Country	**Costa Rica**
Request ID#	**2016000008**
Title	*Strengthening technology transfer platform for Tropical Forest Management and Ecosystem Services to address climate change: "The Costa Rica Green Hub".*
NDE	*Andreas Meza, Direcion de Cambio Climatico (MINAE),* ameza@minae.go.cr / Andreas.mezamurillo@gmail.com
Proponent	*Felipe Carazo O., Fundecor,* felipe.carazo@fundecor.org

Summary of the CTCN technical assistance

The Management of Tropical Forests is one of the key focus areas of the Government of Costa Rica's Nationally Determined Contribution (NDC), for its contribution to mitigation and adaptation to climate change, as well as the creation of financing schemes for the payment of ecosystem services. One key tool to further professionalize the Management of Tropical Forests is the 'Costa Rice Green Hub' (https://www.fundecor.org/green-hub).

- The technical assistance will provide the tools and training resources to support the further development of the "The Costa Rica Green Hub" into a knowledge management system.
- The technical assistance will be provided to the "The Costa Rica Green Hub" through delivering training and tools for:
    1. Facilitated capture and transfer of knowledge;
    2. Management of a knowledge management system (governance, roles, content management practices, development practices);
    3. Improving retrieval of knowledge through a knowledge management system (human and technical interventions that help to improve retrieval of content);
    4. Creating networks for sharing of knowledge; and
    5. Monitoring and evaluating the transfer of knowledge.

Agreement:

(If possible, please use electronic signatures in Microsoft Word file format)

National Designated Entity to the UNFCCC Technology Mechanism for which the Climate Technology Centre and Network is the operative arm

Name: Andreas Meza
Title: MINAE Director
Date: **19/10/2017**
Signature:

MINISTERIO DE AMBIENTE Y ENERGIA
minae
DIRECCION DE CAMBIO CLIMATICO
COSTA RICA

UNFCCC Climate Technology Centre and Network (CTCN)

Name: Jukka Uosukainen
Title: CTCN Director
Date: 09/10/2017
Signature:

Background and context

The National Development Plan (20152018) mentions within the Strategic Sectorial Proposal, the following objective: "Fostering actions in the face of global climate change, through Citizen participation, technological change, innovation processes, research and knowledge to ensure the wellbeing, human security and competitiveness of the country. MIDEPLAN, 2014".
Developing countries and those vulnerable to climate change face problems in relation to their technological development such as: Poor capacity to access, absorb technological options and a lack of knowledge to operation and management of new technology.
Costa Rica is addressing this challenge by finding technical and scientific synergies between mitigation and adaptation. For a long time, the country has been at the forefront of mitigation plans and developed schemes that are based on payments for environmental services under forest legislation. At the same time there is a demand for joint actions of different sectors within the public, private, and civil society sector (energy, forestry, agriculture, livestock), that currently puts pressure on available resources.
The National Plan for Science, Technology and Innovation 2015 -2021 (2015) states: "There is an urgent need to foster the interaction between public and private research centers that strengthen the transfer of technology to the productive sector and develop its competitiveness".

