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

BI-ANNUAL PROGRESS REPORT

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Table of Contents

INTRODUCTION 4

Overview of the Report 5

SECTION 1: SUMMARY OF PROJECT DESCRIPTION FROM THE PROJECT DOCUMENT 5

SECTION 2: OVERALL PROJECT PROGRESS 6

1. Component 1: National Greenhouse Gas (NGHG) Inventory and Progress in Tracking Implementation and Achieving NDCs Under Article 4 Of The Paris Agreement 7

2. 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 7

3. Component 3: Compilation and Submission of the Reports 8

4. Component 4: Monitoring and Evaluation (M&E) 8

SECTION 3: SOCIAL AND ENVIRONMENTAL SAFEGUARDS (SESP) PROGRESS 8

SECTION 4: DELAYS EXPERIENCED 8

1. Delayed Fund Disbursement: 8

2. Procurement Delays: 9

3. Institutionalisation of the National Greenhouse Gas Inventory (NGHGI) Team: 9

SECTION 5: FINANCIAL EXPENDITURE AND BUDGET REVIEW 9

Budget Overview 9

Comparative Budget Table: APPROVED AWP vs Q1 2025 FACE Form 10

Key Issues/ Discrepancies 11

SECTION 6: PROGRESS AGAINST DEVELOPMENT OBJECTIVES AND INDICATORS 12

SECTION 7: RECOMMENDATIONS / WAY FORWARD 18

CONCLUSION 19

REFERENCES & BIBLIOGRAPHY 20

ANNEX A BTR ROAD MAP 21

ANNEX B RISK REGISTER 26

ANNEX C LESSONS LEARNED REGISTER 27

ANNEX D STAKEHOLDER REGISTER 28

ANNEX E ISSUE LOG 32

ANNEX F PROJECT COMMUNICATION PLAN 33

LIST OF ACRONYMS AND ABBREVIATIONS

AD	Activity Data
AFOLU	Agriculture, Forestry, and Other Land Uses
AWP	Annual Work Plan
1BTR	First Biennial Transparency Report
2BTR	Second Biennial Transparency Report
BTR	Biennial Transparency Report
1BUR	First Biennial Update Report
BUR	Biennial Update Report
CB	Capacity Building
CBIT-GSP	Capacity-Building Initiative for Transparency – Global Support Programme
DMS	Department of Meteorological Services
EFs	Emission Factors
ETF	Enhanced Transparency Framework
FS	Finish to Start
GEF	Green Environment Facility
GABS	Government Accounting and Budgeting System
ICA	International Consultation Analysis
IPCC	Intergovernmental Panel on Climate Change
IPPU	Industrial Processes and Product Use
ITT	Invitation to Tender
LTS	Long Term Strategy
M&E	Monitoring and Evaluation
MET	Ministry of Environment and Tourism
MOI	Means of Implementation
MRV	Monitoring, Reporting and Verification
NC	National Communication
NCCC	National Climate Change Committee
3NC	Third National Communication
4NC	Fourth National Communication
NDC	Nationally Determined Contribution
NGHG	National Green House Gas
NIR	National Inventory Report
PMU	Project Management Unit
PPRA	Public Procurement Regulatory Authority
ProDoC	Project Document
QA/QC	Quality Assurance/Quality Check
SESP	Social and Environmental Screening Procedure
TORs	Terms of References
UNDP	United Nations Development Programme
UNDP-NCE	United Nations Development Programme – National Capacity Enhancement
UNFCCC	United Nations Framework Convention on Climate Change
VA	Vulnerability Assessments

INTRODUCTION

Component 4: Monitoring and Evaluation (M&E) under the Development of 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 under the UNFCCC, requires project-level reporting. Reporting must comply with UNDP and GEF-specific M&E requirements (ProDoc, 2024). Through the Project Management Unit (PMU), the Department of Meteorological Services (DMS) plays a pivotal role in ensuring successful implementation of the 4NC/1BTR.

The DMS is responsible for reporting on project progress to demonstrate performance against set targets. Equally, DMS must integrate financial reports within progress reports to maintain transparency regarding expenditure against the project budget. This report reviews mid-term progress for Year One (January - June 2025) against the annual work plan. It focuses on the achievement of project outcomes relative to disbursed funds and outlines challenges encountered, along with proposed solutions.

A statement of task is also provided to define the reporting scope and methodology.

BOX 1.1: STATEMENT OF TASK

The Project Manager is responsible for preparing the Inception Report no later than one month after the inception workshop. This report shall be prepared in one of the official UN languages, signed by designated individuals, cleared by both the UNDP Country Office and the UNDP-NCE Regional Technical Adviser, and subsequently approved by the Project Board.

Financial and progress reports will be prepared regularly and submitted in accordance with the Monitoring and Evaluation (M&E) plan. Periodic assessments and M&E activities will be undertaken to identify, analyse, and share lessons learned throughout the project lifecycle. These lessons will incorporate gender perspectives that may enhance the design and implementation of similar future projects. Efforts will be made to ensure wide dissemination of such learnings.

There will be continuous exchange of information between this project and other similar initiatives at the national, regional, and global levels. Knowledge management products, including awareness-raising materials, will be developed and disseminated to promote understanding and sensitisation among decision-makers, policymakers, the private sector, and the general public.

Specifically, the task includes:

-Preparation of annual progress and financial reports, as well as annual status surveys.

-Administration of status survey questionnaires to assess progress, identify bottlenecks, and determine the need for technical support, in line with GEF and UNFCCC reporting requirements for National Communications (NCs) and Biennial Transparency Reports (BTRs).

- Compilation of a final project report with lessons learned, accompanied by a final project workshop.

The following deliverables are required under this statement of task:

-Preparation and submission of financial reports to UNDP on a quarterly basis.

