

PCA/2018/Vie01

BP No: 1300007148
Budget line: M1-32CPL-000386, SB-010167, 11243
Total cost to UN Environment: 589,000 USD

PO: _____

**PROJECT COOPERATION AGREEMENT
BETWEEN
THE UNITED NATIONS ENVIRONMENT PROGRAMME (UN Environment)
AND
GLOBAL CHANGE RESEARCH INSTITUTE OF THE CZECH ACADEMY OF SCIENCES
(CzechGlobe)**

THIS PROJECT COOPERATION AGREEMENT (PCA) and its annexes (this "Agreement") is made upon signature of both Parties.

BETWEEN: United Nations Environment Programme (hereinafter referred to as "UN Environment"), an international inter-governmental organisation established by the General Assembly of the United Nations, represented by its Vienna Programme Office and having its office at the Vienna International Centre, P.O. Box 500, 1400 Vienna, Austria.

AND: Global Change Research Institute of the Czech Academy of Sciences, Brno (hereinafter referred to as "CzechGlobe"), a research institute having its offices in Bělidla 986/4a, 603 00 Brno, Czech Republic.

GENERAL PRINCIPLES

- A. UN Environment has been entrusted by its donors with resources that can be allocated for programmes and projects, and is accountable to its donors and its Governing Council for the proper management of these funds and can, in accordance with the UNEP PoW and other respective decisions, make available such resources for cooperation in the form of a project (hereinafter referred to as the "Project"), which is more fully described in the Donor Agreement inclusive of the Project Document (Annex-A);
- B. CzechGlobe is committed to the principles of sustainable development and innovation as a tool for mitigating and adapting to climate change and has demonstrated its capacity needed for implementing the activities involved, in accordance with the UN Environment requirements for such Project management;
- C. On the basis of their respective mandates, a common aim in climate change mitigation and adaptation, UN Environment and CzechGlobe (hereinafter collectively referred to as "Parties") have developed the collaborative Project as per Annex A. General provisions on the rights and obligations of the Parties are provided under this Agreement;

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- D. CzechGlobe affirms that it is non profit-oriented and non-partisan and that it has the capacities to carry out the activities outlined in this Agreement and that the activities under this Agreement shall be carried out without discrimination of any nature;
- E. UN Environment and CzechGlobe have agreed to cooperate to implement the Project, in accordance with the Project Document which is attached to this Agreement (Annex-A) and any other document of relevance, attached to this Agreement as separate Annexes. The Parties will carry out their respective responsibilities in the spirit of partnership and in consultation with each other.

Clause I
Interpretation

1. For the purpose of interpretation of this Agreement, Annexes to this Agreement, including the attached Project Document (Annex-A) and UN Environment Project Manual (as revised from time to time) shall be construed as an integral part of this Agreement.

Clause II
Objective and Scope

1. The Agreement sets forth the terms and conditions of the cooperation between the Parties for achieving the Project objectives, as set out in the Project Document (Annex A).
2. The Parties agree to cooperate with each other at all times and maintain close working relationships in order to achieve the objectives of the Project.

Clause III
Duration

1. The term of the Agreement shall commence on latest date of signature by both parties and expire on **31st December 2019** pursuant to the time frame or schedule as set out in the Project Document (Annex-A).
2. Should it become evident during the implementation of the Project that an extension beyond the agreed expiry date (as set out in paragraph 1 above) is required to achieve the objectives of the Project, the Parties shall consult with each other with a view to entering into an agreement on the need and duration of such extension. Upon reaching an agreement, the Parties shall immediately conclude an amendment to the Agreement to this effect, in accordance with Clause XVII, below.

Clause IV
Cooperation

1. The Parties shall carry out their respective responsibilities in accordance with the provisions of the Agreement, and shall undertake the Project in accordance with UN

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Environment policies and procedures as stipulated in the UN Environment Project Manual, which forms an integral part of the present Agreement.

2. UN Environment shall determine and communicate to CzechGlobe the person (or unit) having the ultimate authority and responsibility for the Project implementation on its behalf. A focal point shall also be appointed by CzechGlobe, in consultation with UN Environment.

3. The Parties shall keep each other informed of all activities pertaining to the Project and shall consult once every 3 months on issues that may have a bearing on the status of either Party in the country or that may affect the achievement of the objectives of the Project, with a view to reviewing the Implementation Plan and Budget of the Project accordingly.

