



Paris Committee on Capacity-building

16 June 2020

Fourth meeting

Virtual meeting, 22–25 June 2020

Background note on developing a toolkit for assessing capacity-building needs and gaps

Recommended action by the Paris Committee on Capacity-building

The Paris Committee on Capacity-building (PCCB) will be invited to:

- a) Consider the concept note on developing a toolkit for assessing capacity-building needs and gaps;
- b) Agree on the appropriate next steps with regard to the toolkit.

I. Possible actions for consideration by the Paris Committee on Capacity-building

1. In response to the mandate of the PCCB on identifying capacity gaps and needs, a concept note on developing a toolkit for assessing capacity-building needs and gaps was prepared intersessionally for consideration by the PCCB at its 4th meeting.
2. The PCCB may wish to:
 - (i) Consider the concept note contained in the annex to this background note;
 - (ii) Agree on the appropriate next steps with regard to the toolkit.

II. Background

3. The PCCB, established by the Conference of the Parties at its twenty-first session, has the aim of addressing gaps and needs, both current and emerging, in implementing capacity-building in developing country Parties and further enhancing capacity-building efforts, including with regard to coherence and coordination in capacity-building activities under the Convention.¹
4. In 2019, the PCCB produced a technical paper² based on the results of its pilot exercise to capture national capacity-building gaps and needs as well as identify success factors, good practices and lessons learned with regard to closing existing capacity gaps in developing countries related to implementing the Paris Agreement. Among the recommendations of the technical paper is that the PCCB be requested to develop a toolkit to guide an assessment of capacity gaps and needs related to implementing the Paris Agreement. In response to this recommendation, a concept note on developing such a toolkit has been prepared for consideration and discussion at the 4th meeting of the PCCB. The note provides an overview of factors that could be considered by the PCCB in developing the toolkit.

¹ Decision 1/CP.21, para. 71.

² Available at

https://unfccc.int/sites/default/files/resource/PCCB_TP_capacity%20gaps%20and%20needs_NDCs_final.pdf.

Annex

Concept note on developing a toolkit for assessing capacity-building needs and gaps

Abbreviations and acronyms

BUR	biennial update report
COP	Conference of the Parties
ICA	international consultation and analysis
NAP	national adaptation plan
NDC	nationally determined contribution
PCCB	Paris Committee on Capacity-building
SCF	Standing Committee on Finance

I. Preamble

1. In 2019, the PCCB produced a technical paper¹ based on the results of its pilot exercise to capture national capacity-building gaps and needs as well as identify success factors, good practices and lessons learned with regard to closing existing capacity gaps in developing countries related to implementing the Paris Agreement.
2. The pilot exercise confirmed that all countries continue to face institutional, technical and financial capacity barriers, and that significant differences exist among countries in terms of the scope and scale of their capacity gaps and needs. Among the recommendations of the technical paper is that the PCCB be requested to develop a toolkit to guide developing country Parties' assessment of capacity gaps and needs related to implementing the Paris Agreement.
3. This concept note provides an overview of factors that could be considered by the PCCB in developing a toolkit to support the assessments in developing country Parties. The toolkit is intended to form part of the PCCB's 2021–2024 workplan, which is to be considered by COP 26. The note is based on a qualitative survey of available climate policy tools, reviews of relevant COP and PCCB decisions and documents related to the development of a toolkit, relevant submissions and policy papers, and conversations with a cross section of stakeholders affiliated with the PCCB.

II. Overview

4. The framework for capacity-building in developing countries² establishes the scope of capacity-building related to implementing the Convention. The guiding principles of the framework are reflected in Article 11 of the Paris Agreement and in subsequent decisions of the COP and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement. These principles were sharpened at COP 25³ through specifying the priority areas of the PCCB.
5. The PCCB addresses current and emerging gaps and needs in implementing and further enhancing capacity-building in developing countries, fostering the coherence and coordination of capacity-building within the UNFCCC process and collaboration among stakeholders at all levels, including through the promotion of knowledge- and experience-sharing. It is well positioned to develop a toolkit that centralizes guidance, best practice and proven approaches to support developing countries in identifying and addressing climate change related capacity needs and gaps.
6. The aim of a toolkit is to provide stakeholders with targeted information, materials and knowledge gained from past experience to inform decision-making, including decisions that are critical to the successful implementation of their policy or programme. A toolkit, or toolbox, can be considered to be a collection of resources that assist stakeholders in conducting quantitative or qualitative analyses to support policy or programme objectives. A tool, in this context, is a single resource that serves a particular objective, sector or national circumstance linked to assessing national capacity-building needs and gaps related to implementing the Paris Agreement.
7. Research undertaken in preparing this concept note confirms that high-quality existing resources⁴ from reliable sources are currently available to support national needs and gaps assessments. However, the cross-cutting nature⁵ of capacity-building, the varied nature of national circumstances and the disaggregated grouping of online information diminishes the usefulness of these resources and underscores the value to be added by a toolkit that focuses on capacity-building and targets developing country officials.
8. The concept note presents some general observations based on a comparative analysis of toolkits on climate change and capacity-building available online (chap. IV) as well as highlights a

¹ Available at https://unfccc.int/sites/default/files/resource/PCCB_TP_capacity%20gaps%20and%20needs_NDCs_final.pdf.