1. Problem statement

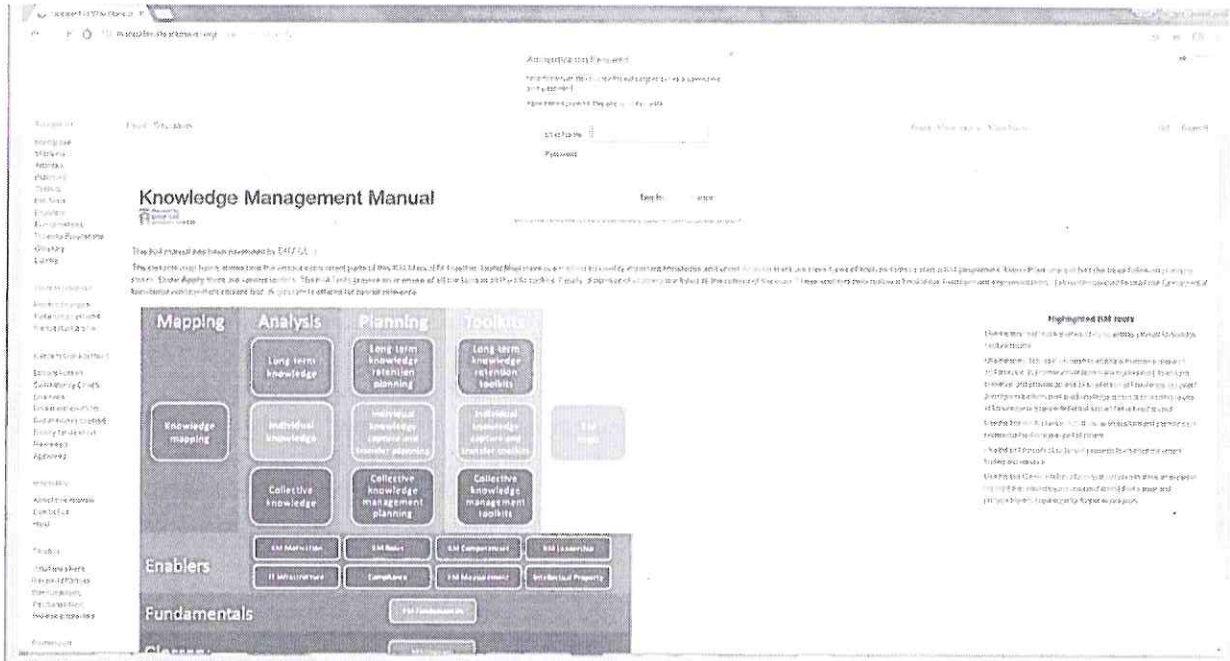
FUNDECOR an organization established by the Government of Costa Rica and a network member of CTCN identified that Costa Rica, in its efforts to integrate public actors and private partnerships, needed to build synergies in the field of knowledge transfer of mitigation and adaptation instruments linked to tropical forest management and ecosystem services (carbon, biodiversity and water). It has also identified that there is currently a gap in local capacities to manage this management and transfer information as well as the required knowledge and techniques. Therefor there is a need to acquire training in the basics of knowledge management and transfer in the area of mitigation and adaptation to Climate change.
The request for technical assistance relates to the generation of capacities to manage and administer knowledge, encompassing its capture and its final transfer to targeted audience. In accordance with the INDC (MINAE, 2015) and the National Climate Change Strategy (2013) the Technical Assistance falls under both the CTCN Adaptation sectors: biodiversity, agriculture, agriculture and drinking water supply and the CTCN Mitigation sectors: change of land-use, forestry, agriculture and water.

2. Logical Framework for the CTCN Technical Assistance:

Months ->	1	2	3	4	5 [KE1]
Output 1: Development of implementation planning and communication documents					
Activity 1: Developing the mandatory implementation planning documents for the rest of the activities i) A detailed work plan of all activities, deliveries, outputs, deadlines and responsible persons/organizations and detailed budget to implement the Response Plan. The detailed work plan and budget must be based directly on this Response Plan; ii) A monitoring and evaluation plan with specific, measurable, achievable, relevant, and time-bound indicators used to monitor and evaluate the timeliness and appropriateness of the implementation (please refer to section 14); iii) A two-page CTCN Impact Description formulated in the beginning of the technical assistance and update/revised once the technical assistance is fully delivered (a template will be provided). iv) A closure report and data collection filled at the end of the technical assistance (a template will be provided)					
Deliverables output 1: • D_1. Workplan • D_2. M&E plan • D_3. CTCN Impact description • D_4. Closure report and data collection	D_1 D_2 D_3			D_4	
Output 2: Design and Implementation of Train the Trainer Workshop					
The initial stage of the work the implementer together with Fundecor will assess the functionalities of the Green Hub, the target user and the key functionality needs of these target users. Resulting in a gap & needs analysis that will be input for the train-the-trainer workshop and allows focussing of key gaps needed to effective knowledge capturing by the Green Hub Portal.					
Activity 2.1: Virtual Meeting between NDE Costa Rica, Fundecor & implementer The implementer will organise a brief (max 1 hour) virtual check-in meeting with the Green Hub staff to discuss 1. The Green Hub: background and its objectives; 2. The target users, functionalities and development timeline; and 3. Key target areas for Knowledge Management 4. Overview of implementer relevant competences					
Activity 2.2: Gap Analysis The implementer will identify key elements that require strengthening within the Green Hub and will be addressed through subsequent activities. The focus will be on the ability for Green Hub to effectively capture knowledge sources and make it available to the users of the Green Hub					

