

## Call for Project Proposals

**Joint implementation with the United Nations Environment Programme Regional Office for West Asia (UNEP-ROWA) for work related to the triple planetary environmental crises.**

Objective of the Project Proposal	<p>This Partnership Cooperation supports the United Nations Environment Programme Regional Office for West Asia (UNEP-ROWA) in implementing specific projects.</p> <ol style="list-style-type: none"><li><b>Qatar National Communication:</b> The Implementing Partner (IP) will support drafting chapters on "Mitigation Actions and their Effects," "Other Information Relevant to the Convention's Objective," "Constraints, Gaps, and Related Needs and Support Needed and Received," and "Monitoring, Reporting, and Verification." This includes stakeholder consultations and technical assistance throughout the reporting process, covering data collection, processing, analysis, and reporting methodologies.</li><li><b>Iraq and Qatar National Communication Finalization:</b> The IP will support compiling, reviewing, and finalizing the National Communications (NCs), incorporating government feedback through consultations. This will result in comprehensive reports adhering to UNFCCC guidelines. The IP will also ensure proper layout and design for the reports' launch.</li><li><b>Iraq BTR1 Project:</b> The IP will support preparing and validating Iraq's Biennial Transparency Report 1 (BTR1), ensuring a harmonized, complete, and transparent document that addresses government revisions and adheres to ETF MPGs. This includes a national validation workshop and preparing materials for stakeholder engagement and national ownership. The IP will then incorporate revisions and prepare the BTR1's design and layout for its launch.</li><li><b>Science Subprogramme:</b> The IP will support enhancing regional and national capacity for integrated environmental assessment and reporting by preparing, modifying, and delivering tools and knowledge for applying the IEA methodology and producing comprehensive State of the Environment Reports (SoERs).</li><li><b>Financial and Economic Transformation, Pollution, and Chemicals Subprogrammes:</b> The IP will support strengthening Sustainable Consumption and Production (SCP) implementation by assessing the regional SCP plan and identifying improvements. This includes tailored advocacy and advisory services, focusing on food waste reduction strategies. Support will also be provided to the regional air quality network and pollution control strategies.</li></ol>
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	<p>6. <b>Biodiversity Conservation:</b> The partnership will enable a quick project start through baseline assessment and stakeholder analysis.</p>
<p><b>A. Overall Project Information</b></p>	
<p>General Project Background</p>	<p>The Regional Office for West Asia's work plan addresses the triple planetary crises through projects and activities providing technical support to countries. This partnership focuses on four thematic areas: Climate Change Reporting and Transparency, Environmental Assessment and Reporting, Biodiversity Conservation, and Resource Efficiency.</p> <ol style="list-style-type: none"> <li>1. <b>Climate Change Reporting and Transparency:</b> Effective climate action relies on transparent reporting and review. Iraq and Qatar's successful Second National Communication (SNC) are milestones in national reporting. The SNC includes a national inventory report of greenhouse gas emissions, national circumstances, vulnerability and adaptation assessments, and mitigation actions. Building on this, the Paris Agreement's Enhanced Transparency Framework (ETF) requires Biennial Transparency Reports (BTRs). Iraq is preparing its first BTR, using the "Top-Up Focus" to align with ETF requirements, expanding reporting on GHG inventories, mitigation (including NDCs), adaptation (including loss and damage), and support received and needed. This partnership will enhance national reporting processes for both the SNC and BTR, ensuring comprehensive and timely reporting.</li> <li>2. <b>Environmental Assessment and Reporting:</b> State of the Environment Reporting promotes science-based environmental decision-making. This partnership will broaden technical assistance for countries developing SoE reports, ensuring alignment with best practices and regional priorities. Support will include preparing, modifying, and delivering tools and knowledge for applying the Integrated Environmental Assessment (IEA) methodology and producing comprehensive SoERs.</li> <li>3. <b>Biodiversity Conservation:</b> The Regional Office supports countries in developing national biodiversity strategies and action plans. Following UNCCD COP16, support will scale up to address desertification, drought, and sand and dust storms. A GEF-funded project in Iraq will mainstream sustainable land management. Integrating environment into One Health and Sustainable Food Systems is also a priority.</li> <li>4. <b>Sustainable Consumption and Production:</b> This partnership supports regional efforts in resource efficiency and Sustainable Consumption and Production (SCP). A comprehensive</li> </ol>

