

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

First and Second Biennial Transparency Report and Fifth National Communication (1BTR + 5NC & 2BTR)

Country(ies)	GEF Enabling Activity ID
Togo	11649
GEF Agency(ies):	GEF Agency Enabling Activity ID
UNDP	9652
Submission Date	Expected Implementation Start
4/5/2024	6/30/2024
Project Executing Entity(s):	Executing Partner Type
Ministry of the Environment and Forest Resources	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 objective of this project is to assist Togo in the preparation and submission of its First Biennial Transparency Report (BTR1) and a combined Second Biennial Transparency and Fifth National Communication Report (NC5/BTR2) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA), 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. The project will support Togo in achieving its global environment concerns and commitments to international conventions, and to integrate climate change considerations in national development planning and policy through ensuring continuity of the institutional and technical capacity building, partly initiated, and consequently sustained by reporting instruments under the United Nations Framework Convention on Climate Change (UNFCCC).

Enabling Activity Summary

This project is prepared in line with the GEF8 Climate Change Focal Area Strategy and Associated Programming/ Pillar II: Foster enabling conditions to mainstream mitigation concerns into sustainable development strategies/ Objective 2.2 Support relevant Convention obligations and enabling activities.

The Article 13 of the Paris Agreement establishes an Enhanced Transparency Framework (ETF) for action and support designed to build trust and confidence that all countries are contributing their share to the global effort.

The new transparency system under the Paris Agreement builds on and enhances the existing systems under the Convention. NCs, BURs and ICA has formed part of the experience drawn upon and contributed to improvements of capacity constraints and continuous building of capacity and expertise in advance of the ETF.

The CMA decided that Parties shall submit their first BTR and national inventory report, if submitted as a stand-alone report, in accordance with the adopted modalities, procedures and guidelines, at the latest by 31 December 2024 and that LDCs and SIDS may submit this information at their discretion. The Modalities, Procedures, and Guidelines (MPGs) were adopted in the Katowice Climate Package through decision 18/CMA.1 sets the rules for the implementation of the Enhanced Transparency Framework (ETF) under the Paris Agreement. At the COP26, the 'Paris Agreement rulebook'/MPGs has been finalized. This set of rules lays out how countries are held accountable for delivering on their climate action promises and self-set targets under their Nationally Determined Contributions (NDCs) and enable the operationalization of the enhanced transparency framework. (Decision 5/CMA.3: Guidance for operationalizing the modalities, procedures and guidelines for the enhanced transparency framework referred to in Article 13 of the Paris Agreement.).

The preparation of the BTR1 + NC5/BTR2 with the financial assistance of the GEF will serve to further strengthen institutional and technical capacities of Togo for implementing the Convention, Paris Agreement and reporting thereon to the UNFCCC. The project will provide the platform for furthering the development and implementation of the MRV systems for tracking emissions, mitigation, adaptation, and support within the Enhanced Transparency Framework of the PA.

The project objectives will be achieved through the outcomes and outputs as defined in the Project Framework table below. The BTR1 and BTR2/NC5 will be compiled according to the guidelines, requirements and formats set by the MPGs. Their final formats will follow the outline for Biennial Transparency Report and apply common reporting tables and tabular formats presented in Decision 5/CMA.3. Supplemental chapters on

research and systemic observation and on education, training, and public awareness as part of the BTR2/NC5 will be compiled in accordance with applicable guidelines of Decision 17/CP.8.

Togo is preparing its First Adaptation Communication while adaptation has been covered in the revised Nationally Determined Contributions in 2021, strategically, since adaptation is a national priority, the adaptation communications will be prepared as a standalone initiative.

The BTR1 is expected to be finalized and submitted to the UNFCCC by 31 December 2024 and the combined BTR2/NC5 is expected to be finalized and submitted to the UNFCCC by 31 December 2027.

Stakeholders' involvement

Stakeholder involvement and consultation processes are critical to the success of the project. An effective engagement of key stakeholders has been done during project preparation and is envisaged during implementation, monitoring and evaluation to enhance ownership of the NC and BTR processes and makes these reports more responsive to national needs. The project proposal intends to strengthen stakeholder's participation to collectively participate in addressing climate change issues and challenges related to the identification and prioritization of activity data, mitigation and adaptation options and indicators as well as support and capacity building. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, local communities, local authorities and NGOs, mass-media, research institutions, private sector, and international organizations, with particular emphasis on related sectors.

Stakeholder	Role in the project	Means of Engagement
Governmental Institutions		
Ministry of Environment and Forest Resources (MERF)	Executing agency, overall coordination, GHG inventory and mitigation lead. It will be involved in the coordination and management of the project through the Directorate of Environment, National Directorate of the project. In addition, the ministry will contribute to the oversight of project activities and will manage the project's data archiving system. It will therefore intervene in the implementation of the project through the Forest Resources Department and the Forestry Development and Exploitation Office, which will provide data on activities to carry out studies on national circumstances, GHG inventories, Mitigation and Vulnerability & Adaptation in the Forestry and Other Land Use sector. The Environmental Directorate will provide data on the coastal erosion sector for vulnerability & adaptation studies. The ministry will conduct the analysis of the annual work plan and the various validations of the sectoral and thematic reports as chairman of the steering committee of the project.	Focal point
Ministry of Agriculture, Livestock and Rural Development	It will provide activity data for GHG inventories and mitigation studies through its technical services, the Directorate of Agricultural Statistics, Informatics and Documentation (DSID), the Directorate of Vegetable Sectors and the Directorate of Livestock. It will also provide information that will be used in national circumstances. A member of the steering committee of the project, this ministry will contribute to the improvement of the quality of the sectoral reports of GHG inventories that will be developed particularly for the sector of agriculture, forestry and other land uses and vulnerability and adaptation in the water resources, agriculture, forestry and other land use sectors through its	Interinstitutional meetings and workshops

