

# GEF-8 REQUEST FOR Climate Change enabling activity

Proposal for Funding Under the GET  
Processing Type: Expedite

## TABLE OF CONTENTS

<b>SECTION 1: ENABLING ACTIVITY SUMMARY .....</b>	<b>3</b>
A. Funding Elements .....	4
B. Enabling Activity Summary .....	5
<b>ENABLING ACTIVITY COMPONENTS .....</b>	<b>17</b>
<b>SECTION 2: ENABLING ACTIVITY SUPPORTING INFORMATION.....</b>	<b>19</b>
C. Eligibility Criteria .....	19
D. Institutional Framework .....	21
E. Monitoring and Evaluation Plan .....	27
<b>SECTION 3: INFORMATION TABLES.....</b>	<b>29</b>
F. GEF Financing Resources Requested by Agency, Country and Programming of Funds.....	29
G. Rio Markers.....	29
H. Record of Endorsement of GEF Operational Focal Point(s) on Behalf of the Government(s): .....	29
<b>ANNEX A: RESPONSES TO STAKEHOLDER COMMENTS .....</b>	<b>29</b>
<b>ANNEX B: PROJECT BUDGET TABLE .....</b>	<b>29</b>
<b>ANNEX C: ENVIRONMENTAL AND SOCIAL SAFEGUARDS.....</b>	<b>33</b>

## SECTION 1: ENABLING ACTIVITY SUMMARY

### Enabling Activity Title

Preparation of Sao Tome and Principe's First Biennial Transparency Report (BTR1) to the United Nations Framework Convention on Climate Change (UNFCCC).

Country(ies)	GEF Enabling Activity ID
Sao Tome and Principe	11841
GEF Agency(ies):	GEF Agency Enabling Activity ID
UNEP	218874
Submission Date	Expected Implementation Start
12/7/2024	3/1/2025
Project Executing Entity(s):	Executing Partner Type
Ministry of Environment	Government
GEF Focal Area (s)	Expected Duration (In Months)
Climate Change	24
Type of Report(s)	Expected Report Submission to Convention
UNFCCC Biennial Transparency Report (BTR)	12/30/2026

## A. Funding Elements

GEF-8 Program	Trust Fund	GEF Financing (\$)
CCM-EA	GET	600,000.00
<b>Total Enabling Activity Cost</b>		<b>600,000.00</b>

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

If yes, please describe

## B. Enabling Activity Summary

### Enabling Activity Objective

The project aims to support Sao Tome and Principe to prepare and submit its First Biennial Transparency Report (BTR1), which will comply with the United Nations Framework Convention on Climate Change (UNFCCC) and Paris Agreement reporting requirements while responding to its national development goals.

### Enabling Activity Summary

Through this project, Sao Tome and Principe will prepare and submit its First Biennial Transparency Report (BTR1). The project will fully consider the capacity-building needs, gaps, and constraints in various thematic areas as reported in Third National Communication (TNC) and Initial Biennial Update Report (BUR1) as well as the recommendations from the International Consultation and Analysis (ICA) process and lessons learnt. The country has been building national capacity through participation in previous national reports, and it is expected that the BTR1 will continue to advance the national capacity-building process and institutionalization of the greenhouse gas (GHG) inventory process into the Government of Sao Tome and Principe through the [Directorate General of Environment and Climate Action \(DGAAC, acronym in Portuguese\)](#). This will advance the continuity and sustainability of future reporting processes.

The project has been designed with one outcome, which is that Sao Tome and Principe updates tools and approaches to meet its reporting requirements under the Paris Agreement and UNFCCC. This outcome will be realized through the following one **output**:

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

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

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

### Description of Project Outcomes, Outputs, and Activities

The project has been designed with one outcome, which will be realized through the following single output. This approach will ensure continuity in reporting processes and structures at the national level:

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

The BTR1 will consist of the following components:

- **National inventory report** of anthropogenic GHG emissions by sources and removals by sinks for the years 2012 – 2022 for Energy, IPPU, AFOLU and Waste sectors using 2006 IPCC Guidelines for National GHG Inventories; and an updated inventory for the years 2012-2022.
- Description of the **country's NDC and information necessary** to track progress made in implementing and achieving the NDC.
- Description of **climate change impacts and adaptation** and additional information corresponding to an Adaptation Communication as specified in Article 7 of the Paris Agreement and Decision 9/CMA.1, presented as a component of the BTR1.
- Description of **information on financial**, technology development and transfer and capacity-building support needed and received (and eventually support provided and mobilized); and other relevant information, including on gender and climate change.

The scope of work under output 1.1.1 is described below.

## 1. National inventory report (NIR) Prepared for BTR1.

The **GHG inventory activities** will seek to address country-specific needs, as indicated in the technical analysis summary report (TASR)<sup>[11]</sup> (paragraph 74):

- (a) Enhancing national capacity for using the IPCC inventory software for the 2006 IPCC Guidelines to estimate and report Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) and Sulphur Hexafluoride (SF<sub>6</sub>) emissions;*
- (b) Enhancing national capacity for using the EMEP/EEA air pollutant emission inventory guidebook to estimate emissions of Carbon Monoxide (CO), Nitrogen Oxides (NO<sub>x</sub>), Non-Methane Volatile Organic Compounds (NMVOCs) and Sulphur Oxides (SO<sub>x</sub>) in future inventories;*

Moreover, as per paragraph 75 of the TASR, several capacity-building needs were reported by Sao Tome and Principe covering the following areas:

- (a) Training to improve the preparation of its inventories with regard to the collection and processing of activity data (AD) by national experts for all sectors, estimating uncertainty, defining country-specific emission factors (EFs) and using higher-tier methodologies;*
- (b) Technological and financial support and institutional capacity-building to update the most recent forest inventory prepared in 1991, which is important given the role of the forestry sector in the country's emissions balance;*
- (c) Financial, technical and capacity-building support for recalculating the emissions in each sector in order to report a consistent time series back to the years reported in the previous NCs in view of the change in the calculation methodology used and in order to comply with the minimum reporting requirements under the Paris Agreement;*
- (d) Training to improve the preparation of its inventories, especially with regard to the uncertainty analysis, taking into account the Party's current limitations and the unavailability of reliable and accurate data;*
- (e) Support to address constraints related to the collection, compilation, classification, documentation and archiving or information;*
- (f) Capacity-building for developing the domestic monitoring, reporting, and verification (MRV) system with defined roles and responsibilities and institutional arrangements.*

In response to the needs and capacity gaps identified, the following actions will be implemented:

- Promote inter-institutional coordination for monitoring and reporting on adaptation and mitigation actions, through workshops on national circumstances and institutional arrangements as well as through Project Steering Committee meetings.
- Training and capacity development in inventory data archiving and data handling;
- Strengthen the coordination with the National Institute of Statistics with regard to climate transparency activities through project workshops and PSC meetings.

This project will support the preparation of one NIR for the period 1998-2023 under BTR1. Under the Fourth National Communication, the country is expected to deliver a National GHG inventory report for the years 1998-2021. The proposed scope of work under this section is categorized into the following main deliverables:

- 1.1 National circumstances and institutional arrangements related to GHG inventory described.
  - Describe national inventory arrangements, including institutional, legal, and procedural arrangements for the continued estimation, compilation, and timely reporting of NIRs under BTR1.
  - Compile information related to inventory planning, preparation and management, including information on the national focal points responsible for the GHG inventory and inventory preparation process; data archiving of all information and processes for the official consideration; and approval of the inventory.
- 1.2 GHG inventory (methodologies, parameters, and data, key category analysis, time series consistency and recalculations, uncertainty assessment, assessment of completeness, QA/QC) completed.
  - Provide technical support to government agencies, private sector organizations, and other stakeholders involved in the GHG inventory process;
  - Support the capacity-building activities to improve the technical capacity of stakeholders involved in the GHG inventory process;
  - Provide training on the collection and processing of AD, estimating uncertainty, defining country-specific EFs and using higher-tier methodologies;
  - Review and provide comment or feedback on IPPU chapter for BTR1 prepared by DGAAC to ensure the accuracy and completeness;
  - Support DGAAC in organizing consultation workshop among key stakeholders and/or working groups;
  - Support DGAAC in participating in the facilitative, multilateral consideration of progress process under the UNFCCC, as requested.
  - Recalculate the existing national GHG inventory for the years 1998-2021 as needed.
  - Collect, review and compile data and conduct the national GHG inventory for the years 1998-2023 under, incorporating the ETF guidelines.
  - Compile information on the methodologies used in the GHG inventory process including the descriptions, assumptions, references, and sources of information used for the emission factors and activity data used to compile the GHG inventory.

- Conduct key category analysis, uncertainties assessment, and assessment of completeness for the national GHG inventory for the years 1998-2023.
- Carry out QA/QC for the national GHG inventory for the years 1998-2023.
- Prepare the chapter on the national GHG inventory for the BTR1.

1.3 National inventory report (*consisting of a national inventory document, the common reporting tables, and an improvement plan*) prepared using the Common Reporting Tables specified by the UNFCCC.

- Compile sectoral GHGI reports for development of NIR.
- Update the national improvement plan.
- Update the GHG inventory archive for the inventory in a way that is consistent with the MRV system of the national focal point agency on climate change.
- Facilitate stakeholder meeting and consultation sessions with working groups / technical teams and data providers on the GHG reporting cycle (processes, methodologies, and QA/QC procedures).
- Conduct national peer reviews for the national inventory report.
- Facilitate a validation workshop, including the WG1: National Inventory, and responsible technical team to review and approve the NIR.
- Provide training for project staff and partners on IPCC methodologies, good practice guidelines, etc.
- Provide training for existing sector leads (refresher course) on the GHG inventory and training for new sector leads, involving multiple experts from each institution to ensure that institutional knowledge is retained in the event of staff turnover.
- Review existing issues in reporting on Sao Tome and Principe's national GHG emissions in the energy, waste, agriculture, and LULUCF sectors;
- Review data collection, activity data, emission factors, emission calculations, and reporting on emissions in the energy, waste, agriculture, and LULUCF sectors for the years 2019-2023 in accordance with 2006 IPCC Guidelines for National Greenhouse Gas Inventories and other COP decision guidance;
- Prepare National GHG Inventory chapters for BTR1 in compliance with MPGs and requirements adopted under Paris Agreement;
- Prepare the report and recommendations for further improvements for Sao Tome and Principe in data collection, emission calculations, and reporting on emissions from the energy, waste, agriculture, and LULUCF sectors;
- Develop written guidelines for each sector on GHG calculations and data collection.
- Finalize summary reports of the national GHG inventory for submission with the BTR1.

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

The activities to improve NDC tracking will aim at addressing country-specific needs for capacity-building, as indicated in the TASR (paragraph 74):

*(c) Enhancing national capacity for reporting on the methodologies used for assessing the effects of mitigation actions in accordance with the relevant provisions of the UNFCCC reporting guidelines on BURs;*



*(d) Enhancing national capacity for developing approaches and methodologies for monitoring, assessing and reporting on progress in implementing the underlying steps taken or envisaged to achieve individual mitigation actions and integrating them into the domestic MRV system;*

*(e) Enhancing national capacity for improving the quality of future submissions by introducing QC procedures for the information on mitigation actions reported in national reports submitted to the UNFCCC and incorporating QC procedures into the domestic MRV system;*

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

#### 2.1 A national circumstances and institutional arrangements section related to NDC tracking

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

#### 2.2 Description of the country's NDC

- Describe the current NDC, including a description of the NDC goal(s) and all information needed to facilitate clarity, transparency, and understanding, such as: quantifiable information on the reference point; time frames and/or periods for implementation; scope and coverage; planning processes; assumptions and methodological approaches, including those for estimating and accounting for anthropogenic GHG emissions, and, as appropriate, removals; an explanation of fairness and ambition of the NDC in light of national circumstances; and how the NDC contributes towards achieving the objective of the UNFCCC and Paris Agreement.
- Prepare a report on information necessary to track progress made in implementing and achieving the current NDC.
- Compile a report on mitigation policies and measures, actions, and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving the NDC.

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

- Describe the methodologies for NDC tracking (time coverage, structure, NDC indicators);
- Assess and validate selected methodologies for elaborating projections of GHG emissions and removals.
- Prepare a report on projections of greenhouse gas emissions and removals.

#### 2.4 NDC tracking report for the BTR1.

- Prepare a report on NDC tracking for inclusion in the Chapter on NDC tracking of the BTR1.
- Conduct national peer reviews for the NDC tracking report.
- Facilitate a validation workshop that includes WG2-NDC under Article 4 and responsible technical team to review and approve the NDC follow-up report.

### 3. Description of climate change impacts and adaptation and additional information presented as a component of the BTR1

In response to the needs and capacity gaps previously identified, the following actions will be implemented:

- Develop climate change education, training and research, in particular as regards vulnerability, adaptation / mitigation and technology transfer among the key stakeholders;
- Carry out training and capacity development on the use of instruments and methodologies for GHG, inventory and climate change projection techniques;
- Develop skills for characterization of sectoral vulnerability, adaptation and mitigation of climate impact;
- Support the technical & technological upgrade of national research institutions to carry out systematic observations in the weather and water sciences sectors (meteorological, hydrological and oceanographic services);
- Strengthen the technical capacity for effective climate and hydrological forecasting and early warning systems;
- Provision of support to acquire data sets, hardware and software (models) required for vulnerability assessment and adaptation and climate change projections;

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

- 3.1 National circumstances, institutional arrangements and legal frameworks related to adaptation described.
  - Compile information on national circumstances relevant to Sao Tome and Principe's adaptation actions, institutional arrangements, governance, and legal frameworks as applicable.
- 3.2 A section on impacts, risks and vulnerabilities; adaptation priorities and barriers, adaptation strategies, policies, plans, goals and actions to integrate adaptation into national policies and strategies prepared.
  - Conduct vulnerability and adaptation assessments to identify and address priority research and/or data collection in vulnerability and adaptation, including information on differences in vulnerability between women and men.
  - Provide information on domestic adaptation priorities, adaptation challenges, gaps, and barriers to adaptation as applicable.
  - Compile, as applicable, information on efforts to integrate climate change into development efforts, plans, policies, and programming, including related capacity-building activities.
- 3.3 Progress on implementation of adaptation actions; monitoring and evaluation of adaptation actions and processes; information related to averting, minimizing and addressing loss and damage associated with climate change impacts; cooperation, good practice, experience and lessons learned provided.
  - Compile information on the country's vulnerability to the adverse effects of climate change, the progress on implementation of adaptation actions and processes;
  - Compile information related to averting, minimizing, and addressing loss and damage associated with climate change impacts; cooperation, good practice, experience, and lessons learned, including consideration with a gender lens perspective.
  - Support capacity building for climate scenarios, modelling, projections, and data analysis to enhance the country's capacity to conduct vulnerability/adaptation and loss and damage assessments to strengthen climate change adaptation planning.
- 3.4 Climate Change impacts and adaptation chapter prepared for the BTR1.
  - Prepare a report on the country's climate change impacts and adaptation for inclusion into the BTR1

- Facilitate stakeholder consultations on adaptation activities.
- Conduct national peer reviews for the Climate Change impacts and adaptation report.
- Facilitate a validation workshop that includes a working group / technical team to review and approve the Climate Change impacts and adaptation report.

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

The activities to improve tracking of support needed and received will aim at addressing country-specific needs for capacity-building, as indicated in the TASR (paragraphs 74 and 80):

*74. (h) Building national capacity to assess the type and level of support needed and received (technical, financial and capacity-building) to implement activities related to climate change and report this information in the national submissions.*

*80. Sao Tome and Principe reported information on key constraints and gaps but did not report quantified information on support needed. In terms of support received, the Party reported that it mobilized financial resources and technical support from various sources, but detailed information was only reported on the financial support received from GEF to prepare the first BUR amounting to USD 342,000. The Party clarified in its BUR that tracking support and reporting disaggregated information on support needed and received continues to be a challenge owing to capacity constraints.*

The proposed scope of work under this chapter will include the most recent information available during the compilation period for the BTR1, with the deliverables categorized as follows:

- 4.1 National circumstances, institutional arrangements and country-driven strategies described
  - Compile information on national circumstances and institutional arrangements relevant to reporting on provision and mobilization of support.
- 4.2 A description of underlying assumptions, definitions and methodologies provided
  - Describe the underlying assumptions, definitions and methodologies used to provide information on support needed and received.
- 4.3. Section on financial support, technology development and transfer, and capacity-building support needed and received, including for transparency-related activities; support eventually provided and mobilized
  - Provide information on financial support needed and received.
  - Provide information on technology development and transfer support needed and received.
  - Provide information on capacity-building support needed and received.
  - Prepare Chapter on Information on financial, technology development and transfer and capacity-building support under Articles 9, 10, and 11 of the Paris Agreement for the BTR1.
  - Undertake peer review by qualified experts in fields corresponding to the various aspects of the chapter.
  - Prepare a final version of the chapter, incorporating comments and feedback, for stakeholder validation under Component 5.
- 4.4. Report on other relevant information, including on gender and climate change prepared.

- Provide gender-sensitive training for project staff, Executing Agency, project working groups (WG1: National Inventory, WG2: NDC under Article 4, WG3: Climate change impact and Adaptation (Article 7), WG4: Climate Finance, WG5: Verification, Quality Assurance and Control (QA/QC) and WG6: Education, Training and Public Awareness), and key stakeholders, including, *inter alia*, the following themes: analysis of the gender situation in the water and sanitation sector, gender-sensitive budgeting, Gender and Climate Change - impact, adaptation and mitigation.
- Build capacity for UNFCCC Gender and Climate Change Focal point through facilitation to attend workshops and trainings related to gender issues.
- Assess and compile past, ongoing and planned mitigation and adaptation projects on mainstreaming of gender issues.
- Carry out a gender diagnosis in the Climate Change sectors in order to better understand the dimension of gender integration in the respective sectors.
- Report on progress on mainstreaming gender into climate change policy.
- Update other relevant information.

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

The development of the national report will ensure active engagement of all the relevant stakeholders so that both the human and institutional capacities of climate change transparency are enhanced. The capacity-building processes will be integrated into the project actions. Stakeholder engagement and stakeholder capacity building will be an integral and imperative part of the reporting processes. A list of project stakeholders and their role in the project is provided in Table C2.

Capacity enhancement of stakeholders and relevant institutions will have direct benefits in enhancing transparency as well as effective implementation of climate actions. The following human and institutional capacity-building components have been planned under the reporting process.

### 5.1 Project knowledge shared with key in-country and international stakeholders.

The following are the knowledge-sharing actions planned under the proposed project targeting both national and international stakeholders:

- Further develop the list of stakeholders and their potential roles in the BTR & NC process and propose a strategy to involve all relevant stakeholders, including through the identification and involvement of vulnerable and marginalized groups, building upon on Table C2 below.
- Civil society organizations will be invited to participate in the BTR1 project inception workshop, where they will have the opportunity to present their comments on the preparation of the report.
- Representatives of the private sector will be invited to project inception workshops to provide their comments on the design of the project and their potential role in the relevant priority sectors of the project.
- Project information will be shared in the appropriate national platforms (transparency platform, or Ministry of Environment's website or social media, as appropriate).

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

- Conduct a stakeholder validation exercise for the BTR1.

- Facilitate government review and approval of the BTR1.

### 5.3 Compilation, translation, executive summary, publication, submission and dissemination of the BTR1.

- Compilation, drafting, formatting, publication, submission and dissemination of the BTR1.
- Translation of the BTR.
- Drafting and publication of executive summary reports of the BTR1.
- Participation in Facilitative Multilateral Consideration of Progress, following submission of BTR1 to the UNFCCC.

### 5.4 A self-assessment exercise for preparation of the project proposal for subsequent BTR and/or BTR/NC completed.

- Consolidate information on gaps, suggested areas for improvement, stakeholder engagement and institutional arrangements which will inform the scoping of subsequent NC/BTR.
- Undertake a stocktaking workshop with identified stakeholders to gather information on constraints, gaps and lessons learned to inform the development of the subsequent project proposal
- Prepare a stocktaking report for the preparation of the project proposal for subsequent BTRs/NCs.

<sup>[1]</sup> Technical analysis of the first biennial update report of Sao Tome and Principe submitted on 25 October 2022 - Summary report by the team of technical experts (FCCC/SBI/ICA/2023/TASR.1/STP ), 22 March 2024.

## Stakeholder Engagement

In the course of previous national reporting processes and through the preparation of the proposed enabling activity, a variety of stakeholders has been identified. Table C2 below lists previously identified as well as potential key stakeholders and their proposed involvement in the project. A validation workshop was held in October 2024, to which attended 20 representatives from various sectors of state institutions, private universities and the private sector. The aim of this workshop was to validate the project proposal and related budget. The proposal was presented to stakeholders to gather their comments and suggestions, followed by discussions on timelines for reports submission, composition of the Working Groups proposed in the Institutional Arrangements framework, as well as the proposed budget for the preparation of the National Inventory Report (NIR). The workshop validated the present EA proposal document.

This project will disclose project information, safeguard risks and risk levels to stakeholders through UNEP's information disclosure system and through the appropriate national platforms (transparency platform, or Ministry of Environment's website or social media, as appropriate). Such information will remain available throughout project implementation, along with contact information of the Project Management Unit in the Directorate General of Environment and Climate Action and the UNEP project manager for any project-related suggestions, concerns or grievance issues of the stakeholders, including those related to exclusion and discrimination in project activities. Funding is allocated to hire a Stakeholder Engagement Specialist/Assistant for the project.

### Table C2: Stakeholders' Roles in the Project

Key Stakeholders	Role in project
National Committee for Climate Change	Technical body responsible for designing and implementing the environment and climate change policy, composed of representatives of relevant public stakeholders. The committee will support the project through promoting linkages and synergies with other related initiatives; it will also provide strategic advice to the project as the Project Steering Committee.
Project Management Unit Directorate of Environment and Climate Action	Responsible for execution management (technical, administrative and financial). Within the PMU, the National Project Technical Coordinator (PTC) will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors.
Directorate General of Environment and Climate Action (DGAAC)	Executing agency and overall coordination of the BTR1 project. GHG inventory lead for Waste, Industrial Processes and Product Use Adaptation lead for the Sectorial Adaptation Plan of Biodiversity National Adaptation Plan lead. Hosting the National GEF Focal Point.
National Institute of Meteorology (INM)	Providing time series data of more than 30 years. Participation in the draft of national circumstances sections and climate change scenarios. Preparation of NC4 report. Data collection work. Hosting the National UNFCCC Focal Point.
National Institute of Statistics	It is responsible for collecting and processing data from all sectors at the national level.
Ministry of Foreign Affairs	Providing inputs/advice on the project and supporting participation in UNFCCC events.
Ministry of Finance and Blue Economy	Promoting the integration of climate change into development policies. Providing data.
Ministry of Health and Women's Rights	Contributing to deliverable 4.4 Report on other relevant information, including on gender and climate change and to gender cross-cutting strategies of the project (as per Gender section below). Participating in workshops and trainings related to gender issues to support gender-equity measures in the national reporting process.
National Gender & Climate Change Focal Point within the Ministry of Environment	Contributing to deliverable 4.4 Report on other relevant information, including on gender and climate change and to gender cross-cutting strategies of the project (as per Gender section below). Participating in workshops and trainings related to gender issues .
Directorate of Forests and Biodiversity	Participation in the GHG inventory process for the Agriculture, Forestry and Other Land Use (AFOLU) sector. Leading on drafting the chapter on NDC tracking for the forestry sector Leadership in drafting the chapter on Climate Change Impacts and Adaptation in the forestry sector.
Directorate of Agriculture	Adaptation lead for the Sectorial Adaptation Plan on Agriculture and Livestock. Providing data on land use and agriculture.



Key Stakeholders	Role in project
Agronomic and Technological Research Center - CIAT	Providing data on land use and agriculture.
National Institute for Promotion and Gender Equality	Leading on gender equity in adaptation and mitigation activities, policy formulation and knowledge. Contributing to deliverable 4.4 Report on other relevant information, including on gender and climate change and to gender cross-cutting strategies of the project (as per Gender section below). Participating in workshops and trainings related to gender issues to support gender-equity measures in the national reporting process.
Private sector	An important partner engaged in investments in some key sectors directly implicated in climate change, such as energy, water supply, agriculture, etc. Providing data and participating in capacity building and consultation workshops.
Civil Society	They comprise environment NGOs, CBOs, Workers Unions, etc. Civil society organizations working on gender and climate change, representatives of vulnerable groups (including persons with disabilities, vulnerable groups of women, hard-to-reach groups, youth etc.). They provide inputs from local and communitarian level involved in awareness raising and education of society on climate change issues. They also participate in capacity building and consultation workshops. At the inception stage, the project will identify and involve representatives of vulnerable groups.
Academy Faculty of Science and Technology, University of Sao Tome and Principe(FCT-USTP)	Involved in research and monitoring of climate change issues. Providing data and information. Contributing to capacity-building activities and consultation workshops.
Directorate General of Natural Resources and Energy (DGRNE)	GHG inventory lead for the Energy sector. Mitigation lead for the Sectorial Mitigation Plan on Energy and adaptation lead for the Sectorial Adaptation Plan.
General Regulatory Authority (AGER)	Agency responsible for regulation and supervision of sectors of telecommunications, postal services, water and electricity. Providing data and information.
National Media	Involved in dissemination and awareness raising on climate change issues
UNEP and Other bilateral and multilateral institutions	Implementing partners.

## Gender

Gender and climate change are interlinked in many ways, as women and men often suffer the impacts of climate change differently. Studies have shown that women are disproportionately affected by the effects of climate change, as they are more likely to live in poverty and have limited access to resources and opportunities. In addition, women are also key agents of change in the fight against climate change.

Therefore, empowering women and promoting gender equality can help strengthen efforts to adapt to and mitigate climate change. Gender considerations are essential for tackling climate change and finding effective solutions. It is important to ensure the participation and empowerment of women in decision-making processes related to climate change adaptation and mitigation.

Studies have shown that women have been a disadvantaged part of the population in all spheres when compared to men. The government, with the support of development partners, has implemented policies through the implementation of plans, programmes and projects aimed at reducing inequalities, promoting and empowering women in Sao Tome and Principe.

The project will also support gender equality and women's empowerment. One important aspect of this work will be facilitating women's equal participation in the ongoing climate change decision making and negotiations process, and to ensure that their needs, perspectives, and expertise are equally taken into account.

The project will also work to guide representatives from relevant stakeholders on the gendered aspects of climate change while supporting the efforts of non-governmental organizations (NGOs) and the Santomean population.

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

The main national policies and documents related to gender and climate change are as follows:

- Evaluation Report on Gender Mainstreaming in Climate Change Legislation, Programmes and Projects, 2022;
- Gender Diagnosis in Climate Change Intervention Sectors: Mitigation and Adaptation, 2021;
- III National Strategy for the Promotion of Gender Equality and Equity, 2019

As part of the UNDP's Climate Promise, the Gender Diagnosis in the Sectors of Intervention on Climate Change: Mitigation and Adaptation was drawn up in 2021, the aim of which was to find out the number of women and men working in the field of Climate Change and the hierarchical level of men and women and to analyse the quality of their interventions in the activities of the sectors.

This document recommends:

- Increasing advocacy to improve the number of women in management positions in the universe of institutions analysed;
- Offering training on Gender and Development (analysis of the gender situation in the water and sanitation sector, Gender-sensitive budgeting, Results-based planning, Gender and Climate Change impact, adaptation and mitigation, etc.) to technicians in order to improve their capacity to understand and intervene in the area of action and improve the efficiency of programmes;
- Carrying out a gender diagnosis in the Climate Change sectors in order to better understand the dimension of gender integration in the respective sectors.



The lead governmental organization responsible for gender is the Ministry of Health and Women's Rights. Moreover, the National Gender & Climate Change Focal Point to the UNFCCC sits in the Ministry of Environment.

Under the BTR1 project, a gender sensitivity workshop/training for the project management team, working groups, sector ministries, and selected environment and women's organizations gender-based NGOs will be organized to support gender-equity measures in the national reporting process, and women and women's organizations will be involved in capacity development and training. Activities on gender will be undertaken under deliverables 3.3 and 4.4. Institutions to be consulted on gender issues at national level will include, but not be limited to the following: Ministry of Health and Women's Rights, the UNFCCC National Gender & Climate Change focal point within the Ministry of Environment, civil society organizations working in the fields of gender and climate change, as well as research institutions and development partners working on gender issues. The Gender Expert (Terms of Reference n.4) will work with the National Project Technical Coordinator to ensure that reporting, monitoring and evaluation fully address the gender issues of the project.

## ENABLING ACTIVITY COMPONENTS

### 1. Preparation of Sao Tome and Principe's First Biennial Transparency Report (BTR1)

GEF Enabling Activity Financing (\$): 541,455.00

Outcome:

1.1 Sao Tome and Principe updates tools and approaches to meet its reporting requirements under the Paris Agreement and UNFCCC.

Output:

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

### M&E

GEF Enabling Activity Financing (\$): 4,000.00

Outcome:

Output:

### Component Balances

Project Components	GEF Enabling Activity Financing (\$)
1. Preparation of Sao Tome and Principe's First Biennial Transparency Report (BTR1)	541,455.00
M&E	4,000.00

<b>Subtotal</b>	<b>545,455.00</b>
Project Management Cost	54,545.00
<b>Total Enabling Activity Cost</b>	<b>600,000.00</b>

Please provide justification

## SECTION 2: ENABLING ACTIVITY SUPPORTING INFORMATION

### C. Eligibility Criteria

Please provide eligibility information for this enabling activity.

Sao Tome and Principe ratified the UNFCCC on Sept 29, 1999, and the Paris Agreement on November 2, 2016, and it is therefore eligible for climate change enabling activities support from the GEF. In order to respect its commitments to the United Nations Framework Convention on Climate Change (UNFCCC), Sao Tome and Principe prepared its Third National Communication in 2019, after having prepared its Second National Communication in 2012 and its Initial Communication in 2005. The country is currently preparing its Fourth National Communication (NC4).

Sao Tome and Principe (STP) is a Small Island Developing State (SIDS) with an area of around 1,000 km<sup>2</sup> and about 210,000 inhabitants. The Democratic Republic of Sao Tome and Principe, located in the Gulf of Guinea, and crossed by the Equator, is a State consisting of two small islands and several islets. Its Exclusive Economic Zone covers 170,000 km<sup>2</sup>. It is one of the smallest States in the world and second in Africa.



**Figure 1. Location of Sao Tome and Principe in Africa**

Due to its volcanic origin, the archipelago is characterized by a very rugged topography, high rainfall (800-900mm of rain per year) in the coastal zone, and soils of average fertility. The highest points are the Peak of Sao Tome (2024m) and the Peak of Principe (948m). It lies 300km from the African coast between 45° 1' N and 0° 25' South and 6° 26' east and 7° 30' West. Its total surface area is 1001km<sup>2</sup>: the island of Sao Tome and its adjacent islets total 859km<sup>2</sup> and the island of Principe and its adjacent islets total 142 km<sup>2</sup>.

As a party to the UNFCCC, Sao Tome and Principe must comply with the obligations assigned to it based on the decisions of the Conferences of the Parties to the UNFCCC. In particular, Articles 4.1 and 12.1 of the UNFCCC require each Party to provide information on anthropogenic emissions in the form of an inventory,

national climate change mitigation programmes and any other information that may be useful for achieving the objectives of the Convention.

The Paris Agreement established the Enhanced Transparency Framework (ETF) in its Article 13, emphasizing the importance of transparent reporting as the only way to demonstrate collective progress towards climate goals. Under the Enhanced Transparency Framework, countries are required to submit a BTR every two years, with the first document due this year by 31 December 2024.

The ETF is the backbone of the implementation of the Paris Agreement on Climate Change and is the internationally agreed mechanism for monitoring progress on the NDCs.

Biennial Transparency Reports (BTRs) are therefore designed as progress reports that provide essential information on GHG emission levels and efforts to reduce them, the effects of climate change and adaptation measures, as well as overall progress in implementing and meeting the NDC targets. The first round of country reports is due by 31 December 2024. Due to a lack of timely communication and technical (new software) and financial limitations that exceed national capacities, Sao Tome and Principe will unfortunately not be presenting its BTR1 in 2024.

The project is consistent with the following national strategies, plans, reports and assessments under the UNFCCC and other Conventions.

- • 2021, National Energy Efficiency Action Plan (PANEE);
  - The National Strategy for Disaster Risk Management (NSDRM), which establishes the Government's vision to reduce the impact of disasters for the period 2016-2021 by identifying the strategic priorities for disaster prevention, mitigation and response actions.
  - Three National Communications to the UNFCCC (2005, 2011 and 2019);
  - 2019, National Sustainable Development Plan 2020-2024 (PNDS), which contains a program on the protection and preservation of the environment, which, amongst others, aims to Reorganize the sector in order to meet the demands imposed by the effects of climate change.
  - 2006, National Action Plan for Adaptation (NAPA), which developed a simplified and direct channel of communication for information relating to urgent and immediate adaptation needs arising from disasters caused by climate change and extreme weather events.
- United Nations Sustainable Development Cooperation Framework 2023-2027, under Strategic Priority Area 2, Climate Action, Output 2.1 “Capacities of national Institutions strengthened for measuring and for integrating climate change and low carbon into policies and programs” and Output 2.3 “Capacities of key national institutions strengthened for disaster risk preparedness, early warning systems and response mechanisms to address SIDS climate vulnerabilities and protect the most vulnerable”, thus contributing to the expected result: “by 2027, institutions integrate climate change adaptation, low carbon and renewable energies into policies and programmatic implementation”.

### ***Nationally Determined Contribution - NDC***

Sao Tome and Principe submitted its Nationally Determined Contribution (NDC) under the Paris Agreement in December 2015 and subsequently joined the NDC Partnership in 2016. In 2021, Sao Tome and Principe updated its NDC, committing to increase its GHG emission reduction target from 24% to 27% of GHG emissions compared to the 2030 Business as Usual (BaU) scenario by: (i) increasing the share of renewables

in its energy production mix, (ii) reducing grid losses and improving energy efficiency, and (iii) reducing the carbon intensity of the transport sector. The country is committed to reducing its GHG emissions by approximately 109 Gg of CO<sub>2</sub>eq by 2030, compared to 2012 levels (NDC, 2021).

Although the country has identified additional mitigation measures, its priority remains on adaptation and risk reduction due to its high level of vulnerability to climate change impacts, as a small island developing state (SIDS). The Government recognized its need for external assistance in term of financial resources, access to technology and capacity building in order to implement its five short-term and six medium-term adaptation priority interventions. An NDC updating process has started in 2024, and the country's NDC 3.0 is expected to be available before COP 30, in November 2025.

## National policies and legislation

The country has national policies and legislation related to the environment, land management, mining, sustainable agriculture, fisheries and marine resources in order to promote effective environmental and natural resources management and achieve food security. Considerable efforts are geared towards the protection and conservation of the country's natural resources and mitigate climate change impacts in improving the quality of the environment and livelihood of the citizens.

The key climate policies and laws are:

- ✓ Law No.10/99 – Basic Law on Environment, 2012;
- ✓ Decree No.13/2012 on the creation of the National Committee for Climate Change;
- ✓ Sao Tome and Principe Obo Natural Park, Law no. 6/06;
- ✓ Principe Natural Park Law, Law no. 7/06;
- ✓ Law no. 5/2001 of December 31, 2001, on Forests;
- ✓ Law No. 11/99 of December 31, 1999, on Fauna, Flora and Protected Areas.

Sao Tome and Principe has submitted three (3) National Communications and one (1) Biennial Update Report (BUR). The BUR was submitted in October 2022 as stand-alone update report and was subjected to the ICA process that consists of two steps: a technical analysis of the submitted BUR and a facilitative sharing of views which was undertaken between February 2023 to March 2024. A summary of the main recommendations from the ICA process and a list of the ICA recommendations taken up within this project are described in the respective BTR components in the next section namely National inventory report (NIR), Information necessary to track progress made in implementing and achieving the NDC and Information on financial, technology development and transfer and capacity-building support needed and received provided. The NC4 preparation is ongoing, and such report, which is expected to be submitted to the UNFCCC in March 2026, will thrive to integrate BUR recommendations in its ongoing work on the NIR and other chapters, in coordination with this BTR1 project, which will further update and provide additional required information as per the ETF. Tentative projections on a future bundled NC5/BTR2 and BTR3 project can be envisioned for the period 2027-2031.

## D. Institutional Framework

Describe the institutional arrangements for implementation of the enabling activity.

### Institutional arrangements for implementation

The project will be executed by the Ministry of Environment through the Directorate General of Environment and Climate Action (DGAAC, from its acronym in Portuguese). The Directorate will be responsible for executing the Project in accordance with the established objectives and planned activities. The DGAAC was appointed as Executing Agency for the BTR1 project following national institutional changes formalized through Decree-Law no. 05/2023, which approves the Organic Chart of the Prime Minister's Office and the Ministries of the XVIII Constitutional Government. As per its Article 4, DGAAC is the department responsible for designing and implementing policies and strategies in the field of climate change, having the following competencies: “g) Coordinate the National Monitoring, Reporting and Verification System (MRV) in the area of climate change; h) Ensure the coordination, preparation and submission of national records, reports and communications for the purposes of complying with national and international obligations in the area of climate change”.

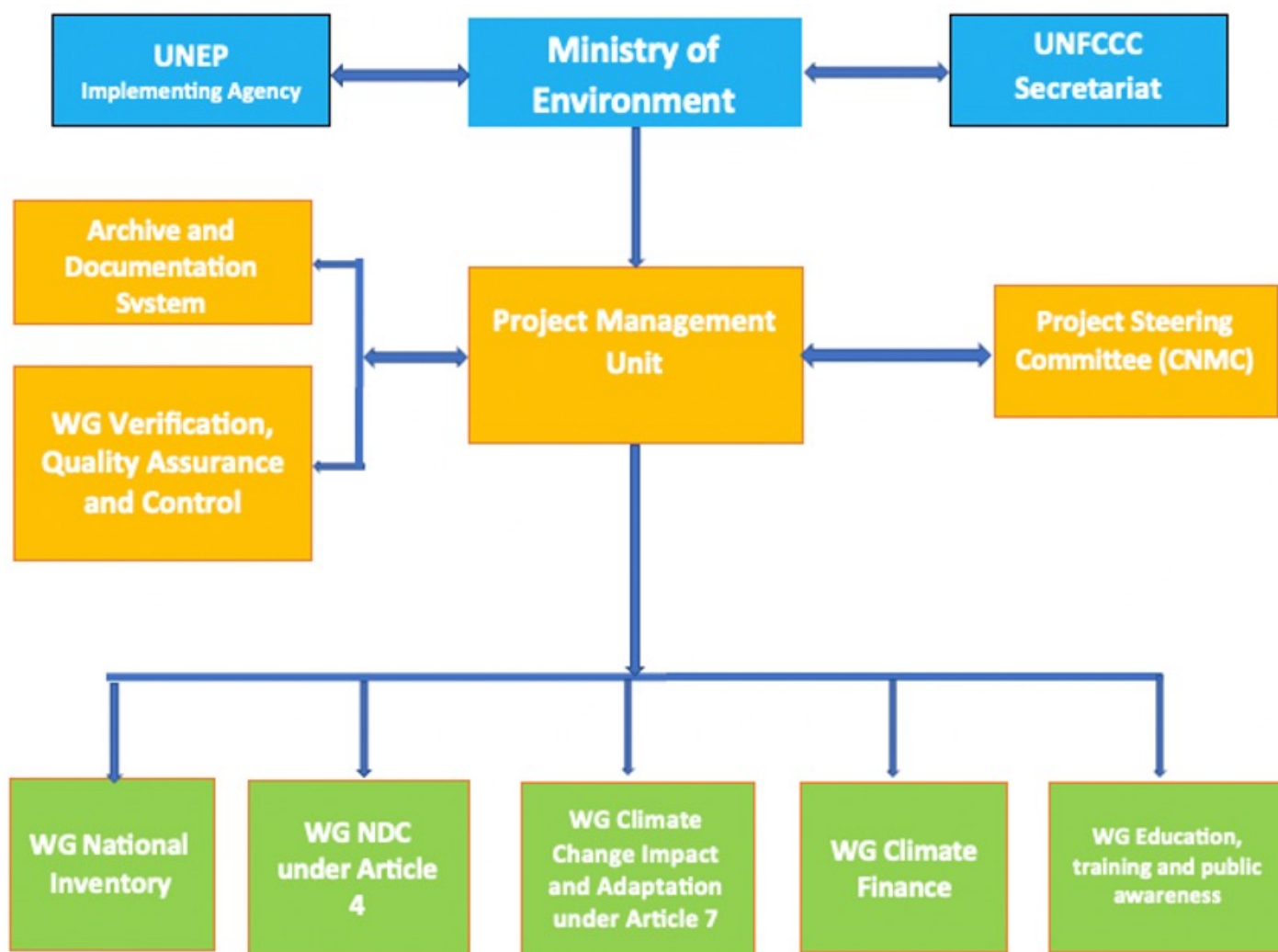
UNEP will provide DGAAC with the necessary tools for managing and monitoring the Project, will ensure the follow-up and evaluation of the activities carried out within the framework of the Project and will be responsible for approving all financial and progress reports, as well as for submitting them to the GEF. The day-to-day activities of the Project will be led by the National Project Technical Coordinator, who will ensure that all the Project's activities are properly carried out so that its objectives are met. The National Committee for Climate Change (CNMC) will act as Project Steering Committee (PSC). The PSC will meet at least once a year.

Six (6) Working Groups (WGs) were created under the country's MRV system, which will be tasked to work on the BTR preparation. The structure of the WGs is based on the Report 'Design and operationalization of a Measurement, Reporting and Verification (MRV) system under the Paris Agreement transparency standards', which was drawn up in 2020 as part of the “Delivering on the Climate Promise in Sao Tome and Principe” project. This structure is the result of a participatory process in which the main stakeholders take part, namely national consultants and different government institutions that deal with climate and the environment.

For each of the WGs, national consultants will be engaged to support the development of the BTR1. The current structure of WGs is as follows:

1. WG1: National Inventory
2. WG2: NDC under Article 4
3. WG3: Climate change impact and Adaptation (Article 7)
4. WG4: Climate Finance
5. WG5: Verification, Quality Assurance and Control (QA/QC)
6. WG6: Education, Training and Public Awareness





**Figure 2. Project Implementation Arrangements**

### Project Management Unit/Cost

The Project Management Unit (PMU) will be responsible for implementation and management, administration, and performance against implementation plan, budgeting, and reporting.

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 National Project Technical Coordinator, who will be responsible for setting up the project team, while the National Focal Point will monitor and verify the project results.

The PMU will comprise the following positions:

- Project Technical Coordinator (full-time)
- Administrative and Financial Assistant (AFA) (full-time)

Establishing a fully staffed PMU means that project outputs can be delivered faster and with higher quality.

## Coordination with Other Initiatives

This project will ensure coordination with ongoing and planned initiatives to avoid duplication of efforts, maximize impact and ensure resource efficiency. Considering that the National Institute of Meteorology (INM, from its acronym in Portuguese) is executing the NC4, which is expected to be submitted to the UNFCCC in 2026, the scope of the BTR1 project is designed to facilitate increased coordination and harmonize capacity building opportunities for both INM and DGAAC during the Years 2025 and 2026, when these reports will be under preparation. Table C1 below presents a summary of baseline initiatives that will coordinate with this project.

**Table C1: Coordination with Ongoing and Planned Initiatives**

PROJECT/ PROGRAM	DONOR	PROJECT PERIOD	GOAL/OBJECTIVE	RELATION TO BTR1 PROJECT
National Adaptation Plan (NAP)	UNEP/ Green Climate Fund (GCF)	2021-2025	Reduce Sao Tome and Principe's vulnerability to climate change impacts by strengthening the Country's capacity to implement an integrated approach to adaptation planning.	Establishing mechanisms to improve transparency processes, knowledge management activities. Coordination with the NAP team will support reporting climate change impact and adaptation information under the BTR1.
Fourth National Communication	UNEP/ GEF	2022-2025	Preparation of the NC4 for the submission to the UNFCCC.	The BTR1 will update the GHG Inventory produced under the NC4 covering 1998-2021. The BTR1 project team will coordinate with the NC4 project team in the National Institute of Meteorology (Executing Agency of NC4) to build upon available outputs and promote synergies, thus avoiding overlaps. The



				BTR1 will update the NIR, and other information gathered under NC4 on mitigation, adaptation, national circumstances and means of implementation.
Enhance the adaptative capacity to floods and water security in Sao Tome and Principe	UNDP/ LDC Fund (GEF) (PIF approved)	2025-2029 (planned)	To increase (1) the resilience of urban areas and vulnerable communities to the impacts of climate change-driven floods and (2) water security in Sao Tome and Principe. It will apply Integrated Water Resources Management (IWRM) to foster an enabling environment for a climate-sensitive and integrated water-waste-drainage systems management, and enhance the climate resilience of both cities to flooding and urban water supply interruptions.	Coordination with the project team will support reporting on climate change impact and adaptation information under the BTR1, especially concerning climate resilience.
Supporting Sustainable Inclusive Blue Economy Transformation in Atlantic and Indian Ocean (AIO) SIDS Programme (Cabo Verde, Comoros, Guinea-Bissau, Mauritius, Sao Tome and Principe, Seychelles)	UNDP/ UNOPS/GEF	2024-2028	It aims to support the development of sustainable blue economies through improved governance, national Blue Economy demonstrations, and knowledge management. The project is linked to the national goal of reducing the use of pesticides and chemical fertilizers by 25 percent and increasing the use of organic products by 25 percent by 2030.	The country prepares a national investment plan committing to substantially reduce agrochemicals by 2030 in its updated NDC and Voluntary Land Degradation Neutrality targets. BTR1 will then work to efficiently track related emissions in the elaboration of the GHG Inventory and monitor progress on these targets in the NDC chapter. BTR1 will coordinate with this project on transparency frameworks for pesticides and fertilizers.

West and Central Africa SIDS ADAPT – building resilience of agricultural systems to climate change (Cabo Verde, Guinea Bissau, Sao Tome and Principe)	AFDB/ FAO/ UNDP / ADAPTATION FUND	2023-2029	To build climate-resilient agricultural systems in the three SIDS in west and central Africa by securing water resources for agricultural and domestic usages and rehabilitating degraded lands to increase the climate resilience of agrarian ecosystems and enhance agricultural productivity.	Coordination with the project team will support reporting on climate change impact and adaptation information under the BTR1, especially concerning climate resilience.
Accelerating Sao Tomee and Principe's NDC implementation	German Federal Ministry for The Environment(BMU) Government of Belgium/ UNOPS/ UNDP (NDC Partnership)	2023-2025	To bolster the country's capacities to implement its NDC (2021). Outcomes: 1) Enhancing STP's access to public and private climate finance. 2) Strengthening the MRV system, ensuring transparency in climate actions and supporting the Country's UNFCCC reporting requirements. This outcome will be funded by UNDP's MRV Lusophone Cluster .	Coordination with the project team will support reporting on tracking of NDC implementation, adaptation, and support needed and received. Gender dimensions integrated in the sector-specific methodologies through this baseline project will also be considered as an important input for producing a gender-sensitive BTR report. Moreover, the BTR1 project will build upon developments concerning the strengthening of a national MRV system to improve the collection and analysis of climate data.

			3) Enhancing climate adaptation capacities, by strengthening coastal resilience.	
NDC update process (NDC Partnership)	UNDP	2024-2025	The process of drafting the NDC 3.0 has been initiated and is expected to be completed before COP 30 in 2025.	Coordination with the project team will support reporting on tracking of NDC implementation.

## E. Monitoring and Evaluation Plan

Describe the budgeted M&E plan.

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

- A Project Inception Workshop will be held within two months of the start of the project, following the establishment of the Project Management Unit. The workshop will involve all key stakeholders identified during the national consultation process. An Inception Workshop report will be prepared and shared with participants to formalize various agreements and plans decided during the meeting.
- BTR and NC technical progress will be monitored against expenditures: The will be responsible for the preparation of quarterly progress reports and expenditure statements. Technical progress and financial reports shall be reviewed by the UNEP Task Manager and Fund Management or Administrative Officer.
- Annual financial audits and a final financial audit will be undertaken to assess probity (i.e., correctness, integrity, etc.) of expenditures and transactions.
- As part of annual reporting routine, UNEP will continue to prepare and submit to the GEF annual report on UNEPs support for the preparation of NCs and /BTRs which will include the status of implementation of the BTRs and combined BTR/NC projects for Sao Tome and Principe.
- Project Implementation Review (PIR) reports on the BTR and combined BTR/NC project progress will be prepared annually.
- The Executing Agency shall maintain complete and accurate records of non-expendable equipment purchased with GEF project funds and shall provide UNEP with an Annual Inventory of Non-expendable Equipment as of 31 December, which is to be submitted within 2 months of that date.
- The UNEP Task Manager will conduct periodic monitoring through discussions with key partners. Monitoring of activities will be based on the agreed schedule in the Project Implementation Plan to assess the status of implementation of the project. The monitoring of project activities will identify areas of improvements and will make recommendations on how to address gaps in project implementation. At the end of the project, a customized final terminal report will be administered to the executing partner to assess the effectiveness of the project.
- A final closure template will be shared with the executing partner at the end of the project, as part of project closure, to assess project effectiveness and indicate potential areas for further improvements.

**TABLE C3: M&E BUDGET AND WORKPLAN**

Type of M&E activity	Responsible Parties	Budget	Time Frame
Project Inception Workshop (PIW)	National Project Management Unit, Technical Expert Groups and UNEP Task Manager to raise awareness, build stakeholder engagement and detailed work planning	4,000	Within 2 months of project start-up and establishment of the project management unit
Project Inception Report	National Project Technical Coordinator & UNEP Task Manager		Not more than 1 month after the Project Inception Workshop
Technical progress reports & expenditure statements	National Project Management Unit, Task Manager, Funds Management Officer (FMO)		Half yearly expenditure and technical progress reports for any given year, submitted by January 31, and July 31 and at the end of project implementation. The tracking of gender-related deliverables is comprised in the progress reporting template and expenditure reporting template.
Report to the GEF and COP of UNFCCC	National Project Management Unit, Task Manager, FMO		Annually, part of reporting routine. The annual project status survey to the GEF will include questions on gender mainstreaming.
Project Implementation Review (PIR) report	UNEP Task Manager		Annually, part of reporting routine
Annual Inventory of Non-expendable equipment	National Project Management Unit, Task Manager, FMO		Annually, on 31 December of each year, to be submitted within 2 months
Project Monitoring	UNEP Task Manager		Continuous
Final closure	National Project Management Unit, Task Manager, FMO, Consultant(s)		Initiated no earlier than six months prior to the operational completion of project activities

### SECTION 3: INFORMATION TABLES

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

GEF Agency	Trust Fund	Country/ Regional/ Global	Focal Area	Programming of Funds	GEF Enabling Activity Financing (\$)	Agency Fee (\$)	Total (\$)
UNEP	GET	Sao Tome and Principe	Climate Change	CC Set-Aside	600,000.00	57,000.00	657,000.00
<b>Total GEF Resources</b>					<b>600,000.00</b>	<b>57,000.00</b>	<b>657,000.00</b>

#### Sources of Funds for Country Star Allocation

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

#### 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. Darnel Hélio de Sousa Baia	Chemical Engineer, Directorate of Environment and Climate Action	MINISTRY OF ENVIRONMENT	9/27/2024

### ANNEX A: RESPONSES TO STAKEHOLDER COMMENTS

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

N/A

### ANNEX B: PROJECT BUDGET TABLE

Attach the project budget table.

Expenditure Category	Detailed Description	Component (USD)				Total (USD)	Responsible Entity (Executing Entity receiving funds from the GEF Agency)
		Component 1	Sub- Total	M & E	P M C		
		Output 1					
Equipment	Purchase of equipment (I.T equipment/laptops/external hard drives/printers/projectors/ink cartridges etc) to support implementation of project activities	17 500	17 500	-	-	17 500	Ministry of Environment
Contractual services - Company	Company for translation/editing, printing and publication services	7 000	7 000	-	-	7 000	Ministry of Environment
Contractual Services -Individuals	Contractual Services for the Technical Expert groups & consultants/experts supporting/contributing to the preparation of the BTR1 through planning, implementation of activities and review of draft reports in assigned thematic areas including (i) National Inventory Report of GHG; (ii) Information on NDC tracking under Article 4 of the Paris Agreement; (iii) climate change impacts and adaptation under Article 7 of the Paris Agreement; (iv) Financial, technology development and transfer and capacity building support needed and received under Articles 9–11 of the Paris Agreement; and Any other information (e.g. gender) and Compilation of BTR1	340 000	340 000	-	-	340 000	Ministry of Environment
Local Consultants	Costs related to supporting a self-assessment and stocktaking exercise for preparation of subsequent BTRs and/or BTR/NC	6 000	6 000	-	-	6 000	Ministry of Environment
Office supplies	Supplies and consumables for stakeholder engagement events and publication	1 500	1 500	-	-	1 500	Ministry of Environment
Office supplies	Office supplies and stationary	21 000	21 000	-	-	21 000	Ministry of Environment
Staff Costs	Contract services for the Project Technical coordinator contributing to the preparation of the BTR1; including technical editing, supporting the stakeholder engagement events and final compilation of reports - TORs annexed	10 000	10 000	-	27 000	37 000	Ministry of Environment
Staff Costs	Salary for the Project Adm/Finance Assistant	-	-	-	21 000	21 000	Ministry of Environment
Trainings, Workshops, Meetings	Costs related to supporting stakeholder consultation workshops and meetings; Technical Expert group workshops, Peer review meetings, Reports/chapters validation workshops/meetings and final BTR1 validation workshops	54 000	54 000	-	-	54 000	Ministry of Environment
Trainings, Workshops, Meetings	Project Inception workshop expenses	-	-	2 000	-	2 000	Ministry of Environment
Trainings, Workshops, Meetings	Costs related to information sharing and Knowledge Management activities at both national and international levels as appropriate e.g. participating in relevant national/ regional/International trainings/capacity building activities, meetings & workshops on National Inventory Report of GHG; (ii) Information on NDC tracking under Article 4 of the Paris Agreement; (iii) climate change impacts and adaptation under Article 7 of the Paris Agreement; (iv) Financial, technology development and transfer and capacity building support needed and received under Articles 9–11 of the Paris Agreement, Any other information (e.g. gender ) and peer to peer learning/exchanges relevant to the BTR reporting processes.	41 500	41 500	-	-	41 500	Ministry of Environment
Travel	Travel expenses related to project inception workshop	-	-	2 000	-	2 000	Ministry of Environment
Travel	Travel expenses related to Facilitative multilateral consideration of progress (FMCP), knowledge and experience sharing at the COP for the BTR1 after completion and submission of report to the UNFCCC	3 500	3 500	-	-	3 500	Ministry of Environment
Travel	Travel expenses related to the implementation of project activities	36 455	36 455	-	-	36 455	Ministry of Environment
Other Operating Costs	Costs associated with communication costs for stakeholder engagement, publication and dissemination	3 000	3 000	-	-	3 000	Ministry of Environment
Other Operating Costs	Costs related to Bank charges and Rental of premises/equipment; utilities	-	-	-	1 545	1 545	Ministry of Environment
Other Operating Costs	Cost associated with annual Audit Fees	-	-	-	5 000	5 000	Ministry of Environment
Grand Total		541 455	541 455	4 000	54 545	600 000	

## ANNEX B: Project Budget Table

Expenditure Category	Detailed Description	Component (USD)				Total (USD)	Responsible Entity (Executing Entity receiving funds from the GEF Agency)
		Component 1	Sub-Total	M&E	P M C		
		Output 1					
Equipment	Purchase of equipment (I.T equipment/laptops/external hard drives/printers/projectors/ink cartridges etc.) to support implementation of project activities	17 500	17 500	-	-	17 500	Ministry of Environment
Contractual services - Company	Company for translation/edition, printing and publication services	7 000	7 000	-	-	7 000	Ministry of Environment
Contractual Services – Individuals	Contractual Services for the Technical Expert groups & consultants/experts supporting/contributing to the preparation of the BTR1 through planning, implementation of activities and review of draft reports in assigned thematic areas including (i) National Inventory Report of GHG; (ii) Information on NDC tracking under Article 4 of the Paris Agreement; (iii) climate change impacts and adaptation under Article 7 of the Paris Agreement; (iv) Financial, technology development and transfer and capacity building support needed and received under Articles 9–11 of the Paris Agreement; and Any other information (e.g. gender) and Compilation of BTR1	340 000	340 000	-	-	340 000	Ministry of Environment
Local Consultants	Costs related to supporting a self-assessment and stocktaking exercise for preparation of subsequent BTRs and/or BTR/NC	6 000	6 000	-	-	6 000	Ministry of Environment
Office supplies	Supplies and consumables for stakeholder engagement events and publication	1 500	1 500	-	-	1 500	Ministry of Environment
Office supplies	Office supplies and stationary	21 000	21 000	-	-	21 000	Ministry of Environment
Staff Costs	Contract services for the Project Technical coordinator contributing to the preparation of the BTR1; including technical editing, supporting the stakeholder engagement events and final compilation of reports - TORs annexed	10 000	10 000	-	27 000	37 000	Ministry of Environment



<b>Staff Costs</b>	Salary for the Project Adm/Finance Assistant	-	-	-	21 000	21 000	Ministry of Environment
<b>Trainings, Workshops, Meetings</b>	Costs related to supporting stakeholder consultation workshops and meetings; Technical Expert group workshops, Peer review meetings, Reports/chapters validation workshops/meetings and final BTR1 validation workshops	54 000	54 000	-	-	54 000	Ministry of Environment
<b>Trainings, Workshops, Meetings</b>	Project Inception workshop expenses	-	-	2 000	-	2 000	Ministry of Environment
<b>Trainings, Workshops, Meetings</b>	Costs related to information sharing and Knowledge Management activities at both national and international levels as appropriate e.g. participating in relevant national/regional/International trainings/capacity building activities, meetings & workshops on National Inventory Report of GHG; (ii) Information on NDC tracking under Article 4 of the Paris Agreement; (iii) climate change impacts and adaptation under Article 7 of the Paris Agreement; (iv) Financial, technology development and transfer and capacity building support needed and received under Articles 9–11 of the Paris Agreement, Any other information (e.g. gender ) and peer to peer learning/exchanges relevant to the BTR reporting processes.	41 500	41 500	-	-	41 500	Ministry of Environment
<b>Travel</b>	Travel expenses related to project inception workshop	-	-	2 000	-	2 000	Ministry of Environment
<b>Travel</b>	Travel expenses related to Facilitative multilateral consideration of progress (FMCP), knowledge and experience sharing at the COP for the BTR1 after completion and submission of report to the UNFCCC	3 500	3 500	-	-	3 500	Ministry of Environment
<b>Travel</b>	Travel expenses related to the implementation of project activities	36 455	36 455	-	-	36 455	Ministry of Environment
<b>Other Operating Costs</b>	Costs associated with communication costs for stakeholder engagement, publication and dissemination	3 000	3 000	-	-	3 000	Ministry of Environment
<b>Other Operating Costs</b>	Costs related to Bank charges and Rental of premises/equipment; utilities	-	-	-	1 545	1 545	Ministry of Environment
<b>Other Operating Costs</b>	Cost associated with annual Audit Fees	-	-	-	5 000	5 000	Ministry of Environment
<b>Grand Total</b>		541 455	541 455	4 000	54 545	600 000	



## 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

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Title

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AnnexC\_SRIF\_BTR1-STP\_07-11-2024\_Cleared

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