

Preparation of Biennial Transparency Reports (BTRs) and Combined BTR/National Communications (BTR/NCs) to the United Nations Framework Convention on Climate Change (UNFCCC)

Review CEO Endorsement and Make a recommendation

Basic project information

GEF ID

12180

Countries

Global (Ghana, Kenya, Solomon Islands, South Africa)

Project Name

Preparation of Biennial Transparency Reports (BTRs) and Combined
BTR/National Communications (BTR/NCs) to the United Nations Framework
Convention on Climate Change (UNFCCC)

Agencies

UNEP

Date received by PM

12/12/2025

Review completed by PM

Program Manager

Saba Kalam

Focal Area

Climate Change

Project Type

EA

Expedited Enabling Activity req (CEO)**Section I - Enabling Activity Summary****Funding elements.**

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?

Secretariat's Comments

1/31/2026

Cleared keeping in mind support will be required for Facilitative, Multilateral Consideration of Progress and during the Technical Expert Review.

17/12/2025

1. The final report (BTR/NC) will be submitted by Dec 2028, which will be the 36th month after the project start date. It is unclear why the project is being designed for 56 months! I understand this is to accommodate any delay in NC submission, but buffer of 20 months is too high.

GEF Focal Area (s)	Expected Duration (In Months)
Climate Change	56
Type of Report(s)	Expected Report Submission to Convention
UNFCCC Biennial Transparency Report (BTR)	12/31/2026
UNFCCC Biennial Transparency Report/ National Communication (BTR/NC)	12/31/2028

Agency's Comments

01/13/2026

1. The buffer of 20 months is designed to incorporate the variation in scheduling for participation in the Facilitative, Multilateral Consideration of Progress and in the Technical Expert Review, both of which are supported by the project. This scheduling is beyond the control of the countries. With the current project timeframe, countries should be able to participate fully in those activities and be able to undertake the administrative and financial closure procedures without having to request an extension. Explanatory text has been added in the summary section of the proposal.

Cost Ranges.

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

Secretariat's Comments

12/07/2025

Cleared, no deviation. The budget of the project is \$4,932,000. EA-set aside is \$1,233,000 (\$633,000 for combined NC/BTR and \$600,000 for standalone BTR) per country. For 4 countries it will be \$4,932,000, which is within the threshold. The project will produce one combined NC/BTR and a standalone BTR to be submitted in 2026 and 2028 respectively for all 4 countries.

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

1/31/2026

Cleared

12/17/2025

1. Please align the font size, technical content is cleared

Enabling Activity Summary

This project is designed to support national governments in fulfilling essential communication requirements under the UNFCCC Convention and the Paris Agreement. The project will produce a total of eight reports: four BTRs and four combined BTR/NC reports. It adopts a 'bundled' BTR modality, allowing participating countries to request funding for two sequential BTRs at once. Participating countries will spend the first two years of the project preparing reports under Output 1.1.1, followed by the preparation of their subsequent reports under Output 1.1.2 during the second two years.

The proposal includes funding requests from four countries—Ghana, Kenya, Solomon Islands, and South Africa—which are currently at different stages of report preparation and submission.

Ghana submitted its BTR1 to the UNFCCC in December 2024 and requests funding for preparation of its BTR2 and BTR3/NC6 reports. The submission of its NC5 is expected in January 2026.

- i. Kenya submitted its BTR1 to the UNFCCC in December 2024 and requests funding for preparation of its BTR2 and BTR3/NC4 reports.**
- i. Solomon Islands submitted its BTR1 to the UNFCCC in August 2025 and requests funding for preparation of its BTR2 and BTR3/NC4 reports.**
- i. South Africa submitted its BTR1 to the UNFCCC in December 2024 and requests funding for preparation of its BTR2 and BTR3/NC5 reports.**

UNEP’s technical expertise, global reach, and capacity-building support uniquely position it to continue guiding countries in launching subsequent BTRs, building on its past involvement. For countries yet to submit prior reports, funding will be disbursed by UNEP once the preceding report (BTR or NC) is submitted to the UNFCCC. The NC components of the combined NC/BTR reports are expected to start in 2027, by which time Ghana’s NC5 should already be submitted.