	<p>assessment of the existing regional SCP plan will identify areas for improvement. Tailored advocacy and advisory services will focus on practical SCP measures, particularly developing and implementing food waste reduction strategies.</p>
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**B. Project Proposals Sought**

Description of Project and expected deliverables:

The proposal will support the implementation of the following activities;

**Activity 1.1: Drafting of SNC and BUR1 Chapters – Qatar.**

The IP will provide comprehensive support for the drafting of several chapters of the SNC and BUR1 for Qatar. This includes facilitating stakeholder consultations and offering technical assistance throughout the entire reporting process, from data collection and processing to analysis and reporting. Output 1.1.1 drafted “Mitigation Actions and their Effects” Chapter. Output 1.1.2. Drafted “Other information Relevant to the Objective of the Convention” chapter. Output 1.1.3. Drafted “Constraints, Gaps, and Related Needs and Support Needed and Received” Chapter. Output 1.1.4. Drafted “Monitoring, Reporting, and Verification” Chapter.

**Activity 1.2: Validating of SNC and BUR1 – Qatar.**

The IP will develop all necessary materials and presentations for a validation workshop to showcase the results of the SNC BUR. Following the workshop, the IP will produce a comprehensive summary report that incorporates any additional revisions, best practices, and recommendations for future transparency work. Output 1.2.1. Agenda, concept note, and presentation material for workshop. Output 1.2.2. Summary report of workshop.

**Activity 1.3: Technical Capacity Building and Training – Qatar.**

The IP will provide training workshops to national technical expert groups on key tools, procedures, and methodologies related to GHG inventories, vulnerability and adaptation assessment, and mitigation analysis and assessment. Output 1.3.1. A comprehensive set of materials developed and used for the training workshops (presentations training workshops (presentations training manuals or workbooks). Output 1.3.2. A report summarizing the training workshops.

**Activity 2.1: Compiling and Revise SNC and BUR1 Documents – Iraq.**

The IP will compile the SNC and BUR1 for Iraq, systematically integrating all government revisions into the final documents in addition to provided services on lay outting and design in both English and Arabic. Output 2.1.1. Compiled and validated final version of the SNC BUR document, incorporating all revisions. Output 2.1.2. Complete design and layout of the SNC BUR document, including separate English and Arabic versions, ready for print or digital publication.

**Activity 2.2: Compiling and Revise SNC and BUR1 Documents – Qatar.**

The IP will compile the SNC and BUR1 for Qatar, systematically integrating

all government revisions into the final documents in addition to provided services on lay outing and design in both English and Arabic. This includes providing capacity building services to the Government on climate transparency, inventory, and mitigation measures. Output 2.2.1. Compiled and validated final version of the SNC BUR document, incorporating all revisions. Output 2.2.2. Complete design and layout of the SNC BUR document, including separate English and Arabic versions, ready for print or digital publication.

**Activity 3.1: Compiling and Revise BTR1 Document – Iraq.**

The IP will prepare all required material and presentations for a validation workshop. The material will showcase the results of the BTR1 sections as well as the revisions made so far. The IP will subsequently develop a comprehensive workshop summary report incorporating any additional revisions received as well as best practices and recommendations for future BTR work. Accordingly, and based on revisions received during the validation meeting, the IP will revise, validate, and compile the BTR1, systematically integrating all government revisions into the final document. The IP will also ensure proper layout and design of the English and Arabic documents of BTR1 report in preparation for the launching of the document. Output 3.1.1. Agenda, concept note, and presentation material for workshop. Output 3.1.2. Summary report of workshop. Output 3.1.3. Final revised and validated BTR1 document compiled. Output 3.1.4. Full design and layout of the SNCBUR English and Arabic document.

**Activity 4.1: Building Capacities for SoER.**

The IP will conduct training workshops for national experts on the principles and practical application of IEA for SoER development, covering data collection, analysis, and reporting techniques. The IP will also provide expertise to improve, review and edit the draft state of reports. Output 4.1.1. Training Workshops. Output 4.1.2 Reviewed State of Environment Reports Output 4.1.3. Recommendations and lessons learnt on SoE Reporting in the region.