4. The Parties shall cooperate with each other in obtaining any licenses and permits required by national laws, where appropriate and necessary for the achievement of the objectives of the Project. The Parties shall also cooperate in the preparation of any reports, statements or disclosures, which are required by national law.

5. CzechGlobe shall only use the name and emblem of the United Nations or UN Environment with prior written consent of UN Environment.

6. UN Environment will facilitate access to information, advisory services, technical and professional support available to UN Environment and will assist CzechGlobe to access the advisory services of other United Nations organizations, whenever necessary.

7. The Parties shall cooperate in any public relations or publicity exercises, when UN Environment deems these appropriate or useful.

Clause V **Personnel**

1. CzechGlobe shall be solely and completely responsible and accountable for all services performed by its personnel, agents, employees, or contractors (hereinafter referred to as "Personnel").

2. Personnel of CzechGlobe, its contractors or anyone else working for CzechGlobe in the execution of the Project or otherwise, are not employees of UN Environment and are not covered by the privileges and immunities applying to UN Environment and its staff pursuant to the Convention on the Privileges and Immunities of the United Nations. UN Environment shall not accept any liability for claims arising out of the activities performed under the Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by CzechGlobe Personnel as a result of their work pertaining to the Project under this Agreement.

3. CzechGlobe shall ensure that its personnel meet the highest standards of qualification and technical and professional competence necessary for the achievement of the objectives

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and results of the Project, and that decisions on employment related to the Project shall be free of discrimination of any nature. CzechGlobe shall ensure that all personnel are free from any conflicts of interest relative to the Project activities.

Clause VI
Terms and Obligations of CzechGlobe

1. CzechGlobe undertakes to be bound by the terms and obligations specified below, and shall accordingly ensure that the personnel performing project-related activities under the present Agreement comply with these obligations:

(a) CzechGlobe shall not seek nor accept instructions regarding the activities under the present Agreement from any Government or other authority external to UN Environment;

(b) CzechGlobe shall refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UN Environment;

(c) Information that is considered confidential shall not be used without the authorization of UN Environment. In any event, such information shall not be used for individual profit. CzechGlobe's focal point for this Project may communicate with the media regarding the methods and scientific procedures used by CzechGlobe; however, UN Environment clearance is required for the use of the name UN Environment in conjunction with Project activities in accordance with Clause IV (5), above. This obligation shall not lapse upon termination of the present Agreement unless otherwise agreed between the Parties.

Clause VII
Equipment and Supplies

1. Equipment, non-expendable materials, or other property furnished or financed by UN Environment shall remain the property of UN Environment and shall be returned to UN Environment upon completion of the Project or upon termination of this Agreement, unless otherwise agreed upon between the Parties. During Project implementation and prior to its return to UN Environment, CzechGlobe shall be responsible for the proper custody, maintenance and care of all equipment. CzechGlobe shall, for the protection of such equipment and materials during implementation of the Project, obtain appropriate insurance in such amounts as may be agreed upon between the Parties and incorporated in the Project Budget.

2. CzechGlobe shall place on the supplies, equipment and other materials it furnishes or finances such markings as will be necessary to identify them as being provided by UN Environment.

3. In cases of damage, theft or other losses of vehicles and other property made available to CzechGlobe, CzechGlobe shall provide UN Environment with a comprehensive report,

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including police report, where appropriate, and any other evidence giving full details of the events leading to the loss of the property.

4. In its procedures for procurement of goods, services or other requirements with funds made available by UN Environment as provided for in the Project Document, CzechGlobe shall ensure that, when placing orders or awarding contracts, it will safeguard the principles of highest quality, economy and efficiency, and that the placing of such orders will be based on an assessment of competitive quotations, bids, or proposals unless otherwise agreed to by UN Environment.

5. CzechGlobe shall maintain complete and accurate records of equipment, supplies and other property purchased with UN Environment funds and shall take periodic physical inventories. CzechGlobe shall provide UN Environment annually with the inventory of such equipment, property and non-expendable materials and supplies, and at such time and in such form as UN Environment may request.

Clause VIII
Intellectual Property Rights

1. Any publications prepared or produced pursuant to this Agreement will give appropriate credit to UN Environment and shall include UN Environment's logo in a manner as stipulated under Clause IV(5) above. UN Environment and CzechGlobe shall agree upon the question of copyrights and all other related rights in any material produced under the provisions of the Agreement.

