



Republic of Botswana



United Nations Development Programme

Project Document template for projects financed by the various GEF Trust Funds

Project title: Development of the Fourth National Communication and the First Transparency Report (4NC/1BTR) as a combined report and the Second Biennial Transparency Report (2BTR) of Botswana under the UNFCCC		
Country(ies): Botswana	**Implementing Partner (GEF Executing Entity):** Ministry of Environment and Tourism	**Execution Modality:** National Implementation Modality (Full NIM)
Contributing Outcome (UNDAF/CPD, RPD, GPD): This project is aligned with Output 4.4: Quality information for decision-making on climate change, disaster risk reduction (DRR) and local development is available to selected institutions, and target 13.2 Integrate climate change measures into national policies, strategies and planning. CPD Outcome 1. By 2023, Botswana has high-quality policies and programmes towards the achievement of sustainable development goals, NDC targets and national aspirations.		
UNDP Social and Environmental Screening Category: Low	**UNDP Gender Marker:** GEN2	
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Project duration in months: 48		
Planned start date: 1 May 2024	**Planned end date:** 30 April 2028	
Expected date of Mid-Term Review: N/A (This is an Enabling Activity)	**Expected date of Terminal evaluation:** N/A (This is an Enabling Activity)	

Expected Operational Closure Date: 30 January 2029	**Expected Financial Closure Date:** 30 July 2029

Brief project description:
This project will enable Botswana to prepare and submit its Fourth National Communication (4NC) and First Biennial Transparency Report (1BTR) as combined report, and Second Biennial Transparency Report (2BTR) as a stand-alone report to meet reporting obligations of the country under the UNFCCC and the Paris Agreement in line with the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3.The project will further strengthen technical and institutional capacity to assist Botswana in mainstreaming climate change concerns into sectoral and national development priorities and to enable the country to respond to its international environmental obligations by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications, Biennial Update Reports and CBIT project/processes to date.

FINANCING PLAN	
GEF Trust Fund grant	USD 1,233,000
UNDP TRAC resources	USD 0.00
Confirmed cash co-financing to be administered by UNDP	USD 0.00
(1) Total Budget administered by UNDP	USD 1,233,000
(2) Total confirmed co-financing to this project not administered by UNDP	USD 0.00
(3) Grand-Total Project Financing (1)+(2)	**USD 1,233,000**

SIGNATURES:

Signature:	**Agreed by Ministry of Finance and Economic Development**	**Date/Month/Year:** 20/05/2024
Signature: Mr Boatametse Modukanele Acting Permanent Secretary	**Agreed by Implementing Partner: Ministry of Environment and Tourism**	**Date/Month/Year:** 10/5/2024
Signature: Dr. Balázs Horváth UNDP Botswana Resident Representative	**Agreed by UNDP**	**Date/Month/Year:** 16/5/2024

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List of acronyms and abbreviations:

AFOLU	Agriculture Forestry and Land Use
BITRI	Botswana Institute of Technology and Research Innovation
BIUST	Botswana International University Of Science and Technology
BNYC	Botswana National Youth Council (BNYC)
BOCONGO	Botswana Council of Non-Governmental Organizations
BTR	Biennial Transparency Report
BPPS NCE-VF	Bureau for Policy and Programme Support, Nature, Climate and Energy, Vertical Fund team
BUR	Biennial Update Report
CMA	Conference Of Parties – Meeting of the Parties to the Paris Agreement
COP	Conference Of Parties
CSO	Civil Society Organizations
DOE	Department of Energy
DMS	Department of Meteorological Services
EA	Enabling Activity
ETF	Enhanced Transparency Framework
NC4	Fourth National Communication
FSP	Full Sized Project
GEF	Global Environment Facility
GEF OFP	Global Environment Facility Operation Focal Point
GEFSEC	Global Environment Facility Secretariat
GHG	Green House Gas
GSP	Global Support Programme
IRP	Integrated Resources Plan
LULUCF	Land use, Land-use Change and Forestry
MET	Ministry of Environment and Tourism
M&E	Monitoring and Evaluation
MPG	Modalities, Procedures and Guidelines (under the Enhanced Transparency Framework)
MRV	Monitoring, reporting and verification

MSP	Medium Sized Project
MW	Megawatt
NAMA	Nationally Appropriate Mitigation Actions
NAP	National Action Plan
NEP	National Energy Policy
NBSAP	National Biodiversity Strategies and Action Plan
NC	National Communication
NCCC	National Climate Change Committee
NDC	Nationally Determined Contributions
NEP	National Energy Policy
PIF	Project Identification Form
PIR	GEF Project Implementation Report
POPP	Programme and Operations Policies and Procedures
PPG	Project Preparation Grant
PV	Photovoltaics
QA	Quality Assurance
QC	Quality Control
REDD	Reducing Emissions from deforestation and forest degradation
STAP	GEF Scientific Technical Advisory Panel
3NC	Third National Communication
UN	United Nations
UNFCCC	United Nations Framework Convention on Climate Change
UB	University of Botswana
V&A	Vulnerability and Adaptation

II. DEVELOPMENT CHALLENGE

2.1 Problem with its underlying causes and barriers that need to be addressed

Based on the principle of common but differentiated responsibilities, the need for improved transparency frameworks as defined in Article 13 of the Paris Agreement, and the current national capacities, Botswana needs to establish a robust transparency framework in order to create and implement reliable processes to effectively comply with and report on the current and subsequent Nationally Determined Contributions (NDC). These reports must provide clear and objective information on climate change mitigation and adaptation activities, including a rights-based and gender perspective, at the national, local and sectoral levels, as well as on the financial support received from international cooperation agencies.

The commitments assumed by the country when ratifying the Paris Agreement in 2016, require an immediate and coherent response in order to strengthen national transparency mechanisms that contribute to the planning of a low emissions development. Existing national capacities need to move from scattered methodologies and uncoordinated monitoring and reporting to a robust and integrated management information system with the purpose of tracking the implementation of the NDC.

Despite the progress made to date, Botswana still faces barriers that hinder the achievement of the commitments assumed by the country. At the level of the National Greenhouse Gas Inventory (NGHGI), the following needs for capacity building were identified by the Team of Technical Experts during the ICA process for the BUR:

- Enhancing the capacity to use the 2006 IPCC Guidelines, including the IPCC inventory software;
- Improving capacity and arrangements for data collection and management of AD;
- Improving capacity to estimate the uncertainty of both AD and EFs;
- Increasing capacity to enhance the transparency of the BTR, including by identifying important information to summarize from the NIR

As regards the mitigation, the following recommendations have been provided:

- Enhancing capacity, including by training additional experts, to identify additional mitigation actions;
- Enhancing capacity and institutional arrangements for consultants and relevant institutions to better quantify and report results achieved to date for all ongoing mitigation actions;
- Improving capacity to report on the progress of implementation of mitigation actions and underlying steps taken or envisaged to achieve them at the project level;
- Improving capacity to develop and define progress indicators for mitigation actions and to use those indicators to track the progress of nationally determined contributions;
- Enhancing capacity to transparently describe facilitative policies, their status and how they support individual actions, including training relevant experts to better describe policies and actions

In relation to institutional arrangements and needs and support:

- Strengthening institutional arrangements and support for institutions for the continuous provision of higher-quality data;
- Improving capacity to report specific needs, such as technology needs and the capacity-building needs of local experts;
- Enhancing capacity to provide specific information on technical, financial and technology needs.

In addition to capacity-building needs identifies during the technical analysis, Botswana needs training in data gathering, GHG inventory methodologies and data formats for relevant institutions.

2.2 Consistency with national priorities

The Republic of Botswana ratified the UN Framework Convention on Climate Change in 1994, the Kyoto Protocol in 2003 and the Paris agreement in 2016. Responding to the obligations towards the UNFCCC the country ensures regular reporting on climate change trends and developments in the form of national communications and biennial update reports. The First, Second and Third National Communications were submitted to the UNFCCC in 2001, 2013 and 2019 respectively, INDC was submitted in 2015, reflecting the goal of GHG reduction of 15% greenhouse gas emissions by 2030, and Botswana's First Biennial Update report was submitted to the UNFCCC in 2019.

Botswana's climate change policy was adopted by the Parliament in April 2021 the policy advocates for the process of transition to low carbon emission economic development . This will be achieved by promoting projects and/or investments focused on low carbon emissions economic development.

The most recent policy and strategy documents adopted by the Government of Botswana relevant to climate change include:

- The National Energy Policy (NEP) calling for the development of the energy sector especially the penetration of new and renewable energy sources into the country's energy mix in order to attain energy self-sufficiency and increased energy security of supply.
- Integrated Resources Plan (IRP) is a strategy aimed at providing the country with reliable, secure and affordable energy. the policy aims, among other things, to increase the share of renewable energies in the energy mix from the current 2% to at least 15% by 2030.
- NBSAP: Its vision is that by 2025 ecosystems, species and genetic diversity are valued, protected, and used sustainably and equitably, through the involvement of all sectors of society and the provision of sufficient resources for its sound management.

There are also projects which are implemented in support of the climate change policy with a focus on climate-smart agriculture such as "Integrating Indigenous Practices and Climate-Smart Agriculture into crop and livestock production systems in Botswana".

In the business-as-usual scenario, Greenhouse gas emissions of Botswana are likely to increase as the population and number of settlements will increase and result in an increased demand for resources, particularly fossil fuel-based resources for energy, transport and sectors such as mining and industry. The key development challenge of the country is to achieve sustainable development while mitigating GHG emissions, protecting biodiversity and adapting to climate change.

III. STRATEGY

3.1. Strategy

Climate change is an urgent and growing threat to natural systems and people. Since the adoption of the Paris Agreement in 2015, governments and non-state actors have rallied to achieve its goals through stronger and more ambitious climate action. Article 13 of the Paris Agreement establishes a Enhanced Transparency Framework (ETF) for action and support, designed to build confidence that all countries are contributing their fair share to the global efforts. By tracking and reporting on progress and implementation challenges of their nationally determined contributions (NDCs) to the Paris Agreement, countries will have the information needed to strengthen their ambition in the future and identify new priority areas for action, along with the resources needed to ensure that each NDC cycle builds on the previous one.

The Enhanced Transparency Framework specifies how Parties to the Paris Agreement should report on progress in climate change mitigation, adaptation measures and support provided or received. It also establishes international procedures for the consideration of submitted reports. Information gathered through the Enhanced Transparency Framework will feed into the global stocktake, which will assess collective progress towards the long-term climate goals of the Paris Agreement under the UNFCCC. The new transparency system under the Paris Agreement builds on and improves existing systems under the Convention. National Communications (NCs), Biennial Update Reports (BURs) and the International Consultation and Analysis Process (ICA) have been part of the lessons learned and have contributed to addressing capacity constraints and to continuous capacity-building prior to the ETF. The project proposal is developed in compliance with the requirements of the UNFCCC for NCs based on Decision 17/CP.8 "Guidelines for the preparation of NCs from Parties not included in Annex I to the Convention", and as per requirements of the UNFCCC for BURs contained in Annex III to Decision 2/CP.17. To fulfil the key provisions of COP decisions on submission of the national communications and biennial reports and considering the current economic development situation in the country, GEF support is needed to ensure reporting on the progress in the implementation of the UNFCCC and Paris Agreement provisions in the country.

The development of national communications and biennial update reports to the UNFCCC is a basis to enhance the capacity of the key national institutions engaged in the process of analytical studies, further reinforced by the outcomes of the ongoing relevant projects in the country. The project will contribute to the strengthening of the information based on decision-making, integration of climate change concerns into relevant sectorial policies and national development strategies.

The immediate objective of the project is to assist the country in the preparation and submission of its 4NC and its First Biennial Transparency Report as well as its Second Biennial Transparency Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under the Paris Agreement, as stipulated in Decision 1/CP.21 and Decision 18/CMA.1 .

The long-term objective is to strengthen inter-ministerial coordination mechanisms and stakeholders' cooperation to integrate national climate change strategies into development priorities and provide a mechanism of monitoring the progress toward the Nationally Determined Contribution (NDC) targets on adaptation and mitigation, including strengthened collaboration between the Climate Change Focal Point, the Department of Energy, Botswana Institute for Technology Research and Innovation (BITRI) and Botswana Power Corporation (BPC) to facilitate a platform for coordinated implementation of climate change projects.

The project does not directly develop policies, strategies, and plans, but provides a stock of current climate change commitments, policies and measures and reports on the status of their implementation at the national, state and local levels and capacity building, increasing national capability and readiness for integrated Enhanced Transparency Framework.

The reporting system will contribute to the continuous efforts on technical and institutional capacity building, and elaboration of the existing potential for synergies aimed at mainstreaming climate change into national plans, policies and programmes.

The 4NC/1BTR combined report will be built on the findings on gaps/constraints and recommendations from previous NC and BUR work. The NC4 and 1BTR will be based on the recommendations and findings of the 3NC and 1BUR, with full consideration of knowledge generated during new studies, research, and complementary projects, and the feedback from the BTR process will enhance the quality of 1BTR. The process of preparation of the reports will strengthen the ongoing partnership among relevant stakeholders, including government, civil society, academia, private sector, and international development partners.

The project implementation envisages effective stakeholder participation, including ministries, agencies, local communities, NGOs, mass media, research and educational institutions, the private sector, and international organizations. Their involvement in the planning, implementation, monitoring, and evaluation of the project is essential. The stakeholder list includes, but not be limited the following agencies: the Government of Botswana, the policymakers at the national and local levels, local communities, the scientific community, industry, and vulnerable groups of the population who could be affected by climate change, especially women and the young. At the national level, a National Committee on Climate Change (NCCC) chaired by the Permanent Secretary Ministry of Environment Wildlife and Tourism which was established in 1999 and reconstituted in 2012 will oversee the preparation and implementation of the work programme of the 4NC and 1BTR. The NCCC is composed of members from government Ministries/ Departments, the private sector, academia, and non-governmental organizations. Other stakeholders such as community-based organizations, women's organizations and other disadvantaged groups will participate in the project through surveys and stakeholder workshops used to share data and information on the impact of adaptation and mitigation policies and measures.

As the UNFCCC process is evolving and becoming increasingly complex, capacity-building activities are important to improve the 4NC, and even more important to deliver 1BTR and 2BTR. Hence, they will form the key part of the project and will be implemented through training workshops, sharing experiences, and encouraging information exchange between national and relevant regional and international institutions. This will increase the existing capacities, and reduce the technical gaps identified. Based on past experiences with the National Communications processes, it is realized that the integration of the different sectors strengthens the submission; however, weak technical and institutional capacities can result in bottlenecks in the process. The proposed initiative will concentrate on the strengthening and the sustainability of national capacities for monitoring, analysis, and reporting. Working across the different stakeholders and institutions expands the base of core professionals available to service future reporting needs. Cooperation and coordination among public, private, and civil society will also be promoted through workshops and public relations.

The project will furthermore raise awareness about the dynamics and relevance of the UNFCCC process, especially concerning the commitments and obligations under the Convention and the Paris Agreement.

3.2. Theory of Change

The theory of change for this project will guide the implementation of the components to achieve the overall outcome namely to strengthen the capacity of Botswana to comply with transparency requirements of the Paris Agreement. The theory of change recognizes that Botswana has limited capacity to meet the Enhanced Transparency Framework (ETF) requirements as set out in Article 13 of the Paris Agreement. Therefore, targeted capacity building will not only enhance the capacity at both national and regional level but also help the country to be able to report on the ETF requirements. In response to the problems and their causes previously identified (section 2.1), Botswana requires that a robust transparency mechanism is established. The said mechanism, coordinated and institutionalized, accompanied by effective and functional governance procedures will allow institutions to improve their capacities in the collection, analysis and use of information, as well as reporting methodologies in order to

strengthen decision-making processes and their links with national policies as well as tracking and evaluating national and international climate finance.

This will be achieved, on the one hand, through improving the NGHGI estimates for the different sectors, which includes mechanisms to improve the quality of the data and uncertainty analysis, as well as the development of methodologies, mechanisms and the interagency coordination for data collection, continuous and periodic report generation for estimating activity data, the development of sectoral subsystems for the collection, storage and processing of data, and strengthening of national capacities in the IPCC guidelines for the calculation of uncertainties. On the other hand, through the design and implementation of an MRV system and strengthening capacities in MRV for adaptation, mitigation and climate finance data reporting (national, public and private and international) in the public and academic sectors. This includes personnel from government departments that lead the implementation of sectoral policies and measures and the Statistic Botswana. The project will provide further inputs that will contribute to building and strengthening the MRV systems to monitor mitigation and adaptation components and the support received will be implemented in the NDC sectors. In addition, data gathered during implementation of the Project will be further used as inputs to a National Gender Action Plan that will be developed and implemented in a participatory manner. (See Gender Analysis and Gender Action Plan (XII Mandatory Annexes)

For the theory of change the following assumptions were identified: (i) there is political will to update, implement and monitor the NDC (ii) the MET and other key governmental institutions will assign personnel to lead and participate in the MRV building process, (iii) relevant government institutions encourage the participation of their technical staff in activities related to the development of the MRV system, (iv) government officials attend training workshops, are interested in the contents presented and apply what they have learned in their daily activities, (v) the private sector, civil society, and academia promote the participation of their technical staff and decision makers in the activities linked to the development of the MRV system; and (vi) under the oversight of MET, there is articulated coordination between the institutional framework and the MRV system.

3.3 Alignment with the GEF focal area strategy and / or Impact Program strategies

The project objectives will be achieved with the fulfilment of the outcomes described below, which are in line with the GEF's Focal Area Objective “CCM-EA: Foster enabling conditions for mainstreaming mitigation concerns into sustainable development strategies through enabling activities” It provides special attention to entry points in the development of capacity building regarding transparency and enabling activities. On the basis of this context, the GEF funding will contribute to a better understanding of the implementation of governance mechanisms to achieve transparency in adaptation and mitigation measures, their associated financing, including monitoring, reporting and verification of the progress made in the implementation of Botswana NDC. The methodologies for the generation of information, management, use and exchange, and the identification of needs and gaps to report and comply with the obligations derived from the Paris Agreement are also inputs provided by the project. The project is also aligned with UNDAF outcome 1. By 2023 Botswana has high-quality policies and programmes towards the achievement of sustainable development goals, targets and national aspirations.

3.4 Incremental/additional cost reasoning and expected contributions from the baseline

The national climate change efforts have demonstrated Botswana´s commitment towards the implementation of mitigation and adaptation related policies to meet all international requirements under the Paris Agreement and the UNFCCC. However, the monitoring and reporting requirements, national and sectoral policy planning and capacity gaps and needs linked to the implementation of the Transparency Framework go beyond Botswana’s current capacities. Under the business-as-usual scenario, Botswana cannot rely on data collection with identified gaps that adversely impact climate change policy updating and planning. Botswana also needs robust mechanisms to support monitoring, reporting and verification systems in the mitigation and adaptation components of the NDC, and a robust framework to match the transparency requirements under the Paris Agreement.

The project will follow the same institutional arrangements that have been established for the implementation of the 3NC and 1BUR. The Fourth National Communication (4NC) and the First Biennial Transparency Report (1BTR) as a combined report as well as the Second Biennial Transparency Report (2BTR) will be the responsibility of the Department of Meteorological Services in the Ministry of Environment and Tourism. The report will help Botswana better understand the current and expected impacts of climate change in different sectors, identify opportunities for mitigation interventions, and recommend adaptation measures to climate change. Results obtained from the inventories in previous National Communications will serve as a baseline for updating information on GHG emissions and the analysis of future trends. Through Botswana's experience with the First, Second and Third National Communications, lessons learned will improve the subsequent reporting; the involvement of key stakeholders in the implementation of adaptation and mitigation measures and fill in the information gaps and reduce uncertainties.

The project will require the support of the United Nations Development Program (UNDP) and the funding of the Global Environment Facility (GEF). Without the GEF financing, actions related to NDC MRV would remain a challenge to implement. The proposal represents an opportunity to the country to transit from a business-as-usual data system to the MRV system fully compliant with the Paris Agreement Transparency Framework.

IV. RESULTS AND PARTNERSHIPS

This project is prepared in line with the GEF-8 Climate Change (CC Set-aside) Focal Area Strategy and Associated Programming/Pillar II: Foster enabling conditions to mainstream mitigation concerns into sustainable development strategies/Objective 2.2 Support relevant Convention obligations and enabling activities; and follows the below development and immediate objectives:

Project Development Objective:
The project will strengthen the technical and institutional capacity of Botswana in mainstreaming climate change concerns into sectoral and national development priorities and enable the country to respond to international environmental obligations under the UNFCCC and the Paris Agreement by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications and Biennial Update Reports processes to date.

Project Immediate Objective:
The project will enable Botswana to prepare and submit its First Biennial Transparency Report (BTR1) and Fourth National Communication (NC4) as a combined report and the Second Biennial Transparency Report (BTR2) as a stand-alone report, to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, procedures and guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3".

EXPECTED RESULTS:

COMPONENT 1: National Greenhouse Gas Inventory (NGHGI) and progress in tracking implementation and achieving NDCs under Article 4 of the Paris Agreement

Outcome 1.1: Botswana's National inventory report of anthropogenic emissions by sources and removals by sinks will be reviewed and updated.

The project will address a broad range of inventory-related issues, including a review of the previous inventories to improve their quality, and will prepare and compile GHG emissions data for Energy, IPPU, AFOLU and waste, for the years 2020-2022 following IPCC 2006 and GHG-LULUCF 2003 guidelines. The 3NC/1BUR were prepared using the 2006 IPCC guidelines for the four sectors: Energy, IPPU, AFOLU and waste concentrating on the 3 gases: carbon dioxide, methane and nitrous oxide. Major technical constraints in the GHG inventory include gaps in activity data and the lack of emission factors. For example, emissions from savannah burning were not included in the 3NC inventory and the industrial processes only included emissions from beverage production. In the agriculture sector, there is a need for a survey to obtain data on how much fertilizer is applied yearly. Although 2NC and 3NC made efforts in identifying GHG emissions to the extent possible, there is room for improvement during the implementation of this component by expanding the scope and level of detail of data.

The main gaps and capacity-building needs identified are:

- The need to strengthen capacity in the area of inventories. To address that need, the project will provide capacity enhancement training workshops on mitigation analysis and modelling for representatives of relevant institutions. This training will be particularly important in the development of capacities of participating agencies as well as representatives of other key sectors. This will focus on strengthening the mechanisms for setting-up data collection systems within existing institutions as well as ensuring cross-sector collaboration for the preparation of GHG inventory and monitoring emissions in general. The need for this capacity building has been emphasized in all previous NC submissions.