The project is designed with one project outcome: - i.e., 1.1. Participating countries have increased capacity to meet reporting obligations under the enhanced transparency framework (ETF) of the UNFCCC; and will be realized through the following three outputs: -

Output No.	Description
1.1.1	Four BTR2 reports (Ghana, Kenya, Solomon Islands, South Africa) prepared in a gender-sensitive manner and submitted to UNFCCC
1.1.2	Two combined BTR3/NC4 reports (Kenya and Solomon Islands), one combined BTR3/NC5 report (South Africa), and one BTR3/NC6 report (Ghana) prepared in a gender-sensitive manner and submitted to UNFCCC
2.1.1	The Global Environment Facility (GEF) project is effectively monitored and evaluated

Though submitted under one proposal, each country’s project reflects:

- Distinct national circumstances and capacities;
- Differing flexibility, reflecting differing reporting status of the countries, which include one country that has both Least Developed Country (LDC) and Small Island Developing State (SIDS) status (Solomon Islands); and
- Continuity of institutional structures for long-term reporting performance.

The project will be implemented over 56 months to accommodate the flexibility allowed for BTR submission timelines and guarantee continuity of national teams and institutional structures established to support reporting, dissemination and uptake of report findings in the period before follow-on funding for subsequent BTRs is obtained.

The project is aligned with Objective 2.2 under Pillar II of the GEF-8 Climate Change Focal Area Strategy. It is also aligned with UNEP’s 2022–2025 Medium-Term Strategy Outcome 3: Supporting adoption of ETF arrangements by state and non-state actors. The project builds on findings and recommendations from previous country reports and lessons learned during the implementation of the BTR1 projects, and for South Africa, a Technical Expert Review (TER).

Agency's Comments

01/13/2026

1. The font size of the text in the summary section appears clear on our end, both in the portal preview and print preview modes. This seems to be a portal-related issue beyond our control

Section 2 - Enabling Activity Supporting Information

Eligibility Criteria.

Is this enabling activity eligible for GEF funding?

Secretariat's Comments

3/11/2026

Cleared.

3/3/2026

The problem doesn't seem resolved. The table has 2 components and both outcomes are identical.

Component Balances

Project Components	GEF Enabling Activity Financing (\$)
1. Preparation of Biennial Transparency Reports (BTRs) and Combined Biennial Transparency Reports and National Communications (BTR/NCs)	2,475,939.00
1. Preparation of Biennial Transparency Reports (BTRs) and Combined Biennial Transparency Reports and National Communications (BTR/NCs)	1,969,426.00
M&E	38,275.00
Subtotal	4,483,640.00
Project Management Cost	448,360.00
Total Enabling Activity Cost	4,932,000.00

2/9/2026

(O&P Team) Enabling Activity Summary: It appears as though in the Agency-view of the Portal entry, the Agency has created a new line for Output 1.1.2, which is why it is not linked to the Outcome 1.1 and Component 1. To address this issue, there are two options:

Option 1: Copy the text for Component 1 and Outcome 1.1 and paste them into the line for Output 1.1.2 as demonstrated below:

Enabling Activity Component	Enabling Activity Outcomes	Enabling Activity Outputs	GEF Enabling Activity Financing(USD)
1. Preparation of Biennial Transparency Reports (BTRs) and Combined Biennial Transparency Reports and National Communications (BTR/NCS)	1.1 Participating countries have increased capacity to meet reporting obligations under the enhanced transparency framework (ETF) of the UNFCCC	1.1.1 Four BTRC reports (Ghana, Kenya, Solomon Islands, South Africa) prepared in a gender-sensitive manner and submitted to UNFCCC	2,475,939.00
		1.1.2 Two co-hosted BTRC/NCS reports (Cuba and Solomon Islands), one co-hosted BTRC/NCS report (South Africa), and one co-hosted BTRC/NCS report (Ghana) prepared in a gender-sensitive manner and submitted to UNFCCC	1,969,426.00

Option 2: Use the existing line containing Component 1, Outcome 1.1 and Output 1.1.1 and copy/paste the text for Output 1.1.2 below the text for Output 1.1.1, using the same box. Please note that for this fix, the USD value for Output 1.1.2 (\$1,969,426) would have to be added to the USD value for Output 1.1.1 (\$2,475, 939) and the new value would be \$4,445,365, as there can only be one USD value per line:

Enabling Activity Component	Enabling Activity Outcomes	Enabling Activity Outputs	GEF Enabling Activity Financing(USD)
1. Preparation of Biennial Transparency Reports (BTRs) and Combined Biennial Transparency Reports and National Communications (BTR/NCS)	1.1 Participating countries have increased capacity to meet reporting obligations under the enhanced transparency framework (ETF) of the UNFCCC	1.1.1 Four BTRC reports (Ghana, Kenya, Solomon Islands, South Africa) prepared in a gender-sensitive manner and submitted to UNFCCC	2,475,939.00
		1.1.2 Two co-hosted BTRC/NCS reports (Cuba and Solomon Islands), one co-hosted BTRC/NCS report (South Africa), and one co-hosted BTRC/NCS report (Ghana) prepared in a gender-sensitive manner and submitted to UNFCCC	1,969,426.00