	participation in technical workshops to ensure the use and quality of information that will be provided. It will participate actively in the analysis of the annual work plan of the project.	
Ministry of Trade, Industry and Local consumption	The ministry in charge of industry, trade and private sector promotion will provide activity data for conducting studies on national circumstances, GHG and mitigation in the industrial processes sector and use of products through its technical departments such as the Industry Directorate and the Internal Trade Department and industrial units such as CIMTOGO, SCANTOGO, WACEM, STILL-TOGO etc. the technical services of this ministry will be a member of the project's steering committee and will participate in the technical analysis and validation of the various studies as well as the validation of the annual work plans.	Interinstitutional meetings and workshops
Ministry of Health, Public Hygiene and Universal Access to Health Care	It will provide data on biomedical waste, health, hygiene, and sanitation activities to assessing vulnerability & adaptation in the human settlements and health sector, data for national circumstances, and conducting GHG inventories and mitigation studies through health hospitals.	Interinstitutional meetings and workshops
Ministry of Mines and Energy	The Ministry in charge of Mines and Energy will be responsible for providing activity data for the energy, manufacturing and construction industries, residential, trade and institutions, to conduct studies on national circumstances, GHG inventories and vulnerability & adaptation, through its public and parapublic technical services such as the Directorate-General for Energy, the Directorate-General for Mines and Geology, the Directorate of Hydrocarbons , Electricity Sector Regulatory Authority (ARSE), Togo Electric Power Company (CEET), Benin Electricity Community (CEB) and Togolese Warehousing Company (STE). It will contribute to the technical analysis of the various reports relating to the Energy sector to national circumstances with a view to improving their quality as a member of the steering committee of the said project and will also participate in the analysis and validation of the annual work plan.	Interinstitutional meetings and workshops
Ministry of Road, Air and Rail Transport	It will be involved in the implementation of the project of the 4 NC and 2 BUR project through its technical services, in particular the Directorate of Transport, the Directorate-General for National Meteorology which will be responsible for providing data on fuel combustion activities in transport (road, sea, air), climate data (rainfall, temperature, insolation, evapotranspiration, etc.) for information to be provided under national circumstances, GHG inventories, GHG Mitigation and Vulnerability & Adaptation in the Energy Sector. It will also contribute to the technical analysis of the various sectoral and thematic reports as a member of the steering committee of the project and will participate in the analysis of the annual work plan	Interinstitutional meetings and workshops
Ministry of Economy and Finance	It will intervene in the management of the project through the State Treasury, which will be responsible for reporting expenditure to the finance departments under the administrative account's regulation of the Ministry of the Environment and Forest Resources. Within the framework of the project, the account will be subordinated to the State Treasury. It will also work through its technical services, notably the direction of the economy and the Finance on national circumstances, GHG inventories, mitigation, vulnerability & Adaptation and assistance received from partners technical and financial support in the fight against climate change. Represented on the steering committee, it will contribute to the	Interinstitutional meetings and workshops

	supervision of the project and the validation of the various technical and sectoral reports with a view to improving their quality. It will also participate in the analysis and validation of the annual work plan as a member of the project's steering committee.	
Ministry of Higher Education and Research	It will undertake the completion of GHG inventories and studies on policies and mitigation measures through institutions and laboratories of the University of Lomé. So, the Higher National School of Engineers will be charged of the Energy sector; the Agriculture sector will be entrusted to the the Higher National School of agronomy; the Forestry and Other Land Use sector at the Botanical and Plant Ecology Laboratory; Industrial Processes and Product Use at the Laboratory of Atmospheric Chemistry and the Waste Sector in the Laboratory Waste Treatment and Valorization; on the basis of the process of institutionalization that the Ministry of the Environment has undertaken since the 3 NC and which has been pursued in the FBUR through a single memorandum of understanding for the realization of GHG inventories studies, mitigation will be signed between these institutions and the Ministry of Environment and Forest Resources. This department will also participate in the technical evaluations of the various sectoral and thematic reports that will be carried out within the framework of the project.	Interinstitutional meetings and workshops
Ministry of Planning and Cooperation	It will work through its technical services, notably the National Institute of Statistics and Economic and Demographic Studies (INSEED), the technical secretariat of the Poverty Reduction Strategy Paper (PRSP), Directorate for the provision of socio-demographic and economic data for studies on national circumstances, GHG inventories, mitigation, vulnerability & Adaptation and assistance received from partners technical and financial support in the fight against climate change. Represented on the steering committee, it will contribute to the supervision of the project and the validation of the various technical and sectoral reports with a view to improving their quality. It will also participate in the analysis and validation of the annual work plan as a member of the project's steering committee.	Interinstitutional meetings and workshops
Ministry of Communication and Media	It will be responsible for disseminating the results of the preparation process of the project on the public and private media at national and regional level. Also, it will participate in the media coverage of the various workshops organized by the project. It will also cover the regional awareness raising workshops for actors at regional and local level.	Interinstitutional meetings and workshops
Ministry of Maritime Economy, Fisheries and Coastal Protection	It will work through its technical services to provide data and information pertaining to vulnerability and adaptation assessment especially regarding the costal area and maritime zones	Interinstitutional meetings and workshops
Ministry of Water and Village Hydraulics	It will work through its technical services to provide data and information pertaining to vulnerability and adaptation assessment especially regarding the water sector	Interinstitutional meetings and workshops
Institut Togolais de la Recherche agronomique (ITRA)	Provision of activity data (AD) for the GHG inventory	Interinstitutional meetings and workshops
Institut de Conseils et d'Appui Techniques (ICAT)	Provision of AD for the GHG inventory	Interinstitutional meetings and workshops
Academy		

