



GEF-6 REQUEST FOR PROJECT ENDORSEMENT/APPROVAL

PROJECT TYPE: Medium-sized Project

TYPE OF TRUST FUND: Capacity Building Initiative for Transparency

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PART I: PROJECT INFORMATION

Project Title: Strengthening the Capacity of Institutions in Rwanda to implement the Transparency Requirements of the Paris Agreement			
Country(ies):	Rwanda	GEF Project ID: ¹	9997
GEF Agency(ies):	CI (select) (select)	GEF Agency Project ID:	
Other Executing Partner(s):	<ul style="list-style-type: none"> Rwanda Environment Management Authority (REMA) Conservation International (Africa Field Division – Vital Signs Programme) 	Submission Date:	
GEF Focal Area (s):	Climate Change	Project Duration (Months)	18
Integrated Approach Pilot	IAP-Cities <input type="checkbox"/> IAP-Commodities <input type="checkbox"/> IAP-Food Security <input type="checkbox"/>	Corporate Program: SGP <input type="checkbox"/>	
Name of Parent Program	[if applicable]	Agency Fee (\$)	90,000

A. FOCAL AREA STRATEGY FRAMEWORK AND OTHER PROGRAM STRATEGIES²

Focal Area Objectives/Programs	Focal Area Outcomes	Trust Fund	(in \$)	
			GEF Project Financing	Co-financing
(select) (select) CBIT	CBIT	CBIT	1,000,000	100,000
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
Total project costs			1,000,000	100,000

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](#).

B. PROJECT DESCRIPTION SUMMARY

Project Objective: To strengthen the capacity of Institutions in Rwanda to fulfill the Transparency Requirements of the Paris Agreement

Project Components	Financing Type ³	Project Outcomes	Project Outputs	Trust Fund	(in \$)	
					GEF Project Financing	Co-financing
<u>Component 1:</u> Strengthen National GHG Inventory system	TA	<p>Outcome 1.1: Inventory for GHG emissions and removals (sinks) enhanced and quality and quantity of data improved through improved collaboration between Rwanda Environment Management Authority (REMA) and sector-based institutions on the GHG emissions inventory</p> <p><u>Outcome Indicators:</u></p> <ul style="list-style-type: none"> <i>Outcome Indicator 1.1.1:</i> Number of GHG related sectors equipped to collect, track and report on GHG emissions and removals <i>Outcome Indicator 1.1.2:</i> Number of institutions collaborating in the development and use of the national GHG inventory and MRV system <i>Outcome Indicator 1.1.3:</i> Number of national inventory systems for managing all NDC information and GHG data <p><u>Outcome Targets:</u></p> <ul style="list-style-type: none"> <i>Target 1.1.1</i> At least 4 sectors are equipped to report based on Tier 2. <i>Target 1.1.2</i> At least 4 NDC sector institutions collaborating formally with REMA in the development of the national GHG inventory 	<p>Output 1.1.1 Emission factors for agriculture, forestry and land use, energy, transport, industries and waste sectors developed</p> <p>Output 1.1.2 Technical teams for data collection and processing established and operationalized</p> <p>Output 1.1.3 MoUs between REMA and sector institutions established to collect data, which are later processed and shared by REMA</p> <p>Output 1.1.4: Linkages between REMA and National Climate Change Committee (NCCC) for compliance to Paris agreement and IPCC guidelines strengthened</p> <p>Output 1.1.5 Robust National GHG inventory and MRV system in place</p> <p>Output 1.1.6 Sector institutions use State-of-art equipment, tools and protocols to track and report GHG emissions</p> <p>Output 1.1.7 MRV system institutionalized in the government operating structure</p>	CBIT	302,503	20,000

³ Financing type can be either investment or technical assistance.

		<p>and MRV system.</p> <ul style="list-style-type: none"> • <i>Target 1.1.3</i> At least 1 national Inventory system for managing all NDC information and GHG data developed at REMA. 				
<p>Component 2: Targeted capacity building of key stakeholders to collect, process and feed data into the GHG emissions inventory system (including on gender disaggregated data management for the GHG emissions inventory and MRV system)</p>	TA	<p>Outcome 2.1: Capacity of stakeholders strengthened on GHG data collection and processing protocols; and procurement of state-of-the art MRV equipment and tools.</p> <p><u>Outcome Indicators:</u></p> <ul style="list-style-type: none"> • <i>Outcome Indicator 2.1.1:</i> Number of technical staff in NDC sector-based institutions and non-state stakeholders trained in collection of gender disaggregated GHG data, processing protocols and feeding into the GHGI and MRV system • <i>Outcome Indicator 2.1.2:</i> Number of NDC sector-based institutions equipped with standardized protocols, and state-of- the art equipment and tools for GHG data management <p><u>Outcome Targets:</u></p> <ul style="list-style-type: none"> • <i>Target 2.1.1:</i> At least 300 (105 stakeholders from the 7 sectors and 195 from multiple scales of government and non-government institutions) trained in GHG data collection and management. • <i>Target 2.1.2:</i> At least 4 NDC sectors equipped with standardized protocols, and state-of- the art equipment and 	<p>Output 2.1.1: Stakeholders from the key emission sectors (agriculture, forestry and land use, energy, transport, industries and waste sectors) convened and trained in collection, processing and transmission of GHG data</p> <p>Output 2.1.2: Forty (40) staff from REMA and other sectors trained in domestic MRV systems, tracking NDCs, enhancement of GHG inventories and emission factors and projections</p> <p>Output 2.1.3: Best practices shared and scaled out through exchange programs for stakeholders on transparency activities</p>	CBIT	266,773	20,000

		tools to collect and manage GHG data for tier 2 reporting.				
Component 3: Integrated Platform for Data Sharing and Policy Making	TA	<p>Outcome 3.1 Fully developed data integration and sharing platform for use by stakeholders as a one stop source of information for transparency reporting</p> <p><u>Outcome Indicators:</u></p> <ul style="list-style-type: none"> <i>Outcome Indicator 3.1.1:</i> Number of platforms for integrating and sharing data (GHGI, NDC implementation, transparency information on finances and technology transfer) <i>Outcome Indicator 3.1.2:</i> Number of sector-based transparency information sets fed into the Global CBIT platform <p><u>Outcome Targets:</u></p> <ul style="list-style-type: none"> <i>Target 3.1.1:</i> An integrated platform is created and at least 5 sectors aggregate and upload GHG data and MRV information to the platform managed centrally by the REMA. <i>Target 3.1.2:</i> REMA aggregates, analyses and uploads GHG data into national MRV and CBIT platforms information to the platform managed centrally by the REMA 	<p>Output 3.1.1 A data integration platform built and established</p> <p>Output 3.1.2 Data for GHG inventory and MRV system aggregated from different sources, entered on data integrating platform and fed into the Global CBIT Coordination Platform</p> <p>Output 3.1.3 National inventory of greenhouse gas emissions is established and made publicly available</p> <p>Output 3.1.4 Stakeholders capacity to contribute to integration and utilization of data platform and the strengthened CBIT platform is built</p> <p>Output 3.1.5: Data and information from the Integrated Platform and GHG Inventory and MRV system utilized</p> <p>Output 3.1.6: GHG and MRV System Improvement and Maintenance Plan developed</p>	CBIT	340,746	25,000
Subtotal					910,022	65,000
Project Management Cost (PMC) ⁴				CBIT	89,978	35,000
					1,000,000	100,000

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

C. CONFIRMED SOURCES OF Co-financing FOR THE PROJECT BY NAME AND BY TYPE

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

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
GEF Agency	Conservation International/Vital Signs	In-kind	50,000
Recipient Government	Rwanda Environment Management Authority (REMA)	In-kind	50,000
Total Co-financing			100,000

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

GEF Agency	Trust Fund	Country/ Regional/ Global	Focal Area	Programming of Funds	(in \$)		
					GEF Project Financing (a)	Agency Fee (b) ^{b)}	Total (c)=a+b
CI	CBIT	Rwanda	Climate Change	CBIT	1,000,000	90,000	1,090,000
Total GEF Resources					1,000,000	90,000	1,090,000

a) Refer to the Fee Policy for GEF Partner Agencies

E. PROJECT'S TARGET CONTRIBUTIONS TO GLOBAL ENVIRONMENTAL BENEFITS⁵

Provide the expected project targets as appropriate.

<i>Project Core Indicators</i>		<i>PIF Submission</i>	<i>CEO Endorsement Submission</i>
1	<i>Terrestrial protected areas created or under improved management for conservation and sustainable use (Million Hectares)</i>		-
2	<i>Marine protected areas created or under improved management for conservation and sustainable use (Million Hectares)</i>		-
3	<i>Area of land restored (Million Hectares)</i>		-
4	<i>Area of landscapes under improved practices (excluding protected areas)(Million Hectares)</i>		-
5	<i>Area of marine habitat under improved practices (excluding protected areas) (Million Hectares)</i>		-
	<i>Total area under improved management (Million Hectares)</i>		-
6	<i>Greenhouse Gas Emissions Mitigated (million metric tons of CO₂e)</i>		-
7	<i>Number of shared water ecosystems (fresh or marine) under new or improved cooperative management</i>		-
8	<i>Globally over-exploited marine fisheries moved to more sustainable levels (thousand metric tons)(Percent of fisheries, by volume)</i>		-
9	<i>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 (thousand metric tons of toxic chemicals reduced)</i>		-
10	<i>Reduction, avoidance of emissions of POPs to air from point and non-point sources (grams of toxic equivalent gTEQ)</i>		-
11	<i>Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment</i>		<i>Target Beneficiaries 300⁶</i> <i>Female: 60</i> <i>Male: 240</i>

PART II: PROJECT JUSTIFICATION

A. DESCRIBE ANY CHANGES IN ALIGNMENT WITH THE PROJECT DESIGN WITH THE ORIGINAL PIF⁷

A.1. *Project Description*. Elaborate on: 1) the global environmental and/or adaptation problems, root causes and barriers that need to be addressed; 2) the baseline scenario or any associated baseline projects, 3) the proposed alternative scenario, GEF focal area⁸ strategies, with a brief description of expected outcomes and components of the project, 4) [incremental/additional cost reasoning](#) and expected contributions from the baseline, the GEFTF, LDCF, SCCF, CBIT and [co-financing](#); 5) [global environmental benefits](#) (GEFTF) and/or [adaptation benefits](#) (LDCF/SCCF); and 6) innovativeness, sustainability and potential for scaling up.

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

⁶ 105 stakeholders from the 7 sectors (15 per sector) trained in GHG data collection and management; 195 stakeholders from multiple scales of government and non-government institutions trained in GHG data collection and management

⁷ For questions A.1 –A.7 in Part II, if there are no changes since PIF, no need to respond, please enter “NA” after the respective question.

⁸ 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..

No substantial changes from the PIF.

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

NA

A.3. *Stakeholders.* Identify key stakeholders and elaborate on how the key stakeholders engagement is incorporated in the preparation and implementation of the project. Do they include civil society organizations (yes ☒ /no ☐)? and indigenous peoples (yes ☐ /no ☒)?⁹

a. Stakeholder Engagement during the PPG Phase:

Stakeholder consultations and engagement was at three levels:

- the first is consultations and interaction with the Project Team (REMA and CI) that was mainly through telecommunication including telephone, skype and emails, and physical meetings held alongside the stakeholder meetings. The team was consulted on sources of literature, listing of stakeholders and scheduling meetings, preparations for the stakeholder meetings, and to provide input during the project document drafting.
- Key informant interviews were also undertaken in person and via telephone
- Two stakeholder meetings were organised and delivered: an Inception and consultative workshop held on 14th September 2018, and a Stakeholder validation workshop held on 19th October 2018 in Kigali. Cumulative number of participants in the two workshops was 34 (10 Female and 24 Male).

The major actors in the GHG inventory system were government staff. Findings from the consultations suggested broader stakeholder engagement beyond government institutions to include other technical stakeholders (e.g. academia, private sector). Policy makers were targeted during PPG Phase and will also be involved during implementation phase for the preparation of instruments to formalize cooperation between institutions which will include government institutions involved in the sectors of focus as well as cross-cutting institutions such as Rwanda's Ministry of Gender and Family Promotion (MIGEPROF). Other institutions to be brought on board include; Fund for Environment and Climate Change (FONERWA), Ministry of Local Government, Rwanda Resource Efficiency & Cleaner Production Centre – waste and energy, University of Rwanda- College of Science and Technology, National Institute of Statistics of Rwanda (NISR)- Environmental Statistics Department, Rwanda Revenue Authority, Ministry of Education (MINEDUC), Rwanda Biomedical Centre and Rwanda Development Board (RDB) that houses the National Data Centre where the statistical information will be stored.

STAKEHOLDER ENGAGEMENT PLAN(SEP)

SECTION I: Project Information

PROJECT TITLE:	Strengthening the Capacity of Institutions in Rwanda to implement the Transparency Requirements of the Paris Agreement		
GEF PROJECT ID:	9997	PROJECT DURATION:	18 months
EXECUTING AGENCY:	Rwanda Environment Management Authority (REMA) and Vital Signs		

⁹ As per the GEF-6 Corporate Results Framework in the GEF Programming Directions and GEF-6 Gender Core Indicators in the Gender Equality Action Plan, provide information on these specific indicators on stakeholders (including civil society organization and indigenous peoples) and gender.

PROJECT START DATE:	08/2019	PROJECT END DATE:	02/2021
SEP PREPARED BY:	Rwanda Environment Management Authority (REMA) and Vital Signs		
DATE OF (RE)SUBMISSION TO CI-GEF:	3 rd May 2019		
SEP APPROVED BY:	Ian Kissoon		
DATE OF CI-GEF APPROVAL:	3 rd May 2019		

SECTION II: Introduction

Overview:

The Stakeholder Engagement Plan (SEP) is prepared in response to GEF Policy #7 requirement. The preparation of the SEP is guided by the CI-GEF ESMF framework that provides for the following as the minimum stakeholder engagement indicators that the project is required to monitor and report on:

1. Number of government agencies, civil society organizations, private sector, Forest Dependent peoples and other stakeholder groups that have been involved in the project implementation phase on an annual basis;
2. Number persons (sex disaggregated) that have been involved in project implementation phase (on an annual basis); and
3. Number of engagement (e.g. meeting, workshops and consultations) with stakeholders.

