



GEF-6 REQUEST FOR PROJECT ENDORSEMENT/APPROVAL

PROJECT TYPE: Medium-sized Project

TYPE OF TRUST FUND: Capacity-Building Initiative for Transparency

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PART I: PROJECT INFORMATION

Project Title: Togo Climate Transparency Framework			
Country(ies):	Togo	GEF Project ID: ¹	10026
GEF Agency(ies):	UN Environment Programme	GEF Agency Project ID:	01648
Other Executing Partner(s):	National Environmental Management Agency (ANGE)	Submission Date:	4 th of June, 2019
GEF Focal Area (s):	Climate Change	Project Duration (Months)	36
Integrated Approach Pilot	IAP-Cities IAP-Commodities IAP-Food Security		Corporate Program: SGP
Name of Parent Program	[if applicable]	Agency Fee (\$)	95,975

A. FOCAL AREA STRATEGY FRAMEWORK AND OTHER PROGRAM STRATEGIES²

Focal Area Objectives/Programs	Focal Area Outcomes	Trust Fund	(in \$)	
			GEF Project Financing	Co-financing
CBIT ²	Capacity Building Initiative for Transparency	CBIT	1,010,267	300,000
Total project costs			1,010,267	300,000

B. PROJECT DESCRIPTION SUMMARY

Project Objective: Developing capacities of Togolese stakeholders to set up and run a national information system for climate transparency.						
Project Components/ Programs	Component Type	Project Outcomes	Project Outputs	Trust Fund	(in \$)	
					GEF Project Financing	Confirmed Co-financing
Strengthening the Togolese institutional arrangements and capacities to meet the Paris agreement requirements on an enhanced transparency framework	TA	Institutional arrangements and capacities are in place to allow Togo to collect, document, store and communicate climate transparency data in a	<p>Output 1: The existing institutional, legal and regulatory framework for climate change information management is upgraded</p> <p><i>Deliverable 1: One report mapping relevant stakeholders and assessing gaps and capacity needs regarding institutional arrangements for climate change information management; connecting current work on the NDC, NC, BUR, GHG Inventory and AC with new reporting requirements in the Modalities, Procedures and Guidelines under the ETF, assessing</i></p>	CBIT	918,437	238,000

¹ Global Environment Facility

² Capacity-Building Initiative for Transparency

		<p>central information management system</p>	<p>available climate change data and data generation systems; and identifying data sources needed to comply with the 2006 IPCC Guidelines and the MPGs for the ETF.</p> <p><i>Deliverable 2: Legal and Regulatory Framework design and drafts of Memoranda of Understanding or Cooperation Agreements for efficient and coordinated institutional arrangements.</i></p> <p><i>Deliverable 3: One report listing nominated focal points and their alternates in climate change priority sectors, including respective decrees of nomination.</i></p> <p><i>Deliverable 4: One report describing the composition and operation of the national climate transparency framework body.</i></p> <p>Output 2: A climate change information management system is established</p> <p><i>Deliverable 5: One report describing the architecture of the national climate change information management system, including the indicators, protocols for monitoring, collecting, evaluating, reporting and disseminating data and their formats, as well as information on the roles and responsibilities under the climate information management system and for the maintenance and ownership of the equipment and portal.</i></p> <p><i>Deliverable 6: Functional online portal to support the MRV³ system documentation</i></p> <p><i>Deliverable 7: One report on the successful installation of computer equipment in support of the online portal, including information on the roles and responsibilities concerning the maintenance and ownership of the equipment and online portal.</i></p> <p>Output 3: Relevant sectors are provided with appropriate equipment to measure, track, report and/or access information from the MRV system</p> <p><i>Deliverable 8: Report with the assessment on specific needs for procurement of equipment to be used by relevant institutions in the climate change information management system; detailed list of equipment acquired and installed, specifying the beneficiaries (institutions and units), including information on the roles and responsibilities concerning the usage and maintenance of this equipment.</i></p> <p>Output 4: National stakeholders in climate change are trained to</p>			
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³ measurement, reporting and verification (MRV)

			<p>provide input and access information/data from the national MRV system</p> <p><i>Deliverable 9: Training materials on: (i) MRV, UNFCCC reporting guidelines and the MPGs for the ETF; (ii) new national institutional arrangements and regulatory framework for climate change information management; (iii) data collection, compilation, management, maintenance and archiving of databases; (iv) protocols for the climate change information management system and respective online portal; (v) 2006 IPCC Guidelines for GHG inventories and EMEP/EEA guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis, including cross-cutting issues; for the AFOLU sector, development of a land-use matrix as per 2006 IPCC Guidelines, where needed; activity data on consumption of international aviation and marine bunker fuels; activity data on emissions of fluorinated gases; (vi) tools for GHG inventories; (vii) country-specific emission and correction factors; (viii) QA/QC plan and activities; (ix) development of Togo-specific climate and socio-economic scenarios; (x) methodologies and tools for NDC implementation tracking, including progress indicators and tracking of support needed and received; (xi) tracking mitigation actions and finance; (xii) climate change vulnerability analysis/assessment and tracking adaptation actions and finance; (xiii) installation, maintenance and management of acquired equipment.</i></p> <p><i>Deliverable 10: 10 training events in total, including a report on their outcomes: 1 on MRV, UNFCCC reporting guidelines, the MPGs for the ETF and the new national institutional arrangements and regulatory framework for climate change information management; 1 on data collection, compilation, management, maintenance and archiving of databases; and protocols for the climate change information management system and the respective online portal; 1 on 2006 IPCC Guidelines for GHG inventories and EMEP/EEA guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis, including cross-cutting issues; for the AFOLU sector, development of a land-use matrix as per 2006 IPCC Guidelines, where needed; activity data on consumption of international aviation and marine bunker fuels; activity data on emissions of fluorinated gases; 1 on country-specific emission and correction factors; 1 on tools for GHG inventories and QA/QC plan and activities; 1 on country-specific climate and socio-economic scenarios; 1 on methodologies and tools for NDC implementation tracking, including progress indicators and tracking on support needed and received; 1 on tracking mitigation actions and finance; 1 on climate change vulnerability analysis/assessment and tracking adaptation actions and finance; and 1 on installation, maintenance and management of acquired equipment.</i></p> <p><i>Deliverable 11: One report on awareness-</i></p>			
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			<i>raising meetings.</i> Output 5: The information management system is tested and functional <i>Deliverable 12: Half-yearly reports on the climate change information management system operation.</i> <i>Deliverable 13: Full proposal on the knowledge sharing strategy.</i> <i>Deliverable 14: Half-yearly reports on the implementation of the knowledge sharing strategy.</i> <i>Deliverable 15: Yearly reports on the country's participation through the CBIT Global Coordination Platform; brochures and flyers on lessons learned.</i> <i>Deliverable 16: Minutes of regional meetings with members of the West African South-South Collaboration Network.</i> <i>Deliverable 17: Yearly reports on knowledge products generated.</i>			
			Subtotal		918,437	238,000
			Project Management Cost (PMC)	CBIT	91,830	62,000
			Total project costs		1,010,267	300,000

For multi-trust fund projects, provide the total amount of PMC in Table B, and indicate the split of PMC among the different trust funds here: ()

C. CONFIRMED SOURCES OF CO-FINANCING FOR THE PROJECT BY NAME AND BY TYPE

Please include evidence for co-financing for the project with this form.

Sources of Co-financing	Name of Co-financier	Type of Cofinancing	Amount (\$)
Recipient Government	Government of Togo/Ministry of Finance/ANGE	In-kind	300,000
Total Co-financing			300,000

Describe how any "Investment Mobilized" was identified. Consultation with country's activities related to current National communication (NC) and Biennial Update Reports (BURs) estimated at \$1,167,000.

D. TRUST FUND RESOURCES REQUESTED BY AGENCY(IES), COUNTRY(IES), FOCAL AREA AND THE PROGRAMMING OF FUNDS

GEF Agency	Trust Fund	Country Name/Global	Focal Area	Programming of Funds	(in \$)		
					GEF Project Financing (a)	Agency Fee (b)	Total (c)=a+b
UNEP	CBIT	Togo	Climate Change	(select as applicable)	1,010,267	95,975	1,106,242
Total GEF Resources					1,010,267	95,975	1,106,242

E. PROJECT'S TARGET CONTRIBUTIONS TO GEF 6 CORE INDICATORS

Update the relevant sub-indicator values for this project using the methodologies indicated in the Core Indicator Worksheet (as used in GEF 7 Endorsement template – Annex E) and aggregating them in the table below. Progress in programming against these targets is updated at mid-term evaluation and at terminal evaluation. Achieved targets will be aggregated and reported any time during the replenishment period. There is no need to complete this table for climate adaptation projects financed solely through LDCF and SCCCf.

Project Core Indicators		Expected at CEO Endorsement
1	Terrestrial protected areas created or under improved management for conservation and sustainable use (Hectares)	
2	Marine protected areas created or under improved management for conservation and sustainable use (Hectares)	
3	Area of land restored (Hectares)	
4	Area of landscapes under improved practices (excluding protected areas) (Hectares)	
5	Area of marine habitat under improved practices (excluding protected areas) (Hectares)	
	Total area under improved management (Hectares)	
6	Greenhouse Gas Emissions Mitigated (metric tons of CO ₂ e)	
7	Number of shared water ecosystems (fresh or marine) under new or improved cooperative management	
8	Globally over-exploited marine fisheries moved to more sustainable levels (metric tons)	
9	Reduction , disposal/destruction, phase out, elimination and avoidance of chemicals of global concern and their waste in the environment and in processes, materials and products (metric tons of toxic chemicals reduced)	
10	Reduction, avoidance of emissions of POPs to air from point and non-point sources (grams of toxic equivalent gTEQ)	
11	Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment	80 beneficiaries, of whom 32 women

Provide additional explanation on targets, other methodologies used, and other focal area specifics (i.e., Aichi targets in BD) including justification where core indicator targets are not provided.

F. PROJECT TAXONOMY

Please update the table below for the taxonomic information provided at PIF stage. Use the GEF Taxonomy Worksheet provided in Annex F to find the most relevant keywords/topics/themes that best describe the project.

Level 1	Level 2	Level 3	Level 4
Influencing Models	Transform policy and regulatory environments Strengthen institutional capacity/decision-making		

Stakeholders	Private Sector Civil Society Type of Engagement Communications	Non-Governmental Organization Academia Information Dissemination Consultation Participation Awareness Raising	
Capacity, Knowledge and Research	Capacity Development Knowledge Generation and Exchange Knowledge and Learning Stakeholder Engagement Plan	Knowledge Management Capacity Development Learning	(multiple selection)
Gender Equality	Gender results areas	Participation and Leadership Capacity Development Awareness Raising	(multiple selection)
Focal Area/Theme	Climate Change	United Nations Framework on Climate Change	Capacity Building Initiative for Transparency
Rio Marker	Climate Change Mitigation 1 Climate Change Adaptation 1		

PART II: PROJECT JUSTIFICATION

A.0. Describe any changes in alignment with the project design with the original PIF (Project Identification Form)

The project actions were updated to reflect knowledge gained during stakeholder consultations held from October to November 2018. Whilst the overall project objective and outcome are unchanged, minor changes were made to the project outputs as shown in the table below.

	Approved PIF framework	Current Project framework	Reason for amending the output
Output 1	The existing institutional framework is upgraded	The existing institutional, legal and regulatory framework for climate change information management is upgraded	Wording was slightly changed to be more detailed.
Output 2	GHG information management system is established	A climate change information management system is established	The initial wording highlighted only GHG while the transparency framework includes but goes beyond MRV of GHG emissions.
Output 3	Relevant sectors are provided with	Relevant sectors are provided with	The new wording specifies the purpose of

	appropriate equipment to perform their mission	appropriate equipment to measure, track, report and/or access information from the MRV system	the use to ensure that funding is used exclusively to support MRV related activities.
Output 4	National stakeholders in climate change are trained to input data in the system	National stakeholders in climate change are trained to provide input and access information/data from the national MRV system	Output has been expanded further to include training to accessing information/data from the national MRV system, rather than only focusing on the input of data. Based on in-country stakeholder consultations, the following priorities were identified: develop and train on guidelines/protocols to collect, process, document, store and disseminate data, on GHG inventory and mitigation tools and methodologies, on development of emission and correction factors specific to Togo, on vulnerability analysis tools and on adaptation planning tools.
Output 5	The information management system is tested and functional	The information management system is tested and functional	This output remains the same but gives more emphasis on testing the system to ensure it is functional.

