

Instructions to lead Implementers for drafting the Technical Assistance Closure and Data Collection Report

Objective of the technical assistance (TA) Closure Report and Data Collection Report:

- To communicate publicly in one synthesis document a summary of progress made and lessons learned under the technical assistance (TA) towards the anticipated impact (main template).
- Compile TA-specific information required for internal use in donor and UN reporting (annex 1).

Steps for completing the TA Closure report:

1. The lead TA implementer drafts the report at the end of the assignment as a final deliverable /product. The TA Closure report will capture all activities conducted under the TA hence it is expected that duplication of information will occur from earlier documents. Please copy and summarise relevant material from previous TA outputs/deliverables and the Response Plan, as relevant.
2. A CTCN Manager will review and revise the report before final approval by the CTCN Director.

Important note on public and internal use of the closure report:

Once approved by the CTCN Director, the TA Closure and Data Collection Report will be a public document available on the CTCN website. Annex 1 is for internal use only and will not be publicly available.

Closure and Data Collection Report for CTCN Technical Assistance

1. Basic information

Title of response plan	Mainstreaming Gender for a climate resilient energy system in ECOWAS countries
Country / countries	ECOWAS countries
NDE focal point and organisation	Mr. Joseph Amankwa Baffoe Senior Programme Officer Ghana Environmental Protection Agency Accra, Ghana jabaffoe@gmail.com
Proponent focal point and organisation	Mr. Mahama Kappiah Executive Director ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) Praia, Cabo Verde mkappiah@ecreee.org
Sector(s) addressed	Energy
Technologies supported	Not applicable
Implementation period and total duration	22 August 2017 – 15 July 2018 Duration: 11 months
Total budget for implementation	<u>Instruction:</u> In addition to financial value of the technical assistance, please also include if any pro bono or in-kind support has been provided by both the implementer

	and/or the national counterparts. 125,425 USD Project was supported by ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), Ms Monica MADUEKWE, Resource Mobilisation Specialist
Designer of the response plan	ECREEE
Implementer of response plan	Partners for Innovation BV, Netherlands

2. Summary of all activities, outputs and products that contribute to the expected impact of the technical assistance.

Description of delivered outputs and products as well as the activities undertaken to achieve them. In doing so, review the log frame of the original response plan and refer to it as appropriate	<p>The specific objective for this TA is: <i>To strengthen the local capacity to operationalise the 2017 ECOWAS Policy for Gender Mainstreaming in Energy Access.</i></p> <p>The focus of the TA is on two target groups:</p> <ol style="list-style-type: none"> 1. Gender focal units (GFUs) within the relevant ministries in the ECOWAS countries; and 2. Selected ‘replicator’ organisations that have links to energy, gender and climate change in ECOWAS countries. <p>Deliverables:</p> <p>D0: Stakeholder mapping, existing initiatives mapping, needs assessment, draft participant selection, draft trainings agenda and draft replication strategy</p> <p>D1A: Training for the GFUs of the ministries</p> <p>D1B: Train-the-trainers training for selected replicator organisations</p> <p>D1C: Standardised workshop manuals (trainers' notes, trainees handbook) (EN + FR, pdf + print)</p> <p>D1D: Evaluation framework for trainings</p> <p>D2: Training delivered to 26 participants of GFUs of the ministries</p> <p>D3: Train-the-trainers training delivered to 16 participants of selected replicator organisations</p> <p>D4: Evaluation of trainings using the developed evaluation framework</p>
Partners organisations	<p>Partners for Innovation, Netherlands</p> <p>Partners for Innovation, Niger</p> <p>MDF West Africa, Ghana</p>
Beneficiaries	<p>Liberia, Bureau of alternative energy</p> <p>Nigeria, Ministry of power</p> <p>Ghana, Energy Commission</p> <p>Ghana, Foundation for Grassroots Initiatives in Africa</p> <p>Gambia, ADWAC Agency for Development of Women and Children</p> <p>Gambia, Ministry of Energy</p> <p>Nigeria, Women in Cleantech and Eco-innovation Initiative</p> <p>Liberia, Green Advocates</p> <p>Sierra Leone, Business Women’s Hub</p> <p>Cape Verde, SYAH</p> <p>Bénin, Ministère de l’énergie et du développement des énergies renouvelables</p> <p>Bénin, Direction Générale de L’énergie</p> <p>Bénin, WILDAF</p> <p>Burkina Faso, Ministère de l’énergie</p> <p>Burkina Faso, PracticalAction Consulting WA</p> <p>Cap vert, Ministère du tourisme, de l’industrie et de l’énergie</p> <p>Cote D’ivoire, Actions en faveur de l’homme et de la nature</p> <p>Cote D’ivoire, Ministère de la Femme, de la Protection de l’Enfant et de la Solidarité</p> <p>Guinée Conakry, Ministère de l’énergie et de l’hydraulique</p>