**Activity 5.1: Advancing Resource Efficiency and SCP.**

The IP will conduct a desk review and stakeholder consultations to assess the regional SCP plan and develop recommendations for its improvement, including providing technical assistance to pilot SCP initiatives. Special attention will be given to the new proposal on SwitchGulf for the GCC, Plastics work, air quality network and pollution strategies. Output 5.1.1. Desk review report summarizing key findings from existing documents. Output 5.1.2. Recommendations on next generation of SCP programmes in West Asia. Output 5.1.3. Training on mitigation policies for air quality improvement, including support to Iraq on air pollution.

	<p><b>Activity 6.1: Biodiversity Conservation.</b></p> <p>The IP will partner with UNEP to ensure speedy launch of the GEF-7 project for Iraq through conducting the baseline assessment and stakeholders’ analysis. Output 6.1.1. Baseline assessment for the GEF-7 project. Output 6.1.2. Stakeholders’ analysis.</p>
Requirements:	<p>The proposals/applications will be reviewed according to how they meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. Demonstrated understanding of the UNFCCC reporting guidelines, including those related to NCs and BURs, with experience in supporting the development or review of such reports a plus;</li> <li>2. Experience in integrated environmental assessment and state of the environment reporting, including familiarity with relevant methodologies and best practices;</li> <li>3. Demonstrated understanding of SCP principles and frameworks, with experience in conducting SCP assessments or supporting the development of SCP strategies preferred.</li> <li>4. Familiarity with biodiversity conservation principles and frameworks, with experience in supporting biodiversity-related projects or initiatives a plus.</li> </ol> <p>Proposals should be submitted in accordance with the application template provided below.</p>
Project duration:	The project implementation period is from <b>1 April 2025</b> until <b>31 December 2026</b> .
Language:	Applicants should submit project proposals in <b>English</b> using the application template provided.
Who can apply:	Not-for-profit, non-governmental entities
How to apply:	Please send project proposal using the application template provided to <b>Tarek Alkhoury Abdul Ahaad</b> ( <a href="mailto:tarek.alkhoury@un.org">tarek.alkhoury@un.org</a> )
Timeline for application:	
<ul style="list-style-type: none"> <li>• Submission deadline</li> <li>• Notification of selection</li> </ul>	<p>10 March 2025</p> <p>20 March 2025</p>

## Application Template

### Call for project proposal.

**Joint implementation with the United Nations Environment Programme Regional Office for West Asia (UNEP-ROWA) for work related to the triple planetary environmental crises.**

#### Applicant Entity

<b>A. Applicant Details</b>	
<b>** Applicants must register on the UN Partner Portal prior to submission of this application. To register please click <a href="#">here</a> and follow the instructions. **</b>	
<b>Name of organisation</b>	
<b>Organisation contact details</b>	Contact name: Email address: Phone Number: Address: Country <sup>1</sup> (registered in):
<b>Legal status</b>	Not-for-profit <input type="checkbox"/> (please provide registration document, certificate of incorporation, governing bylaws/constitution, entity organigram, most recent annual report, recent audited financial statements – see also, Section D below)
<b>Project organization and team’s prior engagement with UNEP or other UN/international organisations</b>	
<b>UNEP Supplementary Partner Declaration</b>	Applicants must return the attached UNEP Supplementary Partner Declaration
<b>B. 1) Applicant’s Institutional Arrangements related to Project Proposal</b>	
<b>Project team member names and position titles</b> (where possible, please provide the CVs of proposed team members)	
<b>Previous/past experience</b> (please provide a short list of relevant projects and publications, reports and evaluations from	<ol style="list-style-type: none"> <li>1. Does the organisation have experience and a positive track record managing or engaged with similar sized projects?</li> <li>2. Does the organisation have the technical capacity to carry out the intervention? If the existing programmatic and financial management capacities (staffing, systems, etc) are not adequate to meet the additional requirements of the project, can the organisation</li> </ol>

<sup>1</sup> The Responsible Officer may wish to indicate if there are any geographical limitations to the location of the applicant.

