



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

Review CEO Endorsement and Make a recommendation

## Basic project information

**GEF ID**

11841

**Countries**

Sao Tome and Principe

**Project Name**

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

**Agencies**

UNEP

**Date received by PM**

12/7/2024

**Review completed by PM**

1/7/2025

**Program Manager**

Esteban Bermudez Forn

**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

01/21/2025: Yes. Cleared.

Agency's Comments

**Cost Ranges.**

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

Secretariat's Comments

01/21/2025: Cleared. The project has no deviations in the cost range. The costing is in line with Information Note GEF/C.62/Inf.15 - <https://www.thegef.org/council-meeting-documents/gef-c-62-inf-15>

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

01/21/2025: Yes. Cleared.

## Agency's Comments

### Section 2 - Enabling Activity Supporting Information

#### Eligibility Criteria.

#### Is this enabling activity eligible for GEF funding?

## Secretariat's Comments

02/05/2025:

1. Noted. Cleared.
2. Noted. Cleared.

01/21/2025:

1. We take note that the Fourth National Communication is yet to be submitted to the UNFCCC under project GEF ID 10167, which is also implemented by UNEP. Please provide an update on the status of the status of the Fourth National Communication and when it is expected to be submitted to the UNFCCC.
2. Although it is not compulsory to bundle reports as part of the same enabling activity project, we wonder why the country is only requesting support for its BTR1. In line with the [Information Note GEF/C.62/Inf.15](#), the country can request support for its BTR1 and BTR2 combined with Fifth National Communication as part of the same enabling activity project.

## Agency's Comments

**02/03/2025**

- 1) As updated on page 6, the Fourth National Communication (NC4) is under preparation. The Executing Agency has completed the national circumstance chapter and is currently finalizing the GHGI and Vulnerability and Adaptation chapters. Data collection for the rest of the chapters is ongoing. The Executing Agency plans to submit the final NC4 to the UNFCCC by March 2026.
- 2) Following recent national institutional changes, as published in the Decree-Law no. 05/2023, all new national climate reports will be executed by the Ministry of Environment through the Directorate of Environment and Climate Action (DGAAC). Considering that the National Institute of Meteorology is executing the NC4, which is expected to be submitted to the UNFCCC in Yr.

2026, the scope of the BTR1 project was designed to facilitate increased coordination and harmonize capacity building opportunities for both entities during the Years 2025 and 2026, when these reports will be under preparation. This approach will ensure that the Institute of Meteorology and DGAAC experts are jointly engaged in the design of the subsequent BTR2 and combined NC5/BTR3 bundled project and will draw on the institutional arrangements and capacities established in both entities. The text on 'Coordination with Other Initiatives' (p. 16) has now been updated to better reflect such coordination.

#### **Institutional framework.**

#### **Are the institutional arrangements for implementation adequately described?**

#### Secretariat's Comments

02/05/2025:

1. Noted. Cleared.

01/21/2025:

1. Please explain the rationale for selecting different executing entities for the Fourth National Communication (National Institute of Meteorology) under the ongoing project GEF ID 10167 and the proposed project (Ministry of Environment through the Directorate of Environment and Climate Action).

#### Agency's Comments

**02/03/2025**

The ongoing NC4 started implementation in late 2022, executed by the National Institute of Meteorology, which was the national institution responsible for preparing climate reports under the UNFCCC at that time. During the design of the BTR1 project, UNEP was notified by the government of Sao Tome and Principe of institutional changes formalised through Decree-Law no. 05/2023, which appointed the Directorate of Environment and Climate Action (DGAAC) under the Ministry of Environment to be responsible for ensuring 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. In line with the above changes, the DGAAC was appointed as Executing Agency for the BTR1 project as indicated in the LoE. UNEP will work closely with both entities to enhance coordination and harmonize capacity building opportunities during implementation of NC4 and BTR1 projects.

The text on the appointment of DGACC has now been updated in the section on institutional framework (p. 14).

#### **Monitoring and Evaluation.**

#### **Does the project include a budgeted M&E Plan?**

Secretariat's Comments01/21/2025: \$4,000 are budgeted for M&E-related activities. Please ensure under M&E that gender-related results are monitored and reported on.

#### Agency's Comments

02/03/2025

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 outlined in the project. Table C3: M&E Budget and Workplan (p. 25) has been amended to include this aspect in the progress and expenditure reporting templates.

In addition, as noted in the same table, the annual Report to the GEF and COP of UNFCCC will include questions on gender mainstreaming.

#### 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 Inclusion01/21/2025: Yes, cleared.

#### Agency Response

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

**STAR allocation?**

Secretariat's CommentsN/A

Agency's Comments

**Focal Area allocation?**

Secretariat's CommentsN/A

Agency's Comments

**LDCF under the principle of equitable access?**

Secretariat's CommentsN/A

Agency's Comments

**SCCF (Adaptation or Tech Transfer)?**

Secretariat's CommentsN/A

Agency's Comments

**Focal Area Set Aside?**

Secretariat's Comments01/21/2025: Yes, cleared.

Agency's Comments

**Rio Markers.**

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

Secretariat's Comments01/21/2025: Yes, 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 Comments01/21/2025: Yes, the letter of endorsement is signed by the country's GEF OFP, Mr. Darnel Helio De Sousa Baia, and the endorsed amounts are consistent with the amounts in the Portal.

Agency's Comments

**Response to Comments**

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

Secretariat's CommentsN/A

Agency's Comments

**Other Agencies comments**

Secretariat's CommentsN/A

Agency's Comments

**Council comments**

Secretariat's CommentsN/A

Agency's Comments

**STAP comments**

Secretariat's CommentsN/A

Agency's Comments

**Convention Secretariat comments**

Secretariat's CommentsN/A

Agency's Comments

**CSOs comments**

Secretariat's CommentsN/A

Agency's Comments

**Project Budget Table.**

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

Secretariat's Comments

01/21/2025:

1. The salary of two positions (1. Project Technical Coordinator and 2. Project Adm/Finance Assistant) are covered by project components and PMC. Per GEF guidelines, we take note of the terms of reference for each position provided in the agency project document, which is located in the documents section of the project ("BTR1-STP\_2024.docx"). Cleared.

Agency's Comments

**Environmental and Social Safeguards.**

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

Secretariat's Comments01/21/2025: Yes. ESS documents have been attached. The overall project risk is categorized as low risk.

Agency's Comments

**GEFSEC DECISION  
RECOMMENDATION.**

**Is CEO endorsement/ approval recommended?**

Secretariat's Comments

02/05/2025: The PMs recommend the project for further processing.

01/21/2025: Please address the comments above and resubmit. Please highlight in yellow the changes you make to the portal form for ease of revision.

**REVIEW DATE(S)**

	<b>Secretariat Comment at CEO Endorsement</b>	<b>Response to Secretariat comments</b>
<b>First Review</b>	<b>1/21/2025</b>	<b>2/4/2025</b>
<b>Additional Review (as necessary)</b>	<b>2/5/2025</b>	
<b>Additional Review (as necessary)</b>		
<b>Additional Review (as necessary)</b>		
<b>Additional Review (as necessary)</b>		