2. For the purpose of this Agreement, Intellectual property would mean information, ideas, inventions, innovations, art work, data, designs, literary texts and any other matter or thing whatsoever as may be capable of legal protection or be subject to legal rights and shall include patents; information which is of a kind that has been communicated in such a manner as to give rise to a duty of confidentiality; copyright vesting in literary works (including but not limited to computer programmes); dramatic works, musical works, broadcast, published editions and other types of performance; registered trademarks; unregistered trademarks used or intended for use in business registered designs and designs capable of being registered; biological organism varieties and the rights of breeders of such varieties; layout design of integrated circuits; databases; and any other rights resulting from intellectual activity in the industrial, commercial, scientific, literary and artistic fields.

Clause IX
Financial and Operational Obligations

1. In accordance with the Project Budget, UN Environment will make available to CzechGlobe funds up to the maximum amount of 589,000 USD. The first installment of 289,000 USD will be advanced to CzechGlobe within 60 working days following signature of the present Agreement. The second installment of 200,000 USD will be advanced within 60 days of the submission of a financial report and other agreed-upon documentation, as referenced in Clauses XI and XII below, for the

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activities completed in the first year have been submitted to and accepted by UN Environment as showing satisfactory management and use of UN Environment resources. A final installment of 100,000 USD will be made within 60 days following the submission of the final substantive and financial reports and other agreed-upon documentation, as referenced in Clauses XI and XII below, have been submitted to and accepted by UN Environment as showing satisfactory management and use of UN Environment resources

2. The Parties shall make all reasonable efforts to comply with Clauses IX (1) and XI, failing which, UN Environment may withhold further disbursements due to CzechGlobe or CzechGlobe may suspend the Project until such time the Parties meet their respective financial and operational obligations.

3. CzechGlobe agrees to utilize the funds and any supplies and equipment provided by UN Environment in strict compliance with the Project Document. CzechGlobe shall notify UN Environment about any expected variations on the Project during the quarterly consultations set forth in paragraph I above. CzechGlobe shall be authorized to make variations not exceeding 5 per cent on any one line item of the Project budget provided that the total budget allocated by UN Environment is not exceeded. Any variations exceeding 5 per cent on any one line item that may be necessary for the proper and successful implementation of the Project shall be subject to prior consultations with and approval by UN Environment.

4. CzechGlobe further agrees to return within two weeks any unused supplies made available by UN Environment at the termination or end of the present Agreement or the completion of the Project. Any unspent funds shall be returned within two months of the termination of the present Agreement or the completion of the Project.

5. UN Environment shall not be liable for the payment of any expenses, fees, tolls or any other financial cost not outlined in the Project or Plan or Project budget unless UN Environment has explicitly agreed in writing to do so prior to the expenditure by CzechGlobe.

Clause X **Maintenance of Records**

1. CzechGlobe shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by UN Environment to ensure that all expenditures are in conformity with the provisions of the Project Document. For each disbursement, proper supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction.

2. Upon completion of the Project/or Termination of the Agreement, CzechGlobe shall maintain the records for a period of at least 5 years unless otherwise agreed upon between the Parties.

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Clause XI
Reporting Requirements

1. Six (6) months after signature of this Agreement, and every six (6) months thereafter, except where otherwise agreed, CzechGlobe shall provide UN Environment with narrative progress reports on the Project. The Progress Reports shall include the status of activities, outputs delivered, results/impacts achieved and an assessment of whether the Project is being implemented in accordance with the agreed Project Implementation Plan and the Project Budget, and a description of any obstacles to full and timely implementation of the Project.
2. CzechGlobe shall also submit Financial Reports on a quarterly basis:
 - (a) CzechGlobe shall prepare a Financial Report and submits it to the UN Environment no later than 30 days after the end of each quarter.
 - (b) The purpose of the financial report is to request a quarterly advance of funds, to list the disbursements incurred on the Project by budgetary component on a quarterly basis, and to reconcile outstanding advances and foreign exchange loss or gain during the quarter.
 - (c) The financial report has been designed to reflect the transactions of a project on a cash basis. For this reason, unliquidated obligations or commitments should not be reported to UN Environment, i.e., the reports should be prepared on a "cash basis", not on an accrual basis, and thus will include only disbursements made by CzechGlobe and not commitments. However, CzechGlobe shall provide an indication when submitting reports as to the level of unliquidated obligations or commitments, for budgetary purposes.
 - (d) The financial report contains information that forms the basis of a periodic financial review and its timely submission is a prerequisite to the continuing funding of the Project. Unless the Financial Report is received, the UN Environment will not act upon requests for advances of funds.
 - (e) Any refund received by CzechGlobe from a supplier should be reflected on the financial report as a reduction of disbursements on the component to which it relates.
3. Within two months of the completion of the Project or of the termination of the present Agreement, CzechGlobe shall submit a final report on the Project activities and include a final financial report on the use of UN Environment funds, as well as an inventory of supplies and equipment.
4. UN Environment reserves the right to withhold any payment(s) due to CzechGlobe for its non-compliance to Clauses X and XI (1-3) above.