Overview of the Report

The report comprises six sections:

- Section 1: Summary of Project Description from the Project Document
- Section 2: Overall progress per component
- Section 3: Social and Environmental Safeguards (SESP) progress
- Section 4: Delays experienced
- Section 5: Financial expenditure and budget review
- Section 6: Progress against development objectives and indicators
- Section 7: Recommendations / Way forward

References, a bibliography, and annexures are also included.

SECTION 1: SUMMARY OF PROJECT DESCRIPTION FROM THE PROJECT DOCUMENT

Botswana ratified the UNFCCC in 1994, the Kyoto Protocol in 2003, and the Paris Agreement in 2016 (ProDoc, 2024). As per the principle of "common but differentiated responsibilities" (UNFCCC, 2021), Botswana is expected to establish a comprehensive transparency framework. This framework supports mechanisms for reliable monitoring and reporting on current and future Nationally Determined Contributions (NDCs). Reports should provide clear, consistent information on mitigation and adaptation actions at all levels and include rights-based, gender-responsive approaches with documentation on international support received.

Despite notable efforts, inefficiencies exist in Botswana's current reporting system. The key challenge is to shift from fragmented and uncoordinated methods to an integrated tracking system for NDC implementation. Therefore, recommendations from the International Consultation and Analysis (ICA) of Botswana's Biennial Update Report (BUR) must be executed. Table 1.1 outlines specific recommendations.

Table 1.1: Recommendations for addressing identified gaps (ProDoc,2024:6)

Gap/Need	Recommendation
Capacity Building • Improve capacity and arrangements for data collection and management of activity data (AD) • Strengthen the ability to estimate uncertainty in both AD and emission factors (EFs) • Increase capacity to enhance transparency of the BTR, including identifying key information from the National Inventory Report (NIR) • Provide training on data gathering, GHG inventory methodologies, and data formats for relevant institutions.	• Enhance the capacity to use the 2006 IPCC Guidelines, including the IPCC inventory software
Mitigation • Strengthen institutional arrangements and technical capacity to quantify and report on the progress of all ongoing mitigation efforts • Improve capacity to track implementation progress and underlying steps taken or envisaged to meet mitigation goals	• Train additional experts to identify and propose mitigation actions

• Develop progress indicators for mitigation actions and use them to assess Nationally Determined Contributions (NDCs) • Improve ability to transparently describe facilitative policies, their implementation status, and how they support specific actions, including training for relevant experts.	
Institutional Arrangements • Enhance capacity to report specific needs, including technology requirements and local expert capacity-building needs • Improve the ability to communicate specific technical, financial, and technological needs.	• Strengthen and support institutional arrangements for consistent provision of high-quality data

The 4NC/1BTR_2BTR project addresses these gaps, aligning with Article 13 of the Paris Agreement (UNFCCC, 2016:16-17). This progress report supports the strategic objectives of the UNDP and the GEF.

SECTION 2: OVERALL PROJECT PROGRESS

Botswana is actively participating in the Paris Agreement process. The country missed the previous reporting deadline (31 December 2024), but preparations are underway to submit the 4NC/1BTR by November 2025. This presents an opportunity for stakeholder collaboration to overcome reporting challenges. Thus, the compelling opportunity for this project to maintain Botswana's value in the Paris Agreement is underpinned by two objectives outlined below (ProDoc, 2024:12).

i. **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".

ii. **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. It seeks to 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.

Seemingly, the project results framework is constructed on one objective. That is, objective 1 – "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 (ProDoc, 2024:26;32-33)."

These objectives are interlinked and form the foundation for progress reporting across the four project components and is reviewed over a mid-term period, beginning from January 2025 to June 2025.

1. **Component 1: National Greenhouse Gas (NGHG) Inventory and Progress in Tracking Implementation and Achieving NDCs Under Article 4 Of The Paris Agreement**

Two project outcomes are identified under this component:

i. Outcome 1.1, Botswana's National inventory report of anthropogenic emissions by sources and removals by sinks reviewed and updated.

ii. Outcome 1.2, Progress made in implementing and achieving the NDC, data collection and Monitoring, Reporting and Verification (MRV) of NDC mitigation measures strengthened and NDC mitigation scenarios aligned with a long-term low-emission development strategy.

The annual activities aimed at achieving the "medium-term results" commenced in March 2025 and are expected to conclude in December 2025 (refer to Annex A – BTR Roadmap). The relevant Terms of Reference (ToRs) for the consultancies were finalized on May 19, 2025, representing a delay of fifteen (15) days beyond the initially scheduled date of April 25, 2025. Similarly, the accompanying tender documents for the procurement of services were prepared and submitted to the Ministry of Environment and Tourism (MET) procurement unit on May 23, 2025—seventeen (17) days later than the scheduled date of April 29, 2025. These documents are currently undergoing iterative review by the procurement unit. As a result, the tender for the Greenhouse Gas (GHG) Inventory consultancy has not yet been advertised, pending completion of the internal vetting process.

Importantly, the milestones under this component follow a Finish-to-Start (FS) dependency structure, meaning that delays in one activity directly impact the commencement of the next. Consequently, it is reasonable to anticipate further delays in the successor milestones, particularly given that the tender award—which was originally scheduled for June 30, 2025—has not yet been concluded. Nonetheless, it is important to note that the milestone for submission of the Inception Report, marking the commencement of consultancy work, is scheduled for July 18, 2025 and remains within the allowable timeframe. It has not yet been affected by the preceding delays.

2. **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**

These outcomes are;

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

ii. 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.

iii. 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.

Component 2 progresses in parallel with Component 1. ToRs and procurement follow similar timelines and delays. Based on the outcomes that are set for driving progress towards component 2, no significant results have been realised.