In addition to responding to the GEF policy requirement, the SEP is intended to strengthen the stakeholder engagement processes that started with the PPG phase, and define modalities to build, strengthen and sustain the stakeholder engagement processes through the implementation of this project

Stakeholder Engagement Plan (SEP) by Project Component:

Component 1: Strengthening the National GHG Inventory system

This component calls for a broad stakeholder engagement beyond government institutions to include other technical stakeholders such as academia. The technical stakeholders will be mobilized to participate on the project through the Technical Teams based on sectors, and technical cooperation arrangements such as the GHG Working Group of the NCCC. Policy makers are also targeted for the preparation of instruments to formalize cooperation between institutions and will include government institutions involved in the sectors of focus as well as cross-cutting institutions such as MIGEPROF. Involvement will be majorly through meetings, expert consultations, and trainings.

Component 2: Targeted capacity building of key stakeholders to collect, process and feed data into the GHG emissions inventory system

This component focuses on building capacities for data collection, processing and transmission across the different sectors and at multiple scales. Government institutions at the central and local government will be engaged as trainees to build capacities for handling GHG data. Opportunities to share and exchange information and knowledge will bring forth interested stakeholders at international (CBIT secretariat), regional (countries implementing CBIT projects) and national levels. The main form of engagement is participation at training and knowledge sharing workshops.

Component 3: An Integrated Platform for Data Sharing and Policy/Decision Making

The component is premised on building and promoting the use of the integrated data platform and the CBIT Platforms. The aggregation of the data from different sources build on efforts at streamlining the data management and sharing mechanisms under component one. Sustaining the existing working relations is therefore critical as well as the popularization of the platforms. Participation will take the form of meetings, consultations, and workshops, and training events.

SECTION III: STAKEHOLDER MAPPING

Stakeholder Name and Function <i>Name of the key stakeholder, and their main purpose/function</i>			Stakeholder's Interest <i>What are the stakeholder's main interests in and concerns about the project</i>	Impact of Project on Stakeholder <i>How will the stakeholder be affected (both positively and negatively) by the project?</i>	Influence of Stakeholder <i>How can the stakeholder affect the project? Can they hinder or contribute to the success of the project?</i>	Risk Management <i>(Is this a low, medium or high-risk stakeholder? And how would you manage medium/high risk stakeholders?)</i>
Stakeholder	Sector	Mandate				
ENVIRONMENT						
Ministry of Environment (MoE)	Public	Established to ensure the conservation, protection and development of the environment. It also ensures the safeguard of green and climate resilience for growth of the economy. Responsible for implementing the Results Based Management (RBM) Policy	Policy guidance and beneficiary	Built technical and institutional capacity	<ul style="list-style-type: none"> • PSC Member • Technical guidance Training beneficiary 	Low
Rwanda Environment Management Authority (REMA)	Public	To facilitate the coordination and oversight for implementation of national environmental policy. Rwanda's Designated National Authority (DNA) and climate change focal point to the UNFCCC.	Lead executing agency and beneficiary	Built technical and institutional capacity	<ul style="list-style-type: none"> • PSC Member • Project host institution • Technical expertise • Participate at UNFCCC and CBIT events • Trainings 	Low
Rwanda Meteorology Agency		To provide accurate, timely weather and climate information and products for the general welfare of the peoples of	Participant and Beneficiary	Built technical and institutional capacity	<ul style="list-style-type: none"> • Technical Team member • Trainings 	Low

Stakeholder Name and Function <i>Name of the key stakeholder, and their main purpose/function</i>			Stakeholder's Interest <i>What are the stakeholder's main interests in and concerns about the project</i>	Impact of Project on Stakeholder <i>How will the stakeholder be affected (both positively and negatively) by the project?</i>	Influence of Stakeholder <i>How can the stakeholder affect the project? Can they hinder or contribute to the success of the project?</i>	Risk Management <i>(Is this a low, medium or high-risk stakeholder? And how would you manage medium/high risk stakeholders)</i>
Stakeholder	Sector	Mandate				
		Rwanda				
The Association pour la Conservation de la Nature au Rwanda (ACNR)	Public	To promote biodiversity conservation through participatory and sustainable management of natural resources in Rwanda.	Beneficiary	Built technical and institutional capacity	<ul style="list-style-type: none"> Trainings on use of integrated data platform 	Low
CROSS CUTTING						
Fund for Environment and Climate Change (FONERWA)	Public sector	Rwanda's Green Fund for environment and climate change projects.	Beneficiary	Built technical and institutional capacity	Establishing the integrated data platform	Low
Ministry of Local Government	Public sector	Coordination of good governance and high quality territorial administration programs that promote economic, social and political development throughout the nation	Beneficiary	Built technical and institutional capacity	Training on data collection, processing and transmission	Low
Rwanda Resource Efficiency & Cleaner Production Centre – waste and energy	Public sector	Mandate is to build capacities of industries and Small Medium Enterprises for waste minimization and efficient utilization of resources	Beneficiary	Built technical and institutional capacity	All technical trainings	Low
University of Rwanda-College of Science and Technology	Academia	Lead - Energy, IPPU and Waste Sector Working Groups at REMA	Beneficiary	Built technical and institutional capacity	Member Technical Team Trainings	Low
National	Public	Primary data	Beneficiary	Built	<ul style="list-style-type: none"> PSC member 	Low

Stakeholder Name and Function <i>Name of the key stakeholder, and their main purpose/function</i>			Stakeholder's Interest <i>What are the stakeholder's main interests in and concerns about the project</i>	Impact of Project on Stakeholder <i>How will the stakeholder be affected (both positively and negatively) by the project?</i>	Influence of Stakeholder <i>How can the stakeholder affect the project? Can they hinder or contribute to the success of the project?</i>	Risk Management <i>(Is this a low, medium or high-risk stakeholder? And how would you manage medium/high risk stakeholders)</i>
Stakeholder	Sector	Mandate				
Institute of Statistics of Rwanda (NISR)-Environmental Statistics Department	Sector	producer and produces mandatory statistics such as GDP and population statistics, special purpose-statistics such as the Demographic and Health Survey (DHS), and Household Living Conditions Survey. Also conducts specific joint surveys such as Agriculture Survey, in partnership with the relevant institutions.		technical and institutional capacity	<ul style="list-style-type: none"> Data management methodologies development 	
Rwanda Revenue Authority		Tax assessment, collection and accounting	Beneficiary	Built technical and institutional capacity	Training on data integration	Low
Rwanda Development Board (RDB)		Implementing the National Data Centre	Beneficiary	Built technical and institutional capacity	Training on data integration	Low
Ministry of Education (MINEDUC)		Hosts the Climate observatory Centre	Beneficiary	Built technical and institutional capacity	<ul style="list-style-type: none"> PSC member Expert input 	Low
Rwanda Biomedical Centre		Responsible for medical waste management	Beneficiary	Built technical and institutional capacity	Technical Team member	Low
Ministry of Gender and Family Protection	Public	To plan and coordinate implementation of the National Gender Policy	Beneficiary	Built technical and institutional capacity	<ul style="list-style-type: none"> Co-opted to the PSC Training on data management 	Low

Stakeholder Name and Function <i>Name of the key stakeholder, and their main purpose/function</i>			Stakeholder's Interest <i>What are the stakeholder's main interests in and concerns about the project</i>	Impact of Project on Stakeholder <i>How will the stakeholder be affected (both positively and negatively) by the project?</i>	Influence of Stakeholder <i>How can the stakeholder affect the project? Can they hinder or contribute to the success of the project?</i>	Risk Management <i>(Is this a low, medium or high-risk stakeholder? And how would you manage medium/high risk stakeholders)</i>
Stakeholder	Sector	Mandate				
National Climate Change Committee	Public	Coordinating the GHG Working Group	Beneficiary	Built technical and institutional capacity	<ul style="list-style-type: none"> • Sub-grantee • PSC member 	Low
Rwanda Utilities Regulatory Authority (RURA)	Public	Regulate selected public Utilities in the areas of telecommunications electricity, water, removal of waste products from residential or business premises, extraction and distribution of gas and transport of goods and persons.	Beneficiary	Built technical and institutional capacity	<ul style="list-style-type: none"> • Technical Team member • Trainings 	Low
Private Sector Federation	Private sector	Promoting and representing the interests of the Rwandan business community	Beneficiary	Built technical and institutional capacity	Trainings	Low
RECOR (Rwanda Environmental Conservation Organization)	NGO	Areas of focus include; climate change, biodiversity conservation, renewable energy, education for sustainable development, forestry, agroforestry, water, hygiene and sanitation.	Beneficiary	Built technical and institutional capacity	Trainings	Low
World Conservation Society (WCS)/Vital Signs	INGO	Ecosystems data supplier	Partner	Built technical and institutional capacity	Technical expertise	Low
AGRICULTURE						
Ministry of	Public	Policy oversight for	Partner	Built	Technical Team	Low

Stakeholder Name and Function <i>Name of the key stakeholder, and their main purpose/function</i>			Stakeholder's Interest <i>What are the stakeholder's main interests in and concerns about the project</i>	Impact of Project on Stakeholder <i>How will the stakeholder be affected (both positively and negatively) by the project?</i>	Influence of Stakeholder <i>How can the stakeholder affect the project? Can they hinder or contribute to the success of the project?</i>	Risk Management <i>(Is this a low, medium or high-risk stakeholder? And how would you manage medium/high risk stakeholders)</i>
Stakeholder	Sector	Mandate				
Agriculture and Animal Resources (MINAGRI)		agriculture sector		technical and institutional capacity	member - AFOLU	
Rwanda Agriculture Board (RAB)	Public	Member AFOLU Working Group at REMA	Beneficiary	Built technical and institutional capacity	Technical Team member - AFOLU	Low
University of Rwanda- College of Agriculture, Animal Science and Veterinary Medicine	Academia	Lead – AFOLU Sector Working Group at REMA	Beneficiary	Built technical and institutional capacity	Member Technical Team	Low
TRANSPORT						
Ministry of Infrastructure (MININFRA)	Public	Policy oversight	Beneficiary	Built technical and institutional capacity	PSC member	Low
Rwanda Transport Development Agency (RTDA)	Public	Responsible of promoting the transport services for persons and goods in the country	Beneficiary	Built technical and institutional capacity	Technical Team member - Energy	Low
ENERGY						
Energy Development Corporate Limited (EDCL)	Public	Member – Energy Sector Working Group at REMA	Beneficiary	Built technical and institutional capacity	Technical Team member - Energy	Low
Rwanda Energy Group	Public company	Incorporated to expand, maintain and operate the energy infrastructure in the Country through its two subsidiaries the Energy Utility Corporation	Expertise	Built technical and institutional capacity	Energy expertise	Low

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Stakeholder	Sector	Mandate				
		Limited (EUCL) and the Energy Development Corporation Limited (EDCL).				
Rwanda Mines, Petroleum and Gas Board	Public	Mandated to monitor and coordinate implementation of strategies related to mines, petroleum and gas; Conduct research & exploration in geology, mining and petroleum and disseminate the findings; Supervise and monitor private or public entities conducting mining, trade and value addition of mineral operations; and Assist government in valuing mining and quarry concessions.	Policy guidance and Expertise	Built technical and institutional capacity	Co-opt onto PSC and Technical Team meetings	Low
LAND USE						
Rwanda Housing Authority (RHA)	Public	It was established in a bid to improve the quality of life of Rwandans through planning, organizing and spearheading rural settlement, urban settlement, public building construction, affordable housing; management of	Beneficiary	Built technical and institutional capacity	Technical Team member- AFOLU	Low

Stakeholder Name and Function <i>Name of the key stakeholder, and their main purpose/function</i>			Stakeholder's Interest <i>What are the stakeholder's main interests in and concerns about the project</i>	Impact of Project on Stakeholder <i>How will the stakeholder be affected (both positively and negatively) by the project?</i>	Influence of Stakeholder <i>How can the stakeholder affect the project? Can they hinder or contribute to the success of the project?</i>	Risk Management <i>(Is this a low, medium or high-risk stakeholder? And how would you manage medium/high risk stakeholders)</i>
Stakeholder	Sector	Mandate				
		public office space and Government Assets; and regulation of the construction industry.				
Rwanda Water and Forestry Authority (RWFA)	Public	Member – AFOLU Sector Working Group at REMA		Built technical and institutional capacity	Technical Team member - AFOLU	Low
Rwanda Land Use and Management Authority	Public	Responsible for putting in place and operationalizing an efficient system of land administration, use and land management that secures land ownership in the country		Built technical and institutional capacity	Technical Team member - AFOLU	Low
INDUSTRY						
Ministry of Trade, Industry and East African Community Affairs (MINEACOM)	Public	Policy guidance	Beneficiary	Built technical and institutional capacity	PSC member	Low
National Industrial Research & Development Agency (NIRDA)	Public	Mandated with a mission to enable a generation of industrial innovators to become competitive through technology monitoring, acquisition, development and transfer & applied research.	Beneficiary	Built technical and institutional capacity	Technical Team member - IPPU	Low
WASTE						

Stakeholder Name and Function <i>Name of the key stakeholder, and their main purpose/function</i>			Stakeholder's Interest <i>What are the stakeholder's main interests in and concerns about the project</i>	Impact of Project on Stakeholder <i>How will the stakeholder be affected (both positively and negatively) by the project?</i>	Influence of Stakeholder <i>How can the stakeholder affect the project? Can they hinder or contribute to the success of the project?</i>	Risk Management <i>(Is this a low, medium or high-risk stakeholder? And how would you manage medium/high risk stakeholders)</i>
Stakeholder	Sector	Mandate				
City of Kigali (CoK)– Directorate of Health & Environment Unit	Public	Member – Waste Sector Working Group at REMA	Beneficiary	Built technical and institutional capacity	Technical Team member	Low
Company for Environment Protection and Development (COPED)	Private sector	Specialized in waste management and recycling Member – Waste Sector Working Group at REMA	Beneficiary	Built technical and institutional capacity	Technical Team member	Low
Rwanda Water and Sanitation Corporation (WASAC)	Public sector	Entity setup to manage the water and sanitation services in Rwanda	Beneficiary		Technical Team member	Low

