources that are used to work on these issues, contributing to improve decision-making processes related to climate change.

Detailed consultancy activities:

- Work in close collaboration with local Expert in GHG inventory-AFOLU sector
- Stocktaking of studies on emission factors used for methane and nitrogen. Systematize information on all national and international studies regarding GHG estimation in burning of biomass in Forests, considering the identification of emission factors used for methane and nitrogen and making a comparative table between international studies and what is found in Lao PDR.
- Guide and Support the National AFOLU expert in developing emission factors for developing a country-specific biomass combustion factor which can be applied for slash-and burn activities shall be considered, including
 - Determine the specific carbon content of the biomass which is affected by burning for the tree species affected Carbon content determined
 - Determine the combustion efficiency of biomass burning approach used.
 - Measurements for methane and nitrous oxide with laboratory equipment
- Evaluate, propose and manage with the corresponding institutions the actions for the improvement in the measure of the biomass burning activity level at the national level.
- Providing advisory inputs for out puts 1.5 and 1.3.

Reporting structure:

The Emission Expert will be under the overall guidance of the Project Manager and the International Expert for MRV and Climate Finance and report to the head of the General Directorate of Climate Change under the Ministry of Natural Resource and Environment. The Consultant will work from the Ministry of Natural Resource and Environment.

Qualifications:

- Advanced degree or higher (Master or higher) in areas relevant to mitigation to climate change,
- Good understanding of global and national climate change issues in particular related to GHG accounting and MRV.
- A minimum of 10 years of professional experience in AFOLU sector GHG emissions Inventory
- Language(s): English and knowledge in Lao is an advantage.

KEY PERSONNEL # 0183

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: International Expert for review of training framework for GHG Inventory and MRV System Management

Duration: Three months (Part-time)

Date Required: 7th Month
Duty station: Home-based

Background:

The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. This is a major challenge, especially for developing countries, which implies having the technical and institutional capacities to meet the reporting requirements, and the strategic planning of decarbonization with resilience.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR in improving its capacities to track and evaluate mitigation and adaptation within its NDCs, as well as financial resources that are used to work on these issues, contributing to improve decision-making processes related to climate change.

Detailed consultancy activities:

Advisory role in design, review and providing feedback for the following activities:

- Activity: 1.2.1 Develop design options for an institutional mechanism for inter-ministerial cooperation and a related roadmap, based on the diagnosis report and stakeholder feedback from output 1.1. "Gap analysis of the institutional arrangements and capacities to comply with the ETF is carried out"
- Activity 1.6.2 Draft an initial training framework for the short courses on GHG inventory and MRV System Management at the Faculty of Environmental Sciences at the National University of Laos and conduct a validation workshop with different stakeholders for the draft training framework

Reporting structure:

The International Expert will work closely with the Project Manager and the International Expert for MRV and Climate Finance and report to the head of the General Directorate of Climate Change under the Ministry of Natural Resource and Environment. The Consultant will work from the Ministry of Natural Resource and Environment.

Qualifications:

- Advanced degree or higher (Master or higher) in areas relevant to mitigation to climate change,
- Good understanding of global and national climate change issues in particular related to GHG accounting and MRV.
- A minimum of 7 years professional experience in areas related to institutional arrangements and institutional strengthening in the context of climate change.
- Language(s): English

KEY PERSONNEL # 0184

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: International Expert in designing International Climate Support tracking system

Duration: 14 months (part-time)

Date Required: 10th Month

Duty station: Vientiane

Background:

The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. This is a major challenge, especially for developing countries, which implies having the technical and institutional capacities to meet the reporting requirements, and the strategic planning of decarbonization with resilience.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR in improving its capacities to track and evaluate mitigation and adaptation within its NDCs, as well as financial resources that are used to work on these issues, contributing to improve decision-making processes related to climate change.

Detailed consultancy activities:

- Responsible for developing tracking systems for international support received as well as capacity building and training for tracking and reporting international support received (delivering of output 2.1 and 2.2).
- Evaluate and identify the sectors for monitoring international support received
- Conduct a stock-taking of the existing institutional arrangements and reporting systems to track international support received in Lao PDR, including an assessment of the Aid Management Platform and the ODA Monitoring Information Systems and the main barriers and gaps in the current systems
- Articulate the activities of international support received monitoring with other related projects.
- Design mechanisms that facilitate the reporting and tracking of international support received in Lao PDR and draft related user guidelines for the reporting entities
- Conduct pilot studies on the validated mechanism for climate finance tracking and the related user guidelines. There will be a 6 months piloting period to ensure the functionality of the mechanism.
- Identify/assessment of training needs in sectors on climate finance tracking system
- Develop training programme. Based on training needs assessment results, the consultant will produce a training programme with relevant training modules to be used during training sessions. A variety of formats for training stakeholders beyond only workshops will be considered in this opportunity. This includes the organization of webinars and Communities of Practice that can function on a regular basis during the operation of the project.
- Deliver 3 training sessions to the stakeholders on using the methodologies for identifying and reporting climate finance as well as creating understanding of process and procedures of reporting
- Preparation of an overall summary of results of the training activities and assessment of its implementation.

Reporting structure:

International Expert in designing International Climate Support tracking system will work in close coordination with the International Expert for MRV and Climate Finance and the Project Manager and report to the head of the General Directorate of Climate Change under the Ministry of Natural Resource and Environment. The Consultant will work from the Ministry of Natural Resource and Environment.

Qualifications:

- Advanced degree or higher (Master or higher) in areas relevant to climate Finance,
- Good understanding of Lao PDR's public finance to climate change.
- A minimum of 5 years professional experience in areas related to public finance.
- Language(s): English and knowledge of Lao language is preferred

KEY PERSONNEL # 0185

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: International Expert in Climate Finance in Public Sector

Duration: 1 months (part-time)

Date Required: 7th Month

Duty station: Home-based

Background:

The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. This is a major challenge, especially for developing countries, which implies having the technical and institutional capacities to meet the reporting requirements, and the strategic planning of decarbonization with resilience.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR in improving its capacities to track and evaluate mitigation and adaptation within its NDCs, as well as financial resources that are used to work on these issues, contributing to improve decision-making processes related to climate change.

Detailed consultancy activities:

Advisory role for conducting activity *1.6.2*: Draft an initial training framework for the short courses on GHG inventory and MRV System Management at the Faculty of Environmental Sciences at the National University of Laos and conduct a validation workshop with different stakeholders for the draft training framework as well as reviewing deliverables.

Reporting structure:

International Expert in Climate Finance in Public Sector will International Expert for MRV and Climate Finance and the Project Manager and report to the head of the General Directorate of Climate Change under the Ministry of Natural Resource and Environment. The Consultant will work from the Ministry of Natural Resource and Environment.

Qualifications:

- Advanced degree or higher (Master or higher) in areas relevant to climate Finance,
- Good understanding of Lao PDR's public finance to climate change.
- A minimum of 5 years professional experience in areas related to public finance.
- Language(s): English

KEY SUB-CONTRACT # 1201

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: International firm to develop and pilot national GHG Database Management System, including sector-specific spreadsheets, toolkits and guidelines

Duration: two years (part-time)

Date Required: 7th Month

Duty station: home based with two missions Vientiane

Background:

One of the most relevant challenges the implementation of the Paris Agreement poses to countries is to count with strong Transparency Frameworks. Article 13 of the Paris Agreement establishes the need of Parties to implement national robust transparent reporting and accounting systems to give clarity on action and support while providing clear information to stakeholders. As a part of building and enhancing their Transparency Frameworks, Parties of the UNFCCC Convention will progressively implement better tools and institutional practices, many of them not sufficiently developed in the countries. This is especially true for developing countries.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR mainly in strengthening its Enhanced Transparency Framework by means of improving the accuracy, completeness and consistency of its GHG inventories, and increasing its capacities to domestically track and evaluate mitigation measures and related finance support received, as well as generating the technical inputs needed for a medium and long-term planning contributing to improve climate related decision-making in the country.