3. Component 3: Compilation and Submission of the Reports

Focus remains on 4NC/1BTR for Year One. Submission is scheduled for 3-28 November 2025, including stakeholder consultation, QA/QC, government sign-off, and submission. This reasoning is oriented towards the annual plan approach advanced in the ProDoc. Hence, the 2BTR report is not part of year one annual plan. The twenty days' submission period allows for, "report adoption by the government after stakeholders' consultations and, uploading and submission to the UNFCCC." Specifically, the process entails quality assurance and quality check, government sign-off and clearance, and upload and submission to UNFCCC.

4. Component 4: Monitoring and Evaluation (M&E)

Outcome 4.1: Inception workshop and M&E systems established. The inception workshop was held August 27, 2024; the inception report was finalized November 23, 2024. These deliverables were completed three months and one month respectively earlier than the current reporting period. More significantly, these two deliverables were completed seven months and four months respectively before March 26, 2025 which is the first date of funds disbursement for year one and are foundational to the rest of the activities that are covered under the current reporting period.

M&E tools developed include:

ANNEX A BTR ROAD MAP

ANNEX B RISK REGISTER

ANNEX C LESSONS LEARNED REGISTER

ANNEX D STAKEHOLDER REGISTER

ANNEX E ISSUE LOG

ANNEX F COMMUNICATION PLAN

For the current reporting period, a lesson learned register has been prepared and will be progressively updated along the project timeline. The initial risk register and the stakeholder register have also evolved to reflect the current situation regarding project stakeholders, issue log and project risks.

SECTION 3: SOCIAL AND ENVIRONMENTAL SAFEGUARDS (SESP) PROGRESS

In furtherance of Social and Environmental Screening Procedure (SESP) this report establishes "low risk status" as the baseline against which inclusiveness, transparency, and non-discriminatory processes will be measured (ProDoc, 2024: 75,77; Inception report, 2024:16-17). For this reason, the project will continuously perform SESP and update the stakeholder register, issue log and the risk register as necessary to safeguard women and marginalised groups from social and environmental risks. But also to safeguard them from exclusion on the project. In the mid-term, the SESP status remains at low risk.

SECTION 4: DELAYS EXPERIENCED

Several process-related challenge hindering effective and efficient project implementation have been encountered during this reporting period. These include:

1. Delayed Fund Disbursement:

A significant delay was experienced in the early stages of the reporting period due to late disbursement of project funds. The funds were only availed on March 26, 2025, thereby delaying the commencement of critical

project activities essential for timely implementation and reporting. This issue has been formally recorded in the project's issue log and captured in the risk register as a schedule-related risk. Specifically, it has been flagged as a risk response trigger aimed at guiding mitigation measures to prevent further slippage of project timelines.

2. **Procurement Delays:**

Procurement delays have affected both minor and major project activities—ranging from the acquisition of basic office furniture and ICT equipment to the more complex procurement of technical consultants. The most critical delays are linked to the procurement of the National Greenhouse Gas (GHG) Inventory lead consultant and individual consultants for the Vulnerability Assessments (VA). These challenges stem largely from the project's transition away from relying on UNDP's support services to fully implementing the National Implementation Modality (NIM). During this transition, significant delays were encountered in determining the appropriate contracting strategy. Despite these challenges, the project adhered to the national Public Procurement Regulations, ultimately selecting an open tender process. However, this approach entails a lengthy procedure—from document vetting to tender award—over which the Project Management Unit (PMU) has limited control in terms of accurately forecasting timelines or expediting progress.

3. **Institutionalisation of the National Greenhouse Gas Inventory (NGHGI) Team:**

The delayed establishment of the NGHGI team has hindered progress toward the development and timely delivery of the National GHG Inventory. This delay has further compounded implementation challenges, especially given that the PMU is a newly established structure that is concurrently undergoing operational setup. The combination of institutional delays and operational setup requirements has affected the project's ability to build momentum during the early implementation stages.

SECTION 5: FINANCIAL EXPENDITURE AND BUDGET REVIEW

This section presents the project expenditure status for the mid-term of Year One. Detailed expenditure figures are provided in Table 6.1.2. Overall, the current financial data reflects low spending levels. This is primarily attributed to delays in the appointment of consultants responsible for data collection and other project activities that would typically trigger disbursement of funds.

An overview of the budget is provided in Table 6.1.1, outlining key components and their respective allocations. Further analysis of the total project budget of $1,233,000 is presented in Table 6.1.3. Notable issues identified include a $120,720 discrepancy related to PMU salary allocations and a $437,000 provision for international consultants—an amount not sufficiently justified in terms of local capacity-building requirements within the project document.

Additionally, operational challenges have contributed to financial management constraints. Notably, the project Finance Officer currently lacks access to the Government Accounting and Budgeting System (GABS), due to the nature of their employment contract, which limits integration into government systems.

Budget Overview

5.1: Budget Overview

Total Budget	**$1,233.00**
Implementing Partner:	Ministry of Environment & Tourism (MET)
Project Duration :	48 Months

Project Components:	Component 1: GHG Inventory & NDC Tracking • $771.000 (62.5%) Component 2: Climate Impacts & Adaptation • $290.000(23.5%) Component 3: Report Compilation • $50,000 (4.1%) Component 4: Monitoring & Evaluation • 10,000 (0.8%)
Project Management:	$112,000 (9.1%)
Key Budget Lines:	International Consultants (71200) • $437,000 Local Consultants (71300) • $245,000 Travel (71600) • $86,000 Equipment (72800) & Furniture (72200) • $12,200 Monitoring & Evaluation (74100) • $10,000 Project Management Unit Salaries (71800) • $102,000 **(Listed with discrepancy)**

