

CLIMATE ACTION ENHANCEMENT PACKAGE (CAEP)

APPLICATION FORM: Guidance Note for Round 2

This guidance note provides instructions on completing the CAEP Application form and details on the content required for each question. Below are general guidelines to consider as you develop your application.

- **Applications must be completed in English.**
- Only developing country members of the NDC Partnership are eligible to apply. While all developing country members are invited to apply in Round 2, support will be prioritized for countries that did not apply in Round 1. Only one application can be submitted per country. NDC Partnership country focal points are responsible for ensuring the country is only submitting one application. The focal point ministries will be the lead government institutions for preparing and approving this application.
- A contact point must be assigned for the application. All communications regarding the status of your CAEP application will be sent to the contact point provided in the application form. This person does not need to be the NDC Partnership Focal Point, but is expected to respond to any clarifying questions or requests for additional information during the submission of your request for support and development of the Terms of Reference (from November 2019 – February 2020).
- In formulating a request for support, countries should adhere to the following criteria:
 - Any support requested should enable you to submit an enhanced NDC to the UNFCCC by the end of 2020 (note that while countries were invited to submit requests for NDC implementation under Round 1, Round 2 will only focus on NDC enhancement).
 - Any support requested should be such that it can be complete by November 2020 in order to ensure it can be delivered in time to feed into the country's NDC update efforts.
 - The total cost of the request for support should not exceed USD \$250,000 per country.
- Login information will be provided to the focal points of each member country eligible for CAEP support.
- Applications should be endorsed by all relevant ministries, including the ministry of finance or planning. An endorsement letter from the NDC Partnership Focal Points is strongly encouraged. Endorsement letters may be uploaded at the end of this form.
- You are required to answer all questions in the application, even if the answer is duplicated elsewhere.
- You can save your application at any time and return later to continue working before submitting.
- A word version of the application form may be used to develop an offline application and shared between ministries before submission through the online form.

- The *italicized* text provides context and additional guidance for each question.
- The examples offered in this guidance document are provided as illustrations of the types of activities that might be included as part of your application. If you would like to draw from the examples shared in this form, please adapt them to your country specific contexts.

Applications will be accepted until midnight (UTC -4) on 15 November 2019. After this deadline, this form will be closed, and applications for the second round of support will no longer be accepted.

After the deadline, the NDC Partnership Support Unit will evaluate each proposal to ensure it meets the eligibility criteria, found [here](#). If there are questions on your application, or more information is needed, the Support Unit will contact you by 20 November and ask for you to respond by 29 November. You will receive an update on the eligibility of your application by 6 December.

Eligible applications will be shared with NDC Partnership members (potential implementing partners) on 6 December. They will have until 20 January to indicate which activities they can support through their own programs or funding, or by applying to funding available through the Technical Assistance Fund. For additional details, see the CAEP [Implementation Note](#).

Please note, countries will not receive funding directly through CAEP. All support will be provided through the NDC Partnership’s implementing partners.

For more detailed information on the CAEP please consult the CAEP [Implementation Note](#) or the CAEP [website](#). If you have any questions, please direct them to: caep@ndcpartnership.org.

SECTION 1: CONTACT INFORMATION

Q 1.1	Name of the contact person for this application	
	Title of person responsible for this application	
	Name of requesting member country	
	Email address of person responsible for this application	

SECTION 2: BASIC PROJECT INFORMATION

Q 2.1	How will the Government use CAEP support to enhance the NDC, for submission in 2020? How will the Government use CAEP support to consider raising its NDC ambition? <i>Describe in no more than 400 words.</i>
	<i>[Additional guidance: In answering this question, describe what the Government is looking to achieve with CAEP support that will enable it to submit an enhanced NDC in 2020. If possible or relevant, explain how the Government is exploring raising its NDC ambition through the 2020 submission.]</i>
Q 2.2	How will the Government ensure the CAEP support is coordinated across and with line ministries? How will the ministry of finance and/or planning be engaged and participate throughout this process?