In addition, co-finance amounts were revised to only take into account the in-kind contribution from the Government of Togo on related transparency on-going and future activities of the National Agency for Environmental Management (ANGE), and thus are lower than indicated at the PIF stage which had a broader focus.

A.1. Project Description.

1. The global environmental and/or adaptation problems, root causes and barriers that need to be addressed

Climate change poses a threat to the development of countries, particularly in meeting their sustainable development and poverty reduction goals. It is one of the biggest challenges

human beings have faced in the past, due to their negative impacts. Although there is still uncertainty about its magnitude, climate change is likely to slow or even reverse the progress made on development from generation to generation. Because of their geographical location and their high vulnerability, developing countries such as Togo are and will continue to be strongly affected by the negative effects of these changes.

As a result of the increase in global greenhouse gas emissions, the average surface temperature of our planet increased by an average of 0.85°C between 1880 and 2012 and could, depending on pessimistic the scenario, reach 4.8°C by 2100 compared to the period 1986-2005, with an increase in the ocean level of almost one meter (Intergovernmental Panel on Climate Change - IPCC, 2014). Extreme events resulting from climate change induced by global warming such as heat waves, floods, cyclones, droughts and forest fires are expected to intensify. These extreme events affect ecosystems, food production and water availability, destroy habitations and other infrastructure, increase mortality and morbidity, and seriously damage human health and well-being.

Sub-Saharan Africa is particularly facing challenges related to food security that are worsening with climate change. The Africa's Adaptation Gap report of the United Nations Environment Programme (UN Environment, 2015) reports that currently some 240 million Africans are already suffering from hunger and an increase of 1.2 to 1.9°C by 2050 could increase the number of undernourished Africans by between 25% and 95% due to the 10% reduction in agricultural yields; while warming higher than 2°C (more likely) could bring this down to 15% or 20%, with soaring prices of food products up to 12% by 2030 and up to 70% by 2080 (WB, 2015).

The environmental problems in Togo are similar to those in most sub-Saharan African countries and fall into two main categories: environmental problems in rural areas and environmental problems in urban areas.

Poor environmental management has led to a degradation of natural resources and the environment, as well as a deterioration in living standards. The threats to Togo's environment are diverse, ranging from: (i) land degradation; (ii) depletion of forest resources, (iii) decline in biodiversity; (iv) and environmental health risks in urban areas.

- **Land degradation.** Nearly 85 percent of the country's soils are considered moderately or severely degraded, due to the combined effects of rapid population growth, unsustainable agricultural and mining practices, as well as climate change and weather variability. Increased pressure on land has led to lower yields and a gradual decline in soil fertility, forcing farmers to seek undegraded and more fertile land in forests and protected areas in order to ensure their livelihood. Similarly, there is a deterioration of the landscape and loss of vegetation in the former closed phosphate mines and limestone quarries. The construction of hydroelectric dams has had negative socio-economic effects on local farmers who have lost their livelihoods and have had to be displaced and resettled.
- **The decrease in the quantity and quality of water resources.** The rapid growth of the urban population, mainly in Lome, is putting increasing pressure on groundwater resources. Due to overexploitation of aquifers through domestic and industrial use, seawater intrusion has begun. A significant proportion of Togo's groundwater and surface water resources are polluted by nitrates, phosphorus and heavy metals, mainly

from unsustainable practices, in agriculture with the uncontrolled use of pesticides and fertilizers, as well as in mining. In addition, groundwater pollution by leaching garbage and discharges of waste oils, industrial waste and waste water pose a real danger to public health.

- **The decrease in forest resources.** Togolese forests have an average annual loss of about 2.6 percent for mountain forests and 3.7 percent for dense forests. Uncontrolled exploitation of forest resources for fuelwood and charcoal production, as well as land clearing for food and cotton cultivation, have led to the spread of savannah and the loss of other forest resources, such as medicinal plants, honey and bushmeat. The latter remains the main source of protein for local populations. Deforestation has also reduced the important role that forest vegetation plays in regulating water flows, rivers and watershed protection.
- **Loss of biodiversity.** Biodiversity has been affected by deforestation linked to the practice of slash-and-burn shifting cultivation by farmers. Many species of fauna and flora have seen their populations decline sharply; several are threatened with extinction or extinct. Poaching local populations for consumption and trade in bushmeat also contributes to the loss of biodiversity.
- **Degrading coastal ecosystems.** Togo's coastal ecosystems are at risk of degradation through erosion and marine pollution, contamination and salinization of lagoons, soil depletion, unplanned urbanization and overexploitation of water resources. Coastal waters are experiencing a decline in fish stocks due, among other things, to siltation of rivers. Mangrove shoots and bushes no longer mature due to their premature exploitation for firewood, flooding, and bush fires. Coastal erosion and declining coastal water quality also have negative socio-economic consequences, such as the loss of livelihoods and the complete disappearance of fishing villages as a result of the interruption of marine fisheries.
- **Dangerous living conditions in urban areas.** Most Togolese cities are characterized by a chronic shortage of basic infrastructure services. The lack of sound management of the urban environment creates significant health risks for urban dwellers. Contamination of groundwater by human excreta and wastewater is a major problem. The unhealthy urban living conditions are also the result of poor management of storm water drainage systems. Gutters and sewers are often blocked by solid waste or silt, causing frequent flooding. Similarly, the collection, transport and disposal of household solid waste pose many hygiene problems. Industrial waste, both solid and liquid, is often discharged untreated into nature or into surface water, with the potential to pollute groundwater. Togo's urban areas are also increasingly affected by air pollution, much of which, including carbon dioxide, comes from the inefficient combustion of charcoal for cooking and heating, as well as energy production and industrial uses.

The country's total net National Emissions and Removals for 2013, according to its First BUR, were estimated at 19,669.83 CO₂ (Gg), of which 17,095.54 (86.91%) from the AFOLU sector, 2,089.27 (10.62%) from the Energy sector, 473.74 (2.41%) from IPPU, and 11.28 (0.06%) from the Waste sector.

With regard to mitigation, the three priority sectors for Togo are energy, agriculture, and land use, land use change and forestry. According to its nationally determined contribution (NDC) on mitigation, which covers the entire economy, under the business-as-usual (BAU) scenario (accounting for the implementation of already programmed measures), the overall reduction rate in 2030 would be 11.14% compared with Togo's total 2030 emissions based on the baseline year (2010). This reduction in emissions is attributed to the implementation of sectoral work. Moreover, a conditional target for additional GHG emissions reduction, according to the most ambitious scenario, is estimated at 20% compared to the dynamic BAU. The conditional target for the total reduction would therefore be 31.14% in 2030, compared to the projections if no measures were to be applied.

2. Baseline scenario and any associated baseline projects.

This section provides a diagnostic analysis of i) existing information management systems and their institutional, regulatory and legal frameworks/systems and procedures, ii) existing institutional frameworks/systems for developing strategies, plans, reports and evaluations under relevant conventions, iii) different ongoing or already planned interventions/projects, iv) objectives and results in environment and development, v) while highlighting the gaps that the country faces in the field of climate action including environmental information.

2.1. Institutional, regulatory and legal frameworks and existing information management systems

The analysis of the national institutional framework for implementation of the United Nations Framework Convention on Climate Change (UNFCCC) involves various legal instruments and institutional arrangements. These arrangements can help validate regular and continuous updating of National communications (NCs) and Biennial Update Reports (BURs) to adapt them to the pace of development of the country.

With respect to the legal framework, the Support Program for the Fight against Climate Change (PALCC, acronym in French) is structured around: (i) an overall objective to improve the resilience of the Togolese population to climate change through the implementation of priority adaptation and mitigation actions while strengthening national institutional capacities; (ii) two (2) specific objectives to contribute to the reduction of Togo's climate vulnerability through measures to prevent forest resources and soils and energy efficiency on the one hand and to contribute to improving the institutional context in relation to climate change in the country on the other hand; (iii) three (03) expected results; and (iv) twelve (12) activities declined in more than forty-one (41) tasks.

Result 1 focuses on the implementation of measures to adapt to climate change through planning, sustainable management, rehabilitation of vegetation cover, reforestation and, consequently, the preservation of flora in the State and private forest areas. **Result 2** focuses on the implementation of more efficient techniques for the transformation and use of forest resources, particularly in the forest-energy sector, with several tasks relating to the training of stakeholders in carbonization techniques and the distribution of improved stoves and butane gas systems. **Result 3** focuses on the implementation of the National Adaptation Plan (NAP) and the NDCs through the conduct of studies identified in the NAP, the training of personnel involved in its implementation (notably at the Ministry of Environment and Forest Resources

(MERF) and support to Togo's public universities in the implementation of their research work.

This section provides an overview of what has been done so far from an institutional point of view.

The National Agency for Environmental Management (ANGE)

ANGE is a public institution with legal personality and financial autonomy under the supervision of the Ministry of Environment and Forest Resources. It serves as an institution to support the implementation of the national environmental policies as defined by the government as part of the national development plan.

ANGE's main mission is to integrate the environment into policies, plans, programmes, projects and actions through environmental assessments and information. In this capacity, it works in collaboration with the other institutions in charge of managing multilateral agreements – the Directorate of Environment (DE) and the Directorate of Forest Resources (DRF), both part of the Ministry of Environment and Forest Resources' structure) on issues related to climate change, in particular NCs, BURs, NDCs and MRV.

ANGE has the legal mandate to manage the environmental information system, including on climate change, produce the annual report on the state of the environment and manage the national environmental assessment system. He also has a reporting role to manage environmental data. Due to its legal mandate, ANGE coordinates the climate transparency framework; promotes links between the administration and the private sector; and implements the government's environmental strategy, which includes involving industry, civil society organizations and other stakeholders in the implementation of NDCs.

As such, it is responsible for:

- development and coordination of the implementation of the national environmental management programme;
- promotion and implementation of the national system of environmental strategy assessments and environmental audits;
- support for the integration of the environmental dimension into national and local policies, strategies, programmes and development projects;
- development and promotion of technical tools for environmental analysis, planning and integration into development policies, plans, programmes, projects and activities;
- technical support to local authorities, grassroots organizations, the private sector and Non-Governmental Organization NGOs in environmental management;
- establishment and management of the national environmental information system
- coordinating the preparation of the annual report on the state of the environment;
- development and implementation of information, education, communication and training actions for parents on the protection and management of natural resources and the environment;
- research and mobilization of the financial and technical resources necessary to carry out its specific missions and other missions that may be entrusted to it.

ANGE has been entrusted with another mission of great importance, which is the establishment of the **National Environment Observatory (ONE)**, whose mission is to: manage the environmental information and monitoring system; lead the network of partners; ensure the dissemination of environmental data and information: periodically analyze the data and information needs of socio-economic development stakeholders; organize the compilation, complementary collection, standardization of environmental data formats and manage the environmental GIS; publish the directory of environmental publications on Togo; prepare the integrated report on the state of the environment and sub-regional and international reports.

In the absence of a national policy, the collection, processing and storage of information is carried out in a poorly structured manner without quality control and under difficult conditions by poorly qualified agents, with few suitable collection instruments and computer tools for processing and archiving the data produced. As a result, more than 98% of the data produced is presented in paper format, resulting in updating difficulties, errors and losses, costly and voluminous archive handling and handling. CBIT's intervention will enable ANGE to have the institutional, technical and financial capacities to respond to these gaps and inadequacies that are detrimental to its proper functioning.

