

GEF-8 REQUEST FOR Climate Change enabling activity

Proposal for Funding Under the GET
Processing Type: Expedite

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SECTION 1: ENABLING ACTIVITY SUMMARY

Enabling Activity Title

Preparation of Trinidad and Tobago's First Biennial Transparency Report and a combined Second Biennial Transparency Report and Fourth National Communication (BTR1 and BTR2/NC4) to the United Nations Framework Convention on Climate Change (UNFCCC)

Country(ies)	GEF Enabling Activity ID
Trinidad and Tobago	11654
GEF Agency(ies):	GEF Agency Enabling Activity ID
UNEP	188812
Submission Date	Expected Implementation Start
5/7/2024	7/1/2024
Project Executing Entity(s):	Executing Partner Type
Environmental Management Authority	Government
GEF Focal Area (s)	Expected Duration (In Months)
Climate Change	48
Type of Report(s)	Expected Report Submission to Convention
UNFCCC Biennial Transparency Report (BTR)	12/31/2024
UNFCCC Biennial Transparency Report/ National Communication (BTR/NC)	12/31/2026

A. Funding Elements

GEF-8 Program	Trust Fund	GEF Financing (\$)
CCM-EA	GET	1,233,000.00
Total Enabling Activity Cost		1,233,000.00

Does the enabling activity deviate from typical cost ranges? Yes No

If yes, please describe

B. Enabling Activity Summary

Enabling Activity Objective

The project aims to support Trinidad and Tobago to prepare and submit its First Biennial Transparency Report and a combined Second Biennial Transparency Report and Fourth National Communication (BTR1 and BTR2/NC4) which comply with the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement reporting requirements, while responding to its national development goals.

Enabling Activity Summary

Through this project, Trinidad and Tobago will prepare and submit its First Biennial Transparency Report and a combined Second Biennial Transparency Report and Fourth National Communication (BTR1 and BTR2/NC4). This project will also support the preparation and submission of the Adaptation Communication under the Paris Agreement in conjunction with the BTR1 and the combined BTR2/NC4 as specified in Article 7 of the Paris Agreement and Decision 9/CMA.1. The project will take full consideration of the capacity-building needs, gaps, and constraints in various thematic areas as reported in the Third National Communication (NC3) and the first Biennial Update Report (BUR1), as well as the recommendations from the International Consultation and Analysis (ICA) process and lessons learnt. The country has been building national capacity through participation in previous national reports, and it is expected that the BTR1 and BTR2/NC4 will continue to advance the national capacity-building process and institutionalization of the greenhouse inventory process into the Government of Trinidad and Tobago through the Environmental Management Authority (EMA). This will advance the continuity and sustainability of future reporting processes.

The project has been designed with one outcome, which is that Trinidad and Tobago updates tools and approaches to meet its reporting requirements under the Paris Agreement. This outcome will be realized through the following two outputs:

1. BTR1 is prepared through gender-sensitive processes and submitted to the UNFCCC.
2. BTR2/NC4 is prepared through gender-sensitive processes and submitted to the UNFCCC.

The content of deliverables produced and leading to the compilation of the BTR1 and BTR2/NC4 will follow the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). Moreover, as adopted at the **Conference of the Parties (COP) 26** in Decision 5/CMA.3, the following will be observed: (i) outlines for the BTR & national inventory document ; (ii) the common reporting tables and common tabular formats for reporting GHG Inventory, NDC progress, financial, technology development and transfer and capacity-building support provided and mobilized, as well as support needed and received (FCCC/PA/CMA/2021/10/Add.2).

The project is aligned with Objective 2.2 of Pillar II under GEF-8 Climate Change Focal Area Strategy, which aims to foster enabling conditions to mainstream mitigation concerns into sustainable development strategies. It is also aligned with UNEP's 2022-2025 Medium-Term Strategy in support of Outcome 3 of the Climate Action Sub programme: "State and non-state actors adopt the enhanced transparency framework arrangements under the Paris Agreement." The project builds on findings and recommendations from previous **NCs** and **BURs** as well as recommendations resulting from the **ICA** process of the BUR1.

ENABLING ACTIVITY COMPONENTS

Preparation of Trinidad and Tobago's First Biennial Transparency Report and a combined Second Biennial Transparency Report and Fourth National Communication (BTR1 and BTR2/NC4)

GEF Enabling Activity Financing (\$): 527,325.00

Outcome:

1.1 Trinidad and Tobago updates tools and approaches to meet its BTR and NC reporting requirements under the Paris Agreement and UNFCCC.

Output:

1.1.1 BTR1 is prepared through gender-sensitive processes and submitted to the UNFCCC

GEF Enabling Activity Financing (\$): 583,585.00

Outcome:

Output:

1.1.2 BTR2/NC4 is prepared through gender-sensitive processes and submitted to the UNFCCC

M&E

GEF Enabling Activity Financing (\$): 10,000.00

Outcome:

Output:

Component Balances

Project Components	GEF Enabling Activity Financing (\$)
Preparation of Trinidad and Tobago's First Biennial Transparency Report and a combined Second Biennial Transparency Report and Fourth National Communication (BTR1 and BTR2/NC4)	527,325.00
	583,585.00
M&E	10,000.00

Subtotal	1,120,910.00
Project Management Cost	112,090.00
Total Enabling Activity Cost	1,233,000.00

Please provide justification

SECTION 2: ENABLING ACTIVITY SUPPORTING INFORMATION

C. Eligibility Criteria

Please provide eligibility information for this enabling activity.

Trinidad and Tobago, a twin-island nation in the southern Caribbean Sea, is known for its diverse geography and heavy reliance on the energy sector. According to 2021 data from the World Bank, Trinidad and Tobago is depicted as a high-income developing country ranking 57th out of 187 countries with a Human Development Index (HDI) of 0.810. Situated just off the northeastern coast of Venezuela, Trinidad is the larger of the two islands, characterized by rolling hills, savannas, forests, and mountains, while Tobago is famous for its lush tropical landscapes and pristine beaches. The country's economy is heavily dependent on oil and natural gas production, making it one of the largest energy producers in the Caribbean. However, this reliance on energy exports makes its economy susceptible to fluctuations in global energy prices. In recent years, efforts to diversify the economy through tourism, manufacturing, and financial services have been ongoing to enhance economic stability and reduce vulnerability to external shocks.

Trinidad and Tobago ratified the UNFCCC on 24 June 1994 and the Paris Agreement on 22 February 2018, and it is therefore eligible for climate change enabling activities support from the GEF. Currently, Trinidad and Tobago is continuing efforts geared towards achieving the goals of the UNFCCC, particularly through national activities that include pursuing policy and initiatives to increase the use of new and innovative technologies that have lower levels of emissions; encouraging the use of clean energy technology such as natural gas technology and clean production technology; encouraging the use of renewable energies that have zero emissions and adopting more energy efficient technologies and practices.

Trinidad and Tobago submitted its First National Communication in 2001, its Second National Communication in 2013 and its Third National Communication and First Biennial Update Report in 2021. During this time Trinidad and Tobago has recorded systematic progress in addressing climate change and implementing the measures necessary for meeting its obligations under the UNFCCC. The required capacity and institutional architecture are being put in place to record, report and devise intervention options for minimizing greenhouse gas emissions and verifying reductions. The country's mitigation efforts are driven by its national Carbon Reduction Strategy and Nationally Determined Contribution (NDC) Implementation Plan.

Trinidad and Tobago's Nationally Determined Contribution (NDC) commitment aims to achieve a reduction in emissions from three sectors - electricity generation, industry, and transportation - by 15% by 2030 from business as usual (BAU), and an unconditional reduction in public transportation emissions by 30%, compared to 2013, by 2030. In its updated NDC which is currently before parliament for approval, the country is committed to reaching 30% renewable energy in the overall energy mix by 2030.

The country is fully committed to contributing to the Paris Agreement's long-term goals and ambitious target to limit the global average temperature increase to 1.5°C, being the global benchmark for climate action. Consistent with this, Trinidad and Tobago has adopted policies committing to long-term decarbonization:

- Through its NDC (2015), it aims to achieve a reduction in overall emissions from the power generation, transportation, and industrial sectors by 15% by 2030 from BAU. It also commits to unconditionally reduce its public transportation emissions by 30% compared to 2013 levels by 2030.