	<p><i>Describe in no more than 200 words.</i></p> <p><i>[Additional guidance: In answering this question, describe how the whole of government, including ministries of finance and/or planning, will be engaged in the NDC implementation/updating process. Describe governance mechanisms, or other processes that will be used to engage sector ministries, parliament, and/or subnational levels of government. Please include an explanation of how the separate ministries relevant to this CAEP support, particularly the ministries of finance or planning, endorse this application.]</i></p>
Q 2.3	<p>What is the approach for ensuring the whole of society involvement and support to achieve the specific objectives described?</p> <p><i>Describe in no more than 200 words</i></p> <p><i>[Additional guidance: In answering this question, describe how the whole of society will be involved in the NDC implementation/updating process. This may include, but not be limited to private citizens, academia, civil society, the private sector, or faith-based organizations that are relevant in your country. Provide the specific activities, events or other outreach and engagement processes that will ensure broad participation in NDC planning, revision and/or implementation.]</i></p>
Q 2.4	<p>How will gender equality be incorporated in this initiative?</p> <p><i>Describe in no more than 200 words</i></p> <p><i>[Additional guidance: In answering this question, describe what measures will be taken to ensure that the supported NDC revision/implementation activities will engage and benefit both men and women. Provide additional details of how this support will be used to address gender inequalities.]</i></p>
Q 2.5	<p>How have you ensured that proposed activities will be in line with or build on national and/or sectoral plans and strategies?</p> <p><i>Describe in no more than 200 words</i></p> <p><i>[Additional guidance: In answering this question, describe how the support will align with national development plans, budgeting processes, sectoral development plans. This may include existing climate action plans, priority Sustainable Development Goals (SDGs), climate change or energy policies, to name a few.]</i></p>

SECTION 3: REQUEST DETAILS

Q 3.1	<p>Please list the activities (up to seven) for which you are seeking CAEP support. Please be as specific and detailed as possible so that implementing partners can respond accurately to your requests. Please also distinguishing your requests from existing, ongoing or recently completed related work.</p> <p>Your activities may relate, but not be limited to, the following general overarching themes:</p> <ul style="list-style-type: none"> • Defining or updating quantified mitigation and/or adaptation targets • Broaden scope of NDC to cover a greater part of the economy/society, such as action for additional sectors or gases • Developing NDC Implementation Plans or Roadmaps with results to be delivered
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	<ul style="list-style-type: none"> • NDC costing, cost-benefit analysis for actions included in NDC • Improving methods, data and information quality, and accompanied MRV system • Formulating mid- or long-term sectoral or development strategies, or 2050 pathways/LTS and plans for aligning the revised NDC with these. <p><i>Describe your activities in no more than 50 words per activity.</i></p>
ACTIVITIES	
<p><i>[Additional guidance: Example activities per the general themes are included below. These activities should provide enough detail so that a development partner could determine the scope and scale of each activity without further clarification. The examples provided below are illustrative of the types of activities that may be included as part of the larger themes provided here.]</i></p>	
Defining or updating quantified mitigation and/or adaptation targets	
<p><i>Example: Develop mini-GHG inventories and projections to inform new NDC targets. Inventories developed using reliable sources of data, comparable with existing baselines, developed for agriculture sector.</i></p>	
<p><i>Example: Mapping to determine communities at risk to inform adaptation targets and actions. Data collected to determine high vulnerability areas and percentage of population at risk for specific climate related impacts, in order to inform quantified adaptation targets.</i></p>	
Broaden scope of NDC to cover a greater part of the economy/society, such as action for additional sectors or gases	
<p><i>Example: Analysis for including refrigerant gases in NDC update. Identification of refrigerant emission sources, availability of data and emission abatement potential from refrigerant gases. Develop a system for collecting, storing and managing data from refrigerant sources for consistent reporting over time.</i></p>	
<p><i>Example: Analysis to address additional climate risks not included in original NDC. Research to downscale climate projections for localized increased, intense rainfall. Estimates of increased risk of flooding in major riverine valleys, threats of landslides on steep slopes, projections of affected households and loss of livelihoods.</i></p>	
Developing NDC Implementation Plans or Roadmaps with results to be delivered	
<p><i>Example: Developing a cross-sectoral NDC implementation strategy, led by ministries of environment and finance. Identifying roles and responsibilities, reporting agreements and data sharing mandates between ministries. Prioritization of actions for NDC implementation over the next 3 years, with related key performance indicators, targets and milestones.</i></p>	
<p><i>Example: Developing NDC implementation strategies for energy, agricultural and transport sectors. Identifying specific actions for each sector to be undertaken, with lead agency, in the short term.</i></p>	
NDC costing, cost-benefit analysis for actions included in NDC	
<p><i>Example: Cost estimations for NDC actions to be included as part of the updated NDC. Unpacking NDC activities or low-carbon development projects into cost estimates to inform NDC implementation.</i></p>	
<p><i>Example: Cost benefit analysis to inform selection of energy projects to include in updated NDC. Analysis of the costs, benefits and impacts of separate NDC actions to inform the prioritization of actions to be included in the updated, enhanced NDC.</i></p>	
Improving methods, data and information quality, and accompanied MRV system	
<p><i>Example: Data collection and analysis for GHG projection and target setting. Establishing agreements with data providers from major emission sources to regularly report reliable, accurate data for emission calculations and calculations. Coordinate with Bureau of Statistics to systematize emission data collection, storage and maintenance.</i></p>	