	<p>Guinée Conakry, Jeunesse Active de Guinée Guinée-Bissau, Secrétariat d'Etat à l'énergie Guinée-Bissau, Energy4impact Mali, Agence Malienne pour le Développement de l'Energie Domestique et de l'Electrification Mali, ONG AMEDD Mali, Direction Nationale de l'Energie Niger, Centre National d'ENergie Solaire (CNES) Niger, Ministère de l'Energie et du Pétrole Electro-mécanicien Sénégal, Action Solidaire International Sénégal, Ministère du pétrole et des énergies Togo, CEET Togo, Entrepreneurs du Monde</p>
Methodologies applied to produce outputs and products	<ul style="list-style-type: none"> ✓ Map stakeholders that have a link with energy, gender and climate change ✓ Review existing capacity building programmes ✓ Quick scan of key stakeholders/ institutions (and assess their capacity and needs) ✓ Selection of participants ✓ Develop a replication strategy ✓ Develop a gender mainstreaming course ✓ Develop a train-the-trainers course on gender mainstreaming in all phases of energy projects ✓ Develop a standard training manual for both trainings (trainers' note and trainees' handbook)
Deviations	<p>Trainings were initially meant for 15 participants from Gender Focal Units from the Ministry of each country and 30 participants (2 per country) from selected (Replicating) organizations. In practice 26 participants from GFUs and 16 from Replicating Organisations have been trained.</p> <p>Deliverable 4 (Train-the-trainers workshops to be replicated 4 times throughout the year in each of the 15 countries) was not implemented as it was not part of the ToR.</p>
Achieved or anticipated gender benefits from the TA	<p>Gender mainstreaming for a climate resilient energy system in ECOWAS is the main objective of this TA and hence all the outputs and activities have a strong gender inclusion component.</p> <p>The CTCN technical assistance will aid in institutionalized gender inclusive climate resilient energy policies and increased capacities of various institutions and stakeholders to mainstream gender in climate resilient energy projects and products.</p>
Achieved or anticipated co-benefits from the TA	<p>Furthermore, it will promote enhanced collaboration, information storage and sharing, and learning about gender and climate resilient energy systems.</p>
Anticipated follow up activities and next steps	<p>The ECOWAS Gender Development Centre will provide support for capacity building and knowledge sharing to the individual GFUs and Replicating Organisations.</p> <p>The GFUs will use the lessons learned from the TA to incorporate gender responsive strategies into their operations and implementation strategies.</p> <p>The Replicating Organisations represent the voice of the society on issues related to gender, energy and climate. They will also ensure accountability of Ministries and departments to include gender in their policies and programs.</p>

3. Lessons learnt

	Lessons learnt	Recommendations
Lessons learnt for this TA. Describe essential factors contributing to successful	<ol style="list-style-type: none"> 1. GFUs of many countries were not officially appointed by their respective Ministries when the TA 	<ol style="list-style-type: none"> 1. Most of the GFUs are now installed, therefore this is not an issue anymore.