The Directorate of Environment (DE)

Part of the MERF institutional structure, the Directorate of Environment (DE) is responsible for, inter alia, the implementation of multilateral environmental agreements to which Togo is a party, and for encouraging its accession to other international instruments relating to environmental management. As such, the Environment Directorate is the national focal point for the UNFCCC. Accordingly, the Climate Change Division is established within the Environment Directorate, divided into two sections: the section entitled "Monitoring the implementation of the Convention" and the section entitled "Training, information, education and communication on climate change". This division is led by, among others, the UNFCCC focal point, the national designated authority (NDA) for the Clean Development Mechanism (CDM), the focal point for the process of integrating adaptation into development planning and budgeting, the technology transfer focal point, the Climate and Clean Air Coalition (CCAC) focal point and the coordinator of the Nationally Appropriate Mitigation Actions (NAMA) process. The creation of the UNFCCC Implementation Division now ensures continuity in the process of preparing national communications and biennial reports and is an indicator of the integration of climate change into budgeting in Togo.

The DE is the technical management body for the Conventions to which Togo is a party, such as the Vienna Convention on the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer, the Basel Convention on Hazardous Wastes, the Rotterdam Convention on Chemicals, the Stockholm Convention on Persistent Organic Pollutants (POPs), the UNFCCC, the Kyoto Protocol, the Paris Agreement. The DE is responsible for the coordination of projects for enabling activities and the implementation of these conventions. In this capacity, it oversees the collection, storage and archiving of data and information. The DE does not have a server or a team of specialists dedicated to this activity. In other words, the DE needs capacity building, human, technical and financial to enable Togo to honor its commitments in a transparent manner.

The following are some of the strengths of the existing institutional arrangements for the preparation of national communications and BURs:

- Better understanding of the process by the Coordination unit under DE;
- All stakeholders are involved in the process;
- The renewal of the Third National Communication (TNC) project management bodies to serve as BUR project management bodies;
- Synergy between the TNC preparation process and the various initiatives underway at the national level such as the Integrated Disaster and Land Management Project (IHDM) and the NDC;
- use of the achievements of regional capacity building projects in the NCs;
- organization of several capacity-building, technical and validation workshops;
- Institutionalization of the team in charge of GHG inventories and mitigation issues and of the TNC; such team provides institutions with the support of experts;
- Acceleration of the BUR process through appropriate awareness raising of the various stakeholders.

The preparation of national communications every four years and that of biennial update reports, the establishment of a sustainable national GHG inventory system that integrates data-holding structures and the establishment of an effective national MRV system require institutional arrangements that ensure sustainability and facilitate the sequencing of activities to avoid delays. The MERF has issued an order for the implementation of these institutional arrangements so that the above-mentioned activities are executed on an ongoing basis; its operationalization is being undertaken by the DE. According to such arrangements, data collection, processing, storage and archiving shall occur under the coordination of the Climate Change Division of the DE. The institutional mechanism takes into account the similarities of MRV activities to avoid duplication of efforts and reduce costs.

The table below summarizes such new arrangements.

The Climate Change Division (DLCC) under the Directorate of Environment	Supervisor of NCs and BURs. It operates through three structures: the UNFCCC focal point, the National Climate Change Committee and the Steering Committee. The DLCC manages the archiving system.
JOINT WORKING GROUPS FOR THE PREPARATION OF NCS AND BURS	
1) The Data Collection Working Group	Coordinator: National Institute of Statistics and Economic and Demographic Studies (INSEED); it also includes the coordinators of the thematic groups on national circumstances, GHG Inventory, mitigation and vulnerability and Adaptation.
2) The National Circumstances working group	Coordinator: Department of Geography; it also includes the coordinators of the thematic groups.
3) The GHG inventories working group	Coordinator: Laboratory of Atmospheric Chemistry (LCA); it is composed of the institutions concerned by the sector and those concerned by this activity.
4) The Mitigation Working Group	Coordinator: National School of Engineers (ENSI); it is composed of the institutions concerned by this activity.

5) The Working Group on Cross-cutting Issues	Coordinator: Ministry of Economy and Finance; it is composed of the institutions concerned by these activities.	
6) The Vulnerability and Adaptation Working Group	Coordinator: Laboratory of Biology and Plant Ecology (LBEV); it is composed of the institutions concerned by the sector.	
GHG INVENTORY, MITIGATION AND EFFECTS, ADAPTATION STUDIES		
DLCC under the Directorate of Environment	Supervisor of NCs and BURs. It operates through three structures: the UNFCCC focal point, the National Climate Change Committee and the Steering Committee. The DLCC manages the archiving system.	
Laboratory of Atmospheric Chemistry (LCA), Coordinator of the GHG Inventories	This laboratory has extensive experience in IGES both nationally and internationally. For the past twenty years, it has been involved in education and research and has already supervised several of the theses in all sectors (energy, industrial processes and product use, agriculture, forestry and other land uses, waste).	
Working groups	1) The Data Collection Working Group	Coordinator: The National Institute of Statistics of Economic and Demographic Studies; it also includes the coordinators of the GHG Inventories thematic estimation groups.
	2) The Energy Sector Working Group	Coordinator: <i>Ecole Nationale Supérieure des Ingénieurs</i> (ENSI); it is composed of the institutions concerned by the sector.
	3) The Industrial Processes Sector working group	Coordinator: Laboratory of Atmospheric Chemistry (LCA), it is composed of the institutions concerned by the sector.
	4) The Agriculture Sector Working Group	Coordinator: <i>Ecole Supérieure d'Agronomie</i> (ESA); it is composed of the institutions concerned by the sector.
	5) The Land Use, Land Use Change and Forestry Sector Working Group	Coordinator: Laboratory of Biology and Plant Ecology (LBEV); it is composed of the institutions concerned by the sector.
	6) The Waste Sector Working Group	Coordinator: Laboratory for Waste Management, Treatment and Valuation (LGTVD); it is composed of the institutions concerned by the sector.

A national MRV system is in construction which integrates the requirements of the international MRV system with the following characteristics: (i) Data and metadata collection; (ii) Data processing and management; (iii) Data storage and archiving; (iv) Data

processing, analysis and interpretation; (v) Monitoring of indicators; (vi) Measurement; (vii) Verification.

This process of institutionalization will ensure quality assurance and quality control (QA/QC), better consideration of measurement, reporting and verification as well as the establishment of a coherent archiving system.

As the focal point for the UNFCCC, the DE hosts the coordinators and managers of several projects related to the implementation of the Convention, in particular, enabling activity projects funded by the GEF. Indeed, the staff in charge of the National Designated Authority (NDA) for the CDM and the Green Climate Fund, and implementation of the NAP. has participated in several meetings and capacity building organized by the UNFCCC secretariat and technical and financial partners such as United Nation Development Programme (UNDP), UN Environment, Economic Community of West African States (ECOWAS), GIZ, African Development Bank (AfDB), West Africa Development Bank (WADB), Community Investment and Development Bank (CIDB), etc. on modalities and methodologies for the collection, processing, storage, management and archiving of climate data and information.

In addition, the DE is the National Director of Climate Change Projects and is therefore responsible for supervising and reporting on project implementation to the MERF, UNDP and other implementing partners, thus in charge of helping to mobilize the necessary technical, financial and administrative resources. The DE therefore has a pool of capacities in the climate field but does not have a server; while the results of the various activities carried out by the experts are stored on personal computers or hard disks in electronic format or on paper documents and on FTP servers outside the country. Moreover, it often fails to provide experts with the tools they need to develop scenarios (such as models, methodologies, software, etc.). CBIT will thus support the DE with institutional and technical strengthening through this project.

The Directorate of Forest Resources (DRF)

The Directorate of Forest Resources (DRF) is responsible for: ensuring the development of forest regulations; proposing elements of national forest resources policy; ensuring the implementation of policies, strategies, programmes and projects for the protection of forest resources and the management of fragile ecosystems and wetlands; monitoring procedures for the classification and decommissioning of protected areas; participating in the development and implementation of forest management plans and protected areas; developing and monitoring forest intervention standards; managing conventions, agreements and treaties relating to flora and fauna.

The DRF is the technical management body for the Conventions on Combating Desertification (CCD) and Biodiversity (CBD). It is therefore responsible for coordinating the projects for enabling activities and the implementation of these two conventions. In this capacity, it oversees the collection, storage and archiving of data and information. The DRF does not have a server or a team of specialists dedicated to this activity. In other words, the DRF needs capacity-building, human, technical and financial resources to enable Togo to honor its commitments in a transparent manner.

The DRF is in the process of developing an MRV system for Reducing Emissions from Deforestation and Forest Degradation (REDD+) that takes into account three dimensions: (i)

carbon/emissions and removals, (ii) drivers of deforestation and degradation of classified forests and other land and (iii) non-carbon benefits. In addition to these three main dimensions, the monitoring system will allow Togo to report data and verify the validity of results. The approach adopted is to involve all stakeholders in a participatory way, from the local (communal) and regional to the national level. Several activities are planned:

- Perform soil carbon stock assessments (modeling above-ground biomass) to produce a biomass map;
- Carry out studies to compare underground biomass ratios and validate allometric equations;
- Analyze options for monitoring and establishing an emissions baseline and monitoring, reporting and verification (MRV) measures;
- Assist the MRV Cell Manager in setting up an effective MRV system and defining the modalities for managing the REDD database.

The DRF does not have a server, hence the results of the various activities carried out by the experts are stored on personal computers or hard disks in electronic format or on paper documents and on TFP servers (in particular Food and Agriculture Organization of the United Nations (FAO)) outside the country.

Within the framework of these REDD+ projects, several activities of the PALCC are related to improving the quality of data and information. As such, institutional, legal and regulatory frameworks have been put in place for the management of these projects, and capacities have been built or strengthened for their effective implementation. CBIT will add value to previous achievements by contributing to capacity-building and the acquisition of appropriate storage equipment.

The Office for the Development and Logging of Forests (ODEF)

It is an institution attached to the Ministry of the Environment with legal personality and financial autonomy. It is in charge of implementing the forest policy through the implementation and execution of State forest management plans, the implementation of the national forest inventory, the rational exploitation of wood resources and the control of the sector's industry.

The National Climate Change Committee

The Ministry of Environment and Forest Resources manages climate change issues with other relevant institutions and stakeholders. To this end, a decree establishing, organizing and operating a National Climate Change Committee was signed in February 2000 and updated in 2005 by decree No. 11 / MERF of April 28, 2005. This committee is the framework for informing, coordinating and monitoring the implementation of the UNFCCC, Kyoto Protocol and the Paris Agreement. It is made up of several actors coming from both public and private institutions but also from civil society organizations involved in or affected by climate change. These include the ministries responsible for: (i) Environment and Forest Resources, (ii) Health, (iii) Tourism of Craft and Leisure, (iv) Industry (v) Transport, (vi) Economics and Finance, (vii) Energy and Hydraulic Resources, (ix) Interior and Decentralization, (x) Agriculture, Livestock and Fisheries, (xi) Higher Education and Research, (xii) Technical

Education and Vocational Training, (xiii) Cooperation, (xiv) Culture, (xv) of the National Defense, (xvi) Social Affairs for the Promotion of Women, (xvii) Communications. The Committee also includes representatives of the private sector, civil society, NGOs and associations.

The CBIT project will also provide an opportunity to build the capacity of members of the National Climate Change Committee by providing the financial resources necessary for their involvement in data and information collection, storage and archiving activities as well as monitoring the quality of such data.

The Steering Committee of the National Communication project (NC) to the UNFCCC

After having carried out the work related to the presentation of the Second National Communication (SNC), the Steering Committee of the draft national communication on climate change created by Ordinance No. 004 / MERF of 1 February 2008 was renewed in its functions as part of the preparation of the draft Third National Communication (TNC). The committee includes representatives from the public sector, the private sector, civil society organizations, as well as experts who participate in the various meetings of the committee. The same committee was renewed for the preparation of the BUR.