- The need to increase understanding of the UNFCCC process and outcomes and the importance of the Paris Agreement. The proposed project will also provide training on climate change negotiations for young professionals from relevant institutions engaged in climate change. To support capacity development, the proposed project will analyze all relevant awareness-raising, education, and research on climate change that has been carried out within different programs and projects and make them available on the national knowledge platform. To increase the capacities of relevant institutions to consider and track gender considerations and sex-disaggregated data and information related to climate change adaptation and mitigation, the proposed project will also conduct a study on different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process.

Under this project component, the following activities will be undertaken:

- Update of the National GHG Inventory for 2020-2021;
- Update of the GHG Inventory Database;
- Creating activities for uncertainties reduction;
- Collecting missing activity data (AD) for Agriculture Forestry and land use (AFOLU) sector for improving the completeness of the inventory;
- Improving the institutional arrangements to ensure the annual provision of AD for preparing the inventory;
- Developing and implementing a QA/QC management system;
- Improving AD for the Energy sector to generate Emission factors,
- Developing legal arrangements for collaboration with other institutions for AD;
- Improving on documentation and archiving; and
- Technical and institutional capacity building in various areas of inventory compilation.

Outcome 1.2: Progress made in implementing and achieving the NDC, data collection and MRV of NDC mitigation measures strengthened and NDC mitigation scenarios aligned with a long-term low-emission development strategy

Using best practices and the latest NDC, an assessment of sectors and interventions contributing to GHG emission reduction at the national level will be conducted. The project will continue the work of the NC3 in five priority sectors and expand the analysis of mitigation options in four sectors (energy, agriculture, transport, and industrial processes) including the progress achieved in the following activities undertaken to improve access and use of information necessary to track progress in implementing and achieving the NDC under Article 4 of the Paris Agreement and mitigation measures, to align the progress under the NDC with the long-term low emission development goals:

- A review of all relevant sectoral data and relevant policy and legal developments;
- Analysis of mitigation activities at the local and national level;
- A review of current baseline and low-emission scenarios;
- Enhancing data collection as an input to the development of mitigation scenarios to model possible trajectories of greenhouse gas emissions in key sectors (waste, agriculture and forestry) up to 2050 according to the three development scenarios (S1 - Business as Usual scenario; S2 - with the partial application of mitigation measures; S3 - an advanced scenario with a more intensive application of a comprehensive set of mitigation measures);
- An in-depth assessment of the progress of policies and actions to mitigate GHG from 2010 onwards, at national, sub-national and local levels;
- Development of a Roadmap and Action Plan for implementation of Nationally Determined Contribution (NDC) for the period 2020 – 2030;
- Enhancing capacity, including by training additional experts, to identify additional mitigation actions;
- Enhancing capacity and institutional arrangements for consultants and relevant institutions to better quantify and report results achieved to date for all ongoing mitigation actions;

- Improving capacity to report on the progress of implementation of mitigation actions and underlying steps taken or envisaged to achieve them at the project level;
- Improving capacity to develop and define progress indicators for mitigation actions and to use those indicators to track the progress of nationally determined contributions;
- Enhancing capacity to transparently describe facilitative policies, their status and how they support individual actions, including training relevant experts to better describe policies and actions;
- Strengthening data collection for the review of the Roadmap and Action Plan for implementation of Nationally Determined Contribution (NDC) in the period 2020 – 2030 after the Global Stocktake as part of the future review and update of the NDC;
- Collection data that can inform the identification of mitigation actions and abatement measures for the post-2030 period, their costs and assessment of their mitigation potential in key development sectors (energy, agriculture, transport, industrial processes;
- Enhancing capacity and institutional arrangements for consultants and relevant institutions to better quantify and report results achieved for all ongoing mitigation actions (ex-post assessment);
- Enhancing capacity, including by training additional experts, to identify additional mitigation actions;
- Enhancing capacity, including by training additional experts, to identify additional mitigation actions;
- Improving capacity to report on the progress of implementation of mitigation actions and underlying steps taken or envisaged to achieve them at the project level;
- Improving capacity to develop and define progress indicators for mitigation actions and to use those indicators to track the progress of nationally determined contributions;
- Enhancing capacity to transparently describe facilitative policies, their status and how they support individual actions, including training relevant experts to better define policies and actions;
- An analysis of the MRV institutional framework at the national level and a review of other MRV arrangements already in place;
- Assessment of the progress in the MRV implementation and identification of gaps and needs for improvement.

COMPONENT 2: **Information on Climate Change Impacts and Adaptation under Article 7 of the Paris Agreement, support needed and received, and other relevant information including supplemental NC chapters**

Under this component, the project will conduct an in-depth vulnerability assessment, including climate change risks, climate variability and extreme weather events focusing on flood and drought threats, and recommend adaptation measures for sectors that are a priority for socioeconomic development and the environment. The project will also continue efforts to develop and expand modelling, further improve methodologies of vulnerability analysis, and address knowledge gaps, including in the health and tourism sectors. During earlier work on the NC3, assessments were carried out for Water, Livestock, Forestry, Crops and Health sectors and adaptation options were identified. Emphasis was placed on the simpler concept of vulnerability to climate change, the impacts of global warming and increased climate variability and adaptation to climate change were given high priority. The V&A assessment then conducted emphasized the expected directions of climate change and their impacts on the relevant sectors. There is, however, a need to further improve baseline scenarios, including the socioeconomic scenarios under the NC4 and consecutive BTRs and develop climate change scenarios using Precis regional model. In some instances, linkages of the climate-related stressors with global warming and climate change may not necessarily be clear, so to develop strategies addressing adaptation it is necessary to identify linkages between impacts and vulnerability. When deciding on adaptation options linkages to traditional cultural practices and indigenous knowledge should be explored. There is a need to identify and investigate the prevailing trends in climate-related disasters and their projected impacts on Botswana and also to factor in climate change impacts on ecological zones.

Outcome 2.1: Updated data on national circumstances related to climate change to better inform climate change policy updated

The National Circumstances chapter will focus primarily on updating information based on updated 2013 population census data, which were published after the submission of the 3NC. In addition to demographic data, land use data will also be added. The data included in this chapter will inform modelling and analysis in other chapters. The chapter will also provide an updated description of institutional arrangements relevant to the preparation of national communications, including the distribution of responsibilities within government institutions, departments, universities, and research institutions as well as gender-sensitive stakeholder involvement, coordination and participation. New areas of work will cover:

- Using Integrated assessment models and regional climate models, climate change scenarios for temperature and rainfall by 2060 will be developed. Crop, water and biodiversity model simulations will be conducted for baseline and a range of climate scenarios;
- Capacity development to assess future climate risk and adaptation measures for the sectors of agriculture, water resources, ecosystems, settlements and human health, assessment of gender-specific impacts of climate change in the water, agriculture, ecosystem services, health, human settlements;
- Capacity enhancement to develop an Adaptation framework describing measures currently implemented, and the future proposed measures;
- Updated data that can be used to inform the development of Adaptation Action Plans, NAPs, including project profiles for key adaptation options.

2.1.1 Analysis and update of information on the socio-economic and environmental conditions that provide an overall understanding of climate change concerns in the context of national development priorities.

The outcomes of the project will be delivered through a collection and presentation of information on the socio-economic and environmental conditions that provide an overall understanding of climate change concerns in the context of national development priorities.

- Data analysis of information on the socio-economic and environmental conditions under current policies that provide an overall understanding of climate change concerns in the context of national development priorities: Information on Botswana's development priorities, policies and programmes;
- Collecting gender differentiated data and research on gender issues in the context of climate change;
- Defining a process for the identification of constraints, gaps and needs, including any stakeholder engagement;
- Identifying and preparing a summary of needs, gaps and priorities for education, training and public awareness raising;
- Information on the integration of UNFCCC requirements into national legislation and strategies.

Outcome 2.2: Improved and updated information on climate change impacts and adaptation under Article 7 of the Paris Agreement and adaptation measures for vulnerable sectors reflecting gender issues specific to Botswana.

Under this section, an in-depth vulnerability assessment of climate change impacts will be conducted, and adaptation measures recommended in sectors that are a priority for socioeconomic development and the natural environment; including the assessment of risks of climate change, climate variability and extreme weather events. The project will also continue efforts to develop and expand adaptation modelling, focus on flood and drought threats, improve vulnerability analysis, and address knowledge gaps in the health and tourism sectors. Assessments were carried out for Water, Livestock, Forestry, Crops and Health sectors and adaptation options were identified under the 3NC. The V&A assessment emphasized the expected climate changes and their impact on the relevant sectors. There is, however, a need to develop baseline scenarios further, including the socioeconomic scenarios under the 4NC/1BTR and developing climate change scenarios using the Precis regional model which will be further used during the preparation of 2BTR. Emphasis will be placed on vulnerability to climate change, impacts of global warming and increased climate variability on adaptation to climate change. In some instances, linkages of the climate-related stressors to global warming and climate change may not necessarily be clear so there is a need to

identify linkages between impacts and vulnerability to develop further adaptation strategies, putting emphasis also on the protection of wildlife.

Linkages to traditional cultural practices and indigenous knowledge need to be further explored. There is a need to identify and investigate the trends in climate-related disasters and their projected impact on Botswana and also to factor climate change into ecological zones.

New areas of work will cover:

- Using integrated assessment models and regional climate models to develop climate change scenarios for temperature and rainfall related to climate change by 2060. Conduct crop, water and biodiversity model simulations for baseline climate and chosen most likely climate scenarios;
- Capacity development to assess future climate risk and adaptation measures for the sectors of agriculture, water resources, ecosystems, settlements and human health, assessment of gender-specific impacts of climate change including gender considerations and sex-disaggregated data[1] in the water sector, agriculture, ecosystem services, health, and human settlements;
- Capacity enhancement to develop an Adaptation Framework describing measures currently implemented and proposed;
- Updated data to inform the development of adaptation strategies and plans, including project profiles for key adaptation options;
- Enhancing capacity to transparently describe facilitative policies, their status and how they support individual actions, including training relevant experts;
- Work on introducing systematic M&E of adaptation policies implementation.

There is still a need to develop information and knowledge on the effects and impact of climate change on the ecosystem and the impacts on the ecosystems and capitalizing on the opportunities to ensure the climate resilience of such ecosystems. Previously provided information will be verified and knowledge gaps identified.

The project will include the collection, review and assessment of information on Gender issues and the relevant recommendation on how to continue and improve mainstreaming gender concerns into climate action, and a summary of the systematic observation, capacity building and climate change research activities undertaken since the submission of the 3NC. Gender analysis and Action plan to include capacity-building, and data collection on gender aspects into relevant NC and BTR components will be elaborated during the Inception phase and incorporated in the Inception Report. To increase the capacities of relevant institutions to consider and track sex-disaggregated data and information related to climate change adaptation and mitigation, the proposed project will conduct a study including gender considerations and sex-disaggregated data in adaptation and mitigation interventions at the community level, policy formulation and decision-making process

When reviewing the information on adaptation options representatives of local communities will be consulted to learn from traditional cultural practices and indigenous knowledge. There is a need to identify and investigate the trends in climate-related disasters and their projected impact on Botswana and also to factor climate change into ecological zones.

Outcome 2.3: Data collection and M&E established for other relevant information including supplemental NC chapters analyzed and compiled information on finance, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement

[1] Gender considerations and collection of gender sensitive data under this project is expected to be based on gender binary data, i.e., men/women.

The outcome will be achieved, among others, through implementing data collection, processing and utilization as one of the components of the comprehensive MRV of policies and measures implemented by consecutive NDCs and support needed and received (finance, technology and capacity-building)

Activities leading to this outcome will also include:

- Documenting status and needs for research on systematic observations of climate;
- Enhancing public awareness and understanding of climate change;
- Enhancing understanding of climate resilience pathways feasible for Botswana;
- Identifying options for integrating anticipated climate change impacts, with current and future social vulnerabilities and mitigation into development priorities;
- Linking climate change responses with sustainable development;
- Raising awareness about Climate Change and improving climate change education.

The assessment of policies and measures in education, training and public awareness will require that the M&E framework be strengthened. The project will also provide training on climate change policies and measures for young professionals from relevant institutions engaged in implementing climate change policies. To support capacity development, the proposed project will analyze all the relevant awareness-raising, education, and research activities on climate change that have been carried out within different programs and projects and make them available on the national knowledge platform. As a result, the following objectives should be met:

- The process and organisational structure for M&E is established and operationalized;
- Assessment of constraints related to accessing technology development and transfer, and description of financial assistance needs is provided;
- Assessment of needs, gaps and priorities for research/systematic observation, education, training and public awareness programmes are completed.

COMPONENT 3: **Compilation and submission of the reports**

Outcome 3.1. The Fourth National Communication and the First Biennial Transparency Report (4NC/1BTR) as a combined report and the Second Biennial Transparency report (2BTR) of Botswana as a stand-alone report compiled, adopted by the government after stakeholders' consultations and submitted to the UNFCCC

When the expected outcomes and their respective outputs are completed, the Fourth National Communication and the First Biennial Transparency Report (4NC/1BTR) document will be compiled according to the guidelines, requirements and formats established by the UNFCCC. The compilation and approval process will follow consultation with all relevant national stakeholders. Once finalized, the document will be translated, edited and submitted to the UNFCCC Secretariat for posting and dissemination. The 4NC/1BTR submission deadline is set for December 2024.

Leading to the above outcome, the following activities will be carried out:

- Collection of data and information necessary for the preparation of the 4NC/1 BTR, including the Adaptation Communication;
- Organization of regular workshops to discuss progress, exchange ideas and present findings of the 4NC/1BTR and2 BTR process;
- Inclusion of studies done for the 4NC/1BTR and compilation of the combined report,
- Review of draft 4NC/1BTR by stakeholders;
- Preparation of the Executive Summary;
- Submission of the 4NC/1BTR to the project Steering Committee for technical review;
- Adoption of the 4NC/1BTR;

- Submission of the 4NC/1BTR to the UNFCCC Secretariat;
- Distribution of the 4NC/1BTR to stakeholders and public presentation;
- Collection of data and information necessary for the preparation of 2BTR;
- Compilation of 2BTR report;
- Review of draft 2BTR report by stakeholders;
- Preparation of the Executive Summary;
- Submissions of the 2BTR to the project Steering Committee for technical review;
- Adoption of the 2BTR:
- Submission of the 2BTR to the UNFCCC Secretariat;
- Presentation of the 2BTR to stakeholders:
- Organisation of the end-of-project workshop;
- Analysis of lessons learned and dissemination of thematic studies and project results.

COMPONENT 4. Monitoring and evaluation (M&E)

Knowledge management, Monitoring and Evaluation of the project outcomes and outputs will be undertaken in line with the M&E plan described under section E.

Gender analysis and Action plan to include capacity-building, and data collection on gender aspects into relevant NC/BTR components will be elaborated during the Inception phase and incorporated into the Inception Report. Knowledge management, Monitoring and Evaluation of the project outcomes and outputs will be undertaken in line with the M&E plan.

Outcome 4.1. Project inception workshop organised, monitoring and evaluation ensured, lessons learned compiled and disseminated

A project inception workshop will be held within 2 months from the First disbursement date, with the aim to:

- Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
- Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
- Review the results framework and monitoring plan.
- Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget, if applicable; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP and other stakeholders in project-level M&E.
- Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework (where relevant) and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
- Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
- Plan and schedule Project Board meetings and finalize the first-year annual work plan. Finalize the TOR of the Project Board.
- Formally launch the Project.

The Project Manager will prepare the Inception Report no later than one month after the inception workshop. The Inception Report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-NCE Regional Technical Adviser, and will be approved by the Project Board. The project financial and progress reports will be prepared regularly and submitted according to the M&E plan.

Periodic assessments, monitoring and evaluation approaches to identify, analyze and share lessons learned (including gender aspect) that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally. Knowledge management products - awareness-raising materials to promote greater understanding and sensitization among decision-makers, policymakers, the private sector, and the general public will be prepared and disseminated. The following deliverables will be provided:

- Annual progress reports and financial reports, Annual Status Surveys will be prepared;
- Status Survey Questionnaires to indicate progress and identify bottlenecks, as well as the need for technical support, will be carried out once a year, in line with the GEF and UNFCCC reporting requirements for NCs and BTRs.
- Final project report with lessons learned and the final workshop.

Partnerships:

The preparation of the joint submission of the 4NC/1BTR and the work on the 2BTR will involve close cooperation of multiple stakeholders. The stakeholders of the project are the Government of Botswana, the policymakers at national and local levels, local communities, the scientific community, industry and all those who are potentially affected by climate change. At the national level, a National Committee on Climate Change (NCCC) chaired by the Permanent Secretary in the Ministry of Environment and Tourism which was established in 1999 and reconstituted in 2012 will oversee the preparation and implementation of the work programme of the 4NC/1BTR, and, drawing on lessons learnt, the 2BTR. The NCCC is composed of members from government Ministries/Departments, the private sector, academia and non-governmental organizations. Other stakeholders such as community-based organizations, women's organizations and other disadvantaged groups will participate in the project through surveys and stakeholder workshops to share data and information on the impact of adaptation and mitigation policies and measures.

Statistics Botswana will also have an important role as a data custodian, particularly for the Greenhouse Gas (GHG) inventories. It will also be very important to support the close cooperation of Statistic Botswana with the Ministry of Environment and Tourism to move towards the systematic, ongoing collection of high-quality emissions data. As stated in the 3NC, strengthening the capacity of the authorities to gather data for GHG inventories is a critical task. Other government departments to benefit from capacity-building activities under the 4NC/1BTR and 2BTR project include the Ministry of Minerals and Energy Security through the Department of Energy as well as the Ministry of Environment and Tourism, the Ministry of Agricultural Development and Food Security, the Ministry of Transport and Communication, and the Ministry of Land Management, Water and Sanitation Services. These agencies will play a key role in providing data for the GHG inventory and the development of mitigation scenarios. The technical staff from the above ministries will take part in capacity-building activities for the identification, preparation and implementation of mitigation actions for GHG emissions in their respective economic sectors, while decision-makers will play a key role in the prioritization of identified measures.

Academic and Research institutions, particularly the University of Botswana, Botswana Institute for Technology Research and Innovation (BITRI), Botswana University of Agriculture and Natural Resources (BUAN), Botswana International University of Science and Technology (BIUST) will play a key role as strategic partners in the development of the mitigation scenarios, in particular assumptions regarding sector-specific mitigation plans and in updating the baseline scenario and other scenarios through 2050 based on the most recent available data.

The Private sector, civil society and academia will have an advisory role in the identification of mitigation actions and their environmental, social and economic impacts. Stakeholders from the private sector include representatives of the energy industry and the petrochemical, metallurgical, and mining industries. The civil society will be represented

via dominant environmental NGOs, which will be represented in turn by Botswana Council for Non-Governmental Organizations (BOCONGO), partners such as the UN Women, Botswana National Youth Council (BNYC) as well as other youth and gender-specific community-based organizations. In the area of adaptation, the Ministry of Minerals and Energy and the Ministry of Environment and Tourism, the Ministry of Agricultural Development and Food Security, the Ministry of Transport and Communication, the Ministry of Land Management, Water and Sanitation Services and other stakeholders will be involved in the collection of data and the capacity strengthening activities. In addition to those agencies, the Ministry of Trade and Industry, and the Ministry of Health and Wellness will also benefit from capacity-strengthening activities and improved capabilities to use analytical tools.

Knowledge Management:

The project will put a specific focus on improving Climate Change Knowledge Management in Botswana. A Climate Change Knowledge Management (KM) Strategy shall be developed, proposing ways to enhance, capture and share the project results and knowledge products more broadly and effectively, to develop new opportunities and enhance the transparency of knowledge products on the national climate change platform www.unfccc.ba, regionally and on UNDP, GEF and UNFCCC platforms. The KM Strategy shall be implemented within the project duration, in order to put sustainable practices in place for capturing and sharing knowledge products, as well as to make them easily accessible and consumable by policy-makers, practitioners, academia, the private sector and other key stakeholders.

Risks*:* Based on the UNDP Risk Register, Annex 4 of this document, five potential risks to the development of the project have been identified:

The first risk, evaluated as low is the possibility of disagreements with stakeholders, expressing concerns or complaints, or seeking to participate or obtain information about the project, since although a stakeholder participation plan is contemplated and the application of methodologies for participatory processes with different actors related to the project, it could still be possible that there will be a stakeholder considering himself not having been taken into account. To correct any situation that derives from that risk, the mapping of institutions and actors necessary to be consulted for the report will be ensured in order not to leave anyone out. It will also be very important to share the results of this document with all the partners and broadly disseminate the results. The Ministry of Environment and Tourism will be responsible for ensuring that this risk has minimal impact on the development and implementation of the project.

The second identified risk is that of gender imbalance among the stakeholders involved in the project. In some sectors not enough women are represented in technical or engineering positions which could mean that it may take more time and effort to identify women with relevant background to involve in the stakeholders' meetings and workshops. The project team will encourage the participation of women from all sectors involved in the preparation and implementation of the project. The risk is considered to be low and will be addressed during the implementation of the project at all stages.

The third identified risk is that of differentiated risks of climate change on women, vulnerable and marginalized groups are not sufficiently considered in the reporting and information collected by the project. This risk is resulting from challenges in reaching the entire target audience to determine the risks of impacts of climate change. This risk is considered to be low. Should the risk materialize, the project has incorporated an activity to analyze the data on potential environmental and socio-economic impacts/context/conditions related to climate change.

The fourth risk is that of the continuation of disruption to the work of project participants due to COVID-19, combined with health risks to the project team and stakeholders, especially during consultations and workshops. This risk is considered to be low at present. Community health and safety issues could be triggered during the implementation of the project if COVID-19 persists or undergoes resurgence. The project has been designed to used agreed COVID-19 protocols (in line with measures stipulated by the Government of Botswana and the UNDP Duty of Care Guidelines), enabling optional virtual meetings and engagement, should such need arise. If the COVID-19 pandemic resurges and face-to-face meetings are not possible, or travel restrictions are re-imposed, the project will employ virtual means of engagement.

The fifth risk is that stakeholder consultations may not be fully inclusive, especially of marginalized groups and other vulnerable individuals, or special interest groups, therefore, limiting their participation in assessment that will be carried out under the project.

This risk is low. There are well-established systems for ensuring inclusive community engagement through established structures and processes in Botswana. Project consultations will take into consideration representatives of all stakeholders and special interest groups including community leaders (Kgosi), Community Trusts and other village representatives, women, youth. However, it may occur that some interest groups and project-affected persons may not be represented in existing leadership structures or that the outcomes of consultations with community leadership structures may not filter down effectively to all individuals.