² As set out in the annex to decision 2/CP.7.

³ See decision 9/CP.25 on the review of the PCCB.

⁴ See references at the end of the document.

⁵ This nature is described on page 3 of the European Capacity Building Initiative's *Pocket Guide to Capacity Building* (2018 edition), available at <https://ecbi.org/sites/default/files/FINAL-Capacity-Building.pdf>.

number of overarching considerations drawn from a literature review and from stakeholder interviews relevant to the development of a toolkit to support the assessment of capacity needs and gaps related to implementing the Paris Agreement in developing countries (chap. V). The note continues with three key considerations related to the design and function of the toolkit for discussion by members at the 4th meeting of the PCCB to guide any input they may wish to provide (chap. VI), and concludes with next steps (chap.VII).

9. The three key considerations for discussion relate to the scope, approach and format of the toolkit. These considerations are elaborated on in chapter VI below.

10. The PCCB may wish to consider any associated resource implications of the options set out in chapter VI as part of its decision-making process.

III. Target audience and rationale for the toolkit

Target audience

11. Properly addressing capacity-building needs and gaps in order to act in response to climate change requires a coordinated approach that includes the development and effective distribution of information and best practice. The PCCB has a role to play in collecting and disseminating this information, and in providing support to the officials responsible for developing national assessments of needs and gaps related to capacity-building, that is, the intended audience for the PCCB toolkit.

12. Stakeholders, including focal points of the constituted bodies, operating entities and processes under the Convention, such as the Green Climate Fund, the Global Environment Facility, the NDC Partnership and Action for Climate Empowerment, and those involved in the development or implementation of NDCs or other national climate plans could benefit from the approaches and best practice that will be made available as part of the toolkit. The toolkit could also prove useful to officials working on the 2030 Agenda and its Sustainable Development Goals⁶ in areas with climate-related co-benefits.

Rationale

13. The framework for capacity-building in developing countries referred to in paragraph 4 above notes there is no “one size fits all” formula for capacity-building, and that it must be country-driven, address the specific needs and conditions of developing countries, and reflect their national sustainable development strategies, priorities and initiatives. Article 11, paragraph 2, of the Paris Agreement clarifies that capacity-building should foster country ownership by developing countries, including at the national, subnational and local level, guided by lessons learned, and that it is an iterative process that is participatory, cross-cutting and gender-responsive.

14. The design of the toolkit should also reflect the needs and priorities of the developing countries it is intended to support. Country priorities and national circumstances, and consequently their capacity needs and gaps, can vary widely; for example, a mountainous South American nation seeking to build institutional capacity to implement ecosystem-based adaptation strategies in its agriculture sector has some needs and gaps that will differ from a Pacific island nation prioritizing coastal zone adaptation.

IV. Survey of existing toolkit approaches and general observations

15. Climate change toolkits already exist in various forms across jurisdictions, with the tools tailored to the particular needs and objectives of the stakeholders they are aiming to support. During the research phase of this concept note, in addition to discussions with a cross section of expert partners of the PCCB involved in the development or operation of capacity-building related initiatives, tools or toolkits, approximately 100 climate change related reports, case studies and online portals were investigated. Table 1 includes a comparison of a representative sample of

⁶ According to decision 2/CP.7, annex, para. 8, capacity-building activities undertaken within this framework should maximize synergies between the Convention and other global environmental agreements, as appropriate.

existing approaches to tools and toolkits whose characteristics can serve as a proxy for different approaches to consider when designing the toolkit.

