

Preparation of Biennial Transparency Reports (BTRs) and National Communications (NCs) to the United Nations Framework Convention on Climate Change (UNFCCC) for Benin, Guinea-Bissau, Niger, Tuvalu.

Review CEO Endorsement and Make a recommendation

Basic project information

GEF ID

11974

Countries

Global (Benin, Guinea-Bissau, Niger, Tuvalu)

Project Name

Preparation of Biennial Transparency Reports (BTRs) and National Communications (NCs) to the United Nations Framework Convention on Climate Change (UNFCCC) for Benin, Guinea-Bissau, Niger, Tuvalu.

Agencies

UNEP

7/25/2025

9/1/2025

Esteban Bermudez Forn

Climate Change

EA

Section I - Enabling Activity Summary

Is the enabling activity aligned with the relevant GEF funding elements as indicated in Table A and as defined by the GEF-8 Programming Directions? Is the General Enabling Activity Information table correctly populated?

9/7/2025:

- 8/6/2025:

- | | | | |
|--------------------------------------|--|--|--|
| M&E | | 1.1.3 The GEF project is effectively monitored and evaluated | |
| Subtotal: | | | |
| Project Management Cost: | | | |
| Total Enabling Activity Cost: | | | |

The PMC value of US\$ 445,560 reflects the aggregate amount from each BTR/NC project as per the GEF costing table.

20/08/2025

1. The project is proposed for 56 months, commencing from October 1, 2025, and ending on May 31, 2030. This is reflected in the Supervision plan in Annex B of the proposal and Excel file.

Countries will not only be encouraged to submit their reports to the UNFCCC sooner but also have additional time to allow national teams to effectively participate in the Technical Expert Review (TER) process as well as undertake a stocktaking process which allows them to identify lessons learned and priority areas for improvements in subsequent reports. This information will feed into the operational completion report, which summarizes the achievements, challenges, and lessons learned

2. The justification on the PMC value has been deleted and replaced with ?N/A? to stop the occurrence of an error, as the justification box cannot be left blank.

Cost Ranges.

If there was a deviation in the cost range, was this explained?

Secretariat's Comments

8/6/2025: Cleared. There is no deviation from the approved cost range. The budget aligns with information note GEF/C.62/Inf.15, which allocates \$600,000 for stand-alone BTRs and \$633,000 for combined BTR-NCs, totaling \$1,233,000 per country.

Agency's Comments

Enabling activity summary.

Is the enabling activity summary clear? Are the components in Table B and as described in the enabling activity request sound, appropriate, and sufficiently clear to achieve the project objectives?

Secretariat's Comments

9/7/2025:

1. Cleared
2. Cleared
3. Cleared

8/6/2025:

1. [RECOMMENDATION] The word count is 630, slightly exceeding the 500-word guideline. If feasible, the PMs suggest trimming the text. Particularly the first or second paragraph, which could be condensed without losing key information.
2. To ensure uniformity, please use the following sentence for the countries that are yet to submit their BTRs:
"Funding for this project will be disbursed by UNEP to the Country after the BTR1 report is submitted to the UNFCCC."
3. The acronyms LDC and SIDS are used in the second paragraph and introduced in the third paragraph. Please correct.

Agency's Comments

20/08/2025

1. The text in the summary section has been reduced to 500 words as recommended. The first paragraph has been removed from the outputs while the rest of the text has been condensed to ensure the word limit is maintained.
2. The text "Funding for this project will be disbursed by UNEP to the country after the BTR1 report is submitted to the UNFCCC," has been included under para 2 of the summary, against number (i) & (iv) on the funding requests for Benin and Tuvalu.
3. The acronyms LDC and SIDS have been introduced at their first use under the summary section.

Section 2 - Enabling Activity Supporting Information

Eligibility Criteria.

Is this enabling activity eligible for GEF funding?

Secretariat's Comments

9/7/2025:

1. **Cleared**
2. **Cleared**
3. **Cleared**

8/6/2025:

1. [RECOMMENDATION] The first paragraph is already mentioned in the summary, you could trim down the paragraph in the summary or remove it from the description of the project outputs.
2. [RECOMMENDATION] The text contains inconsistent line spacing (see screenshot below). Please standardize the formatting to ensure uniform spacing throughout the document.