- Its National Development Strategy (2016) is the overarching framework for policy and strategy development. It has five key themes, the fifth being: Placing the environment at the centre of social and economic development. This theme's second goal is: Reducing the national carbon footprint.
- It has a:
 - o National Climate Change Policy (2011) (currently being revised)
 - o Carbon Reduction Strategy (2015)
 - o NDC Implementation Plan (2017)
 - o NDC Financial Investment Plan (2020)
 - o Just Transition of the Workforce Policy (Draft) (2021)
 - o Electric Mobility Policy (Draft)
- There is also Monitoring, Reporting and Verification (MRV) legislation before parliament that would make reporting on **greenhouse gas (GHG)** emissions mandatory for all emitters.

It has identified mitigation intervention options with the long-term aim of achieving carbon neutrality in the second half of the century. It has a target of 30% of electricity from renewable sources by 2030 and focuses on solar **photovoltaic (PV)** and wind energy electricity generation.

As indicated above, Trinidad and Tobago has submitted three (3) National Communications and its First Biennial Update (BUR1). The BUR1 was submitted in December 2021 as stand-alone update report and was subjected to the **ICA process** that consists of two steps: a technical analysis of the submitted BUR and a facilitative sharing of views which was undertaken between June 2022 to June 2023. During the technical analysis of BUR1, the team of technical experts (TTE), in consultation with Trinidad and Tobago, identified the capacity-building needs, some of which will be addressed through the ongoing Capacity-building Initiative for Transparency (CBIT) project (2021-2024), while some will be addressed through this project, to help further strengthen the institutional and technical capacities for meeting the enhanced transparency requirements under the Paris Agreement. A summary of the main recommendations from the **ICA** process include: -

(a) In relation to the national GHG inventory:

- i. Training national experts to enhance national capacity to collect, archive and report **activity data (AD)**.
- ii. Training national experts to enhance national capacity to conduct uncertainty analysis for AD.
- iii. Training national experts to enhance national capacity for data collection, methodological selection (tier 1 or 2) and emission estimation to report emissions of **hydrofluorocarbons (HFCs)**, **perfluorocarbons (PFCs)** and **sulfur hexafluorine (SF6)**.
- iv. Training national experts to enhance national capacity for data collection, methodological selection (tier 1 or 2) and emission estimation to report emissions and removals for the **agriculture, forestry, and other land use (AFOLU)** sector by subcategory.
- v. Enhancing national technical and institutional capacity with respect to calculating GHG emissions, selecting methodologies (tier 1 or 2) and carrying out **quality assurance/quality control (QA/QC)** checks for data collectors.
- vi. Training national experts to develop and apply country-specific **emission factors (EF)** for use of higher-tier methods for the key emission and removal categories.
- vii. Training national experts to enhance national capacity for preparing and reporting the national GHG inventory on a continuous basis using the common reporting tables.

(b) In relation to mitigation actions and their effects:

- o Enhancing national capacity for tracking progress of mitigation actions (quantification of results achieved), including capacity to use common quantitative and qualitative indicators for each individual mitigation action, and for reporting on the methodologies and assumptions used.

- (c) In relation to finance, technology, and capacity-building needs:
- o Enhancing national capacity for collecting, reporting, and categorizing information on the types of support received.
 - o Enhancing national capacity for collecting and reporting specific information on needs related to climate change activities under the three separate categories of financial, technical, and capacity building.

The following is a list of the ICA recommendations taken up within this project, which are further described in the respective components:

- a) In relation to the national GHG inventory:
- o Training national experts to enhance national capacity to collect, archive and report AD in the Waste and AFOLU sectors.
 - o Training national experts to enhance national capacity to conduct uncertainty analysis for AD in the Waste and AFOLU Sectors.
 - o Training national experts to enhance national capacity for data collection, methodological selection (tier 1 or 2) and emission estimation to report emissions of HFCs, PFCs and SF6.
 - o Training national experts to enhance national capacity for data collection, methodological selection (tier 1 or 2) and emission estimation to report emissions and removals for the AFOLU sector by subcategory.
 - o Enhancing national technical and institutional capacity with respect to calculating GHG emissions, selecting methodologies (tier 1 or 2) and carrying out QA/QC checks for data collectors.
 - o Training national experts to develop and apply country-specific EFs for use of higher-tier methods for the key emission and removal categories.
- b) In relation to mitigation actions and their effects:
- o Enhancing national capacity for tracking progress of mitigation actions (quantification of results achieved), including capacity to use common quantitative and qualitative indicators for each individual mitigation action, and for reporting on the methodologies and assumptions used.
- c) In relation to finance, technology, and capacity-building needs:
- o Enhancing national capacity for collecting, reporting, and categorizing information on the types of support received.
 - o Enhancing national capacity for collecting and reporting specific information on needs related to climate change activities under the three separate categories of financial, technical and capacity building.

Description of Project Outcomes, Outputs, and Activities

The project has been designed with one outcome, which will be realized through the following two outputs, which ensures continuity in reporting processes and structures at the national level:

1.1.1 BTR1 is prepared through gender-sensitive processes and submitted to the UNFCCC.

The BTR1 will consist of the following components:

- National inventory report of anthropogenic greenhouse gas emissions by sources and removals by sinks for the years 2019 – 2022 for Energy, industrial production and product use (IPPU), AFOLU and Waste sectors using 2006 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories; and an updated inventory for the years 2006-2018.
- Description of the country's NDC and information necessary to track progress made in implementing and achieving the NDC.

- Description of climate change impacts and adaptation and additional information corresponding to an Adaptation Communication as specified in Article 7 of the Paris Agreement and Decision 9/CMA.1, presented as a component of the BTR1.
- Description of financial, technology development and transfer and capacity-building support needed and received (and eventually support provided and mobilized); and other relevant information, including gender considerations.

1.1.2 BTR2/NC4 is prepared through gender-sensitive processes and submitted to the UNFCCC.

The BTR2/NC4 will consist of the following components:

- National inventory report of anthropogenic greenhouse gas emissions by sources and removals by sinks for years 2023-2025 for the Energy, IPPU, AFOLU and Waste sectors using the 2006 IPCC Guidelines and the 2019 refinement.
- Description of the country's NDC and information necessary to track progress made in implementing and achieving the NDC.
- Description of climate change impacts and adaptation; and additional information corresponding to the requirements of an Adaptation Communication presented as a component of the BTR2/NC4.
- Description of information on financial, technology development and transfer and capacity-building support needed and received (and eventually support provided and mobilized); and other relevant information, including gender and supplemental chapters specified by guidelines for National Communications (research and systematic observation; education, training and public awareness).

In addition to the compilation of the BTR2/NC4, the project partner will be guided to undertake a self-assessment exercise to inform the scope of the subsequent BTR and/or BTR/NC proposal.

The scope of work under outputs 1.1.1 and 1.1.2 has been merged in the description below, with a clear distinction provided in the budget and work plan. In general, the BTR1 activities/deliverables will be implemented over the first and second years of the project, while BTR2/NC4 activities will be implemented during the third and fourth years.

OUTPUT 1.1.1 & OUTPUT 1.1.2: BTR1 AND BTR2/NC4 ARE PREPARED THROUGH GENDER-SENSITIVE PROCESSES AND SUBMITTED TO THE UNFCCC

This section highlights the scope of work to be undertaken to support the preparation of the two reports (BTR1 and BTR2/NC4). The preparation of the BTR1 and BTR2/NC4 will be led by a Technical Coordinator (TC) and supported by the various technical expert groups (TEGs) comprising of experts from relevant sectors. The TC to be engaged will be responsible for the overall management of all aspects of the project and will provide technical assistance to the TEGs. The TEGs will contribute substantially to development of the BTR1 and BTR2/NC4. A detailed description of how the project will be executed as well as the roles of the TC and various TEGs to be engaged in the project is provided in the institutional arrangements section and the accompanying annexed draft terms of references.

