

Annex C – Country Engagement Approach

Operationalization of country engagement

This section outlines the steps involved in the ICAT country engagement approach, through the formalization of Project Cooperation Agreements between the selected country and UNOPS in six countries. The steps identified follow UNOPS rules and regulations and will be implemented in line the overarching ICAT Project Agreement and the approved long-term work program and budget. The implementation of the support activities in these six additional countries will be completed in 2 years (by November 2021), as presented in detail below, and outlined as a Gant chart in Annex I.

Step 1 – Country selection (11 weeks)

Timeline: 18 November 2019 – 5 February 2020

- a. *Development and launch of a Call for Expressions of Interest:* The Secretariat will develop the call to inform on ICAT’s support offerings, and request developing countries to indicate their interest and priority areas. The call will be published for 4 weeks through various channels, and individual letters will be sent inviting countries that have previously expressed interest in ICAT and those that have not received any support for building capacity for climate action transparency.
- b. *Technical evaluation of country submissions:* A panel of experts including relevant AC members and UNFCCC technical experts will be constituted to review the country submissions based on the approved country selection criteria. The outcome of the panel discussions will be a list of proposed countries (in order of priority), which will be submitted to the DSC for endorsement. The estimated time to finalize the proposed list is 4 weeks after the submission deadline.
- c. *DSC endorsement:* The proposed list of selected countries (in order of priority) will be sent to the DSC for endorsement through a written procedure. The endorsement will include the list of the countries to be engaged. The DSC will have 3 weeks to review and endorse the country selection.

Step 2 – Engaging technical support (12 weeks)

Timeline: 13 November 2019 – 5 February 2020

- a. *Launch of Call(s) for Proposals (CFPs):* The CFPs will be published on an open call for proposal through the UN Global Market Place and any other relevant channels, for a duration of 3 weeks.
- b. *Technical and financial evaluation of proposals:* An evaluation panel will be constituted to carry out the evaluation of the proposals, as per the UNOPS Rules and Regulations. The estimated period to finalize the evaluation report is 4 weeks from the submission deadline.
- c. *Review, award and contract preparation:* Based on the evaluation report, an internal and independent review of the selection process will be held with the appropriate UNOPS units and authorities, which will endorse the award of contract(s) to the recommended grantee(s). A draft

Grant Support Agreement (GSA) for the selected implementing partner(s) (with specific deliverables, timelines, and payment schedules) will be prepared within 4 weeks.

- d. *DSC no objection*: The DSC will have 1 week to provide their no-objection to the finalization and signing of the contracts with the recommended grantee(s).

Step 3 – Initiation of country work & scoping (2 -5 months depending on the country)

Timeline: 1 February 2020 – 31 July 2020

- a. *Formal invitation and initial discussions with the countries*: The Secretariat will send out the formal invitations to the selected countries and will lead the initial discussions with country focal points on country priorities, gaps in capacity and interest in ICAT methodologies and tools. A time-frame of 5 weeks will be given to countries to formally confirm the invitation to join ICAT.
- b. *Country scoping*: After receiving the letter of confirmation and in consultation with the Secretariat, the selected technical implementing partner will initiate the desk-based assessment of the country's existing transparency systems, based on the MRV capacity, the existing approaches for monitoring and reporting of actions and policies and the identification of key stakeholders to be engaged in in-country capacity development work. The outcome will be a scoping report, which maps the capacity building needs and priorities of the specific country. A period of 18 weeks will be provided to the technical implementing partner to complete the scoping phase for all countries.
- c. *Inception mission*: A mission with key stakeholders, technical implementing partner(s) and the Secretariat will take place in each country to agree on concrete sectors of priority as well as the capacity building needs for the country. The outcome of the mission will be a detailed work plan and budget for the utilization of country allocations. A period of 18 weeks will be provided to the technical implementing partner to finalize the country work plans and budgets for all countries in close consultation with the country.

Step 4 – Formalizing the engagement (6 weeks per country)

Timeline: 1 June 2020 – 31 August 2020

- a. *Due diligence and contract award*: Upon the completion of work plans and budget at the country level UNOPS will review these, through the Secretariat and other relevant units. A request to award contracts to these government entities will be reviewed and endorsed accordingly by the appropriate UNOPS reviewer and authority (3 weeks per country).
- b. *Formalization of the engagement*: A Project Cooperation Agreement (PCA) between UNOPS and the Ministry of Environment (or other government entity) will be signed based on the award. The Secretariat and other relevant units with support from the technical implementing partner will work with the country to agree on realistic timeframes and payment schedules and milestone deliverables (3 weeks per country).

Step 5 – Work plan implementation and in-country support (12 months per country)

Timeline: 1 July 2020 – 30 September 2021

- a. *Work plan and budget implementation:* The country starts implementing the work plan, in line with signed PCA contract, and with technical support from the selected implementing partner(s). The estimated period to finalize the work plan per country will be of 12 months. The technical implementing partner will be requested to provide technical input for the identification of the national consultant in charge of implementing the work plan. If required by the country, the implemented partner will carry out the recruitment process on behalf of the country.
- b. *Technical in-country support:* In addition to the approved work plan, specific technical support will be provided by the selected technical implementing partner, and as identified, the relevant ICAT methodologies and tools will be applied.
- c. Additional partners with the appropriate set of expertise (e.g. research institutions, private sector, not-for-profit companies, UN agencies, and experts from other ICAT countries in a peer-to-peer exchange mode) can be engaged by the ICAT Secretariat, if and as required.

Step 6 – PCA management (17 months)

Timeline: 1 July 2020 – 30 November 2021

- a. *PCAs oversight:* The technical and financial monitoring of the PCAs will be managed by the Secretariat and other relevant UNOPS units, which will work to ensure that activities are finalized within scope, time and cost. A period of 15 months will be provided to finalize all country work foreseen under the PCAs.
- b. *PCA closure:* The Secretariat and other relevant UNOPS units will be responsible for the PCA closure, ensuring effective and transparent reporting on the utilization of funds. The Secretariat will ensure that country deliverables capture results at the country level, including the application of evaluation tools such as country surveys and finalization workshops to capture the progress towards ICAT's overarching objectives and lessons learned. Work will end by 30 September 2021 so that a period of 2 months is available to close all PCAs.