Comparative Budget Table: APPROVED AWP vs Q1 2025 FACE Form

5.2: *Comparative Budget*

Component/ Activity	Budget Line Code	AWP Approved Budget (USD)	Q1 FACE Form Request (USD)	Actual Q1 Expenditure (USD)	Utilization (%)	Red Flags / Notes
CCOMPONENT 1						
Local Consultant	71300	35,000	15,000	0	0%	ITT under PPRA vetting
Contractual Services – Co.	72100	30,000	10,000	0	0%	Not yet procured
Travel	71600	8,000	7,000	0	0%	Pending consultant activity
Training/Workshops	75700	4,000	8,000	506	6%	GHG meeting started
International Consultant	71200	50,000	10,000	0	0%	TORs not finalised
COMPONENT 2						
Local Consultant	71300	25,000	15,000	0	0%	Procurement underway
Contractual Services – Co.	72100	5,000	5,000	0	0%	Pending implementation
Travel	71600	4,000	4,000	0	0%	No travel yet

Training/Workshops	75700	18,000	20,000	0	0%	Not yet used
International Consultant	71200	28,000	15,000	0	0%	TORs not complete
Communication & AV Equipment	72400	10,000	4,000	4000	100%	Fully utilised
COMPONENT 3						
International Consultant	71200	50,000	10,000	0	0%	Yet to be contracted
Travel	71600	2,000	2,000	0	0%	Future activity
Training/Workshops	75700	4,000	4,000	0	0%	In the immediate plan
M&E						
	75 700	6,000	6,000	0	0%	Not yet used
PMU						
AV Equipment	72400	3,500	3,500	3,000	85.7%	$500 remaining
Furniture	72200	900	900	900	100%	Fully utilised
Supplies	72500	500	500	0	0%	Not used yet
Contractual Services (IP Salaries)	71800	28,000	28,000	29,400	105%	Over expenditure

Key Issues/ Discrepancies

5. 1: Budget Discrepancies

Issue	Note	Recommendations
Discrepancy in PMU salaries	Budget note 29 lists $102,000 for PMU salaries (code 71800), but calculations indicate: • Project Manager: $3,330/month × 12 months × 4 years = $159,840 • Finance Assistant: $1,310/month × 48 months = $62,880 • **Total: $222,720, a $120,720 discrepancy**	• Update budget line 71800 to reflect $222,720. • Include detailed salary breakdowns (role, rate,) in budget note 29.
High International Consultant Costs	• International consultant costs (code 71200) total $437,000, with insufficient justification for local capacity-building plans (budget notes 3, 8, 13, 17, 22, 26).	• Reduce international consultant budget to reallocate some money to local consultants (code 71300).
Operational constraints pertaining to the project budget	• PMU staff have no access to the Government Accounting and Budgeting System (GABS), owing to their terms of employment. • Lack of access to GABS hampers project financial oversight and efficiency.	• Align PMU staff contracts with government policies. • Provide training on government accounting systems and enable access.

SECTION 6: PROGRESS AGAINST DEVELOPMENT OBJECTIVES AND INDICATORS

1. To 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". **2. To 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**			
Description of Indicator	**Baseline Level**	**End of project target level**	**Cumulative progress since project start as of March 30, 2025**
MANDATORY INDICATOR 1: Number of direct project beneficiaries disaggregated by sex (individual people)	0	300	To date, 14 women and 14 men attended a training workshop titled Hands-On Training on Implementing the Enhanced Transparency Framework and Fast Tracking the Development of the Biennial Transparency Reporting in Botswana. Categorically, these attendees are project stakeholders. The workshop was conducted by Capacity-building Initiative for Transparency - Global Support Programme (CBIT-GST) from 31st March to 3rd April 2024 in Gaborone. Essentially, the workshop offered key insights into fast-tracking BTR development in Botswana, in turn strengthening stakeholder's capacity to adapt to the ETF ecosystem.
INDICATOR 2: National Inventory Report (NIR) for the years 1994-2022 updated,	NIR1994-2022	NIR (1990-2022) submitted to the UNFCCC as a separate	The NIR (1994-2022) has not yet been submitted to the UNFCCC pending completion of predecessor activities. Mainly, procurement of consultancy services for GHG inventory. As opposed to the stated

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Description of Indicator	**Baseline Level**	**End of project target level**	**Cumulative progress since project start as of March 30, 2025**
emissions projections until 2050 formulated		document by December 2024	December 2024 target, the revised submission date is September 05, 2025. Timely submission would be possible through a wide range of factors including strong collaboration with the National Green House Gas Inventory team, and mutually benefiting data sharing agreements between DMS/National Climate Change Committee (NCCC) and key GHG emissions data providers.
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)	Similarly, achievement of this indicator is pending procurement of GHG consultancy services. Uncertainty analysis has appropriately been scheduled for under the NIR as follows; **QA/QC and Uncertainty Analysis – 08/09/25-10/09/25.**
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.	The activities for achieving this indicator including launch of data collection efforts (data templates, data provider registry, data sharing Memorandum of Understandings (MOUs), etc. are underway. These are scheduled to start on 28/07/25 and finish on 29/08/25.

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Description of Indicator	**Baseline Level**	**End of project target level**	**Cumulative progress since project start as of March 30, 2025**
INDICATOR 5: NDC mitigation scenarios aligned with a long-term low-emission development strategy	Long Term Strategy (LTS) not yet in place	LTS developed by 2024	Policy analysis shall lay the foundation for a Long Term Strategy towards achieving indicator 5. This activity is scheduled for 08/09/25 - 12/09/25, therefore, can be reported to be on target.
INDICATOR 6: Updated National Circumstances chapter	National circumstances chapter in the 3NC	Updated National Circumstances chapter in 4NC aligned with the NDC (2024)	Submission of 4NC report is scheduled for 17/10/2025. This will include updated National Circumstances chapter for which the activities are scheduled to start on 22/09/2025.
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	Adaptation actions and indicators compilation will inform progress towards indicator 7. This activity is scheduled for 06/10/25 - 15/10/25.
INDICATOR 8: Project specific Integration of gender issues in	Analysis of the baseline situation	Integration of gender issues in adaptation	Terms of References for Vulnerability Assessments include "analysis of gender dimensions in all sectors adaptation, with