Université de Lomé	Provision of AD for the GHG inventory and relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops
Université de Kara	Provision of AD for the GHG inventory and relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops
Private sector		
Conseil National du Patronat (CNP)	Provision of AD for the GHG inventory	Workshops, Surveys, focused meetings
Association des Grandes Entreprises du Togo (AGET)	Provision of AD for the GHG inventory	Workshops, Surveys, focused meetings
Initiative pour la transparence dans les industries extractives (ITIE TOGO)	Provision of AD for the GHG inventory	Workshops, Surveys, focused meetings
Chambre de Commerce et d'Industries du Togo	Provision of AD for the GHG inventory	Workshops, Surveys, focused meetings
NGOs, CSOs		
ONG Jeunes Volontaires pour l'Environnement	Relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops, Surveys, focused meetings, site visits, and others
Wemen Environmental Programme Togo (WEP TOGO)	Relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops, Surveys, focused meetings, site visits, and others
Réseau des Femmes pour le Développement de la région des Savanes (REFED/S)	Relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops, Surveys, focused meetings, site visits, and others
Collectif des Organisations de la Société Civile de la Région Maritime (COSCREMA)	Relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops, Surveys, focused meetings, site visits, and others
Conseil des ONG et Associations de Développement de la Région des Plateaux (COADEP)	Relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops, Surveys, focused meetings, site visits, and others
Réseau des Organisations de Développement de la Région Centrale (RESODERC)	Relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops, Surveys, focused meetings, site visits, and others
Réseau des Organisations de Développement de la Région de la Kara (RESOKA)	Relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops, Surveys, focused meetings, site visits, and others
Fédération des Organisations de Développement des Savanes (FODES)	Relevant data for improving the information to be reported in the other chapters of the BTRs/NC.	Workshops, Surveys, focused meetings, site visits, and others

A preliminary Stakeholder engagement plan envisage the following meetings:

- Inception workshop to discuss conceptual framework and design for each report/area of work; and to highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting.
- Stakeholder consultations workshops to engage stakeholders and ensure their continuous involvement in the reporting process.
- Capacity building workshops on the thematic areas of the ETF, BTRs and NCs.
- Individual meetings of thematic working groups with sector representatives.
- Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions.
- Validation workshops to discuss results and validate accuracy of the analyses and assure quality of the results.
- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking.

The stakeholder engagement plan will be consolidated and implemented in conjunction with the Gender Action Plan thus ensuring that gender equality considerations are firmly integrated throughout project interactions with stakeholders.

Gender mainstreaming:

National reporting processes can be a meaningful entry point for training, awareness-raising, and capacity-building efforts to ensure women's equal engagement in and benefit from climate change action. Preparation of reports can also influence other, ongoing climate change planning and policymaking processes.

Previous NC/BUR projects addressed Gender mainstreaming into national reporting process in the following ways:

- Training and capacity building activities were carried out promoting the effective participation of women, guaranteeing their attendance.
- An Implementation Plan for the National Gender and Climate Change Strategy was built to ensure that the gender approach was present in the implementation of the updated nationally determined contributions.
- All the data collection processes, expert consultations, and validation are carried out promoting the equal participation of men and women in workspaces.

Togo began preparing an Implementation Plan for the strengthening of gender roles in the update of the NDC.

Although climate change affects all people, its impact is disproportionate as the most vulnerable people are more affected due to less favorable economic, social, cultural, and political conditions. Women are the majority among these groups and, as such, suffer climate change's negative effects first-hand; therefore, it is necessary to accentuate the gender perspective in the fight against climate change so that men and women contribute equally with new proposals that promote gender equality and sustainable development.

This project will help to identify the state of the Implementation Plan and report on the progress of the gender perspective in Togo's climate action. In addition, the project will seek the development of consultation spaces that consider gender characteristics, roles and needs, particularly from the initial design phases. This will serve to understand the differentiated socioeconomic and cultural dynamics that can affect the management of resources linked to the adaptation and mitigation sectors of the NDC. Additionally, special emphasis will be placed on a gender perspective in studies defined for the adaptation component of this project to understand how climate threats can affect rural and indigenous women in different areas of the country, with limited access to resources, that ensure their resilience. Likewise, it will seek to promote the participation of women, youth,

and specific ethnic groups in consultation processes in the different workshops of the project, which will be recorded based on indicators that quantify the number of participants desegregated by gender.

This project will apply the “GENDER RESPONSIVE NATIONAL COMMUNICATIONS TOOLKIT ” developed by the Global Support Program (GSP) through UNDP and in collaboration with UNEP and GEF and its updated version upon its availability. In line with the GEF SEC’s policy on gender equality and Guidance to advance gender equality in GEF projects and programs , project will finalize Gender analysis and Gender action plan during its inception phase .

An initial stocktaking and gender analysis across all areas – and inclusion of stakeholders who understand gender issues in relation to their sectors – will be conducted to assess and understand where deeper analysis and action is required. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps.

The update of the national circumstances under each component will disaggregate relevant data by sex with the objective to better understand how the social and economic differences between men and women affects the capability of dealing with mitigating and adapting to climate change. Seeing that women are being acknowledged as agents of change who make important contributions to climate change adaptation and mitigation, a gender perspective will be incorporated in the climate change impacts and adaptation and NDC progress assessment and preparation of mitigation actions.

For all analysis included in the project, sex-disaggregated data from national statistical agency and international approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), leadership, economic empowerment, and health among others will be included to summarize status of women and men nationally and by sector.

The Project will provide capacity-building in relation to NC/BTR purpose and content, gender issues in environment and their role in the NC/BTR processes if necessary. The project will encourage the active participation of women and men in decision-making processes. Gender balance will be considered in project management structures and capacity building actions (trainings, workshops).

ENABLING ACTIVITY COMPONENTS

Development of Togo's First Biennial Transparency Report (1BTR)

GEF Enabling Activity Financing (\$): 534,875.00

Outcome:

Outcome1.1. Togo's 1BTR developed as a stand-alone report

Output:

1.1.1. National Circumstances, Institutional Arrangements updated. Constraints, Gaps and areas of improvement and other relevant information including gender described.

1.1.2. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated (2000 – 2022)

1.1.3. Information necessary to track progress made in implementing and achieving the Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement, including progress made in **integration of women in climate change actions.**

1.1.4. Information related to **gender sensitive climate change impacts** and adaptation updated.

1.1.5. **Gender sensitive information** on financial, technology development and transfer, and capacity building support needed and received under Articles 9-11 of the Paris Agreement

1.1.6. Preparation and submission of the First Biennial Transparency Report to the UNFCCC by December 2024

Development of Togo's Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR)

GEF Enabling Activity Financing (\$): 571,034.00

Outcome:

Outcome 2.1. Togo's 5NC/2BTR developed as a combined report

Output:

2.1.1. National Circumstances and Institutional Arrangements updated, including Constraints, Gaps, other relevant Information, including gender described

2.1.2. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases updated (2000 – 2024).