Activity 2.3: Drafting of the customized Train-the-Trainer Workshop on Knowledge Management Knowledge Capture and Knowledge Retention Working closely with the Fundecor and the NDE, the implementer will work through the process of effective knowledge capturing that is relevant to the target audience and their basic user needs as well as demonstrating how Knowledge can be retained within the system but also within the users organisation. There by going beyond the basic concept of knowledge acquiring but also making sure that knowledge can be effectively retained within the sector and effectively identify critical gaps within the persons/organisational knowledge and how critical this is to the overall ability to perform the activities. Profile of the course attendance It is proposed that 2 people from Fundecor and 1 person from the NDE/Ministry of Environment Costa Rica will attend the train-the-trainer course in a specialised centre specialised in upscaling the deployment of climate technology solutions and leader of climate Knowledge Management System (potentially in Europe). Although some of the course material will have a IT focus, the course it not meant to be a IT training but providing an understanding of the type of knowledge content should be considered and what type of functionalities this would require within a Knowledge Management System. As such the profile of the members that will be nominated by Fundecor and the NDE of Costa Rica should be: o Good conceptual understanding of IT (databases, websites etc.) – not necessarily as a programmer but as an advanced user o Expert/Professional within the Forestry /Environment Sector of Costa Rica o Good understanding of the concepts and objectives of the Green Hub o Familiarity with interviewing and group facilitation o Good command of English						
Deliverables output 2: • D_5. Gap Analysis Report • D_6. Train-the-Trainer Workshop Agenda	D_5 D_6					
Output 3: Train-the-Trainer workshop						
Activity 3.1: Train-the-Trainer workshop This activity will be the train-the-trainer workshop to be held in a selected leading center (potentially in Europe). During this train-the-trainer workshop the implementer will present the basic principles behind Knowledge Management and knowledge sharing based on the concept of critical Knowledge Capture and Retention. The workshop is based on the principles of train-the-trainer and will provide PowerPoint and pdf training material in English them deliver their own training back in Costa Rica with the aim to expand capacity locally. The initial agenda for the Train-the-Trainer workshop is provided below and will be updated based on the findings of output 2 Day 1: Introduction to Knowledge Management						

○ What is knowledge and what is knowledge management ○ Collective and individual knowledge risk ○ Communities of practice ○ IT for knowledge management ○ Typical knowledge management programmes ○ The organisation and governance of knowledge management Day 2: Knowledge capture and retention ○ Tools to identify critical knowledge ○ Tools for knowledge capture ○ Practical sessions Day 3: Knowledge capture and retention ○ Interviewing and facilitation skills ○ Practical sessions Day 4: Setting up knowledge portals ○ Typical knowledge portal programmes ○ Example implementations and lessons learned ○ Hot topics ▪ Search ▪ Taxonomies ▪ Open data linkages						
Activity 3.2: Optional Side-Event with Forest Experts from specialized Knowledge Institutes The implementer will facilitate side-events with involvement of experts from e.g. the Wageningen University (e.g.: https://www.wur.nl/en/Expertise-Services/Chair-groups/Environmental-Sciences/Forest-Ecology-and-Forest-Management-Group/People.htm) and/or Van Hall Larenstein University (http://www.vhluniversity.com/vhl-studies/bachelor/forestry-and-nature-management/content-programme/tropical-forestry-.aspx).						
Deliverables output 2: • D_7- Train-the-Trainer Workshop • D_8- Expert Side Event		D_7 D_8				
Output 4: Green Hub Wiki Knowledge Management Tool Page **Activity 4.1: Development of Green Hub Wiki Knowledge Management Tool Page** The implementer will propose a structure for a Knowledge Management tool page to be inserted in the Green Hub wiki. The work will be based on earlier work that the implementer has undertaken in this field. An excerpt is shown below.						