<p>implementation, as well as specific challenges. Recommendations include considerations on what would need to be in place for increasing success of similar efforts (i.e. regulatory, legal, stakeholders, communication, etc.)</p>	<p>started. Therefore it took a lot of effort and time identifying and getting in contact with them. This resulted in a delay of the TA.</p> <p>2. Level of knowledge and capacities of individuals from the GFUs differs widely.</p>	<p>2. The training that has been developed for the GFUs can be used to train all individuals being / becoming part of a GFU to acquire a basic knowledge and understanding of the topic of gender mainstreaming in the energy system.</p>
<p>Lessons learnt related to climate technology transfer Describe opportunities, challenges and barriers for the use and deployment of the technology or technologies supported by the TA. The objective is to identify specific success factors for technology transfer</p>	<p>3. Further improvement of the knowledge and capacities of the participating GFUs is necessary, especially when applying their knowledge and skills in real situations.</p> <p>4. Other individuals from GFUs and energy ministries should be trained as well.</p> <p>5. For similar trainings, the duration should be increased and/or the daily agenda reduced to improve ownership.</p> <p>6. Especially the planning capacities of the participants need to be strengthened to make them capable of having their voice heard efficiently and offering support to the respective ministries in the planning process.</p> <p>7. Sierra Leone does not have an installed GFU (at the end of May 2018).</p> <p>8. Many of the GFU participants indicated the need for replicating the training within their ministry.</p> <p>9. The current training is probably not sufficient for many GFUs to fully implement the ECOWAS Policy for Gender Mainstreaming in Energy Access and projects.</p> <p>10. Many energy policies in the ECOWAS countries do not incorporate the ECOWAS Policy for Gender Mainstreaming in Energy Access.</p>	<p>3. Facilitate a follow-up gathering after 6 or 8 months with the GFUs and replicators, with a focus on the action plans.</p> <p>4. Organise a similar GFU training for new participants</p> <p>5. Adapt the duration of the current training (preferably 5 days).</p> <p>6. Adapt the current training material to reflect the high importance of 'planning capacities' and/or develop and organise a new training focussed on 'planning capacities'</p> <p>7. Assist Sierra Leone in establishing a GFU and help the replicator (SLWBH) to contact them.</p> <p>8. Assist the GFU participants in replicating the training within their ministry. The Replicator Organisations can play a role in this.</p> <p>9. Assist GFUs and replicators in resource mobilisation, especially in relation to the implementation of the ECOWAS Policy.</p> <p>10. Assist and encourage individual countries to conduct a gender audit of their energy sector to update their policies.</p>
<p>Lessons learnt related the CTCN process for TA</p>	<p>None</p>	<p>None</p>

4. Illustration of the TA and photos

For communication purposes, please provide 2-4 Power Point slides with illustrations or charts showing the TA process, applied methodology, activities, outputs and achieved results. The illustrations must be copied into the TA Closure report but must also be delivered as power point files. Also, please provide at least five high-resolution pictures in jpg format, capturing technical assistance. The pictures should illustrate how the TA has impacted the lives of the beneficiaries in particular and the communities in general.

<p style="text-align: center;">Mainstreaming Gender for a climate resilient energy system in ECOWAS countries</p> <ul style="list-style-type: none"> • Specific objective: <i>To strengthen the local capacity to operationalise the 2017 ECOWAS Policy for Gender Mainstreaming in Energy Access</i> • Focus on two target groups: <ol style="list-style-type: none"> 1. Gender focal units (GFUs) within the relevant ministries in the ECOWAS countries; and 2. Selected 'replicator' organisations that have links to energy, gender and climate change in ECOWAS countries. 	<p style="text-align: center;">Applied methodology</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <tr> <th style="background-color: #FFD700;">Activity 1.1 PREPARATIONS</th> <th style="background-color: #FFA07A;">Activity 1.2 TRAINING WORKSHOPS</th> <th style="background-color: #ADD8E6;">Activity 1.3 EVALUATION</th> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ✓ Map stakeholders that have a link with energy, gender and climate change ✓ Review existing capacity building programmes ✓ Quick scan of key stakeholders / institutions (and assess their capacity need) ✓ Selection of participants ✓ Replication strategy </td> <td style="vertical-align: top;"> <p>DEVELOPMENT</p> <ul style="list-style-type: none"> ✓ Develop a gender mainstreaming course ✓ Develop a train-the-trainers course on gender mainstreaming in all phases of energy projects ✓ Develop a standard training manual for both trainings (trainers' note and trainees' handbook) </td> <td style="vertical-align: top;"> <p>IMPLEMENTATION</p> <ul style="list-style-type: none"> ✓ Implementation of a gender mainstreaming course for staff of the GFUs of the ministries ✓ Implementation of the train-the-trainers course in gender mainstreaming in all phases of energy projects </td> </tr> </table>	Activity 1.1 PREPARATIONS	Activity 1.2 TRAINING WORKSHOPS	Activity 1.3 EVALUATION	<ul style="list-style-type: none"> ✓ Map stakeholders that have a link with energy, gender and climate change ✓ Review existing capacity building programmes ✓ Quick scan of key stakeholders / institutions (and assess their capacity need) ✓ Selection of participants ✓ Replication strategy 	<p>DEVELOPMENT</p> <ul style="list-style-type: none"> ✓ Develop a gender mainstreaming course ✓ Develop a train-the-trainers course on gender mainstreaming in all phases of energy projects ✓ Develop a standard training manual for both trainings (trainers' note and trainees' handbook) 	<p>IMPLEMENTATION</p> <ul style="list-style-type: none"> ✓ Implementation of a gender mainstreaming course for staff of the GFUs of the ministries ✓ Implementation of the train-the-trainers course in gender mainstreaming in all phases of energy projects 																																																
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5. Information for TA impact description