2.1.3. Information necessary to track progress made in implementing and achieving Nationally Determined Contributions (NDC) under Article 4 of the Paris Agreement, **including progress made in integration of women in climate change actions.**

2.1.4. Information related to **gender sensitive climate change impacts** and adaptation under Article 7 of the Paris Agreement

2.1.5. **Gender sensitive information** on financial, technology development and transfer, and capacity-building support needed and received under Articles 9–11 of the Paris Agreement

2.1.6. Other information relevant to the achievement of the PA and UNFCCC, including supplemental NC chapters (research, systemic observation, education, training, public awareness and gender provided)

2.1.7 Preparation and submission of the combined Second Biennial Transparency and Fifth National Communication Report to the UNFCCC by December 2026

M&E

GEF Enabling Activity Financing (\$): 15,000.00

Outcome:

Outcome 3.1. Project regularly monitored, inception workshop organized, and lessons learned compiled and disseminated and end project workshop organized

Output:

3.1.1. Monitoring and evaluation products delivered in line with the M&E plan.

Component Balances

Project Components	GEF Enabling Activity Financing (\$)
Development of Togo's First Biennial Transparency Report (1BTR)	534,875.00
Development of Togo's Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR)	571,034.00
M&E	15,000.00
Subtotal	1,120,909.00
Project Management Cost	112,091.00
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.

Togo ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1995, Kyoto Protocol in 2004 and the Paris Agreement in 2017. As Party to the Convention, Togo has the obligation to implement decisions of the Conference of the Parties (COP) regarding the implementation of policies and measures to adapt to, and mitigate climate change, thereby contributing to the attainment of the objective of the Convention.

So far, Togo has prepared and submitted 4 National Communications (NCs): the Initial National Communication (NC1) in 2001; the Second National Communication (NC2) in 2011; the Third National Communication (NC3) in 2015 and 2022 with a stand alone First NIR in 2017 and the NIR2 in 2021 as mandated by articles 4 and 12 of the Convention.

Togo has also prepared and submitted 2 Biennial Update Reports (BURs): First Biennial Update Report (BUR1), with a stand alone NIR (National Inventory Report) in 2017; the Second Biennial Update Report (BUR2), with a stand alone NIR in 2021.

The preparation process of NC and BUR reports has lead to the following achievements:

- The involvement of different sectors, such as public, private, civil society, and academia.
- The strengthening of institutional capacities and the increase of transparency mechanisms of both central and municipal government entities, as well as the private sector, academia, and civil society.
- Progress made with improvements in the transparency of national data and quality in terms of both the national inventory of greenhouse gases and mitigation against climate change.

Togo submitted its Intended Nationally Determined Contribution (INDC) in June 2017 to conform with decisions 1/CP.19 and 1/CP.20 of the COP. Togo submitted its revised NDC in October 2021.

Togo's Intended Nationally Determined Contribution (INDC) that was considered as the first NDC committed the country to reduce 31,14 % of its greenhouse gas emissions by 2030 based on the projection of its emissions for the year 2000. In addition, it stated that adaptation was the national priority. In October 2021, the country presented its revised NDC with an increased ambition in its commitment to reduce 50,57% of its greenhouse gas emissions by 2030.

This project will build on findings and recommendations from previous NC and BUR work as well as recommendations resulting from the ICA (International Consultation and Analysis) process for BUR, the UNFCCC QA (Quality Assurance) exercise on the GHG inventory and the review conducted on the latter under the Global Support program.

This project will work on the findings and recommendations resulting from the TTE analysis of the 2BUR within the framework of the ICA (International Consultation and Analysis) process, where capacity needs have been identified, which were indicated as high priority for the country. These include the following:

- Building national capacity to establish a permanent institutional setting under which dedicated sectoral experts can be retained and their capacity can be improved year after year;
- Strengthening, through training, the capacity of sectoral experts from relevant national institutions to use the UNFCCC reporting guidelines on BURs and apply methodologies from the 2006 IPCC Guidelines;
- Strengthening the capacity of national institutions to gather relevant AD;
- Further strengthening the capacity of the National Ozone Unit, including through training national experts, to collect accurate, detailed data on fluorinated gases (in particular, by gathering disaggregated data

on residential split air-conditioning systems and mobile air conditioners or by conducting a national survey thereon), enabling the Party to report a complete and transparent sectoral inventory in accordance with UNFCCC reporting requirements and in line with the 2006 IPCC Guidelines;

- Building the capacity of sectoral experts to use templates and tools for reporting information on mitigation actions in the BUR;
- Enhancing the capacity of sectoral experts to determine steps taken or envisaged and estimate results achieved;
- Enhancing the capacity of energy sector experts to estimate the effects of transport-related mitigation actions using appropriate methodologies and tools;
- Building national capacity to identify and report on nationally determined technology needs;
- Enhancing national capacity to prepare, conduct QA/QC and submit BURs on a continuous basis;
- Building national capacity to improve the MRV system for support received.
- Strong coordination and synergies will be built with ongoing CBIT project particularly on green house gas inventories and DC tracking. The project will use the skills and expertise created and/or reinforced by the CBIT project to improve the quality of greenhouse gas inventories in key sectors. In addition, tracking of the NDC will be undertaken, using the MRV system developed under the CBIT project and indicators adopted to facilitate clarity, transparency, and reporting of the NDC.

D. Institutional Framework

Describe the institutional arrangements for implementation of the enabling activity.

The project will be implemented under the full National Implementation (NIM) modality with the Ministry of Environment and Forest Resources, through the National Directorate of Environment as the Executing Entity.