The project will build on findings and recommendations from previous NCs and BUR1 as well as recommendations resulting from the ICA process and as such, the scope of work to be undertaken as presented in this section has taken into considerations some of the ICA recommendations under the various chapters: -

1. National inventory reports (NIRs) Prepared for BTR1 and BTR2/NC4

This project will support the preparation of two NIRs for the period 2019-2022 under BTR1 and for 2023-2025 inventory years under the BTR2/NC4. The two NIRs will include information on national circumstances and institutional arrangements relevant to GHG inventory; methodologies and metrics used (methodologies, parameters and data, key category analysis, time series consistency and recalculations, uncertainty assessment, assessment of completeness, QA/QC); general trends of national emissions and removals; inventory of national emission per sector and per gas; key category analysis; time-series consistency and recalculations; uncertainty assessment; assessment of completeness; Quality Assurance/Quality Control; metrics for global warming potential and recommendation for future improvement among other relevant information to GHG inventory. Sex-disaggregated data collection and gender analysis of sectoral emissions will be used where possible.

The proposed scope of work under this section is categorized into the following main deliverables:

- 1.1 National circumstances and institutional arrangements related to GHG inventory described.
 - Describe national inventory arrangements, including institutional, legal, and procedural arrangements for the continued estimation, compilation, and timely reporting of NIRs under BTR1.
 - Compile information related to inventory planning, preparation, and management - that includes information on national focal points responsible for inventory and inventory preparation process, data archiving of all information and processes for the official consideration and approval of the inventory.
- 1.2 GHG inventory (methodologies, parameters, and data, key category analysis, time series consistency and recalculations, uncertainty assessment, assessment of completeness, QA/QC) completed.
 - Recalculate the existing national GHG inventory for the years 2006 - 2018 as needed.
 - Collect, review and compile data and conduct the national GHG inventory for the years 2019-2022 under BTR1, incorporating the **Enhanced Transparency Framework (ETF)** guidelines.
 - Compile information on the methodologies used in the GHG inventory process including the descriptions, assumptions, references, and sources of information used for the emission factors and activity data used to compile the GHG inventory.
 - Conduct key category analysis, uncertainties assessment, and assessment of completeness for the national GHG inventory for years 2019 -2022.
 - Carry out QA/QC for the national GHG inventory for the years 2019-2022.
 - Prepare the chapter on the national GHG inventory for the BTR1.
 - Develop Standard Operating Procedures for collating GHG inventory to augment the operationalization of the **National Transparency System (NTS)**.
 - Enhance capacity of national experts, through workshops and training sessions, to archive and report activity data (AD) in the Waste and AFOLU sectors.
 - Enhance capacity of national experts, through workshops and training sessions, to conduct uncertainty analysis for AD.
 - Enhance capacity of national experts, through workshops and training sessions, in data collection methodological selection (tier 1 or 2) and emission estimation to report emissions of HFCs, PFCs and SF6
 - Enhance capacity of national experts, through workshops and training sessions, in data collection, methodological selection (tier 1 or 2) and emission estimation to report emissions and removals for the AFOLU sector by subcategory.
 - Enhance national technical and institutional capacity with respect to calculating GHG emissions, selecting methodologies (tier 1 or 2) and carrying out QA/QC checks for data collectors, especially in the Waste and AFOLU sectors.
 - Train national experts to develop and apply country-specific EFs for use of higher-tier methods for the key emission and removal categories.

1.3 National inventory report (consisting of a national inventory document, the common reporting tables (CRTs), and an improvement plan) prepared using CRTs specified by the UNFCCC. The activities to be undertaken to achieve this deliverable include the following:

- Compile sectoral GHG inventory reports for development of NIR.
- Update the national improvement plan.
- Update the GHG inventory archive for the inventory in a way that is consistent with the MRV system of the national focal point agency on climate change.
- Facilitate stakeholder meeting and consultation sessions with experts' groups and data providers on the GHG reporting cycle (processes, methodologies, and QA/QC procedures).
- Conduct national peer reviews for the national inventory report.
- Facilitate a validation workshop with relevant stakeholders to review and approve the NIR.
- Provide training for project staff and partners on IPCC methodologies, good practice guidelines, etc.
- Provide training for existing sector leads (refresher course) on the GHG inventory and training for new sector leads, involving multiple experts from each institution to ensure that institutional knowledge is retained in the event of staff turnover. This will also include participation in national/regional/international workshops/meetings on NIR/CRT.
- Develop written guidelines for each sector on GHG calculations and data collection.
- Finalize summary reports of the national GHG inventory for submission with the BTR1.

1.4 National circumstances and institutional arrangements related to GHG inventory updated for BTR2/NC4.

- Describe national inventory arrangements, including institutional, legal, and procedural arrangements for the continued estimation, compilation, and timely reporting of NIRs under BTR2/NC4.
- Update information related to inventory planning, preparation, and management - that includes information on national focal points responsible for inventory and inventory preparation process, data archiving of all information and processes for the official consideration and approval of the inventory.

1.5 Updated GHG inventory (methodologies, parameters, and data, key category analysis, time series consistency and recalculations, uncertainty assessment, assessment of completeness, QA/QC) completed.

- Collect, review and compile data and conduct the national GHG inventory for the years 2023-2025, incorporating the ETF guidelines.
- Update information on the methodologies used in the GHG inventory process including the descriptions, assumptions, references, and sources of information used for the emission factors and activity data used to compile the GHG inventory.
- Develop emission factors for entities within the IPPU sector to improve accuracy of data.
- Conduct key category analysis and uncertainties assessment for the national GHG inventory for the two additional years of the GHG inventory.
- Carry out QA/QC for the national GHG inventory for the two additional years.
- Prepare the chapter on the national GHG inventory for the BTR2/NC4.

1.6 National inventory report (consisting of a national inventory document, the common reporting tables, and an improvement plan) prepared using Common Reporting Tables specified by the UNFCCC. The activities to be undertaken to achieve this deliverable include the following:

- Compile sectoral GHGI reports for development of NIR.
- Update the national improvement plan.
- Update the GHG inventory archive for the inventory in a way that is consistent with the MRV system of the national focal point agency on climate change.
- Facilitate stakeholder meeting and consultation sessions with expert groups / technical teams and data providers on the GHG reporting cycle (processes, methodologies, and QA/QC procedures).
- Conduct national peer reviews for the national inventory report.
- Facilitate stakeholder validation workshop to review and approve the NIR.

- Provide training for project staff and partners on IPCC methodologies, good practice guidelines, etc.
- Provide training as needed for new and existing project staff on the GHG inventory, involving multiple experts from each institution to ensure that institutional knowledge is retained in the event of staff turnover.
- Update the written guidelines for each sector on GHG calculations and data collection and methodologies.
- Finalize summary reports of the national GHG inventory for submission with the BTR2/NC4.

2. Description of the current NDC and information necessary to track progress made in implementing and achieving the NDC in BTR1 and BTR2/NC4

Under the CBIT initiative, the EMA is developing a legal framework for institutional arrangements for the indicators for adaptation and mitigation (including the NDC tracking) in Trinidad and Tobago. The legal framework will clearly iterate the type of data and information necessary to be collected and reported, by whom and to whom. This will also include any necessary changes to the sub-systems for the greenhouse gas (GHG) inventory, and the support received systems. The proposed activities in this section will support data collection and reporting under the arrangements that emerge.

Information generated from the studies and assessments carried out under this component will be used by Trinidad and Tobago to track progress of the implementation of its NDC targets, as well as to refine targets to be included in its second NDC, as guided by the global stocktake (GST) process.

The NDC chapter of the two reports will detail among others information on national circumstances and institutional arrangements related to NDC tracking; a description of a Trinidad and Tobago's nationally determined contribution under Article 4 of the Paris Agreement including updates; information necessary to track progress made in implementing and achieving Trinidad and Tobago's nationally determined contribution under Article 4 of the Paris Agreement; mitigation policies and measures, actions and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving a nationally determined contribution under Article 4 of the Paris Agreement; summary of GHG emissions and removals; projections of GHG emissions and removals, as applicable and other information relevant to tracking progress made in implementing and achieving Trinidad and Tobago's NDC under Article 4 of the Paris Agreement, including gender elements.