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Description of Indicator	**Baseline Level**	**End of project target level**	**Cumulative progress since project start as of March 30, 2025**
adaptation policy planning and implementation		policies and measures finalised by 2024	recommendations for integration into policies and measures." Impact assessment, scheduled for 06/10/25 - 10/10/25, and adaptation actions and indicators compilation, scheduled for 06/10/25 - 15/10/25, shall form part of the "Thematic NC4 report which is scheduled for submission on 17/10/2025.
INDICATOR 9: Chapters on financial, technology development and transfer and capacity-building support updated	NDC and 3NC information	update of Means of Implementation (MOI) information for the 4NC/1BTR combined report by 2024	Progress towards indicator 9 is targeted through submission of NDC tracking and mitigation analysis report. This milestone report is scheduled for submission on 29/09/25.
INDICATOR 10: Project specific M&E system for financial, technology and Capacity Building (CB) Mode of Implementation (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	This indicator is scheduled under the consultancy services for V&A. No significant progress can be reported, owing to the delays in contracting relevant consultants for the executing work activities specified under 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

1. To 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". **2. To 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**			
Description of Indicator	**Baseline Level**	**End of project target level**	**Cumulative progress since project start as of March 30, 2025**
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	Outputs for achieving Indicator 11, will be delivered under the consultancy services for V&A. Therefore, no progress has been made to date. It is worth noting that the ProDoc states the 2023 as the end of project target for A study on gaps, needs and constraints for accessing MOI, and analytical papers on needs, gaps and priorities for education, training and public awareness. This period is outside the project commencement timeline. Thus, the end of project target date shall be as per the current Annual Work Plan (AWP).
INDICATOR 12: Completion and timely submission of the combined 4NC/1BTR report and 2BTR stand-alone report to the UNFCCC Se	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	The process of developing 4NC/1BTR is ongoing. Report submission is scheduled for November 2025. Notwithstanding that submission was targeted for 2024, with the revised project schedule, this indicator is still on target.

1. **To 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".**
2. **To 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**

Description of Indicator	Baseline Level	End of project target level	Cumulative progress since project start as of March 30, 2025
INDICATOR 13: No. of monitoring reports compiled	**0**	1 Inception Workshop Report, 2 Annual Status Surveys	As indicated earlier, an inception report was developed and documented on 23/11/24, therefore signaling 100% achievement against the target. Notably, a progress status report was shared with UNDP on 24/04/2025. Additionally, the annual online status survey was completed by the project manager on 09/06/2025. All in all, this indicator is on target.

SECTION 7: RECOMMENDATIONS / WAY FORWARD

This section outlines strategic recommendations aimed at addressing current delays and enabling the timely delivery of key project components. These recommendations are interconnected and collectively reflect a forward-looking approach toward achieving the project's objectives. As such, their implementation will require coordinated action and cross-functional collaboration between UNDP, MET/DMS, the PMU, and other key stakeholders.

In the short term, these actions are critical to ensuring timely submission of the Biennial Transparency Report (BTR). In the long term, they will help establish and strengthen systems necessary for efficient and effective reporting under the UNFCCC framework.

It is worth noting that certain recommendations presented under **Section 6: Project Budget/Expenditure Report** are reiterated here to underscore the need for urgent support and resolution.

2.1. Update budget line 71800 to reflect an amount of $222,720, and ensure the inclusion of a detailed salary breakdown (including roles and rates) under Budget Note 29.

2.2. Leverage the analysis provided in **Section 5: Experienced Delays** to streamline procurement processes for all donor-funded BTR and NC project components, ensuring compliance while minimizing procedural delays.

2.3. Establish a regular schedule of coordination and technical meetings to ensure consistent alignment of activities, foster accountability, and track progress of the NGHG Inventory Team—even in the absence of direct supervisory or regulatory control.

2.4. Align PMU staff contracts with UNDP's Programme and Operations Policies and Procedures (POPP) to support harmonised HR and operational standards.

2.5. Facilitate access to the Government Accounting and Budgeting System (GABS) for the project Finance Officer by addressing the contractual limitations, and provide relevant training to ensure full integration into government financial procedures.

CONCLUSION

In conclusion, this report highlights project progress from January 2025 to June 2025. Along the line of UNDP and GEF reporting requirements, the report provides a forward-looking perspective to ensure that Botswana submits its first BTR and fourth NC in 2025. A brief introduction is presented at the beginning to delineate MET reporting obligations throughout the project timeline. As highlighted, such reporting is done through PMU and is tied to the M&E component of the project. The M&E component and other key components are based on the ProDoc. The report properly acknowledges ProDoc as a primary guiding document for implementation this project (UNDP-NIM,2011:3). Hence, chapter 2, gleaned project information from the ProDoc to present a summary of project description.

Furthermore, the report has presented a detailed account on project progress. Notwithstanding slow progress on critical activities, all key project components were discussed to realign M&E efforts to the changing project landscape. The report has also touched on the experienced delays – mainly, project fund disbursement delay, delays in procurement, and slow institutionalisation of the NGHG inventory team. To report on the project financial status, the report provided a key budget and expenditure details. These details are entailed in the three sub-sections organised under Section 6. The report has extensively covered all Indicators to highlight current progress per Indicator in Section 7. From Section 7, key recommendations are presented before concluding the report.

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ANNEX A BTR ROAD MAP

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

Project Objectives

Immediate objective

❑ To assist the country in the preparation and submission of its Fourth National Communication and its First Biennial Transparency Report (4NC/1BTR) as well as its Second Biennial Transparency Report (2BTR) to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention under the Paris Agreement, as stipulated in Decision 1/CP.21 and Decision 18/CMA.1.(Article 13, paragraph 13, of the Paris Agreement, the modalities, procedures and guidelines (MPGs) for the transparency framework for action and support (hereinafter referred to as the modalities, procedures and guidelines) contained in the annex;)

Project Development Objective/long-term objective

❑ To strengthen inter-ministerial coordination mechanisms and stakeholders' cooperation to integrate national climate change strategies into development priorities….