The Executing Entity is responsible for executing of this project. Specific tasks include:

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

The Project Implementation Unit will be the executing and operational unit that will coordinate and implement the project activities for the preparation of the 1BTR and 5NC/2BTR.

The Government will provide support to the project through the use of equipment and premises for conference and meetings.

Day-to-day management of the project will be assured by the project coordinator, who will also provide technical advice, and will be responsible for setting up the project team, while the national focal point will monitor and verify the project results.

The Project Steering Committee (PSC), also called as the Project Board, will be the highest policy-level body, which will provide support and guidance to the implementation of the project and ensure that the project findings are disseminated to, and validated by, all relevant stakeholders in Togo. To ensure UNDP's ultimate accountability, PSC decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency, and effective international competition.

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

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

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

The institutional structure of the project will be based on the existing institutional arrangements. Preparation processes of the 1BTR and 5NC/2BTR will be closely coordinated by the UNFCCC National Focal Point in Togo.

The following **thematic working groups** will be formed to assist with the preparation of various components of the NC and BTR: (i) National Greenhouse Gas Inventory, (ii) Tracking the progress of NDC implementation and achievement, (iii) Climate Change Impacts and Adaptation, (iv) Support needed and received and other information. Each thematic working group will comprise of a number of experts drawing both from public and private sectors, communities, and NGOs, as appropriate.

This project will work closely with the following institutional instances that are already operational: (a) National Climate Change Commission (CNCC), as a collegiate advisor to the National Climate Change Policy, created by Law, made up of 37 institutions from all key sectors: central and departmental government, financial system, private sector, industrial sector, agricultural sector, indigenous communities, academia, and NGOs, among others; (b) NDC Group, formed within the scope of the CNCC, as a body that accompanies all the processes linked to compliance with the Paris Agreement; (c) Financing Group, formed within the scope of the CNCC, as a body related to issues of articulation of climate financing; (d) sectoral groups of the INGEL, as instances that provide information for the construction of reports to the UNFCCC.

E. Monitoring and Evaluation Plan

Describe the budgeted M&E plan.

The project monitoring and evaluation will be carried out according to UNDP and GEF programming policies and procedures.

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

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

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

Annual progress: Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out once a year, in line with GEF and UNFCCC reporting requirements for NCs and BTRs.

Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyze and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

End of Project: During the last three months, the project team will prepare the End of Project Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

The End of Project Report shall be discussed with the Project Board during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up.

Monitoring and Evaluation Plan and Budget:		
GEF M&E Requirements	Indicative costs (US\$)	Time frame
Inception Workshop	\$6,000	Within 2 months from the date First Disbursement
Inception Report	None	Within 30 days after Inception Workshop
Monitoring of indicators in project results framework, including gender related indicators	4,000	Annually
Supervision missions ^[1]	None	Annually
End of Project Workshop	5,000	6 months before operational closure
End of project report	None	3 months before operational closure
TOTAL indicative COST	\$15,000	

[1] The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

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 (\$)
UNDP	GET	Togo	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. Comlan Awougnon	Director, Administrative and Financial Affairs (GEF Focal Point)	Ministry of the Environment and Forest resources	10/4/2023

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).

ANNEX B: PROJECT BUDGET TABLE

Attach the project budget table.

Expenditure Category	Detailed Description	Component (USD)						Responsible Entity		
		Component 1		Component 2		M&E	Sub-Total		PMC	Total (USD eq.)
		Outcome 1.1	Outcome 2	Outcome 1.1	Outcome 2					

		Output 1.1.1	Output 1.1.2	Output 1.1.3	Output 1.1.4	Output 1.1.5	Output 1.1.6	Output 2.1.1	Output 2.1.2	Output 2.1.3	Output 2.1.4	Output 2.1.5	Output 2.1.6	Output 2.1.7				
Contractual services-Individual	Contractual services, Total cost USD 10,437 Project Coordinator and technical specialist: 24% of technical tasks (1,650/month x 51.5 months x 36.5% x 24% = 7,444USD, and Operation consultant/fin/admin. assistant: 24% of technical tasks (807.17/month x 51.5 months x 30% x 24% = 2,993 USD)										10,437					10,437		MERF
Contractual services-Individual	Coordination and technical workshop on output 1.1.1 of the 1BTR (3 workshops*3000 USD= USD9,000 + 1 workshop*2,000)	16,525														16,525		MERF
Contractual services-Individual	International consultant to support National GHG Inventory experts' teams (15 days x USD 750=USD 11,250)							16,525								16,525		MERF
Contractual services-Individual	Project Management Unit cost (UND 83,057) : a. Project Coordinator and technical specialist 63.5% x USD 1,650/month x 51,5 months = 53,959) ; b. Operation consultant/fin/admin. assistant 70% x USD 807.17/month x 51.5 months = 29,098)														0	83,057	83,057	MERF
Contractual services-Individual	Total 34,525 USD Contractual services Impl. Parnt. Communication consultant (1 x USD 1,500 x 12 = USD 18,000) Contractual services Impl. Partner, Project Coordinator and technical specialist : 38% of technical tasks (1,650/month x 51.5 months x 36.5% x 38% = 11,786USD) + Operation consultant/Fin/admin assistant: 38% of technical tasks (807.17/month x 51.5 months x 30% x 38% = 4,739 USD)	18,000														18,000		MERF

	USD750=USD 11,250)																		
International Consultants	International expert on Gender to support for gender analysis and gender inclusion in the BTRs and NC (25 days * 800 USD = 20,000 USD)	20,000												20,000		20,000			MERF
Local Consultants	Local consultant for Monitoring of indicators in project results framework including gender (16 days*USD250=USD 4,000)												4,000	4,000		4,000			MERF
Local Consultants	Local consultants engaged for the GHG inventories including NIR. Total of USD 172,500: GHG inventories consultant: (5 sectors/subsectors x 5 experts x 20 days X USD 300= USD150,000) + NIR Consultant: (85 days x USD 300 = USD 25,500)		175,500											351,000		351,000			MERF
Local Consultants	Local consultants engaged to build scenarios and assess CC impacts (135 days X USD 300= USD 40,500)									40,500				40,500		40,500			MERF
Local Consultants	Local consultants engaged to build scenarios and assess CC impacts (135 days X USD 300= USD40,500)				40,500									40,500		40,500			MERF
Local Consultants	Local consultants engaged to prepare different chapters and compile the 2BTR&5NC (80 days X USD 300= USD24,000)											24,000		24,000		24,000			MERF
Local Consultants	Local consultants engaged to prepare different chapters and compile the 1BTR (75 days X USD 300= USD22,500)						22,500							22,500		22,500			MERF
Local Consultants	Local consultants to prepare other information relevant to the achievement of the PA and UNFCCC (research, systemic observation, education, training, public awareness and gender provided) (75 days X USD 300= USD22,500)										22,500			22,500		22,500			MERF