12/17/2025

1. Would it be possible to segregate Preparation of the BTR and Preparation of BTR/NC in the budget?

2. It is not clear what is the amount \$1969426 is for?

Component Balances

Project Components	GEF Enabling Activity Financing (\$)
1. Preparation of Biennial Transparency Reports (BTRs) and Combined Biennial Transparency Reports and National Communications (BTR/NCs)	2,475,939.00
	1,969,426.00
M&E	38,275.00
Subtotal	4,483,640.00
Project Management Cost	448,360.00
Total Enabling Activity Cost	4,932,000.00

Agency's Comments

03/10/2026

The project component and outcome corresponding to Output 1.1.2 have been presented as recommended in the O&P team's comments of 09 February 2026, where they advised under option 1 that we copy the text for Component 1 and Outcome 1.1 and paste it into the line for Output 1.1.2.

02/24/2026

- As suggested above, we have proceeded with Option 1 ?duplicating Component 1 and Outcome 1.1 under output 1.1.2 row.

01/13/2026

1. In general, the budget has been estimated at \$600,000 for BTRs and \$633,000 for combined BTR/NCs. Establishing a clear distinction and segregation of the budget between the two reports presents challenges, as several crosscutting activities?such as capacity building and monitoring and evaluation?are shared across both. These activities also vary in their utilization rates during different phases of the project (annual consumption rates).

2. This appears to be a portal issue. In the portal, print previews and the attached MSP prodoc, the amount is shown under Output 2. However, in the published version, the amount is not linked to any output, and outcomes/outputs columns are not visible.

Institutional framework.

Are the institutional arrangements for implementation adequately described?

Secretariat's Comments

3/3/2026

Cleared. Comments addressed

2/9/2026

(O&P Team)

1. The project states that it will be executed by the following three government entities and one Civil Society Organization (CSO) as appointed by the respective governments.?
Please ask agency to provide further details on efforts and approach to engage and consult civil society, local communities, women and youth groups in the countries included in this project to ensure inclusion and accountability.
2. Please ensure that knowledge products capture lessons learned and best practices in advancing gender equality and women's empowerment, and that these are widely disseminated.
3. Please ensure that reports (PIR, MTR and TE) provide details on gender-specific results and the implementation of the GAP, highlighting lessons learned and best practices.

12/17/2025

The project will be implemented by UNEP and executed by three government entities and one Civil Society Organization (CSO) as appointed by the respective governments.

Agency's Comments

02/24/2026

1. The project will engage civil society, local communities, and women and youth groups during project inception and implementation, through activities such as project launch, review, and validation workshops, as well as dissemination of BTR and BTR/NC reports. Before project closure, these stakeholders will provide feedback to refine the follow-on proposal and ensure it aligns with their needs, as elaborated in the stakeholder engagement section and Table C.2.
2. As an enabling activity, the proposal incorporates UNEP and GEF requirements to the extent possible within the EAs framework. Lessons learned and best practices also emerge through the UNFCCC technical expert review process. We have added text on page 14 under gender section: - All products/outputs will be developed and disseminated, with a budget-specific line on gender as guided through the GEF costing policy.
3. As an Enabling Activity, this project will not undergo detailed PIRs nor an MTR or TE. The proposal indicates gender-specific results throughout the document, including in the M&E section/table 1.

Monitoring and Evaluation.

Does the project include a budgeted M&E Plan?

Secretariat's Comments

12/17/2025

Cleared. Monitoring and Evaluation Workplan & Budget included in Table 1

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

12/17/2025

Cleared

Agency Response

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

Secretariat's Comments12/17/2025

Cleared. The budget of the project is \$4,932,000. EA-set aside is \$1,233,000 (\$633,000 for combined NC/BTR and \$600,000 for standalone BTR) per country. For 4 countries it will be \$4,932,000, which is within the threshold. The project will produce one combined NC/BTR and a standalone BTR to be submitted in 2026 and 2028 respectively for all 4 countries.

Agency's Comments

Focal Area allocation?

Secretariat's Comments12/17/2025

Cleared.

Agency's Comments

LDCF under the principle of equitable access?

Secretariat's CommentsNA

Agency's Comments

SCCF (Adaptation or Tech Transfer)?

