INSERT COUNTRY LOGO/FLAG HERE



|  |
| --- |
| **National Programme** **Annual Report** **<COUNTRY>**  |
| UN-REDD Programme |
|  January to June 2015January to December 2018 |

In accordance with the decision of the Policy Board, hard copies of this document will not be printed to minimize the environmental impact of the UN-REDD Programme processes and contribute to climate neutrality. The UN-REDD Programme’s meeting documents are available on the internet at: [www.unredd.net](http://www.unredd.net) or [www.un-redd.org](http://www.un-redd.org).

# Annual Report for the UN-REDD National Programmes

The Annual Report for the National Programmes (NPs) highlights progress over the twelve month period ending 31 December (1 January-31 December). This progress is reported against the consolidated Annual Work Plan and Budget for 2018, as approved by the National Programme Steering Committee or Executive Board.

The report includes the following sections:

1) National Programme Identification;

2) Progress Reporting;

3) Government & Non-Government Comments;

4) Results Matrix;

5) Warsaw Framework for REDD+ and Associated UNFCCC Decisions;

6) Financial Delivery;

7) Adaptive management; and

8) Targeted Support.

The lead agency for each National Programme is responsible for coordinating inputs to the Annual Reports, and for ensuring all agency and counterpart perspectives have been collected - in particular government and civil society organizations. The reports are reviewed and vetted by the agency teams, who provide quality assurance and recommendations to the national teams on articulating results and on adjustments to be made. It therefore follows an iterative process which serves to enhance the quality of the reports and enable a meaningful assessment of progress and identification of key lessons regarding knowledge exchange.

The Annual Report for the National Programmes should be submitted to the UN-REDD Programme Secretariat (un-redd@un-redd.org) as per timeline indicated below.

# National Programme Identification

Please identify the National Programme (NP) by completing the information requested below. The Government Counterpart and designated National Programme focal points of the Participating UN Organizations are asked to provide their electronic signatures below, prior to submission to the UN-REDD Secretariat.

|  |  |
| --- | --- |
| National Programme Title | [input text] |
| Implementing Partners[[1]](#footnote-1) | [input text] |
| Participating Organizations | [input text] |

|  |
| --- |
| Project Timeline |
| Programme Duration | [input text] | Original End Date[[2]](#footnote-2) | [input text] |
| NPD Signature Date | [input text] | No-Cost Extension  | [input text] |
| Date of First Fund Transfer[[3]](#footnote-3) | [input text] | Current End Date | [input text] |

|  |
| --- |
| Financial Summary (USD)[[4]](#footnote-4) |
| UN Agency | Approved Programme Budget[[5]](#footnote-5) | Amount Transferred[[6]](#footnote-6) | Cumulative Expenditures up to 31 December 2018[[7]](#footnote-7) |
| FAO | [input text] | [input text] | [input text] |
| UNDP | [input text] | [input text] | [input text] |
| UNEP | [input text] | [input text] | [input text] |
| Indirect Support Cost (7%) | [input text] | [input text] | [input text] |
| Total | [input text] | [input text] | [input text] |

|  |  |
| --- | --- |
| Signatures from the designated UN organizations[[8]](#footnote-8) | Signature by the Government Counterpart |
| FAO | UNDP | UNEP |
| [Signature] | [Signature] | [Signature] | [Signature] |
| Date and Name of Signatories in Full: |
| [Date] | [Date] | [Date] | [Date] |
| [Name] | [Name] | [Name] | [Name] |

# Progress Reporting

This section aims to summarize the progress and identify key achievements of the NP during the reporting period. Additionally, the section aims to identify key challenges and solutions/ lessons that could be shared with other countries. These will be used as input to the UN-REDD consolidated annual report so please stick to the word limits.

## Achievements

|  |
| --- |
| Please provide a description of key achievements made by the NP in relation to the 4 pillars of the Warsaw Framework and how the NP has supported those. [250 words for each pillar] |
| [input text]  |

## Challenges and solutions

|  |
| --- |
| Please provide a summary of the challenges faced and solutions put in place to address them. These could be of any nature, operational, good procedure, unsuccessful process that other countries could benefit from. [150 words] |
| [input text]  |