SECTION IV: STAKEHOLDER ENGAGEMENT DURING PPG PHASE

Stakeholder Name	Date, Location and Method of Engagement ¹⁰	Outcomes
Inception Workshop <i>(see participant list in Annex 1)</i>	13th September 2018 at Gorillas Golf Hotel, Kigali Rwanda Hotel	Workshop objectives: 1.To present the Project Inception report; 2.To solicit stakeholder inputs for the development of the Project Document 3.To establish the status of the Green House Gas (GHG) inventory and NDC system in terms of institutional set up and technical capacity (human and technology) needs; 4.To assess the immediate past, ongoing and planned efforts to strengthening the GHG Inventory in Rwanda; 5.To develop a strategy for finalization of CBIT Project document inception report. Outputs/outcomes: 1.Increased understanding of the current capacity of the GHG

¹⁰ Method of engagement can be face-to-face meeting, telephone call, workshop, consultation, survey, etc.

		inventory and NDC system and needs for meeting the Paris agreement transparency requirements; 2. Increased understanding of the CBIT project by stakeholders, its objectives and components; 3. Technical inputs and response to key research questions intended to inform the three components of the Project; and 4. Consensus building on the Project Document process and ownership.
Validation Workshop <i>(see participant list in Annex II)</i>	19 th October 2018	<p>Objectives of the workshop</p> <ol style="list-style-type: none"> 1. To gain more clarity on the NDC transparency system structure/governance framework of cooperation in Rwanda. 2. To solicit further input from institutions and institutional arrangements that favour cooperation and collaboration amongst the MRV stakeholders. 3. Establish the specific MRV system capacity needs in terms of institutional set up and technical capacity (human and technology). 4. To solicit input to the draft project strategy, outputs and activities, the implementation arrangements, and the budget. <p>Outputs/outcomes:</p> <ol style="list-style-type: none"> 1. Well-articulated and clear project strategy, with well-defined outputs and corresponding activities; 2. Enhanced ownership of the planning process and outputs by the stakeholders; 3. Clarity and more information provided on issues identified at the First workshop and addressed by the consultant; 4. Strategy and timelines for finalization of CEO package.

b. Reporting of Indicators During PPG

Number (and name) of stakeholder groups involved in project design and preparation process	<p>The major actors in the GHG inventory system were government staff.</p> <p>Findings from the consultations suggested broader stakeholder engagement beyond government institutions to include other technical stakeholders (e.g. academia, private sector).</p> <p>Policy makers were targeted during PPG Phase and will also be involved during implementation phase for the preparation of instruments to formalize cooperation between institutions which will include government institutions involved in the sectors of focus as well as cross-cutting institutions such as Rwanda's Ministry of Gender and Family Promotion (MIGEPF).</p> <p>Other institutions to be brought on board include; Fund for Environment and Climate Change (FONERWA), Ministry of Local Government, Rwanda Resource Efficiency & Cleaner Production Centre – waste and energy, University of Rwanda- College of Science and Technology, National Institute of Statistics of Rwanda (NISR)- Environmental Statistics Department, Rwanda Revenue Authority, Ministry of Education (MINEDUC), Rwanda Biomedical Centre and Rwanda Development Board</p>
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	(RDB) that houses the National Data Centre where the statistical information will be stored.	
Number of people who have been involved in the project design and preparation process	Men:24	Total: 34
	Women:10	
Number of engagements (meetings, workshops, consultations, etc) with stakeholders during PPG phase	Stakeholder consultations and engagement was at three levels: <ul style="list-style-type: none">the first is consultations and interaction with the Project Team (REMA and CI) that was mainly through telecommunication including telephone, skype and emails, and physical meetings held alongside the stakeholder meetings. The team was consulted on sources of literature, listing of stakeholders and scheduling meetings, preparations for the stakeholder meetings, and to provide input during the project document drafting.Key informant interviews were also undertaken in person and via telephoneTwo stakeholder meetings were organised and delivered: an Inception and consultative workshop held on 13th September 2018, and a Stakeholder validation workshop held on 19th October 2018 in Kigali. Cumulative number of participants in the two workshops was 34 (10 Female and 24 Male).	

c. Lessons Learned during PPG:

1. During PPG, only 11 persons showed up for the inception meeting, yet this is a National project. We learnt that the date of the meeting and the location were not convenient for majority of the stakeholders. During implementation, we will ensure we communicate the date and venue to stakeholders in good time.
2. During the PPG, we found that stakeholder engagement demands a lot of time. During implementation, we need to plan more time for meaningful engagements.

SECTION V: STAKEHOLDER ENGAGEMENT FOR IMPLEMENTATION PHASE

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
ENVIRONMENT				
Ministry of Environment (MoE)	Policy guidance and beneficiary	<ul style="list-style-type: none"> • PSC Member • Technical guidance • Training beneficiary Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals
Rwanda Environment Management Authority (REMA)	Lead executing agency and beneficiary	<ul style="list-style-type: none"> • PSC Member • Project host institution • Technical expertise • Participate at UNFCCC and CBIT events • Trainings Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals
Rwanda Meteorology Agency	Participant and Beneficiary	<ul style="list-style-type: none"> • Technical Team member • Trainings Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
		<ul style="list-style-type: none"> Email 		
The Association pour la Conservation de la Nature au Rwanda (ACNR)	Beneficiary	<ul style="list-style-type: none"> Trainings on use of integrated data platform Mode: <ul style="list-style-type: none"> Workshops Meetings Discussions Telephone Email 	Quarterly	<ul style="list-style-type: none"> Presentations Manuals Website
CROSS CUTTING				
Fund for Environment and Climate Change (FONERWA)	Beneficiary	Establishing the integrated data platform Mode: <ul style="list-style-type: none"> Workshops Meetings Discussions Telephone Email 	Quarterly	<ul style="list-style-type: none"> Presentations Manuals Website
Ministry of Local Government	Beneficiary	Training on data collection, processing and transmission Mode: <ul style="list-style-type: none"> Workshops Meetings Discussions Telephone Email 	Quarterly	<ul style="list-style-type: none"> Presentations Manuals Website
Rwanda Resource Efficiency & Cleaner Production Centre – <i>waste and energy</i>	Beneficiary	All technical trainings Mode: <ul style="list-style-type: none"> Workshops Meetings Discussions 	Monthly	<ul style="list-style-type: none"> Presentations Manuals Website

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
		<ul style="list-style-type: none"> • Telephone • Email 		
University of Rwanda- College of Science and Technology	Beneficiary	Member Technical Team Trainings Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
National Institute of Statistics of Rwanda (NISR)- Environmental Statistics Department	Beneficiary	<ul style="list-style-type: none"> • PSC member • Data management methodologies development Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Revenue Authority	Beneficiary	Training on data integration Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Development Board (RDB)	Beneficiary	Training on data integration Mode: <ul style="list-style-type: none"> • Workshops 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
		<ul style="list-style-type: none"> • Meetings • Discussions • Telephone • Email 		
Ministry of Education (MINEDUC)	Beneficiary	<ul style="list-style-type: none"> • PSC member • Expert input <p>Mode:</p> <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Biomedical Centre	Beneficiary	<p>Technical Team member</p> <p>Mode:</p> <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Ministry of Gender and Family Protection	Beneficiary	<ul style="list-style-type: none"> • Co-opted to the PSC • Training on data management 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
National Climate Change Committee	Beneficiary	<ul style="list-style-type: none"> • Sub-grantee • PSC member <p>Mode:</p> <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Utilities Regulatory Authority (RURA)	Beneficiary	<ul style="list-style-type: none"> • Technical Team member 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
		<ul style="list-style-type: none"> • Trainings Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 		<ul style="list-style-type: none"> • Website
Private Sector Federation	Beneficiary	Trainings Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
RECOR (Rwanda Environmental Conservation Organization)	Beneficiary	Trainings Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
World Conservation Society (WCS)/Vital Signs	Partner	Technical expertise Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
AGRICULTURE				
Ministry of Agriculture and Animal Resources (MINAGRI)	Partner	Technical Team member – AFOLU Mode:	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
		<ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 		
Rwanda Agriculture Board (RAB)	Beneficiary	Technical Team member – AFOLU Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
University of Rwanda- College of Agriculture, Animal Science and Veterinary Medicine	Beneficiary	Member Technical Team Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
TRANSPORT				
Ministry of Infrastructure (MININFRA)	Beneficiary	PSC member Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Transport Development Agency (RTDA)	Beneficiary	Technical Team member – Energy Mode:	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
		<ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 		
ENERGY				
Energy Development Corporate Limited (EDCL)	Beneficiary	Technical Team member – Energy Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Energy Group	Expertise	Energy expertise Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Mines, Petroleum and Gas Board	Policy guidance and Expertise	Co-opt onto PSC and Technical Team meetings Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
LAND USE				
Rwanda Housing Authority (RHA)	Beneficiary	Technical Team member- AFOLU Mode:	Monthly	<ul style="list-style-type: none"> • W • Presentations • Manuals • Website

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
		<ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 		
Rwanda Water and Forestry Authority (RWFA)		Technical Team member – AFOLU Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Land Use and Management Authority		Technical Team member – AFOLU Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
INDUSTRY				
Ministry of Trade, Industry and East African Community Affairs (MINEACOM)	Beneficiary	PSC member Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Quarterly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
National Industrial Research & Development Agency (NIRDA)	Beneficiary	Technical Team member – IPPU Mode: <ul style="list-style-type: none"> • Workshops 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website

Stakeholder Name and Role <i>Name the key stakeholder and group type to be engaged. Add columns as necessary.</i>		Mode of engagement <i>How will you involve and engage this stakeholder? (meeting, consultation, workshop, discussion, etc)</i>	Frequency	Resources Required
		<ul style="list-style-type: none"> • Meetings • Discussions • Telephone • Email 		
WASTE				
City of Kigali (CoK)–Directorate of Health & Environment Unit	Beneficiary	Technical Team member Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Company for Environment Protection and Development (COPED)	Beneficiary	Technical Team member Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website
Rwanda Water and Sanitation Corporation (WASAC)	Beneficiary	Technical Team member Mode: <ul style="list-style-type: none"> • Workshops • Meetings • Discussions • Telephone • Email 	Monthly	<ul style="list-style-type: none"> • Presentations • Manuals • Website

SECTION VI: Monitoring and Reporting

The project will report on a quarterly basis (using the CI-GEF Quarterly Reporting template), progress made towards the implementation of the SEP.


On an annual basis and using the CI-GEF Project Implementation Report (PIR) template, the following CI-GEF's minimum indicators are to be reported. The project can include other appropriate stakeholder engagement indicators in addition to the CI-GEF's indicators.

Indicator	Baseline		Target	
	Men	Women	Men	Women
1. Number of people (sex disaggregated) that have been involved in project implementation phase (on an annual basis)	140	60	140	60
2. Number of stakeholder groups (government agencies, civil society organizations, private sector, indigenous peoples and others) that have been involved in the project implementation phase (on an annual basis)	35		35	
3. Number of engagements (meetings, workshops, consultations, etc.) with stakeholders during the project implementation phase (on an annual basis).	34		34	

Person responsible for implementing and monitoring the SEP:	Peter Alele, Victor Esendi, Charity Nalyanya
How/Where will the approved SEP be disclosed¹¹:	<ul style="list-style-type: none"> at the inception meeting with stakeholders printed and posted on notice board at REMA, CI via REMA and CI website
When will the approved SEP be disclosed:	<ul style="list-style-type: none"> at the start of the implementation phase


¹¹ Approved Safeguard plans are to be disclosed to stakeholders in a manner and form that they will understand and that is culturally appropriate. This may require translation of the document.

ANNEX I: PARTICIPANT LIST – INCEPTION WORKSHOP



CBIT Meeting
 13th September 2018.
 Lemigo Hotel, Rwanda




	Name	Organisation	Title	Email Address	Phone Number
1.	Uwera Mireille	Mininfra	Environmental Specialist	Mireilleuwera@gmail.com	0788509527
2.	Immaculee UWIMANA	Ministry of Environment	CC specialist	iuwimana@environment.gov.rw	0788871527
3.	MUGABO Florian	FORERWA	MAE SR	f.mugabo@forerwa.org	0788748217
4.	Jean Claude MUKABAZA	MINICAC	FMJ	claudio.mukabaz@minicac.gov.rw	0788578911
5.	PATRICK MUGABO	REMA	CC Adaptation	pmugabo@rema.gov.rw	+250788800038
6.	MARTIN MUSONERA	EDCL	Carbon finance officer	mmusonera@edcl.gov.rw	0788559486
7.	Papias Karanamwa	EDCL	Environmental Specialist	PKaranamwa@edcl.gov.rw	0788656310
8.	HAKUZIMANA Herman	REMA	AS-DECCO	hakuzimana@rema.gov.rw	0788626672



CBIT Meeting
 13th September 2018.
 Lemigo Hotel, Rwanda

	Name	Organisation	Title	Email Address	Phone Number
9.	LWAMAHORO Marie Grace	REMA	Resource Mobilisation Officer	gwamahoro8@gmail.com	07 88684874 07 38684874
10	TOM KENBOI	CI	Remote Sensing Specialist	tomkenboi@conservation.org	072530005
11	Tenywa Moses	CONSULTANT Makore University	CONSULTANT	tenywamakore@yahoo.com	0772827710
12					
13					
14					
15					
16					

ANNEX II: PARTICIPANT LIST – VALIDATION WORKSHOP

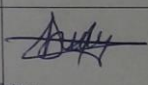
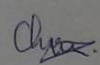
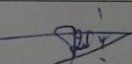
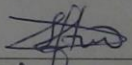
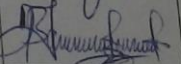
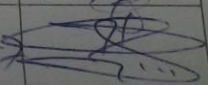




LIST OF PARTICIPANTS




2nd STAKEHOLDER VALIDATION WORKSHOP OF PROJECT DOCUMENT,

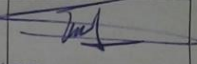
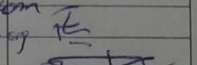
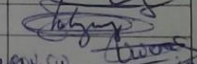
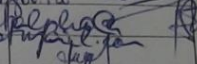
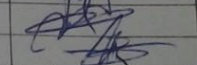
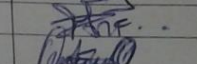
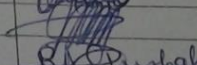
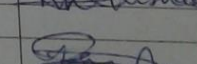
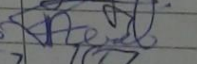
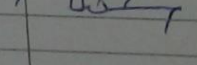
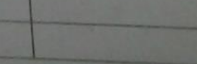






TITLE OF PROJECT: DEVELOPMENT OF THE PROJECT DOCUMENT – RWANDA CBIT

UMUBANO HOTEL, KIGALI
19th October 2018

NAME	M/F	AGE				ORGANIZATION	PHONE NUMBER AND EMAIL ADDRESS	SIGNATURE
		18 - 29	30 - 40	41 - 50	>50			
DUKUZU Marie Dalie	F		✓			REMA	0788888311 daluze@rema.gov.rw	
ESUZUZO Aimee Marie Colombe	F	✓				REMA	0783362414 Colombe185@gmail.com	
Sika Robert	M		✓			EACL	0788722511 r.k.2 edcl.rw	
AUFITITANA Ewaie	M	✓				RENGOF	0788885058 dufi.lesauie@gmail.com	
BEN BYANYIMA	M		✓			WASAC	0786-645780	
HAKUZIMANA Herman	M		✓			REMA	0788626675	

The information provided on this registration list will only be used for project accountability and reporting.
 By signing the form, you agree to voluntarily give the information requested.

