



Umbrella Programme for the Preparation of Biennial Transparency Reports (BTRs) to the United Nations Framework Convention on Climate Change (UNFCCC)

Review CEO Endorsement and Make a recommendation

Basic project information

GEF ID

11500

Countries

Global (Tuvalu, Qatar, Mozambique, Grenada, St. Vincent and Grenadines, Dominica, Azerbaijan, Turkmenistan)

Project Name

Umbrella Programme for the Preparation of Biennial Transparency Reports (BTRs) to the United Nations Framework Convention on Climate Change (UNFCCC)

Agencies

UNEP

Date received by PM

2/16/2024

Review completed by PM

5/2/2024

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

EBF 5/2/2024: Cleared.

EBF 4/9/2024: Please input the Ministry of Environment and Climate Change of Qatar (Government) and UNEP West Asia Office (GEF Agency) as separate project executing entities in section 1.

SECTION 1: ENABLING ACTIVITY SUMMARY

Enabling Activity Title: ⓘ	Umbrella Programme for the Preparation of Biennial Transparency Reports (BTRs) to the United Nations Framework Convention on Climate Change (UNFCCC)		
Country(ies): ⓘ	Global, Tuvalu, Qatar, Mozambique, Grenada, St. Vincent and Grenadines, Dominica, Azerbaijan, Turkmenistan	GEF Enabling Activity ID: ⓘ	11500
GEF Agency(ies): ⓘ	UNEP	GEF Agency Enabling Activity ID: ⓘ	UNEP - 72111
Project Executing Entity(s): ⓘ	Azerbaijan Branch of the Regional Environmental Centre for the Caucasus (Azerbaijan)	Executing Partner Type:	CSO
	Partnership Initiative on Sustainable Land Management (Dominica)		CSO
	Ministry of Environment and Climate Change and UNEP West Asia Office (Qatar)		GEF Agency
	UNDP Turkmenistan (Turkmenistan)		GEF Agency
	Ministry of Climate Resilience, Environment, and Renewable Energy (Grenada)		Government
	Sustainable Development Unit of the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture (Saint Vincent and the Grenadines)		Government
	Ministry of Land and Environment (Mozambique)		Government
	Climate Change Department (Tuvalu)		Government

EBF 3/12/2024: In the box "Project Executing Entity(s)" under "SECTION 1: ENABLING ACTIVITY SUMMARY" please list each of the 8 executing entities (e.g., Ministry of XXX) and specify their respective "executing partner type". If the implementing agency is going to execute a share of the GEF grant, then it also has to be specified in this box (i.e., UNEP and the executing partner type should be "GEF Agency").

SECTION 1: ENABLING ACTIVITY SUMMARY

Enabling Activity Title: ❗	Umbrella Programme for the Preparation of Biennial Transparency Reports (BTRs) to the United Nations Framework Convention on Climate Change (UNFCCC)		
Country(ies): ❗	Global, Tuvalu, Qatar, Mozambique, Grenada, St. Vincent and Grenadines, Dominica, Azerbaijan, Turkmenistan	GEF Enabling Activity ID: ❗	11500
GEF Agency(ies): ❗	UNEP	GEF Agency Enabling Activity ID: ❗	UNEP - 72111
Project Executing Entity(s): ❗	8 Executing Partners	Executing Partner Type:	Government
GEF Focal Area (s): ❗	Climate Change	Submission Date: ❗	2/16/2024
Expected Implementation Start: ❗	6/1/2024	Expected Duration: ❗	36 Months
Type of Report(s): ❗	UNFCCC Biennial Transparency Report (BTR)	Expected Report Submission to Convention: ❗	12/31/2024
	UNFCCC Biennial Transparency Report/ National Communication (BTR/NC)		12/31/2024

Agency's Comments

4/24/2024

This is well noted. The two executing entities have been separated in section 1. The Ministry of Environment and Climate Change of Qatar has been listed as ? Government, while UNEP West Asia Office has been listed as GEF Agency.

3/28/2024

Section I has been updated to include a list of all the eight (8) executing partners; and the type of each executing partner indicated.

Where the GEF grant will be executed by an implementing agency, the executing partner type has been indicated as ?GEF Agency?.

Cost Ranges.

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

Secretariat's Comments EBF 3/12/2024: The costing aligns with the [Information Note 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

EBF 3/12/2024: Yes, cleared.

Agency's Comments

Section 2 - Enabling Activity Supporting Information

Eligibility Criteria.

Is this enabling activity eligible for GEF funding?

Secretariat's Comments

EBF 5/2/2024: Cleared.

EBF 4/9/2024:

1. Cleared.
2. Cleared.
3. Noted. Cleared.
4. Noted. Although we normally request this information at this stage, we will waive this requirement for this specific project given its complexity and time sensitivity. Kindly provide this information as part of the annual project status surveys to the GEF. Cleared.
5. Cleared.
6. Gender considerations have been described in the project document but they haven't been incorporated as part of the project outputs. Please consider mainstreaming gender considerations at the output level.
7. Gender-related results have been included in the project's Monitoring and Evaluation activities. Cleared.