Detailed activities:

- Analysis of existing climate-related information Platforms in place and their structure
- Establish an online database management system portal to support MRV system reporting and policy planning
- Incorporation of interactive tools to address participation and/or access of different types of audiences,
- Develop design options for the national GHG database management system for, including mechanisms for QA/QC.
- Pilot the national GHG database management system and the spreadsheets, guidelines and toolkits, developed in output 1.5 for 6 months in the identified sector
- Provide technical support to maintain and update the platform one year after the completion of the website.
- Provide 3 training workshop over the 3 years of the project implementation to key staff in line ministries and agencies on the use of the GHG database management, including the sector-specific spreadsheets, guidelines and tools
- Engage stakeholders to provide input on the structure of the online platform including other relevant reporting requirements.
- Incorporation of interactive tools to address different types of audiences,

Reporting structure:

The International Firm experts will be under the overall guidance of the Project Manager and the International Expert for MRV and Climate Finance and report to the head of the Directorate of Climate Change under the Ministry of Natural Resource and Environment.

Qualifications:

- At least 10 years' experience in supporting developing countries to establish institutional arrangements for climate data collection and establishing national GHG data management system
- Good understanding of global and national climate change issues in particular related to transparency and MRV
- A minimum of 7 years of professional experience in IT platforms and knowledge sharing
- Language(s): English, knowledge in Lao language is preferred

KEY PERSONNEL # 1401

Project: Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement

Post title: Research Institution to develop short course on GHG Inventory and MRV System Management (twice per year)

Duration: Two years (Part-time)

Date Required: 4th Month

Duty station: Vientiane

Background:

The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. This is a major challenge, especially for developing countries, which implies having the technical and institutional capacities to meet the reporting requirements, and the strategic planning of decarbonization with resilience.

In this regard, the Capacity Building Initiative for Transparency Fund (CBIT), administered by the GEF, supports the government of Lao PDR in improving its capacities to track and evaluate mitigation and adaptation within its NDCs, as well as financial resources that are used to work on these issues, contributing to improve decision-making processes related to climate change.

Detailed consultancy activities:

- Work in close collaboration with local Expert in GHG inventory-AFOLU sector, the project manager and the international Expert for MRV and Climate Finance.
- Responsible for output 1.6 which is design and implementation of short courses on GHG inventory and MRV System at the National University of Laos and training to relevant staff in line ministries and agencies
The short courses are targeted towards key staff in line ministries and agencies as well staff from subnational levels and data providers from the private sectors. The training framework will describe the methodological approach and the specific content of the short courses and will be prepared in both English and Lao language.
- Conduct a survey with staff in different agencies to identify capacity needs for GHG inventory and MRV.
- Draft training framework for the short courses on GHG inventory and MRV System Management and conduct a validation workshop with different stakeholders for the draft training framework
- Conduct two rounds of trainings per year. This training will be provided to staff in different ministries, representatives from subnational governments and private sector.
- Draft a capacity development plan for training providers (professors and researchers) at the National University of Lao PDR in international transparency processes Capacity-building plan for trainers

Reporting structure:

The Research Institution experts will be under the overall guidance of the Project Manager and the International Expert for MRV and Climate Finance and report to the head of the General Directorate of Climate Change under the Ministry of Natural Resource and Environment.

Qualifications:

- At least 7 years' experience in supporting developing countries in providing courses and training on GHG inventory and MRV System Management
- At least 7 years' experience in supporting developing countries to establish institutional arrangements for climate data collection and establishing national GHG data management system
- A minimum of 10 years of professional experience in AFOLU sector GHG emissions Inventory
- Language(s): English and Lao.

ANNEX H1: DETAILED GEF BUDGET (GEF FUNDS ONLY, US\$)

Class	Description	Year 1	Year 2	Year 3	Total
COMPONENT 1					
10	Staff & Personnel (Including Consultants)				
0101	Project Manager - Expert in GHG Inventory and Data Management Systems	21,500	21,500	21,500	64,500
0103	Expert in Development of Legal Instruments (part-time)	-	16,500	9,500	26,000
0104	Expert in GHG Inventory-AFOLU sector (part-time)	18,000	18,000	-	36,000
0181	International Expert for MRV and Climate Finance	36,000	60,000	30,000	126,000
0182	International Expert for Emission-factor in AFOLU (part-time)	12,000	24,000	-	36,000
0183	International Expert for review of training framework for GHG Inventory and MRV System Management	15,000	12,000	9,000	36,000
0191	Terminal Evaluation	-	-	30,000	30,000
0121	National Project Director (Co-finance)	-	-	-	-
0122	Government technical staff for support of project implementation (Co-finance)	-	-	-	-
	<i>Subtotal</i>	<i>102,500</i>	<i>152,000</i>	<i>100,000</i>	<i>354,500</i>
120	Contract Services				
1201	International firm to develop and pilot national GHG Database Management System, including sector-specific spreadsheets, toolkits and guidelines	45,000	38,000	18,000	101,000
1202	Stakeholder consultation and validation workshops (5)	16,500	9,500	-	26,000
1203	Training workshops on national GHG database management system (3)	-	14,500	5,000	19,500
1204	Piloting of the institutional mechanism for inter-ministerial cooperation	-	12,400	-	12,400
1205	Regional South-south Training Workshops (3)	21,500	21,500	21,500	64,500
1206	Translation	5,000	2,500	2,500	10,000
1207	Project Inception Workshop	3,000	-	-	3,000
1208	Project Finalization Workshop	-	-	7,500	7,500
1209	Translation of Guidelines and toolkits to Lao Language	-	6,000	9,000	15,000
1214	Yearly audits	3,000	3,000	3,000	9,000
	<i>Subtotal</i>	<i>94,000</i>	<i>107,400</i>	<i>66,500</i>	<i>267,900</i>
125	Operating & Other Costs				
1251	Communication and publicity	2,500	2,500	2,500	7,500
	<i>Subtotal</i>	<i>2,500</i>	<i>2,500</i>	<i>2,500</i>	<i>7,500</i>
130	Supplies, Commodities & Materials				
1301	Small consultation meetings	4,000	4,000	2,600	10,600
	<i>Subtotal</i>	<i>4,000</i>	<i>4,000</i>	<i>2,600</i>	<i>10,600</i>
135	Equipment & Furniture				
1351	Laboratory equipment for measurements of methane and nitrous oxide emissions	15,750	5,500	5,500	26,750
1352	Equipment for GHG database management system, including servers and computer for data storage	21,000	6,500	3,000	30,500
	<i>Subtotal</i>	<i>36,750</i>	<i>12,000</i>	<i>8,500</i>	<i>57,250</i>
140	Transfers & Grants to Implementing Partners				
1401	Agreement with National University of Lao PDR for designing and delivery of short courses on GHG Inventory and MRV System Management (twice per year)	31,500	21,000	21,000	73,500
	<i>Subtotal</i>	<i>31,500</i>	<i>21,000</i>	<i>21,000</i>	<i>73,500</i>
160	Travel				
1601	Travels for sub-national meetings	5,750	5,750	5,750	17,250
1602	Travels for regional and international transparency workshops and meetings	17,500	20,000	17,500	55,000
1603	Travel of participants to validation workshops and trainings	7,500	7,500	7,500	22,500
1604	Travel of participants in south-south workshops	28,000	28,000	28,000	84,000
	<i>Subtotal</i>	<i>58,750</i>	<i>61,250</i>	<i>58,750</i>	<i>178,750</i>
Component 1 Total		330,000	360,150	259,850	950,000

