



पत्रोत्तरमा पत्र संख्या मिति उल्लेखित हुन अपेक्षित छ ।

नेपाल सरकार

वन तथा वातावरण मन्त्रालय

EX: पो.ब.नं. : ३८८७
सिंहदरवार, काठमाडौं

पत्र संख्या :-

चलानी नं. :-

प्राप्त पत्र संख्या र मिति :-



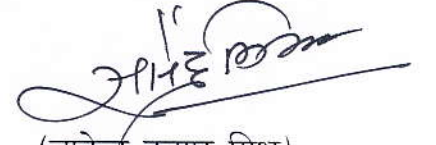
सूचना प्रकाशित मिति : २०७९।०६।३०

विषय: Building National Capacities of Nepal to Meet Requirements of the Enhanced Transparency Framework of the Paris Agreement को Stakeholder Engagement Plan मा राय सुझाव उपलब्ध गराउने सम्बन्धी सूचना ।

उपर्युक्त सम्बन्धमा यसैसाथ संलग्न Building National Capacities of Nepal to Meet Requirements of the Enhanced Transparency Framework of the Paris Agreement को Stakeholder Engagement Plan मा सम्बन्धित सरोकारवालाहरूले निम्नानुसारका ईमेल ठेगानामा ३० (तीस) दिनभित्र राय सुझाव उपलब्ध गराइदिन हुन निर्णयानुसार अनुरोध छ ।

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(ज्ञानेन्द्र कुमार मिश्र)
उपसचिव



**BUILDING NATIONAL CAPACITIES OF NEPAL TO
MEET REQUIREMENTS OF THE ENHANCED
TRANSPARENCY FRAMEWORK OF THE PARIS
AGREEMENT**

STAKEHOLDER ENGAGEMENT PLAN

August 2022

Project overview

Project Title:	Building National Capacities of Nepal to meet requirements of the Enhanced Transparency Framework of the Paris Agreement
Project objective:	To strengthen capacities to meet the requirements of the Enhanced Transparency Framework and track national progress against priority actions identified in Nepal's Nationally Determined Contributions
GEF Project ID:	
WWF-US Project ID:	
Countries:	Nepal
Project Duration:	3 years
Project Type:	One Step Medium Sized
GEF Trust Fund(s):	Capacity Building Initiative for Transparency
GEF Focal Area(s):	Climate Change
GEF Focal Area Objective(s):	CCM-3-8
Implementing Agency:	World Wildlife Fund, Inc.
Lead Executing Agency:	Ministry of Forests and Environment (MoFE)
GEF Project Cost:	US\$ 1,651,175
GEF Agency Fee:	US\$ 148,605
Project Co-financing:	US\$ 1,198,141
Total Project Cost:	US\$ 2,849,316

1. PROJECT EXECUTION STRATEGY

1.1 Objective and Theory of Change

The objective of this project is "to strengthen capacities to meet the requirements of the ETF and track national progress against priority actions identified in Nepal's NDCs".

The Theory of Change of the project assumes that *if there are institutional arrangements in place created through an enabling environment and supported by technical capacities of relevant institutions working on sectors vulnerable to climate change such as agriculture, forest, water etc. to report climate actions; if emission factors are available for all emission sectors (AFOLU, IPPU, Waster and Energy) and a robust MRV system with a pool of national experts is developed to effectively assess, monitor and report emissions and removals of GHGs; and if a centralized information management system is established in MoFE and MoF that tracks climate change related initiatives and finance mobilized for climate actions, then Nepal will be able to effectively track and report the progress in the implementation of NDCs as per the requirements of the Enhanced Transparency Framework for climate actions as defined under Article 13 of the Paris Agreement which will also open avenues for accessing funds for further improving adaptive capacity of vulnerable sectors and achieving mitigation targets.*

1.2 Components and Expected Outcomes

Component 1: Strengthening national institutions for climate transparency-related activities in line with national priorities and provisions of Paris Agreement's ETF aims to address barriers associated with establishing and maintaining national institutional arrangements for Measuring, Reporting and Verification (MRV) of climate actions for the purposes of meeting the ETF requirements and needs of Nepal for effective climate policy making and implementation. Under this component institutional arrangements for MRV will be established among relevant ministries at federal and provincial level with clear agreed roles and responsibilities to ensure systematic data collection, processing, management, analysis, and reporting and associated coordination among stakeholders.