Secretariat's CommentsNA

Agency's Comments
Focal Area Set Aside?

Secretariat's Comments

12/17/2025
Cleared. CCM EA-Set Aside.

Agency's Comments
Rio Markers.
Are the Rio Markers for CCM ,CCA, BD and LD presented?

Secretariat's Comments

12/17/2025

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

12/17/2025

Cleared

The project has been endorsed by the current OFPs of South Africa, Solomon Islands, Kenya and Ghana

South Africa: Mr. Stuart Mangold Operational Focal Point since February 2025

Solomon Islands: Mr. Thaddeus Siota- Operational Focal Point since July 2025

Kenya: Dr. Eng. Festus K. Ng?eno- Operational Focal Point since June 2023

Ghana: Dr. Peter Dery- Operational Focal Point since February 2025

Agency's Comments
Response to Comments

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

Secretariat's Comments

Agency's Comments
Other Agencies comments

Secretariat's Comments

Agency's Comments
Council comments

Secretariat's Comments

Agency's Comments
STAP comments

Secretariat's Comments

Agency's Comments
Convention Secretariat comments

Secretariat's Comments

Agency's Comments
CSOs comments

Secretariat's Comments

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

3/11/2026

4. Cleared. Details added.

5. Cleared. Summary removed.

7. Cleared. Role of CTA clarified.

3/3/26

1. Cleared, justified.

2. Cleared. ToRs provided
3. Cleared. Details of travel included in the UNEP budget sheet.
4. Not Cleared. Please include brief description in the description column of the budget table. Please note this pdf will only be circulated to the council members, they should have enough details to take a decision.
5. Not Cleared. Please remove the summary of the budget table, some line items are not matching. Its better to remove the summary table.
6. Cleared. The details on personnel are given in the budget sheet Annexed (Under the worksheet UNEP budget).
7. The justification provided does not fully correspond with the situation. If size of the country is the criteria to select project personnel in the country that it should not be just for one function (project management), it should get reflected across all functions. We still think that CTA role is not necessary and can be avoided.

02/09/2026

(O&P team)

1. Over half of the requested GEF resources (54%) are proposed to be spent on project personnel, which is high even for Enabling Activities. When reviewing and responding to the comments below, please keep in mind the need to achieve cost efficiency and reduce the share of GEF resources to be spent on personnel.
2. As per the [Guidelines on the Project and Program Cycle Policy](#) (p. 50), clear Terms of Reference describing unique outputs linked to the respective components are required at the time of CEO Endorsement/Approval for any project personnel charged to both PMC and Component budgets. Please provide TORs for such roles in the resubmission package (i.e., Project Technical Coordinators and Project Technical Assistants). Please note that the inclusion of PTAs in this EA, which already provides a healthy budget for PTCs as well as contractor and consultant support on technical outputs, will require adequate justification from the Agency.
3. The budget for Travel is high at \$1.1M of the \$4.5M in requested project funding, while there is little detail with respect to training activities that will require travel in the CEO Endorsement document. Specifically, \$142,000 is proposed for international travel for training and peer-to-peer exchange. Given the proposed budget for contractors and consultants in-country, and the fact that there is also a local travel budget proposed for training of \$212,000, it is not clear that international travel for training is justified. Please explain and revise the budget for training-related Travel appropriately.
4. Please ensure there is sufficient information contained in the 'Detailed Description' column. The following budget lines require additional detail: Goods / Equipment (\$40,168); Contractual Services (Company) / Contract Services ? Contract to service providers (\$704,000); International Consultants \$300,000); Other Operating Costs (\$8,680).

5. The line for 'Contract Services - Contract to service providers' contains only MECDM and SSN as Responsible Entities. However, in the summary table immediately following the Budget Table, all four executing entities are listed as Responsible Entities. Please correct. Please also disaggregate by contract(or) and by country.
6. Please disaggregate project personnel into individual lines per role and per country.

- i. For example, 'Project Technical Coordinator (PTC)' totaling \$356,400 with EPA and MECCF as Responsible Entities appears to be two roles: one PTC in Ghana under EPA and one PTC in Kenya under MECCF. Please revise so each PTC has its own budget line. Please follow this approach for each project personnel.

- ii. 'National Technical Experts' line totaling \$980,000 requires more details, as there are already other experts listed in the budget table (e.g., Gender, Stocktaking). Please explain the rationale for budgeting nearly \$1M for experts that will only serve two of the four project countries, as per the Responsible Entities column. Please also disaggregate these National Technical Experts by role and by country (e.g., 'National GHG Accounting Expert, Ghana?').