❑ Provide a mechanism of monitoring the progress towardthe 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.

Project Budget and Timeline Details (ProDoc, 2024)

Project Budget	**USD 1 233.00**
Planned Duration	**48 Months**
Planned Start Date	**01/05/2024**
Planned End Date	**30/04/2028**
Expected Operational Closure Date	**30/01/2029**
Expected Financial Closure Date	**30/07/2029**
Time Elapsed	**1 Year 1 Month**
Funds Disbursed to Date	**USD 161 900.00 (21 March 2025)**
Amount Spent to Date	**USD 9 500.00**

Initiation and Planning

Project Document: The Project Document was agreed and signed by;

1. The Ministry of Environment and Tourism as an implementing partner on May 10, 2024.
2. The Ministry of Finance and Economic Planning May 20, 2024

AND

3. The United Nations Development Programme (UNDP) on May 16, 2024

The Inception workshop and Inception Report: The Inception Workshop was conducted on August 27, 2024 and the Inception Report was produced on October 23,2024.

Schedule

a. Procure Consultants

Activity	Timeline	Duration in Days	Resources (Personnel/and or Materials
1.1.1. Develop Terms of Reference (TOR)	27/03/25-25/04/25	20	DMS/PMU
1.1.2. Tender Vetting	29/04/25-19/05/25	15	MET Procurement Unit
1.1.3. Float Tender.	26/05/25-13/06/25	14	MET Procurement Unit
1.1.4 Bidder conference/clarification meeting	02/06/25-13/06/25	10	DMS/PMU
1.1.5. Tender Evaluation	16/06/25-27/06/25	10	MET Procurement Unit
1.1.6. Tender Award	**30/06/25-04/07/25**	**5**	**MET Procurement Unit**

b. Mobilisation and Planning

Activity	Timeline	Duration in Days	Resources (Personnel/and or Materials
1.2.1. Contract signing	**07/07/25-09/07/25**	**3**	**MET/Consultant**

1.2.2. Kick-off/inception meeting	10/07/25 - 10/07/25	1	MET – PMU/Consultants
1.2.3. Establish steering/technical committees	10/07/25 - 10/07/25	1	DMS-PMU/NCCC
1.2.4. Submit Inception Reports	**18/07/25 - 18/07/25**	1	**Consultant**

c. Capacity Building and Data Preparation

Activity	Timeline	Duration in Days	Resources (Personnel/and or Materials
1.3.1. Conduct workshops on IPCC guidelines, ETF, MRV systems (Awareness-raising and introductory capacity building on key concepts and frameworks)	28/07/25 - 01/08/25	5	PMU/NCCC
1.3.2. Train line ministries, data providers, and inventory teams (Practical, hands-on training focused on specific tasks/data roles)	04/08/25 - 15/08/25	5	PMU/NCCC
1.3.3.Establish and document institutional arrangements	18/08/25 - 22/08/25	5	MET Procurement Unit
1.3.4. Launch data collection efforts (data templates, data provider registry, data sharing MOUs, GHG Inventory Database (pre-QA/QC)	25/08/25 - 29/08/25	5	PMU/Consultants
1.3.5.Submit Capacity Building & Training Report	**31/08/25 - 31/08/25**	1	**Consultants**

d. Technical Development – GHG Inventory Preparation and Mitigation, and NDC Tracking

Activity	Timeline	Duration in Days	Resources (Personnel/and or Materials
1.4.1. Emission estimation by sector	01/09/25- 12/09/25	5	Consultants
1.4.2. QA/QC checks and uncertainty analysis	08/09/25 - 10/09/25	5	Consultants
1.4.3.Compile inventory tables and documentation	08/09/25 - 12/09/25	5	Consultants

1.4.4. GHG Inventory QA/QC and Database Package	15/09/25 - 15/09/25	5	Consultants
1.4.5. Submit National GHG Inventory Report	**05/09/25 - 05/09/25**	1	**Consultants**
1.4.6. Policy analysis	08/09/25 - 12/09/25		Consultants
1.4.7. Update projections and scenario models	15/09/25 - 26/09/25		Consultants
1.4.8. Quantify mitigation actions	17/09/25 - 26/09/25		Consultants
1.4.9. Map NDC targets and progress per MPG guidance	22/09/25 - 26/09/25		Consultants
1.4.10. Submit NDC Tracking & Mitigation Analysis Report	**29/09/25 - 29/09/25**		**Consultants**
1.4.11. Sectoral consultations	02/10/25 - 10/10/25		Consultants
1.4.12. Impact assessment	06/10/25 - 10/10/25		Consultants
1.4.13. Adaptation actions and indicators compilation	06/10/25 - 15/10/25		Consultants
1.4.15. SUBMIT Thematic NC4 Chapters Report	17/10/25 - 17/10/25		**Consultants**

e. Validation and Review

Activity	Timeline	Duration in Days	Resources (Personnel/and or Materials
1.5.1. Conduct national validation workshops	20/10/25 - 24/10/25	5	PMU/Consultants
1.5.2. Integrate stakeholder and reviewer feedback	22/10/25 - 24/10/25	3	PMU/Consultants
1.5.3. Revise GHG inventory, NDC analysis, and thematic chapters	31/10/25 - 31/10/25	5	PMU/Consultants
1.5.4. Validation and Stakeholder Feedback Report	20/10/25 - 24/10/25	1	PMU/Consultants

f. Finalisation and Submission

Activity	Timeline	Duration in Days	Resources (Personnel/and or Materials
1.6.1. Final QA/QC	03/11/25 - 07/11/25	5	PMU/Consultants
1.6.2. Government sign-off and clearance	10/11/25 - 14/11/25	5	PMU/Consultants

1.6.3. Upload and submission to UNFCCC	**17/11/25 - 28/11/25**	**10**	**PMU/Consultants**
1.6.4. Final Consolidated Report	**30/11/25 - 30/11/25**	**1**	**PMU/Consultants**

g. Post Submission Engagement

Activity	Timeline	Duration in Days	Resources (Personnel/and or Materials
1.7.1. Prepare for Technical Expert Review (TER)	TBA	TBA	DMS/NGHG Team/PMU
1.7.2. Respond to reviewer questions/comments	**TBA**	**TBA**	**DMS/NGHG Team/PMU**
1.7.3. Lessons learned and capacity needs documentation	**TBA**	**TBA**	**DMS/PMU**
1.7.4. Archive datasets and tools for institutional continuity	**TBA**	**TBA**	**DMS/PMU**

ANNEX B RISK REGISTER

*Adapted from UNDP Risk Register as Annexed in the Project Documents and the Inception Report.