One of the responsibilities of the members of this committee is to ensure the quality control of the reports produced by the consultants and the project team. By strengthening capacities of members of the Steering Committee, the CBIT project will also provide an opportunity for them to better understand the scope of their mission in the collection, storage and archiving of data and information as well as monitoring the quality of this data. The CBIT project will also ensure coordination and avoid duplication of efforts based on the assessment on institutional arrangements to be undertaken at project outset (Output 1).

The multidisciplinary team on climate change

Created by Order No. 018 / METRF of 22 July 2008, the multidisciplinary team responsible for preparing the SNC was renewed by the Ministry of the Environment and Forest Resources as part of the preparation of the TNC. It is composed of several thematic groups, namely: GHG inventory and mitigation group, vulnerability and adaptation group, followed by the drafting of the NC group. The composition and powers of each group are defined within the limits of the decree. It often does not have the tools (models, methodologies, software, etc.) that experts need to develop scenarios. CBIT can contribute to capacity-building and the acquisition of appropriate storage equipment.

The National Designated Authority (NDA) for the CDM

The Togolese State in the context of the implementation of the CDM under Article 12 of the Kyoto Protocol to the UNFCCC, established and organized the National Designated Authority (NDA) for the CDM. It is composed of three permanent bodies: The National CDM Committee, the Permanent Secretariat and the working groups.

The NDA benefits from services of the Regional Collaboration Center (CRC) Lome, which provides technical and methodological support in the identification and development of CDM projects and activity programmes at the various stages of project cycle, especially in terms of capacity building. In addition, the NDA has undertaken transport data collection work with

the Directorate General for Land Transport to provide credible data for mitigation measures in this sub-sector. The GEF CBIT project will reinforce achievements in this area by improving the quality of data and information.

The National Designated Authority (NDA) for the Green Climate Fund (GCF)

In accordance with Decision 3/CP.17, Togo has designated and set up its NDA in the Directorate of Environment, which has obtained approval for its first preparation programme. The CBIT Project will provide the NDA and relevant experts with the tools (models, methodologies, software, etc.) needed for project development.

The General Directorate of National Meteorology (DGMN)

The General Directorate of National Meteorology of Togo is a service of the Togolese Republic, created by Decree No. 71/027 of 18 November 1971. Its objectives are to organize, regulate and harmonize meteorological action programmes in relation to the World Meteorological Organization (WMO), to manage and operate the national meteorological network and to make statistical data available to both national and international users. In order to anticipate the potential impact of climate change on agricultural yields, the GEF provided support to DGMN from nine (9) weather stations and a data collection center. These devices, which are distributed over all five (5) regions of the country, will above all make it possible to increase the agro-meteorological network throughout the country; to strengthen the collection and processing of data in a qualitative manner at the various stations in order to provide reliable weather forecasts; thus complementing the automatic weather stations already provided by the ADAPT project⁴. Unfortunately, the training that was to underpin these acquisitions was not carried out to satisfaction. The programme implementation did not cover all the regions of the country.

CBIT will be able to contribute to the training of experts in charge of the stations and to the acquisition of appropriate storage equipment.

Beyond this national institutional framework, there are regional institutions and international programs that address climate change issues in Togo. They include:

African Center for Applications of Meteorology for Development (ACMAD)

It was created in 1987 by the Conference of Ministers of the Economic Commission for Africa and the World Meteorological Organization (WMO). Since 2003, ACMAD, in collaboration with other specialized agencies, has been simulating the climate change scenarios needed to assess the socio-economic impacts of climate variability and variation in Africa. ACMAD thus plays an important role in climate change studies on the continent.

Research Institute for Development (IRD, or former ORSTOM)

It is a French research institution that develops activities in partnership with Togolese institutions like the National Centre for Data Processing and Studies (CENETI) and the University of Lome. As part of the implementation of the Convention, the IRD intervenes in

⁴ The ADAPT project is funded by the GEF as additional funding to the PADAT to better address the climate change dimension. It was carried out over the period from July 2014 to July 2017. One of its objectives was to promote the integration of climate parameters into agricultural planning and production systems supported by the resilience of natural resources outside floodplains.

the field of capacity building by training national researchers and supporting scientific initiatives, research and systematic observation. Currently, the IRD is coordinating an ambitious international program on Multidisciplinary Analysis of the African Monsoon (AMMA) whose operational center is based in Niamey.

Regional Training and Application Centre for Operational Agrometeorology and Hydrology (AGRHYMET)

It is a specialized sub-regional institution of the Inter-State Committee for Drought Control in the Sahel (CILSS). It provides information and training to development stakeholders and their partners in the fields of agro-climatology, hydrology, plant protection, etc. It also conducts projects and programs on climate change in several countries of the sub-region. The center contributes effectively to capacity building through training, research and systematic observation, as well as the dissemination of information.

West African Centre for Scientific Service on Climate Change and Land Use (WASCAL)

It is a research program designed to respond to the challenge of climate change and increasing resilience of human and natural systems. This program builds infrastructure and research capacity in the field of climate change in West Africa, bringing together the expertise of ten countries in the region and that of German institutions. Funded by the German Federal Ministry of Education and Research, the project is coordinated by the Research Centre for Development of the University of Bonn. It has ten research programs, including six PhD programs and four Master's programs that support and facilitate university education in West Africa.

The WASCAL program has trained several students in the field of climate change. Research activities have a very important component in the field of acquisition and production of high-quality data and information. The GEF CBIT will strengthen the process of collecting, storing and archiving data and information available to student researchers.

2.2. Ongoing interventions/projects

A number of projects have been implemented in support of sectoral plans in order to improve monitoring and reporting on mitigation and adaptation. A project grant for "Preparation of Togo's Fourth National Communication and Second Biennial Update Report to the UNFCCC" was awarded in 2018. This project aims to build capacity and prepare and update reports on national circumstances in the country, Togo's national GHG emissions inventory, vulnerability and adaptation reduction actions and monitoring and assessment protocols. The proposed CBIT project will be coordinated with and build on the preparation efforts of the Togolese TNC under this programme. The CBIT project will provide enhanced capacity and should specifically target the energy and Agriculture, Forestry and Other Land Use (AFOLU) sectors.

The Support Program for the Fight against Climate Change reinforces several ongoing initiatives in the forest sector in Togo in response to the effects of climate variability and deregulation. These initiatives include preparation for the Reducing Emissions from Deforestation and Forest Degradation (REDD+) programme, conservation and sustainable management of forests, increasing carbon stock and preserving biodiversity, the

implementation of the NDC at the national level and its strategic axes developed in the National Climate Change Adaptation Program (NCCAP), the National Reforestation Program (NRP), the National Wildland Fire Management Strategy (NFRMS) and national guidelines for forest entrepreneurship, mitigation (NAMA) and MRV. The aim is to reduce Togo's climate vulnerability through measures to preserve forest resources, soils and energy efficiency, and to improve the institutional context in relation to climate change.

The long-term vision of the national REDD+ strategy is that by 2050, the emergence of the green economy and low GHG emission is effective, obeying the standards and principles of conservation and sustainable and participatory management of forest ecosystems, while ensuring the objectives of economic growth and poverty reduction, human and social development of local communities in a context of social, cultural and gender equity. The overall objective of Togo's REDD+ strategy is to achieve a 30% forest cover rate by 2050, which will lead to the creation of carbon sinks and effective carbon sequestration.

2.3. Environment and development objectives and results

Without this CBIT intervention, the government will continue to have an underdeveloped capacity to meet increased transparency requirements for reporting on NDCs' actions and related national plans, particularly in the energy and AFOLU sectors, since they play a particularly important role in Togo's development trajectory and emissions profile. However, the lessons learned from actions in these sectors will also be relevant for other relevant sectors (e.g. industry, construction, transport), which will be involved in and informed about the activities of this project. It is likely that, without this CBIT intervention, emissions from the sectors will be measured using outdated methodologies and technological reports will be produced without appropriate quality assurance mechanisms and adaptation measures will be poorly monitored and reported. The continuation of this baseline scenario would be incompatible with the spirit of the Paris Agreement.

2.4. Potential synergy with projects in the baseline scenario

The objective of CBIT is to develop the capacities of Togolese stakeholders to set up and manage a national information system for climate transparency. In order to establish synergy between the three Rio Conventions – namely the UNFCCC, the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Convention on Biological Diversity (CBD) – and the country's priority development programmes, the CBIT will be prepared taking into account information from various documents prepared for their implementation. The aim will be to synthesize Togo's capacity-building needs and priorities with a view to increase synergies between the international conventions. Synergy can be developed with the National Capacity Self-Assessment (ANCR) project. Thus conceived, CBIT can assist Togo in its efforts to achieve its sustainable development objectives as stipulated in its NDC.

2.5. Gaps in MRV activities

The analysis of gaps related to MRV activities in Togo shows that there are gaps related to institutional, technical, human capital and financial aspects. These are generally described below and then detailed as per the First BUR report and respective ICA process.

Gaps in the institutional and legal framework

- weak coordination and no clear roles and responsibilities of the different institutions involved; weak collaboration among institutions including the public sector, regional organizations and the private sector at the national, regional and sub-regional levels;
- absence of permanent arrangements for reporting on national circumstances and cross-cutting issues;
- absence of research policies or programs on Climate Change;
- insufficient guidance in the institutional and legal framework for the development of strategies, plans, reports and evaluations under the UNFCCC (with most institutions relying on the guidelines contained in project documents).

Technical gaps

- lack of manuals/guidelines/procedures for data collection, processing, storage, verification, documentation and dissemination procedures for most of the sectors;
- Limited availability, reliability, accessibility and transparency of data;
- Lack of soft and hard equipment as well as tools to manage and centralize data and information relevant for climate transparency in most of sectors and sub-sectors, such as a national data management platform; which prevents the adequate use of the observation, research and monitoring capacities of the regional centers (ACMAD, AGRHYMET, WASCAL) on climate change;
 - With the exception of the General Directorate of Mines and Geology and the Directorate of Hydrology, all the partners identified do not have computerized databases, nor appropriate information processing and storage equipment;
- Insufficient capacity to carry out scenarios' elaboration;

Human capital gaps

- insufficient number of experts working in the coordination of NCs, BURs and other MRV activities;
- insufficient skills of staff and collaborators involved in MRV activities;
- ad-hoc teams working in the elaboration of UNFCCC reports.

Financial gaps

- Lack of financial resources for climate transparency, leading to insufficiency of equipment used by ANGE and its partners.

More detailed gaps and constraints were reported in the BUR under tables 35 and 36 (translated below), which the country considered it would be able to overcome with the associated capacity-building.

Table 35 of the First BUR report: Constraints and gaps (p.125)

Type of constraints and gaps	Sector	Description
Linguistic		Most experts are handicapped by language. Indeed, many documents are

	All sectors	not available in French, in particular: - Technical documents, - Methodologies, - Certain directives, - The models - Softwares
Capacity building	All sectors	Difficulties encountered in accessing and mobilizing support for capacity building related to: - The availability of capacity building according to demand; - The extent and depth of training.
	All sectors	Constraints related to the collection, compilation, classification, documentation and archiving of information relating to capacity building available to implement activities, measures and programs with multiple uses or having co-benefits linked to climate change: - Breakdown of information relating to capacity building; - Institutional challenges linked to the coordination of support for capacity building.
Technical	All sectors	Difficulties encountered in accessing and mobilizing technical support; Constraints related to the collection, compilation, classification, documentation and archiving of information relating to the technical support available to implement activities, measures and programs with multiple uses or having co-benefits in relation to changes climatic: - Breakdown of information relating to technical support; - Institutional challenges linked to the coordination of technical support; - Challenges related to development and maintenance of capacities.
Financial	All sectors	Difficulties encountered in accessing and mobilizing financial resources (e.g. understanding the reporting requirements for different donors and the level of use of country systems for reporting by different donors) Collection and compilation of information on the financial resources available to implement activities, measures and programs with multiple uses or with co-benefits linked to climate change Level of transparency related to climate change finance, including non-cash transfers for technical assistance and training Technical constraints on how to collect, compile and store data relating to the financing of action taken in response to climate change Institutional challenges linked to the coordination of funding for action taken in response to climate change

Most of the constraints and gaps are recurrent both in the sectors and the areas of study as per Table 36 of the First BUR below (p.126-132).