Table: Comparison of 10 existing climate change related toolkits

<i>Name</i>	<i>Structure/approach</i>	<i>Tools</i>	<i>Date of development</i>
1 US Climate Resilience Toolkit	Web portal; multiple points of entry	Case studies and 200+ tools	Ongoing
2 Toolkit for a Gender-Responsive Process to Formulate and Implement NAPs	Report with an overview of the NAP process, identifying points of entry for gender-responsive intervention	Structured around entry points and key principles, the toolkit includes select case studies, a summary of key terms and links to supplementary information	December 2019
3 NDC Partnership Climate Toolbox	Web portal: search by activity, region/sector/level or type of document	Case studies, calculators, online support, handbooks, guidance and reports	Ongoing
4 Global Climate Change Institutional Capacity Assessment	Report with guidance to facilitators on leading institutional capacity assessments; multiple points of entry: governance, information, strategic planning, resources, implementation, and monitoring and evaluation	Links to resources available at Learning Lab (https://usaidlearninglab.org/library/organizational-capacity-assessment)	July 2016
5 Law and Climate Change Toolkit	Web portal; legislative search function; customizable online needs assessment; lessons learned	Searchable legislation database containing about 300 climate laws	Ongoing
6 Climate Change Adaptation Toolkit	Report with guidance on undertaking community-level adaptation-related assessments	Resource, capacity and vulnerability mapping tools, good practice and lessons learned	March 2013; updated March 2020
7 Toolkit for Mainstreaming Nature-based Solutions into NDCs	Report supporting national governments that identifies seven steps to the inclusion of nature-based solutions in NDCs	Report evaluating 114 online tools against the seven steps to including nature-based solutions in NDCs, with links to external resources	September 2019
8 Capacity Building for Addressing Climate Change (United Nations Development Programme)	Project report: “Implementing India’s national strategy with a focus on energy efficiency, access to renewable energy and climate finance, and knowledge management”	Case study featuring best practice and lessons learned, and highlighting co-benefits	2012

<i>Name</i>	<i>Structure/approach</i>	<i>Tools</i>	<i>Date of development</i>
9 Indonesia's methodology to undertake a national capacity gaps and needs assessment	Report featuring a proposed structure – based on the example of Indonesia – that identifies five key steps in designing and undertaking a national assessment: resource mobilization, assessment design, gaps assessment, needs and feasibility assessment, and setting up a capacity-building action plan		2020
10 “Institutional capacities for NDC implementation: a guidance document”	Proposes six types of institutional capacities that support NDC implementation: governmental coordination, sectoral integration, human capacities, stakeholder consultation, regulatory frameworks and reporting mechanisms	For each type of institutional capacity, needs and common capacities are outlined and recommendations for strengthening these capacities put forward	2018

16. The comparative analysis of the relative strengths and weaknesses of the approaches outlined in table 1 in the context of the three key considerations presented in chapter VI below leads to the following general observations:

- (i) The climate action toolkits available online provide access to a large number of resources related to capacity-building targeting specific climate outcomes (approaches 5–8), though few that are directly related to the process involved in undertaking an assessment (approach 4) of capacity for implementing the Paris Agreement;
- (ii) Most ‘tools’ available online are in the form of reports that provide detailed guidance on a specific target outcome (approach 8). ‘Toolkits’ generally are a mix of reports and resources accessible through an online database targeting a broad audience (approaches 1, 3 and 5);
- (iii) In the cases where a toolkit supports a specific objective (approaches 2, 6 and 7), a stand-alone report with links to external resources can provide detailed guidance on incorporating a specific priority into an established process;
- (iv) The submission by the PCCB member from Indonesia (approach 9), included as annex I to the technical paper referred to in paragraph 1 above, presents a potential path forward for developing a tool specifically to address capacity needs and gaps that could be adopted, with modifications, as appropriate, by developing country officials;
- (v) Academics and policymakers have undertaken extensive work on developing different approaches to assessing institutional capacity (approaches 4 and 10) that could inform the development of an assessment tool;
- (vi) The use of a web portal as the foundation for the toolkit enables the flexibility to search for tools by, for instance, intended activity (e.g. adaptation, approach 6), region or economic sector (approach 8), level of government, or type of resource sought (approach 3);
- (vii) Portals require expertise and resources to develop and maintain, whereas stand-alone reports provide greater cost certainty;
- (viii) Stand-alone reports with external links to, in particular, best practice enable the inclusion of more detail and multimedia content in case study examples.

V. Principles to guide development of the toolkit

17. NDCs can serve as a proxy for the implementation of the Paris Agreement in that they both address economy-wide activity. However, NDCs vary from country to country in structure, priority area, level of detail and ambition, which can further complicate the already challenging task of developing an approach for a toolkit that suits countries across multiple regions. A review of the capacity-building needs listed in the reports on the technical analysis of country BURs undertaken as part of the ICA process⁷ and the needs captured in the annual synthesis reports of the secretariat to the Subsidiary Body for Implementation⁸ suggest that country needs for capacity-building support for implementing NDCs are as varied as the national circumstances of the countries themselves. These findings are supported by the preliminary analysis⁹ that will form the basis of the first report of the SCF on determining the needs of developing country Parties related to implementing the Convention and the Paris Agreement.¹⁰

18. This variation in country needs together with the broad scope of the need for capacity-building and of the NDCs themselves suggests that any strategy put forward by the PCCB for developing the toolkit should include a selection of tools and approaches sufficiently broad in scope to be of value under a wide range of national circumstances.

19. This conclusion is reinforced by the findings of the technical paper referred to in paragraph 1 above that all countries continue to face capacity gaps and needs with respect to implementing the adaptation, mitigation and cross-cutting components of their NDCs. For that reason, the scope of the toolkit should be sufficiently robust and flexible to meet the needs and suit the priorities and national circumstances of all developing country Parties in as accessible and practical a manner as possible.