COMPONENT 2		Year 1	Year 2	Year 3	Total
010	Staff & Personnel (Including Consultants)				
0105	Expert in Climate Finance in Public Sector (part-time)	10,700	9,000	5,400	25,100
0181	International Expert for MRV and Climate Finance	7,000	12,000		19,000
0184	International Expert in designing International Climate Support tracking system	9,500	9,500	4,750	23,750
0185	International Expert in Climate Finance in the Public Sector	9,000	-	-	9,000
0122	Government technical staff for support of project implementation (Co-finance)	-	-	-	-
	<i>Subtotal</i>	36,200	30,500	10,150	76,850
120	Contract Services				
1210	Piloting of the Climate Finance Tracking System	-	17,500	4,500	22,000
1211	Stakeholder and Validation Workshops (3)	7,550	2,600	-	10,150
1212	Training Workshops on Climate Finance Tracking System (5)		8,250	7,250	15,500
1213	Translation	1,000	1,000	1,000	3,000
	<i>Subtotal</i>	8,550	29,350	12,750	50,650
160	Travel				
1605	Travel of participants to validation workshops and trainings	7,500	7,500	7,500	22,500
	<i>Subtotal</i>	7,500	7,500	7,500	22,500
Component 2 Total		52,250	67,350	30,400	150,000
PROJECT MANAGEMENT COSTS (PMC)					
010	Staff & Personnel (Including Consultants)				
0101	Project Manager-cum Expert in GHG Inventory and Data Management Systems	14,500	14,500	14,800	43,800
0102	Local Administrative Assistant	9,000	9,000	9,000	27,000
	<i>Subtotal</i>	23,500	23,500	23,800	70,800
125	Operating & Other Costs				
1252	Operating and other costs incl. electricity, water, cleaning, internet and other communication-related support (co-finance)	-	-	-	-
	<i>Subtotal</i>	-	-	-	-
130	Supplies, Commodities & Materials				
1303	Office supplies and miscellaneous	4,600	5,000	4,600	14,200
	<i>Subtotal</i>	4,600	5,000	4,600	14,200
135	Equipment & Furniture				
1353	3 laptops, software	7,500	1,500	-	9,000
1354	Office facilities (co-finance)	-	-	-	-
1355	Vehicle for Project Management Unit (co-finance)	-	-	-	-
	<i>Subtotal</i>	7,500	1,500	-	9,000
160	Travel				
1606	Travel of Project Management Unit	6,000	5,000	5,000	16,000
	<i>Subtotal</i>	6,000	5,000	5,000	16,000
PMC Total		41,600	35,000	33,400	110,000
GRAND TOTAL		423,850	462,500	323,650	1,210,000

ANNEX H2: DETAILED CO-FINANCE BUDGET (US\$)

Class	Description	GEF funds	Co-finance Ministry of Natural Resources and Environment, Department of Climate Change		Total
			Cash	In-kind	
10	Staff & Personnel (Including Consultants)				
0101	Project Manager - Expert in GHG Inventory and Data Management Systems	64,500			64,500
0103	Expert in Development of Legal Instruments (part-time)	26,000			26,000
0104	Expert in GHG Inventory-AFOLU sector (part-time)	36,000			36,000
0181	International Expert for MRV and Climate Finance	126,000			126,000
0182	International Expert for Emission-factor in AFOLU (part-time)	36,000			36,000
0183	International Expert for review of training framework for GHG Inventory and MRV System Management	36,000			36,000
0191	Terminal Evaluation	30,000			30,000
0121	National Project Director (Co-finance)	-		28,000	28,000
0122	Government technical staff for support of project implementation (Co-finance)	-		42,000	42,000
	<i>Subtotal</i>	<i>354,500</i>		<i>70,000</i>	
120	Contract Services	-			-
1201	International firm to develop and pilot national GHG Database Management System, including sector-specific spreadsheets, toolkits and guidelines	101,000			101,000
1202	Stakeholder consultation and validation workshops (5)	26,000			26,000
1203	Training workshops on national GHG database management system (3)	19,500			19,500
1204	Piloting of the institutional mechanism for inter-ministerial cooperation	12,400			12,400
1205	Regional South-south Training Workshops (3)	64,500			64,500
1206	Translation	10,000			10,000
1207	Project Inception Workshop	3,000			3,000
1208	Project Finalization Workshop	7,500			7,500
1209	Translation of Guidelines and toolkits to Lao Language	7,500			
1214	Yearly audits	9,000			
	<i>Subtotal</i>	<i>267,900</i>			
125	Operating & Other Costs	-			-
1251	Communication and publicity	7,500			
	<i>Subtotal</i>	<i>7,500</i>			<i>7,500</i>
130	Supplies, Commodities & Materials	-			-
1301	Small consultation meetings	10,600			
	<i>Subtotal</i>	<i>10,600</i>			<i>10,600</i>
135	Equipment & Furniture	-			-
1351	Laboratory equipment for measurements of methane and nitrous oxide emissions	26,750			26,750
1352	Equipment for GHG database management system, including servers and computer for data storage	30,500			30,500
	<i>Subtotal</i>	<i>57,250</i>			
140	Transfers & Grants to Implementing Partners	-			-
1401	Agreement with National University of Lao PDR for designing and delivery of short courses on GHG Inventory and MRV System Management (twice per year)	73,500			73,500
	<i>Subtotal</i>	<i>73,500</i>			<i>73,500</i>
160	Travel	-			-
1601	Travels for sub-national meetings	17,250			17,250
1602	Travels for regional and international transparency workshops and meetings	55,000			55,000
1603	Travel of participants to validation workshops and trainings	22,500			22,500
1604	Travel of participants in south-south workshops	84,000			84,000
	<i>Subtotal</i>	<i>178,750</i>			
	Component 1 Total	950,000		70,000	1,020,000

COMPONENT 2		Total		
010	Staff & Personnel (Including Consultants)	-		
0105	Expert in Climate Finance in Public Sector (part-time)	25,100		25,100
0181	International Expert for MRV and Climate Finance	19,000		19,000
0184	International Expert in designing International Climate Support tracking system	23,750		23,750
0185	International Expert in Climate Finance in the Public Sector	9,000		9,000
0122	Government technical staff for support of project implementation (Co-finance)	-	30,000	30,000
	<i>Subtotal</i>	76,850	30,000	
120	Contract Services	-		
1210	Piloting of the Climate Finance Tracking System	22,000		22,000
1211	Stakeholder and Validation Workshops (3)	10,150		10,150
1212	Training Workshops on Climate Finance Tracking System (5)	15,500		15,500
1213	Translation	3,000		3,000
	<i>Subtotal</i>	50,650		
160	Travel	-		
1605	Travel of participants to validation workshops and trainings	22,500		22,500
	<i>Subtotal</i>	22,500		
Component 2 Total		150,000	30,000	180,000
PROJECT MANAGEMENT COSTS (PMC)		-		
010	Staff & Personnel (Including Consultants)	-		
0101	Project Manager-cum Expert in GHG Inventory and Data Management Systems	43,800		43,800
0102	Local Administrative Assistant	27,000		27,000
	<i>Subtotal</i>	70,800		
125	Operating & Other Costs	-		
1252	Operating and other costs incl. electricity, water, cleaning, internet and other communication-related support (co-finance)	-	11,750	11,750
	<i>Subtotal</i>	-	11,750	
130	Supplies, Commodities & Materials	-		
1303	Office supplies and miscellaneous	14,200	10,800	25,000
	<i>Subtotal</i>	14,200	10,800	
135	Equipment & Furniture	-		
1353	3 laptops, software	9,000		9,000
1354	Office facilities (co-finance)	-	9,450	9,450
1355	Vehicle for Project Management Unit (co-finance)	-	18,000	18,000
	<i>Subtotal</i>	9,000	27,450	
160	Travel	-		
1606	Travel of Project Management Unit	16,000		16,000
	<i>Subtotal</i>	16,000		
PMC Total		110,000	50,000	160,000
GRAND TOTAL		1,210,000	150,000	1,360,000