Sectors	Areas of study			
	Inventory	Mitigation	Cross-cutting issues	Adaptation
Energy	Available data is not collected in a format usable for inventory purposes	The available data are not collected in a format that can be used for mitigation studies	Malfunction in the coordination and management of activities Roles and	Available data is not collected in a format usable for Vulnerability and Adaptation (V&A)

	<p>Lack of time series</p> <p>Insufficient time for proper assimilation of IPCC 2006 methodologies and software between the capacity building workshop and the realization of sector GHG Inventory</p> <p>Lack of disaggregated activity data on end-uses of fuels</p> <p>Lack of emission factors and conversion factors specific to Togo</p> <p>High degree of uncertainty</p> <p>Low level of availability and reliability of activity data</p> <p>Inappropriate format for storing and archiving data with data-holding structures</p> <p>Unavailability of activity data for certain subcategories</p>	<p>Lack of time series</p> <p>Insufficient time for the proper assimilation of methodologies between the capacity building workshop and the implementation of mitigation studies in the sector</p> <p>Weakness in the collection and processing of information on socio-economic data, energy data and energy and environmental projects</p> <p>Limited availability of data from the structures responsible for their collection</p> <p>Technical documents do not exist in French version</p> <p>Existence of numerous inconsistencies noted during data analysis</p> <p>Large margin of error</p> <p>Insufficient financial resources to undertake data collection from stakeholders in rural areas</p>	<p>responsibilities of the various institutions involved in the process not clearly defined</p> <p>Malfunction of the National Committee on Climate Change due to lack of means</p> <p>Insufficient technical and digital capacities for national coordination of national communications and BURs</p> <p>Non-stability of the coordination team</p> <p>Insufficient technical and material capacities of the institutions that make up the Climate Change institutional framework</p> <p>Weak collaboration between institutions including the public sector, regional organizations and the private sector</p> <p>Insufficient consideration of the problem of medium and long-term climate change in the country's development projects</p>	<p>study</p> <p>Insufficient time for proper assimilation of methodologies between the capacity building workshop and the performance of V&A studies in the sector</p> <p>Low availability of updated data;</p> <p>Non-compliance of the methodology and tools used</p> <p>High degree of uncertainty related to data and methodology</p> <p>Methodological issues</p> <p>Technical documents, models do not exist in French version</p> <p>Inconsistency and dispersion of data in several services</p> <p>No socio-economic and environmental scenarios</p>
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Sectors	Areas of study			
	Inventory	Mitigation	Cross-cutting issues	Adaptation
Energy	<p>Insufficient financial resources to deepen data collection</p> <p>Lack of emission factors specific to Togo</p> <p>Lack of agreements between institutions for the regular production and communication</p>	<p>Insufficient capacity building of the experts responsible for carrying out the studies</p> <p>Low technical and team capacity of the institutions responsible for carrying out the studies</p>	<p>Lack of a policy for climate change research</p> <p>Weak collaboration between different institutions and researchers, resulting in wasted</p>	

	<p>of data</p> <p>Uncertainties in the data collected and made available by institutions</p> <p>Absence of QA / QC procedures in data-producing institutions</p>		<p>efforts</p> <p>Low involvement of observation and research structures in the development and implementation of urban development and spatial planning policies and plans</p>	
IPPU	<p>Available data is not collected in a format useful for inventory purposes</p> <p>Lack of time series</p> <p>Insufficient time for proper assimilation of IPCC 2006 methodologies and software between the capacity building workshop and the realization of sector GHG Inventory</p> <p>Only the cement subsector was concerned by the assessment of the uncertainty of GHG emissions</p> <p>Lack of appropriate national statistics for activity data</p> <p>Lack of effective statistics in certain categories, especially the informal sector</p> <p>Lack of emission factors and PFC correction factors specific to Togo</p> <p>Lack of information on adequate methodologies of industrial processes for certain categories such as artisanal manufacturing</p> <p>High degree of uncertainty</p>	<p>Available data is not collected in a format usable for mitigation studies</p> <p>Lack of time series</p> <p>Insufficient time for the proper assimilation of methodologies between the capacity building workshop and the implementation of mitigation studies in the sector</p> <p>Non-appropriation of the process by manufacturers due to lack of interest and restrictive measures</p> <p>Technical documents do not exist in French version</p> <p>Several data not collected in the informal sector</p> <p>Large margin of error</p> <p>Insufficient financial resources to undertake data collection from stakeholders in rural areas</p> <p>Insufficient capacity building of the experts responsible for carrying out the studies</p> <p>Weak technical and team capacity of the institutions responsible for carrying out the studies</p>	<p>Lack of a national structure responsible for forestry research</p> <p>Low capacity of observation and research centers in monitoring Climate Change</p> <p>Low technical and material capacity for observation and research on Climate Change</p> <p>Lack of oceanographic and hydrological forecasting mechanisms</p> <p>Low dissemination of research results</p>	<p>No V&A study in this sector</p>
IPPU	<p>The data used for the evaluation of the uncertainties is annual but the correction coefficients and the emission factors are default data of the IPCC</p> <p>Instability of data holding institutions</p> <p>Insufficient financial resources to deepen data collection</p>			

Sectors	Areas of Study
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	Inventory	Mitigation	Cross-cutting issues	Adaptation
AFOLU	<p>Available data is not collected in a format useful for inventory purposes</p> <p>Lack of time series</p> <p>Insufficient time for proper assimilation of IPCC 2006 methodologies and software between the capacity building workshop and the realization of sector GHG Inventory</p> <p>Lack of specific data and statistics from complete and regular forest inventories</p> <p>Lack of specific data on urban forestry</p> <p>Default biomass expansion factors for estimating biomass in forests</p> <p>The method for identifying areas of land use does not provide detailed information on the area variations between categories, and is only spatially explicit at national or regional level.</p> <p>High degree of uncertainty</p> <p>Lack of emission and expansion factors specific to Togo</p> <p>Low level of availability, accessibility and reliability of activity data</p> <p>Lack of specific emission factors and correction factors</p> <p>Inappropriate format for storing and archiving data with data-holding structures</p> <p>Lack of data on some Agriculture subsectors</p> <p>Significant degree of uncertainty</p> <p>Difficulties in determining uncertainties</p> <p>The method for identifying areas of land use does not provide detailed information on the area variations between categories, and is only spatially explicit at national or regional level.</p> <p>Lack of specific data and statistics from complete and regular forest</p>	<p>Available data is not collected in a format useful for adaptation studies</p> <p>Lack of time series</p> <p>Insufficient time for the proper assimilation of methodologies between the capacity building workshop and the implementation of mitigation studies in the sector</p> <p>Insufficient capacities linked to the use of software appropriate to the types of data available, which forces experts to establish scenarios with Excel</p> <p>Data mostly from estimates and not from actual field measurements</p> <p>Data very often unreliable and inconsistent and sometimes difficult to access</p> <p>Technical documents do not exist in French version</p> <p>Insufficient financial resources to undertake the collection of data from rural stakeholders</p> <p>Insufficient capacity building of the experts responsible for carrying out the studies</p> <p>Low technical and team capacity of the institutions responsible for carrying out the studies</p> <p>Inadequacy of the tools and approaches proposed</p>		<p>Available data is not collected in a format useful for V&A study</p> <p>Lack of time series</p> <p>Insufficient time for proper assimilation of methodologies between the capacity building workshop and the performance of V&A studies in the sector</p> <p>Low availability of updated data; non-conformity of the methodology and tools used</p> <p>Technical documents, models do not exist in French version</p> <p>Lack of capacity building of national experts on V&A assessment tools</p> <p>High degree of uncertainty related to data and methodology</p> <p>Absence of scenario on socio-economic and environmental data related to future Climate Change</p> <p>Low certainty on the methodology used</p> <p>Low data availability</p> <p>Lack of data for some subsectors and poor data availability for</p>

inventories Lack of activity data for certain land use categories Lack of specific data on urban forestry Lack of default biomass expansion factors to estimate biomass in forests Insufficient financial resources to deepen data collection Lack of permanent plots for data collection Lack of periodic national forest inventories Inadequate quality and lack of advanced data collection equipment Lack of certain information such as high resolution satellite images	for the assessment by the IPCC, in particular the method consisting in carrying out the assessments online (through the internet connection) with the new version of the COMAP software Poor quality of internet connection in the country Inconsistency in most of the data collected from the structures holding this information	others No exhaustive study on the sector Non-compliance of the methodology and tools used Low technical and team capacity of the institutions responsible for carrying out the studies
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Sectors Areas of Study				
	Inventory	Mitigation	Cross-cutting issues	Adaptation
Waste	Available data is not collected in a format useful for inventory purposes Lack of time series Insufficient time for the appropriate assimilation of IPCC 2006 methodologies and software between the capacity building workshop and the realization of sector GHG Inventory Uncertainty estimates only take into account waste produced in the city of Lomé Uncertainties on data collected from institutions are not available Lack of appropriate national statistics for activity data Lack of emission factors and PFC correction factors specific to Togo Default method for calculating methane emissions in the solid waste subsector High degree of uncertainty Insufficient financial resources to deepen data collection	The available data are not collected in a format that can be used for mitigation studies Lack of time series Insufficient time for proper assimilation of methodologies between the capacity building workshop and the implementation of mitigation studies Inaccessibility of domain-specific software Data mostly from estimates and not from actual field measurements Retention of information and activity data Insufficient financial resources to undertake data collection from stakeholders in rural areas Insufficient capacity building of the experts responsible for carrying out the studies Low technical and team capacity		

	<p>Insufficient state-of-the-art equipment including the gas measuring device</p> <p>Heterogeneous nature of waste</p>	<p>of the institutions responsible for carrying out the studies</p> <p>Technical documents do not exist in French version</p>		
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2.6. Capacity-building needs related to MRV activities

Togo's First BUR went through the International Consultation and Analysis (ICA) process, under which a technical analysis was conducted by a team of technical experts in accordance with the modalities and procedures contained in the annex to decision 20/CP.19. According to the summary report⁵, a series of capacity-building needs have been identified and clustered into short-term (January-May 2018), medium-term (June 2018 to August 2019) and long-term (September 2019 to September 2022) categories, with high, medium and low priority.