NAME	M/F	AGE				ORGANIZATION	PHONE NUMBER AND EMAIL ADDRESS	SIGNATURE
		18 - 29	30 - 40	41 - 50	>50			
ERIC TWAGIRAYEZU	M	✓				RENGOF	0788 276046 erictwagirayezu@gmail.com	
MUGABO Florian	M		✓			FEDERWA	0788 768817 florian.mugabo@fedorwa.org	
✓ RWIGAMBA Vincent	M		✓			RHA	0788 572481 vincent.rwigamba@rha.org	
Cyprien NDAYISABA	M			✓		RTDA	0788 460491	
Miracle Uwera	F		✓			Mininfra	0788 503524 miracle.uwera@mininfra.gov.rw	
MUTABAZI Alphonse	M			✓		REMA	0788 45057	
✓ MANIKUZE M. Gorette	F		✓			RWFA	0788 39595	
✓ HABASHIMANA J	M		✓			RWFA	6788822976	
Amable GATSI	M			✓		RAB	0788 442756	
Jamie RUTAKWIRE	M		✓			REMA	0788 462012	
UKUBA ERNEST	M		✓			REG/EOCL	0788 692000	
✓ UWIMANA Immaculee	F			✓		Ministry of Env	0788 871527	
IVSHABE Rachael	F		✓			REMA	0788 408339	
Tungwa Nass	M			✓		Flavien Hw CONSULTANT	0772827710	
✓ WITABYIMANA Danase	M		✓			RENGOF	0783 112281	
✓ VICTOR ESENDI	M		✓			LI	1254723346726	
BINGI SUAN	F			✓		Consultant	0786 772527057	

The information provided on this registration list will only be used for project accountability and reporting.
 By signing the form, you agree to submit and maintain accurate information.

ACCOUNTABILITY AND GRIEVANCE MECHANISM (AGM)

SECTION I: PROJECT INFORMATION

PROJECT TITLE:	Strengthening the Capacity of Institutions in Rwanda to implement the Transparency Requirements of the Paris Agreement		
GEF PROJECT ID:	9997	PROJECT DURATION:	18 months
EXECUTING AGENCY:	Rwanda Environment Management Authority (REMA) and Vital Signs		
PROJECT START DATE:	08/2019	PROJECT END DATE:	02/2021
AGM PREPARED BY:	Rwanda Environment Management Authority (REMA) and Vital Signs		
DATE OF (RE)SUBMISSION TO CI-GEF:	3 rd May 2019		
AGM APPROVED BY:	Ian Kissoon		
DATE OF CI-GEF APPROVAL:	3 rd May 2019		

SECTION II: INTRODUCTION

- *Introduce your AGM by providing a short summary of your project and its main activities, anticipated grievances, and a concise overview of how your AGM plans to mitigate and address grievances.*

Overview:

CI as a Project Agency of the GEF, is obligated to have a system of accountability to ensure enforcement of its environmental and social safeguard policies and related systems as well as measures for the receipt of and timely response to complaints from parties likely to be affected by the implementation of the CBIT project and which seek resolution of complaints.

CI and REMA will ensure that the stakeholders are well informed, clearly understand the contents of the Accountability and Grievance Mechanism (AGM) throughout the implementation of the project free of charge to them. Potentially affected stakeholders will be informed by PMU about available entry points for submitting their concerns, inquiries, complaints or seeking clarifications to the Executing Agency regarding the implementation of the CBIT project using several methods.

Complaints can be made through many different channels including, but not limited to face-to-face meetings, written complaints phone hotlines, telephone conversations, e-mail, information booths, and open-door policies at PMU. In addition, the Stakeholder liaison officer will schedule regular visits to stakeholders to ensure that complaints from parties likely to be affected are well captured.

A major activity to ensure that complaints are well captured is creation of awareness of the accountability and

grievances policy early to the potentially affected stakeholders under the Information disclosure activity of the stakeholder engagement process. Under the circumstances that the Implementing Partners' capacities to address Project-related grievances fall short, CI and REMA will have to undertake targeted training.

Accountability and Grievance Compliance Mechanism

Compliance to safeguards is important because it could lead to improving the outcomes of the CBIT project activities. The grievances are likely to differ by component.

Component 1

Component 1 will focus on forming a cooperation framework involving REMA, sector institutions and their stakeholders. Each Focal point within the NDC sector institutions and MRV stakeholders will be required to set up and monitor a grievance mechanism in order to properly address and resolve institutional and other Stakeholder grievances at the sector multi-levels down to the districts. Affected stakeholders will be informed about the ESMF provisions, including its grievance mechanism. Contact information of REMA or CI-GEF Project Agency will be made publicly available.

As part of this mechanism, Sector Lead, sector institution coordinators and other interested stakeholders may raise a grievance at all times to the EA, or CI-GEF Project Agency.

However, as a first stage, grievances should be made to the EA, who will be required to respond to grievances in writing within 15 calendar days of receipt. Claims should be filed, included in project monitoring, and a full copy of the grievance must in turn be forwarded to the PMU. If the claimant is not satisfied with the response, the grievance may be submitted to Conservation International, who will respond within 15 calendar days of receipt, and claims will be filed and included in project monitoring.

Component 2

Component 2 involves capacity building for a wide spectrum of stakeholders and provision of GHG equipment. Grievances may arise from the selection of participants by the sectoral institutions for the trainings and exposure trips outside the country, with some level of dissatisfaction registered by beneficiaries. In this case the Project Manager will receive and assess the grievance for redress in accordance with the CI-GEF guidelines.

Component 3

This component will involve aggregation of NDC sectoral data and other information, some of which will come from non-state actors. Issues of sharing data may arise because key stakeholder groups are not contacted, or with the ways of information-sharing. The PMU will receive the grievance and advise/address based on the policy context and guided by the CI-GEF guidelines.

As a first step, grievances should be received by the designated office, who will be required to respond to them in writing within 15 calendar days of receipt. Claims should be filed, included in project monitoring, and a full copy of the grievance must in turn be forwarded to the PMU. If the claimant is not satisfied with the response, the grievance may be submitted to Conservation International who will respond within 15 calendar days of receipt, and claims will be filed and included in project monitoring. If the claimant is not satisfied with the response from the CI, the grievance may be submitted to the CI-GEF Project Agency.

SECTION III: SCOPE

- *What grievances are eligible and would be received? How would the mechanism deal with grievances that are ineligible?*

Eligible Grievances:

This project seeks to build Rwanda's institutional and technical capacity in-order to enable the country to fulfill its obligation to the Paris Agreement. The main types of grievances that the project will accept and address during implementation phase grievances related to:

1. Institutional and regulatory aspects:

- Institutions have varying structures in place that guide their operations. These institutional structures may not align across stakeholders involved in the project hence conflicts may arise regarding procurement processes, per diem and transport reimbursement rates, etc. resulting to grievances. Stakeholder's awareness regarding CI's technical and financial processes/requirements will be raised throughout the project cycle.

2. Grievances related to the execution of project activities and tasks e.g.

- Grievances regarding project efficiency and effectiveness
- Grievances regarding composition and selection of PMU, PSC, GHG sectoral teams, trainees
- Grievances regarding the type, cost and usage of MRV Equipment purchased by the CBIT project
- Failure by stakeholders to access, use and operationalize the MRV system
- Grievances pertaining to project transport reimbursement and per diem rates (the project rates may not tally with each institution's rates)
- Grievances regarding involvement of stakeholders e.g., some stakeholders may raise complaints they are either not engaged or inadequately engaged in project implementation.
- Grievances regarding gender consideration during implementation of project activities e.g., a group may raise complaints either they are not engaged or inadequately engaged in the project

3. Operational aspects that includes, among others:

- Inadequate resources to implement CBIT Rwanda
- Delays to disburse funds to the Executing Agency; payments to consultants etc.
- Grievances regarding procurement processes e.g., choice of goods and service providers i.e., staff recruited by the project, consultants, equipment suppliers etc.

All grievances received will be documented, and ineligible ones will be channelled to relevant units in REMA/CI.

How will the mechanism ensure transparency and fairness?

Will the mechanism receive anonymous grievance?

How would the mechanism deal with confidentiality?

1. Organizational Commitment

The CBIT project's management and staff recognize and value the grievance process as a means of strengthening public trust, improving public relations, and enhancing accountability and transparency. Grievance redress functions will be integrated into the project's core activities and project staffs' job descriptions. Regular review of grievances data and trends will be conducted at project management meetings.

2. Principles

The following six core principles of grievance mechanism will be used to guide the practices:

1. ***Fairness.*** Grievances are treated confidentially, assessed impartially, and handled transparently.
2. ***Objectiveness and independence.*** The GRM will operate independently of all interested parties to guarantee fair, objective, and impartial treatment to each case. GRM officials have adequate means and powers to investigate grievances and their decisions will be receiving the support of senior officials.
3. ***Responsiveness and efficiency.*** The CBIT project will develop specified timelines for responding to grievances received. These timelines will form part of the monitoring and evaluation performance of the project.
4. ***Speed and proportionality.*** All grievances, simple or complex, are addressed and resolved as quickly as possible. The action taken on the grievance or suggestion is swift, decisive, and constructive.
5. ***Participatory and social inclusion.*** The CBIT project will encourage people and all stakeholders to provide their feedback on the project. Special attention is given to ensure that stakeholders, including the non-state actors and those with special needs, can access the GRM.
6. **Simplicity and accessibility.** Procedures to file grievances and seek action will be kept simple enough for project stakeholders and beneficiaries to easily understand them.

SECTION IV: ACCESSIBILITY

Name of person(s) where grievances can be addressed to:	i.) Dedicated telephone number (Hotline: 3989) on which stakeholders can call and speak to Stakeholder liaison Officer to report their issues
Physical address of person(s) above or location of grievance collection box:	ii.) Dedicated e-mail address- grievances can be sent to mindamutsa@rema.gov.rw or vntaganda@rema.gov.rw
Telephone/Fax:	iii.) Postal address– grievances can be sent to: Ms.Myriam INDAMUTSA
Email:	Head of REMA Central Secretariat Email: mindamutsa@rema.gov.rw Tel: +250738855600 or Mr.Venuste NTAGANDA Legal Affairs Specialist Email: vntaganda@rema.gov.rw Rwanda Environment Management Authority (REMA) Kigali City, Gasabo District Inyota House, near UK Embassy

	<p>KG 7 AVE P.O. Box 7436 Kigali, Rwanda Tel: +250252580101</p> <p>iv.) Face to face - stakeholders can voice their grievance to any PMU staff who will then forward to the correct office for recording</p> <p>v.) Grievance to be done English or French or Kinyarwanda or in any preferable local language and GRM staff to translate accordingly</p> <p>vi.) No standard form for reporting or filing grievance</p>
Website/software application:	N/A
Radio Frequency, if applicable:	N/A
Other¹²:	N/A

SECTION V: ACKNOWLEDGMENT AND FOLLOW-UP

- *How will your mechanism acknowledge receipt of the grievance?*
- *How long will your mechanism take to provide a resolution to the grievant?*
- *Do you plan to provide periodic updates throughout the process to the grievant?*

UPTAKE

The project stage will involve the project receiving the grievances through email, SMS, telephone, postal or office report and documenting them. The uptake stage will be centralized for ease of operations and it's recommended that the PMU be responsible for hosting this process.

Action: *Receive grievance and complete a Grievance Log Form and pass it to stakeholder liaison officer for processing.*

SORTING AND PROCESSING

At this stage, all grievances received are processed, categorised, assigned priority and routed to the appropriate entity. There will be a standardized system for grievances logging. All grievances will be filed systematically in hard copy with a soft copy file accompanying it.

Some of them will require simple explanations which can be done instantly and if the person raising the grievance is satisfied, the grievance is documented and closed. For those that require more extensive investigations, they will be reassigned to actors at higher levels of management. Top management of the project will be responsible for monitoring the complaints- handling performance of grievances.

Action: *The stakeholder liaison officer is responsible for assigning a project staff officer a grievance to liaise with the external stakeholder/s and work on a resolution. Grievances will be screened depending the level of severity in order to determine which staff will address it and how the grievance is approached as shown below:*

Category	Description	Project staff officer
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¹² A grievant may not be able to write or have access to telephone/email services, or even travel to your office. Indicate how you plan to accommodate such circumstances.

Level 1	<i>When an answer can be provided immediately</i>	<i>Stakeholder liaison Officer</i>
Level 2	<i>One off grievances that will not affect the reputation of project.</i>	<i>Supervisor level or above</i>
Level 3	<i>Repeated, extensive and high profile grievances that may jeopardise the reputation of the project</i>	<i>PMU level</i>

ACKNOWLEDGMENT AND FOLLOW-UP

A grievance will be acknowledged, by the project staff officer within **five working days of a grievance being submitted**.

Communication will be made either verbally or in written form. The acknowledgement of a grievance will include a summary of the grievance, method that will be taken to resolve the grievance and an estimated timeframe in which the grievance will be resolved.

If required, the acknowledgment will provide an opportunity to ask for any additional information or to clarify any issues.

The maximum timeframe for resolving any grievance which has been reported is one month. In cases where the time frame is not met, reasons for not resolving the grievance will be provided to the complainant and the matter reported to grievance committee.