## Gender

|  |
| --- |
| Describe actions/achievements relevant to gender equality, to mainstream gender, and/or how women have benefitted from/engaged in the NP [150 words]. Below are some tips and examples on what type of information should be reported here (note, this list is not exhaustive): * Did any tools, analyses, assessments and/or reports, etc. prepared, and/or activities around REDD+ funding structures or forest monitoring and safeguard information systems, include any explicit gender considerations and/or make explicit acknowledgments of women, men and youth in their context, analysis, findings, and recommendations?  If so, then this information should be reported.
* Was a gender focal point, gender expert or a representative from women, group or government entity involved, consulted and engaged in activities undertaken? If so, what activities?
* Did any annual work plans and corresponding reporting frameworks for country-level work include: 1) budget on gender; 2) gender specific indicators; and/or 3) the collection of sex-disaggregated information? If so, how? And what did the data demonstrate?
* Did any event and/or consultation include a specific discussion on gender and/or gender dynamics around the REDD+ thematic areas being discussed? If so, which events?
* Were consultation, validation and/or capacity building activities undertaken, in which gender aspects were taken into account? See examples below for what this can include. If any of these, or similar activities took place, please report them:
	+ Were efforts undertaken to intentionally design meetings (time, location, group arrangement, such as mixed groups, and/or women’s and men’s only meetings) to encourage women’s and men’s (and youth, when applicable) equitable and active participation and involvement?
	+ Did input from representatives from more marginalized groups (women, youth, ethnic minorities, etc.) get integrated and taken on board into the activity at hand?
	+ Was sex disaggregated data collected on attendees and speakers? If so, please report the results.
	+ If country-level REDD+ entities, management structures and/or stakeholder platforms (national and provincial) were engaged within activities, is it known; 1) how many women represent and occupy seats or positions on them; and/or 2) if a representative from women or gender-focused CSOs, groups or government entities are represented on them?
 |
| [input text] |

## Social Inclusion, including IP/CSO work

|  |
| --- |
| Highlight any actions and results that demonstrate the active participation and promotion of the rights of indigenous peoples and CSOs in 2018 within the NP. Given the strong linkages between ‘social inclusion and IP/CSO work’ and gender, when reporting such information, be mindful to report on the gender dynamics of this work. For guidance on what this can include, please see gender guidance noted in the field above. [150 words] |
| [input text]  |

# Government & Non-Government Comments

This section provides the opportunity to capture government and civil society perspectives and provide additional or complementary information.

## Government Comments

|  |
| --- |
| Government counterparts to provide their perspective and additional complementary information not included in the overall progress assessment. [500 words] |
| [input text] |

## Non-Government Comments

|  |
| --- |
| Civil society stakeholders to provide their perspective and additional complementary information (Please request a summary from existing stakeholder committees or platforms). [500 words] |
| [input text] |

# Results Matrix

The results matrix aims to measure progress made in the reporting year against annual targets for outputs indicated in the annual work plan for the year. If the log frame has been amended following a mid-term review, this should be mentioned above the output table. For this section please provide:

* For each outcome, please provide the outcome title. The intention is to report whether the programme is on track towards meeting its target, not to assess if target has been met. Based on the previous annual report, please tick the box below each outcome and provide a short summary of progress made. If the country has not yet produced an annual report, do not tick any box.
* For each output, please provide the output title and a summary of the progress towards achieving the specific output. Please list each performance indicator, the associated baseline and expected annual target for the output for this reporting year and a short narrative indicating progress against this annual target or deviation from plans.

Please repeat this for all outcomes and outputs of the NP results framework.

|  |
| --- |
| Outcome 1: [input text] |
| [ ]  Outcome Achieved; | [ ]  On track to achieving this outcome; | [ ]  Expected minor delays[ ]  Corrective measures in place | [ ]  Expected significant delays[ ]  Corrective measures in place |
| Progress towards Outcome:  |

|  |
| --- |
| Output 1: [input text] |
| *Output Indicators* | *Baseline* | *Annual Target* | *Progress Against Target* |
| * [input text]
 | * [input text]
 | * [input text]
 | * [input text]
 |
| Progress towards Output: [The actual level of performance reached at the end of the reporting period. Please provide a substantive assessment of the achievement of targets to date, no more than 100 words per output.An achievement is made when a goal is completed or attained successfully. Examples of achievements are completed assessments, processes or an operating monitoring system. Drafting Terms of Reference is not an achievement. For each achievement please specify:What was achieved? It is tempting to report “things done”, which are actually Activities. Examples of “things done” include: a symposium was held on XX subject; workshops with XX participants were undertaken; XX missions were conducted. Reporting should instead focus on the effects of Activities (=Outputs). Examples include: • training increased capacity of XX technical staff (disaggregate by sex) who are now capable of producing XX• a set of indicators/ strategy/ capacity building plan is now agreed upon with technical staff from XX Language• reporting is for the period completed, so the past tense should be used. The “passive voice” should be used, leading with the recipient or achievement as subject and the passive voice verb describing the action; e.g. “capacity was built within the XX”. • write as concisely as possible, avoiding extensive narrative where possible. Reference to progress towards Indicator targets should be made. Who was involvedWhen was the achievement madeHow it contributes to the achievement of the overall outcomeFor each product/publication please provide links if available] |

