

Tool: Initial NAMA Concept Note

by GIZ

General information

Objective / function	This tool facilitates: <ul style="list-style-type: none"> • mutual understanding of the main ideas of the NAMA among key stakeholders; • initial discussions with possible funders.
Tool developer & weblink	GIZ Link: www.transport-namas.org/resources/toolbox
Area of application	NAMA cycle <ul style="list-style-type: none"> <input type="checkbox"/> Designing mitigation measures <input type="checkbox"/> MRV of Emissions <input type="checkbox"/> MRV of sustainable development benefits <input type="checkbox"/> Financing <input type="checkbox"/> Registration <input checked="" type="checkbox"/> Other: Scoping
	NAMA types <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Quantified target <input checked="" type="checkbox"/> Strategy or plan <input checked="" type="checkbox"/> Policy or program <input checked="" type="checkbox"/> Project
Setting	The document should be developed by a person with excellent writing skills. Preferably this person was involved in the NAMA discussion from the very beginning (alternatively, such a person should at least be actively involved).
Level of complexity	Low
Required data / information	Information on all aspects of the outline
Cost	free of charge
Time needed	2 - 4 expert days
Equipment needed	PC or laptop
Observations	

Description

We have found that it is quite helpful to develop an “Initial NAMA Concept Note“ for the most promising NAMA(s) to facilitate mutual understand of the NAMA(s) being considered by all stakeholders. Such an initial concept note describes key features of the proposed NAMA. It is the first time to lay down the concept of the NAMA in written form, including the main building blocks. We recommend setting up an “Initial NAMA Concept note” early within the entire process of preparing a NAMA. Initial concept notes can either be used as input to the screening process, which is recommendable, or be prepared after the screening as a next step on the way to a clearly specified concept.

Application: Speed up t-NAMA development using a structured NAMA outline.

The Initial NAMA Concept Note encompasses an overview table and a subsequent segment divided into differing thematic sections which briefly outline various aspects of the NAMA. The recommended length is up to 5 pages plus eventual annexes. The following table can be used as a template to highlight the key features of the NAMA in a single table on one page.

Table 1 Overview table for the NAMA

Structure	Recommended contents
National Implementing Entity and involved stakeholders	<ul style="list-style-type: none"> • <u>National Implementing entity</u>: give name of institution; name of contact person • <u>National partners</u>: give name of institution(s) • <u>Supporting organisations</u>: give name of institution(s)
Type of action	Select from the following options: <ul style="list-style-type: none"> • strategy • policy • programme • project
Type of instruments	Select from the following options: <ul style="list-style-type: none"> • Regulations • Economic instruments • Public spending/investments • Communication and information
Subsector	Select from the following options: <ul style="list-style-type: none"> • Public Transport • (individual) Motorised Transport • (individual) Non-Motorised Transport • Freight
Main mitigation measures	List specific measures and sketch out their scope
Timeframe / Phasing	Phase 1: (xxxx – xxxx) Phase 2: (xxxx – xxxx) Phase 3: (xxxx – xxxx)
Mitigation potential and sustainability benefits	Insert valid figures regarding ex ante estimations which reflect the mitigation potential and the sustainability benefits of the measure(s)
Type of NAMA	Select from the following options: <ul style="list-style-type: none"> • Unilateral

	<ul style="list-style-type: none"> • Supported (with unilateral elements) • Credited NAMA
Type of support needed	<ul style="list-style-type: none"> • Technical support: specify • Financial support: specify
Scope of the NAMA	Specify the scope e.g. national and subnational elements

The outline of the “Initial NAMA Concept Note” could be structured as illustrated in the table below. The left hand column of the table renders 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 “Initial NAMA Concept Note”.

Table 2: Overview of contents and structure of an Initial NAMA Concept Note

Sections	Recommended contents
1. Background / motivation	<p>Provide information on the transport (sub-)sector and clarify the motivation for working on the NAMA referring to facts that illustrate why mitigation is required in the respective transport (sub-)sector</p> <p>Clarify the role of the NAMA for the (sub-)sector and in the climate change context of the country.</p>
2. The NAMA in a nutshell	<p>Provide information on the underlying idea of the NAMA, the main objectives, conceptual pillars and provide a quick look into the comprehensive package of the different measures.</p>
3. Innovative and transformational character of the NAMA	<p>Describe in how far the NAMA can fundamentally contribute to transformational change in the transport (sub-)sector of the respective country / city.</p>
4. Mitigation potential and sustainability benefits	<p>Briefly outline the mitigation potential and the sustainability benefits, e.g. regarding health, safety, congestion or air pollution aspects.</p>
5. Financing	<p>Sketch out the financial ambition and structure.</p>
6. Schedule for NAMA preparation and implementation	<p>Provide a quick overview on the main phases of the NAMA, e.g.</p> <ul style="list-style-type: none"> • <u>Phase 1</u>: NAMA design and fundraising • <u>Phase 2</u>: Improvement of framework conditions, pilot-testing of programs • <u>Phase 3</u>: Full scale implementation
7. Milestones on the road	<p>Lay out the critical milestones of NAMA development, e.g. :</p> <p>Mitigation measures</p> <ul style="list-style-type: none"> • Validate & structure mitigation measures (incl. stakeholder consultation). • Compile existing documents, studies, databases and models. • Systematise information about relevant institutions/ policies and their mandate to implement selected mitigation measures. • Develop a study to specify certain measures. • Define technical support needs during NAMA implementation related to the selected mitigation measures. <p>MRV</p> <ul style="list-style-type: none"> • Review existing models and available data for the analysis of (both) GHG and sustainability benefits. • Design MRV methodology to estimate co-benefits & mitigation potential. • Develop a data management plan. <p>Financing</p> <ul style="list-style-type: none"> • Develop a cost plan for investment measures and technical support. • Identify financing sources (national, international, public / private). <p>Management and coordination</p>

	<ul style="list-style-type: none">• Create a Steering Committee for the NAMA process.• Set up web-based knowledge management platform for all partners.
Potential appendices	<ul style="list-style-type: none">• Description of the NAMA's Steering Committee• Overview table on domestic and international contributions and funding gaps