Clause XII

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Audit Requirements

1. CzechGlobe shall submit to UN Environment within six months of the end of CzechGlobe's fiscal year, a copy of its consolidated audited financial statements, wherein UN Environment funding is clearly identified, issued by an independent audit authority and as presented to and endorsed by CzechGlobe's governing body. The audit report and recommendation should include such comments as the auditor may deem appropriate in respect of UN Environment funded operations generally and, in particular, the opinion should clearly indicate that UN Environment funds were covered by the scope of the audit.

Clause XIII
Responsibility for Claims

1. CzechGlobe shall indemnify, hold and save harmless, and defend at its own expense, UN Environment, its officials and persons performing services for UN Environment, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, arising out of the acts or omissions of CzechGlobe or its employees or persons hired for the management of the present Agreement and the Project.

2. CzechGlobe shall be responsible for, and deal with all claims brought against it by its Personnel, employees, agents or subcontractors.

Clause XIV
Suspension and Termination

1. The Parties hereto recognize that the successful completion and accomplishment of the purposes of a technical cooperation activity are of paramount importance, and that UN Environment may find it necessary to terminate the Project, or to modify the arrangements for the management of the Project, should circumstances arise that jeopardize successful completion or the accomplishment of the purposes of the Project. The provisions of the present Clause shall apply to any such situation.

2. UN Environment shall consult with CzechGlobe if any circumstances arise that, in the judgment of UN Environment, interfere or threaten to interfere with the successful completion of the Project or the accomplishment of its purposes. CzechGlobe shall promptly inform UN Environment of any such circumstances that might come to its attention. The Parties shall cooperate towards the rectification or elimination of the circumstances in question and shall exert all reasonable efforts to that end, including prompt corrective steps by CzechGlobe, where such circumstances are attributable to it or within its responsibility or control. The Parties shall also cooperate in assessing the consequences of possible termination of the Project on the beneficiaries of the Project.

3. UN Environment may at any time after occurrence of the circumstances in question, and after appropriate consultations, suspend the Project by written notice to CzechGlobe, without prejudice to the initiation or continuation of any of the measures envisaged in paragraph 2,

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above, of the present Clause. UN Environment may indicate to CzechGlobe the conditions under which it is prepared to authorize management of the Project to resume.

4. If the cause of suspension is not rectified or eliminated within 30 days after UN Environment has given notice of suspension to CzechGlobe, UN Environment may, by written notice at any time thereafter during the continuation of such cause: (a) terminate the Project; or (b) terminate the management of the Project by CzechGlobe, and entrust its management to another institution. The effective date of termination under the provisions of the present paragraph shall be specified by written notice from UN Environment.

5. Subject to paragraph 4 (b), above, of the present Clause, CzechGlobe may terminate the present Agreement in cases where a condition has arisen that impedes CzechGlobe from successfully fulfilling its responsibilities under the present Agreement, by providing UN Environment with written notice of its intention to terminate the present Agreement at least 30 days prior to the effective date of termination if the Project has a duration of up to six months and at least 60 days prior to the effective date of termination if the Project has a duration more than six months.

6. CzechGlobe may terminate the present Agreement only under point 5, above, of the present Clause, after consultations have been held between CzechGlobe and UN Environment, with a view to eliminating the impediment, and shall give due consideration to proposals made by UN Environment in this respect.