# Warsaw Framework for REDD+ and Associated UNFCCC Decisions

This section aims to provide insight and to support a thought process into how countries are progressing against the framework of the convention, namely: 5.1) a National REDD+ Strategy or Action Plan; 5.2) a Safeguards and Safeguards Information System; 5.3) a National Forest Reference Emission Level/National Forest Reference Level; and 5.4) a National Forest Monitoring System. Only complete the sections that apply to the priorities identified for the country and mark as N/A any criteria that do not apply to the context of the country.

## National Strategy or Action Plan

|  |
| --- |
| Supported by (select all that apply and provide name of other source): [ ]  National Programme; [ ]  Targeted Support; [ ]  Other Source; [ ]  Not Applicable |
| Please provide a brief description of the progress being made in developing a National REDD+ Strategy or Action Plan (NS/AP) as well as the source of the support provided in this regard (100 words): [input text] |

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator | ✓ | Qualifier (select all that apply) | Please provide a short narrative describing the reason for selection as well as means/source of verification |
| Does the country have a National Strategy or Action Plan (NS/AP) to achieve REDD+? |  | Not yet initiated  | [input text] |
|  | Under design |
|  | Drafted, under deliberation |
|  | Adopted |
|  | Link to the NS/AP provided on the UNFCCC REDD+ Web Platform Info Hub |
|  | Implementation in early stages  |
|  | Full implementation of NS/AP |
| Degree of completeness of national REDD+ strategies and/or action plans.  |  | The NS/AP identifies, assesses and prioritises the direct and underlying drivers of deforestation and forest degradation , as well as the barriers to the "plus" (+)[[9]](#footnote-9) activities on the basis of robust analyses. | [input text] |
|  | The NS/AP proposes a coherent and co-ordinated set of policies and measures (PAMs) for REDD+ that are proportionate to the drivers & barriers, results-oriented and feasible. | [input text] |
|  | The NS/AP relates to the scope and scale of the FREL/FRL, taking into account national circumstances. | [input text] |
|  | The NS/AP defines the institutional arrangements for REDD+ implementation, including governance measures, participatory oversight and inter-sectoral coordination. | [input text] |
| Degree to which the NS/AP incorporates principles of social inclusion and gender equality. |  | The NS/AP is developed through a multi-stakeholder, gender-responsive and participatory consultation and dialogue process. | [input text] |
|  | The proposed policies and measures for REDD+ integrate gender-responsive actions. | [input text] |
|  | The proposed policies and measures for REDD+ consider the realization of land and resource tenure rights (when relevant), as well as the development priorities of indigenous peoples and local communities as well as their development priorities. | [input text] |
| Degree of anchoring of the NS/AP in the national development policy and institutional fabric. |  | There is effective inter-ministerial coordination for REDD+ action. | [input text] |
|  | Endorsement of the NS/AP has been obtained at a high political level, beyond the agency or ministry that led the REDD+ readiness process. | [input text] |
|  | REDD+ actions or targets are embedded in the national plan or policy for sustainable development. | [input text] |
|  | There is evidence that ministries/agencies outside the forest and environment sectors are committed to implementing REDD+ policies and measures. | [input text] |
|  | Financing arrangements to start implementing the NS/AP (or to channel results-based finance) are designed. | [input text] |

## Safeguard Information System

|  |
| --- |
| Supported by (select all that apply and provide name of other source): [ ]  National Programme; [ ]  Targeted Support; [ ]  Other Source; [ ]  Not Applicable |
| Please provide a brief description of the progress being made in developing a Safeguard Information System (SIS) as well as the source of the support provided in this regard (100 words):[input text] |