20. Reflections of PCCB stakeholders on the design and development of a toolkit include a number of key and mutually reinforcing messages that the PCCB may wish to consider:

- (i) The toolkit should have an intuitive user interface and be user-friendly, enabling stakeholders to find tools that suit their circumstances and help them produce concrete outputs;
- (ii) The toolkit should cover the spectrum of capacity-building needs at the national level, including but not limited to adaptation, mitigation, technology and finance;
- (iii) The toolkit should take into account subnational stakeholders as a resource because they have an important role in implementing effective climate policies;
- (iv) The toolkit should take into account the capacity-building needs related to cross-cutting issues such as data collection and reporting, monitoring and evaluation, and mainstreaming gender, indigenous peoples and human rights considerations;
- (v) The PCCB member submissions synthesized for the technical paper and the international consultation and analysis of countries' BURs¹¹ are resources that can be used to identify potential starting points and areas of focus for developing the toolkit;
- (vi) Human capacity restraints exist in some developing country ministries, where climate focal points often have many responsibilities and may lack the high-level endorsement required to engage effectively across ministries;
- (vii) Members of the recently launched PCCB Network have considerable expertise in capacity-building. The process of developing the toolkit could present an opportunity to engage them in sharing tools, approaches and best practice as well as direct them to the

⁷ For more information on the ICA process, see <https://unfccc.int/ICA>.

⁸ See FCCC/SBI/2020/5 for the report prepared for the Subsidiary Body for Implementation at its fifty-second session.

⁹ See the slides prepared for a webinar on this matter for experts and contributors at https://unfccc.int/sites/default/files/resource/ExternalWebinar_FirstNeedsReport.pdf.

¹⁰ For the working draft of a background paper on the first report, see <https://unfccc.int/sites/default/files/resource/BPonSourcesOfInformationAndMethodologies.pdf>.

¹¹ For the status of BUR submissions from Parties, see <https://unfccc.int/BURs>.

capacity-building portal¹² on the UNFCCC website, where this shared information would be hosted;

(viii) At COP 26, Parties will consider the SCF report “Determining the needs of developing countries related to the implementation of the climate change Convention and the Paris Agreement”. Opportunities to coordinate SCF and PCCB deliverables to ensure complementarity may arise and be harnessed.

VI. Key considerations in the design and function of the toolkit

21. Investigation into the existing resources available online (see para. 15 above) revealed various approaches that could be adopted to guide the assessment of needs and gaps related to building capacity for implementing the Paris Agreement. The three key considerations summarized in paragraph 9 above and elaborated in this chapter are intended to guide a discussion of how the PCCB can best respond to these needs within its mandate and available capacity, and to determine the next steps.

Scope of the toolkit

22. The toolkit could capture elements of one or both of the following designs:

(i) A toolkit containing relevant selected tools for assessing capacity needs and gaps related to implementing the Paris Agreement, including entry points to the assessment and guidance on how to apply the tools;

(ii) A simple collection of external resources providing centralized information on best practices and lessons learned on capacity needs assessment targeted to officials engaged in capacity-building.

23. The PCCB has the overarching mandate to address current and emerging gaps and needs in implementing and further enhancing capacity-building in developing countries. This responsibility is balanced with the understanding that capacity-building programmes are most effective when they reflect the realities of programme beneficiaries rather than relying on generic solutions.¹³

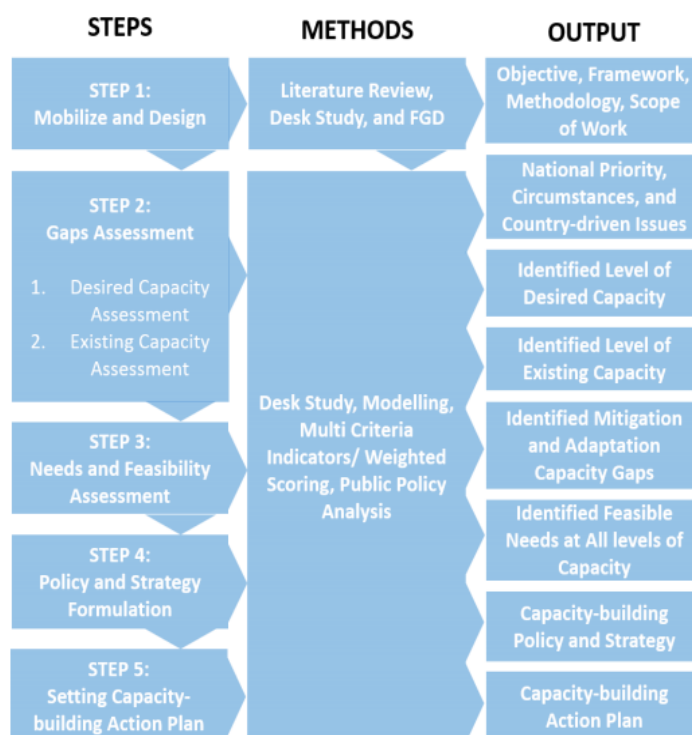
24. As part of the pilot exercise on capturing national capacity-building gaps and needs undertaken in 2019, the PCCB member from Indonesia presented a comprehensive approach to developing a tool for assessing capacity needs and gaps. This approach provides step-by-step guidance to Parties (see figure 1). However, its full implementation could be constrained by institutional capacity gaps within countries, more specifically, a lack of high-level buy-in and a lack of human capacity within national-level institutions.