<i>Example: Development of emission factors for national grid to better predict emissions from energy generation. Coordinate with energy generation operators to determine efficiency, source, fuel consumption, and other factors to determine localized, accurate emission factors for annual reporting of GHGs.</i>	
Formulating mid- or long-term sectoral or development strategies, or 2050 pathways/LTS and plans for aligning the revised NDC with these	
<i>Example: Developing a 10-year plan for NDC implementation. Prioritization of specific actions to be undertaken in the near and long term. Determine options for achievable but ambitious targets to be adopted, with legislation necessary to achieve longer term, more ambitious goals, which may include a zero-carbon economy by XX date.</i>	
<i>Example: Identify and prioritize actions to integrate updated NDC targets and actions into the next updates of medium- and long- term development plans. Develop a guidance document for mainstreaming the NDC into sector and development strategies.</i>	
Q3.2	What is the indicative cost of the request?
	<i>[Additional guidance: Provide an overall estimate of the cost associated with the requested support, reflecting a summation of the costs per each activity to be described. Clearly indicate currency.]</i>

SECTION 4: OTHER RESOURCES	
Q 4.1	What are the relevant existing projects/programs of development partners in country that are already contributing to the NDC update? If your country is engaged with the NDC Partnership, how does the CAEP Request for Support align with any support requests already made to the NDC Partnership or outputs in Partnership Plans, either finalized or in draft form?
	<i>Describe in no more than 500 words.</i> <i>[Additional guidance: In answering the question, describe existing support from development partners that are supporting the update or enhancement of your country's NDC (including project name and implementing agencies). This could include GHG inventories, data collection and management systems, sector strategies or other components that are informing the NDC revision.]</i>
Q 4.2	What funding and in-kind support from the government will be available for the implementation of these activities?
	<i>Describe in no more than 200 words.</i> <i>[Additional guidance: In answering the question, explain what resources your country's government will allocate toward implementing the activities for which support is requested. This could include staff time, office space, equipment, logistics, or direct project or program funding allocated.]</i>
Q 4.3	Please include any additional information to further explain or clarify the country's request for support to achieve the selected objectives.
	<i>Describe in no more than 200 words.</i> <i>[Additional guidance: Use this space to provide any additional information you would like to include that has not been asked for in the previous questions. This information should clearly link to your country's needs for either objective.]</i>

SECTION 5: ENDORSEMENT

Q 5.1

Please list the relevant government bodies (ministries, department or agencies) consulted as part of this application and that will be involved in the NDC enhancement process. Include the name and contact details of a representative within the government body (name, title, department and email address). List up to five government bodies.

1. *Ex: Ministry of Finance, Ms. Jane Doe, Director of Resource Mobilization, janedoe@mof.country*

2.

3.

4.

5.

Upload any supporting documentation relevant to this application. These should include an endorsement letter from both NDC Partnership focal points where possible.

[File upload]

SECTION 6: REVIEW AND SUBMIT

Please carefully review your application before submitting.