- iii. In addition, there is another similar line for 'National Consultants' totaling \$143,250, which requires additional details and disaggregation by role and by country.

7. OP agrees with the PM that the proposed project personnel for South Africa is not justified. It is not clear why RSA requires five personnel funded by PMC whereas other project countries require only two. Moreover, given the proposed budget for national experts and contractors, a Chief Technical Advisor is not justified and should be removed. Please revise accordingly and indicate what other positions in RSA will be removed and where that funding has been allocated in the revised Budget Table.

12/17/2025

1. It is not clear what is the role of National Stocktaking expert and meeting facilitator? Isn't that something to be done by the Project coordinator?
2. The budget (in each country) for National Experts/ National Consultants and International consultants should be further broken down to kind of experts- for Inventory, NDCs etc.
3. It is not clear, why it is required to have a Programme Lead, Project Technical Coordinator and Project Manager in case of South Africa. There seems to be some overlap of duties.

Agency's Comments

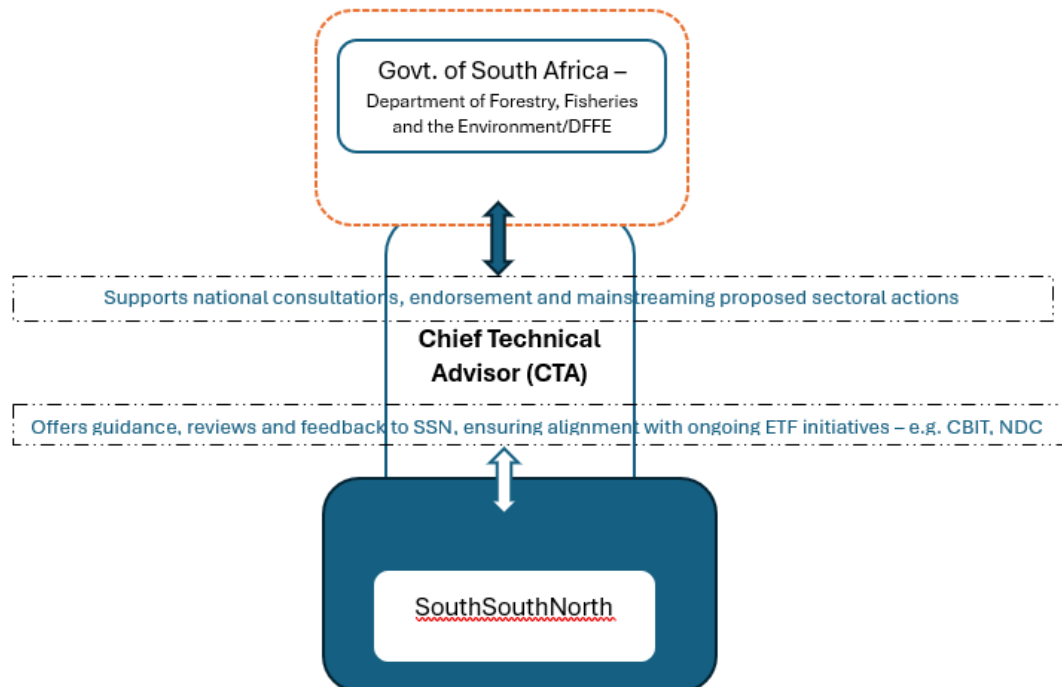
03/10/2026

4. Comment noted. Brief descriptions have been added to the budget description column to ensure visibility to Council members.

5. The summary of the budget table has been removed.

7. We apologize if our earlier response regarding the CTA created any unintended impression about country size. To clarify, robust personnel resourcing is essential for effective BTR delivery and has been carefully allocated across all project components while remaining within the approved BTR budget ceiling.

The Chief Technical Advisor (CTA) is a senior technical expert responsible for ensuring project outputs align with national priorities and ongoing ETF initiatives, providing a continuous strategic link to Government processes. The CTA will ensure technical coherence and quality across all BTR components, promote full Government ownership of project deliverables, and support the uptake of key recommendations by stakeholders to strengthen coordination and sustain long-term impact. A minor update to the ToRs clarifies the CTA's role and confirms that the position will be based within Department of Forestry, Fisheries and the Environment (DFFE). The CTA will be fully dedicated to the technical work required to ensure that SSN outputs are professionally reviewed and positioned for uptake, endorsement, and integration into Government planning processes. This arrangement helps minimize any potential delays between the completion of the climate reports and their subsequent Government endorsement and uploading to the UNFCCC website. A simple organigram has been included in this review sheet below, as well as in the MSP document.