Deliverables output 4:

- D_9. FUNDECOR Knowledge Management Wiki Page

Output 5: Follow up support / Distant training

Activity 5.1: Virtual Coaching Sessions to Fundecor/NDE Costa Rica (15 * 2 hrs.)

Experience has shown that during the intense train-the-trainer course not all topics and specific questions from the participants can be addressed. This is due to the fact that when the participants of the training start implementing the gained knowledge in their own environment, they identify more specific needs and/or questions on how the Knowledge Management tools are to be used. Based on the programme delivered in the specialized centre there will be a follow-up with the course members to assist and provide further training on the tools that have been provided to the Green Hub programme. The implementer will hold up to the equivalent of 15 * 2 hrs virtual sessions in which the course members will have access to the implementing institution's experts to train them in the Knowledge Management Tools and their applicability.

Deliverables output 5:

- D_{10}. Individual Briefing notes from each Coaching Session

D_9

D_{10} D_{10}

3. **Resources required and itemized budget:**

Activities and Outputs	**Input: Human Resources** *(Title, role, estimated number of days)*	**Input: Travel** *(Purpose, national vs. international, number of days)*	**Inputs: Meetings/events** *(Meeting title, number of participants, number of days)*	**Input: Equipment/Material** *(Item, purpose, buy/rent, quantity)*	**Estimated cost** *Please accumulate the costing at Activity and Output level and provide an estimated costing range for the total Response Plan*	
					Minimum	**Maximum**
Output 1: Development of implementation planning and communication documents	Knowledge Management coordinator (1 day)				In-Kind	In-Kind
Output 2: Design and implementation of Train the Trainer Workshop	Knowledge Management coordinator (½ days) & Knowledge retention specialist, (1 days)	-.-	-.-	-.-	2 500	2 500
Output 3: Train-the-Trainer workshop	Knowledge Management coordinator (2 days) & Knowledge retention specialist (3 days) Forestry Specialist, (2 days)	3 nominated persons from Costa Rica to European leading training centre For 5 days	Train-the-Trainer Workshop 3 days	-.-	21 000	24 500
Output 4: Green Hub Wiki Knowledge Management Tool Page	Knowledge retention specialist (6 days) Knowledge Management developer	-.-	-.-	-.-	13 500	13 500

	(3 days)					
Output 5: Follow up support / Distance learning	Knowledge retention specialist (7 ½ x 2 hrs) Knowledge Management developer (7 ½ x 2 hrs)	-.-	Virtual meetings (skype) up to equivalent of 15 times 2 hrs	-.-	6 375	6 375
Estimated range of costing for the entire Response Plan					43 375	46 875

4. Profile and experience of experts

Based on the required Human Resources identified in section 4 (Resources required and itemized budget) please provide a description of the required profile of all involved experts for the implementation of the CTCN Response Plan.

Experts required	Brief description of required profile
Please use the same titles for all experts as applied in section 4.	*Please provide a short description of expertise and experience needed (education, sectors of expertise, years of experience, country experience, language requirements, etc.).*
Knowledge Management *coordinator*	Experience with running train the trainer courses in Knowledge Management and Knowledge retention
Knowledge retention specialist	Experience with implementing knowledge retention exercises, activities, modules in professional organisations
Knowledge management system developer	Experience with the development of Knowledge Management Systems & development of Knowledge Management tools
Forestry expert	Experience in tropical Forestry & Forest/Resource Management & Climate Change policies

5. Intended contribution to impact over time

Based on the intensive training during the Knowledge Management Masterclass, Fundecor will obtain required training necessary to run effective Knowledge capturing events as well as Knowledge Management Master Classes in Costa Rica that will enable assimilations and access to of key Forest Management knowledge of the resources managers responsible for the management of forest resources within Costa Rica.