Risk Management:

- Provide guidance on evolving or materialized project risks and agree on possible mitigation and management actions to address specific risks;
- Review and update the project risk register and associated management plans based on the information prepared by the Executing Entity. This includes related risks that can be directly managed by this project, as well as contextual risks that may affect project delivery or continued UNDP compliance and reputation but are outside of the control of the project. For example, social and environmental risks associated with co-financed activities or activities taking place in the project's area of influence and having implications for the project;
- Address project-level grievances.

Stakeholder engagement and south-south cooperation:

Stakeholder involvement and consultation processes are critical to the success of this project. An effective engagement of key stakeholders is envisaged during project preparation, implementation, monitoring and evaluation to enhance ownership of the NC and BUR processes and makes these reports more responsive to national needs. The project proposal intends to strengthen stakeholders' participation to collectively participate in addressing climate change issues and challenges in Botswana. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, local communities, local authorities and NGOs, mass media, research institutions, private sector and international organizations and the donor community, with particular emphasis on related sectors.

The preparation of the 4NC/1 BTR and 2BTR will involve several different stakeholders. The stakeholders of the project are the Government of Botswana, the policymakers at the national and local levels, local communities, the scientific community, industry and all those who could be affected by climate change. At the national level, the National Committee on Climate Change (NCCC) will be chaired by the Permanent Secretary. The Ministry of Environment and Tourism (MET) will oversee the preparation and implementation of the work programme of the 4NC and 1BTR, and 2BTR. The NCCC is composed of members from government Ministries/ Departments, the private sector, academia and non-governmental organizations. Other stakeholders such as community-based organizations, women's organizations and other disadvantaged groups will participate in the project through surveys and stakeholder workshops to share data and information on the impact of adaptation and mitigation policies and measures.

Statistics Botswana will also have an important role as a data custodian, particularly for the GHG inventories. It will also be very important to support the close cooperation of Statistic Botswana with the Ministry of Environment and Tourism, in order to move towards the systematic, ongoing collection of high-quality emissions data. As stated in the TNC, strengthening the capacity of the authorities to gather data for GHG inventories is very critical. The Ministry of Energy and Minerals through the Department of Energy will also benefit from capacity-strengthening activities under the 4NC/1BTR and 2BTR project: the Ministry of Energy and Minerals and the Ministry of Environment and Tourism, the Ministry of Agriculture, the Ministry of Transport, the Ministry of Land Management and Water. These

government departments will play a key role in providing data for the GHG inventory and the development of mitigation scenarios. The technical staff from the above ministries will take part in capacity-building activities for the identification, preparation and implementation of mitigation actions for GHG emissions in their respective economic sectors, while decision-makers will play a key role in the prioritization of identified measures.

Academic and Research institutions, particularly the University of Botswana, Botswana Institute for Technology Research and Innovation (BITRI), Botswana University of Agriculture and Natural Resources (BUAN), Botswana International University of Science and Technology (BIUST) will play a key role as strategic partners in the development of the mitigation scenarios, in particular assumptions regarding sector-specific mitigation plans and in updating the baseline scenario and other scenarios through 2050 based on the most recent available data.

In addition, to bring the voice of Botswana to global and regional fora, the project will explore opportunities for meaningful participation in specific events where UNDP could support engagement with the global development discourse on Climate Change. The project will furthermore provide opportunities for regional cooperation with countries that are implementing initiatives on Climate change mitigation and adaptation in geopolitical, social and environmental contexts relevant to the proposed project in Botswana. The project will support and encourage SSTrC to ensure knowledge exchanges, technology transfers, peer support, and neighbourhood initiatives, as well as countries forming common development agendas and seeking collective solutions. The project will explore possibilities for South-South cooperation within the framework of the sectoral and intergovernmental networks in which Botswana participates, both related to adaptation and mitigation, and to the elaboration of National Inventories of Greenhouse Gases (GHGI).

Under the guidance and exchanges facilitated via the Global Support Program for National Communication and Biennial Update Reports, Botswana will participate in the South-South learning and capacity building via webinars, regional workshops and networks on the specific topics linked to NC and BTR.

Stakeholder	Role	Means of Engagement
Governmental Institutions		
Ministry of Environment and Tourism (Department of Meteorological Services)	Executing entity and overall coordination. Coordination and development of National Greenhouse Gas Inventory (NGHGI); Analysis of Climate Scenarios AD and other information on the vulnerability in touristic strategic areas AD and other information on waste	Focal point; Interinstitutional meetings and workshops
Statistics Botswana	AD, statistical data, disaster prevention and risk management	Interinstitutional meetings and workshops
Ministry of Agriculture	GHG inventory lead for Agriculture and land use, land-use change and forestry (LULUCF)	Interinstitutional meetings and workshops
Ministry of Minerals and Energy	GHG inventory lead for Energy	Interinstitutional meetings and workshops

Stakeholder	Role	Means of Engagement
Ministry of Transport and Public Works	Activity Data (AD) and other information on transport, road infrastructure	Interinstitutional meetings and workshops
Ministry of Education and Skills Development	GHG inventory lead for Industrial Process and Product Use (IPPU); Support in the process of gender mainstreaming and youth empowerment; Dissemination of results	Interinstitutional meetings and workshops
Ministry of Finance	Activity data (AD) on IPPU; information about economic activities	Interinstitutional meetings and workshops
Ministry of Infrastructure and Housing Development	AD and other information on infrastructure and housing	Interinstitutional meetings and workshops
Ministry of Health	AD and other information on Health Sector	Interinstitutional meetings and workshops
Ministry of Youth, Gender, Sport and Culture	Dissemination of results; Lead on gender mainstreaming, provide sex-disaggregated data; Lead in the process of youth empowerment	Interinstitutional meetings and workshops
Academia		
Academia: the University of Botswana, Botswana International University of Science and Technology, Botswana University of Agriculture and Natural Resources and others	Information about vulnerability, adaptation, mitigation	Workshops
Municipalities / Local Governments		
Local-level municipalities	Information on climate risks and vulnerabilities in specific areas of their respective municipalities	Workshops, Surveys, focused meetings, site visits
Private sector		
Private sector: agricultural livestock, industry [names of business organisations] etc.	Information about vulnerability and GHG emissions in different economic sectors; public consultations	Workshops, Surveys, focused meetings
NGO / CSO		
Civil society and NGOs represented by members of BOCONGO, women groups and young people, local communities.	Advocacy, public consultations	Workshops, Surveys, focused meetings, site visits, and others

A preliminary Stakeholder Engagement Plan envisages the following actions:

- Inception workshop to discuss conceptual framework and design for each report/area of work; discuss and assess any safeguards issues and/or risks, and highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting.
- Stakeholder consultations' workshops or surveys to include them in the reporting process and to enable them to provide relevant information for specialized sectors, especially for inventories.
- Capacity-building workshops on the thematic areas of the NCs, the ETF and BTRs.
- Individual meetings of thematic working groups with sector representatives and organizations representatives for their communities interests.
- Group discussions to solicit ideas, and create synergies and opportunities for networking, knowledge sharing and joint actions.
- Validation workshops to discuss results and validate the accuracy of the analyses and assure the quality of the results.
- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking.

COVID-19 CONSIDERATIONS:

The stakeholders' engagement plan will include measures to manage risks that the COVID-19 pandemic and the possible reinstatement of containment measures may pose on the mobility and engagement of both, project staff and stakeholders. In the event of these risks materializing, the Project will employ videoconferencing equipment/tools for virtual meetings and workshops, revise the work plan, apply social distancing, and provide personal protective equipment (PPE) to prevent exposure amongst project staff, all stakeholders, and participants if and when necessary. The budget for IT support and PPE will be included accordingly.

Upfront to the commencement of the project, a risk assessment of the potential impacts of the COVID-19 pandemic will be performed and measures to mitigate its effect on the project will be identified and implemented. The impact of COVID-19 on the project progress will be closely monitored and adaptive management will be used to minimize, and address impacts it may have on the availability of technical expertise, capacity, and changes in timelines. The project will focus on strengthening capacity and experience for remote work and online interactions as well as limited remote data and information access.

The national process of the preparation of the BTRs and NCs can assist COVID-19 efforts to build back better and greener plans. Like many countries, one of the challenges Botswana must face after the COVID-19 pandemic is the strengthening of its governmental administration and the reactivation of the economy while implementing the NDC; in this way, the transition can be directed towards a model of national development that is sustainable, inclusive, low in emissions and resilient to climate change.

The stakeholder engagement plan will be consolidated and incorporated into the project workplan during project implementation, including gender equality considerations, ensuring that these are firmly integrated into all project interactions with stakeholders.

Gender equality and Women's Empowerment:

Although gender representation was considered in the decision-making process of climate change-related activities and the preparation of previous NC (3NC) and the Biennial Update Reports, it is still critical to understand how the different social roles and economic status of men and women affect and are affected by climate change. The update of the National Circumstances section of the 4NC and 1BTR will consider gender considerations and sex-disaggregated data where possible to better understand how social and economic differences between men and women in Botswana may potentially impact the country's ability to adopt climate change mitigation and adaptation strategies. Several studies have acknowledged women as agents of change who make important contributions to

climate change adaptation and mitigation. A gender perspective will be incorporated in the V&A assessment and preparation of mitigation actions. In addition to that, the update on vulnerability, impacts, and adaptation will incorporate a gender perspective in sectoral analyses, particularly in areas such as agriculture, health, and rural development. The project will also consider gender issues in the identification, description, and preparation of mitigation actions when relevant. Finally, gender balance will be considered in project management with regard to the technical team to be hired to prepare the 4NC and the BTRs.

The project will encourage the active participation of women and men in decision-making processes. Gender balance will be considered in project management structures and capacity-building actions (training, workshops). The guidance integration through the NCs and BURs developed by the Global Support Programme (GSP) through UNDP and in collaboration with UNEP and GEF will be applied. In addition, in line with the GEF SEC's policy on gender equality and Guidance to advance gender equality in GEF projects and programs, the project will prepare and finalize gender analysis and Gender action plan during its inception phase. An initial stocktaking and gender analysis across all areas – and inclusion of stakeholders who understand gender issues in relation to their sectors – will be conducted to assess and understand where deeper analysis and action are required. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps.

Gender analysis will follow the structure of five priority areas of UNFCCC Gender Action:

- Capacity building, knowledge sharing and communications;
- Gender balance, participation and women´s leadership;
- Coherence;
- Gender-responsive implementation and means of implementation;
- Monitoring and reporting.

The Project will provide capacity-building in relation to NC purpose and content, gender issues in the environment and their role in the NC and BTR processes if necessary. For all analyses included in the project (national circumstances, mitigation actions and vulnerability assessment), sex-disaggregated data[2] from the national statistical agency and internationally approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), economic empowerment, and health among others will be included.
Finally, gender balance will be considered in project management with regard to the technical team to be hired to prepare the 4NC/1BTR and 2 BTR.

Innovativeness, Sustainability and Potential for Scaling Up:
The project will continue further on the work done under the previous National Communications and will involve key national institutions/partners/ stakeholders/experts responsible for specific sections/topics, to maintain the continuity of the process. In addition, one of the main project objectives is to raise the capacity of national stakeholders in order to meet future reporting requirements under the UNFCCC and the Paris Agreement.

The project will focus on strengthening and utilizing the capacity of existing institutions and their smooth cooperation and not on creating new structures. Moreover, the project will shift from project-based reporting to a continuous process model.
Following standard practice, the 4NC and 1BTR prepared as a combined report and 2BTR prepared as a stand-alone report will be duly adopted by the Government of Botswana and subsequently sent to the UNFCCC Secretariat by the national UNFCCC Focal Point by December 2024 and December 2026, respectively.
The potential for scaling up several outcomes of the project is high since good practices shall be systematically captured and shared with stakeholders and, to the extent possible, with other countries. There is also a significant potential to scale up training materials, toolkits, and other applications created by the project in other countries in the region.

[2] Gender considerations and collection of gender sensitive data under this project is expected to be based on gender binary data, i.e., men/women.

V. PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s): SDG 13 – Climate Action: Take urgent action to combat climate change and its impacts				
This project will contribute to the following country outcome (UNDAF/CPD, RPD, GPD): CPD Outcome 1. By 2025, people benefit from resilient, inclusive and sustainable growth ensured by the convergence of economic development, and management of the environment and cultural resources				
	Objective and Outcome Indicators (no more than a total of 20 indicators)	**Baseline[3]**	**End of Project Target**	
Project Objective:	***To assist Botswana in the preparation and submission of its First Biennial Transparency Report and its Fourth National Communication as a combined report and its Second Biennial Transparency Report for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement.***			
	Mandatory Indicator 1: # direct project beneficiaries disaggregated by sex (individual people)[4]	*0*	*300*	
Project component 1	***National Greenhouse Gas Inventory (NGHGI) and progress in tracking implementation and achieving NDCs under Article 4 of the Paris Agreement***			
Project Outcome[5] 1.1. Botswana's National inventory report of anthropogenic emissions by sources and removals by sinks reviewed and updated	*Indicator 2: NIR for the years 1994-2022 updated, emissions projections until 2050 formulated*	*NIR1994-2022*	*NIR (1990-2022) submitted to the UNFCCC as a separate document by December 2024*	*NIR (1990-2024) submitted to the UNFCCC as a separate document by December 2026*
	Indicator 3: analysis of key GHG emitting sectors: Energy, IPPU, AFOLU and waste carried out, uncertainty analysis conducted	*Baseline data for all key sectors*	*Review of all the previous inventories;* *Uncertainty analysis completed (NIR2024)*	*Sectoral data verified and updated;* *Uncertainty analysis reviewed (NIR2026)*
Outputs to achieve Outcome 1.1.	1.1.1.: National GHG inventory for the years 1994-2022 for Energy, IPPU, AFOLU and waste sector activities updated, and the quality of the previous inventories reviewed and improved, using the 2006 IPCC guidelines and the GHG-LULUCF 2003 guidelines. 1.1.2. An analysis of key GHG- emitting sectors is carried out, and uncertainty analysis is conducted. 1.1.3. Update of GHG emission projections until 2050			

[3] Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and needs to be quantified. The baseline can be zero when appropriate given the project has not started. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

[4] Provide total number of all direct project beneficiaries expected to benefit from all project activities until project closure. Separate the total number by female and male. This indicator captures the number of individual people who receive targeted support from a given GEF project and/or who use the specific resources that the project maintains or enhances. Support is defined as direct assistance from the project. Direct beneficiaries are all individuals receiving targeted support from a given project. Targeted support is the intentional and direct assistance of a project to individuals or groups of individuals who are aware that they are receiving that support and/or who use the specific resources.

[5] Outcomes are medium term results that the project makes a contribution towards, and that are designed to help achieve the longer-term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

	1.1.4. Strengthened human, scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR. 1.1.5. Quality assurance and Quality control plan developed; QA/QC process implemented.			
Outcome 1.2. Progress made in implementing and achieving the NDC, data collection and MRV of NDC mitigation measures strengthened and NDC mitigation scenarios aligned with a long-term low-emission development strategy	*Indicator 4: The human, scientific, technical and institutional capacity to undertake a GHG inventory and MRV of the NDC strengthened; data collection system set up.*	*The institutional and operational framework used to prepare 3NC*	*Data collection set up and human, scientific and technical capacity developed by 2024.*	*Data collection and human, scientific and technical capacity updated in 2026.*
	Indicator 5: NDC mitigation scenarios aligned with a long-term low-emission development strategy	*LTS not yet in place*	*LTS developed by 2024*	*A review of NDC and the LTS alignment by December 2026*
Outputs to achieve Outcome 1.2	1.2.1. Information necessary to track progress in implementing and achieving the NDC under Article 4 of the Paris Agreement and mitigation measures assessed, gaps identified and addressed to the extent possible. 1.2.2. Evaluation of mitigation policies and measures, their effects and implications for the achievement of NDC targets. 1.2.3. Alignment of NDC mitigation scenarios with a long-term mitigation strategy. 1.2.4. Elaboration of Monitoring, Reporting and Verification (MRV) mechanisms, including institutional arrangements in place to track the progress of the NDC.			
Project component 2	***Information on Climate Change Impacts and Adaptation under Article 7 of the Paris Agreement, support needed and received, and other relevant information including supplemental NC chapters.***			
Outcome 2.1. Updated data on national circumstances related to climate change to better inform climate change policy updated	*Indicator 6: Updated National Circumstances chapter*	*National circumstances chapter in the 3NC*	*Updated National Circumstances chapter in 4NC aligned with the NDC (2024)*	*Updated National Circumstances chapter in 2BTR up to 2026*
Outputs to achieve Outcome 2.1.	2.1.1 Analysis and update of information on the socio-economic and environmental conditions that provide an overall understanding of climate change concerns in the context of national development priorities.			
Outcome 2.2. Improved and updated information on climate change impacts and adaptation under Article 7 of the Paris Agreement, and	*Indicator 7: project specific* *M&E of adaptation policies and measures established and functioning*	*Analysis of the existing M&E framework*	*A study of the existing M&E framework completed with recommendations on how to incorporate M&E of adaptation policies and measures by 2024*	*M&E framework assessed and identified potential gaps addressed by 2026*

adaptation measures for vulnerable sectors reflecting gender issues specific to Botswana	*Indicator 8: project specific* *Integration of gender issues in adaptation policy planning and implementation*	*Analysis of the baseline situation*	*Integration of gender issues in adaptation policies and measures finalized by 2024*	*Integration of gender issues in adaptation policies and measures verified potential problems addressed by 2026*
Outputs to achieve Outcome 2.2.	2.2.1. Assessment of climate change impacts and vulnerability of priority sectors to update understanding of adaptation challenges and risks. 2.2.2.Strengthening capacity for adaptation assessment (human, scientific, technical, institutional) 2.2.3. Monitoring and evaluation of adaptation policies and measures. 2.2.4. Gender analysis to collect and analyze sex-disaggregated data and information in relation to climate change to inform the design, implementation and reporting.			
Outcome 2.3. Data collection and M&E established for other relevant information, including supplemental NC chapters analysed and compiled information on finance, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement.	*Indicator 9: chapters on financial, technology development and transfer and capacity-building support updated*	*NDC and 3NC information*	*update of MOI information for the 4NC/1BTR combined report by 2024*	*Update of MOI information for the 2BTR stand-alone report by 2026*
Outcome 2.3. Data collection and M&E established for other relevant information, including supplemental NC chapters analysed and compiled information on finance, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement.	*Indicator 10: project specific* *M&E system for financial, technology and CB (MOI) support and other relevant information established and functioning*	*Elements of existing M&E framework for policies and measures*	*Analysis of the gaps and needs in the existing M&E framework; Expanded and improved M&E system established by 2024*	*Verification of the M&E framework and potential gaps and problems identified addressed by 2026*
	Indicator 11: project specific *M&E system for education, training and public awareness of climate issues and policies established and functioning*	*Elements of existing M&E framework for policies and measures*	*A study on gaps, needs and constraints for accessing MOI, and analytical papers on needs, gaps and priorities for education, training and public awareness completed by 2023*	*A study on needs, gaps and priorities in research and systematic observation completed by 2025*
Outputs to achieve Outcome 2.3.	2.3.1. The process and organizational structure for M&E established and operationalized. 2.3.2. Assessment of constraints related to accessing technology development and transfer, and description of financial assistance needs. 2.3.3. Information on financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement collected and assessed. 2.3.4. Assessment of needs, gaps and priorities for research/systematic observation, education, training and public awareness programmes			

Project component 3	***Compilation and submission of the reports***			
Outcome 3.1 The Fourth National Communication and the First Biennial Transparency Report (4NC/1BTR) of Botswana as a combined report and the Second Biennial Transparency report (2BTR) of Botswana as a stand-alone report compiled, adopted by the government after stakeholders' consultations and submitted to the UNFCCC	*Indicator 12:* *Completion and timely submission of the combined 4NC/1BTR report and 2BTR stand-alone report to the UNFCCC Secretariat*	*3NC submitted to the UNFCCC on 6 November 2019* *1BUR submitted to the UNFCCC on 6 November 2019*	*Submission of the combined 4NC/1BTR report to UNFCCC Secretariat in 2024*	*Submission of the 2BTR stand-alone report to the UNFCCC Secretariat in 2026*
Outputs to achieve Outcome 3.1.	3.1.1. Compilation of 4NC/1BTR, adoption by the government after participatory, inclusive stakeholders' consultations and submission to the UNFCCC by December 2024. 3.1.2. Compilation of 2BTR, its transparent, public consultations, adoption by the government and submission to the UNFCCC by December 2026.			
Project component 4	**Monitoring & Evaluation**			
Outcome 4.1 Project inception workshop organised, monitoring and evaluation ensured, lessons learned compiled and disseminated	*Indicator 13:* *No. of monitoring reports compiled*	*0*	*1 Inception Workshop Report, 2 Annual Status Surveys*	*1 Inception Workshop Report, 4 Annual Status Surveys, 1 End of Project Report*
Outputs to achieve Outcome 4.1.	4.1.1. Inception report prepared and inception workshop organised, 4.1.2. Annual progress reports and financial reports, Annual Status Surveys prepared in line with the workplan, 4.1.3.Final project report with lessons learned prepared and final workshop organised			

VI. MONITORING AND EVALUATION (M&E) PLAN

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP POPP (including guidance on GEF project revisions) and UNDP Evaluation Policy **The UNDP Country Office is responsible for ensuring full compliance with all UNDP project M&E requirements including project monitoring, UNDP quality assurance requirements, quarterly risk management, and evaluation requirements.**

Additional mandatory GEF-specific M&E requirements will be undertaken in accordance with the GEF Monitoring Policy and the GEF Evaluation Policy and other relevant GEF policies[6]. The M&E plan and budget included below will guide the GEF-specific M&E activities to be undertaken by this project.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed – including during the Project Inception Workshop - and will be detailed in the Inception Report.

Minimum project monitoring and reporting requirements as required by the GEF:

Inception Workshop and Report: A project inception workshop will be held within 2 months from the First disbursement date, with the aim to:

a. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
b. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
c. Review the results framework and monitoring plan.
d. Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP and other stakeholders in project-level M&E.
e. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework (where relevant) and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
f. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
g. Plan and schedule Project Board meetings and finalize the first-year annual work plan. Finalize the TOR of the Project Board.
h. Formally launch the Project.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-NCE Regional Technical Adviser, and will be approved by the Project Board.