EBF 3/12/2024:

1. In Table 1, please replace "NC3 under preparation" with "NC2 under preparation" for Qatar.

5. Qatar	23.06.2017	24.08.2021**	NC1; submitted to UNFCCC C. NC3 under preparation	BUR1 under preparation	NC2 a D 100.
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2. There is a typo in the sentence after Table 1, i.e., it should be GEF ID 8024 instead of GEF ID 80024 (there is an extra zero):

?It should also be noted that three of the countries have accessed GEF support for the preparation of their initial NDCs: Dominica, Mozambique, and Turkmenistan accessed support through an umbrella project (GEF ID # 80024)?.

3. In Table 1, it is stated that the BUR1 of St. Vincent and the Grenadines will be canceled. However, it is not clear whether only the BUR1 of this country will be canceled or the entire umbrella program GEF ID 10167 will be canceled since the latter includes the former. Please clarify this issue.
4. Pursuant to paragraph 11 of Article 7 of the Paris Agreement, please indicate for each participating country whether the Adaptation Communication will be submitted in conjunction with the proposed BTR1 or BTR/NC, with other reports, or as a standalone document.
5. Regarding coordination with other existing climate change projects, aside from Azerbaijan, Turkmenistan has an approved CBIT PIF (GEF ID 11070) with FAO.

Please reflect this in the project document and ensure there is coordination and collaboration between both projects.

6. Gender considerations shall be mainstreamed on the three outputs of the project and not just a separate section on "Gender" on the CEO Approval document. Please adjust the outputs accordingly.
7. Please reflect on what's in the "Gender" section in the Gender Action Plans to be developed and ensure that gender-related results are included in the project's Monitoring and Evaluation activities.

Agency's Comments

4/24/2024

6. The two main project outputs have been updated to consider gender mainstreaming as follows:

1.1.1 Six (6) BTR1s are prepared through gender-sensitive processes for participating countries to submit to the UNFCCC using top-up financing.

1.1.2 Two (2) BTR1/NC3s are prepared through gender-sensitive processes for participating countries to submit to the UNFCCC using top-up financing.

The above changes have been incorporated on page 4, 5, 10 & 26.

3/28/2024

1. Table 1 on Qatar's NC preparation status has been updated to "NC2 under preparation".

2. Umbrella project (GEF ID # 80024) has been replaced with (GEF ID # 8024) on pg. 9 for countries that have accessed GEF support for the preparation of their initial NDCs.

3. Only the Saint Vincent and the Grenadines BUR1 project will be cancelled, and not the entire Umbrella (GEF ID 10167), since the other 17 projects under this umbrella are active. This clarification has been provided on pg.9.

4. On whether the Adaptation Communication will be submitted in conjunction with the proposed BTR1 or BTR/NC, with other reports, or as a standalone document. UNEP will gather this information from country teams on how they would package their ADCOM report for submission during the annual project status surveys to the GEF. At this point, after GEF approval, country teams would have had a better understanding of the scope and potential overlaps of Adaptation information in the BTRs and ADCOM. Text has been included in Pg. 7 & 8.

UNEP recognizes that many countries are working on different official reporting documents that may be vehicles for submitting an ADCOM under the MPGs of the Paris Agreement and will work closely with the teams to better understand their ADCOM submission plans as the projects progress. This will also be included in annual project status surveys to the GEF. A text on this has been included in the CEO Approval document under Section II.C, pg7/8.

5. The section 'Coordination with Other Existing Climate Change Projects' has been updated to reflect Turkmenistan's CBIT with FAO on pg. 32.

6. Information on gender mainstreaming in project activities and implementation has been added to project outputs on pg. 10, 27 & 32.

7. Information on monitoring and evaluating gender-related results has been updated in Table 10 on pg.37

Institutional framework.

Are the institutional arrangements for implementation adequately described?

Secretariat's Comments

EBF 5/2/2024:

2. We take note of the support letter provided by the OFP of Qatar. The clearance by the GPU Manager for co-execution by UNEP ROWA is attached in the documents section of the project. Cleared.

EBF 4/9/2024:

1. Noted. Cleared.
2. Thank you for the explanation. Per section V, Annex 7 of the Guidelines on the GEF Project and Program Cycle Policy, please submit the letter of support from the OFP of Qatar (using the template provided on the [GEF's website](#)). This letter should specify the roles and responsibilities of UNEP ROWA, including any execution activities.

EBF 3/12/2024:

1. UNDP is proposed as the executing partner for Turkmenistan. Please clarify the execution arrangement in this country.

2. UNEP's West Asia Office is mentioned as a co-executing partner in Qatar. Please clarify the execution arrangement in this country.

Agency's Comments

4/24/2024

2. A letter of execution support from the OFP of Qatar has been uploaded. The letter provides the role of UNEP ROWA and the Ministry of Environment and Climate Change of Qatar in execution of Qatar's BTR1 project.