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator | ✓ | Descriptor (select all that apply) | Please provide a short narrative describing the reason for selection as well as means/source of verification. |
| Does the country have a Safeguard Information System (SIS) that provides information on how the Cancun safeguards are being addressed and respected throughout implementation of REDD+ actions? |  | No | [input text] |
|  | SIS objectives determined |
|  | Safeguard information needs and structure determined. |
|  | Existing information systems and sources assessed. |
|  | The SIS is designed, building on existing, together with any novel, information systems and sources clearly articulated in a national government-endorsed document. |
|  | The SIS is functional, building on existing, together with any novel, information systems and sources that are clearly articulated in a national government-endorsed document. |
|  | Summary of information on REDD+ safeguards, informed by the SIS, has been submitted to UNFCCC. |
| Degree of completeness of the design of a country approach to address the social and environmental safeguards for REDD+ |  | Aligns with the NS/AP, covering the social and environmental benefits and risks of the policies & measures for REDD+ being considered by the countries. | [input text] |
|  | Defines specific policies, laws and regulations (PLRs), as well as other measures, to address the identified benefits and risks. | [input text] |
|  | Have institutional arrangements and/or capacities to implement those PLRs and to monitor the REDD+ safeguards. | [input text] |
|  | Transparently provides information on how safeguards are respected and addressed. | [input text] |

## Forest Reference Emission Level / Forest Reference Level

|  |
| --- |
| Supported by (select all that apply and provide name of other source): [ ]  National Programme; [ ]  Targeted Support; [ ]  Other Source; [ ]  Not Applicable |
| Please provide a brief description of the progress being made in developing a Forest Reference Emission Level / Forest Reference Level (FREL/FRL)as well as the source of the support provided in this regard (100 words):[input text] |

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator | ✓ | Descriptor (select all that apply) | Please provide a short narrative describing the reason for selection as well as means/source of verification |
| Has the country established a FREL/FRL? |  | Not yet initiated | [input text] |
|  | Capacity building phase |
|  | Preliminary construction phase |
|  | Advanced*[[10]](#footnote-10)* construction phase |
|  | Submission drafted |
|  | Submitted to the UNFCCC |
| Robustness of FREL/FRL submissions |  | Submission is transparent, complete, consistent and as much as possible accurate and allows reconstruction of the submitted FREL/FRL. | [input text] |
|  | Includes pools and gases, and REDD+ activities (Scope) and justification for omitting significant pools and/or activities. | [input text] |
|  | Justifies where the submission is inconsistent with previous versions of GHG inventory. | [input text] |
|  | Includes details of the forest definition used and national circumstances. | [input text] |
|  | Defines the geographic area covered by FREL/FRL (scale). | [input text] |

## National Forest Monitoring System

|  |
| --- |
| Supported by (select all that apply and provide name of other source): [ ]  National Programme; [ ]  Targeted Support; [ ]  Other Source; [ ]  Not Applicable |
| Please provide a brief description of the progress being made in developing a National Forest Monitoring System (NFMS) as well as the source of the support provided in this regard (100 words): [input text] |

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator | ✓ | Descriptor (select all that apply) | Please provide a short narrative describing the reason for selection as well as means of verification |
| Has the country established a NFMS? |  | No | [input text] |
|  | NFMS capacity building phase |
|  | Preliminary construction phase |
|  | Advanced*[[11]](#footnote-11)* construction phase |
|  | NFMS generating preliminary information for monitoring and MRV |
|  | NFMS institutionalized and generating REDD+ monitoring and MRV (satellite land monitoring system, national forest inventory, greenhouse gas inventory) |
| Degree of completeness of the NFMS in UN-REDD supported countries |  | NFMS includes a Satellite Land Monitoring System (SLMS) | [input text] |
|  | NFMS includes a National Forest Inventory (NFI) | [input text] |
|  | NFMS includes a National GHG Inventory (GHGi) | [input text] |
|  | The NFMS is suitable for estimating anthropogenic forest-related greenhouse gas emissions by sources, and removals by sinks, forest carbon stocks, and forest-area changes resulting from the implementation of REDD+ activities; | [input text] |
|  | The NFMS is consistent with Intergovernmental Panel on Climate Change (IPCC) guidance and guidelines; | [input text] |
|  | The NFMS enables the assessment of different types of forest in the country, including natural forest. | [input text] |