7. Upon receipt of a notice of termination by either Party under the present Clause, the Parties shall take immediate steps to terminate activities under the present Agreement, in a prompt and orderly manner, so as to minimize losses and further expenditures. CzechGlobe shall undertake no forward commitments and shall return to UN Environment, within 30 days, all unspent funds, supplies and other property provided by UN Environment unless UN Environment has agreed otherwise in writing.

8. In the event of any termination by either Party under the present Clause, UN Environment shall reimburse CzechGlobe only for the costs incurred to manage the project in conformity with the express terms of the present Agreement. Reimbursements to CzechGlobe under this provision, when added to amounts previously remitted to it by UN Environment in respect of the Project, shall not exceed the total UN Environment allocation/contribution for the Project.

9. In the event of transfer of the responsibilities of CzechGlobe for the management of a Project to another institution, CzechGlobe shall cooperate with UN Environment and the other institution in the orderly transfer of such responsibilities.

Clause XV

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Force Majeure

1. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Party affected by the force majeure shall give the other Party notice and full particulars in writing of such occurrence if the affected Party is thereby rendered unable, in whole or in part, to perform its obligations or meet its responsibilities under the present Agreement. The Parties shall consult on the appropriate action to be taken, which may include suspension of the present Agreement by UN Environment, in accordance with Clause XIV, paragraph 3, above, or termination of the Agreement, with either Party giving to the other at least 30 days written notice of such termination.

2. In the event that the present Agreement is terminated owing to causes constituting Force Majeure, the provisions of Clause XIV, paragraphs 8 and 9, above, shall apply.

Clause XVI
Arbitration

3. The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by the arbitration award rendered in accordance with such arbitration, as the final decision on any such dispute, controversy or claim.

Clause XVII
Privileges and Immunities

1. Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UN Environment.

Clause XVIII
Notification and Amendments

1. The Parties shall notify each other in writing on any proposed variation/ modification/ amendment to the Agreement, including its Annexes, with a view to attain an agreement on such amendment.

2. This Agreement or its Annexes may be modified or amended only by written agreement between the Parties.

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PCA/2018/Vie01

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IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed the present Agreement at the place and on the day below written.

For: United Nations Environment Programme

For: CzechGlobe

By: 
Jan Dusik
Director and Regional Representative, a.s.
UN Environment, Europe Office

By: _____
Prof. Michal Marek
Director
CzechGlobe

Date: 21/06/2018

Date :

- ANNEX-A: Project Document of the Project *"Programme for facilitating the engagement with and access to the Green Climate Fund for Serbia and/or other countries of the the Western Balkans"*
- ANNEX-B: Implementation Plan
- ANNEX-C: Activity Based Budget

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PCA/2018/Vie01

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ANNEX-A: Project Document of the Project “Programme for facilitating the engagement with and access to the Green Climate Fund for Serbia and/or other countries of the the Western Balkans”

(Document will be attached separately)

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ANNEX-B: Implementation Plan

Background

The aim of the project "*Programme for facilitating the engagement with and access to the Green Climate Fund for Serbia and/or other countries of the Western Balkans*" is to facilitate the engagement with, and the access to, the Green Climate Fund for Serbia and other countries of the Western Balkans. While the overall coordination and project management will be maintained by UN Environment for all of the activities under this project, for some activities requiring specific technical expertise UN Environment will avail itself of CzechGlobe as a scientific partner – the aim of this Project Cooperation Agreement is to define the modalities of this cooperation.

The Implementation Plan is based on CzechGlobe offer and UN Environment request and will be updated once the final decision about project start and end is taken by the Ministry of the Environment of the Czech Republic (donor) and UN Environment and agreed with CzechGlobe. For the purpose of this preliminary Implementation plan start is set up to July 2018 and end to November 2019.

Objective of the PCA

The main goal of this PCA is to ensure high level of technical expertise in the implementation of the project "*Programme for facilitating the engagement with and access to the Green Climate Fund for Serbia and/or other countries of the the Western Balkans*" (Albania, Montenegro). As a result, taking into account its expertise and after a public request for letters of interest, CzechGlobe has been selected as the scientific partner to contribute to the implementation of the following activities, as specified below. Overall, CzechGlobe is expected to provide one leading expert who will be the main responsible for the below described deliverables and coordination with UN Environment, and also to ensure that the deliverables provided by CzechGlobe are in line with the overall project objectives. CzechGlobe will be responsible to ensure that the relevant level of expertise is provided, also by engaging external expertise where necessary.