Outcome 1.1. Institutional arrangements in place for coordinating, reporting, and communicating progress on NDC implementation

Output 1.1.1. Coordinating body for MRV in keeping with the ETF requirements are established and formalized among relevant federal and provincial ministries, as well as other stakeholders for data collection, processing, and management; quality management, data analysis reporting; and communications

The CBIT project will review the current database systems in different sectors and identify their gaps/barrier/challenges for the establishment of a MRV system including legal and institutional aspects. To bring all different stakeholders together into one functioning institution, a coordinating body led by CCMD will be established as guided by the NDC Implementation Plan. The Coordinating body will consist of focal points from the key stakeholders such as sectoral ministries (Under Secretary of Ministry of Finance for funds mobilized internally and internationally; National Planning Commission; Ministry Energy, Water Resources and Irrigation for data on energy; Ministry of Agriculture and Livestock Development for data on agriculture; Ministry of Industry, Supply and Commerce for data on energy use and industrial production processes; Ministry of Home Affairs; Ministry of Physical Infrastructure and Transport for data on transport sector; Ministry of Federal Affairs and General Administration for coordination and reporting from local

governments on waste and other climate actions; Ministry of Urban Development; Ministry of Tourism, Culture and Civil Aviation; Central Bureau of Statistics, line agencies, private sector, CSOs are the primary data sources.

Activities:

- *Conduct a legal analysis of current roles and legal frameworks of the key ministries and other governmental and non-governmental entities that would be part of the institutional arrangement established by the project and provide recommendations on the establishment of a legal act(s) or directive(s) codifying the core aspects of Nepal's MRV system.*
- *Define roles and responsibilities of all stakeholders in a participatory way, including drafting of MRV program staff job descriptions and Key Performance Indicators (KPIs) for inclusion in MRV program management plan.*
- *Prepare and implement coordination strategy (Focal points identified from key stakeholders i.e., each sectoral ministry, line agencies, private sectors and CSOs).*
- *Elaborate duties of single national entity/designated authority responsible for GHG inventory & mitigation MRV responsibilities.*
- *Identify and elaborate duties of entities leading transparency activities for climate adaptation and support.*
- *Establish formal and/or informal data supplier agreements or Memorandums of Understanding (MOUs) with agencies and stakeholders involved (including IPLCs and women) in data collection, reporting, approval, and submission of climate data reports.*

Component 2: Enhancing technical capacity to assess, monitor and report the emissions and removals of GHGs aims to improve the overall framework of MRV of GHG emissions from all emission sectors: Agriculture, Forestry and Other Land Use (AFOLU); Energy, Industrial Processes and Product Use (IPPU); and Waste. This component will ensure the effective and innovative design of accounting rules, reporting guidelines, tools and verification which will be essential to ensure that Nepal's GHG emissions and removals are effectively monitored, progress is communicated under the requirements of the Paris Agreement, and that even greater ambition is generated for subsequent NDC updates. This component emphasizes capacity building of key stakeholders related to all GHG emission sectors for data collection, analysis, monitoring, reporting and verification in line with ETF.

Outcome 2.1. Strengthened MRV reporting GHGs and assessing progress towards NDC commitments

Under this outcome, improved processes, and tools for applying IPCC methodologies for key emission sectors will be institutionalized. Improved data collection and data quality management systems will lead to more transparent, accurate, complete, consistent, comparable, and relevant emission and removal data.

Output 2.1.1. Develop and/or strengthen processes, methods, and tools for MRV of all emission sectors (AFOLU, Energy, IPPU, Waste)

Limitations in developing a robust GHG inventory include data gaps, data inconsistencies, inconsistent methodologies, and lack of institutional arrangements for continuous improvement of emissions and removal estimates and reporting. To address these barriers; methodologies, guidelines, datasets, and database system will be established in Nepal as part of an improved climate MRV system in emission sectors, in keeping with national circumstances. Data collection and processing tools, mechanisms, and formal arrangements between agencies to collect data will be established. Linkages will be established

between data providers (i.e., at province level Ministry of Industry, Tourism, Forest and Environment; Ministry of Land Management, Agriculture and Cooperatives) and data managers (i.e., Nepal Academy of Science and Technology/National REDD Implementation Centre (IC)/CCMD and Central Bureau of Statistics).