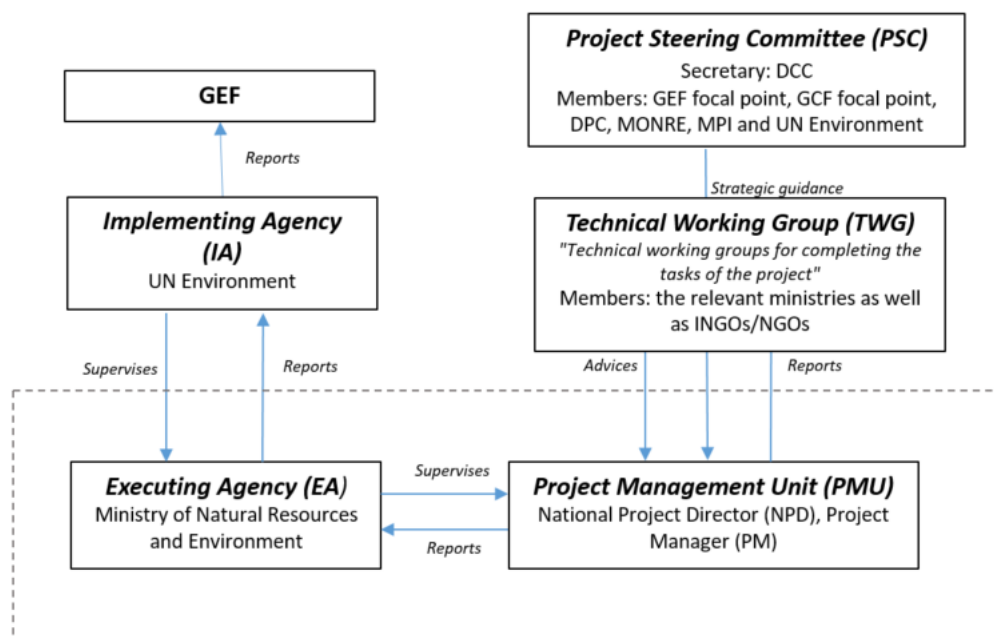
ANNEX I: M&E BUDGET AND WORK PLAN

M&E Activity	Description	Responsible Parties	Timeframe	Indicative budget (USD)
Inception Workshop (IW) and Report	Report prepared immediately following the IW; it includes: <ul style="list-style-type: none"> - Review of work plan and budget for Year 1 - Description of M&E plan - Description of roles and responsibilities and coordination mechanisms (DCC, UN Environment, others) - 	Execution: Project Manager	Immediately following, within 2 months of project start-up	GEF: 3,000
Half-yearly progress report; Quarterly financial reports;	Part of UN Environment procedures for project monitoring. Half Yearly progress report: <ul style="list-style-type: none"> - Analyses project performance over the reporting period UN Environment; Describes constraints experienced in the progress towards results and the reasons - Describes Work Plan for the next period in an Annex and the detailed budget divided per output and inputs (budget lines) Quarterly financial: Detailed financial reports (in Excel), with justification of any change.	Execution: Project Manager	Two (2) bi-annual reports for any given year (July 31 and January 31); Quarterly financial reports Last progress & financial reports within 60 days of project closure of operations	Part of Project Manager tasks
Project Implementation Review (PIR)	Analyses project performance over the reporting period of UN Environment; Describes constraints experienced in the progress towards results and the reasons Draws lessons and makes clear recommendations for future orientation in addressing the key problems in the lack of progress. The PIR is discussed at PSC meetings.	Execution: Project Manager	Yearly, by 31 July latest	Part of Project Managers tasks
Audits	Financial audits of the GEF budget	Execution: Independent auditor Support: Project Manager	Annually (cut-off date: 31 December of each year)	9,000
Final Report	The project team will draft and submit a Final Report, with other documents (such as the last PIR), at least two weeks before the PSC meeting for their review and comments; this meeting	Execution: Project Manager	Final report at least two-three months of the project completion	Part of Project Managers

M&E Activity	Description	Responsible Parties	Timeframe	Indicative budget (USD)
	<p>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>		date;	tasks
Terminal Evaluation	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>Commission the TE: Evaluation Office</p>	Not before 6 months prior to and no later than 6 months after the project's operational completion	GEF: 30,000
TOTAL indicative COST (Excluding project team staff time and UN Environment staff and travel expenses)			GEF Grant for M&E: USD 42,000	

ANNEX J: PROJECT IMPLEMENTATION ARRANGEMENTS

The project is funded by the Global Environment Facility (GEF) with the United Nations Environment Programme (UN Environment) acting as the GEF Implementing Agency. The Ministry of Natural Resources and Environment is the Executing Agency. The structure is illustrated in the diagram below and roles and responsibilities of each bodies are detailed in the following graph:



Body	Composition	Role and description	Frequency of meetings
Project Steering Committee (PSC)	<ul style="list-style-type: none"> • GEF focal point, GCF focal point, planning and cooperation department (DPC), • Senior Representative, Ministry of Natural Resources and Environment (MONRE) & Ministry of Planning and Investment (MPI) • Task Manager, UN Environment 	<ul style="list-style-type: none"> • Provides oversight of the project progress and implementation of outputs; • Approves annual work plans and budget; • Approves management decisions to ensure timely delivery of quality outputs; • Provides overall guidance and strategic direction; 	Twice a year

Body	Composition	Role and description	Frequency of meetings
<p>Technical Working Groups for supporting project tasks</p>	<p>Technical Working Groups will be constituted for the main elements of work with members from the relevant ministries as well as INGOs/NGOs:</p> <ul style="list-style-type: none"> • Ministry of Natural Resources and Environment (MoNRE) • Ministry of Agriculture and Forestry (MAF) • Ministry of Energy and Mines (MEM) • Ministry of Public Works and Transport (MPWT) • Ministry of Science and Technology (MoST) • Ministry of Industry and Commerce (MoIC) • Ministry of Public Health (MoPH) • Ministry of Education and Sport (MoES) • Lao Women's Union (LWU) • Other members from the Project Task Force (PTF) under the TWGCC from agencies, academia and others (here it is aimed at engaging women to achieve gender balance in the PSC) • Members from INGOs/NGOs: <ul style="list-style-type: none"> ✓ Representative, FAO ✓ Representative, UNDP ✓ Representative, GGGI ✓ Representative, JICA 	<ul style="list-style-type: none"> • Provides technical inputs to support the completion of project activities. • Provides linkages with other on-going works of parent departments to ensure synergies. • Participates in consultation meetings and training programmes as well as provide data and information required for executing the activities. 	<p>As per requirement of project, at least twice a year.</p>
<p>Implementing GEF Agency (IA)</p>	<p>UN Environment Climate Mitigation Unit</p>	<ul style="list-style-type: none"> • Ensures timely disbursement/sub-allotment to executing agency based on agreed legal document and in accordance with UN Environment and GEF fiduciary standards; • Follows-up with Executing agency for progress, equipment, financial and audit reports; 	<p>Periodic meetings with Project Management Unit (PMU) and Executing Agency (EA)</p>

Body	Composition	Role and description	Frequency of meetings
		<ul style="list-style-type: none"> • Provides 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 assesses and oversees quality of project outputs, products and deliverables – including formal publications; • Provides no-objection to main TORs and subcontracts issued by the project, including selection of project manager or equivalent; • Attends and facilitates inception workshops, field visits where relevant, and selected steering committee meetings; • Assesses project risks, and monitors and enforces 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; • Monitors reporting by project executing partners and provide prompt feedback on the contents of the report; • Promptly informs the management of any significant risks or project problems and acts and follow up on decisions made; • Applies adaptive management principles to the supervision of the project; • Reviews reporting, checks for consistency between execution activities and expenditures, ensures that it respects GEF rules; • Clears cash requests, and authorization of disbursements once reporting found to be complete; 	