Activities

Component 1: Strengthening the capacities to engage with the GCF

Activity 1.1 Develop and deliver training modules on climate finance access, including Green Climate Fund

Activity 1.1 is under the lead of UN Environment. UN Environment is expected to develop and deliver training modules on climate finance and on climate finance access, seeking to provide capacity building activities in line with the needs of the beneficiary countries and that are complimentary to those provided in the framework of similar activities financed under the

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Readiness and Preparatory Support Programme of the Green Climate Fund. CzechGlobe, in its role as scientific partner, is expected to provide technical expertise for the development of the above mentioned training modules in the form of expert input on the scope and content of the training modules.

Deliverables	Delivery date
Expert input on the scope and content of the training modules on climate finance access provided to UN Environment	July 2018

Activity 1.2 Develop and deliver training modules on proposal preparation under the Green Climate Fund

Activity 1.2 is under the lead of UN Environment. UN Environment is expected to develop and deliver training modules on proposal preparation under the Green Climate Fund. CzechGlobe, in its role as scientific partner, is expected to provide technical expertise for the development of the above mentioned training modules in the form of expert input on the scope and content of the training modules.

Deliverables	Delivery date
Expert input on the scope and content of the training modules on GCF proposal preparation provided to UN Environment	July 2018

Activity 1.3 Develop a tool-kit on climate finance access, including Green Climate Fund

Activity 1.3 is under the lead of UN Environment. UN Environment is expected to develop a tool-kit on climate finance access which will also focus on access to the Green Climate Fund. Once developed, this toolkit is expected to be widely distributed to relevant stakeholders, thus raising awareness on international climate finance streams and available opportunities for both public and private sector stakeholders. CzechGlobe, in its role as scientific partner, is expected to provide technical expertise for the development of the above mentioned tool-kit in the form of expert input on the scope and content of the tool-kit itself.

Deliverables	Delivery date
Expert input on the scope and content of the tool-kit on climate finance access provided to UN Environment	June 2019

Activity 1.5 Place expert in the NFP coordination team of a pilot country to strengthen their capacities to fruitfully engage with the Fund (including preparation of Country Programme)

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Activity 1.5 is under the lead of CzechGlobe. CzechGlobe is expected to engage experts with proven experience in international climate finance flows to be placed to work in close collaboration with the NFP coordination team (or NDA) to strengthen their capacities to fruitfully engage with the Fund (including preparation of Country Programme). In consultation with the relevant FP/NDA, UN Environment is expected to identify its capacity gaps in regards to GCF engagement and identify the ideal profile of at least one expert to be placed in its team and corresponding placement period. Based on these consultations CzechGlobe is expected to develop a Capacity Building Action Plan for at least one pilot country to be agreed with the relevant FP/NDA and provide the agreed expertise to the relevant FP/NDA. The Capacity Building Action Plan will specify capacity building activities expected by the relevant FP/NDA during the placement period.

Deliverables	Delivery date
Capacity building Action Plan for at least one pilot country developed	August 2018
At least one expert placed in the FP/NDA coordination team of at least one pilot country, where the Action Plan is developed	September 2018

Activity 1.6: Engage experts with proven experience to work on the preparation of proposals to be submitted under the NAP Readiness Preparatory and Support Programme and Project Preparation Facility

Activity 1.6 is under the lead of CzechGlobe. CzechGlobe is expected to engage experts with proven experience to work on the preparation of PPF, NAP Readiness or SAP proposals. The development of the proposals will be in close cooperation with UN Environment, and it will strive to fully respect country priorities, thus ensuring full country ownership

The proposals development will be based on:

- 1) Country and regional priorities as identified by the Country Programmes and regional prioritization exercises development.
- 2) Expert input from line ministries and other relevant stakeholders where appropriate.

The project proposal elaboration will be based on these principles:

- 1) Deep knowledge of local situation, priorities and needs ensured by close cooperation with national experts.
- 2) Know how transfer from other countries ensured by international expert(s).
- 3) Close cooperation with NDA.
- 4) Consulting with all relevant stakeholders and including their feedback where possible.