<p>past projects etc. as per criteria indicated)</p>	<p>strengthen the capacities within a reasonable timeframe so that the project is not significantly delayed? (i.e. can it recruit staff and/or implement a suitable system promptly?)</p> <p>3. Has a satisfactory UN or donor reference been received for the organisation?</p>
<p><b>Administrative capacity</b> (as per the criteria indicated, describe ability to procure goods and services, recruit staff on a transparent basis, maintain and manage equipment etc.)</p>	<p>1. Please provide your organisation’s procurement policies and procedures, and identify provisions related to:</p> <ul style="list-style-type: none"> <li>a. segregation of duties</li> <li>b. processes for sourcing/prequalification of suppliers</li> <li>c. broadcasting procurement opportunities promoting broad participation from potential bidders</li> <li>d. sustainability in procurement practices</li> <li>e. asset/equipment management</li> </ul> <p>Applicants should note that depending on the value of procurement awards involved in a partnership, a desk-based or in-country assessment of procurement may be carried out by UNEP with a resulting monitoring and assurance plan.</p> <p>2. Please provide your organisation’s Human Resources manual, and identify provisions related to fair and transparent recruitment practices.</p>
<p><b>Financial capacity</b> (as per the criteria indicated, describe ability to produce project budgets, receive cash, disburse funds, record financial transactions, issue financial reports, etc.)</p>	<p>1. Is the Organisation financially healthy based on its most recent audited financial statements? (e.g. assets exceed liabilities, accumulated surpluses exist, cash and investments exceed current liabilities, audit report does not raise significant issues, etc)</p> <p>2. The organisation is regularly audited and audits have not shown major accountability issues in the past three years which were not satisfactorily addressed by organisation?</p> <p>3. Can the organisation easily receive and transfer funds?</p> <p>4. Does the organisation have a defined and documented internal control framework?</p> <p>5. The organisation has an established accounting manual sufficient to ensure control of assets and proper use of agency funds?</p> <p>6. The finance system of the organisation has provision to keep separate ledger accounts for funds earmarked to specific projects?</p> <p>7. The organisation has a bank deposit procedure for checks and balances? What is the frequency for preparation of bank reconciliation statements?</p> <p>8. Does the organisation have an accounting system that allows for proper recording of financial transactions from United Nations agencies, including allocation of expenditures in accordance with the respective components, disbursement categories and sources of funds?</p>

	<ol style="list-style-type: none"> <li>9. Does the organisation have an appropriate cost allocation methodology that ensures accurate cost allocations to the various funding sources in accordance with established agreements?</li> <li>10. Are budgets prepared for all activities in sufficient detail to provide a meaningful tool for monitoring subsequent performance?</li> <li>11. Are actual expenditures compared to the budget with reasonable frequency? Are explanations required for significant variations from the budget?</li> <li>12. Does the organisation have established financial reporting procedures that specify what reports are to be prepared, the source system for key reports, the frequency of preparation, what they are to contain and how they are to be used?</li> <li>13. Do invoice processing procedures provide for: <ol style="list-style-type: none"> <li>a. Copies of purchase orders and receiving reports to be obtained directly from issuing departments?</li> <li>b. Comparison of invoice quantities, prices and terms with those indicated on the purchase order and with records of goods/services actually received?</li> <li>c. Checking the accuracy of calculations?</li> </ol> </li> <li>14. Do controls exist for preparation and approval of payroll expenditures? Are payroll changes properly authorized?</li> <li>15. Does the organisation require dual signatories / authorization for bank transactions? Are new signatories approved at an appropriate level and timely updates made when signatories depart?</li> <li>16. Are bank balances and cash ledger reconciled monthly and properly approved? Are explanations provided for significant, unusual and aged reconciling items?</li> <li>17. Are all accounting and supporting documents retained in an organized system that allows authorized users easy access?</li> <li>18. If some activities will be implemented by others, such as CSOs, NGOs or other entities, the organisation has the necessary reporting and monitoring mechanisms to track the use of funds?</li> <li>19. The organizational structure of the accounting/finance department has appropriate capacity for the level of financial volume?</li> <li>20. Are budgets prepared for all activities in sufficient detail to provide a meaningful tool for monitoring subsequent performance?</li> </ol>
<p><b>Governance/Institutional capacity</b> (as per the criteria indicated, describe ability to plan, monitor and coordinate activities; fraud policy, code of conduct, managerial structure)</p>	<ol style="list-style-type: none"> <li>1. Does the organization have a structure of governance (eg board of trustees or equivalent) with clearly defined roles and responsibilities?</li> <li>2. Does the organization have a defined managerial structure in place reflected in an organizational chart?</li> <li>3. Does the organization have Code of Conduct document (signed by an authorized official of the organization), or any other policy document on ethical behaviour?</li> <li>4. Does the organization have a policy and training program on prevention of and response to Sexual Exploitation (SH) and Sexual Exploitation and Abuse (SEA)?</li> <li>5. Does the organization have a policy on:</li> </ol>