Body	Composition	Role and description	Frequency of meetings
		<ul style="list-style-type: none"> • Approves budget revision, certifies fund availability and transfer funds; • Ensures that GEF and UN Environment quality standards are applied consistently to all projects, including branding and safeguards; • Certifies project operational completion; • Links the project partners to any events organized by GEF and UN Environment to disseminate information on project results and lessons; • Manages relations with GEF. 	
Executing Agency (EA)	The Ministry of Natural Resources and Environment, Department of Climate Change	<ul style="list-style-type: none"> • Appoints a National Project Director to oversee and guide the execution of the project. NPD will be supported by the Project Management Unit. • Ensures that the project meets its objectives and achieves expected outcomes; • Ensures technical execution according to the execution plan laid out in the project document; • Ensures technical quality of products, outputs and deliverables; • Ensures compilation and submission of progress, financial and audit reporting to IA; • Submits budget revisions to IA for approval; • Addresses and proposes solutions to any problem or inconsistency raised by the IA; • Brings issues raised by or associated with clients to the IA for resolution; • Facilitates meetings of Steering Committees and other oversight bodies of the project; • Day to day oversight of project execution; • Submits all technical reports and 	Internal quarterly meetings with PM and national focal point

Body	Composition	Role and description	Frequency of meetings
		<p>completion reports to IA (realized outputs, inventories, verification of co-finance, terminal reporting, etc.);</p> <ul style="list-style-type: none"> • Monitoring and evaluation of the project outputs and outcomes; • Effective use of both international and national resources • 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. 	
Project Management Unit (PMU)	National Project Director (NPD)	<ul style="list-style-type: none"> • Will be represented by an officer from the Executing Agency; • Acts as member of the PSC; • Reports to and receives advice from the PSC; • Identifies and secures partner support for the implementation of project activities; • Advises on hiring process. 	Regular meetings with PM
	Project Manager (PM)	<p>The PM will be paid with GEF funds, will be hosted by The Ministry of Natural Resources and Environment, and will be responsible for:</p> <ul style="list-style-type: none"> • Takes responsibility for day-to-day project operations; • Takes responsibility for the execution of the project in accordance with the project objectives, activities and budget; • Delivers the outputs and demonstrates its best efforts in achieving the project outcomes; • Coordinates project execution and liaisons with national counterparts (relevant 	Regular meetings with NPD, the PM (at least twice per month)

Body	Composition	Role and description	Frequency of meetings
		<p>ministries, electric utilities, private sector, NGOs etc.);</p> <ul style="list-style-type: none"> • Undertakes field visits; • Manages financial resources and processing all financial transaction relating to sub-allotments; • Prepares all annual/year-end project revisions; • Attends and facilitates inception workshops and national steering committee meetings; • Assesses project risks in the field, monitors risk management plan; • Ensures technical quality of products, outputs and deliverables; • Coordinates the project work team; • Coordinates with strategic taskforces; • Acts as secretary of the PSC; • Plans and hosts/chairs 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; • Notifies UN Environment and the PSC in writing if there is need for modification to the agreed implementation plan and budget, and to seek approval; • Addresses and rectifies any issues or inconsistencies raised by the Executing Agency; • Supports compilation and submission of progress, financial and audit reporting to the Executing Agency; • Prepares, at the end of the project, the project Final Report. 	

ANNEX K: PROJECT WORKPLAN AND DELIVERABLES

OUTPUTS	ACTIVITIES / DELIVERABLES	PROJECT YEAR 1 - quarters				PROJECT YEAR 2 - quarters				PROJECT YEAR 3 - quarters				Staff/consultant/subcontractor responsible for activity execution (as labelled in the budget)		
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
		Outcome 1: Lao PDR has the institutional and technical capacities to systemize data collection and reporting for transparency														
	Project Implementation Arrangements														UNEP and National Project Director (start date: Jan 2020)	
	Project inception workshop														Project Manager/International Expert for MRV and Climate Finance	
Output 1.1 Gap analysis of the institutional arrangements and capacities to comply with the ETF is carried out	1.1.1 Activity 1.1.1 Undertake a stocktaking exercise of existing institutional arrangements, in particular line ministries, agencies, and other data providers, including their role, responsibilities, resources, personnel and capacities to prepare inputs for GHG Inventory and climate change actions														International Expert for MRV and Climate Finance	
	1.1.2 Activity 1.1.2 Assess the gaps in the current institutional set-up and existing capacities based on best practices for institutional arrangements														International Expert for MRV and Climate Finance	
	1.1.3 Activity 1.1.3: Conduct a validation workshop with key stakeholders from all sectors to present the findings of the diagnosis report and to collect feedback and adjust the findings, if required.														International Expert for MRV and Climate Finance/Project Manager	
	Deliverables Deliverable 1: A desk review and interviews with relevant stakeholders from different ministries and agencies, using self-assessment tools and questionnaires Deliverable 2: Report of stakeholder workshop with staff from relevant ministries and agencies as well as representatives from subnational governments and the private sector Deliverable 3: Diagnosis report Deliverable 4: Workshop summary Deliverable 5: Adjusted and validated diagnosis report		1 2	3		4 5										
	1.2.1 Activity 1.2.1 Develop design options for an institutional mechanism for inter-ministerial cooperation and a related roadmap															Project Manager/International Expert for MRV and Climate Finance/UNEPDTU, reviewing the design.
Output 1.2 Institutional mechanism for inter-ministerial cooperation on systemizing data collection and processing is established and formalized.	1.2.2 Activity 1.2.2 Conduct a validation workshop with key stakeholders														Project Manager/International Expert for MRV and Climate Finance	
	1.2.3 Activity 1.2.3 Pilot the new institutional mechanism for three months as part of the preparation of the country's second BUR and adjust the design if needed														Expert in Development of Legal Instruments	
	1.2.4 Activity 1.2.4 Draft a legal instrument for the formalization of the institutional mechanism to be submitted to the Government of Lao PDR.														Expert in Development of Legal Instruments	
	1.2.5 Activity 1.2.5 Seek official endorsement of the legal instrument for the new institutional mechanism for inter-ministerial cooperation through a set of high-level consultation meetings with key political stakeholders in Lao PDR														Expert in Development of Legal Instruments and Project Manager	
	1.2.6 Activity 1.2.6 Initiate the process for formal adoption of the legal instrument by the Government of Lao PDR														Expert in Development of Legal Instruments and Project Manager	
	Deliverables Deliverable 6: Initial design options for an institutional mechanism for inter-ministerial cooperation Deliverable 7: A draft roadmap for operationalization of the institutional mechanism Deliverable 8: Report of validation of institutional mechanisms options workshop Deliverable 9: Adjusted and validated design for the institutional mechanism for inter-ministerial cooperation Deliverable 10: Pilot summary and adjusted design of institutional mechanism Deliverable 11: Draft legal instrument including annexes Deliverable 12: Draft data-sharing agreements and MOUs Deliverable 13: Meeting summaries Deliverable 14: An endorsement document signed by key political stakeholders Deliverable 15: formal adoption of the legal instrument by the Government of Lao PDR		1 2	3		4 5 6	7 8	9 10			12 13 14	14 15				
	1.3.1 Activity 1.3.1 Develop design options for the national GHG database management system including mechanisms for QA/QC.															International Expert for MRV and Climate Finance /International firm /Project Manager
Output 1.3 National GHG database management system is developed	1.3.2 Activity 1.3.2 Conduct a validation workshop with key stakeholders involved in the inventory process to collect input on the draft design options of the GHG database management system and to define the guidelines of operating and using the system.														International Firm/International Expert for MRV and Climate Finance and /Project Manager	
	1.3.3 Activity 1.3.3. Pilot the National GHG database management system and the guidelines and toolkits, developed in output 1.1.5 for 6 months in a dedicated sector														International Firm and Project manager	
	1.3.4 Activity 1.3.4. Provide 3 training workshop over the 3 years of the project implementation to key staff in line ministries and agencies and the private sector on the use of the GHG database management															International Firm and Project manager
	Deliverables Deliverable 16: A draft design for an online GHG database management system Deliverable 17: Draft rules for operationalizing the database system Deliverable 18: Adjusted and validated design of the GHG database management system Deliverable 19: Rules for operating and using the GHG system Deliverable 20: Identification of sector for piloting phase Deliverable 21: Report of the piloting phase, including feedback on user-friendliness, and with special focus on shortcomings of system Deliverable 22: Training materials in hard and digital format to be made available to training participants and system users Deliverable 23: Final report of implemented training activities.						16 17	16 17	17 18 19	20 21 22	21 22	23				
	1.4.1 Activity 1.4.1 Determine the specific carbon content of the biomass which is affected by burning for the tree species affected															International and local Expert in GHG inventory-AFLOU sector
	1.4.2 Activity 1.4.2 Determine the combustion efficiency of biomass which is affected by burning															International and local Expert in GHG inventory-AFLOU sector
	1.4.3 Activity 1.4.3 Conduct measurements for methane and nitrous oxide with laboratory equipment															International and local Experts in GHG inventory-AFLOU sector
Output 1.4 Country-specific emission factor is developed in the AFOLU sector	1.4.4 Activity 1.4.4 Compile all collected data to develop a country-specific emission factor for biomass burning-forest land, following guidance of the 2006 IPCC Guidelines														International and local Experts in GHG inventory-AFLOU sector	
	Deliverables Deliverable 24: Report on carbon content determined Deliverable 25: Report on combustion efficiency determined Deliverable 26: Report on Measurement results Deliverable 27: Report on country-specific emission factor									24 25 26	27					