In consultation with Togo, the Team of Technical Experts identified the following capacity-building needs related to the facilitation of the preparation of subsequent BURs and participation in ICA:

(a) Capacity-building needs related to GHG inventories (high priority in the short and medium-term):

(i) Enhance the capacity of national sectoral experts from relevant institutions through refresher courses on the use of the UNFCCC reporting guidelines on BURs and IPCC and EMEP/EEA guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis, including cross-cutting issues (e.g. uncertainty assessments) and on data compilation, management and maintenance and archiving of databases, with good practices in knowledge management of GHG data;

(ii) Strengthen the capacity of national sectoral experts from relevant institutions to improve methodologies and procedures for gathering relevant activity data on consumption of international aviation and marine bunker fuels;

(iii) Train the national inventory team on tools for GHG inventories, in particular the inventory software of the 2006 IPCC Guidelines, CGE training materials and relevant UNFCCC decisions;

(iv) Continuously train GHG experts, especially new experts at the national and international level;

(v) Enhance the capacity of the national network of research institutions to conduct studies, research and assessments, focusing on improving the system for data collection needed for the development of the GHG inventory, and developing data management and archiving systems and country-specific emission factors for relevant sectors (e.g. energy, IPPU and AFOLU), including with the purpose of moving to higher-tier estimation methodologies in the case of the most relevant key categories;

⁵ (FCCC/SBI/ICA/2017/TASR.1/TGO), available at: <https://unfccc.int/documents/132634>

(vi) Enhance the efficiency of the implementation of the QA/QC plan and QA/QC verification activities to minimize errors, ensure better time-series consistency and enhance the accuracy and transparency of the reporting;

(vii) Enhance the national capacity of experts to develop the GHG inventory for the AFOLU sector, including the development of a land-use matrix in accordance with the requirements set out in the 2006 IPCC Guidelines (the land-use matrix might be based on information generated by a nationwide forest inventory, complemented by a complete inventory of land use of all areas, or alternatively based on data acquired through remote sensing techniques and facilitated access to the latest satellite data of land use and land-use mapping);

(viii) Strengthen the capacity of the National Ozone Unit to achieve more accurate data collection and improve methodologies and procedures for gathering relevant AD on emissions of fluorinated gases (e.g. collecting AD from companies that import, use, dispose of, recover and recycle refrigerants and refrigerant equipment in Togo);

(b) Capacity-building needs related to mitigation actions and their effects:

(i) Enhance the capacity of experts to estimate quantitative emission reduction co-benefits from the programmes and projects, apply methodologies and assumptions for mitigation actions and report them, apply the relevant tools for assessing the implementation of mitigation actions, and report the progress of implementation and the results achieved (high priority in the short and medium-term);

(ii) Enhance the capacity of national experts to develop a low-carbon development strategy (high priority in the short and medium-term);

(iii) Enhance institutional and expert capacity (such as of the DNA) to document and report on international market mechanisms (medium priority in the medium-term);

(iv) Enhance the implementation of the domestic MRV system for mitigation actions and the capacity of institutions for data collection, storage and update (high priority in the short and medium-term):

1. To raise the awareness of institutions so that they mainstream climate change considerations in programme and project development (high priority in the short and medium-term) ;
2. To build the capacity of all stakeholders on progress indicators (medium priority in the medium-term);
3. To establish a collaborative framework between the different institutions to facilitate access to information on the progress of implementation of mitigation-related programmes and projects (high priority in the short and medium-term);

(c) Capacity-building needs relating to cross-cutting issues:

(i) Enhance the technical capacity of national experts from the relevant institutions in the preparation of NCs and BURs to facilitate reporting on a continuous basis (high priority in the short-term);

(ii) Enhance the capacity of the relevant experts to design and implement the relevant institutional arrangements to facilitate the preparation of NCs and BURs on a continuous basis, including approaches to sensitize decision makers (medium priority in the short, medium and long-term);

(d) Capacity-building in relation to needs and support:

(i) Enhance the capacity of staff and national experts to identify and implement the most appropriate tools for assessing and overcoming gaps and constraints (including constraints related to the collection, collation, classification, documentation and archiving of information on the implementation of activities, measures and programmes that have multiple uses or climate change co-benefits) (high priority in the short and medium-term);

(ii) Enhance national capacity to implement the domestic MRV system (high priority in the short and medium-term);

(iii) Enhance national capacity to establish a collaborative framework to facilitate better coordination between public and private institutions and civil society organizations to enable the collection and documentation of information on their needs (high priority in the short and medium-term);

(iv) Enhance national capacity to establish a collaborative framework so as to facilitate the implementation of a study on technology needs and enable the reporting of information on the technology needs determined at the national level (medium priority in the medium-term).

3. The proposed alternative scenario. GEF focal area strategies, with a brief description of expected outcomes and components of the project

The CBIT project in Togo will enable the establishment of an efficient and comprehensive climate related information system as well as build technical and human capacities. Thus, each relevant sector will have a cell responsible for managing relevant data. These cells will compose the national mechanism hosted by the Ministry of Environment and Forest Resources, namely the National Agency for Environmental Management (ANGE). The CBIT project will also enable Togo to strengthen the skills of its stakeholders. Indeed, the actors who will carry the process will be trained on inventory modules, but also monitoring of the actions implemented in the context of the fight against climate change. Strengthening the capacities of CBIT institutions and staff will lead to the generation of harmonized data at the national level, and significantly improve the quality of the data. In turn, the production of quality data will improve the quality of decision-making and especially policy making.

The objective of the CBIT project in Togo is to “develop capacities of Togolese stakeholders to set up and run a national information system for climate transparency”. The project will be structured around one single component:

Component - Strengthening the Togolese institutional arrangements and capacities to meet the Paris agreement requirements on an enhanced transparency framework.

Expected Outcome - Institutional arrangements and capacities are in place to allow Togo to collect, document, store and communicate climate transparency data in a central information management system.

The following is a description of the behavioral change desired and the seven project outputs expected.

The current (limiting) behavior that will be addressed to support realization of the outcome	Desired/transformation behavior
<p>Public and private sector organizations and their staff who produce or use data relevant to climate transparency have developed behaviors that do not promote climate transparency. For example, information collection, processing and storage practices are virtually absent in many organizations that consider them as an additional and costly workload. Most actors have not understood the added value that information can bring to their work. For the actors who have become aware of it, many of them have developed a culture of information retention. They do not perceive the value that the information they have produced has for the achievement of the mission of other government organizations and the private sector.</p>	<p>The project will establish clear roles and responsibilities, a central coordination as well as efficient arrangements for the transparency framework. As such, it will avoid information retention and promote effective data management and sharing processes within and between the concerned organizations.</p> <p>Moreover, capacity-building activities for organizations concerned with climate transparency as well as awareness-raising activities for stakeholders, including decision-makers, will change the perception of the value attached to information in the accomplishment of their mission but also in that of other organizations working for the country's development and the compliance of its international commitments. This change in the perception of information will lead to the emergence of behaviors and practices for the systematic management of information, including a fluid flow of information and, above all, the influence of decision-making processes and the development of planning documents by information relating to climate transparency.</p>

This outcome will be achieved through the five (5) Outputs described below:

Output 1: The existing institutional, legal and regulatory framework for climate information management is upgraded

This output refers to the creation/strengthening of a national institutional structure whose mandate is to plan, implement and report on the activities of monitoring, collection, evaluation, documentation, storage/archiving, and reporting on information related to climate initiatives in Togo.

In Togo, the MRV landscape is unclear because of its weak structure. This lack of clarity in roles and responsibilities justifies the proposed activities. Stakeholders (organizations, individuals, etc.) that are active in MRV in the climate domain will be identified and assessed, including an analysis of the current MRV system's strengths and gaps and the contributions from different national projects. This output will build upon previous assessments under NCs and BURs and take into account new requirements under MPGs for the Enhanced Transparency Framework, so as to prepare the country to submit BTRs.

The BTR will include the information below, which will be considered in the implementation of this CBIT project:

- the National Inventory Report (NIR) of anthropogenic emissions by sources and removals by sinks of GHG, which may be submitted as a stand-alone report or as a component of the BTR
- Information necessary to track progress made in implementing and NDCs under Article 4 of the Paris Agreement (developing countries shall report)
- Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement (developing countries should report)

Information on financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement (should, for developing countries) Information on financial, technology development and transfer and capacity-building support provided and mobilized under Articles 9–11 of the Paris Agreement (shall, but only for developed countries. Should for other countries providing support)

The stakeholder analysis will be undertaken through the use of grid analysis tools that analyse their power, interest and influence. The stakeholder analysis grid will enable the identification of strategic actors and attribution of their respective roles and responsibilities.

In addition, a legal and regulatory framework will be designed to provide for a national climate transparency framework delivery body as well a climate change information management system. This is a response to the capacity building needs mentioned in the baseline scenario, which were identified by the Team of Technical Experts under the ICA process, related to the establishment of a collaborative framework between the different institutions to facilitate access to information on the progress of implementation of mitigation-related programmes and projects, to enable the collection and documentation of information on their needs, and to enable the reporting of information on the technology needs determined at the national level.

The following **activities** will be carried out to put in place the enhanced institutional mechanism:

Activity 1.1: Map MRV activities and relevant stakeholders; conduct a gaps and needs analysis of existing institutional arrangements and legal & regulatory framework for climate change information management;

The analysis of the baseline situation showed that Togo has developed a legal and regulatory framework to govern the activities related to climate change. However, such analysis showed

that the existing framework does not provide for a national and intersectoral institutional mechanism for the planning, implementation and monitoring & evaluation of MRV activities on climate initiatives. The lack of an adequate legal and regulatory framework is a barrier to the objective of implementing an efficient MRV system.

The purpose of this activity is therefore to assess the existing legal and institutional framework to precisely identify and update the gaps and needs. This assessment and report (Deliverable 1) will be based on existing capacity needs and gaps assessments, such as the 1st BUR and TNC as well as upcoming reports such as the Second BUR (2nd BUR) and the Fourth National Communication (FNC), once and if available at the time of project implementation. The needs and gaps already identified will be linked to additional needs arising from the MPGs for the ETF under the Paris Agreement (which will come into force in 2024).

One should note that the ICA process focused on the needs related to the facilitation of the preparation of subsequent BURs, while Togo will have to be prepared for submitting Biennial Transparency Reports. For instance, and most importantly, these BTRs shall include information necessary to track progress made in implementing and achieving NDCs. On the other hand, some of the information to be reported in the BTR is linked to the information included in current deliverables such as the NC, BUR, GHG Inventory and Adaptation Communication (AC). The assessment will thus provide clarity on these links so as to identify areas of reporting where the country might already have some information and where, on the other hand, the MPGs introduce new requirements in terms of data collection.

For example, even if flexibility is allowed with justification, new requirements for the GHG inventory under MPGs comprise, *inter alia*:

- the use of IPCC Guidelines 2006, and any subsequent version or refinement;
- identifying key categories with threshold at 95% (85% if flexibility is needed);
- a broader coverage of gases;
- different time-series: the latest reporting year shall be no more than 2 years prior to the submission of the NIR (or 3 years prior to the submission if flexibility is needed); time series shall start from 1990 (if flexibility is needed, they should cover as a minimum the reference years for the respective NDC and a consistent annual time series from at least 2020 onwards)
- uncertainty for all source and sink categories, shall be quantitatively estimated and qualitatively discussed, at least for the starting year and the latest reporting year of the inventory time series. (Qualitative analysis where quantitative data is unavailable if flexibility is needed.)
- new guidance on completeness;
- an inventory of QA/QC and information on general inventory QC procedures in accordance with the IPCC guidelines. (If flexibility is needed, this provision is only encouraged).

This preparatory phase (2019-2024) is essential for Togo to start gathering data and new information that will need to be produced. Moreover, some of this information may be relevant or connected to current work and activities on the NDC, NC, BUR, GHG Inventory and AC. Such connections will be carefully considered when preparing such reports so as to

avoid duplication of efforts, to improve comparability across reporting, and ultimately to be ready when the ETF becomes effective.⁶

Such assessment shall necessarily evaluate how to ensure coordination between the herein proposed National Climate Transparency Committee – which will serve as the CBIT Project Steering Committee (PSC) – and the Steering Committee of the National Communication and BUR projects to the UNFCCC (see output 1.4 below). As such, this CBIT project shall propose an efficient solution for their operation, taking into consideration the possibility of merging such committees.

Deliverable 1: One report mapping relevant stakeholders and assessing gaps and capacity needs regarding institutional arrangements for climate change information management; connecting current work on the NDC, NC, BUR, GHG Inventory and AC with new reporting requirements in the Modalities, Procedures and Guidelines under the ETF, assessing available climate change data and data generation systems; and identifying data sources needed to comply with the 2006 IPCC Guidelines and the MPGs for the ETF.

Activity 1.2: Propose efficient national institutional arrangements, in the form of draft legal text and agreements/Memoranda of Understanding, with clear roles and responsibilities on climate change information management;

Depending on the gaps identified, and inputs from relevant stakeholders, the measures adopted to strengthen the existing framework will be integrated. At the end of this activity, the legal and regulatory framework will be upgraded to integrate the activities of the CBIT project.