*Management Strategies/Risk Responses: **Mitigate** - Decreasing probability and/or impact; **Avoid** - Eliminate the Risk

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

Date: 05/03/2025

Risk Level	Risk ID	Risk	Management Strategy	Response	Responsible Party	Response Trigger	Status	Result
Moderate	1	If lack of strategic coherence between MET and UNDP delays dispatch of year 1 activities funds by end of February 2025	Mitigate	Revise the first year work plan to adjust activity durations including the submission of 4NC/1BTR report	MET	Year 1 Project funds not credited into the line account by 28/02/2025	Complete	By 28/02/2028 project funds had not been credited into the line account. PMU has started the process of revising the project schedule in consideration of the applicable guidelines
Low	2	If there is lack of political will to support the project during the early stages of project implementation	Mitigate	Engage relevant stakeholders to emphasise Botswana's international obligations under the UNFCCC, Kyoto Protocol, and the Paris Agreement, and thestrategic benefits of compliance for the Country.	MET	No substatial support for the project during the early stages of project implemetation	Ongoing	The project board (NCCC) convened a meeting chaired by PS -MET on 28/02/25 to discuss their ToRs, under which the project stand to benefit continued governance support.
Low	3	If there is lack of sex disaggregated data on vulnerable and marginalised groups.	Avoid	Engage relevant stakeholders to facilitate for inclusion of vulnerable and marginalised groups during the project life-cycle through workshops, conferences, meetings	MET and Climate Change Coordinator	Emmediately	Ongoing	On going project management efforts endevour to integrate vulnerable and marginalised groups interests into the project life-cycle procecesses.
	4	If there is poor stakeholder engagement during project implementation	Mitigate	Engage stakeholders and maintain dialogue throughout. And, establish feedback loops to capture evolving concerns and interests.	MET and PMU	Upon emmediate record of relevant stakeholder concern and exclusion in the project implemetation process	Ongoing	To date there is no record of relevant stakeholder concern or exclision thus, the risk remains under control.
Low	5	If there is limited/lack of skilled personnel to implement the project	Mitigate	Utilise alternative procurement methods strictly adhering to applicable standards and regulations	MET	Unmet project timelines resulting from non-availabity of skilled personnel	Ongoing	ToRs preparation for consultancy services is on-going. The process emphasises on quality inputs to ensure quality of outputs.

ANNEX C LESSONS LEARNED REGISTER

Date	Impact	Author	Subject	Description of the Situation	Recommended Action
5/19/2025	High	S. Madutwane	Procurement of Services	Project team developed TORs for procurement of GHG inventory services. The National Implementation Modality pointed the team to Public Procurement Authority approach. However, a National Green House Gas inventory team is in place but not organised as a consultant, hence cannot fully respond to the PPRA Invitation to Tender. This caused a delay in data collection.	Establish a system to institutionalise the National Green House Gas inventory team.
6/04/2025	High	I. Phole	Financial System Access	The Project Financial Manager could not access the Government Accounting System (GAS), which delayed expenditure tracking, reporting, and reconciliation. This affected the timely submission of financial reports aligned to the workplan.	Provide controlled, project-specific GAS access to project finance personnel or set up a parallel tracking tool.
7/01/2025	High	I. Phole	Procedure Misalignment	At times, the Ministry's procurement and financial procedures delayed critical activities. UNDP oversight and the project document require adherence to international standards when Ministry systems fall short. This led to confusion and further delays in approvals.	Train key stakeholders on when to apply UNDP-compatible procedures and harmonize local and donor expectations.

ANNEX D STAKEHOLDER REGISTER

Stakeholder	Description and Data	Relationship with 4NC/BTR1_BTR2
United Nations Development Programme (UNDP)	• A non-executing partner that provides the enabling environment for execution through technical cooperation and capacity-building support. • Data provided include guidelines and comparative tools	• Shapes the project the quality, scope, and impact through capacity-building, data governance, and strategic alignment with global frameworks
Initiative for Climate Action Transparency (ICAT)	• A global partner that provides technical support, methodological guidance, and capacity-building to help Botswana enhance the transparency of its climate actions in line with the Enhanced Transparency Framework (ETF) of the Paris Agreement. • Not a data generator itself, but it plays a foundational role in improving data systems and methodologies through:	• Helps establish/improve MRV systems and institutional arrangements that can be sustained beyond a single NC or BTR cycle. • Offers workshops, training, and one-on-one technical support to build national expertise on tracking climate action. • Assists countries in aligning their NC and BTR reporting with the ETF through more structured and documented approaches to data collection, analysis, and reporting.
National Climate Change Committee (NCCC)	• A high-level inter-ministerial and multi-sectoral advisory body tasked with guiding and coordinating the national climate change response • Not a primary source of technical data, but it plays an important role in: Reviewing and	• The NCCC is a governance and coordination stakeholder, contributing to the strategic execution of the 4NC/BTR1_BTR2 project