For the emission inventory, currently Tier 1 and Tier 2 methodology based on the IPCC standard guideline 2006 is being used to estimate emissions or removals due to absence of emission factors and a standardized inventory measurement system. Thus, this project will develop and institutionalize the Tier 3 method for all emission sectors through a consultative process. Further, a regular and systematic data collection, documentation, and archiving process will be established to ensure accuracy and sustainability of the MRV system, including quality assurance and quality control. The implementation of this system will then provide reliable GHG information which will improve national reporting and support domestic policy processes.

Activities:

- *Create, maintain, and formally recognize a national GHG inventory management and improvement plan, including a Quality Assurance/Control plan and procedures manual.*
- *Select MRV methodologies for key categories based on IPCC guidelines through consultations and workshops with experts and sectoral ministries.*
- *Develop and institutionalize data collection templates and processes for all sectors based on national circumstances in coordination with the relevant sectoral ministries and other line agencies; and*
- *Develop and institutionalize higher tier methods for key categories such as cement, brick, road transport, residential, enteric fermentation, manure management by engaging local experts, academic and research institutions.*

Outcome 2.2. Enhanced national capacity for data collection, analysis, reporting and verification for all GHG emission sectors (AFOLU, Energy, IPPU, Waste)

Output 2.2.1. Develop and roll out a long-term capacity building strategy to build the capacity of key stakeholders related to all GHG emission sectors for data collection, analysis, monitoring, reporting and verification in line with ETF

As capacity needs and gaps of different stakeholders be it sectoral ministries, private agencies, or CSOs will be discrete, the project will undertake a detail capacity need assessment with specific details on each stakeholder type disaggregated in terms of the four GHG emission sectors mentioned above. The capacity with respect to data collection, analysis, monitoring, reporting and verification will be analyzed. Accordingly, the project will develop and roll-out a specific capacity building plan for each stakeholder type (government, CSOs, private sector etc.). The CBIT project will collaborate with organizations both internationally (such as Greenhouse Gas Management Institute/GHGMI, Initiative for Climate Action Transparency) and nationally (Tribhuvan University, Central Department of Environmental Science which has been engaged in supporting the MoFE in preparing national communications) with good experience on GHG inventory and knowledge on ETF to carry forward the capacity building activities.

The proposed project will engage with the GHGMI who has previous experience in developing courses on GHG accounting, measurement, reporting, and verification including Tribhuvan University that was involved in the preparation of the third NC and in developing a long-term training strategy for capacity building on ETF which may include Training of Trainers (TOT), E-courses, short term hands-on courses,

etc. Short courses will be formulated for developing in-country experts and thus sustaining investments beyond the project. Resource materials such as handbook, course module etc. that include audios, videos, graphics, illustration etc. will be published and distributed during the trainings. GHGMI and TU may be engaged in delivering training based on the capacity building strategy and generating ideas for research to address the gaps in Nepal's MRV system. A roster of certified trainees will be developed and maintained in the online platform created by the project. These trainees will be considered as national professionals to be engaged in MRV-related activities. The project will also assess the capacity of the sectoral ministries in terms of human and technical resources (presence of repository or database system) for data collection and management and provide necessary recommendations. The employee responsible for database management will be the targeted participants for the training courses on MRV.

Activities:

- *Carry out sector specific capacity assessment on current database management (data collection method, storage system, analysis), reporting mechanism, and verification methods; and analyze, gaps, priorities, and opportunities for improvement of GHG inventory in all emission sectors*
- *Conduct data collection training and consultation workshops for data collectors and sector leads, including on the use and customization of data collection and documentation templates for Nepal.*
- *Provide online and blended (with onsite instruction, practice, and mentoring) technical training on ETF reporting requirements, methodologies, and guidelines, GHG inventories, modelling, projections, and scenario analysis. mitigation analysis, adaptation M&E, and climate finance tracking.*
- *Co-develop short courses on GHG inventory at in-country universities.*
- *Create a roadmap for the development of Nepal's MRV system and a work plan for GHG inventory program development through a consultative process.*
- *Conduct training on ETF reporting requirements, formats and guidelines on adaptation and mitigation policies and actions.*
- *Prepare a national MRV roster of experts for Nepal.*
- *Publish resource materials on ETF.*

Component 3: Strengthening national capacity to monitor and report on means of implementation and progress of NDCs is designed to address the barrier regarding tracking of NDC implementation and reporting the progress of NDCs in a timely manner. Under this component a mechanism will be set up to track the national climate actions i.e., activities carried out for mitigation and adaptation, and climate finance received and mobilized.

Outcome 3.1 Monitoring and reporting of NDCs and means of implementation strengthened

Output: 3.1.1. Centralized climate action information management system established and functional

A centralized climate action information management system will be established in MoFE that tracks federal/provincial climate actions. It will be realized through the establishment of an IT system that can systematically store and retrieve sector specific data. To measure the progress on mitigation and adaptation efforts, metrics and indicators will be developed and operationalized.

Activities:

- *Develop a MRV IT system/ requirements/advice document to support GHG and other climate-relevant data management and archiving specific to Nepal's national circumstances and NDC considering national context and learning from other CBIT project countries.*
- *Establish a national information and data management system for key GHG emissions and mitigation activities input and output information. This will focus on MRV of key emission sectors and the processed data will feed into the centralized climate action management system.*
- *Develop metrics and indicators for tracking mitigation and adaptation policies and actions*

Output: 3.1.2 Tracking mechanism established at MoF to document public, private, and international finance of mitigation and adaptation efforts

Currently, the MoF has online portal that provides information on aid received. The information system is disaggregated in terms of different sector such as health, energy, environment protection. To report the financial support received for climate action as required by the ETF, the proposed project will coordinate with MoF to revise the database to include projects related to climate change adaptation and mitigation. To feed such information in the information system, a tracking tool that will provide separate codes for climate change related projects funded by national and international funds will be established at MoF. Guidelines and formats to track and report climate finance will be formulated and standardized to report financial support received and mobilized at national and international levels. Capacity building activities will be conducted for the relevant stakeholders to provide the required data, and for the focal points in the key ministries to enable them to use the developed tools and automated system.

Activities:

- *Standardize guidelines and formats to track and report climate finance.*
- *Conduct training on financial reporting requirements, formats, and guidelines.*

Component 4: Monitoring and Evaluation (M&E) and Knowledge Management helps to track result, improve project effectiveness, identify key reasons for success and failure of activities/approaches, and foster sustainability of the project. This component will ensure knowledge management activities are undertaken at inception, planning, execution and closing phase and will be tied up with activities to extract learnings and enable adaptive management.

This component comprises of periodic reviews and reflections, adaptive management, documentation of project lessons and inception workshops. Along with the monitoring of activities and outputs, this component will track the achievement of targets and indicators as specified and approved in the project document. It will assess, review, and adjust the project's Results Framework, Gender Mainstreaming Action Plan and Stakeholder Engagement Plan. The M&E framework prepared for the project is based on the WWF Program and Project Management Standards and the GEF Standard.

Outcome 4.1. Project M&E system is established that tracks the progress, assess the results, and timely informs the project team on adaptive management

The Project Management Unit (PMU) is responsible for ensuring that monitoring and evaluation activities are carried out in a timely and comprehensive manner, and for initiating and facilitating key monitoring and evaluation activities. The National Project Manager (NPM) under the guidance of the National Project Director (NPD) will be responsible for conducting M&E activities including tracking project implementation against approved work plans. The Project Officer will support consolidating, collecting and analyzing information in relation to the project activities, outputs, and outcomes; maintaining the M&E

plan and results framework of the project; and knowledge management by preparing reports, learning documents, and policy briefs.

Output 4.1.1. Project outcomes are monitored regularly to track progress

Activities:

- *Conduct project inception /rollout/compliance orientation meetings*
- *Periodic tracking of results framework and annual work plan*
- *Preparation of progress reports (quarterly, bi-annually, annually)*
- *Preparation of project completion report*

Output 4.1.2. Timely evaluation of the project to identify success, gaps or challenges in meeting the outcomes and to enable adaptive management

Activities:

- *Conduct annual review and reflection*
- *Conduct final project evaluation*

Outcome 4.2. Knowledge generated from the project implementation is managed through documentation and sharing of lessons learned

This outcome deals with peer-to-peer exchange among countries and is aimed at fostering knowledge gathering and sharing. The project will identify, analyze and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. It also provides an opportunity for other ministries and institutions beyond the UNFCCC focal ministry to understand the global discourse and requirements of ETF. It will be done through participation in CBIT global coordination platform events, UNFCCC COP and side events and visits to other CBIT implementing countries at various stages of implementation. Peer-to-peer learning and experiences sharing with countries having similar context (emission profile) and capacities as that of Nepal will be targeted so that there is low risk while adopting the framework or mechanism introduced. A regular communication with global CBIT platform will be maintained to ensure alignment of Nepal's CBIT project with other national, regional, and global transparency initiatives.

Output 4.2.1. Project knowledge products prepared and disseminated

Activities:

- *Best practices and successful transparency-related activities, identified, documented and shared in the form of learning documents, policy briefs, articles etc;*
- *Outreach and communication products developed, published and disseminated through online platform and audio-visual medium including website*

Output 4.2.2. ETF lessons learning and sharing at national, regional, and international level

Activities:

- *Cross-learning from countries implementing CBIT projects (such as Vietnam, Cambodia, Chile, Uganda)*
- *In-country learning and sharing of lessons among relevant stakeholders at federal and provincial level including CSOs, private sector and academia.*
- *Participation of the representatives from thematic ministries in international forums and CBIT platform meetings.*

2. STAKEHOLDER ENGAGEMENT PLAN

This Stakeholder Engagement Plan (SEP) is prepared to ensure that stakeholders are effectively and efficiently engaged throughout the project period and form a key part from project formulation to completion for sustainability. Methods/tools that will be employed for engaging multi-stakeholders are:

- Announcements and disclosure of project summary on government and agency website,
- Formal agreement with organizations (mainly primary stakeholders) that will be involved in implementation of project,
- Meeting/training/workshops which will involve targeted stakeholders,
- Outreach and information dissemination through project flyers/brochures/leaflets including in Nepali language,
- National media targeted events and reports/announcements.

The identified stakeholders will be engaged in three phases of project period i.e. inception, implementation, project completion. The methods and means for engagement are described below.

A. Inception phase (First quarter of first year of project):

Project launch: The project will be launched through an event in which all primary and secondary stakeholders as well as other relevant government/non-government organizations will be invited. The main objective of this event is to inform stakeholders about project concept, budget, time, and expected results including international reporting requirements for transparency under climate change actions and support.

Roll out workshop: A roll out workshop will be organized for key stakeholders who would be driving the implementation phase of the project. This group includes the relevant ministries which will be the members of Project Steering and Executive Committees, project staff (PMU), implementation partner, focal ministries at federal and provincial level. The project roll-out workshops will focus on providing detailed information on theory of change, project components, overall workplan, budget and deliverables and sustainability of the outcomes while highlighting the roles and responsibilities of the stakeholders and plan for their engagement in the project. The workshop will also provide an overview of GEF process and its requirements including safeguards and gender mainstreaming. The roll-out workshop will also seek inputs and feedbacks for adaptive management in the workplan and try address them before going into implementation.

B. Implementation phase (second quarter of first year to third quarter of third year):

During the implementation phase, various stakeholders will be engaged depending upon the nature of the activity. List of stakeholders, their role and mode of engagement is described in the table below.

A. Completion phase (fourth quarter of third year):

During this phase, the results of the project will be widely disseminated across the country through workshops, dissemination of communication materials and media mobilization.

STAKEHOLDER ENGAGEMENT PLAN

Stakeholders	Role in the project	Related component(s)	Mode of engagement and frequency
<p>MoFE CCMD</p>	<p>MoFE will chair the Project Steering Committee and facilitate coordination among relevant ministries, academia, CSO and private sector as per the requirements of the project. MoFE will house the project. CCMD is responsible for the coordination and facilitation of all climate change related activities in Nepal. These include the preparation, compilation, and submission of reports to the UNFCCC. The Division is also responsible for managing the compilation and reporting of the national GHG emissions inventory. CCMD through IMCCC will coordinate with different ministries to coordinate for database management and meeting transparency requirements. As the focal division for climate change, CCMD is responsible for overall project management. The CCMD will lead annual review and reflection, adaptive management and reporting.</p>	<p>All</p>	<p>PSC (annually) and PEC (biannually) meeting, Training and workshops (1st year of project period) Cross learning and sharing (2nd and 3rd year of project period) Monitoring Monthly project meetings with PMU.</p>
<p>International Economic Cooperation Coordination Division (IECCD), MoF</p>	<p>IECCD is the focal point for multilateral funding including GEF and GCF. The division will support to facilitate activities around tracking of climate finance.</p>	<p>Component 3</p>	<p>PSC (annually) and PEC (biannually) meetings Training and workshop (1st year of project period) Review of tools and templates</p>
<p>Central Bureau of Statistic (CBS), National Planning Commission</p>	<p>The NPC and its agency CBS generate country-wide data for many of the sectors which contribute to climate actions and incorporation of reporting requirements in existing data collection formats will support sustainability.</p>	<p>Component 1, 2, 3</p>	<p>PSC meetings (annually) Training and workshops (1st year of project period), Technical review</p>

<p>Key government institutions</p>	<p>The specific agencies will be engaged in developing GHG inventory tools and templates and generating estimates. Most of these ministries and their line agencies have existing data generation and retrieval systems which will be reviewed and upgraded to adjust the reporting requirements where necessary. These government agencies are a key part of the national institutional mechanism for ETF and form PSC and PEC.</p> <p>REDD+ Implementation Center: can provide data on land use, land cover changes and forestry net emissions.</p> <p>MoEWRI: key government agency for energy sector; Ministry of Federal Affairs and General Administration (MOFAGA) for coordination and waste related data from local governments.</p> <p>Ministry of Agriculture and Livestock Development (MoALD)- Federal/ Ministry of Land Management, Agriculture and Cooperatives (MoLMAC)- Provincial: key government agency for agriculture and livestock.</p> <p>MoISC, Ministry of Physical Infrastructure and Transport (MoPIT), Ministry of Urban Development (MoUD), Ministry of Culture, Tourism and Civil Aviation (MoCTCA), MoHA: Sectoral ministries at federal level,</p> <p>Alternate Energy Promotion Centre (AEPC): can provide data on renewable energy,</p> <p>Ministry of Industry, Tourism, Forest and Environment (MoITFE) or relevant ministry responsible for climate change and environment at provincial level: province level data and information on industry, forest and environment related projects/plans.</p>	<p>Component 1, 2, 3</p>	<p>PSC (annually) and PEC meeting (biannually),</p> <p>Training and workshops (1st year of project period)</p> <p>Cross learning & sharing (2nd and 3rd year of project period)</p> <p>Technical review</p>
<p>Academic institutions: Kathmandu University</p>	<p>Universities will be involved in capacity-building activities relating to MRV and GHG inventory development, and formulation of country specific short courses</p>	<p>Component 2</p>	<p>Engagement in research, module formulation (2nd</p>

(KU), Tribhuvan University (TU)	for sustainability of the project. Also, academia would be engaged in conducting research on emission factors and GHG inventory.		and 3rd year of project period) Training and workshops (1st year of project period)
Private sector	Production-based private sector (mainly those under the IPPU such as cement, mineral, chemical, metal, etc.), Solar and hydropower associations etc. that are represented through Federation of Nepalese Chambers of Commerce & Industry (FNCCI) and Confederation of Nepalese Industries (CNI), Independent Power Producers Association, Nepal (IPPAN). Private sector engagement is required to meet the Outcome 2.1. Capacities of the private sectors would be built to support in GHG inventory and to measure GHG emissions from different sources. The FNCCI and CNI represent the industries in Nepal and will be major source of information for the emissions from industries, energy and transport including information on domestic and international investments. The IPPAN is the umbrella organization of power producers in Nepal and a major stakeholder in Energy sector.	Component 2	Training and workshops (1st year of project period)
Media	Media plays a key role in raising public awareness on climate change issues and CBIT project including requirements of the Enhanced Transparency Framework. Media will be mobilized for sharing project outcomes and to build common understanding on transparency requirements.	Component 4	Workshop Publications and communication (1st and 3rd year of project period)

<p>CSOs working in climate change sector, Gender and inclusion in natural resources sector such as Clean Energy Nepal, Prakriti Resources Centre, Nepal Energy Foundation,</p> <p>Development partners such as World Bank, Asian Development Bank, International Centre for Integrated Mountain Development (ICIMOD), United Nation (UN) Agencies (UNDP and UNEP)</p>	<p>CSOs plays a crucial role in advocacy and are usually organizations that implements project on ground.</p> <p>Development partners have mandates to provide official development assistance for both financial and technical assistance supporting the country in achieving its short-term and long-term plans.</p> <p>Coordination with the CSOs and development partners could help in filling the data gap on climate finance and projects implemented under adaptation and mitigation.</p> <p>UN Agencies, particularly UNDP can play an integral role supporting the development of the BUR and National Communication and the GHG inventory. UNEP can contribute to knowledge-sharing. UNDP through the UN REDD+ programme can provide support in providing data on Forestry.</p>	<p>Component 1, 2 and 3</p>	<p>Workshops (1st year of project period)</p> <p>Meetings (as and when required)</p>
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Resources and responsibilities