6. Relevance to NDCs and other national priorities

- *National Development Plan 2015 – 2018 (MIDEPLAN, 2014) –*
  Chapter 5 of National Strategy Proposals pages 92 – 525.
  Page 471: (within section 5.15 on: Environment, Energy, Seas and Territorial Ordering).
- *Technology Needs Assessment (MINAE, 2012)*
  Page 82 ("No mechanism or communication network has been institutionalized Climatological information on planning for public investment")
  Page 54 : ("Strengthening inter-agency coordination and partnerships for synergistic management between biodiversity and climate change; Implementation of a regional programme to monitor with reportable, reliable and verifiable metrics, as well as promoting regional management Social and Adaptive management of biodiversity")
- *Planned and determined nationally Contribution Costa Rica (MINAE, 2015)*
  Page 2 "... strengthen local capacity for low emission development")
  Page 5 (Contribution in adaptation), Page 19 ("Capacity building, Transfer of technology and financing for adaptation")
- *National Plan for Science, Technology and Information 2015 – 2021 (MICIT, 2015)*
  Throughout the paper it is mentioned that in sectoral, cross-sectoral and institutions should address the issue of knowledge generation and transfer and technology as a key to strengthening national capacities.

7. Linkages to relevant parallel on-going activities:

The technical assistance of the CTCN with its network of experts will make it possible to develop a Knowledge Management System which allows for the knowledge that exists in the country to be better disseminated among its peers and support the organisations with management and administration of their natural resources. The basis of the work done within the Forestry sector is also expected to facilitate the transfer of knowledge to other actors, national and internationally. This contributes to the further development of the National Strategy for Climate Change Adaptation and National Adaptation Plan.

8. Anticipated follow up activities after this technical assistance is completed:

Following the implementation, the following activities are expected to be implemented and further developed:

- Coordination with local actors and countries demanding transfer services Knowledge and technology.
- Meet national and international demand in tropical countries of knowledge and technologies.
- Provide effective and efficient transfer of knowledge to countries that need to adapt Practices associated with the models developed by Costa Rica.
- Technology transfer.
- Strengthen national capabilities to meet the countries commitments.

9. Gender and co-benefits:

Imbedded in design of the activities:	The Technical Assistance and tools are gender neutral and not specifically targeted to focus on the specific gender needs. The NDE and FUNDECOR are nonetheless encouraged to assign Female train-the-trainers as part of their nomination for their staff that will attend the
Gender and co-benefits intended as result of the activities:	

10. Main in-country stakeholders in implementation of the technical assistance activities:

In country stakeholder	Role in implementation of the technical assistance
Ministry of Environment and Energy and Their dependencies (Directorate Climate Change, National Fund of Forest Financing)	• National Designated Entity • Counterparty main experts CTCN and National level in terms of Administrative procedures • The political leader of Costa Rica Green Hub
FUNDECOR- Foundation for Development of the Cordillera Central Volcanic	• Counterparty expert level CTCN National in operational terms. • Member of the CTCN
CATIE – Agronomic Center Tropical Research and Teaching	• Leader in scientific knowledge generation • Consortium Partner CTCN

