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| UNITED NATIONS DEVELOPMENT PROGRAMMEBDP/EEG - MISSION REPORT SUMMARYDate: 29 July 2013 | UNDP_Logo-Blue w TaglineBlue-ENG.png |
| NameAki Kono, UN-REDD/UNDPUndertaken jointly with Thomas Enters, UNEP and Ben Vickers, FAO |
| **Approved Mission Itinerary:**Bangkok/Dhaka/Bangkok  | **List of Annexes**:  |
| Inclusive Travel Dates: | **Key counterpart(s) in each location:** |
| 22- 25 July 2013 |   | Location: Dhaka, Bangladesh* Mr. Mesbah ul Alam, Secretary, Ministry of Environment and Forests
* Mr. Md. Yunus Ali, Chief Conservator of Forests
* Mr. Haradhan Banik, Deputy Chief Conservator of Forests, Forest Department
* Ms. Pauline Tamesis, UNDP Country Director
* Mr. Mike Robson, FAO Country Representative
* Mr.Robert Juhkam, UNDP Deputy Country Director
* FAO and UNDP Country Teams working on REDD+
* Development partners: GIZ, USAID, DFID, World Bank, Embassy of Norway, Embassy of Germany, etc.
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| **Purpose/Objectives of Mission**The objective of this mission is to identify and agree on concrete steps, including specific outputs, milestones and additional resource requirements, for meeting the R-PP submission target, and to ensure that all directly involved parties have realistic expectations and understand clearly their roles and responsibilities in the process of R-PP development and submission.  |
| **Context**The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD+) in developing countries. The Programme was launched in 2008 and builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).After joining the UN-REDD Programme in 2010, the Government of Bangladesh established a national REDD+ Steering Committee and a REDD Cell. Between August 2011 and March 2012, UN-REDD supported, in collaboration with the national FAO and UNDP Offices, these bodies in the development of a National REDD+ Readiness Roadmap, which was swiftly endorsed by the MoEF in May 2012. In recognition of this effort, the Policy Board of the UN-REDD Programme invited the Government of Bangladesh to submit a Readiness Preparation Proposal (R-PP) at the Board’s 11th meeting in December 2013. The R-PP documment will follow the template produced jointly by the UN-REDD Programme and the Forest Carbon Partnership Facility (FCPF) of the World Bank, and will build on the information contained in the Bangladesh REDD+ Readiness Roadmap.In order to effectively plan for the process of R-PP development and submission to the UN-REDD Policy Board at the 11th meeting later this year, the national REDD+ focal points of Bangladesh, within the Forest Department (FD) of the MoEF, together with the FAO and UNDP Country Offices requested the support of the regional advisers of the three UN-REDD Partner Agencies: FAO, UNDP and UNEP.  |
| **Summary of Mission Activities/ Findings**Day 1: * Meeting with the FAO and UNDP country teams to go over the mission agenda, expected mission outcomes and operational issues (expected support amount, milestone dates for R-PP submission, etc).

Day 2: * Meeting with the FAO and UNDP Senior Management – REDD+, R-PP process, UN-REDD support, donor coordination, REDD+ mainstreaming into land use sectors, etc.
* Meeting with the FD staff, including the Chief Conservator of Forest – REDD+, R-PP process, UN-REDD support, donor coordination, REDD+ mainstreaming into land use sectors, etc.
* Meeting with FD and FAO/UNDP country teams to identify information gaps for preparing a R-PP document

Day 3: * Meeting with the Secretary of the Ministry of Environment and Forests (MoEF)
* Meeting with FD and FAO/UNDP country teams to continue identifying information gaps for preparing a R-PP document
* Meeting with the Development Partners to discuss coordination and collaboration in the implementation of the Roadmap.

