



Paris Committee on Capacity-building

20 May 2021

Fifth meeting

Virtual meeting, 9–11 June 2021

Draft outline of the toolkit for assessing capacity-building needs and gaps

Recommended actions by the Paris Committee on Capacity-building

The Paris Committee on Capacity-building (PCCB) will be invited, during its 5th meeting, to:

- a) Consider the outline of the toolkit for assessing capacity-building needs and gaps at the national level;
- b) Provide inputs to guide and support its development.

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

1. In line with the mandate of the PCCB to identify capacity gaps and needs, an outline has been prepared to guide the development of the toolkit for assessing national capacity-building needs and gaps related to implementing the Paris Agreement.
2. The PCCB may wish to:
 - (a) Consider the outline of the toolkit for assessing capacity-building needs and gaps at the national level;
 - (b) Provide inputs to guide and support its development.

II. Background

3. The PCCB was established by the Conference of the Parties at its twenty-first session to address 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 paper based on the results of its pilot exercise to capture national capacity-building gaps and needs and identify success factors, good practices and lessons learned with regard to closing existing capacity gaps related to implementing the Paris Agreement. Among the recommendations contained in the technical paper was the development of a toolkit to guide this assessment in developing countries.
5. The PCCB considered a concept note on designing such a toolkit at its 4th meeting. The note was revised intersessionally and informed the development of an outline of a toolkit for review and discussion by the PCCB at its 5th meeting.

¹ <https://unfccc.int/resource/docs/2015/cop21/eng/10a01.pdf>

Annex

Outline of a toolkit for assessing capacity-building needs and gaps related to implementing the Paris Agreement

Preamble

1. The 2019 technical paper² produced by the PCCB 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 was the development of a toolkit to guide developing country Parties' assessment of capacity gaps and needs related to implementing the Paris Agreement.
2. In 2020, the PCCB considered a concept note that provided an overview of factors that could be considered in the development of such a toolkit. This outline builds on the findings of the technical paper and the concept note and is set for discussion by members of the PCCB with a view to publishing the toolkit prior to the twenty-sixth session of the Conference of the Parties.
3. The toolkit takes a case study approach that groups together information and tools on the basis of a representative cross section of experience in assessing capacity. The aim of this format is to align the principles of the framework for capacity-building in developing countries established under decision 2/CP.7 with the approach and objectives established in the concept note in a neutral, inclusive manner. It is designed to be as clear and accessible as possible for its target audience of developing country officials and capacity-building practitioners. It is reflective of the nature³ of capacity-building and its need to reflect the varied national circumstances of its intended users.
4. Case studies are a pragmatic approach to presenting varied experiences that are accessible to the widest possible potential audience. The toolkit will feature clustered links to resources available on the capacity-building portal rather than providing this information directly in the document itself in order to future-proof the document and simplify the process of keeping the toolkit up to date.
5. Each case study includes an introduction that frames the example and a series of linked resources clustered in a consistent manner by region. Cases will draw on experience in identifying and assessing capacity for climate change action at the national level, but also reflect subnational, municipal, regional and sectoral experience as well as experience in related domains. They will also clearly highlight any benefits and links to the needs of the officials responsible for developing national assessments of needs and gaps related to capacity-building.
6. The pilot exercise also identified specific 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. Tools and approaches that focus on these and other cross-cutting elements are included under additional resources.

² PCCB. 2019. *National-level pilot exercise on capacity gaps and needs related to the implementation of nationally determined contribution*. Bonn: UNFCCC. Available at <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/paris-committee-on-capacity-building-pccb/documents-paris-committee-on-capacity-building#other-pccb-documents>.

³ Described on page 3 of European Capacity Building Initiative. 2018. *Pocket Guide to Capacity Building for Climate Change*. Available at <https://ecbi.org/news/updated-2018-edition-pocket-guide-capacity-building-climate-change..>

Table of Contents

1. Introduction
2. How to use this toolkit
3. Assessment of Capacity Needs and Gaps
4. Case Studies
 - A. Southeast Asia
 - B. East/Central Asia
 - C. Small Island Developing States (SIDS)
 - D. Least Developed Countries (LDC)
 - E. Sub-Saharan Africa
 - F. Middle East/North Africa
 - G. Latin America
5. Additional Resources
6. References

Acronyms

GHG. NDC. IPCC. PCCB. BUR. UNFCCC...