Annual progress:
Status Survey Questionnaires to indicate progress and identify bottlenecks as well as identify technical support needs will be carried out once a year, in line with GEF and UNFCCC reporting requirements for NCs and BTRs. Within the third year of implementation, a mid-term workshop shall be held to assess the project implementation effectiveness with key stakeholders, to enable real co-management of project implementation.

[6] See https://www.thegef.org/gef/policies_guidelines

Final/End of Project Report:

During the last three months of project implementation , the project team will prepare the End of Project Report (Annex 10). This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure the sustainability and replicability of the project's results. The End of Project Report shall be discussed with the Project Board during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up.

Agreement on intellectual property rights and use of the logo on the project's deliverables and disclosure of information**:** To accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy[7] and the GEF policy on public involvement[8].

[7] See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/
[8] See https://www.thegef.org/gef/policies_guidelines

Monitoring Plan: The project results, corresponding indicators and mid-term and end-of-project targets in the project results framework will be monitored by the Project Management Unit annually, and will be reported in the GEF PIR every year, and will be evaluated periodically during project implementation. If baseline data for some of the results indicators is not yet available, it will be collected during the first year of project implementation. Project risks, as outlined in the risk register, will be monitored quarterly.

Table X: Monitoring plan

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
Project objective: To assist Botswana in the preparation and submission of its First Biennial Transparency Report and its Fourth National Communication as a combined report and its Second Biennial Transparency Report for the fulfilment of the obligations	***Indicator 1*** Number of direct project beneficiaries disaggregated by sex (individual people)	300	Number of stakeholders participating in consultations and workshops	Workshops attendance lists; responses to questionnaires	Annually	Project team	Workshop attendance lists; reports from the workshops; outcomes of consultations: annual progress reports	Risks: Low level of interest in the project among non-government stakeholders, problems with ensuring attendance of stakeholders from ministries and local level authorities due to work overload and lack of capacity. Assumptions: Stakeholders are engaged in the project delivery and convinced of its importance. Any risks to participation in workshops are addressed by forward planning and providing to participants an option to attend

[9] Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification.

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement.								online (hybrid attendance)
Project Outcome 1.1. Botswana's National inventory report of anthropogenic emissions by sources and removals by sinks reviewed and updated	***Indicator 2*** Data set for the update of NIR for the years 1994-2022 updated, and emissions projections formulated until 2050	NIR 2024 NIR2026	National GHG Inventories for the 4NC and 1BTR and NIR for compiled during project lifetime in line with the project workplan	IPCC 2006 Guidelines and 2019 Refinement to the extent possible. MPGs and common reporting tables as per 5/CMA.3.	Continuous monitoring of progress in line with the workplan; Monthly progress reports (internal); Annual Status Surveys on NC/BTRs implementation	Project team	Final versions of the 4NC/1BTR, final version of 2BTR; UNFCCC website	Risks: insufficient capabilities of data providers, delays in accessing data. Assumptions: The collection of data and formulation of emissions projections are not disrupted and are performed in line with the workplan, ay arising problems are addressed swiftly
	Indicator 3 Analysis of key GHG emitting sectors: Energy, IPPU, AFOLU and waste carried out, uncertainty analysis conducted	Sectoral data verified, updated and compiled by October 2024 (NIR2024) and October 2026 (NIR2026)	Sectoral data verified, updated and compiled in line with the project workplan; uncertainty	IPCC 2006 Guidelines to the extent possible. MPGs and common reporting tables as per 5/CMA.3.	Continuous monitoring of progress in line with the workplan; Monthly progress	Project team	Final versions of the 4NC/1BTR, final version of 2BTR; UNFCCC website	Risks: Not all data are accessible/available on time. Assumptions: The collection of data and formulation of emissions

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
			analysis conducted		reports (internal); Annual progress reports			projections are not disrupted and are performed in line with the workplan Any arising problems are addressed by the project team, data verified or accessed through other sources
Project outcome 1.2. Progress made in implementing and achieving the NDC, data collection and MRV of NDC mitigation measures strengthened and NDC mitigation scenarios aligned with a long-term low-emission development strategy	***Indicator 4*** The human, scientific, technical and institutional capacity to undertake a GHG inventory and MRV of the NDC strengthened.	Data collection system set up by 2024 and human, scientific and technical capacity to undertake GHG inventory and MRV of the NDC strengthened by 2024 and optimized by 2026	The implementation of the MPG requirements for the Transparency Framework of the Paris Agreement	IPCC 2006 Guidelines and 2019 Refinement to the extent possible. MPGs and common reporting tables as per 5/CMA.3.; NDC MRV framework	Continuous monitoring of progress in line with the workplan	Project team	Final versions of the 4NC/1BTR, final version of 2BTR; 2nd NDC	Risks: lack of capacity and insufficient human resources of government ministries Assumptions: The government of Botswana is committed to the Paris Agreement and any problems arising with human resources are addressed swiftly to enable timely implementation of the project.
	Indicator 5 NDC mitigation scenarios aligned with a long-term low-emission development strategy	LTS and NDC aligned by 2026	NDC targets strengthened in line with the long-term GHG trajectory and	Long-term GHG modelling results used to prepare GHG scenarios and corresponding mitigation measures, cost-	Annually	Project team	2nd NDC, LTS	Risks: Inadequate resources leading to a delay in the preparation and adoption of the LTS. Assumptions: The government of

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
			adaptation pathways towards 2050 defined in the LTS	benefit analysis; a comparative analysis of draft 2nd NDC and LTS				Botswana is committed to the Paris Agreement and any problems arising with human resources are addressed swiftly to enable timely implementation of the project.
Project Outcome 2.1 Updated data on national circumstances related to climate change to better inform climate change policy updated	***Indicator 6*** Updated National Circumstances chapter	National Circumstances chapter prepared and incorporated into the NC and BTR	All the necessary information on the national circumstance as per MPGs for the Transparency Framework of the Paris Agreement and the UNFCCC methodology for NCs/BTR development collected at source and/or updated.	UNFCCC methodology for NC/BTR development, including the modalities, procedures and guidelines (MPGs) for the transparency framework of the Paris Agreement	Annually	Project team	Final versions of the 4NC/1BTR final version of 2BTR; 2nd NDC	Risks: Gaps in data and unexpected delays linked to inadequate human resources or further impacts of COVID-19. Assumptions: The project team can access necessary information through direct and/or online contacts with relevant data providers. Any emerging problems are reported and addressed without delay.

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
Project Outcome 2.2. Improved and updated information on climate change impacts and adaptation under Article 7 of the Paris Agreement, and adaptation measures for vulnerable sectors reflecting gender issues specific to Botswana	***Indicator 7*** M&E of adaptation policies and measures established and functioning	A study of the existing M&E framework completed with recommendations on how to incorporate M&E of adaptation policies and measures by 2024; M&E framework assessed and identified potential gaps addressed by 2026	M&E policy Framework will be adjusted in line with the MPGs for the Transparency Framework of the Paris Agreement	UNFCCC methodology for NC/BTR development, including the modalities, procedures and guidelines (MPGs) for the Transparency Framework of the Paris Agreement common reporting tables as per 5/CMA.3.	Annually	Project team	Final versions of the 4NC/1BTR, final version of 2BTR	Risks: Gaps in information and unexpected delays linked to inadequate human resources or further impacts of COVID-19. Assumptions: The project will support the assignment of clear roles and responsibilities in the NDC tracking process, allowing institutions to participate in a transparent way while sharing regular updates on progress of the project implementation. Any emerging problems are reported and addressed without delay.
	Indicator 8 Integration of gender issues in adaptation policy planning and implementation	Integration of gender issues in adaptation policies and measures finalised by 2024; Integration of gender issues in adaptation	Impacts of adaptation policies and measures disaggregated by sex; measures proposed to address these	Gender assessment and action plan; MPGs for the Transparency Framework	Annually	Project team	Final versions of the 4NC/1BTR, final version of 2BTR; NDC	Risks: Gaps in information and unexpected delays linked to inadequate human resources or further impacts of COVID-19. Assumptions: The project will support

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
		policies and measures verified, potential problems addressed by 2026	impacts in the second NDC					gender mainstreaming in adaptation policy and planning by providing necessary tools to the stakeholders involved in the project on implementing, tracking and reporting gender considerations relevant to their policy areas.
	Indicator 9 Chapters on financial, technology development and transfer and capacity-building support updated	Chapters on financial, technology and CB (MOI) support updated and incorporated into the NC and BTR	All information on gaps and needs in access to the Means of Implementation collected and reported in line with the UNFCCC methodology for NC/BTR development and the MPGs for the Transparency Framework	UNFCCC methodology for NC/BTR development, including the modalities, procedures and guidelines (MPGs) for the Transparency Framework of the Paris Agreement common reporting tables as per 5/CMA.3.	Annual Status Surveys on NC/BTRs implementation	Project Team	Final versions of the 4NC/1BTR, final version of 2BTR	Risks: Limited availability of data Assumptions: the review and update process for NDC of Botswana and the development of LTS will provide sufficient information on the MOI needs and M&E of climate finance received to be used in the 4NC/1BTR and the information will be updated for 2BTR

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
			of the Paris Agreement					
Project Outcome 2.3. Data collection and M&E established for other relevant information including supplemental NC chapters analysed and compiled, including information on finance, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the	***Indicator 10*** M&E system for financial, technology and CB (MOI) support and other relevant information established and functioning	M&E system for financial, technology and CB (MOI) support and other relevant information established by 2024 and verified, with potential gaps addressed by 2026	M&E system for Means of Implementation adjusted in line with the MPGs of the Transparency Framework	UNFCCC methodology for NC/BTR development, including the modalities, procedures and guidelines (MPGs) for the transparency framework of the Paris Agreement common reporting tables as per 5/CMA.3.	Annually (Status Surveys on NCs/BTRs implementation)	Project team	Final versions of the 4NC/1BTR, final version of 2BTR	Risks: Possible disruptions due to problems with capacity/human resources Assumptions: The project will support the assignment of clear roles and responsibilities in the NDC tracking process, allowing institutions to participate in a transparent way while sharing regular updates on progress of the project implementation. Any emerging problems will be reported and addressed without delay.
	Indicator 11 M&E system for education, training and public awareness of climate issues and policies established and functioning	M&E system for education, training and public awareness of climate issues and policies established and functioning by	M&E system for education, training and public awareness of climate issues and policies	UNFCCC methodology for NC/BTR development, including the modalities, procedures and guidelines (MPGs)	Annually (Status Surveys on NCs/BTRs implementation)	Project team	Final versions of the 4NC/1BTR, final version of 2BTR	Risks: Possible disruptions due to problems with capacity/human resources Assumptions: The project will support the assignment of

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
Paris Agreement		2024, and verified/updated as appropriate with identified gaps addressed by 2026	adjusted in line with the MPGs of the Transparency Framework	for the transparency framework of the Paris Agreement common reporting tables as per 5/CMA.3.				clear roles and responsibilities in the NDC tracking process, allowing responsible institutions to participate in a transparent way while sharing regular updates on progress of the project implementation. Any emerging problems will be reported and addressed without delay.
Project Outcome 3.1. The Fourth National Communication and the First Biennial Transparency Report (4NC/1BTR) as a combined report and the Second Biennial Transparency report (2BTR) of Botswana	***Indicator 12*** Completion and timely submission of the combined BTR1 + NC4 report and BTR2 stand-alone report to the UNFCCC Secretariat	Completion and timely submission of the combined 4NC/1BTR report to UNFCCC Secretariat in 2024; Completion and timely submission of the 2BTR stand-alone report to the UNFCCC Secretariat in 2026	The completeness of the NIRs and deadlines for submission of the reports have to comply with the UNFCCC and Paris Agreement requirements and	The data sources for baseline are NDC targets, national GHG inventory for 2021 and 2022; UNFCCC methodology for NC/BTR development, including the modalities, procedures and guidelines (MPGs) for the transparency framework of the Paris Agreement	Continuous monitoring of progress; Annual Status Surveys on NC/BTRs implementation	Ministry of Environment and Tourism (Department of Meteorology)	End of project report; UNFCCC website	Risks: Further COVID disruption, insufficient capabilities of data providers, delays in accessing data Assumptions: the project is implemented according to the workplan; annual progress reports do not signal delays in delivery of the project, limited availability of data. Any risks of delay in collecting

Results Monitoring	Indicators	Targets	Description of indicators and targets	Data source/Collection Methods[9]	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
as a stand-alone report compiled, adopted by the government after stakeholders' consultations and submitted to the UNFCCC			obligations of the Parties thereof	common reporting tables as per 5/CMA.3.				information, compilation of data and results are addressed on the spot in direct contact with the data providers and other stakeholders, as appropriate.
Monitoring & Evaluation	***Indicator 13*** Evaluation undertaken in compliance with the UNDP and GEF requirements.	Approved M&E Plan	Inception Workshop held, Inception Report, Annual Status Surveys, PB meetings, End of Project Report.	Templates for reports as per Programme and Operations Policies and Procedures.	Annually	Project team	Inception Report, Annual Status Surveys, PB meetings minutes, End of Project Report	Risks: lack of experience of the IP may slow down the implementation of the project Assumptions: All problematic issues are addressed without delay, corrective measures are planned and implemented.

Table 5. Monitoring and Evaluation Plan and Budget

Monitoring and Evaluation Budget for project execution:		
GEF M&E requirements to be undertaken by Project Management Unit (PMU)	**Indicative costs (US$)**	**Time frame**
Inception Workshop and Report	3,000	Inception Workshop within 2 months of the First Disbursement
Monitoring of indicators in project results framework **A mid-term workshop with key stakeholders**	3,000	Annually The third year of project's implementation
Supervision missions	None	
End of project workshop	4,000	3 months before operational closure
End of project report	None	3 months before operational closure
TOTAL indicative COST	**10,000**	

VII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Section 1: General roles and responsibilities in the projects' governance mechanism

Implementing Partner: The Implementing Partner for this project is the Ministry of Environment and Tourism.

The Implementing Partner is the entity to which the UNDP Administrator has entrusted the implementation of UNDP assistance specified in this signed project document along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, as set forth in this document.

The Implementing Partner is responsible for executing this project. Specific tasks include:

- Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
- Procurement of goods and services, including human resources.
- Financial management, including overseeing financial expenditures against project budgets.
- Approving and signing the multiyear workplan.
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

UNDP will act as the implementing agency/senior suppler for the project and will also provide oversight and monitoring functions. Staff and consultants will be contracted according to the established rules and regulations of the United Nations and all financial transactions and agreements will similarly follow the same rules and regulations

Responsible Parties: N/A

Project stakeholders and target groups: Stakeholder involvement and consultation processes are critical to the success of this project. An effective engagement of key stakeholders is envisaged during project inception, implementation, monitoring and evaluation to enhance ownership of the NC and BUR processes and make these reports more responsive to national needs. The project proposal intends to strengthen stakeholder's participation to collectively participate in addressing climate change issues and challenges in Botswana. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, local communities, local authorities and NGOs, mass-media, research institutions, private sector and international organizations and the donor community, with particular emphasis on related sectors.

The ultimate beneficiary is the Government of Botswana, local communities and the environment that sustains their livelihoods and the economy. The main forms of stakeholder engagement processes which will be employed, consistent with the theory of change are: Stakeholder platforms: consisting of the key partners and major stakeholder groups will be used for continuous engagement on recurring or long-term issues. Existing platforms such as the National Development Plan Thematic Working Groups, National Climate Change Committee and others will be used as the first option to avoid duplications.

Project-specific committees/working groups: As required for each intervention, and where existing platforms cannot play the required role due to technical expert needs or geographical location, or for efficient decision making, specific committees or working groups will be used to engage specific stakeholders. These include technical reference groups, project steering committees and others.

Consultation fora and events: In certain cases, stakeholder consultations will be undertaken through fora or events that are specific to an activity taking place e.g., getting inputs from communities on a strategy or policy being developed.

Partner platforms and events: Key partners of projects being implemented will also have their own platforms that will be used to engage with stakeholders who participate in such fora. These will be leveraged to ensure that the project has a wider reach, uses innovative approaches to engage stakeholders and to minimize stakeholder fatigue.

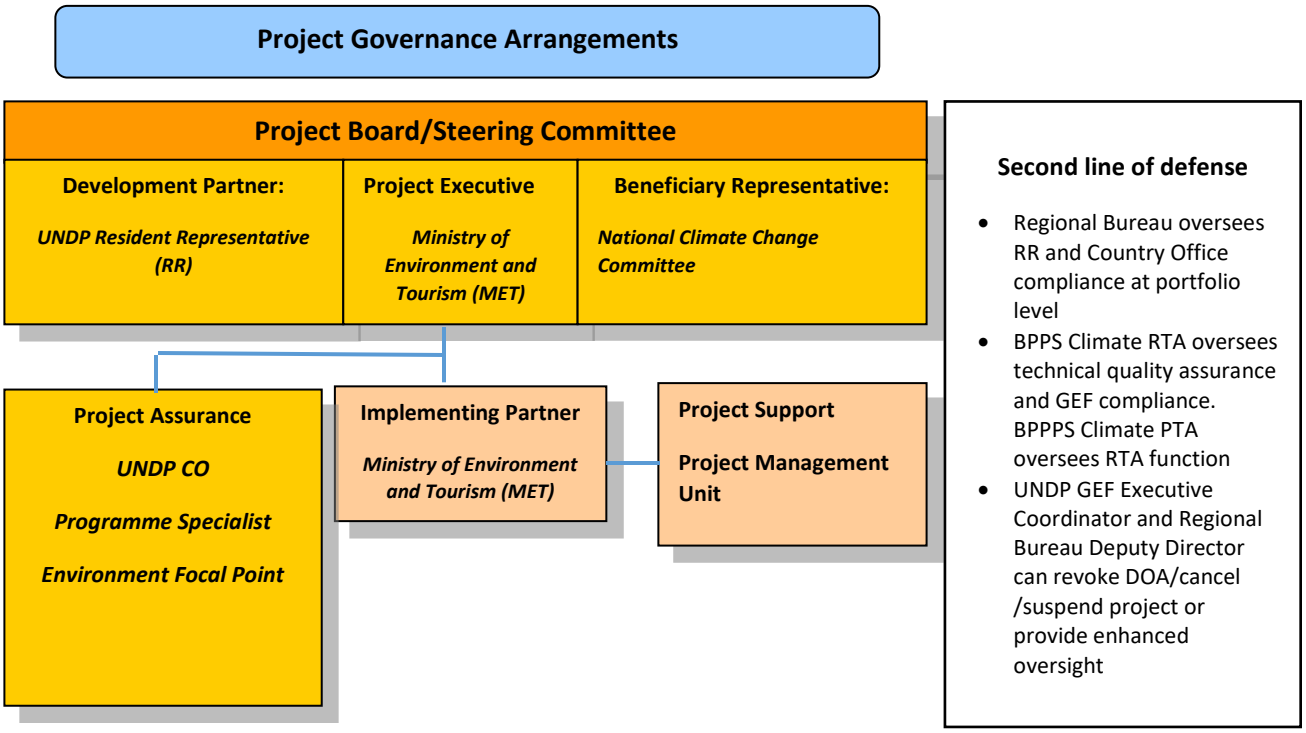
In all cases, UNDP will ensure that platforms, events and fora are representative of different groups of stakeholders and stakeholder groups, including civil society, women, youths and others.

The project will also bring the voice of Botswana to global and regional for a through meaningful participation in specific events where UNDP could support engagement with the global development discourse on Climate Change. The project will furthermore provide opportunities for regional cooperation with countries that are implementing initiatives on Climate change mitigation and adaptation in geopolitical, social and environmental contexts relevant to the proposed project in Botswana. The project will support and encourage SSTrC to ensure knowledge exchanges, technology transfers, peer support, and neighborhood initiatives, as well as countries forming common development agendas and seeking collective solutions. The project will explore possibilities for South-South cooperation within the framework of the sectoral and intergovernmental networks in which Botswana participates, both related to adaptation and mitigation, and to the elaboration of National Inventories of Greenhouse Gases (GHGI).

UNDP: UNDP is accountable to the GEF for the implementation of this project. This includes overseeing project execution undertaken by the Implementing Partner to ensure that the project is being carried out in accordance with UNDP and GEF policies and procedures and the standards and provisions outlined in the Delegation of Authority (DOA) letter for this project. **The UNDP GEF Executive Coordinator, in consultation with UNDP Bureaus and the Implementing Partner, retains the right to revoke the project DOA, suspend or cancel this GEF project.** UNDP is responsible for the Project Assurance function in the project governance structure and presents to the Project Board and attends Project Board meetings as a non-voting member.

Section 2: Project governance structure

FULL NATIONAL IMPLEMENTATION



The UNDP Resident Representative assumes full responsibility and accountability for oversight and quality assurance of this Project and ensures its timely implementation in compliance with the GEF-specific requirements and UNDP's Programme and Operations Policies and Procedures (POPP), its Financial Regulations and Rules and Internal Control Framework. A representative of the UNDP Country Office will assume the assurance role and will present assurance findings to the Project Board, and therefore attend Project Board meetings as a non-voting member.

Section 3: Segregation of duties and firewalls vis-à-vis UNDP representation on the project board:

As noted in the Minimum Fiduciary Standards for GEF Partner Agencies, in cases where a GEF Partner Agency (i.e. UNDP) carries out both implementation oversight and execution of a project, the GEF Partner Agency (i.e. UNDP) must separate its project implementation oversight and execution duties, and describe in the relevant project document a: 1) Satisfactory institutional arrangement for the separation of implementation oversight and executing functions in different departments of the GEF Partner Agency; and 2) Clear lines of responsibility, reporting and accountability within the GEF Partner Agency between the project implementation oversight and execution functions.

In this case, UNDP is only performing an implementation oversight role in the project vis-à-vis our role in the project board and in the project assurance function and therefore a full separation of project implementation oversight and execution duties has been assured.

Section 4: Roles and Responsiblities of the Project Organization Structure:

a) Project Board: All UNDP projects must be governed by a multi-stakeholder board or committee established to review performance based on monitoring and evaluation, and implementation issues to ensure quality delivery of results. The Project Board (also called the Project Steering Committee) is the most senior, dedicated oversight body for a project.

The two main (mandatory) roles of the project board are as follows:

1) **High-level oversight of the execution of the project by the Implementing Partner** (as explained in the "Provide Oversight" section of the POPP). This is the primary function of the project board and includes annual (and as-needed) assessments of any major risks to the project, and decisions/agreements on any management actions or remedial measures to address them effectively. The Project Board reviews evidence of project performance based on monitoring, evaluation and reporting, including progress reports, evaluations, risk logs and the combined delivery report. The Project Board is responsible for taking corrective action as needed to ensure the project achieves the desired results.
2) **Approval of strategic project execution decisions of the Implementing Partner** with a view to assess and manage risks, monitor and ensure the overall achievement of projected results and impacts and ensure long term sustainability of project execution decisions of the Implementing Partner (as explained in the "Manage Change" section of the POPP).