3/28/2024

1. Clarification on the Project executing arrangements for Turkmenistan has been provided on pg. 35, under the Section on Institutional Framework. This execution arrangement builds on the existing NC/BUR project being executed through UNDP. UNDP Turkmenistan will manage the funds, and recruit technical experts, whereas technical and national policy-level decision making processes are led by the State Committee on Environment Protection and Land resources of Turkmenistan. The BTR top-up will therefore be fully integrated into the ongoing NC/BUR administrative processes under UNDP, as a means to maximize its value of complementarity and cost-effectiveness, in this way ensuring a speedy delivery of the BTR to respond to COP requests.

2. Clarification on the Project executing arrangements for Qatar has been provided on pg. 36 under the Section on Institutional Framework. This execution arrangement builds on the existing NC/BUR project being executed through UNEP/ROWA. The state of Qatar, through its Ministry of Municipality and Environment appointed UNEP Regional Office of West Asia (UNEP ROWA) to undertake the overall financial management of the project, recruit national teams to deliver on project outputs that meet the COP/UNFCCC reporting guidelines, while the Ministry oversees the technical and national policy-level decision making processes critical for ensuring national endorsement and approval.

Monitoring and Evaluation.

Does the project include a budgeted M&E Plan?

Secretariat's Comments EBF 3/12/2024: \$6,482 are budgeted for M&E-related activities. Please ensure under M&E that gender-related results are monitored and reported on.

Agency's Comments

3/28/2024

Gender-related results will be monitored throughout implementation and reported in the stocktaking report, and where proposed additional project reporting. This information has been added to the section on M&E and the section on gender. This has been updated on the Table 10.

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 InclusionEBF 3/12/2024: 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 CommentsEBF 3/12/2024: Yes. Cleared.

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

Secretariat's Comments EBF 3/12/2024: 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 Comments

EBF 4/9/2024:

1. Cleared.
2. Cleared.

EBF 3/12/2024:

1. The letters of endorsement (LoEs) provided by Azerbaijan, St. Vincent, and the Grenadines, Tuvalu, and Turkmenistan are missing the footnote that conditions the selection of the executing partner to the following: *?Subject to the capacity assessment carried out by the GEF Implementing Agency, as appropriate.?* Please ask each OFP to accept this footnote via email and upload these communications in the documents section in the portal or provide new LoEs using the right template.
2. The letters of endorsement submitted by Grenada and Turkmenistan don't coincide with the respective OFP specified on the GEF website. Please review and address accordingly. If needed, please provide a new LoE from the right OFP.

Agency's Comments

3/28/2024

1. The GEF OFPs for Azerbaijan and St. Vincent and the Grenadines have accepted the foot note through emails. The email correspondences have been uploaded.
2. Grenada, Tuvalu and Turkmenistan have provided updated LoEs signed by the new OFP. The updated letters have been uploaded and information in relevant Tables updated accordingly.

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

EBF 4/9/2024:

Cleared

EBF 3/12/2024: Pursuant to the Guidelines on the GEF Project and Program Cycle Policy, the budget table should present a clear distinction between PMC activities, Monitoring and Evaluation activities, and project activities. Given that several budget lines (i.e., equipment, travel, office supplies, and communication costs in Mozambique and Dominica) are financed by the project components and PMC, we kindly request making a distinction.

Please keep in mind that if project staff are charged to both PMC and project components (i.e., not only to PMC), clear Terms of Reference describing unique outputs linked to the respective components are required at the time of CEO Approval for review by the Secretariat.

Agency's Comments

3/28/2024

A clear distinction has been made for budgets supported by PMC, Monitoring and Evaluation, and project activities. Updated budget has been uploaded with this re-submission.

The participating countries are aware that Terms of Reference describing unique outputs linked to the respective components are required, and there is a distinction in the budget between time spent on project activities and project management. In the one instance where the Project Technical Coordinator is expected to undertake project activities (i.e. for Saint Vincent and the Grenadines), the proposed ToRs have been shared with and screened by UNEP, and the funding allocation under the budget class "Contractual Services - Individual" is clearly divided in the Annex 2 budget between project activities and project management. The ToRs for the National Project Technical Coordinator in this case are submitted with this re-submission.

Environmental and Social Safeguards.

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

Secretariat's Comments

EBF 3/12/2024: Yes. The project is ranked as Low risk. Cleared.

Agency's Comments

GEFSEC DECISION

RECOMMENDATION.

Is CEO endorsement/ approval recommended?

Secretariat's Comments

EBF 5/7/2024: The PMs recommend the project for further processing.

EBF 4/9/2024: Please address the comments above and resubmit. Please **highlight in green** the changes you make to the portal form for ease of revision.

EBF 3/12/2024: 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)

	Secretariat Comment at CEO Endorsement	Response to Secretariat comments
First Review	3/12/2024	
Additional Review (as necessary)	4/9/2024	
Additional Review (as necessary)	5/7/2024	
Additional Review (as necessary)		
Additional Review (as necessary)		