11. SDG Contributions:

Goal	Sustainable Development Goal	Direct contribution from CTCN TA (1 sentence for top 1-3 SDGs)
1	End poverty in all its forms everywhere	
2	End hunger, achieve food security and improved nutrition, and promote sustainable agriculture	
3	Ensure healthy lives and promote well-being for all at all ages	
4	Ensure inclusive and equitable quality education and promote life-long learning opportunities for all	
5	Achieve gender equality and empower all women and girls	
6	Ensure availability and sustainable management of water and sanitation for all	
7	Ensure access to affordable, reliable, sustainable, and modern energy for all (consider adding targets for 7)	
	7.1 - By 2030, ensure universal access to affordable, reliable and modern energy services	
	7.2 - By 2030, increase substantially the share of renewable energy in the global energy mix	
	7.3 - By 2030, double the global rate of improvement in energy efficiency	
	7.a - By 2030, enhance international cooperation to facilitate access to clean energy research and technology, including renewable energy, energy efficiency and advanced and cleaner fossil-fuel technology, and promote investment in energy infrastructure and clean energy technology	
	7.b - By 2030, expand infrastructure and upgrade technology for supplying modern and sustainable energy services for all in developing countries, in particular least developed countries, small island developing States, and land-locked developing countries, in accordance with their respective programmes of support	
8	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	
9	Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	
10	Reduce inequality within and among countries	
11	Make cities and human settlements inclusive, safe, resilient and	

	sustainable	
12	Ensure sustainable consumption and production patterns	
13	Take urgent action to combat climate change and its impacts	*All TAs should indicate relevance to Goal 13 and at least one target below (13.1 to 13.b).*
	13.1 - Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries	
	13.2 - Integrate climate change measures into national policies, strategies and planning	The Technical Assistahce directly supplements current national policies, strategies and planning in relation to Forestry and Resource management within Costa Rica.
	13.3 - Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning	The Technical Assistance directly focus the training of staff within Costa Rica and through the Train the Trainer programme enhance their ability to provide training to experts within Costa Rica
	13.a - Implement the commitment undertaken by developed-country parties to the United Nations Framework Convention on Climate Change to a goal of mobilizing jointly $100 billion annually by 2020 from all sources to address the needs of developing countries in the context of meaningful mitigation actions and transparency on implementation and fully operationalize the Green Climate Fund through its capitalization as soon as possible	
	13.b - Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing States, including focusing on women, youth and local and marginalized communities	The Technical Assistance directly focus on enhancing the distribution and knowledge en enhance the Green Hub's ability collect and disseminate knowledge to its key target groups
14	Conserve and sustainably use the oceans, seas and marine resources for sustainable development	
15	Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss	Through the technical assistance Green Hub will be able to establish a more effective Knowledge sharing programme that share key information around the management of Costa Rica's Forest resources
16	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels	
17	Strengthen the means of implementation and revitalize the global partnership for sustainable development	The Technical Assistance contributes to facilitating knowledge transfer as it helps to create a Green Hub that promotes knowledge transfer to the wider world, within the area of sustainable development

12. Classification of technical assistance:

Please tick off the relevant boxes below	*Primary*	*Secondary*
☐ 1. Decision-making tools and/or information provision	X	☐
☐ 2. Sectoral roadmaps and strategies	☐	☐
☐ 3. Recommendations for law, policy and regulations	☐	☐
☐ 4. Financing facilitation	☐	☐
☐ 5. Private sector engagement and market creation	☐	☐
☐ 6. Research and development of technologies	☐	☐
☐ 7. Feasibility of technology options	☐	☐
☐ 8. Piloting and deployment of technologies in local conditions	☐	☐
☐ 9. Technology identification and prioritization	☐	☐

Please note that all CTCN technical assistance contributes to strengthening the capacity of in country actors.

13. Monitoring and Evaluation process

Upon contracting of the implementing partners to implement this Response Plan, the lead implementer will produce a monitoring and evaluation plan for the technical assistance. The monitoring and evaluation plan must include specific, measurable, achievable, relevant, and time-

bound indicators that will be used to monitor and evaluate the timeliness and appropriateness of the implementation. The CTCN Technology Manager responsible for the technical assistance will monitor the timeliness and appropriateness of the Response Plan implementation. Upon completion of all activities and outputs, evaluation forms will be completed by the (i) NDE about overall satisfaction level with the technical assistance service provided; (ii) the Lead Implementer about the knowledge and learning gained through delivery of technical assistance; and (iii) the CTCN Director about timeliness and appropriateness of the delivery of the activities and outputs.