SECTION VI: PROCESSING

- *Describe how your mechanism will process the grievance.*
- *Will the grievance be screened to ensure it is related to the GEF project?*
- *How will the grievance be verified? Will there be site visits, face-to-face meeting, etc?*
- *Will it be categorized/prioritized based on the nature of the grievance? How will high-priority grievances be dealt with?*
- *What's the institutional/organizational structure to handle grievances? Will the grievance be assigned/directed to a specific project staff or committee to deal with the grievance?*
- *If the project fails to address the grievance, what steps would be taken to achieve a resolution? Will the project set up an arbitration process? Are there national mechanisms that the project can use?*
- *Please note that if the process does not result in resolution of the grievance, the grievant may choose to file a claim through CI's EthicsPoint Hotline at <https://secure.ethicspoint.com> Alternatively, the grievant may file a*

claim with the Director of Compliance (DOC) who is responsible for the CI Accountability and Grievance Mechanism and who can be reached at: Director of Compliance, Conservation International 2011 Crystal Drive, Suite 500 Arlington, VA 22202, USA. This information should be contained in the AGM.

VERIFICATION, INVESTIGATION, AND ACTION

Upon receiving the grievance, the issue will be investigated by gathering more information about the issue to determine its validity and resolving the grievance.

The merit of grievances will be judged objectively based on the design of the project and its expected output.

For those grievances that are straightforward (e.g. queries, suggestions) they will be resolved quickly by contacting the complainant and informing them about the outcome of the grievance. CBIT Project staff will ensure that investigators are neutral and do not have any stake in the outcome of the investigation.

The grievance owner is responsible for investigating the grievance. The investigation may require site visits, consulting staff, contacting external stakeholders etc. Records of meetings, discussions and activities all need to be recorded during the investigation. Information gathered during the investigation will be analysed and will assist in determining how the grievance is handled and what steps need to be taken in order to resolve the grievance

MONITORING AND EVALUATION

At this stage, grievances reported will be tracked and assessed on the extent to which progress in resolving them has been made. The tracking of the grievances is meant to ensure that the reported cases are dealt with in a timely manner and resolved in order to that the project operations are not affected.

Evaluation of grievances will involve analysing grievance data and using it to make policy and/or process changes to minimise similar grievances in the future. Therefore, reports on grievances data and trends (e.g. average time to resolve grievances, percentage of complainants satisfied with action taken, number of grievances resolved at first point of contact) should be submitted regularly.

Action: The project staff will make contact with the external stakeholder after the grievance is resolved to determine if the resolution of the grievance was success or not. This should be done within a reasonable period of time.

The grievance committee will receive quarterly updates on stakeholder grievances from Stakeholder Liaison Officer. Information outlining the number of grievances, time to resolution and outcomes of grievances will be communicated. The quarterly updates should include the following:

- i.) Number of conflict and complaint cases reported to the project's Accountability and Grievance Mechanism
- ii.) Percentage of conflict and complaint cases reported to the project's Accountability and Grievance Mechanism that have been resolved
- iii.) Number of grievances which were reported and resolved
- iv.) Number of grievances which was not been resolved within the mandatory timeframe of 30 days and reasons as to why they grievance was not resolved in time

PROVIDE FEEDBACK

The final step involves informing those who raised the complaint and the public at large about the issues which were

brought up, results of their investigations and the actions taken. This process will ensure that trust is increased or maintained.

The feedback can be provided by contacting the complainant directly (if his or her identity is known) and/or posting the results of cases in internal memos or leaflets which are sent to stakeholders.

The project should also inform GRM users about their right to an appeal if they are dissatisfied with the decision.

Action: Stakeholder Liaison Officer will contact stakeholders who have raised grievances and inform them about the outcome of their grievances within a month

SECTION VII: DOCUMENTATION

- *How will grievance be recorded? Will there be a grievant form? Will there be a log book of the grievances received?*
- *How and where would these records be stored? And for how long will they be kept?*

STORING OF GRIEVANCES

All records, including grievance forms, investigation notes, interviews and minutes of meetings will be securely filed in PMU to ensure privacy and confidentiality is maintained for all parties involved.

SECTION VIII: MONITORING AND REPORTING

Describe how will you track and ensure that the mechanism is working.

The following questions will help the team to assess whether the Grievance Redress Mechanism (GRM) associated with the CBIT project is functioning up to its full potential. If the answer to any of these questions is no, PMU should consider improving the project's GRM.

- does the project have clear, formal, and transparent internal mechanisms (e.g. a grievance redress unit, grievance redress committees, designated grievance redress officers) and rules for addressing grievances?
- do project officials responsible for grievance redress have the authority to take or demand remedial action?
- are officials responsible for grievance redress obliged to act on all grievances?
- do project-affected people feel that they can lodge grievances without fear of retaliation?
- are project beneficiaries aware of their right to file a grievance and of the grievance redress process in general?
- are there internal processes in place to record, track, and monitor the grievances and the action taken on them?
- does the GRM provide timely feedback (written or otherwise) to the petitioner on actions taken?
- is there an appeal process in place that GRM users can access if they are not satisfied with how their grievance has been resolved?

An effective GRMs has the following characteristics:

- Being available to all stakeholders for them to use;

- multiple grievance uptake locations and multiple channels for receiving grievances;
- fixed service standards for grievance resolution;
- clear processing guidelines; and
- an effective and timely grievance response system to inform complainants of the action taken

NDC transparency system Stakeholders must be made aware of existence of GRM through dissemination activities (e.g. project brochures, emails, phone conversations, website publications and through face-face interactions during the CBIT project deliberations and stakeholder consultation workshops).

The project is expected to report on a quarterly basis (using the CI-GEF Quarterly Reporting template), progress made towards the implementation of the grievance mechanism, including the number of grievances received and the outcome of the grievance process.

On an annual basis and using the CI-GEF Project Implementation Report (PIR) template, the following CI-GEF's minimum indicators are to be reported. The project can include other appropriate accountability and grievance indicators in addition to the CI-GEF's indicators.

Indicator	Baseline	Target
1. Number of conflict and complaint cases reported to the project's Accountability and Grievance Mechanism	0	0
2. Percentage of conflict and complaint cases reported to the project's Accountability and Grievance Mechanism that have been resolved	N/A	100%

Person responsible for implementing and monitoring the AGM:	Peter Alele, Victor Esendi, Charity Nalyanya
How/Where will the approved AGM be disclosed¹³:	<ul style="list-style-type: none"> • at the inception meeting with stakeholders, • printed and posted at REMA and CI office • via REMA and CI website
When will the approved AGM be disclosed:	<ul style="list-style-type: none"> • at the start of the implementation phase

¹³ Approved Safeguard plans are to be disclosed to stakeholders in a manner and form that they will understand and that is culturally appropriate. This may require translation of the document.

CI-GEF GENDER MAINSTREAMING PLAN (GMP)

The Gender Mainstreaming Plan identifies and describes any gender differences, gender differentiated impacts and risks, and opportunities to address gender gaps and promote the empowerment of men and women. It is a requirement of the CI-GEF Agency and adheres to the GEF's 2018 Policy on Gender Equality. For more information on the CI-GEF Gender Policy, please see the CI-GEF's Environmental and Social Management Framework (ESMF).

SECTION I: PROJECT INFORMATION

PROJECT TITLE:	Strengthening the Capacity of Institutions in Rwanda to implement the Transparency Requirements of the Paris Agreement		
GEF PROJECT ID:	9997	PROJECT DURATION:	18 months
EXECUTING AGENCY:	Rwanda Environment Management Authority (REMA) and Vital Signs		
PROJECT START DATE:	08/2019	PROJECT END DATE:	02/2021
GMP PREPARED BY:	Rwanda Environment Management Authority (REMA) and Vital Signs		
DATE OF (RE)SUBMISSION TO CI-GEF:	3 rd May 2019		
GMP APPROVED BY:	Ian Kissoon		
DATE OF CI-GEF APPROVAL:	3 rd May 2019		

SECTION II: INTRODUCTION

Project Description:

The significance of gender responsive strategies and interventions in the tackling climate change is reaffirmed with COP 22 that stated the need to give gender issues visibility from the composition of the COP teams, staffing of the national institutions, and local actions, with emphasis on analysis and disaggregation of impacts, beneficiaries and interventions by gender. The GEF also believes that more systematic inclusion of gender aspects in their projects could create positive synergies between improved environmental management and greater gender equality. The need to conduct a gender analysis stems from the above-mentioned policy aspirations as well as Rwanda's results from this policy aspiration and is intended to inform the preparation of the GEF funded project titled 'Strengthening the Capacity of Institutions in Rwanda to implement the Transparency Requirements of the Paris Agreement'. A safeguards screening process was initiated and completed and identifies the need for a Gender Mainstreaming Plan (GMP) as one of the safeguard plans for the planned project.

The new Paris Climate Agreement includes a number of requirements that countries have to ensure "transparency of action and support", essentially to allow for ease in tracking how countries are progressing towards their commitments under the Paris Agreement. The "transparency framework" requires countries to regularly provide: (i) A national inventory of greenhouse gas emissions (by sources) and removals (by sinks) (ii) Information necessary to track progress toward achieving

their Nationally Determined Contribution (NDC) (iii) Information related to climate change impacts and adaptation (iv) information on financial, technology transfer and capacity building support needed and received and (v) information on any support they provide to developing countries.

The key limitation for Rwanda is the inadequate requisite capacities at national level and among the sector institutions to meet the transparency requirements. The project seeks to enhance existing MRV systems in Rwanda and build national capacities needed to meet these requirements under the following components:

- Component 1: Strengthening the National GHG Inventory system
- Component 2: Targeted capacity building of key stakeholders to collect, process and feed data into the GHG emissions inventory system
- Component 3: An Integrated Platform for Data Sharing And Policy/Decision Making

Context:

Rwanda is also recognized globally for promoting and consistently delivering on gender equality and women empowerment milestones. The Global Gender Gap Index (GGGI) benchmarks national gender gaps on economic, education, health and political criteria, and provides country rankings that allow for effective comparisons across regions and income groups. Rwanda in 2016 was ranked among the top global performing countries that closed more than 80% of their gender gap, overtaking Ireland to break into the top five for the first time since entering the Index. Rwanda remains the country with the highest share of female parliamentarians in the world at 64% on the Political Empowerment sub-index and maintains its place in the global top ten as one of only two countries worldwide that have more women in parliament than men (WEF 2016). Rwanda has also ratified and adheres to a number of gender equality and empowerment international frameworks such as the Beijing Platform of Action adopted in 1995 and the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) ratified in November 1981. Regional frameworks embraced include the EAC Gender Strategy that requires member states to have an enabling legislative and policy framework for promoting gender equality and equity (EAC Secretariat 2012).

By ratifying these conventions, Rwanda demonstrates the commitment, through appropriate measures, to fight any act or practice of discrimination against women, to modify and/or abolish existing laws, regulations, customs and practices which embody discrimination against women. The Constitution of the Republic of Rwanda 2003 (revised 2015) reinforces the principles of gender equality and elimination of all forms of discrimination against women. It provides for higher levels of representation to previously marginalized groups such as women, youth and people living with disability, provides quotas (at least 30%) for women in decision making which have resulted in an unprecedented number of women being elected or appointed to decision making positions at all levels. The Constitution ensures equal rights for men and women and provides a very strong platform for gender mainstreaming in all sectors. The Government of Rwanda made a strong commitment through the National Gender Policy (2010) to integrate gender into policy and strategic planning instruments such as the Vision 2020 and the Economic Development and Poverty Reduction Strategy II (EDPRS2) 2013.

Rwanda's gender institutional machinery includes the Ministry in Charge of Gender and Family Promotion (MIGEPROF) as the policy oversight and coordination agency for gender equality and women empowerment in the country. Other key institutions include; the Gender Monitoring Office, the National Women's Council, The National Gender Cluster, and Gender Focal Points (GFPs) at national and district levels.

SECTION III: GENDER ANALYSIS

During the PPG, the project gathered information in the table below. Gathering of information was done through desktop/literature review, field visits, interviews, meetings and consultations.

Description of resource users/group (group can be formal or informal)	Roles, Capacities, Knowledge and Expertise, Rights of Access and Control, and Responsibilities	Project impact on the users/group	Influence of users/group on the project
Technical <u>sectoral</u> teams from sector-based institutions operating in key GHG emission sectors (agriculture, forestry and land use, energy, transport, industries and waste sectors)	<ul style="list-style-type: none"> The Technical <u>sectoral</u> teams are government officials based in institutions operating in key GHG emission sectors (agriculture, forestry and land use, energy, transport, industries and waste sectors). During the PPG Phase, it was established that currently, there are few and/or no women with technical expertise in the GHG emission sectors from government sector-based institutions. 	<ul style="list-style-type: none"> This project will strengthen technical capacity of both women and men regarding GHG reporting and operationalization of the MRV System 	<p>Lack of or low participation by technical <u>sectoral</u> teams in provision of GHG data, trainings and operationalization of MRV system will hinder achievement of target results.</p> <p>Active involvement of technical <u>sectoral</u> teams in project implementation will ensure delivery of project results due to availability of GHG sectoral data for the Green House Gas Inventory (GHGI); built technical capacity to operationalise the MRV System and project ownership hence project sustainability.</p>
Project management team: <ul style="list-style-type: none"> Project Management Unit (PMU) Project Steering Committee (PSC) 	<ul style="list-style-type: none"> Rwanda's constitution requires that women occupy 30% of positions in decision making organs Recruitment of PMU and PSC members will ensure gender balance 	This project will create employment opportunity to both women and men.	<p>The PMU staff will be recruited based on their qualifications and technical capacity to deliver results. The recruitment process will be transparent and provide equal opportunity for both men and women.</p> <p>PSC members will be selected transparently and both men and women will be given an</p>

Description of resource users/group (group can be formal or informal)	Roles, Capacities, Knowledge and Expertise, Rights of Access and Control, and Responsibilities	Project impact on the users/group	Influence of users/group on the project
			<p>opportunity.</p> <p>Technically capable project staff (PMU) and PSC will ensure efficient and effective project management hence delivery of timely quality target results and vice versa.</p>
<p>Target sectoral stakeholders for capacity building - to collect, process and feed data into the GHG emissions inventory system</p>	<p>During the PPG Phase, it was established that currently, there are few women with technical expertise in the GHG emission sectors as a whole</p>	<ul style="list-style-type: none"> This project will strengthen technical capacity of both women and men regarding GHG reporting and operationalization of the MRV System 	<ul style="list-style-type: none"> The success of the project requires collaboration of all stakeholders' actors. Selection of trainees for capacity building activities will be transparent and will ensure all stakeholders are represented (including both men and women) Lack of or low involvement of stakeholders in project implementation (including capacity building activities) will impede achievement of target results and project sustainability. For instance, if stakeholders are not adequately involved, there will be challenges obtaining GHG sectoral data hence the Green House Gas Inventory (GHGI) will not be developed which will also impede development of the MRV System.