OUTPUTS	ACTIVITIES / DELIVERABLES		PROJECT YEAR 1 - quarters				PROJECT YEAR 2 - quarters				PROJECT YEAR 3 - quarters				Staff/consultant/subcontractor responsible for activity execution (as labelled in the budget)				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
Output 1.5. Sector-specific toolkits and consistency guidelines to facilitate data collection and reporting are developed (it will be done together with output 1.3)	1.5.1	Activity 1.5.1. Develop sector-specific toolkits and guidelines, aligned with the 2006 IPCC Guidelines, for data collection and reporting in all prioritized sectors, complementing the GHG database management system in output 1.3.													International Expert for MRV and Climate Finance with advisory of International and local Experts in GHG inventory-AFLOU sector				
	1.5.2	Activity 1.5.2. Conduct a workshop with key stakeholders from the sectors to present and discuss the toolkits and guidelines													Project Manager/International Expert for MRV and Climate Finance				
	Deliverables	Deliverable 28: Toolkits and guidelines Deliverable 29: Validated toolkits and guidelines							28		29								
Output 1.6 Short courses at the National University of Laos are established and training to relevant staff in line ministries and agencies provided.	1.6.1	Activity 1.6.1 Conduct a survey with staff in different agencies to identify capacity needs for GHG inventory and MRV													International Expert for MRV and Climate Finance				
	1.6.2	Activity 1.6.2 Draft an initial training framework for the short courses on GHG inventory and MRV System Management at the Faculty of Environmental Sciences at the National University of Laos and conduct a validation workshop with different stakeholders for the draft training framework													National University of Lao PDR/ with inputs from International Expert for MRV and Climate Finance and UNEP DTU Partnership				
	1.6.3	Activity:1.6.3 Conduct two rounds of trainings course per year hosted by the National University of Laos													National University of Lao PDR				
	1.6.4	Activity:1.6.4 Identify funding options for the training course to ensure its economic sustainability and further development with a view to increase the number of trainees													Project Manager/International Expert for MRV and Climate Finance				
	1.6.5	Activity:1.6.5 Draft a capacity development plan of training providers (professors and researchers) at the National University of Lao PDR in international transparency processes Capacity-building plan for trainers													Project Manager/International Expert for MRV and Climate Finance				
	Deliverables	Deliverable 30: Summary Report of survey Deliverable 31: Draft training framework for two short courses Deliverable 32: Report of validation of the training framework workshop Deliverable 33: Validated and adjusted training framework for two short courses Deliverable 34: Training material (e.g. presentations and reading material) Deliverable 35: Summary report of all training activities Deliverable 36: Report on potential funding options Deliverable 37: Capacity development plan for training providers							30	31	32	33	34	35	34	35	36	37	34
Output 1.7 Regional cooperation and knowledge-sharing activities on transparency are carried out.	1.7.1	Activity:1.7.1 Participate in international conferences, workshops and capacity-building activities related to the Enhanced Transparency Framework under the Paris Agreement, such as the Asia LEDES Partnerships' Community of Practice and the ASEAN Working Group on Climate Change (AWGCC)																	Project Manager
	1.7.2	Activity:1.7.2 Organize a regional south-south peer-exchange workshop, once per year for country experts from Southeast Asian countries to learn from each other's transparency activities and share insights on challenges, good practices and lessons-learned.																	Project Manager/International Expert for MRV and Climate Finance
	1.7.3	Activity:1.7.3 Collaborate with other countries through the CBIT Global Coordination Platform and related workshops in knowledge-sharing activities																	Project Manager/International Expert for MRV and Climate Finance
	Deliverables	Deliverable 38: Report on participation of key staff in conferences Deliverable 39 : MRV Action Plan for further south-south collaboration Deliverable 40 :Sharing of ideas, questions and materials such as case-studies through the platform																38	39

OUTPUTS	ACTIVITIES / DELIVERABLES		PROJECT YEAR 1 - quarters				PROJECT YEAR 2 - quarters				PROJECT YEAR 3 - quarters				Staff/consultant/subcontractor responsible for activity execution (as labelled in the budget)	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Outcome 2: Lao PDR has systems and tools to effectively track international support received for international reporting																
Output 2.1 Tracking system for support received associated with the implementation of Lao PDR's NDC is established.	2.1.1	Activity 2.1.1. Conduct a stock-taking of the existing institutional arrangements and reporting systems to track international support received in Lao PDR, including an assessment of the Aid Management Platform and the ODA Monitoring Information Systems and the main barriers and gaps													International and Local Experts in Climate Finance in Public Sector	
	2.1.2	Activity 2.1.2. Design a mechanism for reporting of climate finance in Lao PDR and draft related user guidelines for the reporting entities													International and Local Experts in Climate Finance in Public Sector	
	2.1.3	Activity 2.1.3. Conduct pilot studies on the validated mechanism for climate finance tracking and the related user guidelines. There will be a 6 months piloting period to ensure the functionality of the mechanism.													International and Local Experts in Climate Finance in Public Sector	
	Deliverables	Deliverable 41: Focus interviews with key stakeholders														
		Deliverable 42: Report of the consultation workshop with key stakeholders														
		Deliverable 43: Stocktaking report including barrier analysis														
		Deliverable 44: Report of the validation workshop for draft design mechanism						41		44						
Deliverable 45: Validated design mechanism						42		45			47					
Deliverable 46: User guidelines for the new mechanism						43		46								
Deliverable 47: Report of the first 6 months piloting phase of the mechanism for tracking support received, including feedback and suggestions of the users																
Output 2.2. Training for public institutions on reporting climate finance received developed and conducted.	2.2.1	Activity 2.2.1. Identify/assess training needs in sectors													International and Local Experts in Climate Finance in Public Sector	
	2.2.2	Activity 2.2.2. Develop training programme													International and Local Experts in Climate Finance in Public Sector	
	2.2.3	Activity 2.2.3. Design and publish a Training Manual about the climate finance reporting system using inputs from the piloting step													International and Local Experts in Climate Finance in Public Sector	
	2.2.4	Activity 2.2.4 Deliver 5 training sessions to the stakeholders on using the methodologies for identifying and reporting climate finance and reporting as well as creating understanding of process and procedures of reporting													International and Local Experts in Climate Finance in Public Sector/Project Manager	
	2.2.5	Activity 2.2.5 Prepare an overall summary of results of the training activities and assessment of its implementation														
	Deliverables	Deliverable 48: Capacity needs assessment in terms of training activities for stakeholders														
		Deliverable 49: Training programme for stakeholders														
Deliverable 50: Training Manual																
Deliverable 51: Report of training activities implemented. (3 trainings for minimum 30 participants per, 40 to 50% females)						48	49	50	52	51	52	51	52			
Deliverable 52: Assessment report with summary of results of the training activities and main conclusions associated																
Project Closure reports and Finalization documents, including TE																