# Financial Delivery

In the table below, please provide information on expenditure for 2018 against the planned and anticipated expenditure as per the Annual Work Plan (AWP) for 2018 as approved by the PEB/NSC, meaning before any budget revisions were done. Anticipated expenditure by 31December 2019 should indicate what would be realistically expended at the end of that year, and therefore provide a measure of deviation against the AWP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme Outcome | UN Organization | Annual (actual) Expenditure[[12]](#footnote-12) for Jan – December 2018  | Planned Expenditure for Jan – Dec 2018[[13]](#footnote-13) | Planned (anticipated)Expenditure for 2019[[14]](#footnote-14) |
| Outcome 1: [input text] | FAO |   |  |  |
| UNDP |   |   |   |
| UNEP |   |   |   |
| Sub-total |  |   |   |   |
| Outcome 2: [input text] | FAO |   |   |   |
| UNDP |   |   |   |
| UNEP |   |   |   |
| Sub-total |  |   |   |   |
| Outcome 3: [input text] | FAO |   |   |   |
| UNDP |   |   |   |
| UNEP |   |   |   |
| Sub-total |  |   |   |   |
| Outcome 4: [input text] | FAO |   |   |   |
| UNDP |   |   |   |
| UNEP |   |   |   |
| Sub-total |  |   |   |   |
| Outcome 5: [input text] | FAO |   |   |   |
| UNDP |   |   |   |
| UNEP |   |   |   |
| Sub-total |  |   |   |   |
| Indirect Support Costs(7% GMS) | FAO |   |   |   |
| UNDP |   |   |   |
| UNEP |   |   |   |
| Indirect Support Costs (Total) |   |   |   |
| FAO (Total): |   |   |   |
| UNDP (Total): |   |   |   |
| UNEP (Total): |  |   |   |
| Grand TOTAL:  |  |   |   |

# Adaptive management

Referring to the deviations and delays indicated in the results framework above and considering whether expenditures are on track, please provide a short narrative of delays encountered, the reasons for them and what action has been considered to alleviate their impact on the Programme. Please indicate if these have been discussed at the Programme Executive Board (PEB) or National Steering Committee (NSC) meetings, between the Programme Management Unit (PMU) and national counterparts and what measures have been proposed to overcome them.

## Delays and Corrective Actions

|  |
| --- |
| What delays/obstacles were encountered at country level? [150 words] |
| [input text] |
| Have any of the delays/obstacles been raised and/or discussed at the Programme Steering Committee meetings? [150 words] |
| [ ]  Yes; [ ]  No[input text] |
| What are the delays/obstacles anticipated in terms of their impact on the NP? [150 words] |
| [input text] |
| How are these delays/obstacles being addressed? [150 words] |
| [input text] |

## Opportunities and Partnerships

|  |
| --- |
| Over the reporting period, have any opportunities that were not foreseen in the design of the programme been identified to help advance efforts on REDD+? [150 words] |
| [input text] |
| How are these opportunities being incorporated into the work of the NP? [150 words] |
| [input text] |

# Targeted Support

If the country has received Targeted Support during the reporting period, please provide a narrative of how this was complementary to the NP, and how it has contributed to furthering the readiness process in country.

|  |
| --- |
| Summary of Targeted Support: [100 words] |
| [input text] |

1. Those organizations either sub-contracted by the Project Management Unit or those organizations officially identified in the National Programme Document (NPD) as responsible for implementing a defined aspect of the project. [↑](#footnote-ref-1)
2. The original end date as stated in the NPD. [↑](#footnote-ref-2)
3. As reflected on the MPTF Office Gateway http://mptf.undp.org. [↑](#footnote-ref-3)
4. The financial information reported should include indirect costs, M&E and other associated costs. The information on expenditure is unofficial. Official certified financial information is provided by the HQ of the Participating UN Organizations by 30 April and can be accessed on the MPTF Office GATEWAY (<http://mptf.undp.org/factsheet/fund/CCF00>). [↑](#footnote-ref-4)
5. The total budget for the entire duration of the Programme as specified in the signed Submission Form and NPD. [↑](#footnote-ref-5)
6. Amount transferred to the participating UN Organization from the UN-REDD Multi-Partner Trust Fund. [↑](#footnote-ref-6)
7. The sum of commitments and disbursement [↑](#footnote-ref-7)
8. Each UN organization is to nominate one or more focal points to sign the report. Please refer to the UN-REDD Programme Planning, Monitoring and Reporting Framework document for further guidance. [↑](#footnote-ref-8)
9. Plus (+) activities within the context of REDD+ refer to conservation of forest carbon stocks, sustainable management of forests and enhancement of forest carbon stocks [↑](#footnote-ref-9)
10. FREL/FRL elements defined or at an advanced stage (scope, scale, forest definition, methodology and data compilation). [↑](#footnote-ref-10)
11. NFMS elements at an advanced stage (satellite land monitoring system, national forest inventory, greenhouse gas inventory). [↑](#footnote-ref-11)
12. The sum of commitments and disbursements for 2018 [↑](#footnote-ref-12)
13. As indicated in the 2018 annual work plan. [↑](#footnote-ref-13)
14. As indicated in the 2019 annual work plan. [↑](#footnote-ref-14)