25. The pilot exercise also identified particular sectoral gaps and needs related to adaptation, mitigation and cross-cutting issues such as standardized data generation, collection and analysis; governance and coordination; development of endogenous capacity; access to climate finance; and gender-responsiveness. Needs and gaps related to capacity-building have also been identified, *inter alia*, in BURs – their identification is considered part of the ICA process.

26. It can be inferred that while not all countries have a structure in place to systematically identify capacity-building needs and gaps, many are nonetheless aware, through the production of reports as part of the UNFCCC process, of their capacity-related priorities. Bearing this in mind, the adoption of a more modular approach that would enable countries to select targeted tools rather than commit to the development of a stand-alone national capacity needs assessment framework could prove useful to many developing country officials.

¹² <https://unfccc.int/topics/capacity-building/workstreams/capacity-building-portal>.

¹³ See page 6 of Bakhtiari F, Hinostroza ML and Puig D. 2018. *Institutional capacities for NDC implementation: a guidance document*. Copenhagen: UNEP DTU Partnership. Available at https://backend.orbit.dtu.dk/ws/portalfiles/portal/145212347/51623_NDC_Implementation_web.pdf.

Figure 1. Methodology for a capacity gaps and needs assessment

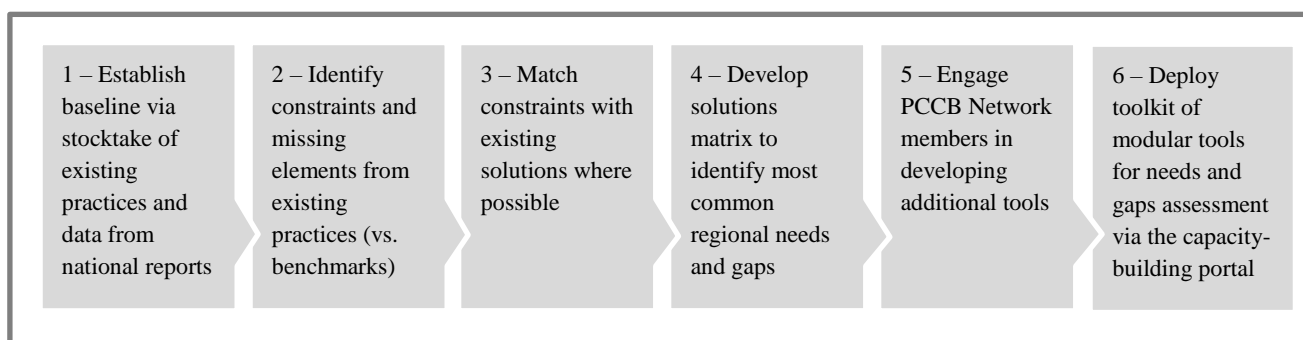
Approach of the toolkit

27. It is important that the toolkit be designed for use by its target audience and mindful of their priorities, needs and capacity constraints. In this regard, it could:

- (i) Offer step-by-step guidance to developing and undertaking a national capacity assessment (as included in the draft toolkit contained in annex I to the technical paper referred to in paragraph 1 above);
- (ii) Have a bottom-up approach, building on needs and gaps identified in existing national climate change plans and/or instruments such as NAPs and technology needs assessments;
- (iii) Adopt a sector-based approach in line with NDCs and focus on capacity assessment tools for identified priority sectors.

28. Depending on the needs of countries, a tool for designing a stand-alone national capacity gaps and needs assessment (figure 1) may best serve the audience. This approach would be comprehensive though possibly involve more resources and capacity than may be at the disposal of all countries. The proposed approach detailed in figure 1 was submitted as an output of the pilot exercise undertaken by the PCCB in 2019 and elaborated in Annex I of the technical paper considered at PCCB3 in June 2019. The proposal includes a logical framework with identified outputs as well as a step-by-step methodology for developing a capacity gaps and needs assessment.

29. A slightly streamlined, bottom-up version as represented in Figure 2. This version could be more modular – with customizable tools built on the basis of identified country needs – and would provide an opportunity to engage the PCCB Network in the identification of existing tools as well as the development of new approaches that could meet the assessment needs of developing countries. There may be associated resource implications if Network members are unable to make pro bono contributions.