This activity comprises putting in place a mechanism of agreements between the structures holding activity data and the body responsible for preparing GHG inventories. For the national climate transparency framework to be operational, there needs to be a regular exchange of data and information. Given the inter-institutional barriers in this area, the exchange of data and information will be formalized through memoranda of understanding between stakeholders, including the West African network on MRV and climate transparency. These MOUs between data and information producers, managers and users will define the terms for the production, storage, access and use of data and information related to transparency. The aim is to ensure that all stakeholders have access and make continuous use of data and information. The activity will also comprise providing technical support for government approval and enforcement of the enhanced legal and regulatory framework.

Deliverable 2: Legal and Regulatory Framework design and drafts of Memoranda of Understanding or Cooperation Agreements for efficient and coordinated institutional arrangements.

Activity 1.3: Assign focal points in climate change priority sectors and in the National Observatory of Environment (ONE)

⁶ Unfolding the reporting requirements for Developing Countries under the Paris Agreement's Enhanced Transparency Framework (DAL MASO, Mirko; CANU, Federico Antonio - UNEP DTU Partnership, 2019)

The focal points will be essential for the functioning of the information system to be put in place, in the sense that they are facilitators. Relevant sectors in the area of climate change will be chosen to become institutional focal points. Each sector will be asked to propose a focal point and an alternate who will be appointed by ministerial decree. These focal points will have their capacity in the various thematic areas (i.e. GHG inventories, mitigation, vulnerability and adaptation, financing, technology transfer and capacity building) strengthened. They will be responsible for training their colleagues in the sector to ensure sustainability of project achievements, especially given that the departure of a focal point may pose a challenge to continuous progress on the MRV system.

Deliverable 3: One report listing nominated focal points and their alternates in climate change priority sectors, including respective decrees of nomination.

Activity 1.4: Establish the national climate transparency framework delivery body

Based on the Legal and Regulatory Framework new design, and once the focal points are named, it is necessary to set up a body to ensure effective operation of the platform. This will be a National Transparency Framework Secretariat that will include the structures and directions of key ministries in the area of climate change. The Secretariat will be accompanied by a National Climate Transparency Committee, which will serve as the CBIT Project Steering Committee but continue functioning after project closure as part of a permanent national structure. Such committee will provide overall management, define and ensure the implementation of strategic directions; it should include, in addition to the key ministries, all stakeholders involved in the production of data collection, management and dissemination on climate change initiatives. A report describing the composition and operation of the national climate transparency framework body will be presented to the National Climate Change Committee. If by the time the report is produced, the process of setting up the National Commission for Sustainable Development of the National Assembly of Togo is already completed, the report will also be presented to this commission.

Deliverable 4: One report describing the composition and operation of the national climate transparency framework body.

The implementation of this output will support the establishment of effective institutional arrangements for climate transparency, which is directly aligned to the national level CBIT programming priority to perform activities to strengthen national institutions for transparency related activities in line with national priorities, (a), (b) and (c).

Output 2: A climate change information management system is established

Before starting the operational work of monitoring, collection, assessment, documentation, reporting and dissemination, it is necessary to design and develop a plan for this purpose. Through this output, a climate change information management system will be established, covering not only MRV of GHG emissions, but also NDC implementation in all aspects required by the Paris Agreement, with a substantive focus on GHG tracking and reporting.

Activity 2.1: Develop a national system for collecting, transmitting, compiling, verifying, documenting, reporting, and disseminating climate information required under the Enhanced Transparency Framework

This activity consists of developing protocols for monitoring, collecting, evaluating, reporting and disseminating data and their formats. The activity will also be devoted to data collection, management and storage as well as the development of indicators to monitor and collect data in the different relevant areas defined by the Paris Agreement.

This includes the development of a database for reporting system using standard products and allow for internet connectivity and appropriate export for Paris Agreement reporting. This system will be developed such that it has a system administrator, a reporter (emitter), and a data provider (e.g. line department responsible for statistics relevant for GHG inventory and other transparency information compilation).

Data acquisition for the system will not be semi-automatic. The various stakeholders involved will regularly feed the system with data from their sectors. Progress and monitoring reports will be provided on a regular basis but will not be automated. The quality and timeliness of Togo's reports in the context of the global stocktake under the Paris Agreement will be continuously improved through: the use of standard protocols to be developed by this CBIT project for monitoring, collecting, evaluating, reporting and disseminating data; the use of indicators to monitor and collect data; and the continuous functioning of an institutional structure with clear roles and responsibilities for the system administrator, reporter and data providers.

Deliverable 5: One report describing the architecture of the national climate change information management system, including the indicators, protocols for monitoring, collecting, evaluating, reporting and disseminating data and their formats, as well as information on the roles and responsibilities under the climate information management system and for the maintenance and ownership of the equipment and portal.

Activity 2.2: Establish and operationalize an online portal to support MRV system documentation, building on existing MRV systems;

This activity aims to support relevant ministries and relevant stakeholders in accessing data and information related to climate change through an online portal. ANGE will set up a national web platform for data collection and make climate change data produced accessible on a sustainable basis to all relevant stakeholders concerned by climate transparency information. Institutional arrangements under output 1 will ensure that stakeholders continue using such data to feed their sectorial and national decision-making processes beyond the project lifespan.

Deliverable 6: Functional online portal to support the MRV system documentation.

Activity 2.3: Install a central server and back-up server or cloud services with internet connectivity to computers for sectoral management activities;

This activity will provide the Information Technology (IT) structure required for the maintenance and operation of the online portal to support the MRV system documentation. The equipment and services made available to the concerned institutions will allow for the safe storage of data.

Deliverable 7: One report on the successful installation of computer equipment in support of the online portal, including information on the roles and responsibilities concerning the maintenance and ownership of the equipment and online portal.

This output 2 will ensure that the necessary tools and applications facilitate capacity-building activities, and enhance the quality of MRV activities, which directly aligns with the national level CBIT programming priority to provide (d) access to tools, templates, and applications to facilitate the use of improved methodologies, guidelines, datasets, and database system tools and economic models needed for implementation of enhanced transparency-related activities.

Output 3: Relevant sectors are provided with appropriate equipment to measure, track, report and/or access information from the MRV system

The analysis of the baseline situation exposed Togo's blatant deficiencies in equipment needed to operationalize the national climate transparency framework in alignment with the Paris Agreement' requirements. Lack of equipment and infrastructure is one of the main reasons for the data gaps observed in several sectors, as per previous NCs and BURs. Based on a preliminary assessment, computers, servers, specific equipment for GHG measurement, related software, hardware as well as appropriate infrastructure for hosting an online portal are required.

The equipment to be provided will be used to collect, store, process and report data, and the project team will ensure that funding is used exclusively to support MRV-related activities. Relevant data will be collected on GHG emissions and carbon sinks, as well as on progress made in mitigation, adaptation, financing, capacity building and technology transfer.

Activity 3.1: Assess the specific needs for procurement of equipment to be used by relevant institutions in the climate change information management system;

The TNC and recently the 1st BUR underlined Togo's urgent need to acquire computer equipment (machinery, software and peripherals) and others to improve the methodologies and data of GHG inventories and on tracking of mitigation actions. Since the initial communication, there has been a constant effort to improve the data, but the latter still has limitations relating, inter alia, to the fact that they are not disaggregated or specific to Togo. Hence, a detailed assessment on equipment needs must be undertaken based on the demands and roles of relevant institutions in the climate change information management system building upon the assessment of gaps and needs under activity 1.1 above and taking into account new requirements under the MPGs for the Enhanced Transparency Framework .

Activity 3.2: Acquire and install equipment for the delivery body and institutional focal points to appropriately track, collect, assess, storage, document and report on climate change data in their sectors/domains;

Based on the assessment resulting from activity 3.1 above, the appropriate equipment will be acquired and installed to serve the functioning of the climate change information management system in the different institutions and units concerned.

Deliverable 8: Report with the assessment on specific needs for procurement of equipment to be used by relevant institutions in the climate change information management system; detailed list of equipment acquired and installed, specifying the beneficiaries (institutions and units), including information on the roles and responsibilities concerning the usage and maintenance of this equipment.

This output 3 will ensure that the necessary tools and applications facilitate capacity-building activities, and enhance the quality of MRV activities, which directly aligns with the national level CBIT programming priority to provide (d) access to tools, templates, and applications to facilitate the use of improved methodologies, guidelines, datasets, and database system tools and economic models needed for implementation of enhanced transparency-related activities.

Output 4: National stakeholders in climate change are trained to provide input and access information/data from the national MRV system

The CBIT project has a strong focus on building human capacities in Togo, thus this output gathers the many training sessions that will be organized covering different subjects related to climate change transparency and their respective materials.

The content of training packages shall address specific gaps and needs identified under activity 1.1 above and take into account new requirements under the MPGs for the Enhanced Transparency Framework. Moreover, such content shall be updated during project implementation so as to avoid overlaps with other capacity-building initiatives, especially under the NC and BUR projects.

Activity 4.1: Develop training modules and organize capacity-building sessions;

The modules and trainings will focus on development of manuals/guidelines/procedures for collecting, processing, storing, verifying, documenting and disseminating data on GHG emissions, mitigation, adaptation, capacity building, support needed and received as well as financial flows. This will improve the quality of data.

The modules and training packages will cover the following topics, which will be subject to an update during project implementation and in close coordination with other capacity-building initiatives in the country:

- i. introduction to MRV, UNFCCC reporting guidelines and the modalities, procedures and guidelines for the ETF under the Paris Agreement;
- ii. the new national institutional arrangements and regulatory framework for climate change information management;

- iii. data collection, compilation, management, maintenance and archiving of databases, with good practices in knowledge management of GHG data;
- iv. managing the climate change information management system and respective online portal;
- v. 2006 IPCC Guidelines for GHG inventories and EMEP/EEA guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis, including cross-cutting issues (e.g. uncertainty assessments); for the AFOLU sector, development of a land-use matrix as per 2006 IPCC Guidelines, where needed; gathering activity data on consumption of international aviation and marine bunker fuels; methodologies and procedures for gathering relevant activity data on emissions of fluorinated gases;
- vi. tools for GHG inventories, especially the inventory software of the 2006 IPCC Guidelines, CGE training materials and relevant UNFCCC decisions;
- vii. country-specific emission and correction factors (e.g. for energy, IPPU and AFOLU);
- viii. QA/QC plan and activities;
- ix. development of Togo-specific climate and socio-economic scenarios;
- x. methodologies and tools for NDC implementation tracking, including progress indicators and tracking on support needed and received;
- xi. methodologies and tools for tracking mitigation actions and finance;
- xii. methodologies and tools for undertaking climate change vulnerability analysis/assessment and tracking adaptation actions and finance;
- xiii. installation, maintenance and management of equipment acquired under this project.

In total, 9 training sessions will be organized. The training sessions will target operational staff at the national and regional level from public and private sector institutions which are working in climate sensitive areas. The training sessions will be conducted by consultants and experts hired by the project executing agency.

Deliverable 9: Training materials on: (i) MRV, UNFCCC reporting guidelines and the MPGs for the ETF; (ii) new national institutional arrangements and regulatory framework for climate change information management; (iii) data collection, compilation, management, maintenance and archiving of databases; (iv) protocols for the climate change information management system and respective online portal; (v) 2006 IPCC Guidelines for GHG inventories and EMEP/EEA guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis, including cross-cutting issues; for the AFOLU sector, development of a land-use matrix as per 2006 IPCC Guidelines, where needed; activity data on consumption of international aviation and marine bunker fuels; activity data on emissions of fluorinated gases; (vi) tools for GHG inventories; (vii) country-specific emission and correction factors; (viii) QA/QC plan and activities; (ix) development of Togo-specific climate and socio-economic scenarios; (x) methodologies and tools for NDC implementation tracking, including progress indicators and tracking of support needed and received; (xi) tracking mitigation actions and finance; (xii) climate change vulnerability analysis/assessment and tracking adaptation actions and finance; (xiii) installation, maintenance and management of acquired equipment.