02/24/2026

1. The comment is noted. As a capacity building process that aims to build both human and institutional capacities in reporting, tracking, and monitoring climate information - the budget of US\$ 2.1M proposed for project personnel will not only support personnel supporting project management functions, but also in drafting technical components of these reports.

2. TORs are provided in **Annex E** of the 'Agency project document' uploaded in the portal, as advised in the review of 11991.

3. The CEO endorsement document has been updated to include reference to the travel to be undertaken. The total travel-related expenditure of US\$1.1M as itemized in seven budget categories reflects the diverse activities and logistical needs associated with the drafting, review, and validation of various sector reports. As outlined in Section 2.C in the description of the scope of country reports, each country will conduct targeted training and capacity building activities: Ghana on IPCC guidelines, QA/QC and uncertainty assessment, and annual gender training; Kenya on data collection, analysis, and inventory improvement; Solomon Islands on chapter-specific and crosscutting needs; and South Africa on modelling and broader transparency related capacities. All of these activities necessitate a travel budget for participants, facilitators, and technical teams, etc. to the venue. Travel budget is also required for stakeholder engagement activities, including project launch, review and validation workshops, the stocktaking process, and dissemination of BTR and BTR/NC reports as elaborated in the stakeholder engagement section. US\$ 142,000 out of US\$ 1.1M is allocated to complement national learning processes, through regional/international training opportunities and participation in the Technical Expert Review (TER) process. Kenya's use of technical working groups for report preparation as elaborated in the proposed executing arrangements section will also entail venue, catering, and DSA-related travel costs- ToRs for supporting teams and technical working groups (TWGS) are in Annex E.

4. Additional information has been added to the detailed description section. Please also see the UNEP detailed budget and accompanying TORs in Annex E. For example, linking the 'GEF Budget format' - the aggregated budget for Goods/Equipment of US\$ 40,168 for both Ghana, South Africa and Solomon Islands, is fully described within the 'UNEP Budget', see extract below with 'detailed description' in column 5.

Component	Country	UNOJA Class	GEF - Expenditure Category	Description	Detailed Description	2026	2027	2028	2029	Total	Contract ID	Unique BL
	Ghana	Equipment, Vehicles & Furniture	02. Goods	Equipment	3 laptops and accessories for data archiving	14,000				14,000	GH110301	C1GH110301
	South Africa	Equipment, Vehicles & Furniture	02. Goods	Equipment	Equipment - Purchase of Laptop for Technical Project Coordinator for the purpose of meeting technical functions and data management oversight necessary for NR and other component of the BTR Submission		4,000			4,000	ZA110301	C1ZA110301
	Solomon Islands	Equipment, Vehicles & Furniture	02. Goods	Equipment	Laptop for mitigation scenarios	910	-		-	910	SB110301	C2SB110301
	South Africa	Equipment, Vehicles & Furniture	02. Goods	Equipment	Equipment - Purchase of Laptop for Mitigation Expert Technical for the purpose of analysing and tracking GHG mitigation potential, implementation pathways, climate mitigation and GHG systems analysis, analytical tools and models.		4,000			4,000	ZA110302	C2ZA110302
	Ghana	Equipment, Vehicles & Furniture	02. Goods	Equipment	Laptop for Project Technical Coordinator, Project Technical Assistant and Financial Administrative Assistant	12,000				12,000	GH110302	PMGH110302
	Solomon Islands	Equipment, Vehicles & Furniture	02. Goods	Equipment	Laptops for PC and PA	5,258				5,258	SB110302	PMSB110302
GRAND TOTAL						32,168	8,000	-	-	40,168		

5. Contractual services (company) encompass both publication costs (EPA, MECCF, MECDM, SSN) and (ii) contract to service providers (MECDM, SSN). See extract below. As an enabling

activity, and to avoid an overly long budget, we request the GEFSEC to consider maintaining these lines aggregated, as applied throughout the budget.

	Publication Costs	27,500.00	28,500.00	56,000.00	-	-	56,000.00	EPA, MECCF, MECOM, SSN
	Contract Services- Contract to service providers	436,500.00	267,500.00	704,000.00	-	-	704,000.00	MECOM, SSN
07. Contractual services (company) Total		464,000.00	296,000.00	760,000.00	-	-	760,000.00	

6. This has already been disaggregated as suggested and is presented in the Excel file uploaded to the portal, under the 'GEF Budget' Country sheet, with detailed country-level descriptions provided in the 'UNEP Budget' sheet. See an extract example below on the **Project Technical Coordinator (PTC)** for US\$ 356,400 for both Kenya and Ghana, is fully described within the 'UNEP Budget'. The same applies to other categories e.g. National Technical Experts, National Consultants etc.