Requirements to serve on the Project Board:

- ✓ Agree to the Terms of Reference of the Board and the rules on protocols, quorum and minuting.
- ✓ Meet annually; at least once.
- ✓ Disclose any conflict of interest in performing the functions of a Project Board member and take all measures to avoid any real or perceived conflicts of interest. This disclosure must be documented and kept on record by UNDP.
- ✓ Discharge the functions of the Project Board in accordance with UNDP policies and procedures.
- ✓ Ensure highest levels of transparency and ensure Project Board meeting minutes are recorded and shared with project stakeholders.

Responsibilities of the Project Board:

- ✓ Consensus decision making:
  - The project board provides overall guidance and direction to the project, ensuring it remains within any specified constraints, and providing overall oversight of the project implementation.
  - Review project performance based on monitoring, evaluation and reporting, including progress reports, risk logs and the combined delivery report;
  - The project board is responsible for making management decisions by consensus.
  - In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition.
  - In case consensus cannot be reached within the Board, the UNDP representative on the board will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.
- ✓ Oversee project execution:
  - Agree on project manager's tolerances as required, within the parameters outlined in the project document, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded.
  - Appraise annual work plans prepared by the Implementing Partner for the Project; review combined delivery reports prior to certification by the implementing partner.
  - Address any high-level project issues as raised by the project manager and project assurance;

- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor and refer such proposed major and minor amendments to the UNDP BPPS Nature, Climate and Energy Executive Coordinator (and the GEF, as required by GEF policies);
- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily and according to plans.
- Track and monitor co-financed activities and realisation of co-financing amounts of this project.
- Approve the Inception Report.
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project.

✓ Risk Management:
- Provide guidance on evolving or materialized project risks and agree on possible mitigation and management actions to address specific risks.
- Review and update the project risk register and associated management plans based on the information prepared by the Implementing Partner. This includes risks related that can be directly managed by this project, as well as contextual risks that may affect project delivery or continued UNDP compliance and reputation but are outside of the control of the project. For example, social and environmental risks associated with co-financed activities or activities taking place in the project's area of influence that have implications for the project.
- Address project-level grievances.

✓ Coordination:
- Ensure coordination between various donor and government-funded projects and programmes.
- Ensure coordination with various government agencies and their participation in project activities.

Composition of the Project Board:

1. **Project Executive:** This is an individual who represents ownership of the project and chairs (or co-chairs) the Project Board. The Executive usually is the senior national counterpart for nationally implemented projects. The Project Executive is: **Ministry of Environment and Tourism.**
2. **Beneficiary Representative(s):** Individuals or groups representing the interests of those groups of stakeholders who will ultimately benefit from the project. Their primary function within the board is to ensure the realization of project results from the perspective of project beneficiaries. Often representatives from civil society, industry associations, or other government entities benefiting from the project can fulfil this role. There can be multiple beneficiary representatives in a Project Board. The Beneficiary representative (s) is/are: **National Climate Change Committee**
3. **Development Partner(s):** Individuals or groups representing the interests of the parties concerned that provide funding, strategic guidance and/or technical expertise to the project. The Development Partner is: **UNDP Resident Representative**

b) **Project Assurance:** Project assurance is the responsibility of each project board member; however, UNDP has a distinct assurance role for all UNDP projects in carrying out objective and independent project oversight and monitoring functions. UNDP performs quality assurance and supports the Project Board (and Project Management Unit) by carrying out objective and independent project oversight and monitoring functions, including compliance with the risk management and social and environmental standards of UNDP. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. Project assurance is totally independent of project execution.

A designated representative of UNDP playing the project assurance role is expected to attend all board meetings and support board processes as a non-voting representative. It should be noted that while in certain cases UNDP's project assurance role across the project may encompass activities happening at several levels (e.g. global, regional), at least one UNDP representative playing that function must, as part of their duties, specifically attend board meetings and provide board members with the required documentation required to perform their

duties. The UNDP representative playing the main project assurance function is/are: **Programme Specialist-Environment and Climate Change, UNDP Botswana.**

c) **Project Management – Execution of the Project:** The Project Manager (PM) (also called project coordinator) is the senior most representative of the Project Management Unit (PMU) and is responsible for the overall day-to-day management of the project on behalf of the Implementing Partner, including the mobilization of all project inputs, supervision over project staff, responsible parties, consultants and sub-contractors. The project manager typically presents key deliverables and documents to the board for their review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk registers.

A designated representative of the PMU is expected to attend all board meetings and support board processes as a non-voting representative.

The primary PMU representative attending board meetings is: **Climate Change Coordinator**

VIII. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is **1,233,000**. This is financed through a GEF grant of USD **1,233,000** administered by UNDP. The UNDP, as the GEF Implementing Agency, is responsible for the oversight of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Budget Revision and Tolerance: As per UNDP POPP, the project board may agree with the project manager on a tolerance level for each detailed plan under the overall multi-year workplan. The agreed tolerance should be written in the project document or approved project board meeting minutes. It should normally not exceed 10 percent of the agreed annual budget at the activity level, but within the overall approved multi-year workplan at the activity level. Within the agreed tolerances, the project manager can operate without intervention from the project board. Restrictions apply as follows:

Should the following deviations occur, the Project Manager/IP through UNDP Country Office will seek the approval of the BPPS/NCE-VF team to ensure accurate reporting to the GEF. It is **strongly encouraged** to maintain the expenditures within the approved budget at the budgetary account and at the component level:

a) Budget reallocations must prove that the suggested changes in the budget will not lead to material changes in the results to be achieved by the project. A strong justification is required and will be approved on an exceptional basis. Budget re-allocations among the components (including PMC) of the approved Total Budget and Work Plans (TBWP) that represent a value greater than 10% of the total GEF grant.
b) Introduction of new outputs/activities (i.e. budget items) that were not part of the agreed project document and TBWP that represent a value greater than 5% of the total GEF grant. The new budget items must be eligible as per the GEF and UNDP policies.
c) Project management cost (PMC): budget under PMC component is capped and cannot be increased.

UNDP is not in a position to increase the total budget above the amount approved by the donor, therefore any over-expenditure would have to be absorbed from non-GEF resources by the Implementing Partner (GEF Executing Entity).

Project extensions: The UNDP-BPPS-NCE team Executive Coordinator must approve all requests for extension of the Project Completion Date and for other milestone extensions with hard deadlines. All extensions impose additional time and cost burdens at all levels and the GEF project budget cannot be increased beyond its originally approved amount. A single extension may be granted on an exceptional basis and subject to the conditions and maximum durations set out in the UNDP POPP. The project management costs during the extension period must remain within the originally approved amount, and any increase in PMC costs shall be covered by non-GEF resources; the additional UNDP oversight costs during the extension period must be covered by non-GEF resources, in accordance with UNDP's policy as set out in UNDP POPP.

For any extension request, UNDP CO and IP will consult and jointly present a clear plan indicating how and from which specific sources the additional oversight costs that will be incurred by UNDP will be covered during the extended period. The BPPS-NCE Executive Coordinator will consult the Regional Bureaux (RBX) and may reject the extension request if no (external co-financing by the IP or internal UNDP CO resources) can be identified.

All extension requests, along with all supporting documentation, shall be submitted by the IP to the UNDP CO in line with the requirements and within the deadlines set out in the UNDP SOPs and policies in UNDP POPP.

Audit: The project will be audited as per UNDP Financial Regulations and Rules and applicable audit policies. Audit cycle and process must be discussed during the Inception workshop. If the Implementing Partner is an UN Agency, the project will be audited according to that Agencies applicable audit policies.

Transfer or disposal of assets: In consultation with the Implementing Partner and other parties of the project, UNDP is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project, however **must be done before the operational closure date**. In all cases of transfer, a transfer document must be prepared and kept on file[10]. The transfer should be done before Project Management Unit complete their assignments.

Completion Date: The project completion date is the date of Project Document Signature plus project duration. This date can only be extended through a formal extension request. Prior to completion date, all UNDP-financed inputs must be provided and related activities for the Project completed. No activities, except for the final clearance of the End of Project Report and the end-of-project review Project Board Meeting should take place after the Completion Date.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP. All costs incurred to close the project must be included in the project closure budget and reported as final project commitments presented to the Project Board during the final project review. The only costs a project may incur following the final project review are those included in the project closure budget.

- **Operational Closure**: **Operational closure must happen within 9 months from project completion date.** Prior to operational closure, the End of Project Report must have been submitted and the end-of-project review Project Board meeting must have been completed. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. Before Operational Closure, the project must have completed the transfer or disposal of any equipment that is still the property of UNDP.
- **Financial Closure: Financial closure must happen within 6 months of operational closure or after the date of cancellation.** The project will be financially closed when the following conditions have been met: a) the project is operationally completed or has been cancelled; b) the Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).
  Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to BPPS/NCE for confirmation before the project will be financially closed in Quantum by the UNDP Country Office.

Cancellation and Suspension: All projects considering going through cancellation or suspension must follow UNDP and GEF requirements. Guidance can be found in the UNDP POPP (SOPs for management actions of Vertical Fund projects escalated to the Executive Coordinator and Guidance for GEF project revisions).

Refund to GEF: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the BPPS/NCE team Directorate in New York. No action is required by the UNDP Country Office on the actual refund from UNDP project to the GEF. Unspent project balance is not permitted to be transferred to any other projects.

[10] See https://popp.undp.org/ https://popp-prod.acquia.undp.org/policy-page/close-and-transition.

IX. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Quantum Business Unit	UNDP-BWA		
Quantum Project ID:	01002007	Quantum Project Title:	PIMS-6602 BWA Fourth National Communication
Quantum Award ID:	1245698	Quantum Award Title:	PIMS-6602 BWA Fourth National Communication
UNDP-GEF PIMS No.	6602		
Implementing Partner	*Ministry of Environment and Tourism (MET)*		

Quantum Activity (GEF Component)	Quantum Output (GEF Outcome)	Quantum Activity (GEF Output)	Quantum Implementing Agent	Quantum Fund ID	Quantum Donor ID	Quantum Budgetary Account Code	Quantum Budget Account Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Total (USD)	See Budget Note:
Component 1: National Greenhouse Gas Inventory (NGHGI) and progress in tracking implementation and achieving NDCs under Article 4 of the Paris Agreement	**Outcome 1.1**: Botswana's National inventory report of anthropogenic emissions by sources and removals by sinks will be reviewed and updated	**Output 1.1.1**: Botswana's National inventory report of anthropogenic emissions by sources and removals by sinks will be reviewed and updated	**MET (016044)**	**62000**	**10003**	71300	Local Consultants	35,000	40,000	30,000	25,000	130,000	1
						72100	Contractual Services-Companies	30,000	47,200	40,000	-	117,200	2
						71200	International Consultants	40,000	50,000	50,000	40,000	180,000	3
						71600	Travel	8,000	9,200	8,000	4,500	29,700	4
						75700	Training, Workshops and Confer	4,000	13,000	10,000	5,000	32,000	5
						74200	Audio Visual&Print Prod Costs	-	12,200	-	12,200	24,400	6
						72500	Supplies	1,900	1,900	1,600	1,300	6,700	7
			Total Responsible Party - MET					**118,900**	**173,500**	**139,600**	**88,000**	**520,000**	
	Total Output 1.1.1							**118,900**	**173,500**	**139,600**	**88,000**	**520,000**	
	Outcome 1.2: Progress made in implementing and achieving the NDC, data collection and MRV of NDC mitigation measures strengthened and NDC mitigation	**Output 1.2.1:** Progress made in implementing and achieving the NDC, data collection and MRV of NDC mitigation measures strengthened and NDC mitigation	**MET**	**62000**	**10003**	71200	International Consultants	50,000	-	40,000	-	90,000	8
						71300	Local Consultants	-	25,000	25,000	-	50,000	9
						71600	Travel	6,000	6,000	8,000	4,000	24,000	10
						75700	Training, Workshops and Confer	8,000	12,000	12,000	7,000	39,000	11
						72100	Contractual Services-Comp	12,000	12,000	12,000	12,000	48,000	12
			Total Responsible Party - MET					**76,000**	**55,000**	**97,000**	**23,000**	**251,000**	

	scenarios aligned with a long-term low-emission development strategy.	scenarios aligned with a long-term low-emission development strategy											
	Total Output 1.2.1							**76,000**	**55,000**	**97,000**	**23,000**	**251,000**	
Total Component 1								**194,900**	**228,500**	**236,600**	**111,000**	**771,000**	
Component 2: Information on Climate Change Impacts and Adaptation under Article 7 of the Paris Agreement, support needed and received, and other relevant information including supplemental NC chapters	**Outcome 2.1**: Updated data on national circumstances related to climate change to better inform climate change policy updated	**Output 2.1.1:** Updated data on national circumstances related to climate change to better inform climate change policy updated	**MET**	**62000**	**10003**	**71200**	**International Consultants**	-	40,000	-	-	40,000	13
						71300	**Local Consultants**	-		20,000	-	20,000	14
						71600	**Travel**	-	1,000	1,000	-	2,000	15
						75700	**Training, Workshops and Confer**	-	-	18,000	-	18,000	16
			Total Responsible Party - MET					**-**	**41,000**	**39,000**	**-**	**80,000**	
	Total Output 2.1.1							**-**	**41,000**	**39,000**	**-**	**80,000**	
	Outcome 2.2: Improved and updated information on climate change impacts and adaptation under Article 7 of the Paris Agreement, and adaptation measures for vulnerable sectors reflecting gender issues specific to Botswana	**Output 2.2.1**: Improved and updated information on climate change impacts and adaptation under Article 7 of the Paris Agreement, and adaptation measures for vulnerable sectors reflecting gender issues specific to Botswana	**MET**	**62000**	**10003**	**71200**	**International Consultants**	-	-	35,000	-	35,000	17
						71300	**Local Consultants**	-	-	25,000	-	25,000	18
						71600	**Travel**	-	-	4,000	-	4,000	19
						75700	**Training, Workshops and Confer**	-	-	30,000	-	30,000	20
						72400	**Comms and Audio Visual Equip**	-	-	4,000	-	4,000	21
			Total Responsible Party - MET					-	-	**98,000**	-	**98,000**	
	Total Output 2.2.1								-	**98,000**	-	**98,000**	
	Outcome 2.3: Data collection and M&E established for other relevant information including	**Output 2.3.1:** Data collection and M&E established for other relevant information including	**MET**	**62000**	**10003**	**71200**	**International Consultants**	**-**	42,000	-	-	42,000	22
						72100	**Contractual Services-Companies**	10,000	10,000	10,000	10,000	40,000	23
						71300	**Local Consultants**	-	-	20,000	-	20,000	24

	supplemental NC chapters analysed and compiled information on finance, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement	supplemental NC chapters analysed and compiled information on finance, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement				**71600**	**Travel**	2,000	2,000	4,000	2,000	10,000	25
			Total Responsible Party - MET					**12,000**	**54,000**	**34,000**	**12,000**	**112,000**	
	Total Output 2.3.1							**12,000**	**54,000**	**34,000**	**12,000**	**112,000**	
Total Component 2								**12,000**	**95,000**	**171,000**	**12,000**	**290,000**	
Component 3: Compilation and submission of the reports	**Outcome 3**: The Fourth National Communication and the First Biennial Transparency Report (4NC/1BTR) as a combined report and the Second Biennial Transparency report (2BTR) of Botswana as a stand-alone report compiled, adopted by the government after stakeholders' consultations and submitted to the UNFCCC	**Output 3.1.1:** The Fourth National Communication and the First Biennial Transparency Report (4NC/1BTR) as a combined report and the Second Biennial Transparency report (2BTR) of Botswana as a stand-alone report compiled, adopted by the government after stakeholders' consultations and submitted to the UNFCCC	**MET**	**62000**	**10003**	**71200**	**International Consultant**	-	-	50,000	-	50,000	26
			Total Responsible Party - MET					**-**	**-**	**50,000**	**-**	**50,000**	
	Total Output 3.1.1.							**-**	**-**	**50,000**	**-**	**50,000**	
Total Component 3								**-**	**-**	**50,000**	**-**	**50,000**	

Component 4: Monitoring and evaluation (M&E)	**M&E**	**M&E**	**MET**	**62000**	**10003**	**71600**	**Travel**	-	1,000	1,000	1,000	3,000	27
						75700	**Training, Workshops and Confer**	3,000	1,000	1,000	2,000	7,000	28
			Total Responsible Party - MET					**3,000**	**2,000**	**2,000**	**3,000**	**10,000**	
Total M&E								**3,000**	**2,000**	**2,000**	**3,000**	**10,000**	
Project management cost	**PMC**	**PMC**	**MET**	**62000**	**10003**	**71800**	**Contractual Services-Imp partn**	28,000	26,000	26,000	22,000	102,000	29
						72200	**Equipment and Furniture**	900	-	-	-	900	30
						72500	**Supplies**	500	500	500	500	2,000	31
						72400	**Comms and Audio Visual Equip**	3,500	-	-	-	3,500	32
			Total Responsible Party - MET					-		-	-	-	
			UNDP	**62000**	**10003**	**74100**	**Professional Services**	-	-	2,000	1,600	3,600	33
			Total Responsible Party - UNDP					**32,900**	**26,500**	**28,500**	**24,100**	**112,000**	
Total PMC								**32,900**	**26,500**	**28,500**	**24,100**	**112,000**	
Total Project								**242,800**	**352,000**	**488,100**	**150,100**	**1,233,000**	

Budget Note No.	Project Output (Description)
1	**71300 - Local Consultants: $130,000**
	• To support consultancy on National GHG inventory for the years 1994-2022 for Energy, IPPU, AFOLU and waste sector activities updated, and the quality of the previous inventories reviewed and improved, using the 2006 IPCC guidelines and the GHG-LULUCF 2003 guidelines - Output 1.1.3 ($36,000; 300 daily rate x 120 days; years 1 and 2) • M&E Expert to support the development of a Community Monitoring Framework and to develop training manuals and other tools for training of community monitors - Output 1.1.1 ($35,000; 3,330 per month for 10 months; year 1 and 2)
2	**72100 - Contractual Services-companies: $117,200**
	• Technical Expert to lead the National GHG inventory for the years 1994-2022 for Energy, IPPU, AFOLU and waste sector activities updated, and the quality of the previous inventories reviewed and improved, using the 2006 IPCC guidelines and the GHG-LULUCF 2003 guidelines - Output 1.2.2 ($36,685; $3,335 per month for 11 months; year 2)
3	**71200-International Consultants: $180,000**
	• Consultancies to analyze key GHG emitting sectors, uncertainty analysis and Update of GHG emission projections until 2050 (Output 1.1.2 and 1.1.3)
4	**71600 – Travel: $29,700**
	• Travel cost associated with national GHG Inventory review and update Output 1.1.1 ($17,200; years 1 and 2) • Travel cost associated with learning exchange to strengthen human, scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR. Output 1.1.4 ($12,500; year 3 & 4)
5	**75700 - Training, Workshops and Confer: $32,000**
	• Workshops, meetings and capacity building trainings scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR - Output 1.1.3 ($32,000; years 1 ,2,3 and 4) • Workshops and meetings for technical review and validation of reports
6	**74200 - Audio Visual Print Prod Costs: $24,400**
	• Printing of training manuals and other tools for training Output 1.1.1 ($24,400: year 1-4)

Budget Note No.	Project Output (Description)
7	**72500 – Supplies: $6,700** • Stationeries and supplies in support of strengthening human, scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR - Outputs 1.1.1, 1.1.2, 1.2.3, and 1.2.4
8	**71200 - International Consultants: $90,000** • Expert for elaboration of Monitoring, Reporting and Verification (MRV) mechanisms, including institutional arrangements to track the progress of the NDC
9	**71300 - Local Consultants: $50,000** • Expert to support evaluation of mitigation policies and measures, their effects and implications for the achievement of NDC targets.
10	**71600 – Travel: $24,000** • Travel expenses related to field surveys/ data collection to track progress in implementing and achieving the NDC
11	**75700 - Training, Workshops and Confer: $39,000** Training workshops to support elaboration of Monitoring, Reporting and Verification (MRV) mechanisms, including institutional arrangements in put in place to track the progress of the NDC.
12	**72100 - Contractual Services-Companies: $48,000** • ($48,000; 3,428.57 per month for 14 months; year 2 to 4)
13	**71200-International Consultants $40,000** • Expert to undertake analysis and update of information on the socio-economic and environmental conditions that provide an overall understanding of climate change concerns in the context of national development priorities
14	**71300-Local Consultants $20,000** • Consultancy to support data collection on financial, technology and capacity-building support needed and received under Articles 9–11 of the PA.
15	**71600-Travel-$2,000** • Travel costs associated with data collection to update information on the socio-economic and environmental conditions
16	**75700-Training Workshops and Conferences $18,000**

Budget Note No.	Project Output (Description)
	• Training costs associated with strengthening capacities to collect data and analyse financial, technology and capacity-building support needed and received under Articles 9–11 of the PA
17	**71200- International Consultants -$35,000** Experts to undertake an assessment of climate change impacts and vulnerability of priority sectors to update understanding of adaptation challenges and risks and, support collection and analysis of gender-disaggregated data and research on gender issues in relation to climate change, preparation of inputs to the reports and support with Monitoring and evaluation of adaptation policies and measures.
18	**71300-Local Consultants-$25,000** • National Consultant to support an international expert to undertake an assessment of climate change impacts and vulnerability of priority sectors to update understanding of adaptation challenges and risks ($25,000)
19	**71600-Travel-$4,000** • Travel costs associated with conducting the vulnerability study and monitoring and evaluation of adaptation policies and measures
20	**75700-Training Workshops and Conference $30,000** • Costs associated with training workshops to strengthen capacity for adaptation assessment (human, scientific, technical, institutional)
21	**72400-Comms and Audio-Visual Equipment $4,000** • Costs associated with provision of communication and audio-visual equipment to support training workshops to strengthen capacity for adaptation assessment
22	**71200-International Consultants $ 42,000** • Assessment of constraints related to accessing technology development and transfer, and description of financial assistance needs.
23	**72100-Contractual Services-Companies**: **$40,000** • Expert costs for establishment and operationalization of the and organizational structure for M&E - ($40,000; $3,330 per months for 12 months; years 1 - 4)
24	**71300-Local Consultants: $20,000** • Expert to undertake an assessment of needs, gaps and priorities for research/systematic observation, education, training and public awareness programmes.

