

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

12286

Countries

Global (Azerbaijan, Iraq, Liberia, Malawi)

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

2/25/2026

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

3/10/2026

1. Cleared. The final report (BTR/NC) is scheduled for submission by December 2028, which corresponds to the 36th month after the project start date. The project has justified this gap to accommodate continuity of national teams and institutional structures established to support reporting, dissemination and uptake of report findings, including participation in the Facilitative, Multilateral Consideration of Progress (FMCP) and the Technical Expert Review (TER) process in the period before follow on funding for subsequent BTRs is obtained. Cleared

Agency's Comments

Cost Ranges.

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

Secretariat's Comments

3/10/2026

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

3/10/2026

Cleared. The project has one component, one outcome and two outputs. And the outputs are focused towards developing three BTR2 reports (Iraq, Liberia, Malawi) and one combined BTR2/NC5 report (Azerbaijan), AND One BTR3 report (Azerbaijan), one combined BTR3/NC3 report (Iraq), one combined BTR3/NC4 report (Liberia), and one BTR3/NC5 report (Malawi).

Agency's Comments

Section 2 - Enabling Activity Supporting Information

Eligibility Criteria.

Is this enabling activity eligible for GEF funding?

Secretariat's Comments

3/10/2026
Yes, cleared

Agency's Comments

Institutional framework.

Are the institutional arrangements for implementation adequately described?

Secretariat's Comments

4/7/2026

Cleared

3/10/2026

Please clearly write the type of Executing Agency against all four institutions. It is not explicitly clear which is the CSO. Also indicate that the dual execution and implementation has been approved in case of Iraq.

1. Regional Environmental Center for the Caucasus (RECC), Azerbaijan
2. UNEP Regional Office for West Asia (ROWA), Iraq
3. Multilateral Environment Agreement Department, Environmental Protection Agency, Liberia
4. Environmental Affairs Department, Ministry of Natural Resources and Climate Change, Malawi

Agency's Comments

3/12/2026

Done. Information on the type of executing partner is included in Section 1 (Enabling Activities Summary) and is now also specified in Section D (Institutional Arrangements). The CSO referenced is the Regional Environmental Center for the Caucasus (RECC), Azerbaijan. In

addition, the justification for Iraq's dual execution modality has been included in Section D, along with confirmation that approval has been obtained from the GEF.

Monitoring and Evaluation.

Does the project include a budgeted M&E Plan?

Secretariat's Comments

3/10/2026

Cleared

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

3/10/2026

Cleared

Agency Response

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

Secretariat's Comments

3/10/2026

Cleared. To be funded from CCM- EA-Set aside

Agency's Comments

Focal Area allocation?

Secretariat's Comments

3/10/2026

Cleared. To be funded from CCM- EA-Set aside

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

3/10/2026

Cleared. To be funded from CCM- EA-Set aside

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

Secretariat's Comments

3/10/2026

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

03/10/2026

Cleared

1. Malawi: Project endorsed by Mr. Evans Njewa OFP since January 2024
2. Iraq: Project endorsed by H.E. Dr. Hallo Al-Askari, PPF since 10th September 2025
3. Liberia: Project endorsed by Dr. Emmanuel King Urey Yarkpawolo OFP since April 2024
4. Azerbaijan: Project endorsed by Mr. Emin Garabaghli OFP since feb 2022

Agency's Comments
Response to Comments

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

Secretariat's CommentsNA

Agency's Comments
Other Agencies comments

Secretariat's CommentsNA

Agency's Comments
Council comments

Secretariat's CommentsNA

Agency's Comments
STAP comments

Secretariat's CommentsNA

Agency's Comments
Convention Secretariat comments

Secretariat's CommentsNA

Agency's Comments
CSOs comments

Secretariat's CommentsNA

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

4/7/2026

Cleared from PM. OP to review and provide feedback.