Description of resource users/group (group can be formal or informal)	Roles, Capacities, Knowledge and Expertise, Rights of Access and Control, and Responsibilities	Project impact on the users/group	Influence of users/group on the project
			<ul style="list-style-type: none"> REMA will forge stakeholder partnerships to ensure project ownership.

SECTION IV: GENDER MAINSTREAMING

Using the Results Framework (RF) approved in the Project Identification Form (PIF), identify those components, outcomes and outputs where there can be gender implications (potential to impact or affect men and women) and revise those statements so that they are gender-sensitive. For example, the Output in the RF might be “*Persons* trained in natural resource management”; this can be revised to “*Men and women* trained in natural resource management. Please highlight the changes you make.

RF (PIF)			Revised RF (gender-sensitive) ¹⁴		
Objective: To strengthen the capacity of Institutions in Rwanda to fulfill the Transparency Requirements of the Paris Agreement			Objective: To strengthen the capacity of Institutions in Rwanda to fulfill the Transparency Requirements of the Paris Agreement		
<ol style="list-style-type: none"> Number of sector-based institutions with GHG inventory that are 100% compliant with IPCC requirements and that are integrated in a national GHG inventory and MRV system Number of GHG stakeholders skilled to collect, process and feed gender disaggregated data into the GHG inventory and MRV system 3. Number of stakeholders using the fully integrated GHG data platform for sharing and accessing information for transparency reporting and informing policy review and formulation. 			<ol style="list-style-type: none"> Number of sector-based institutions with GHG inventory that are 100% compliant with IPCC requirements and that are integrated in a national GHG inventory and MRV system Number of GHG stakeholders (men and women) skilled to collect, process and feed gender disaggregated data into the GHG inventory and MRV system 3. Number of stakeholders (men and women) using the fully integrated GHG data platform for sharing and accessing information for transparency reporting and informing policy review and formulation. 		
Component 1: Strengthening National GHG	<i>Outcome 1.1.: Inventory for GHG emissions</i>	Output 1.1.2 Technical teams for data collection and	Component 1:	<i>Outcome 1.1.: Inventory for GHG emissions</i>	Output 1.1.2 Technical teams comprising of men and women for

¹⁴ The revised (gender-sensitive) RF must be used to develop and write the Project Document (ProDoc). Also include the revised RF as Appendix I to this GMP.

RF (PIF)			Revised RF (gender-sensitive) ¹⁴		
Inventory system	<i>and removals (sinks) enhanced and quality and quantity of data improved through improved collaboration between Rwanda Environment Management Authority (REMA) and sector-based institutions on the GHG emissions inventory</i>	processing established and operationalized		<i>and removals (sinks) enhanced and quality and quantity of data improved through improved collaboration between Rwanda Environment Management Authority (REMA) and sector-based institutions on the GHG emissions inventory</i>	data collection and processing established and operationalized
Component 2: Targeted capacity building of key stakeholders to collect, process and feed data into the GHG emissions inventory system (including on gender disaggregated data management for the GHG emissions inventory and MRV system).	Outcome 2.1.: Capacity of stakeholders strengthened on data collection and processing protocols; and procurement of state-of-the art equipment and tools	Output 2.1.1 Stakeholders from the key emission sectors (agriculture, forestry and land use, energy, transport, industries and waste sectors) convened and trained in collection, processing and transmission of GHG data	Component 2: Targeted capacity building of key stakeholders (men and women) to collect, process and feed data into the GHG emissions inventory system (including on gender disaggregated data management	Outcome 2.1.: Capacity of stakeholders (comprising of men and women) strengthened on data collection and processing protocols; and procurement of state-of-the art equipment and tools	Output 2.1.1 Stakeholders comprising of men and women from the key emission sectors (agriculture, forestry and land use, energy, transport, industries and waste sectors) convened and trained in collection, processing and transmission of GHG data

RF (PIF)			Revised RF (gender-sensitive) ¹⁴		
			for the GHG emissions inventory and MRV system).		
		Output 2.1.2 Forty staff from REMA and other sectors trained in domestic MRV systems, tracking NDCs, enhancement of GHG inventories and emission factors and projections			Output 2.1.2 Forty staff from REMA (inclusive of men and women) and other sectors trained in domestic MRV systems, tracking NDCs, enhancement of GHG inventories and emission factors and projections
Component 3: Integrated Platform for Data Sharing and Policy Making	Outcome 3.1 Fully developed data integration and sharing procedure for use by stakeholders as a one stop source of information for transparency reporting	Output 3.1.4 Stakeholders capacity to contribute to integration and utilization of data platform and the strengthened CBIT platform is built	Component 3: Integrated Platform for Data Sharing and Policy Making	Outcome 3.1 Fully developed data integration and sharing procedure for use by stakeholders (men and women) as a one stop source of information for transparency reporting	Output 3.1.4 Stakeholders (men and women) capacity to contribute to integration and utilization of data platform and the strengthened CBIT platform is built

SECTION V: GENDER ACTION PLAN

Project Level	Activities	Target	Resources required	Budget (USD)
Component 1: Strengthening the National GHG Inventory system				
Output 1.1.1.: Emission factors for agriculture, forestry and land use, energy, transport, industries and waste sectors developed	Training of men and women to develop emission factors	# of men and women that receive training to develop emission factors <i>(The number of men and women will be determined after constituting technical teams from the different emission sectors)</i>	<i>Lead:</i> REMA and PMU <i>Resources:</i> <ul style="list-style-type: none"> Experts and trainers Data on emissions IPCCC 2006 Software 	43,215
Output 1.1.2.: Technical teams for data collection and processing established and operationalized	Formation of Technical Teams	No of women representing sector-based institutions <i>At least 5 women in each Technical Team (7 GHG Sectoral teams comprising of approximately 15 members per team: Total 105 (21 women and 84 men)</i> <i>At least 20% are women</i>	<i>Lead:</i> REMA and PMU <i>Resources:</i> <ul style="list-style-type: none"> Database of technical teams 	-
Output 1.1.3.: MoUs between REMA and NDC sector-based institutions are established to collect data, which are later processed and shared by REMA	Draft MoUs produced	Considerations for gender disaggregated data collection	<i>Lead:</i> REMA, MIGEPROF and PMU <i>Resources:</i> <ul style="list-style-type: none"> Legal statutes Legal experts (consultant and ministry legal focal points) 	43,215
Component 2: Targeted capacity building of key stakeholders to collect, process and feed data into the GHG emissions inventory system				
Output 2.1.1.: Stakeholders	Training on GHG data	<i>At least 14 of the participants are women and</i>	<i>Lead:</i> REMA, Technical Teams and PMU	88,924

from the key emission sectors (agriculture, forestry and land use, energy, transport, industries and waste sectors) convened and trained in collection, processing and transmission of GHG data.	collection processing and transmission	<i>33 are men</i>	Resources: <ul style="list-style-type: none"> • Manuals • Data • Reports • GHG experts and trainers 	
Output 2.1.2.: Forty (47) staff from REMA and other sectors trained in domestic MRV systems, tracking NDCs, enhancement of GHG inventories and emission factors and projections	Training on domestic MRV systems, tracking NDCs, enhancement of GHG inventories	<i>At least 14 of the participants are women and 33 are men</i>	Lead: REMA, Technical Teams and PMU Resources: <ul style="list-style-type: none"> • Manuals • Data • Reports • GHG experts and trainers 	88,924
Output 2.1.3.: Best practices shared and scaled out through exchange programs for stakeholders on transparency activities	Knowledge-Sharing workshops	<i>At least 36 of participants are women and at least 69 men</i>	Lead: REMA, Technical Teams and PMU Resources: <ul style="list-style-type: none"> • Manuals • Data • Reports • GHG experts and trainers 	88,924
Component 3: Integrated Platform for Data Sharing and Policy Making				
Output 3.1.2.: Data for GHG	Training on the data integration	<i>At least 20 of participants are women and at least 27</i>	Lead: REMA, Technical Teams and PMU	56,791

inventory and MRV system aggregated from different sources, entered on data integrating platform and fed into the Global CBIT Coordination Platform	and CBIT platforms	men	<i>Resources:</i> <ul style="list-style-type: none"> • Data • GHG Inventory • Data integrating platform • GHG and MRV experts 	
	Aggregation and analysis of GHG data	# of sectors with gender disaggregated data entered into the platforms <i>At least 2 sectors gender disaggregated data entered</i>	Lead: REMA, Technical Teams and PMU <i>Resources:</i> <ul style="list-style-type: none"> • Data • GHG Inventory • Data integrating platform • GHG and MRV experts 	-
Output 3.1.4 Stakeholders capacity to contribute to integration and utilization of data platform and the strengthened CBIT platform	Training on contributions and utilization of the data integration and CBIT platforms	At least 37 of participants are women and at least 68 are men	Lead: REMA, Technical Teams and PMU <i>Resources:</i> <ul style="list-style-type: none"> • Data • GHG Inventory • Data integrating platform • GHG and MRV experts 	56,791

SECTION VI: MONITORING AND REPORTING

The new GEF Policy on Gender Equality requires the collection and analysis of sex- disaggregated data and gender information to inform project design, implementation and monitoring and evaluation.

The project is expected to report on a quarterly basis (using the CI-GEF Quarterly Reporting template), progress made towards the achievement of gender mainstreaming activities.

On an annual basis and using the CI-GEF Project Implementation Report (PIR) template, the following CI-GEF's minimum indicators are to be reported. The project can include other appropriate gender indicators in addition to the CI-GEF's indicators.

Indicator	Baseline		Target ¹⁵	
	Men	Women	Men	Women
3. Number of men and women who participated in project activities (e.g. meetings, workshops, consultations).	156	39	156	39
4. Number of men and women who received benefits (e.g. trainees)	84	21	84	21
5. Number of strategies, plans (e.g. management plans and land use plans) and policies derived from the project that include gender considerations (this indicator applies to relevant projects)	NA (To be updated during implementation)		NA (To be updated during implementation)	

Person responsible for implementing and monitoring the GMP:	Peter Alele, Victor Esendi, Charity Nalyanya
How/Where will the approved GMP be disclosed¹⁶:	<ul style="list-style-type: none"> the inception meeting with stakeholders, printed and posted on notice board in community centre
When will the approved GMP be disclosed:	<ul style="list-style-type: none"> at the start of the implementation phase, before the end of the first quarter during implementation phase, etc.

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.

The risks were categorized into Political, climate change, inadequate participation and inadequate long term domestic capacity for MRV system management.

- The political risks are ranked low as Rwanda is one of the most stable countries in the region. since the country has enjoyed relative stability for many years now, major political turmoil is unlikely. Signing of MoUs between the various government institutions will also ensure maintenance of the status quo even after changes occur within these institutions.
- Climate Change risk is a reality for Rwanda, as with many developing countries suffer greatly from effects of climate change with frequent floods, storms, droughts affecting infrastructure and disrupting services. To mitigate against climate risk efforts including procurement and installation of climate proof equipment and technology, Integration and implementation of climate sensitive activities and green technologies, Raising awareness on risks of climate change on the project and Development of climate risk mitigation strategies.
- Inadequate participation risk is ranked medium as not all stakeholders may participate.

¹⁵ Please collect sex-disaggregated data throughout the implementation of the project so that you can report on the numbers required above. If the project does not achieve its gender target, an explanation and plan to address the shortfall is expected.

¹⁶ Approved Safeguard plans are to be disclosed to stakeholders in a manner and form that they will understand and that is culturally appropriate. This may require translation of the document.

Several measures will be implemented to mitigate the risk including continuous engagement of institutions, regular reporting, monitoring of progress, and acknowledgement of efforts and achievements by each institution. Participating institutions will be actively involved from the beginning in design, implementation and management decisions and ensuring that roles and responsibilities are explicitly and transparently implemented. Also communication strategy and plans will be fully developed with regular monitoring of progress. The risk associated with inadequate long-term domestic capacity for MRV system will be curbed through forging sustainable partnerships.

The risks that might prevent the project objectives from being achieved have been analyzed and some mitigative measures to address them been proposed below:

Table 1: Risk Assessment and Mitigation Planning

Project Outcome	Risks	Rating (Low, Medium, High)	Risk Mitigation Measures
Outcome 1.1.: Inventory for GHG emissions and removals (sinks) enhanced and quality and quantity of data improved through improved collaboration between Rwanda Environment Management Authority (REMA) and sector-based institutions on the GHG emissions inventory	Political risks associated with changes in governance, key personnel within government agencies, security, and/or government decisions	Low	<ul style="list-style-type: none"> Rwanda is one of the most stable countries in the region. Mitigation measures are limited for insecurity but since the country has enjoyed relative stability for many years now, major political turmoil is unlikely. Continuous awareness and dialogue with stakeholders will also ensure minimal impacts of any political changes on the project. Signing of MoUs between the various government institutions will also ensure maintenance of the status quo even after changes occur within these institutions.
	Climate Change: Rwanda, as with many developing countries suffer greatly from effects of climate change with frequent floods, storms, droughts affecting infrastructure and disrupting services	Low	<ul style="list-style-type: none"> Raising awareness on risks of climate change on the project Development of climate risk mitigation strategies
	Inadequate participation of all stakeholders and partners, poor cooperation between participating institutions, and stakeholders remain engaged and supportive of the program	Medium	<ul style="list-style-type: none"> Continuous engagement of institutions, regular reporting, monitoring of progress, and acknowledgement of efforts and achievements by each institution Participating institutions will be actively involved from the beginning in design, implementation and management decisions Roles and responsibilities will be explicit and participants allowed to transparently implement while sharing regular updates on progress

Project Outcome	Risks	Rating (Low, Medium, High)	Risk Mitigation Measures
			<ul style="list-style-type: none"> Communication plans and stakeholder requirements and expected outputs will be fully developed Regular progress and monitoring meetings will be held
	Inadequate equipment for MRV	Medium	<ul style="list-style-type: none"> The CBIT project will provide MRV equipment to REMA and sector hubs
Outcome 2.1.: Capacity of stakeholders strengthened on data collection and processing protocols; and procurement of state-of-the art equipment and tools	Inadequate long-term domestic capacity for data management, and management of the GHG emissions inventory and the MRV system persists	Low	<ul style="list-style-type: none"> Vital Signs programme has expertise in integrating data from several sources to provide decision support. In this project, Vital Signs will contribute to data integration and strengthening of local capacity, and will ensure that a crop of technical individuals remain after the project to manage the inventory and MRV systems Selection of trainees (men and women) from several key institutions and the hub will ensure that capacity is spread to create options and reduce the risk of limiting access to the capacity within one institution. Training of Trainers (ToTs) will be undertaken to ensure project sustainability

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.