The proposed scope of work under this chapter is categorized into the following main deliverables:

- 2.1 A national circumstances and institutional arrangements section related to NDC tracking
 - Describe the national circumstances and institutional arrangements related to NDC tracking.
 - Compile information on legal, institutional, administrative, and procedural arrangements for domestic implementation, monitoring, reporting, archiving of information and stakeholder engagement related to the implementation and achievement of the NDC.
- 2.2 Description of the country's NDC
 - Enhance national technical and institutional capacity for tracking progress of mitigation actions (quantification of results achieved), including capacity to use common quantitative and qualitative indicators for each individual mitigation action, and for reporting on the methodologies and assumptions used.
 - Describe the current NDC, including a description of the NDC goal(s) and all information needed to facilitate clarity, transparency, and understanding, such as: quantifiable information on the reference point; time frames and/or periods for implementation; scope and coverage; planning processes; assumptions and

methodological approaches, including those for estimating and accounting for anthropogenic GHG emissions, and, as appropriate, removals; an explanation of fairness and ambition of the NDC in light of national circumstances; and how the NDC contributes towards achieving the objective of the UNFCCC and Paris Agreement.

- Prepare a report on information necessary to track progress made in implementing and achieving the current NDC.

- Compile a report on mitigation policies and measures, actions, and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving the NDC.

2.3 GHG emissions and removals (time coverage, structure, NDC indicators, methodologies) projections provided

- Procure expert consultant to guide the EMA in the preparation of the NDC tracking component of the report including validation of the BAU baseline.

- Describe the methodologies for NDC tracking (time coverage, structure, NDC indicators).

- Assess and validate selected methodologies for elaborating projections of GHG emissions and removals.

- Prepare a report on projections of greenhouse gas emissions and removals.

- Develop Standard Operating Procedures for the tracking of the NDC, to augment the operationalization of the NTS.

2.4 NDC tracking report for the BTR1.

- Prepare a report on NDC tracking for inclusion in the Chapter on NDC tracking of the BTR1.

- Conduct national peer reviews for the NDC tracking report.

- Facilitate a validation workshop for stakeholders to review and approve the NDC tracking report.

- Technical capacity including participation in national/regional/international workshops/trainings on NDC tracking related topics.

2.5 Updated national circumstances and institutional arrangements section related to NDC tracking.

- Describe the national circumstances and institutional arrangements related to NDC tracking.

- Compile information on legal, institutional, administrative, and procedural arrangements for domestic implementation, monitoring, reporting, archiving of information and stakeholder engagement related to the implementation and achievement of the current NDC.

2.6 Updated description of the NDC for the BTR2/NC4

- Describe the current version of the NDC, including a description of the NDC goal(s) and all information needed to facilitate clarity, transparency, and understanding, such as: quantifiable information on the reference point; time frames and/or periods for implementation; scope and coverage; planning processes; assumptions and methodological approaches, including those for estimating and accounting for anthropogenic GHG emissions, and, as appropriate, removals; an explanation of fairness and ambition of the NDC in light of national circumstances; and how the NDC contributes towards achieving the objective of the UNFCCC and Paris Agreement.

- Prepare a report on information necessary to track progress made in implementing and achieving the NDC.

- Compile a report on mitigation policies and measures, actions, and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving the NDC.

2.7 Updated projections of GHG emissions and removals (time coverage, structure, NDC indicators, methodologies) provided for the BTR2/NC4

- Describe the methodologies for NDC tracking (time coverage, structure, NDC indicators);

- Assess and validate selected methodologies for elaborating projections of GHG emissions and removals.

- Prepare an updated report on projections of greenhouse gas emissions and removals (if needed).
- 2.8 NDC tracking report for the BTR2/NC4
- Prepare a report on NDC tracking for inclusion in the Chapter on NDC tracking for the BTR2/NC4.
 - Conduct national peer reviews for the NDC tracking report.
 - Facilitate a validation workshop for stakeholders to review and approve the NDC tracking report.

3. Description of climate change impacts and adaptation and additional information corresponding to an Adaptation Communication as specified in Article 7 of the Paris Agreement and Decision 9/CMA.1, presented as a component of the BTR1 and BTR2/NC4

The climate change impact and adaptation section will cover information related to climate change impacts and adaptation under Article 7 of the Paris Agreement as appropriate. A gender lens will be used when collecting and analysing data and information in each of the deliverables. The information provided under this section could facilitate, among other things, recognition of the adaptation efforts of developing country Parties. This project will also support the preparation and submission of the Adaptation Communication under the Paris Agreement as stand-alone components of the BTR1 and the combined BTR2/NC4 as specified in Article 7 of the Paris Agreement and Decision 9/CMA.1. The proposed scope of work under this chapter is categorized into the following main deliverables:

3.1 National circumstances, institutional arrangements and legal frameworks related to adaptation described.

- Compile information on national circumstances relevant to Trinidad and Tobago's adaptation actions, institutional arrangements, governance, and legal frameworks as applicable.

3.2 A section on impacts, risks and vulnerabilities; adaptation priorities and barriers, adaptation strategies, policies, plans, goals and actions to integrate adaptation into national policies and strategies prepared.

- Conduct vulnerability and adaptation assessments for the following sectors which have been identified as priority, under the CBIT project, as it relates to development of adaptation indicators: human health, agriculture, and water resources. Under this section, coastal resources and critical infrastructure should also be considered. Priority sectors under the National Adaptation Plan will also be considered.

- Provide information on domestic adaptation priorities, adaptation challenges, gaps, and barriers to adaptation as applicable.

- Compile, as applicable, information on efforts to integrate climate change into development efforts, plans, policies, and programming, including related capacity-building activities.

- Develop Standard Operating Procedures for the tracking of adaptation activities, to augment the operationalization of the NTS.

3.3 Progress on implementation of adaptation actions; monitoring and evaluation of adaptation actions and processes; information related to averting, minimizing and addressing loss and damage associated with climate change impacts; cooperation, good practice, experience and lessons learned provided.

- Compile information on the country's vulnerability to the adverse effects of climate change, the progress on implementation of adaptation actions and processes. Compile information related to averting, minimizing, and addressing loss and damage associated with climate change impacts; cooperation, good practice, experience, and lessons learned, including consideration with a gender lens perspective.

- Support capacity building for climate scenarios, modelling, projections, and data analysis to enhance the country's capacity to conduct vulnerability/adaptation and loss and damage assessments to strengthen climate change adaptation planning.

- Technical capacity including participation in national/regional/international workshops/trainings climate impacts and adaptation related topics.

3.4 Climate Change impacts and adaptation chapter conforming to requirements of an Adaptation Communication prepared for the BTR1.

- Prepare a report on the country's climate change impacts and adaptation for inclusion into the BTR1.
- Facilitate stakeholder consultations on adaptation activities.
- Conduct national peer reviews for the Climate Change impacts and adaptation report.
- Facilitate a validation workshop with the relevant stakeholders to review and approve the Climate Change impacts and adaptation report.

3.5 Updated description of national circumstances, institutional arrangements and legal frameworks related to adaptation prepared for the BTR2/NC4.

- Compile information on national circumstances relevant to BTR2/NC4's adaptation actions, institutional arrangements, governance, and legal frameworks as applicable.

3.6 Updated section on impacts, risks and vulnerabilities; adaptation priorities and barriers, adaptation strategies, policies, plans, goals and actions to integrate adaptation into national policies and strategies prepared.

- Conduct vulnerability and adaptation assessments for the sectors identified in the BTR1 as well as the CBIT Project and the National Adaptation Plan. This will be decided after the outcomes of BTR1 are assessed.
- Provide information on domestic adaptation priorities, adaptation challenges, gaps, and barriers to adaptation as applicable.
- Compile, as applicable, information on efforts to integrate climate change into development efforts, plans, policies, and programming, including related capacity-building activities.

3.7 Updated progress report on implementation of adaptation actions; monitoring and evaluation of adaptation actions and processes; information related to averting, minimizing and addressing loss and damage associated with climate change impacts; cooperation, good practice, experience and lessons learned provided.