3/17/2026

1. In the budget table for such an umbrella project, its will be better to mention country name against each position. Like PTC- Azerbaijan, Liberia and Malawi; Project Coordinator-Iraq; Administrative Assistant- Azerbaijan, Liberia and Malawi etc.

2. Total personnel costs (including contractual services ? individual, international and national consultants) accounted for 65% of the project budget. Please consider consolidating and streamline overlapping positions and reduce the personnel costs if possible. There may be overlap among administrative and finance staff, coordinator positions, and consultants covering stocktaking exercise, gender and technical work on NIR, NDC tracking and BTR and NC reporting.

3. There seems to be overlap between contractual services ? company for NIR/NDC tracking technical work and translation with consultants for translation and for NIR/NDC tracking work. Please consider consolidating and streamlining.

GEF - Expenditure Category	Description	Component 1			M&E	PMC	Total (USD)	Responsible Entity (Executing Entity receiving funds from the GEF Agency)	
		Output 1	Output 2	Sub-Total					
08. Contractual services (individuals)		180,800	165,600	346,400	-	78,000	424,400	RECC, EPA, EAD	
	Project Technical Coordinator (PTC) for compilation of different BTR components and PMC functions					114,000	114,000	RECC, ROWA, EPA	
	Administrative Assistant	-	-	-	-	21,600	21,600	EPA	
	Accounting Assistant	-	-	-	-	70,100	70,100	EAD	
	Administrative and Finance Assistant (AFA)	-	-	-	-	70,000	70,000	ROWA	
	Programme Coordinator	-	-	-	-	-	-	-	
	National Consultant for translation of the final BTR and BTR/NC reports	5,000	4,000	9,000	-	-	9,000	RECC	
	National consultant - Meeting facilitators	13,000	11,000	24,000	-	-	24,000	RECC, EPA	
	National Consultant - Stocktaking exercise	-	35,000	35,000	-	-	35,000	RECC, EPA	
	National Consultant - Gender Specialist	30,000	25,000	55,000	-	-	55,000	RECC, EPA, EAD	
	National consultant for NIR and Supplemental NC chapters	91,000	75,000	166,000	-	-	166,000	RECC, ROWA, EPA	
	National Experts to support the compilation of NIR, NDC Tracking; Adaptation and loss & damage & Financial, technology, support needed & received technical work under the BTR & BTR/NC reports	815,000	765,000	1,580,000	-	-	1,580,000	RECC, ROWA, EPA, EAD	
08. Contractual services (individuals) subtotal		1,134,800	1,080,600	2,215,400	-	353,700	2,569,100		52%
09. International Consultants									
	International Consultants for NIR, NDC tracking Financial Technology & support, Climate Change Impacts & Adaptation and Loss & Damage, and technical review and BTR & BTR/NC compilation	326,000	271,000	597,000	-	-	597,000	RECC, ROWA, EPA, EAD	
	International Consultant - Gender specialist	10,000	10,000	20,000	-	-	20,000	ROWA	
	International Consultant - Stocktaking exercise	-	20,000	20,000	-	-	20,000	ROWA	
09. International Consultants subtotal		336,000	301,000	637,000	-	-	637,000		13%
Grand Total		2,368,975	2,059,665	4,428,640	55,000	448,360	4,932,000		

GEF - Expenditure Category	Description	Component 1			M&E	PMC	Total (USD)	Responsible Entity (Executing Entity receiving funds from the GEF Agency)	
		Output 1	Output 2	Sub-Total					
07. Contractual services (company)		140,000	118,910	258,910	-	-	258,910	ROWA, EPA	
	Consulting companies to support the NIR, adaptation & loss and damage and NDC tracking technical work								
	Contractual services for translation, design, Printing / Publishing of the BTR and BTR/NC reports	40,000	40,000	80,000	-	-	80,000	RECC, ROWA, EPA, EAD	
07. Contractual services (company) subtotal		180,000	158,910	338,910	-	-	338,910		7%

3/10/26

The budget table is missing. It seems there is some issue while uploading, please work with the ITS team and get this rectified. We cant see the following in the portal view

ANNEX A: RESPONSES TO STAKEHOLDER COMMENTS34
ANNEX B: PROJECT BUDGET TABLEERROR! BOOKMARK NOT DEFINED.
ANNEX C: ENVIRONMENTAL AND SOCIAL SAFEGUARDS.....ERROR! BOOKMARK NOT DEFINED.