Day 4:* De-briefing with UNDP and FAO

**Key findings and agreements:**The mission focused on two key issues: i) the overall purpose of Bangladesh’s REDD+ Readiness Roadmap; and ii) the role and objective of UN-REDD support in Bangladesh. The following key messages were successfully conveyed by the mission and understood by the Forest Department and FAO and UNDP Country Offices. Bangladesh’s Roadmap is owned by the MoEF (endorsed in May 2012). The Roadmap therefore should be actively used as a strategic planning tool by the MoEF to coordinate relevant activities of national agencies and development partners to establish a highly coherent and integrated REDD+ readiness process across land-use sectors. While the current Roadmap document is fairly comprehensive, its outcomes, outputs and activities still need to be costed and matched with relevant activities that are on-going and planned within the forest sector and in other land use sectors. The Roadmap also needs a comprehensive and result-based monitoring and evaluation plan. The R-PP preparation will help address these gaps, while the content of the Roadmap will remain more or less the same. UN-REDD is not a programme to provide sole financing for the implementation of Bangladesh’s REDD+ Readiness Roadmap. UN-REDD will instead, in discussion with the national implementing partner, identify and support the implementation of select outcomes, identified in the Roadmap that are highly strategic for the country’s REDD+ readiness and in line with the comparative advantages of the UN-REDD agencies. Based on a number of internal and external factors, UN-REDD will be able to provide funding support of approximately 2 million USD to Bangladesh. To address financing gaps, the MoEF together with the Forest Department will explore the possibility of tapping into the Bangladesh Climate Change Trust Fund (BCCTF), financed by internal government resources (so far allocated nearly 250 million USD over 3 yrs). Key development partners have also contributed to the Bangladesh Climate Change Resilience Fund (BCCRF), which is a special trust fund, administered by the World Bank. Some donors think that might be another possible source although accessing it seems very complicated.  UNDP Internal Matters* The issue over the misuse of the Targeted Support funding was discussed. The UNDP ARR has agreed to investigate further and promised to reimburse the amount used for the national focal points’ travel to Lombok.
* A lack of confidence in DCCF’s capacity as a REDD+ focal point was strongly expressed by the FAO and UNDP country teams. The Country Office may take action by expressing its concern for DCCF to the MoEF.
* Late this year, a new government will be formed, and this is a risk for the UN-REDD process as new priorities will be set.