The information in the table below will be used to produce the CTCN TA Impact Description. The TA Impact description is a 2-page summary document for communication purposes. Please copy information from sections above and technical delivery reports as required.

<p>Challenge: Approx. 500 characters with spaces</p>	<p>CHALLENGE</p> <p>As far as addressing climate change is concerned, women are, generally, underrepresented in climate change decision-making and planning at all levels. Even though there has been an increase in capacity building and exchange of experience and knowledge of new and environmentally friendly technologies and measures, women, to a large extent, continue to be exempted from these interventions.</p>
<p>CTCN Assistance: 2 to 4 bullet points. Approximately 450 characters with spaces</p>	<p>CTCN ASSISTANCE</p> <ul style="list-style-type: none"> • Perform a Capacity Needs Assessment • Develop and execute a training workshop for ECREEE's Gender Focal Units within the Ministries • Develop and execute a train the trainers workshop for

	agencies or organizations from ECOWAS countries, working in the field of energy and gender in ECOWAS
<p>Anticipated impact: 2 to 4 bullet points to summarise anticipated impact. Approximately 250 characters with spaces. As a minimum, please include one of the following: i) Quantity of greenhouse gas emissions reduced, avoided or sequestered; or ii) Number of people with increased capacity to adapt to the impacts of climate variability and change.</p>	<p>INTENDED IMPACT CTCN assistance will aid in institutionalised gender inclusive climate resilient energy policies in the ECOWAS region. It will also result in increased capacities of various institutions and stakeholders to mainstream gender in climate resilient energy projects and products. The assistance is also intended to enhance collaboration, sharing, information storage and learning about gender and climate resilient energy systems.</p>
<p>Linkages and contribution to NDC: 2 to 4 bullet points. Approximately 350 characters with spaces</p>	<p>The demonstration of gender responsive mitigation and adaptation projects, aggregated at ECOWAS level, directly contribute towards INDCs, TNAs and NAMAs, along with country level cooperation to achieve NDC targets.</p>
<p>The narrative story: Approximately 1200 characters with spaces</p>	<p>THE STORY Ghana's Environmental Protection Agency in close cooperation with the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) requested assistance through the CTCN will aid in institutionalised gender inclusive climate resilient energy policies in the ECOWAS region. It will also result in increased capacities of various institutions and stakeholders to mainstream gender in climate resilient energy projects and products. The CTCN assistance will perform a Capacity Needs Assessment, develop and execute a training workshop for ECREEE's Gender Focal Units within the Ministries, and develop and execute a train the trainers workshop for agencies or organizations from ECOWAS countries, working in the field of energy and gender in ECOWAS.</p>
<p>Contribution to SDGs: Always include contribution to SDG 13, and to the extent possible, please include contribution to 2 other SDGs, describing the contribution with a few sentence for each SDGs concerned. A complete list of SDGs and their targets is available here: https://sustainabledevelopment.un.org/partnership/register/</p>	<p>SDG 13: Regional strategy of gender mainstreaming and climate change mitigation and adaptation measures in energy policies. SDG 7.2: Increasing the share of renewable energy in the global energy mix by promoting opportunities for women entrepreneurship in renewable energy sector. SDG 7.3a: Knowledge sharing and dissemination of information on gender and climate resilient energy systems among ECOWAS countries. SDG 8: Enabling environment (through policies and capacity building) for gender responsive investment promotions in small and medium renewable enterprises.</p>