This is the last page we can see

Mr. Evans Njewa	Deputy Director	MINISTRY OF NATURAL RESOURCES AND CLIMATE CHANGE (MALAWI)	6/6/2025
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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).

Title

Annex C_SRIF

Agency's Comments

3/12/2026

Budget has been re-uploaded and follow up is being made with ITS team to ensure it is reflected.

3/31/2026

1. 1. Comment noted. Country names have been clearly indicated for each position and contract within the budget table. Additionally, a key has been included to define the acronyms of the respective executing entities.
2. Suggestions noted.
 - ? In our effort to streamline positions and eliminate overlaps, the roles of *Administrative Assistant*, *Accounting Assistant*, and *Administrative & Finance Assistant* have been consolidated into a single position: **Administrative and Finance Assistant**. This updated role/position is reflected in the budget and detailed in the corresponding Terms of Reference in Annex E.
 - ? Personnel costs remain essential and unchanged, as this is an enabling activity. These projects inherently prioritize data collection, reporting, and capacity strengthening?functions that are highly labor?intensive and require dedicated support from project staff, as well as a broad team of national and international experts. These experts play a central role in drafting reports, validating data, and compiling the BTR2 and BTR3/NC submissions. Their involvement is also critical for mentoring national counterparts and building long?term technical capacity for climate reporting. Without sufficient personnel resources, countries would be unable to meet the rigorous analytical, coordination, and quality?assurance requirements associated with these reporting obligations.

? There are no overlaps on the scope of work being covered by personnel (i) supporting various technical tasks (NIR, NDC tracking, and reporting) within the current project scope and those (ii) involved in the stocktaking exercise, which is a critical component that extends well beyond standard report preparation. The stocktaking exercise provides an opportunity to systematically engage project participants and stakeholders to assess what worked well, identify implementation gaps, and document lessons learned. These insights inform future reporting cycles and guide the design of subsequent enabling activity proposals. The proposal also clearly distinguishes the modalities and personnel responsible for each component, as reflected in their respective TORs. For example, Malawi will rely on its Project Technical Coordinator to lead the stocktaking, whereas Azerbaijan, Liberia, and Iraq will engage independent consultants to conduct assessments and facilitate stakeholder consultations.

3. Translation, design, and publishing apply only to the final reports?not individual chapters. All four countries will contract firms to design and publish the final reports, with Iraq and Azerbaijan?s firms also providing translation services. Additionally, while Liberia will engage a firm to support data collection and analysis for the NIR chapter, Iraq will require broader support from its firm including work on the NIR, NDC tracking, adaptation and loss and damage chapters, and vulnerability assessments. The descriptions in the budget table has been updated to reflect these differences. A minor adjustment has also been made to consolidate the report translation services. These services were previously and incorrectly assigned to a national consultant for Azerbaijan/RECC. They have now been correctly moved to the firm?based services line, removing them from the individual consultant category.

Environmental and Social Safeguards.

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

Secretariat's Comments

3/10/2026

Cleared. SRIF uploaded.

Agency's Comments

**GEFSEC DECISION
RECOMMENDATION.**

Is CEO endorsement/ approval recommended?

Secretariat's Comments

REVIEW DATE(S)

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

**Secretariat Comment at CEO
Endorsement
3/22/2026**

**Response to Secretariat
comments**

**Additional Review (as
necessary)**

**Secretariat Comment at CEO
Endorsement**

**Response to Secretariat
comments**