ANNEX L: TRACKING TOOL FOR GEF 6 CAPACITY-BUILDING INITIATIVE FOR TRANSPARENCY PROJECTS

Section A. General Data

		At CEO Endorsement	
Project Title	Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement		
GEF ID	10039		
GEF Agency	UN Environment		
Agency Project ID	1640		
Country	Lao PDR		
Region	EAP		
Date of Council/CEO Approval			Month DD, YYYY (e.g., May 13, 2014)
GEF Grant (US\$)	1,210,000		
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

		Target At CEO Endorsement	
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	150,000		
Private			
Domestic			
External			

Section C. Qualitative Outcome Indicators

Indicator	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.
Indicator 3: Quality of MRV Systems			
National GHG Inventory Reporting	3	6	The inventory is done in an ad-hoc manner through consultants and is project-based; there are no institutional arrangements among concerning government agencies with regard to data collection and sharing. CBIT will support the inter-ministerial cooperation for effective data sharing and communication, and will put in place a sustainable GHG inventory system to help improve inventory estimation and quality.
MRV of Support Received/ Public Expenditure	1	5	The country does neither have a clear definition of what is considered 'Climate Finance', nor is there a standardized methodology to coherently and consistently track the support received for climate change in order to properly report it within the BUR.
NDC Implementation Reporting	2	5	NDC implementation is under revision and some basic mechanisms or systems such as the Technical Working Group on Climate Change are in place to track and report on the implementation of Lao PDR's NDC.
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)
National Communications		2	NC1: 2 Nov 2000 NC2: 24 Jun 2013
Biennial Update Reports		-	
NDC		1	NDC1: 7 Sept 2016
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.
	1	3	

ANNEX M: GEF OPERATIONAL FOCAL POINT ENDORSEMENT LETTER



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity
ສະຫງວນສິດສະຫວັນ ສະຫງວນສິດສະຫວັນ

Ministry of Natural Resources and Environment
Environment Protection Fund

Vientiane, dated: **09 Mar 2018**

To: Kelly West
Global Environment Facility Coordinator
Corporate Services Division
UN Environment
P.O. Box 30552-00100
Nairobi, Kenya

Subject: Strengthening Lao PDR's Institutional Capacity to Comply with the Enhanced Transparency Framework under the Paris Agreement

In my capacity as GEF Operational Focal Point for Laos PDR, I confirm that the above project proposal (a) is in accordance with my government's national priorities and our commitment to the United Nations Framework Convention on Climate Change (UNFCCC); 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 UN Environment. If approved, the proposal will be prepared and executed by the Ministry of Natural Resources and Environment (MONRE). I request the UN Environment 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\$ **1,353,420** 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 Laos 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	30,000	1,210,000	118,370	1,358,370
Total GEF Resources			30,000	1,210,000	118,370	1,358,370

Yours Sincerely,

Khampadith KHAMMOUNHEUANG
GEF Operation Focal Point
Ministry of Natural Resources and Environment

ANNEX N: CO-FINANCING COMMITMENT LETTERS FROM PROJECT PARTNERS



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Natural Resources and Environment
Department of Climate Change
Tel/Fax: +856-21-265017

0302- ---
No:...../DCC

Vientiane Capital, 29 April 2019

Ms. Kelly West,
Global Environment Facility Coordinator
Corporate Services Division
UN Environment
P.O. Box 30552-00100
Nairobi, Kenya

Subject: Co-financing commitment for the project “Strengthening Lao PDR’s Institutional Capacity to Comply with the Enhanced Transparency Framework under the Paris Agreement”.

On behalf of the Department of Climate Change, Ministry of Natural Resources and Environment, Lao PDR, we are pleased to indicate the mentioned project is in-line with our priorities and commitments to the United Nations Framework Convention on Climate Change (UNFCCC) and will help us to strengthen the country’s enabling environment and capacity to implement the Paris Agreement.

The above mentioned project will contribute to the implementation of our Nationally Determined Contributions (NDCs). The Department of Climate Change, Ministry of Natural Resources and Environment, is the coordinating institution for the climate change in the country and has the function of coordinating the implementation of NDCs and its periodic report as established by the UNFCCC.

We confirm that the Ministry of Natural Resources and Environment of Lao PDR is going to provide in-kind co-finance for the project, totaling US\$150,000 as a contribution to carry out the implementation of the CBIT Project as below:

Details of in-kind co-financing undertaken by the Ministry of Natural Resources and Environment:

Project Outputs	Co-financing (in-kind)
1.1.1 Gap analysis of the institutional arrangements and capacities to comply with the ETF is carried out.	10,000
1.1.2 Institutional mechanism for inter-ministerial cooperation on systemizing data collection and processing is established and formalized.	10,000
1.1.3 National GHG database management system is developed.	10,000
1.1.4 Country-specific emission factors are updated for two key sectors.	10,000
1.1.5 Sector-specific spreadsheets, toolkits and consistency guidelines to facilitate data collection and reporting are developed.	10,000
1.1.6 A curriculum at the National University of Laos on GHG Inventory and MRV is established and training to relevant staff in line ministries and agencies is provided.	10,000

1.1.7 Regional cooperation and knowledge-sharing activities on transparency are carried out.	10,000
2.1.1 Needs and information gaps for the establishment for public and private expenditures associated to the implementation of Lao PDR's NDC identified.	15,000
2.1.2 Training for public institutions on reporting climate finance developed and conducted.	15,000
Project management cost	50,000
Total	US\$ 150,000

In this regard, please note that the CBIT project contributes to the actions being carried out by MoNRE for implementation of the NDC in the country and is complementary to national goals and the various ongoing initiatives related to climate change.

Please kindly take into consideration

Sincerely,



Sangkhane THIANGTHAMMAYONG

Director General
 Department of Climate Change
 Ministry of Natural Resources and Environment

ANNEX O: ENVIRONMENTAL AND SOCIAL SAFEGUARDS CHECKLIST

UNEP Environmental, Social and Economic Review Note (ESERN)

I. Project Overview

Identification	GEF ID 10039
Project Title	"Strengthening Lao PDR's institutional capacity to comply with the Enhanced Transparency Framework under the Paris Agreement"
Managing Division	Economy Division
Type/Location	National
Region	South-East Asia
List Countries	Lao People Democratic Republic
Project Description	<p>The CBIT Project aims to establish a national transparency system for domestic and international reporting in compliance with the requirement of the Enhanced Transparency Framework through two main components.</p> <p>Under Component 1 "Strengthening of Lao PDR's Transparency Framework for Mitigation" the project will aim at establishing and formalising an institutional mechanism for interministerial cooperation, developing a national GHG database management system, including sector-specific spreadsheets, toolkits and guidelines, as well as developing a country-specific emission factor. The institutional mechanisms will lay the foundation of the country's transparency system and will improve data collection and sharing processes among ministries while the database system and the spreadsheets will improve the quality of Laos' GHG inventories.</p> <p>Under Component 2 "Strengthening Lao PDR's capacity to monitor and report on means of implementation", the project intends to fill a gap by establishing a national tracking system for public climate expenditures and build the necessary technical capacities for the reporting and tracking of climate finance in the country.</p>
Estimated duration of project:	36 months
Estimated cost of the project :	USD 1,210,000

II. Environmental Social and Economic Screening Determination

A. Summary of the Safeguard Risks Triggered

Safeguard Standard Triggered by the Project	Impact of Risk ⁴⁶ (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)			

⁴⁶ 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).