GHG inventory to the year 2023, report on the NDC, and provide an analysis of vulnerability in key sectors. The BTR2 and BTR3/NC5 project has been designed to enhance reporting processes by addressing priority gaps and weaknesses identified during an extensive stocktaking process that was undertaken as the NC4/BUR2/BTR1 project began its final phase of compilation and validation. At the level of institutional capacity, key needs include addressing data gaps in spatial and temporal coverage of hydrometeorological and oceanographic data. At the level of individual capacity, Benin would like to improve its experts' capacity to utilize IPCC-recommended models, particularly in vulnerability and adaptation and mitigation analysis. The project will also seek to increase experts' understanding of the activity data necessary to undertake high-quality uncertainty analyses for the GHG inventory, and it will seek to increase capacity to assess mitigation and adaptation costs.

1.1.1 (a) Benin's BTR2 will consist of:

- National inventory report of anthropogenic greenhouse gas emissions by sources and removals by sinks will be extended through the year 2024 (T-2) for the Energy, Industrial production and product use (IPPU), Agriculture, Land use, land-use change, and forestry (LULUCF), and Waste sectors using 2006 IPCC Guidelines for National Greenhouse Gas Inventories, and its 2019 refinement; and the 1990-2023 inventory that will be submitted in the BTR1 will be recalculated as needed.
- Description of the country's NDC and information necessary to track progress made in implementing and achieving its updated NDC.
- Description of the impacts of climate change, adaptation and additional information to be included in the BTR2, corresponding to the Adaptation Communication as specified in Article 7 of the Paris Agreement and Decision 9/CMA.1.
- Description of financial, technology development and transfer and capacity-building support needed and received (and eventually support provided and mobilized).
- Description of flexibility and improvements.
- Other relevant information, including gender considerations.

1.1.2 (b) Benin's BTR3/NC5 will include updated information of all the content listed above for the BTR2, and additional supplemental chapters specified by the guidelines for National Communications (research and systematic observation; education, training and public awareness) that update and expand on the information provided in the NC4. In addition, Benin will also prepare an NIR for the years 2025 and 2026 (T-2) for all sectors covered by BTR2, including an updated inventory as needed for the years 1990-2024, using the 2006 IPCC Guidelines for National Greenhouse Gas Inventories, and the 2019 refinement. The BTR3/NC5 report will also include a description of the loss and damage mechanism, flexibility, and improvements.

A detailed list of expected deliverables including the corresponding budget for activities is provided in **Annex B**.

(ii) GUINEA-BISSAU

The BTR1 of Guinea-Bissau represents several important advances in reporting, such as extending its greenhouse gas inventory to the year 2022, reporting on its NDC, providing information and analysis on adaptation in key sectors (agriculture and water resources), reporting on support needed and received, and providing information on climate and gender. During the preparation of the BTR1, several needs and gaps were identified, particularly in

3. **[Comment from O&P] In line with GP10 in their SRIF, when referring to 'vulnerable groups and/or civil society', in the further stages of the project or implementation, ensure that they are addressed from an intersectional perspective or disaggregated manner, e.g. Indigenous women, people with disabilities, etc.**

Agency's Comments

20/08/2025

1. The first paragraph has been removed from the description of the outputs under the section 2 of the proposal as it is already captured in the summary section.
2. The text and spacing in the proposal document and the portal have been standardized to ensure uniform spacing and format throughout the document
3. This is well noted. During project implementation, the participating countries will be encouraged to assess the economic and social policies on climate change with a view to understanding differentiated climate impacts and benefits of policies and measures for vulnerable groups including women, children, the elderly, and those with disabilities, by ensuring their needs are addressed in adaptation and mitigation strategies. In addition, a question will be included in the annual GEF survey on country's efforts to integrate marginalized or vulnerable groups into national reporting process. This has been included in M&E table under monitoring and evaluation plan and SRIF GP10

Institutional framework.