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Deliverables	Delivery date
At least one expert placed in the FP/NDA coordination team of at least one pilot country	September 2018
3 PPF, NAP Readiness or SAP proposals developed	November 2019

Component 2: Supporting access to the GCF

Activity 2.2. Provide technical support for the preparation of project concepts and project proposals to be submitted to the GCF (including supporting documents)

Activity 2.2 is under the lead of CzechGlobe. CzechGlobe is expected to provide technical support for the preparation of project concepts and project proposals to be submitted to the GCF. This is expected to include the preparation of supporting materials such as pre-feasibility and feasibility studies, environmental, social and gender studies and risk assessments. It is expected that **Activity 2.2** will directly enable the beneficiary countries to submit at least 3 full proposals to be submitted to the GCF.

CzechGlobe will select and provide the leading expert who will coordinate the elaboration of at least 3 full GCF proposals ready for GCF submission. The development of the proposals will be in close cooperation with UN Environment, and fully respect country priorities thus ensuring full country ownership

The full proposal development will be based on these core principles:

- 1) Proposals will be developed in line with Country Programme and close coordination with NDA and all relevant stakeholders will be provided to avoid unwanted duplicities or overlaps.
- 2) Proposals will be developed with full respect to country ownership and in close cooperation with all relevant stakeholders.
- 3) Prior to submission of the full proposals to the GCF, Concept notes will be developed and discussed with GCF. The Concept notes shall be submitted before May 2019 to create sufficient room for GCF feedback and full proposal development.
- 4) Necessary feasibility studies will be developed and provided by experts selected by CzechGlobe.
- 5) Discussions with relevant stakeholders will be held to ensure environmental and social safeguards (nature protection, disaster risk reduction, respect to vulnerable groups, gender mainstreaming, labor safeguards, etc.).

Deliverables	Delivery date
3 full GCF proposals (including feasibility study) developed	November 2019 (Concept notes till May 2019)

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ANNEX C: Activity Based Budget

Budget				
Activity	Quantity	Unit	Unit Cost (USD)	Total Cost (USD)
Component 1 – Strengthening the capacities to engage with the GCF				
1.1 Develop and deliver training modules on climate finance access, including Green Climate Fund	<i>Only advisory role - personnel costs covered by budget for activity 1.5</i>			
1.2 Develop and deliver training modules on proposal preparation under the Green Climate Fund	<i>Only advisory role - personnel costs covered by budget for activity 1.5</i>			
1.3 Develop a tool-kit on climate finance access, including Green Climate Fund	<i>Only advisory role - personnel costs covered by budget for activity 1.5</i>			
1.5 Place expert in the NFP coordination team of a pilot country to strengthen their capacities to fruitfully engage with the Fund (including preparation of Country Programme)	20	Person-month	2,600	52,000
Staff (leading expert, local staff)				
- leading expert	50	Person-day	450	22,500
- local staff	20	Person-month	650	13,000
Traveling (including flight, accommodation, PerDiems)	10	Mission	1,000	10,000
3 Roundtables/meetings	3	Roundtable	2,000	6,000
Printing and Translations	Lump sum			500
1.6 Engage experts with proven experience to work on the preparation of proposals to be submitted under the NAP Readiness Preparatory and Support Programme and Project Preparation Facility	18	Person-month	2,889	52,000
Staff (leading expert, experts)				
- leading expert	30	Person-day	450	13,500
- experts international	30	Person-day	400	12,000
- experts national	30	Person-day	300	9,000
Traveling (including flight, accommodation, PerDiems)	16	Mission	1,000	16,000
Printing and Translations	Lump sum			1,500
Sub-total				104,000

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Component 2 – Supporting access to the GCF				
2.2 Provide technical support for the preparation of project concepts and project proposals to be submitted to the GCF (including supporting documents)	10	Project Concept	48,500	485,000
Staff (leading expert, experts)				
- leading expert	30	Person-day	450	13,500
- experts international	40	Person-day	400	16,000
- experts national	30	Person-day	300	9,000
Traveling (including flight, accommodation, PerDiems)	20	Mission	1,000	20,000
Printing and Translations	Lump sum			10,000
Expert services (feasibility studies, necessary studies including sampling & laboratory testing and in field researches, etc.)	10	Study	41,650	416,500
Sub-total				485,000
Total Cost				589,000

Initials:
 UN Environment: *JPO*
 CzechGlobe: