

Seeking support from UNDP's Transparency Helpdesk Enhancing Climate Transparency Project

Standard Operating Procedure (SOP)

Background

One of the key elements of the Paris Agreement is the introduction of the Enhanced Transparency Framework (ETF), under article 13, which is critical to build mutual trust and engage countries in streamlined reports on their climate action. Transparency in that regard is the backbone of the Paris agreement and key to the implementation of the Nationally Determined Contributions (NDCs).

As part of the [UNDP's Climate Promise: From Pledge to Impact](#), the *Enhancing Climate Transparency (ECT)* project, funded by the Government of Belgium, aims to provide comprehensive capacity building support on climate data and transparency to the francophone and lusophone countries¹. Through this initiative, UNDP has established a **Transparency Helpdesk** to respond to countries request for support on MRV systems with the goal of properly tracking their Nationally Determined Contributions (NDCs), on the road towards the Enhanced Transparency Framework (ETF). The support will be delivered at the country and regional levels, with the support of and facilitation by the UNDP Country Office and in partnership with PATPA-GIZ, UNFCCC, ICAT, and UNEP.

Available support

Support is available to country governments and can be delivered through the following modalities:

- In-country technical support and training;
- South-south exchanges and networking (between two or three countries);
- Regional training sessions;
- Funds transferred to countries as part of their Climate Promise workplans.

¹List of countries:

Francophone Network Countries : Algeria, Benin, Burkina Faso, Burundi, Cameroun, Central African Republic, Chad, Comoros, Cote d'Ivoire, Democratic Republic of Congo, Djibouti, Gabon, Guinea, Haiti, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Morocco, Niger, Republic of Congo, Rwanda, Senegal, Seychelles, Togo, Tunisia

Lusophone Network Countries : Angola, Brazil, Cabo Verde, Equatorial Guinea, Guinea Bissau, Mozambique, Sao Tome and Principe, Timor Leste

How to request support from the Transparency HelpDesk?

To request support, national entities are required to download and complete the helpdesk's template, available in the above link and submit it to UNDP's Transparency Team using the e-mail address: transparencydesk@undp.org, copying the national Transparency focal point and the UNDP Climate Promise focal point of the country.

The approval process and delivery of the support will follow the four steps below:

Step 1. Support request submission – Government counterpart submits the request for support from the Enhancing Climate Transparency project.

Step 2. Evaluation – Received requests will be evaluated based on the criteria below and robustness of the request (level of detail, engagement from Government, etc.). The modality and type of support will be decided in consultation and collaboration with the UNDP Country Office and partners. Ongoing initiatives such as GEF-funded CBIT, other climate promise activities or enabling activities will be taken into account, in order to create synergies or address gaps.

Step 3. Delivery of Support – Depending on the scope of needs and proposed budget in the request, support will be delivered through training workshops, technical assistance missions, desk reviews, deployment of experts /consultants, or transfer of funds under the Country Climate Promise Work Plan, with the support and facilitation of the UNDP Country Office and in collaboration with partners involved.

Step 4. Results assessment – Results and achievements will be assessed to extract best practices and lessons learned which can serve as a basis of iterative learning for countries.

All requests should be led by the Government and prepared with a clear objective, outputs and detailed context. The request can be prepared in English, French and Portuguese, with the support of national or international experts in UNDP or development partners active in the country.

Criteria

Requests will be evaluated on a “**First come, first serve**” basis. However, decision to deliver the support will be made considering the following:

- commitment and ambition of the Government in regards enhancing transparency
- rapid assessment of implementation risks/lack thereof of existing bilateral and multilateral climate portfolio in the UNDP CO and Government – (i.e., political or operational risks in the current portfolio will be considered on the decision for the right modality of support from the ECT project).
- Alignment with country priorities and NDCs, and no duplication with other support.

For the direct transfer of funds option, priority will be given to countries that have not received funds from the second phase of the Climate Promise.

Expected roles by Government counterparts, UNDP Country Offices and Partners

Government (under the strategic leadership of the national Transparency focal point)

- Strategic leadership of climate transparency in the country;
- Lead the preparation and submission of the request to the transparency helpdesk;
- Lead the implementation and management of support received, in collaboration with UNDP Country Office and partners;
- Actively engage in south-south exchanges and network activities;
- Main stakeholder for the support and assistance deployed by the project.

UNDP Country Offices

- Facilitate and support the preparation of the request; ensure alignment with the overall Climate Promise country work plan (if applicable), GEF/ GCF portfolio, etc;
- Facilitate the logistics and implementation of the support deployed by the project;
- Support the assessment and evaluation of the results achieved;
- In case of transfer of funds through Climate Promise work plan, the CO will directly execute the support;
- Procurement of consultants or workshop venues may be executed by the CO. In this case, the ECT project will make available a COA and financial authorization.

Key Partners (PATPA-GIZ, ICAT, UNEP)

- Enhance the overall collaboration on support delivered to countries and avoid duplication;
- Share information and update on on-going projects and support provided;
- Collaborate in transparency related activities on a cost-sharing basis;
- Ensure synergies in south-south events.