Rwanda Environment Management Authority (REMA)/Lead Executing Agency/

REMA is a government agency that falls under the Ministry of Environment and is mandated to facilitate the coordination for implementation of national environmental policy. REMA reserves the legal mandate for national environmental protection, conservation, promotion and overall management, including advisory to the government on all matters pertinent to the environment and climate change. The Authority is the Designated National Authority (DNA) and climate change focal point to the UNFCCC. REMA houses the Climate Change and International Obligations Unit (CCIOU) responsible for the GHG inventory and reporting activity for Rwanda, and coordinates all multilateral environmental agreements and the implementation of the Paris Agreement.

REMA under the overall supervision of its Director General is the lead Executing Agency for the project, and the host institution for the CBIT Project Management Unit (PMU). The project will be implemented through the REMA ‘Single Project Implementing Unit (SPIU)’ structure and work closely with the CCIOU unit also at REMA.

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REMA will directly manage the project, execute day to day project activities, monitor project progress, sub-contract, manage project staff and funds, and carry out other day to day project management functions.

National Climate Change Committee (NCCC) is mandated to provide policy oversight and coordinate stakeholder engagement for NDC implementation. The *GHG Working Group (GHG WG)* is one of the structures of the NCCC, and the activities of the working group will be strengthened with grant support to some of its key activities. The GHG WG will participate both as a benefactor and partner in the project, by also providing technical inputs to the preparation of key outputs such as the GHG Inventory and the Data Integrated Platform. The project will strengthen the NCCC through the CCIU to fulfill its mandate and to provide the required policy support to REMA for the effective implementation of the project.

Project Management Unit (based at REMA SPIU):

The Project Management Unit (PMU) is responsible for day-to-day monitoring and reporting of the project. REMA will host the PMU during the entire 18 months of the project under the Climate Compatible Development Program of the Single Project Implementation Unit. The PMU will be responsible for project implementation and management, administration, and performance against set plans and budgets, and reporting. The PMU will also provide any support required by the PSC and the project partners.

The PMU will comprise of: a Project Manager, a Climate Action for Transparency Officer and an accountant.

- **Project Manager** will be: Overall management of project activities including acting as secretary to the Project Steering Committee. He/She will coordinate delivery of the project components and all project activities and act as liaison between the project stakeholders including REMA, the technical partners and CI-Kenya/Vital Signs. The Project Manager will coordinate outputs and work streams, and ensure the program runs smoothly and delivers the specified outputs and overall objectives. He/She will be responsible for monitoring progress against the implementation plan, budgeting and reporting, and submission of all technical and financial reports to the CI-GEF Agency. Ensuring compliance to the CI-GEF Procurement Policy is the responsibility of the Project Manager.
- **Climate Action for Transparency Officer** will be responsible for coordinating the technical delivery of the project outputs and work closely with the Technical Teams and REMA technical units such as the CCIU.
- **Accountant** will be responsible for financial reporting under the guidance of the finance manager. She/he will be the point person on accounting with CI-Kenya team.

Vital Signs Programme)/Executing Agency]:

Vital Signs will be represented on the Project Steering Committee and will provide guidance on the following, but not limited to; periodic reporting, procurement of all services, goods, and equipment, and contractual obligations. Vital Signs staff will provide technical and operational guidance to REMA to ensure that the project is on track. This will include guidance during implementation, monitoring and reporting on the project and ensuring that contractual obligations are met.

Conservation International-GEF (CI-GEF)/Implementing Entity]:

The CI-GEF Agency is a distinct division within CI and only functions as a GEF Implementing Agency. The roles of the CI-GEF Agency include technical and financial project oversight and supervision, assuring compliance of projects with GEF Policies and Procedures, and monitoring and evaluation.

CI-GEF Project will undertake its role by using the following:

1. *Quarterly technical and Financial progress reports:* Regarding reporting, quarterly technical and financial progress reports will be submitted to the CI-GEF project agency by the Executing Agency (REMA). The reports will be shared with other partners.
2. *Annual Project Implementation Reports (PIR):* The Executing Agency (REMA) will prepare and submit an annual PIR which will be submitted to the GEF 30 days after the end of each fiscal year.
3. *Annual Supervision Visit:* The CIGEF will undertake an annual supervision mission to assess implementation progress against achieving the project's goals and results and put forth recommendations that will improve implementation of the project's future activities.

Project Steering Committee (PSC):

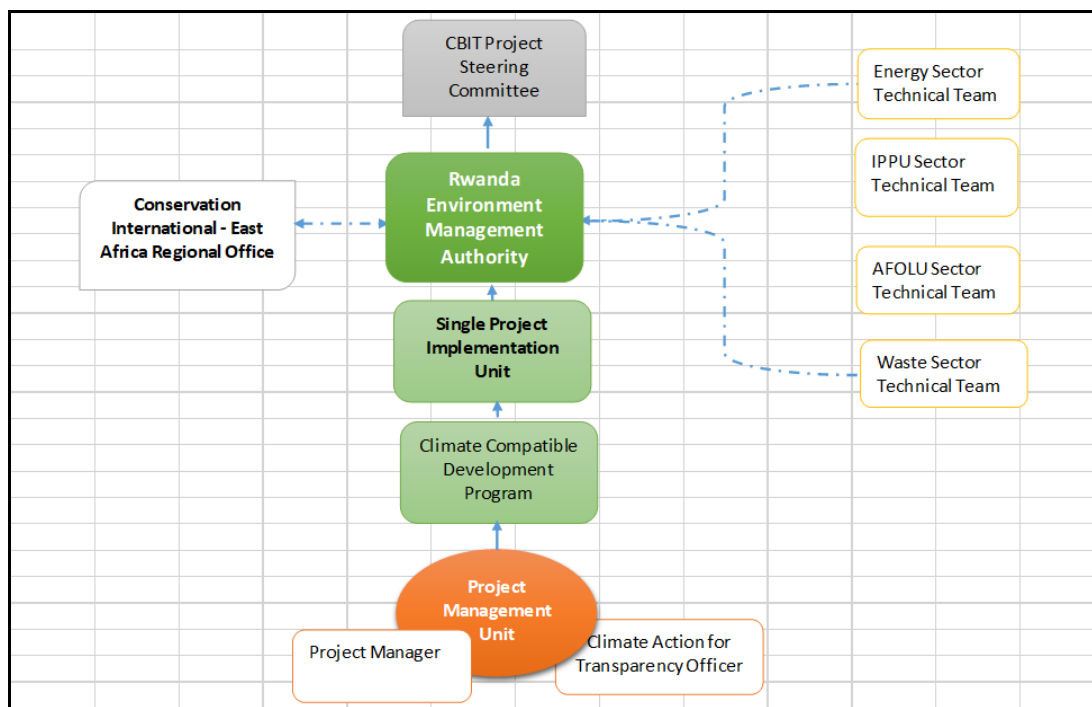
The PSC will comprise of 10-12 institutional representatives from MoE, REMA, CI-Africa Vital Signs, UR, MINALOC, NCCC/GHG Working Group, MIGEPROF, FONERWA and sector-based institutions for agriculture, forestry and land use, energy, transport, industries and waste through the Technical Teams constituted by the project. A provision to co-opt members to the PSC may be considered, to ensure that all key stakeholders are involved and consulted on key issues. The PSC will be responsible for providing strategic direction and ensure effective implementation of the project.

The PSC will ensure all activities are in line with national policies, coordinate the inter-ministerial and inter-institutional support programs, and advise and support the work of the CBIT Project Management Unit. The PSC will meet quarterly to approve yearly work plans and budgets, quarterly technical and financial progress reports, and yearly progress reports. The PSC meetings will be chaired by the Director General REMA, and deputized by CI, with the Project Manager (Head of PMU) as secretary. The PSC will organize the project inception workshop as part of its first meeting and coordinate the recruitment for the technical team at the CBIT PMU.

Sectoral Technical Teams on CBIT Project:

The CBIT Technical Teams will be constituted as part of project implementation structure. The teams will be sector based and aligned to the IPCC GHG inventory sector categorization of AFOLU, Energy, IPPU and Waste. The technical teams will be instrumental in organizing sector-based activities such as the trainings and support efforts to engage other related technical agencies such as the NCCC/GHG Working Group, the National Data Center, and the University of Rwanda.

Figure 1: Rwanda CBIT Project Institutional and Implementation Arrangement



Additional Information not well elaborated at PIF Stage:

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

The Government of Rwanda (GoR) acknowledges climate change as critical threat to both the environment and the wellbeing of its people. Building human capacities through training and technical support to identify, respond and manage the current and future threats of climate change is therefore a valuable contribution to the future of the Rwanda. Improvements in data collection, monitoring and analysis will support policy decisions and implementation, and the prediction of weather-related events and impacts of climate change.

GHG data and information generated will help government agencies to design appropriate measures to mitigate and adapt to climate change. This early intervention will help make communities improve on their resilience and adapt to climate related shocks. In addition, increased reporting and data-based decision-making will enhance climate resilience and coping strategies of the citizens.

The CBIT project brings to light Rwanda's efforts to reduce emissions and enhance its sinks despite the domestic circumstances and capabilities. It reflects how Rwanda will adapt to climate change impacts and what other additional support they need from other countries to adopt low-carbon pathways and to build climate resilience through multi-sectoral and programmatic interventions.

The project will support the identification and further development of future projects to reduce emissions and enhance mitigation efforts. Component 1 of the CBIT project shall provide clarity on the stakeholder cooperation frameworks who is responsible for measuring, for reporting and for verification at the multi-governance and sectoral levels, and how any barriers to the successful implementation of the NDC and transparency activities can be addressed. Overall coordination in planning and execution of climate change and development projects will greatly improve owing to the multi-sectoral focus of the project. Through the formalization and operationalization of working arrangements between government agencies and with non-state actors, more openness in addressing climate change issues and information exchanges are key ingredients to inclusive and integrated development, as well as gender mainstreaming in Rwanda's transparency agenda.

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.

Communication and knowledge management are critical to the success of GHG transparency and accountability as defined in the Paris transparency framework. The CBIT project will use multiple communication platforms to respond to the various information and knowledge needs expressed by the different stakeholders as will be articulated in the communication strategy. Innovative communication methods have been incorporated across the different components, and include materials and publication production, and implementation of detailed communication strategies to be developed under the project. The project will also share information with other countries through the CBIT Global Coordination Platform.

The platform of GHG Inventory and MRV system will be strengthened to disseminate news, updates, and announcements. REMA's and CI's website and social media network will also be used. The materials that will be used include briefs disseminated at sensitization workshops, Banners displayed at workshops, and production of publications (e.g. protocols and technical guidelines) will be disseminated through NDC sector institutions and partner institutions.

B. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH:

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

A description of how the project aligns with the other interrelated national strategies, plans, policies and institutional frameworks is provided in Table 4:

Table 2: Consistency with National Priorities, Plans, and Policies

National Priorities	Project Consistency
Rwanda Vision 2050	It emphasizes universal access to improved living standards, sustained food security, protection of the Rwandan family, and universal access to quality affordable services in health, education, finance, housing, energy, infrastructure, among others. It's based on five (5) main pillars; 1. Quality of Life; 2. Modern Infrastructure and livelihoods; 3. Transformation for prosperity, 4. Values for Vision 2050; and 5. International cooperation and positioning.
The National Strategy for Transformation- NST1 (2017-2024)	This program constitutes the implementation instrument for the remainder of the Economic Development and Poverty Reduction Strategy (EDPRS2, 2013-2018), Vision 2020, which ends with year 2020, and will also cover the first four years of a new 30-year Vision for the period up to 2050. The NST1 is built on 3 pillars: Economic Transformation, Social Transformation, and Transformational Governance.
Economic Development and Poverty Reduction Strategy II 2013-2018 (GoR 2013)	Highlights the green economy as a priority and identifies the National Environmental Fund (FONERWA) as key strategic tool.
National Strategy for Climate Change and Low Carbon Development (GoR 2015)	Underlines the need for low-emission development and potential mechanisms to meet the needs.
Rwanda Environmental Policy (2003)	It provides a framework for thereconciliation of the three pillars of sustainable development, namely; 1. environment, 2. social and 3. economic issues. It is thus in line with the policy for poverty reduction while ensuring the quality of life and environment.
Strategic Program Climate Resilience- SPCR (2017)	Is an investment vehicle based on a vision of Rwanda being able to not merely survive climate change, but thrive. It uses a programmatic approach towards meeting the country's climate change goals and to ensure that the country is well equipped to face the challenges brought on by climatic uncertainty.
Green Growth and Climate Resilience Strategy-GGCRS (2011)	Strategy for Contributing to A Climate-Resilient, Low-Carbon Economy By 2050 through 14 programmes, namely; 1. Sustainable Farming 2. Climate Compatible Mining, 3. Agricultural Diversity, 4. Integrated Water Management, 5. Efficient Resilient Transport, 6. Low Carbon Urban Settlements, 7. Sustainable Land Use, 8. Low Carbon Mix of Electricity 9. Ecotourism, Conservation, 10. Sustainable Forestry, 11. Sustainable Small-Scale Energy, 12. Green Industry, 13. Disaster Management 14. Climate Data and Projections
National Spatial Data Infrastructure (NSDI).	The NSDI is defined as the technologies, policies, and people necessary to promote sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community. The NSDI aims to put together data which are scattered and not connected, eliminating data duplication, and ensuring data is frequently updated. Furthermore, the NSDI will enable Rwanda to better plan, monitor, and respond to the impacts of climate change, and will result in better estimations of GHG emissions from land use, land use change and forestry thus improving planning and implementation of specific mitigation actions for the same sector. Also key to the NSDI is the increasingly important role played by sub-national governments and the private sector within the framework of SDI development.
National Adaptation Programme of Action (NAPA) 2006	NAPAs are tools for Least Developed Countries (LDCs) to identify priority activities that are considered most relevant to adapt to the urgent and immediate consequences of climate change. In Rwanda's case, the following seven priority areas have been

National Priorities	Project Consistency
	chosen: Integrated Water Resource Management (IWRM), information systems for early warning, promotion of non-agricultural income generating activities, promotion of intensive agro-pastoral activities; introduction of species resisting to environmental conditions, development of firewood alternative sources of energy; and a National Plan for Disaster Management (GoR 2006)
National Adaptation Plan (NAP) – Being developed	The main goal of the NAP process is to reduce vulnerability to climate change and to enhance adaptation planning capabilities and organic inclusion of adaptation into national strategies and policies. A NAP Project titled “Building the capacity of Rwanda’s government to advance the National Adaptation Planning process” was prepared by GoR and submitted to the GEF.
National Gender policy (2015)	One of the strategic objectives is to ensure that programs aimed at protecting environment do not compromise women’s roles, which affects their lives. With respect to environmental protection and land use management emphasis is on addressing gender inequalities in interventions meant for environmental protection and land use. So far, men are more involved than women in matters concerning environment and land.