Figure 2. Hybrid bottom-up approach to toolkit development

30. Building on the approach to the toolkit outlined in figure 2, the PCCB could engage more closely with the work of the SCF to develop tools aligned with its research findings during the period from July 2020 to June 2021 in order to deliver an operational toolkit before COP 26.

31. The PCCB could also consider the findings of the pilot exercise and focus on collecting resources to guide countries in identifying capacity needs and gaps for priority and any other sectors under the capacity-building framework.

32. Academics and development policy professionals have done extensive work on the ways in which institutional capacities to address climate change can be assessed (approaches 4 and 10 in table 1 each propose distinct ways). Figure 3 presents a simplified version of the six institutional capacities required for NDC implementation, as set out in “Institutional capacities for NDC implementation: a guidance document”. The PCCB, working with the authors of this document, could develop modules, questionnaires or other materials that identify capacity gaps as well as solutions to them (or solutions to be developed).

Figure 3. Institutional capacities for implementing nationally determined contributions

33. There may be an opportunity to consider impending reporting requirements under the UNFCCC process, such as the biennial transparency report, as a means to encourage adoption of the output of the toolkit development process, and doing so could also support the increased use of the capacity-building portal.

Format of the toolkit

34. Depending on the scope and approach, the choice of format could include one or a mix of the following elements:

- (i) If the PCCB develops guidance to accompany and complement the approach advanced by the PCCB member from Indonesia (see para. 16(iv) below), the toolkit could take on the format of a report or other document;
- (ii) If the PCCB develops an approach based on key sectors or identified priorities, more interactive or module-based means of presenting the information in the toolkit could be explored;
- (iii) Best practice case studies could be collected or developed as part of the toolkit and made available through the capacity-building portal.

35. The choice of format of the toolkit will be influenced by its scope and level of ambition.
36. As part of the UNFCCC process, many documents and reports are produced that are hosted on the UNFCCC website with links to external references and resources. As information technology continues to progress, increasingly interactive means of user engagement with online material are being developed. Two examples from table 1 illustrate this.
37. The Toolkit for a Gender-Responsive Process to Formulate and Implement NAPs (approach 2; see figure 4) is presented as a PDF. The format of the report was selected for its ease of access in regions with constrained Internet bandwidth, its ease of development, and so as to deliver comprehensive, targeted guidance on incorporating a particular priority issue into a single well-established process.
38. The NDC Partnership Climate Toolbox (approach 3; see figure 5) is an external web portal that presents the user with a variety of options for engaging with it; for example, by type of activity or region of focus. It provides links to resources developed by the NDC Partnership and over 100 additional external resources.

Figure 4. Entry points and enabling activities of the Toolkit for a Gender-Responsive Process to Formulate and Implement National Adaptation Plans