B. ESE Screening Decision⁴⁷ (Refer to the UNEP ESES Framework (Chapter 2) and the UNEP's ESES Guidelines.)

Low risk Moderate risk High risk Additional information required

C. Development of ESE Review Note and Screening Decision:

Prepared by: Name: Tania Daccarett Date: 29 April 2019

Safeguard Advisor: Name: Yunae Yi Date: 14 May 2019

Task Manager: Name: Sudhir Sharma Date: 27 May 2019_

D. Recommended further action from the Safeguard Advisor:

This is a low safeguard risk project.

⁴⁷ **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 an 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.

ANNEX P: ACRONYMS AND ABBREVIATIONS

ACCI	ASEAN Climate Change Initiative
AFOLU	Agriculture, Forestry and Land Use
AIT	Asian Institute for Technology
AMP	Aid Management Platform
ASEAN	Association of Southeast Asian Nations
AWGCC	ASEAN Working Group on Climate Change
BAEF	Barrier Analysis and Enabling Framework
BMUB	Federal Ministry of the Environment, Nature Conservation and Nuclear Safety
BTR	Biennial Transparency Report
BUR	Biennial Update Report
CBIT	Capacity-building Initiative for Transparency
CBT	Climate Budget Tagging
CH ₄	Methane
CITC	Climate Change International Technical and Training Center
CEDAW	Convention on the Elimination of all Forms of Discrimination against Women
CliPAD	Climate Protection through Avoided Deforestation
COP	Conference of the Parties
CO ₂ eq	Carbon Dioxide Equivalent
CPEIR	Climate Public Expenditures and Institutional Review
DCC	Department of Climate Change
DMH	Department of Meteorology and Hydrology
DPC	Department of Planning and Cooperation
DRM-PEIR	Disaster Risk Management Public Expenditure and Institutional Review
EA	Executing Agency
EO	Evaluation Office
ESERN	UNEP Environmental, Social and Economic Review Note
ETF	Enhanced Transparency Framework
FAO	Food and Agriculture Organization
FES	Faculty of Environmental Sciences
FNC	First National Communications
FREL	Forest Reference Emission Level

FRL	Forest Reference Level
GCF	Green Climate Fund
GDP	Gross Domestic Product
GEAP	Gender Equality Action Plan
GEF	Global Environment Facility
GGGI	Global Green Growth Institute
GHG	Greenhouse Gas Emissions
GIZ	German Corporation for International Cooperation GmbH (<i>Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH</i>)
IA	Implementing Agency
ICTC	International Climate Change and Technology Training Center
IGES	Institute for Global Environmental Strategies
INDC	Intended Nationally Determined Contribution
IPCC	Intergovernmental Panel on Climate Change
JICA	Japan International Cooperation Agency
Lao NCAWMC	Lao National Commission for the Advancement of Women and Mother-Child
Lao PDR	Lao People's Democratic Republic
LDC	Least Developed Country
LDCF	Least Developed Countries Fund
LWU	Lao Women's Union
MAF	Ministry of Agriculture and Forestry
MEM	Ministry of Energy and Mines
M&E	Monitoring and Evaluation
MIS	Management Information System
MoES	Ministry of Education and Sport
MoF	Ministry of Finance
MoIC	Ministry of Industry and Commerce
MoNRE	Ministry of Natural Resources and Environment
MoPH	Ministry of Public Health
MoU	Memorandum of Understanding
MPI	Ministry of Planning and Investment
MPWT	Ministry of Public Works and Transport
MRV	Monitoring, Reporting and Verification
NAFRI	National Agriculture and Forestry Research Institute

NAMA	Nationally Appropriate Mitigation Actions
NAP	National Adaptation Plan
NAPA	National Adaptation Programmes of Action
NC	National Communication
NCSA	National Capacity Needs Self-Assessment
NDC	Nationally Determined Contributions
NEC	National Environment Committee
NES	National Environmental Strategy
NGGS	National Green Growth Strategy
NIES	National Institute for Environmental Studies Japan
NPD	National Project Director
NSCC	National Steering Committee on Climate Change
NSEDP	National and Economic Social Development Plan
NUOL	National University of Laos
ODA	Official Development Assistance
OECC	Overseas Environmental Cooperation Center Japan
PATPA	Partnership for Transparency in the Paris Agreement
PIF	Project Identification Form
PIR	Project Implementation Review
PM	Project Manager
PMU	Project Management Unit
PPG	Project Preparation Grant
PSC	Project Steering Committee
PTC	Project Task Force
QA/QC	Quality Assurance and Quality Control
RCC	Regional Collaboration Center
REDD+	Reducing Emissions from Deforestation and Forest Degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks
SDG	Sustainable Development Goal
SDNSS	Strategy for the Development of National Statistics Systems
SNC	Second National Communication
TACCC	Transparency, Accuracy, Consistency, Completeness and Comparability
TE	Terminal Evaluation
TGEIS	Thailand Greenhouse Gas Emission Inventory System

TGO	Thailand Greenhouse Gas Management Organization
ToT	Training of Trainers
TNA	Technology Needs Assessment
TNC	Third National Communication
TWGCC	Technical Working Group on Climate Change
QA/QC	Quality Assurance and Quality Control
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research

ANNEX Q: TABLE OF CONTENT

PART I: PROJECT INFORMATION.....	1
PART II: PROJECT JUSTIFICATION	6
A.0. DESCRIBE ANY CHANGES IN ALIGNMENT WITH THE PROJECT DESIGN WITH THE ORIGINAL PIF	6
A.1. PROJECT DESCRIPTION.	9
A.2. CHILD PROJECT	35
A.3. <u>STAKEHOLDERS</u>	35
A.4. GENDER EQUALITY AND WOMEN'S EMPOWERMENT	40
A.5 RISK.....	42
A.6. INSTITUTIONAL ARRANGEMENT AND COORDINATION	45
A.7 BENEFITS	46
A.8 KNOWLEDGE MANAGEMENT.	47
B. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH NATIONAL PRIORITIES:.....	48
C. DESCRIPTION OF THE BUDGETED M&E PLAN:.....	51
PART III: CERTIFICATION BY GEF PARTNER AGENCY(IES).....	53
ANNEX A: PROJECT RESULTS FRAMEWORK	54
ANNEX B: RESPONSES TO PROJECT REVIEWS.....	57
ANNEX C: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS	67
ANNEX D: CALENDAR OF EXPECTED REFLOWS (IF NON-GRANT INSTRUMENT IS USED).....	68
ANNEX E: GEF 7 CORE INDICATOR WORKSHEET	69
ANNEX F: GEF PROJECT TAXONOMY WORKSHEET.....	70
ANNEX G: TERMS OF REFERENCE FOR KEY PERSONNEL	74
ANNEX H1: DETAILED GEF BUDGET (GEF FUNDS ONLY, US\$)	89
ANNEX I: M&E BUDGET AND WORK PLAN	93
ANNEX J: PROJECT IMPLEMENTATION ARRANGEMENTS.....	95
ANNEX K: PROJECT WORKPLAN AND DELIVERABLES	101
ANNEX L: TRACKING TOOL FOR GEF 6 CAPACITY-BUILDING INITIATIVE FOR TRANSPARENCY PROJECTS	104
ANNEX M: GEF OPERATIONAL FOCAL POINT ENDORSEMENT LETTER.....	105
ANNEX N: CO-FINANCING COMMITMENT LETTERS FROM PROJECT PARTNERS	106
ANNEX O: ENVIRONMENTAL AND SOCIAL SAFEGUARDS CHECKLIST.....	108
ANNEX P: ACRONYMS AND ABBREVIATIONS.....	111
ANNEX Q: TABLE OF CONTENT	115