Tool: Full NAMA Concept Document

by GIZ

General information

Objective / function	This tool helps to: • refine the concept of your NAMA in a systematic manner • elaborate a document for outreach, funding and appraisal purposes
Tool developer & weblink	GIZ Link: www.transport-namas.org/resources/toolbox
Area of application	**NAMA cycle** ☐ Designing mitigation measures ☐ MRV of emissions ☐ MRV of sustainable development benefits ☐ Financing ☐ Registration ☒ Other: Appraisal
	NAMA types ☐ Quantified target ☒ Strategy or plan ☒ Policy or program ☒ Project
Setting	The document should be elaborated by a team holding expertise in • transport related issues of the NAMA; • countries climate change agenda; • international climate change and NAMA discussion.
Level of complexity	low
Required data / information	information on all aspects of the outline
Cost	free of charge
Time needed	20 - 40 expert days assuming reasonable inputs are available
Equipment needed	PC or laptop
Observations	Examples of “Full NAMA Concept Documents” available at: http://transport-namas.org/resources/publications/

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On behalf of: Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety of the Federal Republic of Germany

Description

This tool helps to refine the concept of your NAMA in a systematic manner and to elaborate a document that serves you for outreach, funding and appraisal purposes. It is recommended to compose the "Full NAMA Concept Document" using input from technical experts with expertise in two main areas: (1) expertise on the specific sustainable transport issues related to the NAMA and (2) expertise on the international and national climate change agenda.

The use of the tool forces you to go through every single aspect that needs to be thought through and prepared in order to get your NAMA ready for implementation. In this respect, the tool helps as well to identify weaknesses in your concept and to detect areas, which require further attention.

The process to elaborate the document very much depends on the specific circumstances. In general terms, we recommend to involve all relevant stakeholders from the very beginning, i.e. first when approving the structure and collecting relevant inputs and a storyline for each section and secondly in the fine tuning of the document via review loops.

The textbox below gives a first brief overview of the key elements of a "Full NAMA Concept Document". More detailed guideline how to set up such a document is provided under the following section.

Box 7:

Key elements of a Full NAMA Concept Document

- **Objective:** fine tune NAMA concepts; comprehensive overview of the NAMA; support discussions with possible funders and related proposals/applications
- **Recommended length:** 30 – 50 pages plus technical appendices
- **Recommended content:**
  - Executive summary for decision makers
  - Overview of the sector
  - Barriers
  - The NAMA: Potential, measures, targets & expected impacts
  - MRV approach
  - Financing the NAMA: required resources and financing mechanisms and structure
  - Technical annexes (e.g. on technical design and ex ante GHG mitigation estimations)

Application – speed up NAMA design using a structured NAMA outline!

The following table gives an overview of the recommended structure and contents of a "Full NAMA Concept Document". The recommended length is 30 to 50 pages plus technical appendices. The first two columns render the division of the concept into different thematic sections. The right hand column briefly tells you which kind of information should be included in the different sections of the "Full NAMA Concept Document". Examples of Full NAMA Concept Documents can be accessed on the GIZ TRANSfer Project website under "NAMAs" at: http://transport-namas.org/resources/publications/.

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Table 1: Suggested of structure and contents for a "Full NAMA Concept Document"

Section title	Recommended subsections	Recommended contents
Executive Summary	No subsections required	• international climate change and NAMA discussion • background information on the sector in respective country • information about the mitigation potential and sustainable development benefits and a general description of how these will be measured should be attached
1. Introduction	No subsections required	• motivation of the country to propose the respective NAMA including a description of relevant elements of the sector context • main idea of the NAMA • relation of the NAMA to the ASI-paradigm/ areas • illustration of how the NAMA fits into overall climate change policy of the country • outline of mid-/long-term perspective/ transformational aspiration of the NAMA
2. Overview of relevant transport (sub-)sector of the respective country	2.1 The relevance of the (sub-)sector 2.2 Relevant stakeholders and their linkages 2.3 Finance for the (sub-)sector 2.4 Relevant policies in the sector in the context of climate change 2.5 Relevant initiatives in the (sub-)sector 2.6 International cooperation in the sector	• importance of the (sub-)sector within the national context regarding politics, economics and the environment, status quo and expected development (projections) • relevant stakeholders and their relationships • relevant financing structures in the sector • relevant sector policies, programmes and regulations already in place to be explored and how they link to the NAMA • national climate change policies, regulation and programmes and their linkage to the NAMA
3. Barriers to a low carbon in the (sub-)sector	No subsections required	• identification of the barriers relevant for the specific NAMA • description of barriers distinguished by categories, e.g.: – social and political barriers – regulatory barriers – institutional barriers – financial barriers – lack of knowledge, capacity and awareness – technological barriers – MRV related barriers • preferably insert a figure illustrating the barriers and their repercussion on the sector

4. The NAMA: Objectives, measures and impacts	4.1 The NAMA in a nutshell 4.2 Objective of the NAMA 4.3 Scope / coverage of the NAMA 4.4 Mitigation measures under the NAMA 4.5 Supportive and organisational measures 4.6 Expected GHG mitigation (ex ante) 4.7 Expected sustainable development benefits	• the NAMA in a nutshell: – background and motivation; – general objective and scope; – main mitigation measures including a reference to A-S-I paradigm and a rough description of the main phases and duration of preparation / implementation; – link to policies and programmes; main players/partners • objective of the NAMA including a description of quantitative targets • scope and coverage of the NAMA: reach of the NAMA and its borders • direct mitigation measures under the NAMA, i.e. measures which will contribute directly to mitigate GHG emissions • supportive and organisational measures, i.e. measures that are needed… – to overcome the barriers described in section 3; – to accompany the mitigation measures in order to make them work; – to manage the overall NAMA process. • expected GHG mitigation (ex ante) • expected sustainable development benefits
5. The MRV approach: Monitoring, Reporting and Verification	5.1 Introduction 5.2 Qualitative analysis of GHG impacts 5.3 Qualitative analysis of non-GHG impacts 5.4 Calculation of GHG emissions 5.5 Monitoring 5.6 MRV set-up and process	• assessment of direct emission reductions (quantitative), indirect emission reductions (mostly qualitative) and contributions towards transformational change (qualitative) • contributions towards sustainable and national development, such as local air quality or road safety etc. • progress of implementation • MRV set-up and process including a description of involved stakeholders with their respective roles and responsibilities, sequence and frequency of monitoring, reporting and verification, etc.
6. Financing the NAMA	6.1 Overview of costs and revenues 6.2 Economic viability 6.3 Financial viability 6.4 Financing mechanism and structure 6.5 Secured funding and funding gaps 6.6 Need for financial support: a menu with several packages	• overview of costs and revenues: breaking down NAMA measures into individual activities to identify and categorise costs and revenues associated with each activity • economic and financial viability, i.e. description of approach applied to evaluate: (1) economic viability (on a macro- economic level) and (2) financial feasibility (on a micro-economic level) • description of financing mechanism and structure including a flow chart • overview table and description with secured funding including sources and funding gaps • description of several financing packages that donors could support in case requesting international support
7. Bibliography		• list relevant sources referred to in the text (relevant national and local policies, programs and regulations; relevant technical studies; further documents)
8. Annexes		• mainly technical annexes with more detailed information on financing and MRV