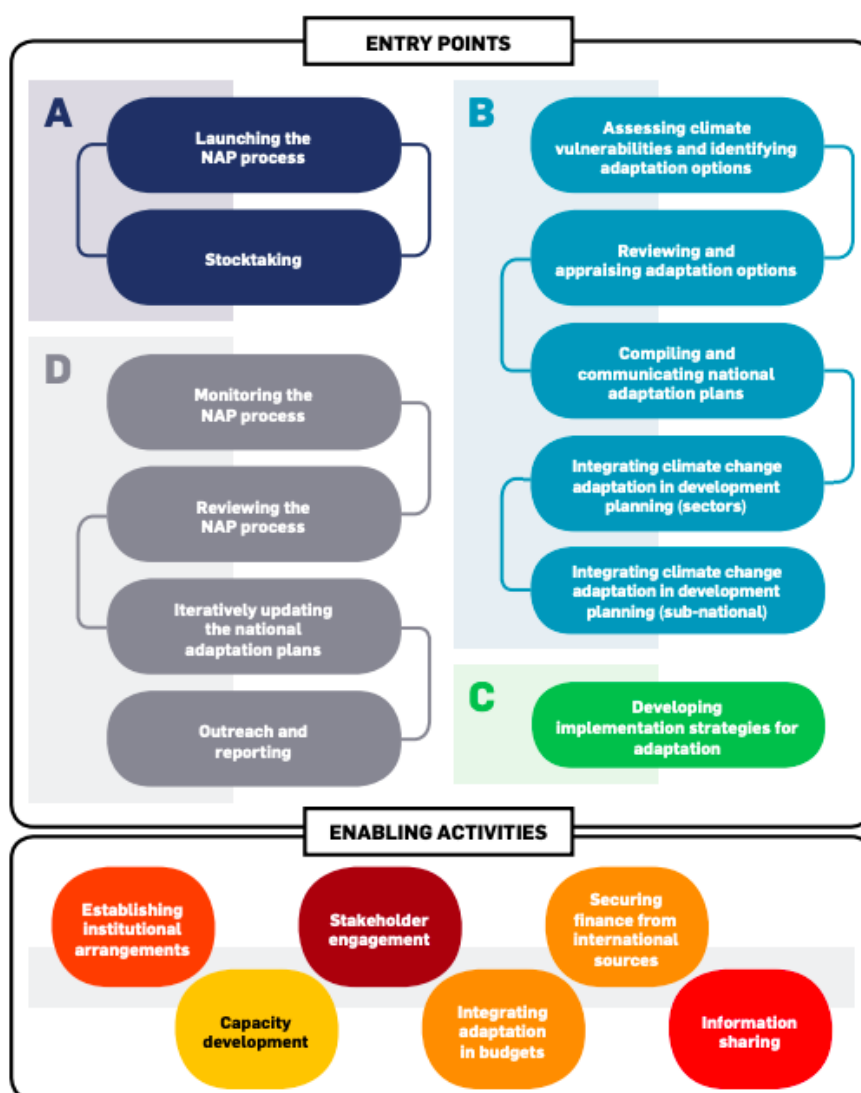


Figure 5. User interface of the NDC Partnership Climate Toolbox

The screenshot displays the 'Begin Your Search' interface, which is organized into three main filter sections:

- 1. Filter by Activity:** Titled 'What are you trying to do?', this section contains a vertical list of activity options. The option 'Assess Needs and Capacity' is selected and highlighted in blue. Other options include 'Understand the Basics of NDCs', 'Establish Institutional Arrangements and Engage Stakeholders', 'Collect Data and Understand Current Context', 'Identify and Analyze Climate Actions', 'Evaluate Potential Development Impacts and Benefits', 'Develop an Implementation Plan', 'Finance NDC Implementation', and 'Evaluate, Monitor, and Report Impacts'.
- 2. Filter by Focus:** Titled 'What is the focus of your activity?', this section features three dropdown menus: 'Region', 'Sectors and Themes', and 'Scale'.
- 3. Filter by Type:** Titled 'What types of resources are you looking for?', this section features three dropdown menus: 'Resource Type', 'Expertise Level', and 'Languages'.

Results 163

Enter a Keyword

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39. Both of these approaches feature structures that match their intended purpose: in one case, detailed guidance on entry into an established process; in the other, user-guided access to different types of resources. Points of entry are identified in the Toolkit for a Gender-Responsive Process to Formulate and Implement NAPs more easily than in the NDC Partnership Climate Toolbox as the NAP process is well established (particularly as compared with capacity-building), and this means that countries at different stages of gender prioritization or NAP implementation can identify distinct opportunities suitable to their circumstances.

40. A stand-alone document that provides detailed, step-by-step or decision-tree guidance would likely be the most accessible PCCB toolkit if the scope of the assessment can be well defined and is unlikely to evolve over time (as with NAPs). If the scope of work is broader, and more reliant on existing external reports and resources, interactive approaches may provide a more effective means of engaging with the toolkit.

VII. Next steps

41. Next steps will be confirmed on the basis of discussion at PCCB 4.

References: toolkits and reports

<i>Name</i>	<i>Source</i>
Toolkits	
Adaptation Toolkit	https://www.weadapt.org/knowledge-base/adaptation-decision-making/adaptation-tool-kit-navigation-page
Australia: Towards a climate policy toolkit	http://climatechangeauthority.gov.au/sites/prod.climatechangeauthority.gov.au/files/files/Special%20review%20Report%203/Climate%20Change%20Authority%20Special%20Review%20Report%20Three.pdf
Baltic Climate Toolkit	https://www.toolkit.balticclimate.org/
BC Climate Action Toolkit	https://www.toolkit.bc.ca/toolkit
CBIT Global Coordination Platform	https://www.cbitplatform.org/
CCI Toolbox (ESA Climate Initiative)	http://climatetoolbox.io/
CIPRA toolbox for climate change	https://www.cipra.org/en/news/a-toolbox-for-climate-change
Climate resilient planning toolkit	https://www.odi.org/publications/10563-climate-resilient-planning-toolkit
Climate Toolbox (USA)	https://climatetoolbox.org/
GIZ Water Climate Toolbox	https://wocatpedia.net/wiki/File:Waterclimatetoolbox.pdf
Global Climate Change Institutional Capacity Assessment	https://www.climatelinks.org/sites/default/files/asset/document/GCC%20Institutional%20Capacity%20Assessment%20Tool%20v1.0.docx
Global Water Partnership IWRM toolbox	https://www.gwp.org/en/learn/iwrm-toolbox/about_iwrn_toolbox/
Implementing climate change action: A toolkit for Caribbean civil society organisations	https://terrifica.eu/implementing-climate-change-action-a-toolkit-for-caribbean-civil-society-organizations/
IUCN Guiding toolkit for increasing climate change resilience	https://www.iucn.org/sites/dev/files/import/downloads/iucn_report__3_.pdf
Law and Climate Change Toolkit	https://climatelawtoolkit.org/
Migration and Conservation: A toolkit for development practitioners	https://www.iisd.org/library/migration-and-conservation-toolkit-conservation-and-development-practitioners
NAP Gender Tool	https://www4.unfccc.int/sites/NAPC/Documents/Supplements/NAPGenderToolkit2019.pdf
NDCP Climate Toolbox	https://ndcpartnership.org/ndc-toolbox
NDCP Partnership Plan	https://cetool.ndcpartnership.org/topic/what-is-the-partnership-plan/
Northwest Climate Toolbox	https://www.adaptationclearinghouse.org/resources/the-northwest-climate-toolbox.html
NZ Urban Impacts toolbox	https://niwa.co.nz/climate/urban-impacts-toolbox
ODI Climate Resilient Planning Toolkit	https://www.odi.org/publications/10563-climate-resilient-planning-toolkit