Note: Please see example of a TA Impact Description at the following link:

https://www.ctc-n.org/sites/www.ctc-n.org/files/benin_a_ag_forestry.final_.pdf

Annex 1 (for internal use in donor and UN reporting)

A. Standardised CTCN performance indicators for donor and UN internal reporting

Please add quantitative values for indicators relevant to the particular TA in the list below. Non-relevant indicators should be left blank. Please only fill in the table for activities and outputs conducted or produced directly by the CTCN assistance.

CTCN standardised performance indicators	Quantitative value	Qualitative description <i>List the various elements corresponding to the quantitative value</i>
1. Overview		
Number of active person-days (not full duration) of technical assistance provided to counterparts or stakeholders by international experts and consultants	15 13 0	<ul style="list-style-type: none"> • Preparation and capacity needs assessment • Training workshops • Evaluation and capacity building program
Number of active person-days (not full duration) of technical assistance provided to counterparts or stakeholders by national experts and consultants	40 70 8	<ul style="list-style-type: none"> • Preparation and capacity needs assessment • Training workshops • Evaluation and capacity building program
Number of for external communication and outreach activities conducted to showcase the assistance (news release, newsletters, articles on website, etc.)		
2. Events (other than trainings) held as part of the assistance		
Number of international and multi-country (at regional or sub-regional level) technology and knowledge sharing events		
Number of participants in the events above		
Number of national technology and knowledge sharing events		
Number of participants in the events above		
Number of public-private events related to technologies		
Number of participants in the events above		
3. Training and capacity building activities conducted during the assistance		
Number of training sessions and capacity strengthening activities	2	<ul style="list-style-type: none"> • GFU • Replicating Organisations
Number of people who received the training		
Number of men	20	
Number of women	22	
Total number of organisations trained		
Number of research organisations, laboratories and universities		
Number of private companies		
Number of cities and local government		
Number of communities		
Number of ministries	13	
Number of specialised governmental institutions		
Number of non-profit organisations	15	

Level of satisfaction of participants after the training (from training feedback form). Categories include: From very satisfied, satisfied, partly not satisfied, not satisfied at all	73 % 27 %	very satisfied satisfied
Percentage of participants that increased their capacities thanks to the training (from training feedback form). Categories include: Significantly, very, moderately, to none.	42 % 53 % 5 %	significantly very moderate
Percentage of men		
Percentage of women		
4. Tools, technical reports and information material supported by the assistance		
Total number of tools, technical reports and information material supported by the assistance (excluding mission, progress and internal reports)		
Number of tools strengthened, revised or developed		
Number of technical reports strengthened, revised or created		
Number of other information materials strengthened, revised or created	3	<ul style="list-style-type: none"> • GFU training material • Train the trainer material • Final report
5. Policies, laws and regulations supported by the assistance		
Number of policies, strategies, and plans drafted addressing climate change adaptation		
Number of policies, strategies, and plans drafted addressing climate change mitigation		
Number of documents developed to inform other policies, strategies, and plans on climate change adaptation (sectoral strategies, national development plans, etc.)		
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6. Institutional strengthening supported by the assistance		
Number of institutional arrangements in place to coordinate near and long-term national adaptation plans (NAPs)		
Number of organisations with increased technical capacity to advance near and long term national adaptation plans (NAPs) which integrate EbA		
Number of organisations with increase awareness and		

knowledge among countries to better own and drive national adaptation planning processes		
7. Partnerships and cooperation		
Number of private companies directly engaged in the assistance (that partnered with the proponent, the beneficiaries or the CTCN to implement the assistance)		
Number of South-South collaboration enabled during or through the assistance, when stakeholders from other countries were involved in the assistance		
Number of North-South collaboration enabled during or through the assistance, when stakeholders from other countries were involved in the assistance		
Number of Triangular collaboration enabled during or through the assistance, when stakeholders from other countries were involved in the assistance		