Budget Note No.	Project Output (Description)
25	**71600-Travel: $10,000** • Travel costs associated with the study on assessment of needs, gaps and priorities for research/systematic observation, education, training and public awareness programmes
26	**71200- International Consultants ($50,000)** • Compilation of BTR1+NC4, adoption by the government after participatory, inclusive stakeholders' consultations and submission to the UNFCCC and Compilation of BTR2, its transparent, public consultations, adoption by the government and submission to the UNFCCC
27	**71600 – Travel: $3,000** • Inception workshop, mid-term and project closure workshops: ($1,000 / year 2-4)
28	**75700 - Training, Workshops and Confer: $7,000** • Project Inception Workshop, mid-term and project closure workshops - Output 4.1.1 and 4.1.2 ($7,000)
29	**71800 - Contractual Services-Imp Partn: $102,000** • Project Manager - ($40,720; $3,330 per months for 12 months; years 1 - 4) • Project Assistant/Finance Assistant – ($62,880; $1,310 per month for 48 months; years 1-4)
30	**72200 - Equipment and Furniture: $900** • Office furniture - ($900; year 1)
31	**72500 – Supplies: $2,000** • Office and IT Supplies and Consumables ($2,000; $500/year; years 1 to 4)
32	**72400 - Communic & Audio Visual Equip: $3,500** • Computer (2)- ($3,000; $1,500/unit; year 1) • Printer (1) - ($500; year 1)
33	**74100 – Professional Services: $3,600** • Project audits - ($3600; years 3 to 4)

X. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Botswana and UNDP, signed on 14th May 1975. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by Ministry of Environment and Tourism ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure the best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

XI. RISK MANAGEMENT

Option a. Implementing Partner is a Government Entity (NIM)

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
   a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
   b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via https://www.un.org/securitycouncil/content/un-sc-consolidated-list.

4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.

   (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").

   (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:

      i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;

      ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding

the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;

iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;

iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and

v. Promptly and confidentially, record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.

b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.

6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (http://www.undp.org/ses) and related Accountability Mechanism (http://www.undp.org/secu-srm).

7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds.

10. In the implementation of the activities under this Project Document, UNDP places reasonable reliance upon the Implementing Partner for it to apply its laws, regulations and processes, and applicable international laws regarding anti money laundering and countering the financing of terrorism, to ensure consistency with the principles of then in force the UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy.

11. The Implementing Partner will ensure that its financial management, anti-corruption, anti-fraud and anti-money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.

12. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

13. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall

provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

14. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

    Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

15. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud, corruption or other financial irregularity, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

    Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularity, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

    Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

16. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

17. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

18. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, mutatis mutandis, in all sub-contracts or sub-agreements entered into further to this Project Document.

XII. MANDATORY ANNEXES

1. GEF Budget Template
2. Project Map and geospatial coordinates of the project area
3. Multiyear Workplan
4. Social and Environmental Screening Procedure (SESP)
5. UNDP Atlas Risk Register
6. Overview of technical consultancies/subcontracts
7. Stakeholder Engagement Plan
8. Gender Analysis and Gender Action Plan
9. Procurement Plan
10. End of Project Report
11. GEF and/or LDCF/SCCF Core indicators
12. GEF Taxonomy
13. Partners Capacity Assessment Tool and HACT assessment
14. UNDP Project Quality Assurance Report

Annex 1: GEF Budget Template

Expenditure Category	Detailed Description	Component (USDeq.)							Responsible Entity
		Component 1	*Component 2*	*Component 3*	*M&E*	*Sub-Total*	*PMC*	Total (USDeq.)	(Executing Entity receiving funds from the GEF Agency)[1]
Equipment	72200 - Equipment and Furniture: $900 Office furniture - ($900; year 1)					-	900	900	Ministry of Environment and Tourism
Equipment	72400 - Communication & Audio-Visual Equipment: $3,500· Computer (2)- ($3,000; $1,500/unit; year 1)· Printer (1) - ($500; year 1)					-	3,500	3,500	Ministry of Environment and Tourism
Equipment	72400- Communication & Audio-Visual Equipment $4,000Costs associated with provision of communication and audio-visual equipment to support training workshops to strengthen capacity for adaptation assessment		4,000			4,000		4,000	Ministry of Environment and Tourism
Contractual services-Individual	71800 - Contractual Services-Imp Partn: $102,000· Project Manager - ($40,720; $3,393.33 per months for 12 months; years 1 - 4)· Project Assistant/Finance Assistant – ($62,880; $1,310 per month for 48 months; years 1-4)					-	102,000	102,000	Ministry of Environment and Tourism
Contractual services-Company	71800 - Contractual Services-companies: $165,200· Technical Expert to lead the National GHG inventory for the years 1994-2022 for Energy, IPPU, AFOLU and waste sector activities updated, and the quality of the previous inventories reviewed and improved, using the 2006 IPCC guidelines and the GHG-LULUCF 2003 guidelines - Output 1.2.2 (r 1-$30,000, yr 2-47,200, Yr 3-$ 40,000). PM Salary ($48,000; 3,428.57 per month for 14 months; year 2 to 4)	165,200				165,200		165,200	Ministry of Environment and Tourism
Contractual services-Company	72100-Contractual Services-Companies: $40,000Expert costs for establishment and operationalization of the and organizational structure for M&E - ($40,000; $3,333.33 per months for 12 months; years 1 - 4)		40,000			40,000		40,000	Ministry of Environment and Tourism
International Consultants	71200- International Consultants ($50,000)Compilation of BTR1+NC4, adoption by the government after participatory, inclusive stakeholders' consultations and submission to the UNFCCC and Compilation of BTR2, its transparent, public consultations, adoption by the government and submission to the UNFCCC			50,000		50,000		50,000	Ministry of Environment and Tourism
International Consultants	71200-International Consultants $117,000· Expert to undertake analysis of available data and update of input on the socio-economic and environmental conditions that provide an overall understanding of climate change concerns in the context of national development priorities. Experts to undertake an assessment of climate change impacts and vulnerability of priority sectors to update understanding of adaptation challenges and		117,000			117,000		117,000	Ministry of Environment and Tourism

	risks and, support collection and analysis of sex-disaggregated data and information in relation to climate change, preparation of inputs to the reports and support with Monitoring and evaluation of adaptation policies and measures. Assessment of constraints related to accessing technology development and transfer, and description of financial assistance needs.								
International Consultants	71200-International Consultants: $270,000Consultancies to analyze key GHG emitting sectors, uncertainty analysis and Update of GHG emission projections until 2050 (Output 1.1.2 and 1.1.3)Expert for elaboration of Monitoring, Reporting and Verification (MRV) mechanisms, including institutional arrangements to track the progress of the NDC	270,000				270,000		270,000	Ministry of Environment and Tourism
Local Consultants	71300 - Local Consultants: $180,000· To support consultancy on National GHG inventory for the years 1994-2022 for Energy, IPPU, AFOLU and waste sector activities updated, and the quality of the previous inventories reviewed and improved, using the 2006 IPCC guidelines and the GHG-LULUCF 2003 guidelines. M&E Expert to support the development of a Community Monitoring Framework and to develop training manuals and other tools for training of community monitors. Expert to support evaluation of mitigation policies and measures, their effects, and implications for the achievement of NDC targets.(Local Consultants -Yr 1-35,000, Yr 2-$65,000, Yr 3-55,000 and Yr 4-25,000)	180,000				180,000		180,000	Ministry of Environment and Tourism
Local Consultants	71300-Local Consultants $65,000Consultancy to support data collection on financial, technology and capacity-building support needed and received under Articles 9–11 of the Paris ($20,000)National Consultant to support an international expert to undertake an assessment of climate change impacts and vulnerability of priority sectors to update understanding of adaptation challenges and risks ($25,000) Expert to undertake an assessment of needs, gaps and priorities for research/systematic observation, education, training and public awareness programmes ($20,000).		65,000			65,000		65,000	Ministry of Environment and Tourism
Training, Workshops, Meetings	75700 - Training, Workshops and Confer: $7,000Project Inception Workshop, mid-term and project closure workshops - Output 4.1.1 and 4.1.2 ($7,000)				7,000	7,000		7,000	Ministry of Environment and Tourism
Training, Workshops, Meetings	75700 - Training, Workshops and Confer: $71,000. Workshops, meetings and capacity building trainings scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR - Output 1.1.3 ($32,000; years 1 ,2,3 and 4). Workshops and meetings for technical review and validation of reports and Training workshops to support elaboration of Monitoring, Reporting and Verification (MRV) mechanisms, including institutional arrangements in put in place to track the progress of the NDC. ($39,000 for year 1-4)	71,000				71,000		71,000	Ministry of Environment and Tourism

Training, Workshops, Meetings	75700-Training Workshops and Conferences $48,000Training costs associated with strengthening capacities to collect data and analyze financial, technology and capacity-building support needed and received under Articles 9–11 of the Paris and Costs associated with training workshops to strengthen capacity for adaptation assessment (human, scientific, technical, institutional)		48,000			48,000		48,000	Ministry of Environment and Tourism
Travel	71600 – Travel: $3,000Inception workshop, mid-term and project closure workshops: ($1,000 / year 2-4)				3,000	3,000		3,000	Ministry of Environment and Tourism
Travel	71600 – Travel: $53,700· Travel cost associated with national GHG Inventory review and update Output 1.1.1 ($29,700;)· Travel cost associated with learning exchange to strengthen human, scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR and Travel expenses related to field surveys/ data collection to track progress in implementing and achieving the NDC. Output 1.1.4 ($24,000;)	53,700				53,700		53,700	Ministry of Environment and Tourism
Travel	71600-Travel-$16,000· Travel costs associated with data collection to update information on the socio-economic and environmental conditions, Travel costs associated with conducting the vulnerability study and monitoring and evaluation of adaptation policies and measures. and Travel costs associated with the study on assessment of needs, gaps and priorities for research/systematic observation, education, training and public awareness programmes.- Travel: Yr 1-$2,000, yr 2-$3,000, yr 3-$9,000 and yr 4-$2,000)		16,000			16,000		16,000	Ministry of Environment and Tourism
Office Supplies	72500 – Supplies: $2,000Office and IT Supplies and Consumables ($2,000; $500/year; years 1 to 4)					-	2,000	2,000	Ministry of Environment and Tourism
Office Supplies	72500 – Supplies: $6,700 Stationeries and supplies costs related to technical activities in support of strengthening human, scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR - Outputs 1.1.1, 1.1.2, 1.2.3, and 1.2.4	6,700				6,700		6,700	Ministry of Environment and Tourism
Other Operating Costs	74100 – Professional Services: $3,600Project audits - ($3600; years 3 to 4)					-	3,600	3,600	Ministry of Environment and Tourism
Other Operating Costs	74200 - Audio Visual Print Prod Costs: $24,000Printing of training manuals and other tools for training Output 1.1.1 ($24,000: year 1-4)	24,400				24,400		24,400	Ministry of Environment and Tourism
	Total	**771,000**	**290,000**	**50,000**	**10,000**	**1,121,000**	**112,000**	**1,233,000**	

Annex 2: Project map and Geospatial Coordinates of project sites

Any maps included in this project document must conform to maps accepted by the UN Cartographic Unit (see https://www.un.org/Depts/Cartographic/english/htmain.htm)

Annex 3: Multi Year Work Plan

	Outcomes	Outputs	Year 1 - 2024				Year 2 - 2025				Year 3 - 2026				Year 4 - 2027			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Component 1 National Greenhouse Gas Inventory (NGHGI) and progress in tracking implementation and achieving NDCs under Article 4 of the Paris Agreement	1.1. Botswana's National inventory report of anthropogenic emissions by sources and removals by sinks reviewed and updated	1.1.1. National GHG inventory for the years 1994-2022 for Energy, IPPU, AFOLU and waste sector activities updated.																
		1.1.2. An analysis of key GHG emitting sectors carried out, and uncertainty analysis conducted																
		1.1.3. Update of GHG emission projections until 2050																
		1.1.4. Strengthened human, scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR.																
		1.1.5. Quality assurance and Quality control plan developed; QA/QC process implemented.																
	1.2 Progress made in	1.2.1. Information necessary to track																

	Outcomes	Outputs	Year 1 - 2024				Year 2 - 2025				Year 3 - 2026				Year 4 - 2027			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	implementing and achieving the NDC, data collection and MRV of NDC mitigation measures strengthened and NDC mitigation scenarios aligned with a long-term low-emission development strategy	progress in implementing and achieving the NDC under Article 4 of the Paris Agreement and mitigation measures assessed, gaps identified and addressed to the extent possible																
		1.2.2. Evaluation of mitigation policies and measures, their effects and implications for the achievement of NDC targets.																
		1.2.3. Alignment of NDC mitigation scenarios with a long-term mitigation strategy.																
		1.2.4. Elaboration of Monitoring, Reporting and Verification (MRV) mechanisms, including institutional arrangements in place to track the progress of the NDC.																
Component 2 Information on Climate Change Impacts and	2.1 Updated data on national circumstances related to climate change to better	2.1.1. Analysis and update of information on the socio-economic and environmental conditions that provide																

	Outcomes	Outputs	Year 1 - 2024				Year 2 - 2025				Year 3 - 2026				Year 4 - 2027			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Adaptation under Article 7 of the Paris Agreement, support needed and received, and other relevant information including supplemental NC chapters	inform climate change policy updated	an overall understanding of climate change concerns in the context of national development priorities.																
	2.2. Improved and updated information on climate change impacts and adaptation under Article 7 of the Paris Agreement, and adaptation measures for vulnerable sectors reflecting gender issues specific to Botswana	2.2.1. Assessment of climate change impacts and vulnerability of priority sectors to update understanding of adaptation challenges and risks. 2.2.2. Strengthening capacity for adaptation assessment (human, scientific, technical, institutional) 2.2.3. Monitoring and evaluation of adaptation policies and measures. 2.2.4. Gender analysis to collect and analyze sex-disaggregated data and information in relation to climate change to inform the design, implementation and reporting.																

	Outcomes	Outputs	Year 1 - 2024				Year 2 - 2025				Year 3 - 2026				Year 4 - 2027			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Outcome 2.3: Data collection and M&E established for other relevant information including supplemental NC chapters analysed and compiled information on finance, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement	2.3.1. The process and organizational structure for M&E is established and operationalized. 2.3.2. Assessment of constraints related to accessing technology development and transfer, and description of financial assistance needs. 2.3.3. Assessment of needs, gaps and priorities for research/systematic observation, education, training and public awareness programmes.																
Component 3 Compilation and submission of the reports	3.1 The Fourth National Communication and the First Biennial Transparency Report (BTR1+NC4) as a combined report and the and the Second Biennial Transparency report (2BTR) of Botswana as a	3.1.1. Compilation of4NC/1BTR, adoption by the government after participatory, inclusive stakeholders' consultations and submission to the UNFCCC BY Dec 2026. 3.1.2. Compilation of 2BTR, its transparent, public consultations, adoption by the government and																

	Outcomes	Outputs	Year 1 - 2024				Year 2 - 2025				Year 3 - 2026				Year 4 - 2027			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	stand-alone report compiled, adopted by the government after stakeholders' consultations and submitted to the UNFCCC.	submission to the UNFCCC																
Component 4. Monitoring and Evaluation (M&E)	Outcome 4.1. Project inception workshop organised, monitoring and evaluation ensured, lessons learned compiled and disseminated	4.1.1. Inception report prepared and inception workshop organised, 4.1.2. Annual progress reports and financial reports, Annual Status Surveys prepared in line with the workplan, 4.1.3. Final project report with lessons learned prepared and final workshop organised																

Annex 4: UNDP Social and Environmental Screening Procedure (SESP)

Annex 4. Social and Environmental Screening Template (2021 SESP Template, Version 1)

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document at the design stage. Note: this template will be converted into an online tool. The online version will guide users through the process and will embed relevant guidance.

Project Information

Project Information	
1. Project Name	Development of the First Biennial Transparency Report and the Fourth National Communication (1BTR+4NC) *as a combined report* and Second Biennial Transparency Report (2BTR) *under the UNFCCC*
2. Project number (i.e., Quantum project ID, PIMS+)	PIMS ID: 6602
3. Location (Global/Region/Country)	Botswana
4. Project stage (Design or Implementation)	Design
5. Date	17th March 2023

Part A. Integrating Programming Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Programming Principles in Order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the project mainstreams the human rights-based approach

This project will enable Botswana to prepare and submit its First Biennial Transparency Report (BTR1) and Fourth National Communication (NC4) as combined report, and Second Biennial Transparency Report (BTR2) as a stand-alone report to meet reporting obligations of the country under the UNFCCC and the Paris Agreement in line with the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3. The project will further strengthen technical and institutional capacity to assist Botswana in mainstreaming climate change concerns into sectoral and national development priorities and to enable the country to respond to its international environmental obligations by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications, Biennial Update Reports and CBIT project/processes to date.

- In strengthening technical and institutional capacities to continuously carry out information activities on climate change; update information on socioeconomic and environmental conditions that generate threat, vulnerability, and risk to climate change, but also allow identifying adaptation capacities. These adaptation measures should include measures to help the government understand and include (respect, protect and fulfil) human rights under international law and implement human rights standards in national legislation.
- By including the identification of climate change adaptation measures that the country has been working on, will enhance efforts aimed to address the fact that Botswana is one of many countries that is warming more rapidly than the global mean. This rapidly warming of the country has further implications for drought length and frequency and slow onset decline in precipitation with, however, an enhanced risk of catastrophic, relatively short duration, high-intensity extreme precipitation events. These key climate-related changes impinge greatly on the risk and resilience profiles for five key sectors: water, biodiversity, livestock, cropping and health.
- The project aims to support inclusive, transparent, and non-discriminatory processes to inform climate change policy and action in Botswana. This includes through stakeholder engagement processes, including with representatives of local communities, and also through an analysis of socio-economic impacts of climate change.

Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment

- *In the studies and characterizations to be carried out, analysis of gender inequalities will be included in the identification of social data to show vulnerabilities to the impacts of climate change. It incorporates age- and sex-disaggregated data and gender statistics and specific and measurable indicators related to gender equality and women's empowerment.*
- *The project will include the collection, review and assessment of information on Gender issues and the relevant recommendation on how to continue and improve mainstreaming gender concerns into climate action, and a summary of the systematic observation, capacity building and climate change research activities undertaken since the submission of the NC3.The proposed project will also provide training on climate change negotiations for young professionals from relevant institutions engaged in climate change. To support capacity development, the proposed project will analyze all relevant awareness-raising, education, and research on climate change that has been carried out within different programs and projects and make them available on the national knowledge platform. To increase the capacities of relevant institutions to consider and track sex-disaggregated data and information related to climate change adaptation and mitigation, the proposed project will also conduct a study on different gender roles in*

adaptation and mitigation interventions at the community level, policy formulation and decision-making process this will ensure that the project scores 2 according to the ATLAS gender marker.

Briefly describe in the space below how the project mainstreams sustainability and resilience
• The project will identify the impacts of climate change in different aspects (generation of greenhouse gases, impact on society and ecosystems) and suggest adaptation measures, this will promote decision-making to execute projects under the concept of resilience to climate change. • By making visible the inequalities or vulnerabilities in different socioeconomic and environmental aspects, the identification of measures for risk reduction in the country can be more clearly visualized. • The final product (4NC & 1BTR1 + 2BTR) will contain a characterization of how Botswana is exposed to the impacts of climate change and what are the mitigation and adaptation measures to cope with those impacts. • The National Inventory of Greenhouse Gases is a national database about different items and the amount of greenhouse gases that each sector produces, which will make visible areas of action where it is necessary to mitigate and will facilitate the analysis for decision makers both in government institutions and in private enterprise.
Briefly describe in the space below how the project strengthens accountability to stakeholders
• The project will enable platforms to validate information and to capture inputs from various key stakeholders. The final product (4NC & 1BTR1 + 2BTR) will be consolidated using data competent authorities of sectors that contribute greenhouse gases (GHG), such as the Ministry of Agriculture, Ministry of Transport, Botswana Energy Regulatory Authority, and others. • The participation of the private sector that contributes GHGs will be supported and included in the validation processes. • The INGEI is an instrument that requires transparency in its preparation and presentation of the results, as well as high quality of the data, calculations, and results that are shown, which allows accountability at the country level of all the sectors involved in the development of the NGGI. • In addition, the process of elaboration will allow spaces for dialogue and consultation between the different parties involved in its elaboration.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks? *Note: Complete SESP Attachment 1 before responding to Question 2.*	**QUESTION 3: What is the level of significance of the potential social and environmental risks?** *Note: Respond to Questions 4 and 5below before proceeding to Question 5*			**QUESTION 6: Describe the assessment and management measures for each risk rated Moderate, Substantial or High**
Risk Description ***(broken down by event, cause, impact)***	***Impact and Likelihood (1-5)***	***Significance*** ***(Low, Moderate Substantial, High)***	***Comments (optional)***	***Description of assessment and management measures for risks rated as Moderate, Substantial or High***
Risk 1: Disagreements with stakeholders who express concerns or complaints, or who seek to participate or obtain information about the project Checklist Question P.14	I = 2 L =2	Low	Although participatory processes in actors related to the report are contemplated in the methodologies, there might be some groups that will not be covered during consultation process. In order to guard against this, stakeholder analysis mapping will be undertaken to ensure that no one is left behind and ensuring that all results are shared widely with all relevant stakeholders.	As risk is low, no further assessment and/or management measures are needed. A Stakeholder Engagement Plan has been developed for the project and will be reviewed and updated with stakeholders during inception phase. Stakeholders will also be informed of UNDP's Accountability Mechanism (www.undp.org/secu-srm).
Risk 2: Lack in the number of women engaged in the project which could inadvertently reinforce or exacerbate existing inequalities that may exist.	I = 2 L = 2	Low	In some sectors, such as technical or engineering careers, there are not enough women, which means that in strategic positions for the project there is not enough presence of women. The project will ensure and encourage the participation of women from all sectors	As risk is low, no further assessment and/or management measures are needed. A Stakeholder Engagement Plan has been developed for the project and includes representatives of women's groups. The SESP

Checklist Question P.10			involved in the preparation and development of the project. Botswana is fully committed to the empowerment of women and seeks to advance gender equality and eliminate discrimination through implementation of its National Policy on Gender and Development. In rural communities, women and women's groups play a key role in natural resource based livelihoods, and increasingly are participating in decision-making around their management.	will be reviewed and updated with stakeholders during inception phase.
Risk 3. Differentiated risks of climate change on women, vulnerable and marginalized groups are not sufficiently considered in the reporting and information collected by the project. Checklist Question P.5	I = 3 L = 1	Low	There are challenges in reaching the entire target audience to determine the differentiated risks of impacts of climate change. Should the risk materialize, the project has incorporated an activity to analyze the data on potential environmental and socio-economic impacts/context/conditions related to climate change. The project will also support collection of sex-disaggregated data.	As risk is low, no further assessment and/or management measures are needed.
Risk 4. COVID-19 could pose a risk to the health of project duty bearers and beneficiary communities during project development and implementation, especially for activities that involve community consultation.	I = 2 L = 1	Low	The success of this project, and ongoing implementation of its outputs, depends on regular and extensive consultations with communities and other stakeholders. Community health and safety issues could be triggered during project implementation, if COVID-19	As risk is low, no further assessment and/or management measures are needed.