Other Operating Costs	IT equipment for Project Management Unit (Total USD 15,850)															0	15,850	15,850	MERF	
Other Operating Costs	Production of the communication materials and tools (videos, infographics) for public awareness on climate change (Total 9,000 USD)															9,000		9,000	MERF	
Other Operating Costs	Production of the communication materials and tools (videos, infographics) on the 1BTR results and translation (Total 9,000 USD)															9,000		9,000	MERF	
Other Operating Costs	Production of the communication materials and tools (videos, infographics) on the 2BTR&5NC results and translation (Total 14,500 USD)															14,500		14,500	MERF	
Training, Workshops, Meetings	Coordination and technical workshop on output 1.1.1 of the 1BTR (3 workshops*3000 USD= USD9,000 + 1 workshop*2,000)	11,000																11,000	11,000	MERF
Training, Workshops, Meetings	Coordination and technical workshop on output 1.1.1 of the 1BTR (4 workshops*3000 USD= USD 12,000)															12,000		12,000	MERF	
Training, Workshops, Meetings	Coordination and technical workshop on output 1.1.5 of the 1BTR (2 workshops*2,000 USD= USD 4,000)															4,000		4,000	MERF	
Training, Workshops, Meetings	Coordination and technical workshop on output 1.1.5 of the 1BTR (3 workshops*2,000 USD= USD 6,000)															6,000		6,000	MERF	
Training, Workshops, Meetings	Technical workshops on output 1.1.3 of the 1BTR (5 workshops*2,000 USD= USD 10,000)																	10,000	10,000	MERF
Training, Workshops, Meetings	Coordination and Technical workshops on output 2.1.3 of the 1BTR (4 workshops*2,500 USD= USD 10,000)															10,000		10,000	MERF	
Training, Workshops, Meetings	Inception workshop (\$6,000) and End of Project Workshop (\$5,000)																	11,000	11,000	MERF
Training, Workshops, Meetings	National and subnational validation of the 1BTR (3 workshops*4,000 USD= USD 12,000)															12,000		12,000	MERF	

Training, Workshops, Meetings	Public Information workshop on climate change and the implementation of the NDC (2 workshops = 2 x 4,000 USD = USD 8,000)														8,000			8,000		8,000	MERF									
Training, Workshops, Meetings	Public Information workshop to inform stakeholders about the results of the BTR and NC preparation process at subnational and national levels (5 workshops*5,000 USD = USD 25,000)																	25,000		25,000	MERF									
Training, Workshops, Meetings	Technical and validation workshop on output 1.1.4 of the 1BTR (3 workshops: technical for USD 3,000 +technical for USD 3,000 + validation workshop for USD 6,000, total USD 12,000)																			12,000		12,000	MERF							
Training, Workshops, Meetings	Technical and validation workshop on output 2.1.4 of the 1BTR (3 workshops: technical for USD 2,004 + technical for USD 2,004 + validation workshop for USD 4,008, total USD 8,016)																					8,016		8,016	MERF					
Training, Workshops, Meetings	Technical workshop for GHG inventory technical committee on output 1.1.2 of the 1BTR (6 workshops*1,500 USD= USD 9,000)			9,000																			9,000		9,000	MERF				
Training, Workshops, Meetings	Technical workshop for GHG inventory technical committee on output 2.1.2 (6 workshops*2,000 USD= USD 12,000)																							12,000		12,000	MERF			
Travel	Travel expenses for consultants for training, workshops on the output 1.1.5 (Total USD 3,000)																								3,000		3,000	MERF		
Travel	Travel expenses for consultants for training, workshops on the output 2.1.5 (Total USD 3,056)																									3,056		3,056	MERF	
Travel	Travel expenses for international consultant and other consultants for training, workshops on the output 1.1.3 (Total USD 3,000)			3,000																							3,000		3,000	MERF
Travel	Travel expenses for international consultant and other consultants for training, workshops on the																										3,000		3,000	MERF

	the 1BTR (Total USD 3,000)																		
Travel	Travel expenses for training, workshops, presentations and exchange of knowledge and experiences for the preparation and validation of the 1BTR (Total USD 4,000)												4,000			4,000		4,000	MERF
Travel	Travel expenses for training, workshops, presentations and exchange of knowledge and experiences for the preparation and validation of the 2BTR&5NC (Total USD 4,000)												4,000			4,000		4,000	MERF
	Project Total	111,525	198,750	82,750	66,750	28,600	46,500	91,025	201,750	64,000	73,203	30,056	43,500	67,500	15,000	1,120,909	112,091	1,233,000	

Togo, BTR1 and NC5/BTR2 – GEF budget

Expenditure Category	Detailed Description	Component (USDeq.)														M&E	Sub-Total	PMC	Total (USDeq.)	Responsible Entity
		Component 1						Component 2												
		Outcome 1.1						Outcome 2												
		Output 1.1.1	Output 1.1.2	Output 1.1.3	Output 1.1.4	Output 1.1.5	Output 1.1.6	Output 2.1	Output 2.1.2	Output 2.1.3	Output 2.1.4	Output 2.1.5	Output 2.1.6	Output 2.1.7						
Contractual services-Individual	Contractual services, Total cost USD 10,437 Project Coordinator and technical specialist: 24% of technical tasks (1,650/month x 51.5 months x 36.5% x 24% = 7,444USD, and Operation consultant/fin/adm in. assistant: 24% of technical tasks (807.17/month x 51.5 months x 30% x 24% = 2,993 USD)												10,437					10,437	MERF	
Contractual services-Individual	Coordination and technical workshop on output 1.1.1 of the 1BTR (3 workshops*3000 USD= USD9,000 + 1 workshop*2,000)	16,525																16,525	MERF	
Contractual services-Individual	International consultant to support National GHG Inventory experts' teams (15 days x USD 750=USD 11,250)							16,525										16,525	MERF	