Are the institutional arrangements for implementation adequately described?

Secretariat's Comments

9/7/2025:

1. Cleared

2. Cleared

8/6/2025:

1. Please ensure coordination between the EA project and the CBIT projects GEF ID 10156 in Benin (under implementation) and GEF ID 11972 in Niger (PIF stage), implemented by FAO and UNEP, respectively. Kindly include a brief mention in the portal form.
2. Please ensure any complementarity between the EA project and ICAT support to Niger ([Niger - ICAT](#)) is clearly addressed. If applicable, kindly include a brief mention in the portal form.

Agency's Comments

20/08/2025

1. Information on the linkages between EA projects and Benin and Niger's CBIT (GEF ID 10156 & 11972); and Niger's ICAT project has been provided under the institutional arrangement within section 2 of the proposal. This information has also been included in the portal.

Monitoring and Evaluation.

Does the project include a budgeted M&E Plan?

Secretariat's Comments

8/6/2025: Cleared. The project includes \$33K of M&E cost.

Agency's Comments

Section 3. Information Tables

GEF resource availability.

Is the proposed GEF financing in Table F (including the Agency fee) in line with GEF policies and guidelines?

Secretariat Comment at PIF/Work Program Inclusion

8/6/2025: Cleared.

Agency Response

**Are they within the resources available from (mark all that apply):
STAR allocation?**

Secretariat's CommentsN/A

Agency's Comments

Focal Area allocation?

Secretariat's CommentsN/A

Agency's Comments

LDCF under the principle of equitable access?

Secretariat's CommentsN/A

Agency's Comments

SCCF (Adaptation or Tech Transfer)?

Secretariat's CommentsN/A

Agency's Comments

Focal Area Set Aside?

Secretariat's Comments

8/6/2025: Cleared. Project is within resources available and aligns with information note GEF/C.62/Inf.15.

Agency's Comments

Rio Markers.

Are the Rio Markers for CCM ,CCA, BD and LD presented?

Secretariat's Comments

8/6/2025: Cleared.

Agency's Comments

Country endorsement.

Has the project been endorsed by the country's GEF Operational Focal Point at the time of the EA submission and has the name and position been checked against the GEF database? Are the endorsed amounts consistent with the amounts included in Portal

Secretariat's Comments

8/6/2025: Cleared. The project has been endorsed by the GEF OFP's of each participating country. The endorsed amounts are consistent with the amounts included in the portal and format of the LOEs is correct.

Agency's Comments
Response to Comments

Are all the comments adequately responded to? (only as applicable)
Gef Secretariat comments

Secretariat's Comments

N/A

Agency's Comments
Other Agencies comments

Secretariat's CommentsN/A

Agency's Comments
Council comments

Secretariat's CommentsN/A

Agency's Comments
STAP comments

Secretariat's CommentsN/A

Agency's Comments
Convention Secretariat comments

Secretariat's CommentsN/A

Agency's Comments
CSOs comments

Secretariat's CommentsN/A

Agency's Comments
Project Budget Table.

Is the project budget table attached? Are the activities / expenditures reasonably and accurately charged to the three identified sources (Components, M&E and PMC)?

Secretariat's Comments

10/23/2025:

2. The TORs in the Agency Project Document have been revised, a summary table has been included, and the budget table has been redesigned to improve clarity. There are no further comments from the PM.

9/7/2025:

1. Cleared. We appreciate the new version of the budget table. It is much clearer now.
2. While the initial inquiry focused on the Terms of Reference (TORs) for the Project Technical Coordinator, we noted that the TORs outlined in the Project Document (from page 39 onward) include several positions not reflected in the budget table?except for a few, such as the Administrative and Financial Assistant. For example, the TORs of the National Project Director, National Project Coordinator, National Technical Coordinator, and the National GHG Emissions Inventory Expert Team are listed but not budgeted. To ensure consistency, please align the budget table with the TORs provided in the agency?s project document. As a recommendation, consider including an organigram or a summary table in the Institutional Framework section to clarify which positions will be financed by the project.
3. Thank you for the clarification. Cleared.