Project Title: Preparation of Biennial Transparency Reports (BTRs) and Combined BTR/National Communications (BTR/NCS) to the United Nations Framework Convention on Climate Change (UNFCCC) for Ghana, Kenya, Solomon Islands, South Africa
 Project GEF ID: [REDACTED]
 WBS: [REDACTED]
 Budget version: [REDACTED]
 Project implementation period:
 From: Feb-20
 To: Sep-30

Component	Country	UNDA Class	GEF - Expenditure Category	Description	Detailed Description	2026	2027	2028	2029	2030	Total
	Ghana	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Activities corresponding to the Terms of Reference for Component 1/HR	10,000	10,000	10,000	10,000		40,000
	Kenya	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Undertaking activities 1.1, 1.2, 1.3, 1.4, 1.5, 8.1-6 leading to completion of National GHG inventory report	34,617	29,617	26,674	12,052		105,160
	Ghana	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Support activities on the completion of information on NDC description, national circumstances and institutional support for 'Building up the GEF pipeline operations and support for building up the GEF pipeline'	5,000		5,000	5,000		60,000
	Kenya	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	2.1.2.2.2.2.4.2.2.2.2.7 & 2.8 as per the TORs leading up to the completion of the NDC transition plan	18,606	18,606	18,606	9,342		65,460
	Ghana	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Activities on vulnerability assessment, loss and damage and adaptation as per Terms of Reference for Component 3, and supplemental NC chapters for the BTR1 and BTR/NC	5,000		5,000			10,000
	Kenya	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Support for reporting other relevant information for the BTR1 and supplemental NC chapters for the BTR1 and BTR/NC	3,291	3,291	3,291	1,647		11,520
	Kenya	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Support for activities under Component 6 as per Terms of Reference	2,857	2,857	2,857	1,429		10,000
	Kenya	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Supporting stocktaking exercise for preparation of project proposal for subsequent reports			1,143	2,857		4,000
	Ghana	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Project management duties as per Terms of Reference	10,000	10,000	10,000	10,000		40,000
	Kenya	Staff & Personnel (including Consultants)	00. Contractual services (Individuals)	Project Technical Coordinator (PTC)	Undertake managerial duties of the Project	3,120	2,800	2,800	1,440		10,320
GRAND TOTAL						92,571	77,531	132,531	53,767	-	356,400

Component	Country	UMOJA Class	GEF - Expenditure Category	Description	Detailed Description	2026	2027	2028	2029	Total
	Ghana	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Technical Experts	Two inventory experts are expected to contribute to compiling the GHG inventory document and complete the CRT. GHG consultant 1 will focus on data mobilisation, processing, and quantification of sectoral emissions and removals for 1990-	110,000	100,000	100,000	100,000	410,000
	Solomon Islands	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Technical Experts	One IC / inventory experts @ USD 15 000 /year	15,000	15,000	15,000	15,000	60,000
	Ghana	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Technical Experts	Two NDC experts shall work closely with the NDC progress & achievement technical team. NDC consultant 1 will prepare information on the NDC's progress and achievements regarding	80,000		80,000		160,000
	Solomon Islands	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Technical Experts	One / NDC Tracking expert @ USD 15000 /year	15,000	15,000	15,000	15,000	60,000
	Ghana	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Technical Experts	Three adaptation and loss, and damage experts. Consultant 1 will focus on climate vulnerability assessment, the second consultant on adaptation, and the third consultant will work on	67,000		70,000		137,000
	Solomon Islands	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Technical Experts	Four IC / adaptation experts (and/or loss and damage experts) @ \$30,000 / year	35,000	35,000	35,000	-	105,000
	Ghana	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Technical Experts	A national expert on support needed and received. The expert will aim at collecting and processing information on support needed and received, reported in the BTR.	15,000		15,000		30,000
	Solomon Islands	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Technical Experts	Two National Technical Experts. 1 for Support needed and received and 1 for Technology & Capacity building @ USD 9000 /report.	4,500	4,500	4,500	4,500	18,000
GRAND TOTAL						341,500	169,500	334,500	134,500	980,000

