



## Reporting Template

### Status of Implementation of Climate Change Action Plans

*The CCAP Reporting Template has two parts:*

- *Part 1 is to measure the overall implementation of CCAP*
- *Part 2 measures the progress of implementation each action that proposed in the CCAP.*



## Part 1: Status of Overall Implementation of CCAP<sup>1</sup>

### Key Achievements to Date

#### 1. What are key achievements from the implementation of CCAP actions so far?

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### CCAP Management Arrangements

#### 2. Overall CCAP Management Arrangements:

- Does your ministry have a climate change working group (WG) or focal point (FP)?  Yes  No
  - If “yes”, do the terms of reference (TOR) for WG or FP exist?  Yes  No
  - If “yes”, what are their main roles and functions?

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- Is the CCTWG representative from your ministry a member of the your WG?  Yes  No

#### • Management arrangements diagram

Draw a diagram of management arrangements within the ministry for the implementation of its CCAP (please use a separate sheet)



<sup>1</sup> Please feel free to add lines to any of the sections below, as needed.



- *Identify how many women and how many men make up the WG (as above in the diagram) and identify the roles and functions of each participant.*

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- *Who is responsible for mainstreaming CCAP into planning and budgeting instruments within the ministry/agency?*

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- *Who is responsible for CC related knowledge and information management?*

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- *Who is responsible for the monitoring and evaluation (M&E) of the CCAP?*

- *If there are 1 or more people responsible, are they from (or liaising with) the Planning/M&E relevant department in your ministry/agency?  Yes  No*

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- *Who is responsible for the gender aspects of the CCAP, i.e. addressing differentiated vulnerabilities of climate change for women and men?*

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- *If there are 1 or more people, do they liaise with the Gender Mainstreaming Action Group in your ministry/agency?  Yes  No*

**3. Who are the key partners for the implementation of CCAP?**

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**4. Are there any other actions/projects on climate change being implemented by your ministry/agency in addition to those listed in the CCAP?**  Yes  No

- If “yes”, please list:

Name of Project/Program	Climate Focal Area (Adaptation / mitigation)	Sector	Duration (from to)	Implemented by (Department or General Secretariats within your Ministry)	Donor	Funding amount

- Of the additional activities listed above, please mark with an asterisk those that are specifically targeted at women, or designed to reduce women’s specific vulnerabilities to climate change

**5. What actions could be replicated/scaled up to increase the impact of CCAP if you had more resources?**

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**Understanding the Current Capacity Gaps**

**6. Status of institutional capacity and coordination of CCAP implementation.**

- What are the challenges and lessons learnt on increasing staff’s technical capacity to address and implement climate change response?

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- *What are the challenges and lessons learnt from your work with the key partners<sup>2</sup> in the implementation of CCAP? (e.g. private sector, NGOs, other government agencies collaborating of potential partnerships for implementation)*

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- *Are there other potential partnerships for implementation?*

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- *What are the challenges and lessons learnt on management arrangements for coordination of sectoral climate change response?*

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**7. Challenges and lessons learnt on integration of CC into sectoral planning**

- *What are the challenges and lessons learnt on integrating CCAP actions into planning and budgeting at the sectoral level?*

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- *What are the challenges and lessons learnt on integrating actions into planning and budgeting at the sub-national level?*

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<sup>2</sup> These refer to the key partners identified in question 3.



**8. What are the challenges and lessons learnt on mobilizing resources?**

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**9. Are you monitoring CCAP implementation?**  Yes  No

- *If “yes”, what are challenges and lessons learnt on conducting M&E and regular reporting?*

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- *If “no”, please indicate the reason:*

*Probing questions:* Do you have a clear M&E plan for CCAP? Do you have staff with expertise in M&E? Do you have indicators that can be easily measured and can help you track progress made in the implementation of the CCAP and its actions?

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**10. What are the challenges and lessons learnt on knowledge or information needed to plan and implement an effective response?**

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**11. What are the challenges and lessons learnt, if any, on how gender considerations have been included in the current CCAP?**

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**12. What activities will you put in place to overcome identified challenges?**

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**This concludes the report on the overall status of implementation of the CCAP**

**Please proceed to the following section to report on the status of  
implementation of each action of the CCAP**



## Part 2: Status of Implementation of Each Action in CCAP

Fill out this section for each of the CCAP actions (repeat as many times as necessary to report on all actions listed in the CCAP). Also, please add lines to the sections below as needed.

**Action 1:** \_\_\_\_\_

### Type of Intervention

1. Types of intervention
  - Adaptation
  - Mitigation
  - Both Adaptation and Mitigation

### Management Arrangements for the Implementation of this CCAP Action

2. Who is leading the implementation of this action? (General Directorate, Department and/or Unit)

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3. Partnerships for the implementation of this action

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|---|---|
| <input type="checkbox"/> Within ministry (e.g. other Departments, General Directorates) | <input type="checkbox"/> Local NGOs     |
| <input type="checkbox"/> With other ministries  | <input type="checkbox"/> Universities   |
| <input type="checkbox"/> Development partners   | <input type="checkbox"/> Private sector |
| <input type="checkbox"/> International NGOs   | <input type="checkbox"/> Other: _____   |

### Implementation Status

4. What is the level of implementation this action?
  - Not yet started
  - Feasibility study stage
  - Implementation started (but with less than 50% implemented)
  - Over 50% implemented
  - Action fully implemented/completed
  - Inactive (*i.e. action has started, but no activities have been undertaken in the last 12 months*)
  
5. Is this action included in:
  - The strategy of your sector/ministry
  - Your ministry's Public Investment Programme
  - Your ministry's Budget Strategic Plan / Program Budget





Your ministry's Provincial Department Work Plan

6. How has this action been or how would it be financed? (Tick several if needed)

- National budget
- External finance – grant. If yes, indicate donor(s): \_\_\_\_\_
- External finance – loan. If yes, indicate donor(s): \_\_\_\_\_

7. Percentage of funds mobilized for this action

- 0%  100% (fully funded)
- 1-49%  More than 100%
- 50-99%

8. Barriers to the implementation of this action

- Technical Capacity
- Complexity of implementation (e.g. coordination issues)
- Project management issues (e.g. procurement issues, import of equipment)
- Financing
- Other: \_\_\_\_\_

### Achievements and Impacts of Implementing the Action

9. Location of the action

*Is this action implemented at central level?*  Yes  No

*If "No", please indicate where action will be implemented (province, and if possible district, commune):*

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10. Beneficiaries

*(Please list down the major direct and indirect beneficiaries from the implementation of this action, indicating estimated total number of beneficiaries per type of beneficiary, disaggregated by sex whenever possible.)*

• Direct beneficiaries:

Who? ..... Total number? ..... Of this total, how many are women? .....

Who? ..... Total number? ..... Of this total, how many are women? .....

Who? ..... Total number? ..... Of this total, how many are women? .....

Who? ..... Total number? ..... Of this total, how many are women? .....

• Indirect beneficiaries:

Who? ..... Total number? ..... Of this total, how many are women? .....

Who? ..... Total number? ..... Of this total, how many are women? .....

Who? ..... Total number? ..... Of this total, how many are women? .....



- Was this action designed/developed specifically to benefit women and girls?

Yes       No

11. What are knowledge products generated from implementation of this Action?

*Please list key knowledge products:*

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This concludes the report on the status of Action 1 of your CCAP

**Please repeat this reporting process, using pages 7-9 of this template, to report on the status of implementation of each additional action of the CCAP**