I. Introduction

1. Meeting the climate change objectives of the Paris Agreement will require considerable effort from all countries to implement policies and measures that will increase resilience to climate impacts and reduce greenhouse gas emissions. Ambitious nationally determined contributions that articulate the steps countries will take and the support they will require are the foundation of the international climate change process and depend on an honest assessment of national capacities to act.
2. Properly addressing capacity-building needs and gaps related to taking action in response to climate change requires a coordinated approach that includes the development and effective distribution of information and best practices. This toolkit contains targeted information, tools, lessons learned and other resources to inform the assessment of needs and gaps in developing countries.
3. The toolkit is being assembled by the Paris Committee on Capacity-building (PCCB), which is the convening authority for capacity-building matters under the Convention. It draws on the activities of governments, international institutions and capacity-building practitioners and the resources that have been developed to identify and assess needs and gaps related to addressing climate change. The toolkit additionally draws on the expertise of other members of the PCCB Network and their experience in undertaking capacity-building assessments. It also includes links to related resources that may support the actions of officials charged with the assessment of capacity needs and gaps related to implementing the Paris Agreement.

II. How to use this toolkit

4. Assessing capacity-building needs and gaps is a challenging but vital undertaking that affects the ability to set appropriate climate objectives and then identify the steps required to deliver on them. Capacity is not a universal metric as it is based on national circumstances, ambition, access to resources and other factors that impact the outcome of any assessment process.
5. The toolkit begins by presenting a logical framework that builds on the principles of the framework for capacity building in developing countries⁴ to inform the process of undertaking an assessment of needs and gaps at national level to implement the Paris Agreement.
6. It then presents case studies highlighting the approaches that selected regions, countries, subnational governments and municipalities have taken to assess needs and gaps and providing examples of best practice, lessons learned and resources of interest to users in similar national circumstances. The cases are drawn from a broad cross section of contexts and situations to showcase how these assessments can contribute to the development of strategies in support of the objectives of the Paris Agreement.

Representative case study examples

<i>Case</i>	<i>Region</i>	<i>Area of focus</i>	<i>Level of assessment (system, institution, individual)</i>
	South East Asia		
	East/Central Asia		
	Small island developing States		
	Least developed countries		
	Sub-Saharan Africa		
	Middle East/North Africa		
	Latin America		

⁴ UNFCCC 2/CP.7 Annex I. <https://unfccc.int/sites/default/files/resource/docs/cop7/13a01.pdf>

III. Assessment of Capacity Needs and Gaps

7. The framework for capacity building in developing countries established under the Convention underpins the actions undertaken towards the objectives established in national climate change policies and programmes. The increased ambition and collective nature of the action required to implement the Paris Agreement calls for a transparent and reliable assessment of the needs and gaps of developing countries to align their actions with low-carbon and climate-resilient pathways. Working on the basis of case studies analysed and other reference materials, the PCCB with the support of the secretariat will extract and synthesize any best practice elements common to the assessment of capacity building needs and gaps that will inform the development of such an assessment at national level in developing countries.

IV. Case studies

8. The case studies presented in this section are intended to complement the synthesis of best practice involved in the assessment of needs and gaps presented in Section III. Cases will be accompanied by metrics intended to help users identify the cases most relevant to their national circumstances, constraints and objectives. The level of detail will depend on the case studies available and the structure will be in line with the approach to categorizing resources for the capacity-building portal (currently under development).

- i. National circumstances
 - a. Context: Information on key economic sectors and political considerations, existing targets and level of ambition, approach to addressing climate change at the national level including institutional arrangements, and how these findings and considerations are incorporated into the national agenda to address climate change
- ii. Case studies
 - a. Supported by visuals illustrating the process, objectives and outputs
 - b. Identification of time frame, resources, partnerships and stakeholders
 - c. Description of tools and methodologies
 - d. What type of capacity need or gap is being assessed and for what purpose (nationally determined contribution, national adaptation plan, access to finance, long-term strategies, transparency)?
- iii. Key success factors and lessons learned
- iv. Other related resources
 - a. Links to resources provided through the portal and other external sources, including by members of the PCCB Network, categorized consistently with the structure of the portal
 - A. South East Asia**
 - B. East/Central Asia**
 - C. Small island developing States**
 - D. Least developed countries**
 - E. Sub-Saharan Africa**
 - F. Middle East/North Africa**
 - G. Latin America**

V. Additional resources

9. This section will capture additional resources that address cross-cutting issues identified in the technical paper or that are not specifically captured in the case studies themselves.

VI. References

10. This section will include a full list of all resources potentially of interest to users of the toolkit, classified consistently with the structure of the portal.