Preparation of the R-PP document * International consultant: An international consultant will be required to deliver a draft R-PP suitable for consideration by FD and Bangladesh stakeholders at the national validation workshop. The draft ToR for this consultant is annexed to this report.
* National counterpart/consultant: The REDD+ focal point in FD is responsible for delivering information content for the R-PP, but will require additional support at the national level to do so. Staff of FAO and UNDP country offices will continue to provide such support, but a national counterpart for the international consultant must also be recruited for R-PP delivery. ToR for this national consultant will be developed by UNDP country office in consultation with regional UN-REDD advisors.
* R-PP drafting process: The Bangladesh REDD+ Readiness Roadmap contains most of the information required for the R-PP. Conversion of the Roadmap to R-PP will proceed through the following steps:
* Structural issues – reorganize content of Roadmap to conform with the components of the R-PP, as outlined in the template version 6.0. This has been largely completed by the regional UN-REDD advisory team, and the result is annexed to this report as ‘Bangladesh R-PP draft 280713’. The international consultant will check and confirm the changes made, according to the list of structural issues outlined in the annex to his/her ToR.
* Information gap analysis – identify sections, text and information specified in the R-PP template which are not included (or not addressed sufficiently) in the Roadmap text. The regional UN-REDD advisory team, in consultation with national counterparts, has carried out an initial gap analysis, the results of which are included in the annex to the ToR for international consultant. The international consultant and national counterparts will review these results and complete the exercise. The exercise carried out by the UN-REDD advisory team did not cover the Roadmap annexes.
* Drafting of additional text – development of text to fill the information gaps identified. The two final components of the R-PP (component 5 ‘Schedule and Budget’ and component 6 ‘Monitoring and Evaluation Framework’) must be developed from scratch.
* Updating existing content – review the full document to check for content that should be changed to reflect changes in national circumstances, new projects, programmes, regulations etc, since the Roadmap was completed in May 2012.
* Internal consistency – full check and correction of document to ensure internal cross-references are appropriate and that formats, pictures, page numbers etc are correct.
* Review: - Once the first draft is complete, the international consultant will submit to regional UN-REDD advisory team, UNDP and FAO country offices, and Forest Department counterparts for comments. A second draft, incorporating these comments, will be submitted to all these partners, plus MoEF, as the final output of the international consultant’s contract.
* Consultations – The Roadmap was developed with inputs from many national stakeholders, through various methods including three national workshops, as set out in the Roadmap text. During R-PP development the international and national consultants must, however, conduct consultations with key national level stakeholders either before or after the first draft has been submitted for review, and the resulting comments and contributions should be included in the second draft. FAO and UNDP country offices will assist in the development of a list of these key national-level stakeholders.
* Validation workshop – The national validation workshop must involve a comprehensive cross section of stakeholders from national level, as well as from provincial locations. The lists of participants in the three national workshops during the Roadmap process should be used as the starting point for invitees to the R-PP national validation workshop. UNDP country office will lead the development of a full invitee list, including CSO/IP representatives from provincial locations. FD will be invited to provide premises and facilities for the validation workshop, which will follow the practice of similar validation workshops conducted recently in Sri Lanka and Viet Nam. Regional UN-REDD advisors will draft the workshop concept. The workshop outputs must include a document, signed by workshop participants, validating the R-PP draft, which will be submitted to the 11th UN-REDD Policy Board meeting along with the R-PP itself.
* Costing of R-PP: The Roadmap did not include cost estimates. This is the most significant gap in the document and is a priority for R-PP development. The Roadmap did, however, include indicative lists of outputs and activities at the end of each section. These should be used as the basis for drafting of R-PP component 5 (Schedule and Budget). FAO Bangladesh has also developed a detailed budget for sections 5 and 6 of the Roadmap (components 3 and 4 of the R-PP). The consultant team may use the results of this exercise and, with the assistance of UNDP country office, add cost estimates of activities under the other components to the spreadsheet.
* Resource requirements fro R-PP process: Resources are required to cover expenses of the international consultant, national consultant, and national validation workshop. International consultant cost is estimated as USD 12,000, which UNDP will cover through UN-REDD global programme. National consultant costs should not exceed USD 3,000. Validation workshop, if held in FD premises, should not exceed USD 10,000 (including all domestic travel and logistics). These latter two cost estimates will be refined and finalized by UNDP country office. FAO and UNDP country offices will cover the costs from their respective in-country resources, according to a division of responsibilities to be agreed on between the offices.
* Roles and responsibilities of support team: In-country support team will consist of Badrul Arefin, Mariam Akhter and Md Shaheduzzaman of FAO country office, and Alamgir Hossein and Tarik-ul Islam of UNDP country office. Alamgir Hossein will function as the focal point for communication with the regional advisory team, consultants and FD counterparts. The regional UN-REDD advisory team will consist of Ben Vickers (FAO), Akihito Kono (UNDP) and Thomas Enters (UNEP). Ben Vickers will function as the focal point for communication with the in-country support team and FD counterparts. The international consultant will be hired under a UNDP contract and will therefore report, in the first instance, to Akihito Kono.
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| Follow up actions:Timeline of activities leading to R-PP submission: Confirmation was received from Secretary, MoEF that the Forest Department may aim for R-PP submission to the 11th UN-REDD Policy Board meeting in December 2013. The timeline for coming months is as follows (based on the guidance from the NP Handbook):* August 2nd week: Secure international consultant and national counterpart.
* September 3rd week: First draft of R-PP submitted to partner agencies and FD
* October 1st week: Final draft of R-PP, incorporating comments from partner agencies and FD
* October 4th week: National validation workshop
* November 2nd week: Submission of R-PP and validation workshop report to UN-REDD Secretariat, for external review
 | **Distribution List:** * Tim Clairs, UN-REDD UNDP PTA
* Estelle Fach, UN-REDD

 \*This content in a different format has already been shared with the FAO and UNDP country teams by the regional team as a joint report on the next steps. |