Contractual services-Individual	Project Management Unit cost (UND 83,057) : a. Project Coordinator and technical specialist 63.5% x USD 1,650/month x 51.5 months = 53,959) ; b. Operation consultant/fin/adm in. assistant 70% x USD 807.17/month x 51.5 months = 29,098)													0	83,057	83,057	MERF
Contractual services-Individual	Total 34,525 USD Contractual services Impl. Parnt. Communication consultant (1 x USD 1,500 x 12 = USD 18,000) Contractual services Imp. Partner, Project Coordinator and technical specialist : 38% of technical tasks (1,650/month x 51.5 months x 36.5% x 38% = 11,786USD) + Operation consultant/Fin/adm in assistant: 38% of technical tasks (807.17/month x 51.5 months x 30% x 38% = 4,739 USD)	18,000												18,000		18,000	MERF
Contractual services-Individual	Travel expenses for project staff, international consultant and other consultants for training, workshops, presentation and exchange of knowledge and experiences on the output 1.1.1 (Total USD 7,000)						22,500							22,500		22,500	MERF
Equipment	Design /usage of various communication materials and tools (videos, infographics, on-line surveys, PowerBi etc.) to collect data or promote specific 1BTR results and recommendations, translation (Total 22,500 USD)		22,500											22,500		22,500	MERF
Equipment	Design communication materials and tools to collect data to track the progress to feed the 2BTR&5CN (Total 5,000 USD)							5,000						5,000		5,000	MERF
International Consultants	International consultant to support national consultant on integrating the recommendations made on the 1BTR regarding the National circumstances, gender, gaps to improve 2BTR and NC (20X750 USD = 15,000 USD)					15,000								15,000		15,000	MERF

International Consultants	International consultant to support National GHG Inventory experts' teams (15 days x USD 750=USD 11,250)		11,250							11,250						22,500		22,500	MERF
International Consultants	International consultant to support on tracking progress on NDC at different levels (15 days x USD 666.66=USD 10,000)									10,000						10,000		10,000	MERF
International Consultants	International consultant to support on tracking progress on NDC at different levels (15 days x USD 750=USD 11,250)			11,250												11,250		11,250	MERF
International Consultants	International consultant to support scenario building and utilization of models to access CC impacts (15 days x USD 750=USD 11,250)									11,250						11,250		11,250	MERF
International Consultants	International consultant to support scenario building and utilization of models to access CC impacts (15 days x USD 750=USD 11,250)				11,250											11,250		11,250	MERF
International Consultants	International expert on Gender to support for gender analysis and gender inclusion in the BTRs and NC (25 days * 800 USD = 20,000 USD)	20,000														20,000		20,000	MERF
Local Consultants	Local consultant for Monitoring of indicators in project results framework including gender (16 days*USD250=USD 4,000)													4,000		4,000		4,000	MERF
Local Consultants	Local consultants engaged for the GHG Inventories including NIR. Total of USD 172,500: GHG inventories consultant: (5 sectors/subsectors x 5 experts x 20 days X USD 300= USD150,000) + NIR Consultant: (85 days x USD 300 = USD 25,500)		175,500													351,000		351,000	MERF
Local Consultants	Local consultants engaged to build scenarios and assess CC impacts (135 days X USD 300= USD 40,500)									40,500						40,500		40,500	MERF
Local Consultants	Local consultants engaged to build scenarios and assess CC impacts (135 days X USD 300= USD40,500)				40,500											40,500		40,500	MERF

Local Consultants	Local consultants engaged to prepare different chapters and compile the 2BTR&5NC (80 days X USD 300= USD24,000)																	24,000			24,000			24,000	MERF	
Local Consultants	Local consultants engaged to prepare different chapters and compile the 1BTR (75 days X USD 300= USD22,500)																		22,500			22,500			22,500	MERF
Local Consultants	Local consultants to prepare other information relevant to the achievement of the PA and UNFCCC (research, systemic observation, education, training, public awareness and gender provided) (75 days X USD 300= USD22,500)																		22,500			22,500			22,500	MERF
Local Consultants	Short term local consultants to update information on financial, technology development and transfer, and capacity building support needed (70 days*300 USD=21,000 USD),																		21,000			21,000			21,000	MERF
Local Consultants	Short term local consultants to update information on financial, technology development and transfer, and capacity building support needed 72 days*300 USD=21,600 USD),																		21,600			21,600			21,600	MERF
Local Consultants	Short term local consultants to update national circumstances and gaps constraints chapters, including national gender expert and innovation experts (60 days*300 USD=18,000 USD),																		18,000			18,000			18,000	MERF
Local Consultants	Short term local consultants to work with international consultants, local consultants on other studies under the output 1.1.3 (app, 120 days*300 USD=36,000 USD),																		36,000			36,000			36,000	MERF
Local Consultants	Short term local consultants to work with international consultants, local consultants on other studies under the output 2.1.3 (120 days*300 USD=36,000 USD),																		36,000			36,000			36,000	MERF