Checklist Question 3.4 (Standard 3)			persists or undergoes resurgence. The project has been designed to use agreed COVID-19 protocols (in line with measures stipulated by the Government of Botswana and UNDPs Duty of Care Guidelines), If the COVID-19 pandemic resurges such that face-to-face meetings are not possible, or travel restrictions are re-imposed, the project will employ virtual means of engagement	
Risk 5. Stakeholder consultations may not be fully inclusive, especially of local communities, marginalized groups and other vulnerable individuals, or special interest groups, therefore, limiting their participation in assessment that will be carried out under the project. Checklist Question P.13	I=2 L=2	Low	While the project will be focused on reporting and data collection and will not conduct activities that will have an impact at the community level, representatives of local communities will be engaged to ensure an inclusive process of data collection that can be used to inform future actions and policy decision. There are well-established systems for ensuring inclusive community engagement through established structures and processes in Botswana. However, it may occur that some interest groups and project-affected persons may not be represented in existing leadership structures or that the outcomes of consultations with community leadership structures may not filter down effectively to all individuals. Project consultations must take into consideration all stakeholders and	As risk is low, no further assessment and/or management measures are needed. A Stakeholder Engagement Plan has been developed for the project and includes representatives of local communities. The SESP will be reviewed and updated with stakeholders during inception phase.

			special interest groups including community leaders (Kgosi), Community Trusts and other village representatives, women, youth.	

	QUESTION 4: What is the overall project risk categorization?				
	Low risk	**X**			
	Moderate risk	☐			
	Substantial risk	☐			
	High risk	☐			
	QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are triggered? (check all that apply)				
	Question only required for projects with moderate, substantial, and high risks.				
	Is assessment required? (check if "yes")	☐			***State? (Completed, planned)***
	If yes, please indicate the general type and status		☐	Targeted assessment(s)	
			☐	ESIA (Environmental and Social Impact Assessment)	

			☐	SESA (Strategic Environmental and Social Assessment)	
	Are management plans required? (Check if "yes")	☐			
	If yes, please indicate overall type		☐	Targeted management plans (e.g. Indigenous Peoples Plan, Resettlement Action Plan, others)	
			☐	ESMP (Environmental and Social Management Plan)	
			☐	ESMF (Environmental and Social Management Framework)	
	Based on the identified risks, which Principles/Project-level Standards triggered?		**Comments (not required)**		
	Overarching Principle: Leave No One Behind	---			
	Human rights	☐			
	Gender equality and Women's empowerment	☐			
	Accountability	☐			
	1. Biodiversity Conservation and Sustainable Management of Natural Resources	☐			
	2. Climate change and disaster risks	☐			
	3. Community Health, Safety and Security	☐			
	4. Cultural heritage	☐			
	5. Displacement and resettlement	☐			

	6. Indigenous Peoples	☐	
	7. Work and its conditions	☐	
	8. Pollution prevention and resource efficiency	☐	

Final Sign Off

Final Screening at the design-stage is not complete until the following signatures are included

Signature	***Date***	***Description***
QA Advisor		UNDP staff member responsible for the project, typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases, PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks	
INSTRUCTIONS: The risk screening checklist will assist in answering Questions 2-6 of the Screening Template. Answers to the checklist questions help to (1) identify potential risks, (2) determine the overall risk categorization of the project, and (3) determine required level of assessment and management measures. Refer to the SES toolkit for further guidance on addressing screening questions.	
Overarching Principle: Leave No One Behind **Human Rights**	**Answer (Yes/No)**
P.1 Have local communities or individuals raised human rights concerns regarding the project (e.g. during the stakeholder engagement process, grievance processes, public statements)?	*No*
P.2 Is there a risk that duty-bearers (e.g. government agencies) do not have the capacity to meet their obligations in the project?	*No*
P.3 Is there a risk that rights-holders (e.g. project-affected persons) do not have the capacity to claim their rights?	*No*
Would the project potentially involve or lead to:	
P.4 adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	*No*
P.5 inequitable or discriminatory impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups, including persons with disabilities? [11]	*Yes*
P.6 restrictions in availability, quality of and/or access to resources or basic services, in particular to marginalized individuals or groups, including persons with disabilities?	*No*
P.7 exacerbation of conflicts among and/or the risk of violence to project-affected communities and individuals?	*No*
Gender Equality and Women's Empowerment	
P.8 Have women's groups/leaders raised gender equality concerns regarding the project, (e.g. during the stakeholder engagement process, grievance processes, public statements)?	*No*
Would the project potentially involve or lead to:	
P.9 adverse impacts on gender equality and/or the situation of women and girls?	*No*
P.10 reproducing discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	*Yes*
P.11 limitations on women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? *For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being*	*No*
P.12 exacerbation of risks of gender-based violence? *For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc*.	*No*

[11] Prohibited grounds of discrimination include race, ethnicity, sex, age, language, disability, sexual orientation, gender identity, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender and transsexual people.

Sustainability and Resilience: Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below		
Accountability		
Would the project potentially involve or lead to:		
P.13	exclusion of any potentially affected stakeholders, in particular marginalized groups and excluded individuals (including persons with disabilities), from fully participating in decisions that may affect them?	*Yes*
P.14	grievances or objections from potentially affected stakeholders?	*Yes*
P.15	risks of retaliation or reprisals against stakeholders who express concerns or grievances, or who seek to participate in or to obtain information on the project?	*No*
Project-Level Standards		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
Would the project potentially involve or lead to:		
1.1	adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? *For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes*	*No*
1.2	activities within or adjacent to critical habitats and/or environmentally sensitive areas, including (but not limited to) legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	*No*
1.3	changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	*No*
1.4	risks to endangered species (e.g. reduction, encroachment on habitat)?	*No*
1.5	exacerbation of illegal wildlife trade?	*No*
1.6	introduction of invasive alien species?	*No*
1.7	adverse impacts on soils?	*No*
1.8	harvesting of natural forests, plantation development, or reforestation?	*No*
1. 9	significant agricultural production?	*No*
1. 10	animal husbandry or harvesting of fish populations or other aquatic species?	*No*
1.11	significant extraction, diversion or containment of surface or ground water? *For example, construction of dams, reservoirs, river basin developments, groundwater extraction*	*No*
1.12	handling or utilization of genetically modified organisms/living modified organisms?[12]	*No*
1.13	utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)[13]	*No*
1.14	adverse transboundary or global environmental concerns?	*No*

[12] See the Convention on Biological Diversity and its Cartagena Protocol on Biosafety.
[13] See the Convention on Biological Diversity and its Nagoya Protocol on access and benefit sharing from use of genetic resources.

Standard 2: Climate Change and Disaster Risks		
Would the potentially involve or lead to:		
2.1	areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions?	*No*
2.2	outputs and outcomes sensitive or vulnerable to potential impacts of climate change? *For example, through increased precipitation, drought, temperature, salinity, extreme events*	*No*
2.3	direct or indirect increases in vulnerability to climate change impacts or disasters now or in the future (also known as maladaptive practices)? *For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding*	*No*
2.4	increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	*No*
Standard 3: Community Health, Safety and Security		
Would the potentially involve or lead to:		
3.1	construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)	*No*
3.2	air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?	*No*
3.3	harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?	*No*
3.4	risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?	*Yes*
3.5	transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	*No*
3.6	adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	*No*
3.7	influx of project workers to project areas?	*No*
3.8	engagement of security personnel to protect facilities and property, or to support project activities?	*No*
Standard 4: Cultural Heritage		
Would the project potentially involve or lead to:		
4.1	activities adjacent to or within a Cultural Heritage site?	*No*
4.2	significant excavations, demolitions, movement of earth, flooding or other environmental changes?	*No*
4.3	adverse impacts to sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	*No*
4.4	alterations to landscapes and natural features with cultural significance?	*No*
4.5	utilization of tangible and/or intangible forms (e.g. practices, traditional knowledge) of Cultural Heritage for commercial or other purposes?	*No*
Standard 5: Displacement and Resettlement		

Would the project potentially involve or lead to:		
5.1	temporary or permanent and full or partial physical displacement (including people without legally recognizable claims to land)?	*No*
5.2	economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	*No*
5.3	risk of forced evictions?[14]	*No*
5.4	impacts on or changes to land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	*No*
Standard 6: Indigenous Peoples		
Would the project potentially involve or lead to:		
6.1	areas where indigenous peoples are present (including project area of influence)?	*No*
6.2	activities located on lands and territories claimed by indigenous peoples?	*No*
6.3	impacts (positive or negative) to the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? *If the answer to screening question 6.3 is "yes", then the potential risk impacts are considered significant and the project would be categorized as either Substantial Risk or High Risk*	*No*
6.4	the absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	*No*
6.5	the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	*No*
6.6	forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources? *Consider, and where appropriate ensure, consistency with the answers under Standard 5 above.*	*No*
6.7	adverse impacts on the development priorities of indigenous peoples as defined by them?	*No*
6.8	risks to the physical and cultural survival of indigenous peoples?	*No*
6.9	impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? *Consider, and where appropriate ensure, consistency with the answers under Standard 4 above.*	*No*
Standard 7: Labour and Working Conditions		
Would the project potentially involve or lead to: (note: applies to project and contractor workers)		*No*
7.1	working conditions that do not meet national labour laws and international commitments?	*No*
7.2	working conditions that may deny freedom of association and collective bargaining?	*No*
7.3	use of child labour?	*No*
7.4	use of forced labour?	*No*

[14] Forced eviction is defined here as the permanent or temporary removal against their will of individuals, families or communities from the homes and/or land which they occupy, without the provision of, and access to, appropriate forms of legal or other protection. Forced evictions constitute gross violations of a range of internationally recognized human rights.

7.5	discriminatory working conditions and/or lack of equal opportunity?	*No*
7.6	occupational health and safety risks due to physical, chemical, biological and psychosocial hazards (including violence and harassment) throughout the project life-cycle?	*No*
Standard 8: Pollution Prevention and Resource Efficiency		
Would the project potentially involve or lead to:		
8.1	the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	*No*
8.2	the generation of waste (both hazardous and non-hazardous)?	*No*
8.3	the manufacture, trade, release, and/or use of hazardous materials and/or chemicals?	*No*
8.4	the use of chemicals or materials subject to international bans or phase-outs? *For example, DDT, PCBs and other chemicals listed in international conventions such as the Montreal Protocol, Minamata Convention, Basel Convention, Rotterdam Convention, Stockholm Convention*	*No*
8.5	the application of pesticides that may have a negative effect on the environment or human health?	*No*
8.6	significant consumption of raw materials, energy, and/or water?	*No*

Annex 5: UNDP Risk Register

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner
1	There is a risk that project activities may delay …	As a result of lack of political will and lack of strategic coherence with other activities	Which will impact project delivery/progress	**4. ORGANIZATIONAL (4.1. Governance) - UNDP Risk Appetite: EXPLORATORY TO OPEN**	Likelihood: **2 - Low likelihood** Impact: **3 - Intermediate** Risk level: **MODERATE (equates to a risk appetite of EXPLORATORY)**	From: 01-Jan-24 To: 30-Dec-27	Risk Treatment Owner: Ministry of Environment and Tourism	Risk Treatment 1.1: Climate change dialogue amongst the Botswana citizenry is limited. Like most developing countries, much of the national discourse is happening at technical planning levels. The project, however, supports a national communication work programme aimed at building knowledge amongst different stakeholders because knowledge is key to the strengthening of their capacities to make decisions and also contribute and uptake the adaptation and mitigation strategies
2	Differentiated risks of climate change on women, vulnerable and marginalized groups are not sufficiently considered in the reporting and information collected by the project. …	As a result of lack of sex disaggregated data	Which will impact in project implementation	**1. SOCIAL AND ENVIRONMENTAL (1.5. Climate change and disaster risks) - UNDP Risk Appetite: CAUTIOUS**	Likelihood: **2 - Low likelihood** Impact: **2 - Minor** Risk level: **LOW (equates to a risk appetite of CAUTIOUS)**	From: 30-Jan-24 To: 30-Jan-25	Risk Treatment Owner: Ministry of Environment and Tourism - Climate Change Coordinator and Chair of the National Climate Change Committee	Risk Treatment 2.1: Should the risk materialize; the project has incorporated an activity to analyze the data on potential environmental and socio-economic impacts/context/conditions related to climate change. The project will also support collection of sex-disaggregated data.
3	There is a risk of lack of stakeholder engagement. (consultations may not be fully inclusive, especially of local	As a result of poor stakeholder engagement	Which will impact in…representation and inclusion of all relevant stakeholders	**3. OPERATIONAL (3.5. Partners' engagement) - UNDP Risk Appetite: EXPLORATORY TO OPEN**	Likelihood: **2 - Low likelihood** Impact: **3 - Intermediate** Risk level: **MODERATE (equates to a risk appetite of**	From: 01-Apr-24 To: 31-Dec-24	Risk Treatment Owner: Project Management Unit and Ministry of Environment and Tourism	This risk will be minimized by building on the inter-sector agreements and Institutional collaboration established during the implementation of the previous National Communications. Commitment from all

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner
	communities, marginalized groups and other vulnerable individuals, or special interest groups, therefore, limiting their participation in assessment that will be carried out under the project)				**EXPLORATORY)**			stakeholders will also be maintained through effective coordination and communication between stakeholders and Government
4	There is a risk of challenges in recruitment of qualified personnel	As a result of …Limited/lack of skilled personnel	Which will impact in project timelines	**4. ORGANIZATIONAL (4.7. Human Resources) - UNDP Risk Appetite: EXPLORATORY TO OPEN**	Likelihood: **2 - Low likelihood** Impact: **3 - Intermediate** Risk level: **LOW (equates to a risk appetite of CAUTIOUS)**	From: 02-Feb-24 To: 29-Jun-24	Risk Treatment Owner: Ministry of Environment and Tourism	Risk Treatment 4.1: The project can draw on a pool of UNDP rosters at local, regional or international level. Proper preparation of ToR and contracts will help in minimizing delays.

Annex 6: Overview of Project Staff and Technical Consultancies

Consultant	Time Input	Tasks, Inputs and Outputs
For Project Management		
Local / National contracting		
Project Manager/Coordinator *Rate: $3,330/Month*	*48 Months/Over 4 years*	*The Project Manager (PM), together with the Lead Technical Advisor will be responsible for the overall management of the project, including the mobilization of all project inputs, and supervision over project staff, consultants and sub-contractors.* *Duties and Responsibilities* • *Manage the overall conduct of the project.* • *Plan the activities of the project and monitor progress against the approved workplan.* • *Execute activities by managing personnel, goods and services, training, including drafting terms of reference and work specifications, and overseeing all contractors' work.* • *Monitor events as determined in the project monitoring plan, and update the plan as required.* • *Provide support for the completion of assessments required by UNDP, spot checks and audits.* • *Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.* • *Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.* • *Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results.* • *Ensure that changes are controlled, and problems addressed.* • *Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities.* • *Prepare and submit financial reports to UNDP on a quarterly basis.* • *Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;* • *Capture lessons learned during project implementation.* • *Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.* • *Prepare the inception report no later than one month after the inception workshop.* • *Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR.* • *Prepare the GEF PIR;* • *Assess major and minor amendments to the project within the parameters set by UNDP-GEF;*

Consultant	Time Input	Tasks, Inputs and Outputs
		• *Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans;* • *Monitor and track progress against the GEF Core indicators.* • *Add technical tasks as necessary*
Project Accountant/Finance Assistant/Finance officer Rate: $1,130/month	*48 months over 4 years*	*<u>Duties and Responsibilities</u>* • *Assist the Project Manager in day-to-day management and oversight of project activities;* • *Assist the M&E officer in matters related to M&E and knowledge resources management;* • *Assist in the preparation of progress reports;* • *Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, project consultants and other PMU staff;* • *Provide PMU-related administrative and logistical assistance.* • *Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;* • *Review project expenditures and ensure that project funds are used in compliance with the Project Document and GoI financial rules and procedures;* • *Validate and certify FACE forms before submission to UNDP;* • *Provide necessary financial information as and when required for project management decisions;* • *Provide necessary financial information during project audit(s);* • *Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;* • *Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;* • *Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.*

Annex 7: Stakeholder Engagement Plan

The project's key stakeholders consist of various institutions and organizations with different roles and responsibilities. The interested parties that participate directly in the execution of the project are mainly from the public sector. The Ministry of Environment and Tourism, through its Department of Meteorological Services, will act as the project's coordinator and executing partner. Relevant ministries such as the Ministry of Agricultural development and Food Security, Energy and Transport will play a key role in the preparation of the national greenhouse gas inventories since they are responsible for the respective sectoral emission estimates.

In addition, relevant organizations and ministries such as the Ministry of Finance and Economic Development, , the Ministry of Health, Ministry of Minerals and Energy, Ministry of Local Government, and the executing Ministry along with its relevant Departments play a key role as strategic partners in the development of adaptation and mitigation measures including scenarios, particularly each sector's specific plan that includes Climate Change considerations, and in the development and updating of reference scenarios and identification of NAMAs and NAPs, including their preparation and inclusion in the national registry and their submission to the UNFCCC registry. The Ministry of Minerals and Energy in collaboration with the Mitigation Subcommittee will participate in capacity-building activities for the identification, preparation, and execution of greenhouse gas emission mitigation actions in key economic sectors.

The relevant organizations and ministries will participate in capacity-building and strengthening of activities for the identification, preparation, and execution of greenhouse gas emission mitigation actions in key economic sectors. Other bodies, such as universities, the Ministry of Education particularly the unit responsible for Science and Technology, and the Ministry of Public Service, among others, will also participate in the training activities, taking into account their role of fostering science, technology, innovation initiatives and capacity strengthening and development of the Public Sector. Civil society and the private sector will participate primarily through the Botswana National Climate Change Committee, its Subcommittees and other Climate Change related Technical Advisory Committees, which will serve as a consulting body for the National Climate Change Office in national and inter-sectoral decision-making and will issue recommendations to the Government of Botswana and the project executing entity. Likewise, national institutions and civil society organizations will also participate in the capacity-building activities. Represented on the different consultative committees (according to their area of action) are the private sector, academia and representatives from non-governmental organizations, agricultural producers, local governments and professional trade unions.

The project's approach to stakeholder involvement and participation during project implementation is premised on the principles outlined in the table below.

Principle	Stakeholder participation will
Value Adding	Be an essential means of adding value to the project
Inclusivity	Include all relevant stakeholders
Accessibility and Access	Be accessible and promote access to the process
Transparency	Be based on transparency and fair access to information; main provisions of the project's plans and results will be published in local mass-media
Fairness	Ensure that all stakeholders are treated in a fair and unbiased way
Accountability	Be based on a commitment to accountability by all stakeholders
Constructive	Seek to manage conflict and promote the public interest
Redressing	Seek to redress inequity and injustice
Capacitating	Seek to develop the capacity of all stakeholders
Needs Based	Be based on the needs of all stakeholders
Flexible	Be flexibly designed and implemented
Rational and Coordinated	Be rationally planned and coordinated, and not be ad hoc
Excellence	Be subject to ongoing reflection and improvement

The project's design incorporates several features to ensure ongoing and effective stakeholder participation in the project's implementation. The mechanisms to facilitate involvement and active participation of different stakeholder in project implementation will comprise a number of different elements:

Project inception workshop to enable stakeholder awareness of the start of project implementation

The project will be launched by a multi-stakeholder workshop. This workshop will provide an opportunity to provide all stakeholders, including representatives of women's groups and local communities, with the most updated information on the project and the project work plan. It will also establish a basis for further consultation as the project's implementation commences, through an updated Stakeholder Engagement Plan for the project. The inception workshop will address a number of key issues including assisting all partners to fully understand and take ownership of the project; detailing the roles, support services and complementary responsibilities of the key project stakeholders. The Workshop will also be a forum to review the project budget; finalize the first annual work plan as well as review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks; provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements; and plan and schedule project meetings for the Steering Committee. A participatory approach will be adopted to facilitate the continued involvement of local stakeholders including the vulnerable and marginalized members of the community (including women) and youth.

Annex 8: Gender Analysis and Gender Action Plan

Although, gender representation was considered in the decision-making process of climate change-related activities and in the preparation of previous TNC and the Biennial Update reports, it is still critical to understand how the different social roles and economic status of men and women affect and are affected by climate change. The update of the National Circumstances section of the 4NC and 2BUR will consider gender disaggregated data where possible to better understand how social and economic differences between men and women in Botswana may potentially impact the country's ability to adopt climate change mitigation and adaptation strategies. Several studies have acknowledged women as agents of change who make important contributions to climate change adaptation and mitigation. A gender perspective will be incorporated in the V&A assessment and preparation of mitigation actions. In addition to that, the update on vulnerability, impacts, and adaptation will incorporate a gender perspective in sectoral analyses, particularly in areas such as Agriculture, health, and rural development. The project will also consider gender issues in the identification, description, and preparation of mitigation actions when relevant. Finally, gender balance will be considered in project management with regards to the technical team to be hired to prepare the 4NC and 2BUR.

Gender analysis will follow the structure of five priority areas of UNFCCC Gender Action:

- Capacity building, knowledge sharing and communications
- Gender balance, participation, and women´s leadership
- Coherence
- Gender responsive implementation and means of implementation
- Monitoring and reporting.