Component	Country	UMOJA Class	GEF - Expenditure Category	Description	Detailed Description	2026	2027	2028	2029	Total
	South Africa	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Consultants	Mitigation consultant to contribute to the to delivery of the BTR2 and BTR3/NC5 report & Complete the Biennial Transparency Report in both narrative and common tabular formats, including Tables 1-12 of the Common Tabular Formats	37,000	37,000	20,000		94,000
	Ghana	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Consultants	National Consultants – Supplemental IC Chapters - Two IC specialists on systematic observation, research, public awareness, outreach, and education)	-		8,000		8,000
	Solomon Islands	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Consultants	National Consultants – Supplemental IC Chapters. Two IC / specialists on supplemental chapters (systematic observation, research, public awareness, outreach, and education) @ USD 4500 /report.	6,000	6,000	6,000		18,000
	South Africa	Staff & Personnel (Including Consultants)	08. Contractual services (individuals)	National Consultants	National Consultants – Supplemental IC Chapters. IC specialists to develop the supplemental chapters (systematic observation, research, public awareness, outreach, and education).	-	11,625	11,625	-	23,250
GRAND TOTAL						43,000	54,625	45,625	-	143,250

7. For each country, UNEP works with the country to develop an executing arrangement that will respond to specific national circumstances and the sovereign requests of the country. We note that all these activities will be fully executed by the countries, without any execution by UNEP. Distinct to the other countries, for South Africa the current distribution of tasks funded by PMC reflects the specialized management capacity of the Executing Agency. Tasks are distributed to more specialized staff rather than having 1-2 staff to reduce potential delays in these areas and improve efficiency of delivery. South Africa is a large country, significantly larger in size and reporting complexity than most other developing countries, and Solomon Islands as an example of a country part of this project. South Africa has a population of 64 million people and annual emissions over 400,000 Gg CO₂e. Solomon Islands has a population of 850,000 and annual emissions of less than 950,000 metric tonnes of CO₂e. As such, each country requires execution arrangements that will support it to navigate its national complexity. We note that all these positions fit within PMC limits. These roles have been developed based on extensive consultations with national partners and based on previous experiences with similar initiatives in South Africa. We would like to note that the CBIT I project in South Africa had delayed implementation due to challenges with the project execution team. Developing these execution arrangements further draws on UNEP's experience in implementing hundreds of GEF projects over its more than 30 years as a GEF agency. The role of Chief Technical Adviser position is distinct from that of national experts and contractors. The CTA will compile and conduct QA/QC on a wide variety of reports and other inputs from national experts. S/he will also ensure continuity and consistency across chapters and provide technical editing as needed. This role requires a strong, multisectoral technical capability that will not be met by sectoral experts.

01/13/2026

1. The Project Manager or Project Technical Coordinator is usually responsible for coordinating the preparation and submission of final financial, technical, and audit reports to facilitate administrative closure of the project in UNEP.

In contrast, the stocktaking exercise is broader. It involves consulting project participants and stakeholders to review what worked well, identify areas for improvement, and suggest additional activities that could support the country in future reporting cycles. This consultation provides valuable input for developing future EA proposals. Approaches to stocktaking vary by country. In some cases, the Project Technical Coordinator leads the process, while in others, an external consultant is engaged to provide an independent assessment and facilitate stakeholder discussions.

2. The country-level budgets in the UNEP budget sheet provide detailed breakdown of the chapter/ thematic areas that each National Experts/ National Consultants and International consultants will be working on. The excel budget is available in the portal.

3. After further consultations held with South Africa, and in keeping with their capacity needs and circumstances, and the organizational arrangements of the Implementing Partner, the CSO SouthSouthNorth, revisions have been made as follows: -

The Project Technical Coordinator has been renamed Chief Technical Advisor to specify that the role is limited to technical duties within the project. The Programme Lead will undertake high-level project oversight, strategic planning, and monitoring while the Project Manager will be responsible for day-to-day operations and logistics. The differentiated duties of positions funded from the project are described in the Terms of Reference provided in Annex E.

Environmental and Social Safeguards.

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

Secretariat's Comments

12/17/2025

SRIF uploaded.

Agency's Comments

**GEFSEC DECISION
RECOMMENDATION.**

Is CEO endorsement/ approval recommended?

Secretariat's Comments

REVIEW DATE(S)

	Secretariat Comment at CEO Endorsement	Response to Secretariat comments
First Review	12/17/2025	
Additional Review (as necessary)	2/9/2026	
Additional Review (as necessary)	3/3/2026	

**Additional Review (as
necessary)
Additional Review (as
necessary)**

**Secretariat Comment at CEO
Endorsement**

3/11/2026

**Response to Secretariat
comments**