Local Consultants	Short term local consultants will be engaged for to update national circumstances and gaps constraints chapters, including national gender expert who will work with international expert (Total : USD 42,000), (app, 110 days*300 USD=33,000 USD) + consultant who will elaborate the stakeholder engagement plan and a grievance mechanism to address this risk (app 30 days*300 US=9,000).	42,000																	42,000		42,000	MERF
Office Supplies	Office supplies (USD 2,200)																		0	2,200	2,200	MERF
Other Operating Costs	Audit (USD 10,984)																		0	10,984	10,984	UNDP
Other Operating Costs	IT equipment for Project Management Unit (Total USD 15,850)																		0	15,850	15,850	MERF
Other Operating Costs	Production of the communication materials and tools (videos, infographics) for public awareness on climate change (Total 9,000 USD)									9,000									9,000		9,000	MERF
Other Operating Costs	Production of the communication materials and tools (videos, infographics) on the 1BTR results and translation (Total 9,000 USD)						9,000												9,000		9,000	MERF
Other Operating Costs	Production of the communication materials and tools (videos, infographics) on the 2BTR&5NC results and translation (Total 14,500 USD)											14,500							14,500		14,500	MERF
Training, Workshops, Meetings	Coordination and technical workshop on output 1.1.1 of the 1BTR (3 workshops*3000 USD= USD9,000 + 1 workshop*2,000)	11,000																	11,000		11,000	MERF
Training, Workshops, Meetings	Coordination and technical workshop on output 1.1.1 of the 1BTR (4 workshops*3000 USD= USD 12,000)							12,000											12,000		12,000	MERF
Training, Workshops, Meetings	Coordination and technical workshop on output 1.1.5 of the 1BTR (2 workshops*2,000 USD= USD 4,000)					4,000													4,000		4,000	MERF
Training, Workshops, Meetings	Coordination and technical workshop on output 1.1.5 of the 1BTR (3 workshops*2,000 USD= USD 6,000)									6,000									6,000		6,000	MERF
Training, Workshops, Meetings	Coordination and Technical workshops on output 1.1.3 of the 1BTR (5 workshops*2,000 USD= USD 10,000)			10,000																	10,000	MERF

Training, Workshops, Meetings	Coordination and Technical workshops on output 2.1.3 of the 1BTR (4 workshops*2,500 USD= USD 10,000)																	10,000		10,000	MERF
Training, Workshops, Meetings	Inception workshop (\$6,000) and End of Project Workshop (\$5,000)																	11,000		11,000	MERF
Training, Workshops, Meetings	National and subnational validation of the 1BTR (3 workshops*4,000 USD= USD 12,000)																	12,000		12,000	MERF
Training, Workshops, Meetings	Public Information workshop on climate change and the implementation of the NDC (2 workshops = 2 x 4,000 USD = USD 8,000)																	8,000		8,000	MERF
Training, Workshops, Meetings	Public Information workshop to inform stakeholders about the results of the BTR and NC preparation process at subnational and national levels (5 workshops*5,000 USD = USD 25,000)																	25,000		25,000	MERF
Training, Workshops, Meetings	Technical and validation workshop on output 1.1.4 of the 1BTR (3 workshops: technical for USD 3,000 +technical for USD 3,000 + validation workshop for USD 6,000, total USD 12,000)																	12,000		12,000	MERF
Training, Workshops, Meetings	Technical and validation workshop on output 2.1.4 of the 1BTR (3 workshops: technical for USD 2,004 + technical for USD 2,004 + validation workshop for USD 4,008, total USD 8,016)																	8,016		8,016	MERF
Training, Workshops, Meetings	Technical workshop for GHG inventory technical committee on output 1.1.2 of the 1BTR (6 workshops*1,500 USD= USD 9,000)																	9,000		9,000	MERF
Training, Workshops, Meetings	Technical workshop for GHG inventory technical committee on output 2.1.2 (6 workshops*2,000 USD= USD 12,000)																	12,000		12,000	MERF
Travel	Travel expenses for consultants for training, workshops on the output 1.1.5 (Total USD 3,000)																	3,000		3,000	MERF
Travel	Travel expenses for consultants for training, workshops on the																	3,056		3,056	MERF

	output 2.1.5 (Total USD 3,056)																		
Travel	Travel expenses for international consultant and other consultants for training, workshops on the output 1.1.3 (Total USD 3,000)			3,000										3,000		3,000			MERF
Travel	Travel expenses for international consultant and other consultants for training, workshops on the output 2.1.3 (Total USD 3,000)								3,000					3,000		3,000			MERF
Travel	Travel expenses for international consultant and other consultants for training, workshops, presentation and exchange of knowledge and experiences on the output 1.1.2 (Total USD 3,000)		3,000											3,000		3,000			MERF
Travel	Travel expenses for international consultant and other consultants for training, workshops, presentation and exchange of knowledge and experiences on the output 1.1.4 (Total USD 3,000)				3,000									3,000		3,000			MERF
Travel	Travel expenses for international consultant and other consultants for training, workshops, presentation and exchange of knowledge and experiences on the output 2.1.2 (Total USD 3,000)							3,000						3,000		3,000			MERF
Travel	Travel expenses for international consultant and other consultants for training, workshops, presentation and exchange of knowledge and experiences on the output 2.1.4 (Total USD 3,000)													3,000		3,000			MERF
Travel	Travel expenses for project staff, international consultant and other consultants for training, workshops, presentation and exchange of knowledge and experiences on the output 1.1.1 (Total USD 4,000)	4,000												4,000		4,000			MERF

Travel	Travel expenses for project staff, international consultant and other consultants for training, workshops, presentation and exchange of knowledge and experiences on the output 1.1.1 (Total USD 7,000)							7,000								7,000		7,000	MERF
Travel	Travel expenses for training, workshops, presentation and exchange of knowledge and experiences for the preparation and validation of the 1BTR (Total USD 3,000)						3,000									3,000		3,000	MERF
Travel	Travel expenses for training, workshops, presentation and exchange of knowledge and experiences for the preparation and validation of the 1BTR (Total USD 4,000)											4,000				4,000		4,000	MERF
Travel	Travel expenses for training, workshops, presentation and exchange of knowledge and experiences for the preparation and validation of the 2BTR&5NC (Total USD 4,000)												4,000			4,000		4,000	MERF
Project Total		111,525	198,750	82,750	66,750	28,600	46,500	91,025	201,750	64,000	73,203	30,056	43,500	67,500	15,000	1,120,909	112,091	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

9652_1BTR5NC_2BTR_Togo_SESP_17Jan2024