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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* |

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 |
|  | |
| **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** | | | | | | | | |
| **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 |  |