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| **Concept note template for Climate Responsive PFM assessments (PEFA Climate assessments) conducted independently of a regular PEFA assessment** |



**CONCEPT NOTE FOR THE PEFA ASSESSMENT OF CLIMATE RESPONSIVE PUBLIC FINANCIAL MANAGEMENT**

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| **NAME OF COUNTRY** |

1. **Purpose**

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| *Briefly state the purpose of the assessment.* *Describe how results will be used to inform dialogue on climate PFM, and the development and implementation of climate related PFM reform initiatives going forward.*  |

1. **Context**

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| * 1. Climate context

*International commitments: State whether the country has ratified the Paris agreement, the UNFCC; submitted Nationally Determined Contributions (NDCs). Explain what aspects of climate change do the NDCs address: mitigation, adaptation, both**National arrangements: Explain which institution(s) is (are) in charge of climate change policies and whether there are coordination mechanisms with MoF and line ministries* |
| * 1. PFM and PEFA context

*Note any previous PEFA assessment**Note any other previous or current PFM assessment**Describe the main characteristics of the PFM reform, if any* |

1. **Scope and coverage**

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| *Describe the coverage of the assessment:** *What are the budgetary units (which together constitute the Budgetary Central Government-BCG)?*
* *What are the extrabudgetary units (which together with the BU constitute the Central Government-CG)? Provide examples of EBUs*
* *What are the levels of subnational governments?*

*Please complete the following table on budgetary units, the ten largest extrabudgetary units and ten largest public corporations by expenditure.**If information is easily available at the concept note stage:** *List the line ministries, agencies, programs that are involved in climate change policies*
* *Provide the definition of climate change related expenditure*
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1. **Time period**

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| **Country fiscal year:** |  |
| **Last three fiscal years covered:** |  |
| **Time of assessment (planned cut-off):** |  |

1. **Management, oversight and quality assurance**

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| *Specify which will be the lead funding and managing institution.* *List the other stakeholders.**Mention any coordination mechanisms with other initiatives.* *Please, complete the following tables.* |
| **Table 1. Oversight team** |
| **Name, position and organization**  | **Role** |
| Name, position and organization of Chairperson  | Chair of oversight team (should be government representative) |
| List other oversight team members (government officials and, as appropriate, development partner representatives | Oversight team member |
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| **Table 2. Peer reviewers (for both CN, Draft and Final Report) – Name of organization** |
| Government representative  |
| PEFA Secretariat  |
| Organization 1  |
| Organization 2 (if any) |

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| 1. **Resources**
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| **Table 3. Staffing** |
| **Team member** | **Organization** | **Area of expertise (PFM, climate, macroeconomy)** | **Preparatory work (days)** | **Field work****(days)** | **Post–field work (days)** |
| Team leader:  |  |  |  |  |  |
| Expert 1: |  |  |  |  |  |
| Expert 2: |  |  |  |  |  |
| **Total input days** |  |  |  |  |  |
| **Table 4: Financial resources** |
| **Type of expenditure** | **Days/Unit** | **Days/Unit cost** | **Amount** |
| Salaries |  |  |  |
| Consultant fees |  |  |  |
| Travel costs |  |  |  |
| Translation costs |  |  |  |
| Other costs |  |  |  |
| **Total costs** |  |  |  |

1. **PEFA assessment implementation schedule**

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| **Table 5. PEFA assessment implementation schedule** |
| **Task** | **Deliverable** | **Date(s)** |
| **Preparatory work** |
| * Finalization of the concept note/terms of reference
 | Concept note |  |
| * Initial data request
 | Data request issued to responsible units |  |
| * Completion of the questionnaire
 | Questionnaire |  |
| **Field work** |
| * PEFA CRPFM presentation to authorities
 | Workshop delivery |  |
| * Data collection and interviews
 | All necessary data obtained  |  |
| * Presentation of draft report and initial findings to authorities
 | Presentation initial findings  |  |
| **Post–field work** |
| * Peer review
 | Comments recorded and considered, draft revised |  |
| * Presentation of final report to authorities
 | Final report |  |
| * Publication of final report
 | Publication |  |
| **Planned post–PEFA assessment activity** |
| * PFM reform dialogue based on PEFA CRPFM assessment findings
 | Briefing on the relevance of PEFA CRPFM to government policy priorities |  |
| * Development of a CRPFM action plan or reform program
 | CRPFM action plan |  |