C. DESCRIBE THE BUDGETED M & E PLAN:

The costed M&E plan is presented below showing the key monitoring and evaluation activities such as the project inception workshop and report, tracking plan for inputs, outputs, outcomes, quarterly progress reporting, annual progress and implementation reporting, documentation of lessons learned, and support for and cooperation with the independent external evaluation exercises. The Project Management Unit on the ground will be responsible for initiating and organizing key monitoring and evaluation tasks.

The Terms of References for the evaluations will be drafted by the CI-GEF PA in accordance with GEF requirements. The procurement and contracting for the independent evaluations will be handled by CI’s General Counsel’s Office. The funding for the evaluations will come from the project budget.

The CI-GEF Project Agency plays an overall assurance, backstopping, and oversight role with respect to monitoring and evaluation activities. The CI Internal Audit function is responsible for contracting and oversight of the planned independent external evaluation exercises at the mid-point and end of the project.


Table 3: M&E Plan Summary

Type of M&E	Reporting Frequency	Responsible Parties	Indicative Budget from GEF (USD)
<i>a. Inception workshop and Report</i>	Within three months of signing of CI Grant Agreement for GEF Projects	<ul style="list-style-type: none"> • Project Team • Executing Agency • CI-GEF PA 	8,000
<i>b. Inception workshop Report</i>	Within one month of inception workshop	<ul style="list-style-type: none"> • Project Team • CI-GEF PA 	
<i>c. Project Results Monitoring Plan (Objective, Outcomes and Outputs)</i>	Annually (data on indicators will be gathered according to monitoring plan schedule shown on Appendix IV)	<ul style="list-style-type: none"> • Project Team • CI-GEF PA 	30,000
<i>d. GEF Core Indicators</i>	i) Project development phase; ii) prior to project mid-term evaluation; and iii) project completion	<ul style="list-style-type: none"> • Project Team • Executing Agency • CI-GEF PA 	
<i>e. Project Steering Committee Meetings</i>	Annually	<ul style="list-style-type: none"> • Project Team • Executing Agency • CI-GEF PA 	8,400
<i>f. CI-GEF Project Agency Field Supervision Missions</i>	Approximately annual visits	<ul style="list-style-type: none"> • CI-GEF PA 	8,000
<i>g. Quarterly Progress Reporting</i>	Quarterly	<ul style="list-style-type: none"> • Project Team • Executing Agency 	24,239
<i>h. Annual Project Implementation Report (PIR)</i>	Annually for year ending June 30	<ul style="list-style-type: none"> • Project Team • Executing Agency • CI-GEF PA 	7,500
<i>i. Project Completion Report</i>	Upon project operational closure	<ul style="list-style-type: none"> • Project Team • Executing Agency 	7,500
<i>j. Independent Terminal Evaluation</i>	CI Evaluation Office Project Team CI-GEF PA	<ul style="list-style-type: none"> • Evaluation field mission within three months prior to project completion. 	16,223
<i>k. Lessons Learned and Knowledge Generation</i>	Project Team Executing Agency CI-GEF PA	<ul style="list-style-type: none"> • At least annually 	16,000
<i>l. Financial Statements Audit</i>	Executing Agency CI-GEF PA	<ul style="list-style-type: none"> • Annually 	5,646

PART III: CERTIFICATION BY GEF PARTNER AGENCY(IES)

A. GEF Agency(ies) certification

This request has been prepared in accordance with GEF policies¹⁷ 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
Miguel Morales			Orissa Samaroo	7033412550	osamaroo@conservation.org

¹⁷ GEF policies encompass all managed trust funds, namely: GEFTF, LDCF, SCCF and CBIT
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APPENDIX I: Project Results Framework

Objective:	To strengthen the capacity of Institutions in Rwanda to fulfill the Transparency Requirements of the Paris Agreement		
Indicator(s):	1. Number of sector-based institutions with GHG inventory that are 100% compliant with IPCC requirements and that are integrated in a national GHG inventory and MRV system 2. Number of GHG stakeholders (men and women) skilled to collect, process and feed gender disaggregated data into the GHG inventory and MRV system 3. Number of stakeholders (men and women) using the fully integrated GHG data platform for sharing and accessing information for transparency reporting and informing policy review and formulation.		
Expected Outcomes and Indicators	Project Baseline	End of Project Target	Expected Outputs and Indicators
Component 1: Strengthening National GHG Inventory system			



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<p><i>Outcome 1.1.: Inventory for GHG emissions and removals (sinks) enhanced and quality and quantity of data improved through improved collaboration between Rwanda Environment Management Authority (REMA) and sector based institutions on the GHG emissions inventory</i></p> <p><i>Indicator 1.1.1.: Number of GHG related sectors equipped to collect, track and report on GHG emissions and removals</i></p> <p><i>Indicator 1.1.2.: Number of institutions collaborating in the development and use of the national GHG inventory and MRV system</i></p> <p><i>Indicator 1.1.3.: Number of national inventory systems for managing all NDC information and GHG data</i></p>	<p>Baseline 1.1.1: All NDC sectors reporting based on tier 1</p> <p>Baseline 1.1.2.: There are no formal cooperation arrangements between REMA and NDC sector institutions to collect and share GHG data</p> <p>Baseline 1.1.3: The National GHG Inventory system is not managing all NDC information and GHG data</p>	<p>Target 1.1.1 At least 4 sectors are equipped to report based on tier 2</p> <p>Target 1.1.2 At least 4 NDC sector institutions collaborating formally with REMA in the development of the national GHG inventory and MRV system</p> <p>Target 1.1.3 At least 1 national Inventory system for managing all NDC information and GHG data developed at REMA</p>	<p>Output 1.1.1 Emission factors for agriculture, forestry and land use, energy, transport, industries and waste sectors developed</p> <p><i>Indicator 1.1.1. Number of sectors for which emission factors for tier 2 reporting are developed</i></p> <p>Target: Emission factors developed for 4 sectors</p> <p>Output 1.1.2 Technical teams comprising of men and women for data collection and processing established and operationalized</p> <p><i>Indicator 1.1.2 Number of sector-based technical teams comprising of men and women that are established and 100% compliant with IPCC reporting requirements</i></p> <p>Target: At least 4 sector based technical teams comprising of men and women are in place and 100% compliant with IPCC reporting requirements</p> <p>Output 1.1.3 MoUs between REMA and sector institutions established to collect data, which are later processed and shared by REMA</p> <p><i>Indicator 1.1.3 Number of MoUs developed between REMA and sector institutions on the GHG inventory and MRV system.</i></p> <p>Target: At least 4 MoUs developed between REMA and sector institutions on GHG data management for increased transparency</p> <p>Output 1.1.4: Linkages between REMA and National Climate Change Committee (NCCC) for compliance to Paris agreement and IPCC guidelines strengthened</p> <p><i>Indicator 1.1.4: No of technical interactions to increase compliance to the Paris agreement</i></p> <p>Target: At least one event held every quarter to determine needs and share information</p> <p>Output 1.1.5 Robust National GHG inventory and MRV system in place</p> <p><i>Indicator 1.1.5 A centralized GHGI and MRV system in place in REMA</i></p> <p>Target: At least 4 sectoral technical teams comprising of men and women are strengthened to contribute data to the National GHG inventory and MRV system</p> <p>Output 1.1.6 Sector institutions use State-of-art equipment, tools and protocols to track and report GHG emissions</p>
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Component 2: Targeted capacity building of key stakeholders (men and women) to collect, process and feed data into the GHG emissions inventory system (including on gender disaggregated data management for the GHG emissions inventory and MRV system).			
<p>Outcome 2.1.: Capacity of stakeholders comprising of men and women strengthened on data collection and processing protocols; and procurement of state-of-the art equipment and tools</p> <p><i>Indicator 2.1.1 Number of technical staff comprising of men and women in NDC sector-based institutions and non-state stakeholders trained in collection of gender disaggregated GHG data, processing protocols and feeding into the GHGI and MRV system</i></p> <p><i>Indicator 2.1.2. Number of NDC sector-based institutions equipped with standardized protocols, and state-of-the art equipment and tools for GHG data management</i></p>	<p>Baseline 2.1.1 Currently, limited capacities exist for GHG data collection and management</p> <p>Baseline 2.1.2 Currently, all NDC sector-based institutions are equipped with tools and protocols to collect, process and report GHG emissions only at tier 1 level</p>	<p>Target 2.1.1 At least 300 stakeholders comprising of men and women (105 stakeholders from the 7 sectors and 195 from multiple scales of government and non-government institutions) trained in GHG data collection and management)</p> <p>Target 2.1.2 At least 4 NDC sectors equipped with standardized protocols, and state-of-the art equipment and tools to collect and manage GHG data for tier 2 reporting</p>	<p>Output 2.1.1 Stakeholders comprising of men and women from the key emission sectors (agriculture, forestry and land use, energy, transport, industries and waste sectors) convened and trained in collection, processing and transmission of GHG data</p> <p><i>Indicator 2.1.1. Number of stakeholders comprising of men and women trained in collection, processing and transmission of sex disaggregated GHG data</i></p> <p>Target: At least 300 persons trained (inclusive of men and women)</p> <p>Output 2.1.2 Forty staff from REMA (inclusive of men and women) and other sectors trained in domestic MRV systems, tracking NDCs, enhancement of GHG inventories and emission factors and projections</p> <p><i>Indicator 2.1.2 Number of staff comprising of men and women trained and equipped</i></p> <p>Target: At least 40 staff (inclusive of men and women) from REMA and sectors trained (part of the 105 above)</p> <p>Output 2.1.3. Best practices shared and scaled out through exchange programs for stakeholders on transparency activities</p> <p><i>Indicator 2.1.4. Number of sharing and learning workshops</i></p> <p>Target: At least 3 workshops organized</p>

Component 3: Integrated Platform for Data Sharing and Policy Making			
<p>Outcome 3.1 Fully developed data integration and sharing procedure for use by stakeholders (men and women) as a one stop source of information for transparency reporting</p> <p><i>Indicator 3.1.1: Number of platforms for integrating and sharing data (GHGI, NDC implementation, transparency information on finances and technology transfer)</i></p> <p><i>Indicator 3.1.2: Number of sector-based transparency information sets fed into the Global CBIT platform</i></p>	<p>Baseline 3.1.1 Integrated platform for data sharing absent</p>	<p>Target 3.1.1: An integrated platform is created and at least 5 sectors aggregate and upload GHG data and MRV information to the platform managed centrally by the REMA.</p> <p>Target 3.1.2: REMA aggregates, analyses and uploads GHG data into national MRV and CBIT platforms information to the platform managed centrally by the REMA.</p>	<p>Output 3.1.1 A data integration platform built and established</p> <p><i>Indicator 3.1.1. An integrated data system for transparency reporting established.</i></p> <p>Target: At least 5 institutions are equipped to transmit data to REMA for aggregation</p> <p>Output 3.1.2 Data for GHG inventory and MRV system aggregated from different sources, entered on data integrating platform and fed into the Global CBIT Coordination Platform</p> <p><i>Indicator 3.1.2 Number of data sets aggregated and uploaded into the integrated and CBIT platforms</i></p> <p>Target: At least 5 sector data sets aggregated and uploaded into the data integration and CBIT coordination platforms</p> <p>Output 3.1.3 National inventory of greenhouse gas emissions established and made publicly available¹⁸</p> <p><i>Indicator 3.1.3. The Rwanda National inventory of greenhouse gas emissions is publicized</i></p> <p>Target: At least one Public event is organized to publicize the GHGI</p> <p>Output 3.1.4 Stakeholders (men and women) capacity to contribute to integration and utilization of data platform and the strengthened CBIT platform is built</p>

¹⁸ **200** participants during the launch and operationalization of the National inventory of greenhouse gas emissions established and made publicly available.

			<p><i>Indicator 3.1.4. Number of stakeholders (men and women) trained</i></p> <p>Target: At least 120 stakeholders (men and women) trained¹⁹</p> <p>Output 3.1.5: Data and information from the Integrated Platform and GHG Inventory and MRV system utilized</p> <p><i>Indicator 3.1.5. No of publications produced and disseminated by REMA that are informed by the data and information from the GHG Inventory and MRV system</i></p> <p>Target: At least 4 sector publications produced and disseminated</p> <p>Output 3.1.6: GHG and MRV System Improvement and Maintenance Plan developed</p> <p><i>Indicator 3.1.6: No of system improvement and maintenance plans developed</i></p> <p>Target: At least one plan per NDC sector, and at REMA is developed</p>
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¹⁹. Cumulatively, at-least 120 stakeholder's capacity will be built on the process of developing and operationalizing a GHG inventory and MRV system. These participants will be derived from the 300 stakeholders in Component 2. For instance: 105 stakeholders from the 120 are the same in in Component 2 above. The 15 participants will also be derived from the 195 participants already counted in Component 2.

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).

ANNEX C: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS²⁰

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

PPG Grant Approved at PIF: 50000			
<i>Project Preparation Activities Implemented</i>	<i>GETF/LDCF/SCCF/CBIT Amount (\$)50,000</i>		
	<i>Budgeted Amount</i>	<i>Amount Spent To date</i>	<i>Amount Committed</i>
Salaries and Benefits	7,797	8,640	-843
Professional services	35,300	35,449	-149
Travel, meetings, and events	5,029	5,012	17
Other direct costs	1,874	899	975
Total	50,000	50,000	0

²⁰ 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)

NA