<i>Name</i>	<i>Source</i>
Pacific gender and climate change toolkit	https://www.preventionweb.net/go/47875
SENSES climate toolkit	https://climatescenarios.org/
SPREP Toolkit for designing climate change adaptation	https://www.sprep.org/att/IRC/eCOPIES/Global/492.pdf
Toolkit for Mainstreaming NBS into NDCs	https://www.undp.org/content/dam/LECB/docs/pubs-tools-facts/Toolkit_for_Mainstreaming_Nature-based_Solutions_into_Nationally_Determined_Contributions.pdf
UN Habitat: Planning for Climate Change - toolkit	https://unhabitat.org/planning-for-climate-change-toolkit
UNDP Designing climate change adaptation initiatives: a toolkit for practitioners	https://www.adaptation-undp.org/resources/training-tools/designing-climate-change-adaptation-initiatives-toolkit-practitioners
US Climate Resilience Toolkit	https://toolkit.climate.gov
USAID Tools for Evaluating Climate Change Adaptation Program Interventions: A Toolkit	https://www.climatelinks.org/resources/tools-evaluating-climate-change-adaptation-program-interventions-toolkit
WeAdapt climate change adaptation toolkit and user guide	https://www.weadapt.org/knowledge-base/adaptation-decision-making/climate-change-adaptation-toolkit
WHO health and climate change toolkit for project managers	https://www.who.int/globalchange/resources/toolkit/en/
WWF Adaptation to climate change toolkit	https://wwf.panda.org/adaptation/
Reports	
Best Practices in Capacity Building Approaches (GIZ)	https://openei.org/w/images/8/80/Best_Practices_in_Capacity_Building_Approaches.pdf
Capacity assessment and awareness raising on Climate change in Tajikistan	https://www.iisd.org/pdf/2012/capacity_assessment_climate_tajikistan.pdf
Capacity needs and gaps assessment of institutional enabling environment for transparency related activities	https://ewdata.rightsindevelopment.org/files/documents/65/IADB-JA-T1165_brdboWs.pdf
GEF Progress Report on the CBIT	https://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.57.Inf_06_Progress%20Report%20on%20the%20CBIT.pdf
GIZ NDC Assist	https://www.giz.de/en/worldwide/58363.html
Guide to the Paris Agreement	https://www.transparency-partnership.net/system/files/document/Guide%20to%20Paris%20Agreement.pdf
Indonesia: Methodology to undertake a national capacity gaps and needs assessment	https://unfccc.int/sites/default/files/resource/PCCB_TP_capacity%20gaps%20and%20needs_NDCs_final.pdf
UDP: Implementing NDCs	https://unepdtu.org/wp-content/uploads/2020/03/implementing-ndcs-report.pdf
UNDP: Capacity building for addressing climate change	http://www.undp.org/content/dam/india/docs/capacity_building_for_addressing_climate_change_project_brief.pdf

<i>Name</i>	<i>Source</i>
UNEP DTU: Institutional capacities for NDC implementation: a guidance document	https://backend.orbit.dtu.dk/ws/portalfiles/portal/145212347/51623_NDC_Implementation_web.pdf
UNFCCC (BUR/ICA cycle 1)	https://cop23.unfccc.int/ICA-cycle1
UNFCCC (BUR/ICA cycle 2)	https://unfccc.int/ICA-cycle2
UNFCCC (BUR/ICA cycle 3)	https://unfccc.int/ICA-cycle3
UNFCCC (COP 25 Capacity-building Hub Summary)	https://unfccc.int/sites/default/files/resource/2nd_CB_Hub_SummaryReport_1.pdf
UNFCCC 2020 Report on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement	https://unfccc.int/sites/default/files/resource/BPonSourcesOfInformationAndMethodologies.pdf
WRI	https://www.transparency-partnership.net/system/files/document/WRI-building_capacity_PA-ETF.pdf