	<ul style="list-style-type: none"> <li>a. anti-fraud and corruption;</li> <li>b. money laundering;</li> <li>c. terrorist financing;</li> <li>d. whistle-blowing; and</li> <li>e. conflict of interest?</li> </ul> <p>6. The organisation has in place publicly available policies regarding their efforts to up hold human rights principles of accountability and rule of law, participation and inclusion, and equality and non-discrimination, noting that prohibited grounds of discrimination include race, colour, ethnicity, sex, age, language, disability, sexual orientation, gender identity, religion, political or other opinion, national or social or geographic origin, property, birth or other status including as an indigenous person or as a member of a minority?</p> <p>7. Does the organization regularly monitor projects and use them to inform programme management and design?</p>
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<b>B. 2) Proposed Project Methodology and Deliverables – Applicant capacity</b>	
<p><b>Strategic Relevance - Methodology</b> (up to 600 words)</p> <p><i>As per the criteria indicated, please provide details on the intended methodology or approach to be used in this project.</i></p>	<ul style="list-style-type: none"> <li>1. Does the organisation have the mandate to cover the purpose of the proposed activities</li> <li>2. Does the organisation have an environmental or sustainability policy reflecting UNEP/MEA Secretariat values, etc.</li> </ul>

<p><b>Programmatic Relevance - Project plan and activities</b> (up to 500 words)</p> <p><i>As per the criteria indicated, please provide the project plan which should include all activities, resources and skills utilized in a schedule to achieve the project objectives.</i></p>	<p>1. Does the organisation have the capacity to deliver technically sound outputs in Arabic language?</p>
<p><b>Programmatic Relevance - Project deliverables and milestones with detailed timeline</b> (up to 500 words)</p> <p><i>The project deliverables are the major steps or activities that align with the project plan and that can be used to monitor successful project implementation. Responses here can be provided in text, tables or figures.</i></p>	
<p><b>Cost-effective and financial relevance - Project estimated budget</b> (please attach a budget to this application form)</p> <p><i>The project budget should include an estimate of all costs related to delivering the project.</i></p>	
<p><b>C. Additional support</b></p>	

<p><b>Additional support, sponsorship or in-kind contribution from other organisations</b> (not mandatory, up to 200 words)</p> <p><i>Please describe the extent and nature of any additional external support</i></p>	
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**D. List of Documents**

<p>Applications must include:</p> <ol style="list-style-type: none"> <li>1. Completed Application Template</li> <li>2. Certificate of Incorporation</li> <li>3. Partner governing bylaws or constitution</li> <li>4. Annual reports, list of previous relevant projects and publications, reports and evaluations from past projects etc.</li> <li>5. Most recent audited financial statements</li> <li>6. Procurement policies and procedures</li> <li>7. Human Resources Manual</li> <li>8. Policy and training program on prevention of and SH and SEA</li> <li>9. Code of Conduct</li> <li>10. Accounting/Finance Manual</li> <li>11. Budget</li> <li>12. Environmental or Sustainability Policy</li> </ol>	<ol style="list-style-type: none"> <li>13. Policy on: <ol style="list-style-type: none"> <li>a. anti-fraud and corruption;</li> <li>b. money laundering;</li> <li>c. terrorist financing;</li> <li>d. whistle-blowing; and</li> <li>e. conflict of interest</li> </ol> </li> <li>14. Additional relevant policies/procedure/manuals/codes which respond to criteria in sections above</li> <li>15. UNEP Supplementary Partner Declaration</li> <li>16. Entity's overall organigramme</li> <li>17. CVs of project team members</li> <li>18. M&amp;E Manual</li> <li>19. Past audits and evidence of addressing recommendations</li> <li>20. Refences from UN/Past donors</li> </ol>
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