B. Indicators of anticipated impacts that may occur after the TA is completed

CTCN standardised performance indicators	Quantitative value Insert the request value and unit	Content List the elements included in the number provided	Expected timeline Indicate when the indicator and value are expected to be achieved	Responsible institution Indicate the institution(s) that will play leading role in enabling the indicators and anticipated values to be achieved
16. Anticipated finance mobilised				
a) Anticipated amount of public/donor investment mobilised (in USD) from the beneficiary country for climate change activities as a result of the TA				
b) Anticipated amount of public/donor investment mobilized (in USD) from international and regional sources for climate change activities as a result of the TA				
c) Anticipated amount of private investment mobilised (in USD) from the beneficiary country for climate change activities as a result of the TA				
d) Anticipated amount of private investment mobilised (in USD) from international and regional sources for climate change activities as a result of the TA				
17. Policies				
a) Anticipated number of policies, strategies, plans, addressing				

climate change mitigation officially proposed, adopted, or implemented as a result of the TA				
Anticipated number of policies, strategies, plans, addressing climate change adaptation officially proposed, adopted, or implemented as a result of the TA.				
b) Anticipated number of laws, agreements, or regulations addressing climate change mitigation officially proposed, adopted, or implemented as a result of the TA.				
Anticipated number of laws, agreements, or regulations addressing climate change adaptation officially proposed, adopted, or implemented as a result of the TA.				
c) Anticipated laws, policies, regulations, strategies and plans where climate change mitigation will be mainstreamed as a result of the TA	13	13 countries involving in the TA	Within next 3 years it is expectable that the 13 countries which received training mainstream a regulation/national strategy/plan based on the results of the capacity building action implemented in this TA	Relevant Ministries in the countries through their GFU that are now in place and operative thanks to this TA
Anticipated laws, policies, regulations, strategies and plans where climate change adaptation will be mainstreamed as a result of the TA				
18. Anticipated number of public-private partnerships created				
19. Anticipated twinning arrangements created as a result of the TA				

20. Anticipated number of technology projects prepared and implemented to support action on low emission and climate-resilient development				
21. Anticipated number of strengthened National Systems of Innovation and technology innovation centres in recipient country				
22. Anticipated Clean Energy Generation Capacity Clean supported by the TA that has achieved financial closure				
23. Anticipated and projected GHG reductions. Quantity of greenhouse gas (GHG) emissions, measured in metric tons of CO _{2-e} , anticipated to be reduced or sequestered as a result of projects supported by the TA				
24. Anticipated clean energy generation capacity supported by the TA that has achieved financial closure				
25. Anticipated and projected greenhouse gas emissions reduced or avoided through 2030, in metric tons of CO _{2-e} , from adopted laws, policies, regulations, or technologies related to clean energy/sustainable landscapes as a result of the TA				
26. Anticipated number of people improving their livelihood as co-benefits as a result of the TA				
27. Anticipated technology types effectively deployed in the country				
28. Anticipated UNFCCC processes implemented as a result of the TA (NAMA, NAPA, NDC, etc.)				
29. Anticipated Technology Needs Assessments (TNA) and technology Action Plans (TAP) as a result of the TA				
30. Anticipated cooperative research, development and demonstration programmes within and between developed and developing country Parties facilitated as a result of the TA				
31. Anticipated improved climate change observation systems and related information management in developing country Parties.				

Annex 2 (for internal use – to be filled in by the CTCN)

CTCN evaluation

This section will be completed by the relevant CTCN Technology Manager.

- Evaluation of the timeliness of the TA implementation as measured against the timeline included in the response plan;
- Evaluation of TA quality as defined in the response plan;
- Overall performance of the Implementers;
- Overall engagement of the NDE and Proponent;
- Lessons learned on the CTCN process and steps taken by the CTCN to improve.