For all analysis included in the project (national circumstances, mitigation actions and vulnerability assessment), gender considerations and sex-disaggregated data from national statistical agency and international approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), economic empowerment, and health among others will be included. Gender is a cross cutting issue and as poverty was rampant in female led households and that they were more susceptible to the effects of climate change. This is more so that natural resources are diminishing at faster rates and the natural resources (thatching grass, basket reeds, and other) not able to sustain their traditional way of lifelike fuel wood harvesting. The TNC must incorporate gender considerations to ensure it takes into consideration women issues. ensure that climate change response measures are gender sensitive, particularly the recognition of women's vulnerability to climate change impacts. Gender mainstreaming the climate change responses must include (a) Empowering communities especially women and youth to actively participate in the implementation of climate change response measures at both rural and urban areas and (b) Adoption of strategies that are targeted at increasing resilience of most vulnerable groups such as women, children and disabled people to climate change impacts through provision of means of implementation such as technologies, finance and capacity building.

The Project is also premised on promoting the application of the Gender Responsive National Communications Toolkit in communication development processes which recognizes that all aspects of climate change have gender dimensions. This toolkit was designed as a means of strengthening the capacity of national government staff and assisting them in integrating gender equality into the development of National Communications (NCs). The toolkit presents rationales for gender responsive NCs and approaches for integrating gender into NC reports. It also provides context and information on a range of issues; good practice examples; and lessons learned. Issues examined include:

- How climate change impacts men and women in sectors such as energy, agriculture, and waste management, as well as their different vulnerabilities to climate risks and the ways in which they seek to adapt to climate change.
- How women and men are differentially engaged in supporting or reducing greenhouse gases and how including gender analysis into greenhouse gas inventory reporting can contribute to reducing emissions.
- How men and women are innovating and adopting both new and old technologies to mitigate climate change.

Gender and community issues will be considered throughout the project implementation, as women and men, as well as vulnerable communities can exhibit distinct differences in their perspectives and priorities concerning environmental quality and impact as well as access to energy services and Climate Change (CC) adaptation including participation in Climate Change mitigation.

The use of gender analysis as sectors are investigated will work to enrich the broader social analysis components of NCs/BURs and will provide necessary information for the incorporation of gender and vulnerable community perspectives, during policy formulation (in CC mitigation and adaptation). Perhaps the most effective tool to be utilized by the project in ensuring the consideration of gender and vulnerability aspects in communication process is the project's utilization of a fully participatory approach and the project's provision of a platform for dialogue and investigation which ensures representation by men, women and youth and other communities whose vulnerabilities may have been exacerbated by ethnicity, geographic area, and economic status.

Annex 9: Procurement Plan (Year 1)

Budget Item		List of Goods and Services required	Budget (US$)	Year	Brief description of anticipated procurement process
No.	**Description**				
	Staff & Personnel (including Consultants)				
71300	National GHG inventory updated	GHG Inventory expert to review, update and improve quality of the previous inventories	36,000	1	Competitive contracting process used by DMS/MET
71300	M&E Expert	M&E Expert to support the development of a Community Monitoring Framework and to develop training manuals	35,000	1	Competitive contracting process used by DMS/MET
71200	International Consultant to analyze key GHG emitting sectors and uncertainty analysis	Update of GHG emission projections until 2050	40,000	1	Competitive contracting process used by DMS/MET
71200	Monitoring, Reporting and Verification (MRV) mechanisms,	Elaboration of Monitoring, Reporting and Verification (MRV) mechanisms, including institutional arrangements to track the progress of the NDC	50,000	1	Competitive contracting process used by DMS/MET
71800	PMU (PMU)	Project Manager and Project/Finance Assistant	28,000	1	Competitive contracting process used by DMS/MET
	Contract Services				
75700	National GHG inventory	Workshops, meetings and capacity building trainings scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR	4,000	1	Competitive contracting process used by DMS/MET
75700	Monitoring, Reporting and Verification (MRV)	Training workshops to support elaboration of Monitoring, Reporting and Verification (MRV) mechanisms, including institutional arrangements in put in place to track the progress of the NDC.	8,000	1	Competitive contracting process used by DMS/MET
75700	M&E	Project Inception Workshop,	3,000	1	Competitive contracting process used by DMS/MET
	Supplies, Commodities & materials				
72500		Office and IT Supplies and Consumables	500	1	Competitive contracting process used by DMS/MET
	Equipment and Furniture				
72200	PMU (PMC)	Office furniture	900	1	Competitive contracting process used by DMS/MET
72400	PMU (PMC)	Computer (2)	3,000	1	Competitive contracting process used by DMS/MET
72400	PMU (PMC)	Printer (1)	500	1	Competitive contracting process used by DMS/MET

	Travel				
71600	GHG Inventory review and update	Travel cost associated with national GHG Inventory review and update and learning exchange to strengthen human, scientific, technical and institutional capacities to undertake a review and update of the National GHG inventory and enhance the transparency of the NC and BTR	8,000	1	Competitive contracting process used by DMS/MET
71600	Progress in implementing and achieving the NDC	Travel expenses related to field surveys/ data collection to track progress in implementing and achieving the NDC	6,000	1	Competitive contracting process used by DMS/MET
71600	Assessment of needs, gaps and priorities	Travel costs associated with the study on assessment of needs, gaps and priorities for research/systematic observation, education, training and public awareness programmes	2,000	1	Competitive contracting process used by DMS/MET

Annex 10: End of Project Report

TEMPLATE

FINAL REPORT OF COUNTRY'S NATIONAL COMMUNICATION AND BIENNIAL TRANSPARENCY REPORT'S PROJECT

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Transparency Reports do not require the production and publication of Terminal Evaluation Reports.

Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

- The promotion of accountability and transparency, and the assessment and disclosure of the extent of the project accomplishments;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities;
- The provision of feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues; and
- The contribution to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.

The intent of this Final Report is not to propose an abridged alternative to the Terminal Evaluation Report. Instead, its purpose is to gather some insightful details about the process of preparing the mandatory report under the UNFCCC that can be of use to both the UNDP support teams, and the current and future national project teams. Its focus is therefore on providing:

- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF
- financed UNDP activities; and
- Feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues.

National project teams in charge of the future enabling activity for the preparation of the National Communication and/or Biennial Transparency Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up taking its guiding role as implementing agency.

The template has been designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. It is therefore divided into three core sections – project identification phase, project implementation phase and project follow-up –with for each section a limited number of open questions.

The intention is to have the team leader, project manager or equivalent figure complete the template, in close collaboration with other team members within the last two months of project implementation. It is furthermore the intention of the completion of this Final Report to trigger the discussions of the upcoming National Communication and/or Biennial Transparency Report, taking advantage of the momentum created by the ongoing project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

The completion of this template has been made mandatory and has been budgeted for all projects that received approval post 2013 (3 working days equivalent of project manager's time). You are kindly invited to send the completed template to Eva Huttova, eva.huttova@undp.org.

A. Details of the project

Project's title	
PIMS number	
Overall budget including GEF grant including co-financing	
Duration of implementation	
Planned duration of project	
Implementing partner	
Team Leader's name and contact details	
Link to final report	

B. Project identification phase

Duration of preparatory phase (expressed in months) _____

Was the project document developed by a national/international consultant? (Please, provide name if yes and expand on the satisfaction of this collaboration.)

_____

_____

_____

Please, shortly describe the milestones of this initial preparatory phase (e.g., consultation workshops held, telephone interviews with key stakeholders, among others)

_____

_____

_____

Where consultations made with one or more of the following stakeholder groups?

	Ministry of Finance (or equivalent)		Women's associations
	Other Ministries (not being the Ministry in charge of climate change)		Youth movements
	Local Governments		Indigenous peoples' representatives
	National universities		Environment or climate related NGOs
	Domestic Research Centers		Other NGOs/CSOs
	Media		Others (specify)

What were the main objectives for the project identified as a result of this preparatory phase?

_____

_____

_____

_____

What were the major challenges faced during this phase?

_____

_____

_____

_____

Looking back, what issues that were identified and/or overlooked during this preparatory phase had an impact on the successive implementation phase?

_____

_____

_____

_____

C. Project implementation phase

Technical components

1. GHG inventory

Base year of the GHG inventory:

Base years used in previous GHG inventories:

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
…	

Please, shortly discuss the expected outcomes and outputs of the GHG inventory component and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g., lack of data, risk of duplication of work done in the context of parallel projects, among others).

_____

_____

_____

_____

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

_____

_____

_____

_____

What pieces of advice do you have for future project teams?

_____

_____

2. NDC tracking

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
…	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
…	

Please, shortly discuss the expected outcomes and outputs of the NDC tracking component and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

_____

_____

_____

_____

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

_____

_____

_____

_____

What pieces of advice do you have for future project teams?

_____

_____

3. Climate Change Impacts & Adaptation

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
…	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
…	

Please, shortly discuss the expected outcomes and outputs of the climate change impacts and adaptation component and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g., lack of data, risk of duplication of work done in the context of parallel projects, among others).

_____

_____

_____

_____

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

_____

_____

_____

_____

What pieces of advice do you have for future project teams?

_____

_____

4. Financial, technology development and transfer and capacity-building support needed and received and other information (if applicable)

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	
…	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
…	

Please, shortly discuss the expected outcomes and outputs of the financial, technology development and transfer and capacity-building support needed and received and other information (if applicable) component and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

_____

_____

_____

_____

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

_____

_____

_____

_____

What pieces of advice do you have for future project teams?

_____

_____

Capacities and use of capacities

Do you believe the project has built - in a durable and cost-effective way - human and institutional capacities? Please, elaborate.

_____

_____

_____

Please, estimate the amount of work done by national consultants versus international consultants:

_____% national consultants. _____% international consultants and _____% national staff.

What work was entrusted to international consultants and for what reasons?

_____

_____

_____

What would you have done differently, or do you advise the next project team to consider in this context?

_____

_____

_____

Additional remarks

_____

_____

_____

Institutional arrangements

Please, summarize an overview of the institutional arrangements for the project implementation.

_____

_____

_____

Please, describe the composition of the project team.

_____

_____

_____

Will the team remain in place, even after the project has fully closed?

_____

Were gender considerations taken into account during the project design and implementation? If so, how?

_____

_____

_____

Which were the strengths and weaknesses of the institutional arrangements used?

_____

_____

_____

What suggestions have you to make regarding the institutional arrangements for future NC and BTR work?

_____

_____

_____

Additional remarks

_____

_____

_____

Technical support from **Consultative Group of Experts** *or other bodies*

Has the project team, or members of the project team, participated in national, regional or global training events organized by a center of excellence or above-mentioned body during the course of the project? If yes, please, specify the training event(s).

_____

_____

_____

What has been the contribution of this participation to the project results?

_____

_____

_____

What identified knowledge gaps holding back the proper implementation of the NC and/or BTR project could not be addressed by any of the above-mentioned bodies?

_____

_____

_____

In addition to capacity building support, what other assistance did the project team receive during project implementation? (E.g. review of draft report, technical backstopping of international expert)

_____

_____

_____

Has UNDP provided timely and valuable support during project design and implementation? Please explain.

_____

_____

_____

D. Next steps

How will the findings of the project be further disseminated, if at all?

_____

_____

_____

Are balance funds available under the NC and/or BTR project going to be used to identify the strategy of the next report?

_____

_____

At full project closure, is there a person or institute to whom one can turn in case there are follow-up questions to the N and/or BTR?

_____

_____

Has the Government expressed interest to further work with UNDP on the next coming report? If no, please explain.

_____

_____

E. Additional information

Date	
Name and e-mail address of person who completed this template	
Others involved in completion of this template (names of individuals and their institutions)	
In case a terminal evaluation report has been produced, please link it here.	
Other attachments	

Annex 11: GEF Core indicators

Project Core Indicators		Expected at PIF
1	Terrestrial protected areas created or under improved management for conservation and sustainable use (Hectares)	n/a
2	Marine protected areas created or under improved management for conservation and sustainable use (Hectares)	n/a
3	Area of land restored (Hectares)	n/a
4	Area of landscapes under improved practices (excluding protected areas)(Hectares)	n/a
5	Area of marine habitat under improved practices (excluding protected areas) (Hectares)	n/a
6	Greenhouse Gas Emissions Mitigated (metric tons of CO2e)	n/a
7	Number of shared water ecosystems (fresh or marine) under new or improved cooperative management	n/a
8	Globally over-exploited marine fisheries moved to more sustainable levels (metric tons)	n/a
9	Reduction, disposal/destruction, phase out, elimination and avoidance of chemicals of global concern and their waste in the environment and in processes, materials and products (metric tons of toxic chemicals reduced)	n/a
10	Reduction, avoidance of emissions of POPs to air from point and non-point sources (grams of toxic equivalent gTEQ)	n/a
11	Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment	300

Annex 12: GEF 7 Taxonomy

Level 1	Level 2	Level 3	Level 4
☐ **Influencing models**			
	☐ **Transform policy and regulatory environments**		
	☐ **Strengthen institutional capacity and decision-making**		
	☐ **Convene multi-stakeholder alliances**		
	☐ **Demonstrate innovative approaches**		
	☐ **Deploy innovative financial instruments**		
☐ **Stakeholders**			
	☒ **Indigenous Peoples**		
	☐ **Private Sector**		
		☐ Capital providers	
		☐ Financial intermediaries and market facilitators	
		☐ Large corporations	
		☐ SMEs	
		☐ Individuals/Entrepreneurs	
		☐ Non-Grant Pilot	
		☐ Project Reflow	
	☐ **Beneficiaries**		
	☒ **Local Communities**		
	☒ **Civil Society**		
		☐ Community Based Organization	
		☐ Non-Governmental Organization	
		☐ Academia	
		☐ Trade Unions and Workers Unions	
	☐ **Type of Engagement**		
		☐ Information Dissemination	
		☐ Partnership	
		☐ Consultation	
		☐ Participation	
	☐ **Communications**		
		☐ Awareness Raising	
		☐ Education	
		☐ Public Campaigns	
		☐ Behavior Change	
☐ **Capacity, Knowledge and Research**			
	☒ **Enabling Activities**		
	☒ **Capacity Development**		
	☐ **Knowledge Generation and Exchange**		
	☐ **Targeted Research**		
	☐ **Learning**		
		☐ Theory of Change	
		☐ Adaptive Management	
		☐ Indicators to Measure Change	
	☐ **Innovation**		
	☐ **Knowledge and Learning**		
		☐ Knowledge Management	
		☐ Innovation	
		☐ Capacity Development	
		☐ Learning	
	☐ **Stakeholder Engagement Plan**		
☒ **Gender Equality**			
	☐ **Gender Mainstreaming**		
		☐ Beneficiaries	
		☐ Women groups	

		☐ Sex-disaggregated indicators	
		☐ Gender-sensitive indicators	
	☐ **Gender results areas**		
		☐ Access and control over natural resources	
		☐ Participation and leadership	
		☐ Access to benefits and services	
		☐ Capacity development	
		☐ Awareness raising	
		☐ Knowledge generation	
☐ **Focal Areas/Theme**			
	☐ **Integrated Programs**		
		☐ Commodity Supply Chains (Good Growth Partnership)	
			☐ Sustainable Commodities Production
			☐ Deforestation-free Sourcing
			☐ Financial Screening Tools
			☐ High Conservation Value Forests
			☐ High Carbon Stocks Forests
			☐ Soybean Supply Chain
			☐ Oil Palm Supply Chain
			☐ Beef Supply Chain
			☐ Smallholder Farmers
			☐ Adaptive Management
		☐ Food Security in Sub-Sahara Africa	
			☒ Resilience (climate and shocks)
			☐ Sustainable Production Systems
			☐ Agroecosystems
			☐ Land and Soil Health
			☐ Diversified Farming
			☐ Integrated Land and Water Management
			☐ Smallholder Farming
			☐ Small and Medium Enterprises
			☐ Crop Genetic Diversity
			☐ Food Value Chains
			☒ Gender Dimensions
			☐ Multi-stakeholder Platforms
		☐ Food Systems, Land Use and Restoration	
			☐ Sustainable Food Systems
			☐ Landscape Restoration
			☐ Sustainable Commodity Production
			☐ Comprehensive Land Use Planning
			☐ Integrated Landscapes
			☐ Food Value Chains
			☐ Deforestation-free Sourcing
			☐ Smallholder Farmers
		☐ Sustainable Cities	
			☐ Integrated urban planning
			☐ Urban sustainability framework
			☐ Transport and Mobility
			☐ Buildings
			☐ Municipal waste management
			☐ Green space
			☐ Urban Biodiversity
			☐ Urban Food Systems
			☐ Energy efficiency
			☐ Municipal Financing
			☐ Global Platform for Sustainable Cities
			☐ Urban Resilience

	☐ **Biodiversity**		
		☐ Protected Areas and Landscapes	
			☐ Terrestrial Protected Areas
			☐ Coastal and Marine Protected Areas
			☐ Productive Landscapes
			☐ Productive Seascapes
			☐ Community Based Natural Resource Management
		☐ Mainstreaming	
			☐ Extractive Industries (oil, gas, mining)
			☐ Forestry (Including HCVF and REDD+)
			☐ Tourism
			☐ Agriculture & agrobiodiversity
			☐ Fisheries
			☐ Infrastructure
			☐ Certification (National Standards)
			☐ Certification (International Standards)
		☐ Species	
			☐ Illegal Wildlife Trade
			☐ Threatened Species
			☐ Wildlife for Sustainable Development
			☐ Crop Wild Relatives
			☐ Plant Genetic Resources
			☐ Animal Genetic Resources
			☐ Livestock Wild Relatives
			☐ Invasive Alien Species (IAS)
		☐ Biomes	
			☐ Mangroves
			☐ Coral Reefs
			☐ Sea Grasses
			☐ Wetlands
			☐ Rivers
			☐ Lakes
			☐ Tropical Rain Forests
			☐ Tropical Dry Forests
			☐ Temperate Forests
			☐ Grasslands
			☐ Paramo
			☐ Desert
		☐ Financial and Accounting	
			☐ Payment for Ecosystem Services
			☐ Natural Capital Assessment and Accounting
			☐ Conservation Trust Funds
			☐ Conservation Finance
		☐ Supplementary Protocol to the CBD	
			☐ Biosafety
			☐ Access to Genetic Resources Benefit Sharing
	☐ **Forests**		
		☐ Forest and Landscape Restoration	
			☐ REDD/REDD+
		☐ Forest	
			☐ Amazon
			☐ Congo
			☐ Drylands
	☐ **Land Degradation**		

		☐ Sustainable Land Management	
			☐ Restoration and Rehabilitation of Degraded Lands
			☐ Ecosystem Approach
			☐ Integrated and Cross-sectoral approach
			☐ Community-Based NRM
			☐ Sustainable Livelihoods
			☐ Income Generating Activities
			☐ Sustainable Agriculture
			☐ Sustainable Pasture Management
			☐ Sustainable Forest/Woodland Management
			☐ Improved Soil and Water Management Techniques
			☐ Sustainable Fire Management
			☐ Drought Mitigation/Early Warning
		☐ Land Degradation Neutrality	
			☐ Land Productivity
			☐ Land Cover and Land cover change
			☐ Carbon stocks above or below ground
		☐ Food Security	
	☐ **International Waters**		
		☐ Ship	
		☐ Coastal	
		☐ Freshwater	
			☐ Aquifer
			☐ River Basin
			☐ Lake Basin
		☐ Learning	
		☐ Fisheries	
		☐ Persistent toxic substances	
		☐ SIDS : Small Island Dev States	
		☐ Targeted Research	
		☐ Pollution	
			☐ Persistent toxic substances
			☐ Plastics
			☐ Nutrient pollution from all sectors except wastewater
			☐ Nutrient pollution from Wastewater
		☐ Transboundary Diagnostic Analysis and Strategic Action Plan preparation	
		☐ Strategic Action Plan Implementation	
		☐ Areas Beyond National Jurisdiction	
		☐ Large Marine Ecosystems	
		☐ Private Sector	
		☐ Aquaculture	
		☐ Marine Protected Area	
		☐ Biomes	
			☐ Mangrove
			☐ Coral Reefs
			☐ Seagrasses
			☐ Polar Ecosystems
			☐ Constructed Wetlands
	☐ **Chemicals and Waste**		
		☐ Mercury	
		☐ Artisanal and Scale Gold Mining	
		☐ Coal Fired Power Plants	
		☐ Coal Fired Industrial Boilers	
		☐ Cement	

		☐ Non-Ferrous Metals Production	
		☐ Ozone	
		☐ Persistent Organic Pollutants	
		☐ Unintentional Persistent Organic Pollutants	
		☐ Sound Management of chemicals and Waste	
		☐ Waste Management	
			☐ Hazardous Waste Management
			☐ Industrial Waste
			☐ e-Waste
		☐ Emissions	
		☐ Disposal	
		☐ New Persistent Organic Pollutants	
		☐ Polychlorinated Biphenyls	
		☐ Plastics	
		☐ Eco-Efficiency	
		☐ Pesticides	
		☐ DDT - Vector Management	
		☐ DDT - Other	
		☐ Industrial Emissions	
		☐ Open Burning	
		☐ Best Available Technology / Best Environmental Practices	
		☐ Green Chemistry	
	☒ **Climate Change**		
		☐ **Climate Change Adaptation**	
			☐ Climate Finance
			☐ Least Developed Countries
			☐ Small Island Developing States
			☐ Disaster Risk Management
			☐ Sea-level rise
			☐ Climate Resilience
			☒ Climate information
			☐ Ecosystem-based Adaptation
			☐ Adaptation Tech Transfer
			☐ National Adaptation Programme of Action
			☐ National Adaptation Plan
			☐ Mainstreaming Adaptation
			☐ Private Sector
			☐ Innovation
			☐ Complementarity
			☐ Community-based Adaptation
			☐ Livelihoods
		☐ **Climate Change Mitigation**	
			☐ Agriculture, Forestry, and other Land Use
			☐ Energy Efficiency
			☐ Sustainable Urban Systems and Transport
			☐ Technology Transfer
			☐ Renewable Energy
			☐ Financing
			☒ Enabling Activities
		☐ **Technology Transfer**	
			☐ Poznan Strategic Programme on Technology Transfer
			☐ Climate Technology Centre & Network (CTCN)
			☐ Endogenous technology
			☐ Technology Needs Assessment
			☐ Adaptation Tech Transfer

		☐ **United Nations Framework on Climate Change**	☐ Nationally Determined Contribution
	☒ **Rio Markers**		
		☐ Paris Agreement	
		☐ Sustainable Development Goals	
		☐ Climate Change Mitigation 0	
		☒ Climate Change Mitigation 1	
		☐ Climate Change Mitigation 2	
		☒ Climate Change Adaptation 0	
		☐ Climate Change Adaptation 1	
		☐ Climate Change Adaptation 2	

Annex 13: Partners Capacity Assessment Tool and HACT assessment

Attached separately.

Annex 14: UNDP Project Quality Assurance Report

QA report weblink