	validating information generated through technical processes (e.g., GHG inventories, vulnerability assessments, adaptation actions) ; Providing sectoral and policy-level insights that contextualise data and enhance its relevance for decision-making ; Identifying information gaps, priority areas for data improvement, and national circumstances that need to be reflected in reporting; Endorsing final deliverables such as NCs and BTRs before their submission to the UNFCCC.	
• The National Greenhouse Gas (NGHG) Team	• A core technical group established to lead the compilation, analysis, and reporting of the national GHG inventory. • Data include Compiling sectoral activity data (AD) from relevant data providers; Applying country-specific or default emission factors (EFs) to estimate emissions and removals; Conducting uncertainty analysis, key category analysis, and QA/QC procedures; Utilizing the IPCC software or other national tools for data entry, calculation, and archiving; Preparing the National Inventory Report (NIR).	• The NGHG Team is a central technical pillar of the 4NC/BTR1 process, with direct responsibility for compiling the national GHG inventory in line with international guidelines. Their work underpins the transparency, comparability, and credibility of the country's climate reporting, and their continuous development is essential for sustaining long-term reporting capacity under the Paris Agreement.

• Ministry of Environment and Tourism (MET) – Procurement Unit	• The Procurement Unit is a key administrative enabler of the NC and BTR project. • Not a technical data producer, the Procurement Unit generates and manages data that is essential to: Tracking project procurement activities, timelines, and delivery schedules; Documenting supplier/consultant selection processes, evaluation results, and contract awards; Maintaining procurement records and financial documentation for reporting and audits; Verifying alignment of procurement actions with approved budgets and donor procurement procedures.	• Procurement Unit plays a coordinating and oversight role in the administration of procurement activities.
Department of Meteorological Services – Administration/Accounts Unit	• Responsible for the financial management, human resources, and general administrative support functions of the department • Data include payroll and consultant linked to 4NC/1BTR workplan implementation; Administrative records related to workshops, travel, and logistical support services.	• This unit serves as an internal support system for the project
Department of Meteorological Services (DMS) – Procurement Unit	• A functional arm within the Department of Meteorological Services responsible for managing procurement	• The Procurement Unit is a supportive institutional stakeholder, facilitating the operational execution of the project

	processes related to goods, services, and works. • Not is not directly involved in data generation but supports: Procurement records and timelines, which are important for project tracking, audits, and reporting under funder and national regulations; Vendor management data, useful for evaluating service delivery and improving procurement planning in future reporting cycles.	

ANNEX E ISSUE LOG

ID	Category	Description	Priority	Owner	Action Plan	Status	Date Recorded	Date Resolved
001	Project Management	Salaries for project management unit personnel have not been paid	High	HR/Corporate Services	Follow-up with UNDP to dispatch funds	Closed	2/3/2025	24/03/25
002	Procurement	Office and IT Supplies and Consumables for PMU have not been procured	High	Project Coordinator	Follow-up with UNDP to dispatch funds	Closed	2/3/2025	03/06/2025
003	Schedule	Year 1 activities - planned to commence in February 2025 have not started	High	Project Coordinator	Follow-up with UNDP to dispatch funds for Year 1 activities	Closed	2/3/2025	21/03/25
004	Communication	Delayed/fragmented feedback on project funds dispatch	High	MET	Establish efficient feedback loops to facilitate effective communication	Closed	2/25/2025	21/03/25
005	Project Management	Project Team not yet established/ Team composition	High	MET	Discuss the issue with the Climate Change Coordinator	Closed	3/4/2025	7/4/2025

ANNEX F PROJECT COMMUNICATION PLAN

Item/Topic	Description/Purpose/Why	Audience/Recipient	Method of Communication	Preparation	Submission	Start Date	Frequency
Team Meetings	Collect status, from the team members, on work packages, and task completion against the baseline, risk updates, issues, changes, quality, and customer feedback.	Project Team, Consultants	Face-to-face meeting and via conference calls.	Project Coordinator, Finance Officer	Finance Officer	From the start of the project	Monthly
Project Financial and Progress Report (ProDoc,24:18-19)	To discuss progress and potential challenges, ensuring transparency and keeping stakeholders informed.	Director DMS, Climate Change Coordinator DMS, PS MET, UNDP	Email, Government Physical Mail delivery system	Project Coordinator	Finance Officer	From the start of the project	Quarterly, Annually
Status Survey Questionnaire (ProDoc,24:19)	To indicate progress and identify bottlenecks, as well as the need for technical support - in line with the GEF and UNFCCC reporting requirements for NCs and BTRs.	UNDP, NCCC	Email, Government Physical Mail delivery system	Project Coordinator	Finance Officer	From the start of the project	Annually
Project Objectives and Benefits	To strengthen inter-ministerial coordination mechanisms and	Department of Energy, Botswana Institute for	Physical/In-person Meeting/Workshop	Project Coordinator	Climate Change Coordinator	From the start of the project	Annually

	stakeholders' cooperation. To integrate national climate change strategies into development priorities.	Technology Research and Innovation (BITRI), and Botswana Power Corporation (BPC)					
Lessons Learned	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 to disseminate these lessons widely.	MET, UNDP, All Stakeholders	Official MET/DMS Facebook Page, Radio, Television, Print Media, Hard and soft copy	Project Coordinator	Climate Change Coordinator/ Director DMS	From the start of the project	At the end of the project
Project Board/NCCC Reviews	Provide 4C/1BTR and 2BTR Chapter status to the Board at the right level of details that allows them make informed decisions and to give PMU appropriate direction and support.	PS-MET/ NCCC	Hard Copy and Soft Copy submission	Project Coordinator	Climate Change Coordinator	From the start of the project	After every report submission by Consultants
Project Risks	To update stakeholders on new risk information and to facilitate the incorporation of continuous improvements into the risk management process, analysing the	UNDP, NCCC	Hard Copy and Soft Copy submission	Project Coordinator	Project Coordinator	From the start of the project	Quarterly

effect that implemented actions have had on the Project's risk level.

……END……