- Compile information on the country's vulnerability to the adverse effects of climate change, the progress on implementation of adaptation actions and processes.
- Compile information related to averting, minimizing, and addressing loss and damage associated with climate change impacts; cooperation, good practice, experience, and lessons learned, including consideration with a gender lens perspective.
- Support capacity building for climate scenarios, modelling, projections, and data analysis to enhance the country's capacity to conduct vulnerability/adaptation and loss and damage assessments to strengthen climate change adaptation planning.

3.8 Climate Change impacts and adaptation chapter conforming to requirements of an Adaptation Communication prepared for the BTR2/NC4.

- Prepare a report on the country's climate change impacts and adaptation for inclusion into the BTR2/NC4.
- Facilitate stakeholder consultations on adaptation activities.
- Conduct national peer reviews for the Climate Change impacts and adaptation report.
- Facilitate a validation workshop with the relevant stakeholders to review and approve the Climate Change impacts and adaptation report.

4. Information on financial, technology development and transfer and capacity-building support needed and received provided; and other relevant information compiled.

The scope of work to be undertaken in order to realize this section will include compilation of information on national circumstances, institutional arrangements and country-driven strategies; underlying assumptions, definitions and methodologies; information on financial support needed and received by Trinidad and Tobago under Article 9 of the Paris Agreement; information on technology development and transfer support needed and received by Trinidad and Tobago under Article 10 of the Paris Agreement; information on capacity-building support needed and received by Trinidad and Tobago under Article 11 of the Paris Agreement;

information on support needed and received by Trinidad and Tobago for the implementation of Article 13 of the Paris Agreement and transparency-related activities, including for transparency-related capacity-building. Other relevant information including efforts to achieve the sustainable development goals, actions on gender dimension and climate change issues that seek to ensure gender equality is addressed during project implementation, etc as discussed in the next section under gender subtitle will be covered under this section. The proposed scope of work under this chapter will include the most recent information available during the compilation period for the BTR1 and BTR2/NC4, respectively, with the deliverables categorized as follows:

- 4.1 National circumstances, institutional arrangements and country-driven strategies described
 - Compile information on national circumstances and institutional arrangements relevant to reporting on provision and mobilization of support.
- 4.2 A description of underlying assumptions, definitions and methodologies provided
 - Describe the underlying assumptions, definitions and methodologies used to provide information on support needed and received.
- 4.3. Section on financial support, technology development and transfer, and capacity-building support needed and received, including for transparency-related activities; support eventually provided and mobilized
 - Provide information on financial support needed and received.
 - Provide information on technology development and transfer support needed and received.
 - Provide information on capacity-building support needed and received.
 - Prepare Chapter on Information on financial, technology development and transfer and capacity-building support under Articles 9, 10, and 11 of the Paris Agreement for the BTR1.
 - Undertake peer review by qualified experts in fields corresponding to the various aspects of the chapter.
 - Prepare a final version of the chapter, incorporating comments and feedback, for stakeholder validation under Component 5.
 - Develop Standard Operating Procedures for the tracking of support needed and received, to augment the operationalization of the NTS.
 - Technical capacity including participation in national/regional/international workshops/trainings on financial, technology development and transfer and capacity-building support needed and received provided related topics.
 - Enhance national capacity, through workshops and training sessions, for collecting, reporting and categorizing information on the types of support received and needs related to climate change activities under the three separate categories of financial, technical and capacity building.
- 4.4. Report on other relevant information, including on gender and climate change.
 - Report on the work being done on Just Transition of the workforce as part of a transition to a netzero, nature positive economy, including how this transition affects different genders and socio-economic classes
 - Report on progress on mainstreaming gender into climate change policy especially those related to adaptation in the AFOLU sector
- 4.5 Updated national circumstances, institutional arrangements and country-driven strategies described
 - Compile information on national circumstances and institutional arrangements relevant to reporting on provision and mobilization of support.
- 4.6 Updated description of underlying assumptions, definitions and methodologies provided
 - Describe the underlying assumptions, definitions and methodologies used to provide information on support needed and received.
- 4.7 Section on financial support, technology development and transfer, and capacity-building support needed and received, including for transparency-related activities; support eventually provided and mobilized.
 - Provide information on financial support needed and received.
 - Provide information on technology development and transfer support needed and received.

- Provide information on capacity-building support needed and received. (include the development of an organizational structure for a Climate Change/ ETF Unit within the EMA, all with associated **terms of reference (TORs)**, job descriptions, salary requirements, etc.)
- Prepare Chapter on Information on financial, technology development and transfer and capacity-building support under Articles 9, 10, and 11 of the Paris Agreement for the BTR2/NC4.
- Undertake peer review by qualified experts in fields corresponding to the various aspects of the chapter.
- Prepare a final version of the chapter, incorporating comments and feedback, for stakeholder validation under Component 5.

4.8 Updated reporting on other relevant information, including on gender and climate change and supplemental NC chapters (research and systematic observation; and education, training and public awareness), prepared

- Provide information on climate change research and systematic observation.
- Compile information on education, training and public awareness on climate change related impacts and measures.

5. Stakeholder analysis & engagement events, publications, and submission of reports

The development of the national reports will ensure active engagement of all the relevant stakeholders so that both the human and institutional capacities of climate change transparency are enhanced. The capacity-building processes will be integrated into the project actions. Stakeholder engagement and stakeholder capacity building will be an integral and imperative part of the reporting processes. Capacity enhancement of stakeholders and relevant institutions will have direct benefits in enhancing transparency as well as effective implementation of climate actions. The following human and institutional capacity-building components have been planned under the reporting process.

5.1 Stakeholders engaged through project launch, sharing of views, coordination, and validation of the BTR1.

- Organize project inception workshop to launch the BTR1 and BTR2/NC4 project.
- Conduct review and update workshops for stakeholders.
- Organize consultation sessions and workshops on sectoral reports and chapters.
- conduct a stakeholder validation exercise for the BTR1.
- Facilitate government review and approval of the BTR1.

5.2 Compilation, translation, executive summary, publication, submission, and dissemination of the BTR1

- Compilation, drafting, formatting and finalization of the BTR1.
- Drafting and publication of executive summary reports of the BTR1.
- Publish in soft and hard copies for submission to UNFCCC and stakeholders' dissemination of BTR1.

5.3 Stakeholders engaged through project launch, sharing of views, coordination, and validation of the BTR2/NC4.

- Organize a midterm M&E workshop with key stakeholders, after submission of BTR1.
- Conduct review and update workshops for stakeholders.
- Organize consultation sessions and workshops on EA topics and report chapters.
- conduct a stakeholder validation exercise for the BTR2/NC4.
- Facilitate government review and approval of the BTR2/NC4.

5.4 Compilation, translation, executive summary, publication, submission, and dissemination of the BTR2/NC4.

- Compilation, drafting, formatting and finalization of BTR2/NC4.
- Drafting and publication of executive summary reports of the BTR2/NC4.

Publish in soft and hard copies for submission to UNFCCC and stakeholders' dissemination of BTR2/NC4.5.5 A self-assessment exercise for preparation of the project proposal for subsequent BTR and/or BTR/NC completed.

This exercise will include consolidating information on gaps, suggested areas for improvement, stakeholder engagement and institutional arrangements which will inform the scoping of subsequent NC/BTR. The above scope of work under this output will be deliverable:

- Stocktaking report for the preparation of the project proposal for subsequent BTRs/NCs.

D. Institutional Framework

Describe the institutional arrangements for implementation of the enabling activity.

Institutional arrangements for implementation.

The Government of the Republic of Trinidad and Tobago (GoRTT) through its Ministry with responsibility for the Environment (Ministry of Planning and Development) has designed and operationalized a comprehensive National Climate Change Monitoring, Reporting and Verification (MRV) System to facilitate the inventorying of greenhouse gases from all emitting entities for the purposes of international reporting such as the Biennial Transparency Reports (BTRs) and National Communication (NCs), domestic tracking of national climate policy, and implementation of the **NDC**. The MRV system also facilitates tracking of resources deployed in mitigating greenhouse gas emissions whether internationally and/or domestically sourced; informs mitigation options for reducing emissions; and determines regulatory interventions as appropriate. The MRV system is facilitated through a series of System Templates and guides to assist the submission of data by emitting entities.