Under the guidance of CCMD, the Project Management Unit (PMU) will be responsible for stakeholder engagement activities. The project launch and roll out workshops planned within the first month of project implementation will inform and invite all the relevant stakeholders. Similarly, all key government agencies are part of PSC and PEC, hence the regular meetings will ensure that issues and concerns of stakeholders are addressed in a timely manner. Other stakeholders, such as academia, private sectors, media, and development partners will be engaged through capacity building workshops, cross learning and sharing meetings etc. As most of the activities are embedded as a part of the workplan, additional resources are not required.

Grievances Mechanism

The project is categorized as Safeguard Category “C” since the activities do not negatively affect the environment and communities. Thus, the project does not foresee need of project-specific Grievance Redress Mechanism (GRM). However, in line with WWF’s Standard on Accountability and GRM, the project will ensure that the inquiries, complaints or clarifications regarding the project are received and addressed efficiently and effectively under the supervision of the Chief of Climate Change Management Division.

For inquiry, the contact information (phone number, email, mailing address) will be disclosed on the website of the project. The NPM will be the contact point for any query or complaint. The person or group filing the complaint must provide concrete evidence of any negative impact. Once a complaint is submitted, NPM will acknowledge receipt and within 10 working days, assess the eligibility of the complaint and provide a response as to whether it is eligible in consultation with the National Project Coordinator. In case the complaint is deemed valid, it will be communicated to MoFE through NPD and clear action plan will be developed to address it. The entire process, from the filling of the complaint to the resolution, will be documented, monitored and reported.

WWF GEF Agency Grievance Mechanism

Project-affected communities and other interested stakeholders may raise a grievance at any time to the WWF GEF Agency. Contact information of the WWF GEF Agency will be made publicly available. A grievance can be filed with the Project Complaints Officer (PCO), a WWF staff member fully independent from the WWF GEF Agency, who is responsible for the WWF Accountability and Grievance Mechanism and who can be reached at: SafeguardsComplaint@wwfus.org

Mailing address:

Project Complaints Officer Safeguards Complaints,
World Wildlife Fund Inc., 1250 24th Street NW
Washington, DC 20037
P.O. Box 97180
Washington, DC 20090-7180
USA

Complaints may be submitted in the Affected Party’s native language and should include the following information:

- Complainant’s name and contact information.
- If not filed directly by the complainant, proof that those representing the affected people have authority to do so.
- The specific project or program of concern.
- The harm that is or may be resulting from the project.
- The relevant Environmental and Social Safeguards policy or provision (if known).
- Any other relevant information or documents.
- Any actions taken so far to resolve the problem, including contacting WWF.

- Proposed solutions; and
- Whether confidentiality is requested (stating reasons).

The PCO will respond within 10 business days of receipt, and claims will be filed and included in project monitoring. Stakeholders may also submit a complaint online through an independent third-party platform at <https://secure.ethicspoint.com/domain/media/en/gui/59041/index.html>

WWF Nepal Program Office Grievance Mechanism

Alternatively, a grievance/complaint can also be submitted at the details given below with the same information and details as specified in the above section.

Email: projectcomplaint@wwfnepal.org

Post: Project Complaints, PO Box 7660, Baluwatar, Kathmandu, Nepal.

Project specific complaints/queries received will be registered and forwarded to the NPM for necessary action and WWF will request status and updates on the action taken as and when required.

Monitoring and Reporting of Stakeholder Engagement Plan

NPD will monitor PMU and project interventions. NPD will ensure engagement of relevant stakeholders represented in the PEC through annual review and reflection of the project progress. Further, WWF GEF Agency will conduct annual supervision missions during the project period in coordination with NPD and, where required, will also engage independent expert to monitor project implementation. Key findings and recommendations of such events and assessments will be incorporated in project interventions.