8/6/2025:

1. Kindly itemize the budget lines as much as possible, particularly for (1) contractual services, (2) training/workshops/meetings, and (3) travel. Please include the number of hours each consultant is expected to contribute and indicate if the same individual will be engaged for multiple consultancies. We will provide further comments, if needed, once the budget table offers greater granularity and traceability of the expenses.
2. [Comment from O&P] In addition to the first comment, a Project Technical Coordinator is charged across components and PMC. Please provide TORs to justify the budget allocation to components and PMC as appropriate.

Contractual Services –Individual	Project Technical Coordinator (Tuv alu, Niger, Guinea Bissau & Benin)	136,375	180,985	317,360	-	136,150	453,510	Climate Change Department (CCD)- T uvalu; Executive Se cretariat of the Nat ional Environment Council for Sustain able Development (CNEDD)- Niger; Mi nistry of the Enviro nment, Biodiversity and Climate Actio n/National Environ ment Institute (MA BAC/INA)-Guinea Bissau; & Ministry of the Environment and Transport in c harge of Sustainab le Development- B enin
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3. \$617,150 for travel (or 13% of the GEF grant) seem particularly high. We encourage you to review this amount and justify why so many resources need to be spent on travel instead of preparing the reports.

Agency's Comments

20/08/2025

1. The budget provided for (1) contractual services, (2) training/workshops/meetings, and (3) travel is an aggregate of all the budgetary allocations for the four countries for the four-year period. For more clarity, we have provided additional information on the budget allocations for each country under the description section of the budget. ToRs which indicate the tasks that will be undertaken by the different experts have also been included as Annex D of the MSP proposal.

2. The ToRs for the Project Technical Coordinator to justify the budget allocation to components and PMC have been provided as Annex D of the MSP proposal and uploaded in the portal.

3. The total travel-related expenditure of US\$617,150 has been itemized to reflect the diverse activities and logistical needs associated with the drafting, review, and validation of various sector reports. Countries do engage regional, international, and national consultants to support the drafting of various chapters, with the local experts playing a critical role in (i) data collection and analysis across multiple regions/islands; (ii) participating in review and validation sessions and (iii) attending working and training sessions. ToRs for these supporting teams have been included in Annex D. These activities require significant domestic travel, venue hire, and subsistence support.

To complement national learning processes, a total of US\$139,450 has been allocated to support (i) peer-peer learning through participation in regional/international training workshops and its associated subsistence and logistical support, as well as (ii) participation in the Facilitative Multilateral Consideration of Progress (FMCP) upon submission of reports to the UNFCCC.

10/15/2025

Terms of Reference for positions funded by the project have been provided and aligned with all country budgets. A summary table of all positions has been provided under Annex D of the project document. The ToRs for the positions not funded by the project have been removed from the project document. Additionally, the budget format has also been adjusted to provide further clarity on the allocation of funds across all positions.

Environmental and Social Safeguards.

If there are screening documents or other ESS documents available, have these been attached? (only as applicable)

Secretariat's Comments

8/6/2025: The ESS document is uploaded in the document section of the project. However, according to the portal form ESS screening is not required per Agency's regulations. Kindly ensure consistency.

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 if ESS screening is not required per Agency's regulations

Agency's Comments

20/08/2025

1. The ESS screening checkbox has been unchecked in the portal.

GEFSEC DECISION RECOMMENDATION.

Is CEO endorsement/ approval recommended?

Secretariat's Comments

10/23/2025: The PM recommends further processing of this EA project.

9/7/2025: Kindly address the comments in the review sheet, remove the yellow highlights, and resubmit.

8/6/2025: Kindly address the comments in the review sheet, highlight them in yellow, and resubmit.

REVIEW DATE(S)

	Secretariat Comment at CEO Endorsement	Response to Secretariat comments
First Review	8/6/2025	
Additional Review (as necessary)	9/7/2025	
Additional Review (as necessary)	10/23/2025	
Additional Review (as necessary)		
Additional Review (as necessary)		