Within the MRV System, a **QA/QC** protocol and guidance document has been developed to ensure transparency, accuracy, consistency, completeness, and comparability of Trinidad and Tobago's GHG inventories. The guidance document includes checklists for inventory and QA/QC coordinators, sector leads and specific management roles outlining the QA/QC procedures required. The MRV's Knowledge Management System (KMS) was pilot-tested, and the required adjustments are being made.

Environmental Management Authority

The Environmental Management Authority (EMA) will be the Executing Agency (EA) for the BTR1 and BTR2/NC4 project. The EMA houses the KMS, which is the data repository and, therefore, the backbone of the MRV System. It is also executing the GEF CBIT project which UNEP is implementing. As a regulatory agency, the EMA is the operator of the KMS and is responsible for collecting, collating, and verifying all data related to greenhouse gas emissions, mitigation actions and financial support received for climate change-related initiatives. The specific responsibilities of EMA as the host/manager of the KMS, include: -

- Conducting **QA/QC** on submitted data/inventories and information by emitting entities.
- Using the **memorandum of understanding (MOU)** and Confidentiality Agreement templates with the relevant stakeholders to ensure timely data flow and improve data gaps.
- Review and completion of the relevant QA/QC and data archiving system documents.
- Ensuring optimum KMS functionalities within the MRV System.
- Review and documentation of steps through consistent monitoring to identify barriers and facilitate future improvements.
- Uploading approved and verified data into a public registry.
- Maintaining the public registry and
- Ensuring independent verification of emissions as required.

Data and inventories compiled by emitting entities and uploaded to the KMS through a secure portal are subjected to the necessary QC/QA checks by the EMA. Once approved by the EMA, the information will be uploaded and used to develop reports, including NCs, BURs, and BTRs for submission to the UNFCCC Secretariat.

Administratively, the Environmental Management Authority through the Project Management Unit will be responsible for the following, inter alia:

1. Obtain and allocate resources for the project in a timely manner
2. Certify of all payments
3. Participate in the Project's Steering Committee Meeting
4. Certify of expenditure reports prepared by project management team for submission to UNEP
5. Convene of and participate in Project Board meetings
6. Review and approve of Annual Project Report
7. Provide guidance to the project manager in the execution of monitoring and evaluation activities
8. Participate in monitoring and evaluation of project activities and outcomes
9. Collaborate with the project manager and UNEP in drafting Terms of Reference for any expert or adviser
10. Contribute to and approve project deliverables.

National Project Advisory Committee (NPAC)

The National Project Advisory Committee (NPAC), comprised of various representatives from relevant institutions/organizations, will be responsible for supervising the project implementation. This will include evaluating the project outputs to ensure project activities are being carried out in a timely manner. The NPAC will monitor, evaluate and provide advice and guidance during the implementation of the project; collaborate with the Project Management Team (PMT) in preparing the BTR1 and BTR2/NC4 reports; ensure that the development of the BTR1 and BTR2/NC4 reports is in conformity with the UNFCCC and Paris Agreement' guidelines relating to the formulation of BTRs and national communications; formulate necessary measures, where appropriate, to ensure that the proposed project activities and outputs accomplish the project's objectives as well as provide oversight responsibility to ensure a smooth transition from the current reporting exercise to subsequent BTR and NC reporting and any other follow-up measures.

Project Management Unit (PMU)

The Environmental Management Authority (EMA) will manage the BTR1 and BTR2/NC4 project through the project management unit (PMU) to be established. The PMU shall consist of a Technical Coordinator (TC) and an Administrative/Financial Assistant. The TC shall be the head of the PMU. The PMU will be responsible for implementation, management, administration, and performance- against the implementation plan/workplan, budgeting, and reporting of the project. The TC will perform both the project administrative functions as well as the technical support functions. He/she will also lead and coordinate technical work of the project across all the chapters of the BTR1 and BTR2/NC4 by providing guidance to the work to be done by the respective TEGs; facilitate TEG meetings; undertake technical reviews of deliverables to ensure that deliverables under the TEGs are satisfactory. The TC will also be responsible for the compilation of the BTR1 and BTR2/NC4. The consultant heading each expert group will be part of the Project Management Team.

The **TC** will be recruited through a transparent process. He/she will support implementation, management, administration, and performance of the project through the following core tasks and duties:

1. Manage the realization of project outputs through activities
2. Provide direction and guidance to project team /responsible parties
3. Receive strategic guidance from and liaise with the Project Board to ensure overall direction and integrity of the project
4. Responsible for project administration
5. Liaise with UNEP throughout project implementation
6. Supervise of project consultants
7. Report to the Project Board
8. Prepare of Annual Project Report
9. Certify of all payments
10. Contribute to and review project deliverables.

The draft terms of references for all the personnel to be engaged under the PMU are annexed to this document.

The activities to be covered by the project management budget include: -

- Administrative/Financial Assistant
- Equipment and consumables
- Cost of travel
- Bank Commission charges.
- Cover communication expenses.
- Annual financial audits of the project

Technical Expert Groups (TEGs).

Five (5) TEGs will be established comprising of experts from relevant sectors to support the execution of project activities. Each TEG will be led by a head to be appointed. The TEG will contribute substantially in undertaking the various project activities under the respective project deliverables and development of BTR1 and BTR2/NC4 reports including supporting the identification of follow-up project activities as per the respective project deliverables and the Annexed terms of references. Each TEG will be responsible for the implementation of activities/deliverables of one chapter of the BTR1 and BTR2/NC4 under the overall responsibility of a Technical Coordinator as follows: -

1. GHG inventory technical expert group will be responsible for NIR chapter.
2. NDC tracking technical expert group, will be responsible for NDC Tracking component.
3. Climate change impacts and adaptation assessment technical expert group will be responsible for climate change impacts and adaptation and additional information corresponding to an Adaptation Communication as specified in Article 7 of the Paris Agreement and Decision 9/CMA.1, presented as a component of the BTR1 and BTR2/NC4
4. Tracking of support needed and received technical expert group will be responsible for information on financial, technology development and transfer and capacity-building support needed and received provided.
5. Other relevant information TEG, will be responsible for other relevant information section, including on gender and climate change and supplemental NC chapters (research and systematic observation; and education, training and public awareness).

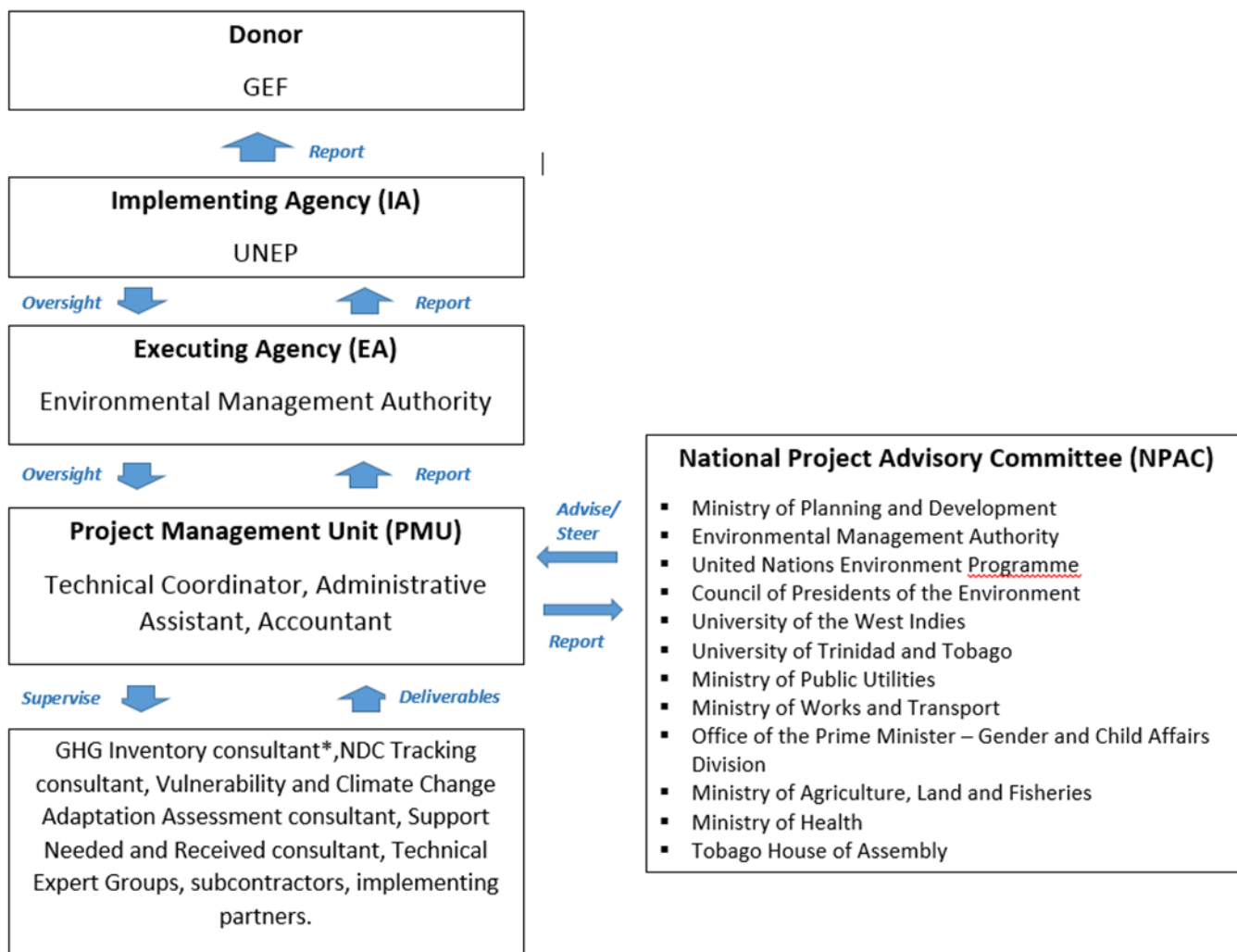


Figure 1: Institutional Arrangement Structure

Coordination with Other Initiatives

This project will ensure coordination with ongoing and planned initiatives to avoid duplication of efforts, maximize impact and ensure resource efficiency. Table 1 below presents a summary of baseline initiatives that will coordinate with this project.

Table C1: Coordination with Ongoing and Planned Initiatives

PROJECT/ PROGRAM	DON OR	PROJEC T PERIOD	GOAL/OBJECTIVE	RELATION TO EA PROJECT

Strengthening Trinidad and Tobago's capacity in transparency for climate change mitigation and adaptation	UNEP - GEF	2021-2024	CBIT Project: Strengthen Trinidad and Tobago's transparency systems to meet the requirements of the ETF under the Paris Agreement	This project will directly contribute to enhanced national capacity to prepare BTRs including, NDC Tracking and Adaptation Communications
Accelerating the transition to a net-zero, nature-positive (NZNP) economy in Trinidad and Tobago (TT Net-zero)	UNEP - GEF	2024-2028	The project aims to support Trinidad and Tobago in accelerating a transition towards a NZNP economy through policy-development, capacity building, demonstrations, and investment pipelines.	This project will continue to build capacity in the areas of data collection and analysis as it relates to the achievement of a net-zero state in Trinidad and Tobago.

Stakeholder Engagement

In the course of previous national reporting processes and through the preparation of the proposed enabling activity, a variety of stakeholders have been identified. Table C2. below lists these stakeholders and their proposed involvement with the project.

Table C2: Stakeholders' Roles in The Project

KEY STAKEHOLDERS	ROLE IN PROJECT
Ministry of Planning and Development	Coordination and policy guidance
Environmental Management Authority	Executing Agency of the project Regulatory implementation and operationalisation as well as development and maintenance of registry to sustain transparency
Ministry of Energy and Energy Industries	Contribution of data related to energy statistics and GHG emissions
Ministry of Public Utilities	Contribution of data related to electricity supply and GHG emission
Central Statistical Office (National Statistical Institute)	Data collection and repository as official data centre
University of the West Indies, University of Trinidad and Tobago	Research and data provider

Other Ministries	As roles may be relevant to the project
Private sector actors	As data providers to both the inventory and the different aspects under the BTRs as well as decision-makers.
CBIT Global Coordination Platform	Trinidad and Tobago will benefit through the rich information on other CBIT projects, and their lessons learn, which is available.
Office of the Prime Minister – Gender Affairs Division	Ensure that gender is considered in all aspects of Project execution.

Gender

The Government of Trinidad and Tobago has been working to empower citizens of all genders to achieve their goals as it relates to overall human development. The Government has recently approved a The National Policy on Gender and Development, being implemented by the Office of the Prime Minister (Gender and Child Affairs Unit), helps to eliminate barriers, and promote gender equality. Major achievements include the Marriage Act, 2017, which abolished child marriages, and the establishment of a National Workplace Policy on Sexual Harassment.

With respect to Gender and Climate Change, a Gender Analysis of the policy and institutional framework for mainstreaming gender in the NDC was conducted from January to May 2019. The analysis sought to uncover key issues and gaps in capacity and provisions for incorporating gender equality considerations in policy and programming in the climate change sector, as well as opportunities and enabling factors for mainstreaming gender into the work of key climate change sectors and NDC implementation. Recommendations arising out of the Gender Analysis have been used as the basis for the development of the following Gender Action Plan (GAP). The Gender Action Plan provides a framework for implementing actions for gender mainstreaming in climate change sector. Through the GAP, stakeholders working in ministries and agencies with mandates for addressing climate change and organisations in key sectors will be able to streamline their operations to include gender equality considerations. As organisations work to implement the actions outlined in the NDC implementation plan, there will be a common goal and approach towards ensuring that their methodologies include the consideration of gender.

Additionally, during the development on the Third National Communication, a gender analysis was again conducted to build an understanding on how to integrate gender considerations into effective measures to address climate change by analyzing the roles of men and women and their relationship to climate change in each of the sectors prioritized for climate change mitigation. This analysis identified gaps to be addressed and targets for achievement moving forward along with relevant indicators.

This project has been designed to conform to 2018 guidance from the GEF on Gender Equality and UNEP’s Policy and Strategy for Gender Equality and the Environment. The project team will utilize the most current guidance on gender-responsive reporting, and efforts will be made to have acceptable gender representation in project management structures as well as in capacity building activities. Women’s participation in the project will be documented in project monitoring exercises, and gender focal points in project expert groups will track and itemize issues linked to their respective reporting sections.

A gender sensitivity workshop/training for the project management team, working groups, sector ministries, and selected environment and **women’s organizations** / gender-based **non-governmental organizations (NGOs)** will be organized to support gender-equity measures in the national reporting process, and **women and women’s organizations will be involved in capacity development and training**. Institutions to be consulted on gender issues at national level will include, but not be limited to the following: the Office of the Prime Minister as the lead ministry for gender, the Multilateral Environmental Agreements Unit as the UNFCCC gender focal point, civil society organizations working in the fields of gender and climate change, as well as research institutions and development partners working on gender issues.

E. Monitoring and Evaluation Plan

Describe the budgeted M&E plan.

E. Monitoring and Evaluation Plan

The overall project monitoring between UNEP and the national government will be conducted through the following activities:

A Project Inception Workshop will be held within two months of the start of the project, following the establishment of the Project Management Unit. The workshop will involve all key stakeholders identified during the national consultation process. An Inception Workshop report will be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

BTR and NC technical progress will be monitored against expenditures: The Project Manager will be responsible for the preparation of quarterly progress reports and expenditure statements. Technical progress and financial reports shall be reviewed by the UNEP Task Manager and Fund Management or Administrative Officer.

Annual project financial audits and final financial audits will be undertaken to assess probity (i.e., correctness, integrity, etc.) of expenditures and transactions.

As part of annual reporting routine, UNEP will continue to prepare and submit to the GEF annual report on UNEPs support for the preparation of NCs and BURs/BTRs which will include the status of implementation of the BTRs and combined BTR/NC projects for Trinidad and Tobago.

Project Implementation Review (PIR) reports on the BTR and combined BTR/NC project progress will be prepared annually.

The Executing Agency shall maintain complete and accurate records of non-expendable equipment purchased with GEF project funds and shall provide UNEP with an Annual Inventory of Non-expendable Equipment as of 31 December, which is to be submitted within 2 months of that date.

The UNEP Task Manager will conduct periodic monitoring through discussions with key partners. Monitoring of activities will be based on the agreed schedule in the Project Implementation Plan to assess the status of implementation of the project. The monitoring of project activities will identify areas of improvements and will make recommendations on how to address gaps in project implementation. At the end of the project, a customized final terminal report will be administered to the executing partner to assess the effectiveness of the project.

A final closure template will be shared with the executing partner at the end of the project, as part of project closure, to assess project effectiveness and indicate potential areas for further improvements.

TABLE C3: M&E Budget and Workplan

Type of M&E activity	Responsible Parties	Budget	Time Frame
Project Inception Workshop (PIW)	National Project Management Unit, Technical Expert Groups and UNEP Task Manager to raise awareness, build stakeholder engagement and detailed work planning	5,000	Within 2 months of project start-up and establishment of the project management unit
Project Inception Report	Project Manager & UNEP Task Manager		Not more than 1 month after the Project Inception Workshop
Technical progress reports & expenditure statements	National Project Management Unit, Task Manager, Funds Management Officer (FMO)		Half yearly expenditure and technical progress reports for any given year, submitted by January 31, and July 31 and at the end of project implementation
Report to the GEF and COP of UNFCCC	National Project Management Unit, Task Manager, FMO		Annually, part of reporting routine. The Annual project status survey to the GEF will include questions on gender mainstreaming.
Project Implementation Review (PIR) report	UNEP Task Manager		Annually, part of reporting routine
Annual Inventory of Non-expendable equipment	National Project Management Unit, Task Manager, Funds Management Officer		Annually, as at 31 December of each year, to be submitted within 2 months
Project Monitoring	UNEP Task Manager		Continuous
Organize a midterm review workshop with key stakeholders	National Project Management Unit, Technical Expert Groups, Key Stakeholders	5,000	After submission of BTR1 to the UNFCCC
Final closure	National Project Management Unit, Task Manager, FMO, Consultant(s)		Initiated no earlier than six months prior to the operational completion of project activities
Total		US\$ 10,000	

SECTION 3: INFORMATION TABLES

F. GEF Financing Resources Requested by Agency, Country and Programming of Funds

GEF Agency	Trust Fund	Country/ Regional/ Global	Focal Area	Programming of Funds	GEF Enabling Activity Financing (\$)	Agency Fee (\$)	Total (\$)
UNEP	GET	Trinidad and Tobago	Climate Change	CC Set-Aside	1,233,000.00	117,135.00	1,350,135.00
Total GEF Resources					1,233,000.00	117,135.00	1,350,135.00

Sources of Funds for Country Star Allocation

GEF Agency	Trust Fund	Country/ Regional/ Global	Focal Area	Sources of Funds	Total(\$)
Total GEF Resources					0.00

G. Rio Markers

Climate Change Mitigation	Climate Change Adaptation	Biodiversity	Desertification
Principal Objective 2	Significant Objective 1	No Contribution 0	No Contribution 0

H. Record of Endorsement of GEF Operational Focal Point(s) on Behalf of the Government(s):

Please attach the *Operational Focal Point endorsement letter(s)* with this template.

Name	Position	Ministry	Date (MM/DD/YYYY)
Mr. Hayden ROMANO	Managing Director	ENVIRONMENTAL MANAGEMENT AUTHORITY	9/19/2023

ANNEX A: RESPONSES TO STAKEHOLDER COMMENTS

Describe how the enabling activity has addressed comments from stakeholders, including Council Members, Convention Secretariats, and STAP (if applicable).

N/A

ANNEX B: PROJECT BUDGET TABLE

Attach the project budget table.

Expenditure Category	Detailed Description	Component (USD)					Total (USD)	Responsible Entity (Executing Entity receiving funds from the GEF Agency)
		Component 1		Sub-Total	M&E	PMC		
		Output 1	Output 2					
Equipment	Purchase of equipment (I.T equipment/laptops/external hard drives/printers/projectors/ink cartridges etc) to support implementation of project activities	12,000	4,000	16,000	-	-	16,000	Environment Management Authority (EMA)
Contractual Services – Individuals	Contractual Services for the Technical Expert groups & consultants/experts supporting/contributing to the preparation of the BTR1BTR2/NC4 through planning, implementation of activities and review of draft reports in assigned thematic areas including (i) National Inventory Report of GHG; (ii) Information on NDC tracking under Article 4 of the Paris Agreement; (iii) climate change impacts and adaptation under Article 7 of the Paris Agreement; (iv) Financial, technology development and transfer and capacity building support needed and received under Articles 9–11 of the Paris Agreement; and Any other information (e.g. gender) and Compilation of BTR1BTR2/NC4	118,000	150,905	268,905	-	-	268,905	Environment Management Authority (EMA)
Local Consultants	Costs related to supporting a self-assessment and stocktaking exercise for preparation of subsequent BTRs and/or BTR/NC		20,000	20,000	-	-	20,000	Environment Management Authority (EMA)
Contractual Services – Individual	Contract services for the Technical Coordinator contributing to the preparation of the BTR1BTR2/NC4; including technical editing, supporting the stakeholder engagement events and final compilation of reports - TORs annexed	80,325	91,680	172,005	-	-	172,005	Environment Management Authority (EMA)

Trainings, Workshops, Meetings	Costs related to supporting stakeholder consultation workshops and meetings; Technical Expert group workshops, Peer review meetings, Reports/chapters validation workshops/meetings and final BTR1 & BTR2/NC4 validation workshops	174,000	174,000	348,000	-	-	348,000	Environment Management Authority (EMA)
Trainings, Workshops, Meetings	Project Inception workshop expenses and cost related to organizing a midterm review workshop with key stakeholders (after submission of BTR1)	-	-	-	10,000	-	10,000	Environment Management Authority (EMA)
Trainings, Workshops, Meetings	Costs related to information sharing and Knowledge Management activities at both national and international levels as appropriate e.g. participating in relevant national/regional/International trainings/capacity building activities, meetings & workshops on National Inventory Report of GHG; (ii) Information on NDC tracking under Article 4 of the Paris Agreement; (iii) climate change impacts and adaptation under Article 7 of the Paris Agreement; (iv) Financial, technology development and transfer and capacity building support needed and received under Articles 9–11 of the Paris Agreement, Any other information (e.g. gender) and peer to peer learning/exchanges relevant to the BTR reporting processes.	133,000	133,000	266,000	-	-	266,000	Environment Management Authority (EMA)
Travel	Travel expenses related to Facilitative multilateral consideration of progress (FMCP), knowledge and experience sharing at the COP for the BTR1 & BTR2/NC4- this is after completion and submission of each report to the UNFCCC (i.e. BTR1 and BTR2/NC4).	5,000	5,000	10,000	-	-	10,000	Environment Management Authority (EMA)

Travel	Travel expenses related to the implementation of project activities	-	-	-	-	11,000	11,000	Environment Management Authority (EMA)
Other Operating Costs	Costs associated with the procurement and storage of stationary, print and promotional material for supporting stakeholder engagement events and knowledge management	5,000	5,000	10,000	-	-	10,000	Environment Management Authority (EMA)
Other Operating Costs	Costs related to Bank charges	-	-	-	-	4,000	4,000	Environment Management Authority (EMA)
Other Operating Costs	Cost associated with procurement of stationery and office supplies for project management team.	-	-	-	-	4,500	4,500	Environment Management Authority (EMA)
Contractual Services – Individual	Salary for the Project Admin/Finance Assistant	-	-	-	-	80,590	80,590	Environment Management Authority (EMA)
Other Operating Costs	Cost associated with annual Audit Fees	-	-	-	-	12,000	12,000	Environment Management Authority (EMA)
Grand Total		527,325	583,585	1,110,910	10,000	112,090	1,233,000	

ANNEX C: ENVIRONMENTAL AND SOCIAL SAFEGUARDS

Attached any screening documents or other ESS related documents (if applicable). ESS screening is not required for EAs but should be included if its available.

Check this box is ESS screening is not required per Agency's regulations

Title

Annex C_Trinidad and Tobago_ BTR1BTR2NC4_SRIF