Deliverable 10: 10 training events in total, including a report on their outcomes: 1 on MRV, UNFCCC reporting guidelines, the MPGs for the ETF and the new national institutional arrangements and regulatory framework for climate change information management; 1 on data collection, compilation, management, maintenance and archiving of databases; and

protocols for the climate change information management system and the respective online portal; 1 on 2006 IPCC Guidelines for GHG inventories and EMEP/EEA guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis, including cross-cutting issues; for the AFOLU sector, development of a land-use matrix as per 2006 IPCC Guidelines, where needed; activity data on consumption of international aviation and marine bunker fuels; activity data on emissions of fluorinated gases; 1 on country-specific emission and correction factors; 1 on tools for GHG inventories and QA/QC plan and activities; 1 on country-specific climate and socio-economic scenarios; 1 on methodologies and tools for NDC implementation tracking, including progress indicators and tracking on support needed and received; 1 on tracking mitigation actions and finance; 1 on climate change vulnerability analysis/assessment and tracking adaptation actions and finance; and 1 on installation, maintenance and management of acquired equipment.

Activity 4.2: Raise awareness of decision-making bodies on the importance of creating a sustainable institutional capacity and of mainstreaming gender in their institutions to fulfill reporting commitments under the UNFCCC;

In addition to the training sessions, which are rather technical activities, it is important to carry out awareness-raising activities. The target groups for this activity are the decision-makers within the stakeholder institutions of this climate transparency framework. This activity will consist of one-on-one meetings with decision-makers in ministries, directorates and other structures or organizations involved in climate transparency. Sensitisation activities will focus on the added value of climate transparency for the country. During advocacy meetings, benefits of climate transparency practices for the country in terms of low carbon and climate resilient policies and development will be described. Respective gains will be highlighted in terms of resources mobilisation, and the mainstreaming of climate transparency into the national budget will be proposed so as to ensure its financial sustainability. Moreover, the importance of using the information management system and lessons learned for policy-making will be emphasized. Those meetings will also focus on the pivotal character of gender issues for institutions to achieve their mission. An evidence-based advocacy will be conducted to demonstrate to decision-makers how increasing the representation of women and youth in their institutions will add value to their work. The objective is to institutionalize and anchor climate transparency activities under the Paris Agreement in relevant institutions.

Deliverable 11: One report on awareness-raising meetings.

This output 4 encompasses a training programme to meet the identified national needs for capacity-building, which directly aligns to the CBIT programming priority (e) country-specific training and peer exchange programs on transparency activities.

Output 5: The information management system is tested and functional

Activity 5.1: Test and operationalize an information management system;

After having upgraded the institutional, legal and regulatory transparency framework, developed the protocols, acquired the appropriate technical and human resources, the necessary step is to put into operation the national transparency framework. In concrete terms, this involves starting, in sectoral focal points, the process of monitoring, collecting,

storing, evaluating, documenting and reporting data, and then for the National Climate Transparency Framework Secretariat to centralize them. After centralizing them, the National Climate Transparency Framework Secretariat will publish consolidated sectoral data, including in the global platform. Technical assistance will be provided to the National Climate Transparency Framework Secretariat and relevant stakeholders on the operation of the information management system until project completion.

Deliverable 12: Half-yearly reports on the climate change information management system operation.

Activity 5.2: Develop and implement a knowledge sharing strategy;

A knowledge sharing strategy will be developed and submitted to the appreciation of the government and relevant stakeholders for formal approval. The Secretariat of the national transparency framework will document good practices in the process of setting up a national transparency framework to share them with the national stakeholders but also with the West African South-South Collaboration Network on MRV and Transparency and the global audience. A Peer to Peer exchange of experience as well as brochures and flyers will be developed to capture lessons learned and regional meetings with members of the Network held in Lome, Togo, will be attended with the support from Regional Center for Cooperation (RCC) Lome. In addition to peer-to-peer exchanges, the synergies between CBIT and the South-South West African Network' outputs on MRV can be developed through data exchange on subjects such as emission factors, technical support from the RCC, besides online courses on the IPCC 2006 Guidelines for GHG Inventories.

Deliverable 13: Full proposal on the knowledge sharing strategy.

Deliverable 14: Half-yearly reports on the implementation of the knowledge sharing strategy.

Activity 5.3: Provide project information to the CBIT Global Coordination Platform and to other regional and global initiatives in the format of public engagements

This activity will implement a process of knowledge sharing between the contents of the climate change information management system and the CBIT Global Coordination Platform in the form of an engagement, such as a webinar or workshop. This is expected to include lessons learned, highlights and innovations of the MRV system and climate data and information.

Deliverable 15: Yearly reports on the country's active participation through the CBIT Global Coordination Platform; brochures and flyers on lessons learned.

Deliverable 16: Minutes of regional meetings with members of the West African South-South Collaboration Network.

Deliverable 17: Yearly reports on knowledge products generated.

This output 5 will provide Togo with an information management system and a knowledge sharing system, which will be a source of information to the CBIT global coordination platform. This output aligns with the following CBIT priority activities: (d) access to tools,

templates, and applications to facilitate the use of improved methodologies, guidelines, datasets, and database system tools and economic models needed for implementation of enhanced transparency-related activities; (e) country-specific training and peer exchange programs on transparency activities, and (k) support to introduce and maintain progress tracking tools for transparency-related actions and progress towards targets/goals.

Outputs alignment to CBIT result framework

The five (5) outputs of this Togo CBIT project supports 3 of the CBIT indicators related respectively (i) to volume of investment mobilized and leveraged by GEF projects for low GHG development, (ii) MRV systems for emissions reductions in place and reporting verified, (iii) number of countries meeting Convention reporting requirements and including mitigation contributions. This project contributes to leverage and mobilize funding for low carbon development as the project activities will help know the status of efforts Togo is making to reduce, absorb and/or avoid emissions, which can orient future actions to be implemented in the area of climate change. By supporting this project, GEF will decisively support setting up of MRV systems for emissions reduction in various sectors related to climate change in Togo. Finally, if implemented, this project effectively help Togo meet the Convention reporting requirements which is one the main gap highlighted in the 3rd NC and recently Togo's 1st BUR.

4. Incremental/additional cost reasoning and expected contributions from the baseline, the GEFTF, LDCF, SCCF, and co-financing

The CBIT programme is designed to improve mandatory reporting of signatories of the UNFCCC. As such this project is financed on full agreed cost basis. In the case of this programme, eligible activities have been described in the GEF document Programming directions for the Capacity Building Initiative for Transparency (GEF/C.50/06). The activities of this project are consistent with the scope of the programming directions. Cofinancing is not a necessary requirement for this project, however the Togolese government will provide in-kind contribution for supporting project operations in form of personnel staff, office facilities, equipment and communications for the duration of the project up to USD 300,000.

This Togo CBIT proposal builds on the experience that Togo already has in elaborating its National GHG Inventory. The project is focused on strengthening this experience. Without the GEF support, Togo will not be able to meet the international obligation of the Paris Agreement in term of transparency.

This project contributes to leverage and mobilize funding for low carbon development as the project activities will help know the status of efforts Togo is making to reduce, absorb and/or avoid emissions, which can orient future actions to be implemented in the area of climate change. By supporting this project, GEF will decisively support setting up of MRV systems for emissions reduction in various sectors related to climate change in Togo. Finally, if implemented, this project effectively help Togo meet the Convention reporting requirements which is one the main gap highlighted in the 3rd NC and Togo's 1st BUR.

To meet the Article 14 of the Paris Agreement, Togo needs appropriate equipment to strengthen national teams in order to provide accurate, consistent and internationally

comparable data on GHG emissions, and track its progress towards achieving its nationally determined contributions, and adaptation actions, including good practices, priorities, needs and gaps.

Togo receives GEF support from donors as part of its efforts to meet its transparency commitments under the Paris Agreement. For example, Togo has received funding to develop its Fourth National Communication and the 2nd BUR. This CBIT project complements these two processes through the acquisition of equipment. Indeed, this component was not taken into account in the fourth national communication and in the second BUR. This is a crucial need in the climate transparency effort. The improvement of emission factors is also an additional added value that this project brings to initiatives already funded by the GEF.

5. Global environmental benefits (GEFTF) and/or adaptation benefits (LDCF/SCCF);

This project will allow the government of Togo to assess and give a clear picture of the situation on GHG emitted, absorbed and avoided. By knowing level of emissions and removals that this project will help to achieve, Togo will have an important basis for developing policies that are in line with the objective of keeping the increase of global temperature below 2°C.

This project is linked to the GEF-6 climate change mitigation focal area Indicator 3 on MRV systems for emissions reductions in place and reporting verified data. The indicator has 10 levels, for which the baseline set during project development is 2, and the respective target is 7, as indicated in the GEF tracking tool, Annex L of this proposal.

The project will monitor an additional indicator for qualitative assessment of institutional capacity built for transparency-related activities under Article 13 of the Paris Agreement. As indicated in the GEF tracking tool, Annex L of this proposal, the baseline set is 2 and the respective target is 3, following the scale of 1-4 as per the guidance on Annex IV: Indicator for qualitative assessment of institutional capacity for transparency-related activities of the CBIT programming direction.

Monitoring and evaluation of investments on adaptation, mitigation, capacity building and technology transfer will help to quantify the volume of flows. It will also help to map the resources allocation over sectors. These two bits of information will contribute to improve/reorient climate action.

6. Innovativeness, sustainability and potential for scaling up

Innovativeness

The Government of Togo's challenges in the climate reporting relates to the lack of an innovative reporting and monitoring system that integrate data set various sources including external ones. The implementation of this proposed project will present a national and central system for transparent monitoring and accounting for GHG emissions, which will report on different sectors in Togo. The project will also support the development of institutional capacities, which will strengthen the enabling environment. As part of the enabling environment, the proposed project will also include the implementation of a Monitoring,

Reporting and Verification (MRV) system to track Togo's progress made in the reduction or removal of anthropogenic GHG emissions over time. Stakeholders will be trained and empowered to conduct independent monitoring at sector specific sector levels. The independent monitoring process will increase transparency, strengthen data integration approaches and reduce bias at the local level, by combining independent reference data with regional and global datasets.

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Sustainability

The increased inclusion, participation and accountability of multiple stakeholders (e.g. the private sector, natural resources- dependent people, development partner, civil society organizations) in land-use mitigation actions, decision-making and monitoring will ensure sustainability. The MRV system will build on the Directorate of Environment work on national communication and Biennial Update Report (BUR) and will integrate and upgrade existing institutional framework. The Government through its current initiatives and projects but also through mainstreaming climate transparency in the future projects will ensure investments for long- term sustainability of the system. The implementation of this proposed project will heavily rely on national technicians to consolidate institutional methodologies and protocols. These protocols will be well documented and readily available for use by the staff. The capacity building activities, and the availability of training materials, will ensure that each institution experiences long- term continuity of training activities.

The proposed project will work with the Government of Togo to ensure that funding is available for these efforts in the future to incorporate priority sectors into the NDCs and to utilize the NDC transparency system and manage relevant data collected. Proper monitoring for compliance with the Paris Agreement is a critical need in Togo. The capacity increased and system developed during the successfully implementation of this project will provide important information for future projects and UNFCCC reporting.

Coordination with ongoing projects including the National Communication and the BUR will be ensured through the close cooperation between the Directorate of the Environment (DE) and the National Agency for Environmental Management (ANGE), given the particular and strategic place of these two structures of the Ministry of Environment and Forest Resources (MERF). Through a cooperation agreement signed by ANGE and the DE, the DE will play the role of Technical assistant and in this regard, the DE will appoint a focal point in the CBIT project, which will work with its counterpart at the ANGE to link this CBIT project

with the National Communication projects and the BUR led by the DE. This cooperation aims to ensure complementarity and avoid duplication of activities of the BUR and National Communication projects carried by the DE and the CBIT carried by the ANGE. Thus, the lessons learned from the BUR, Communication and MRV processes will feed the CBIT project throughout its implementation and vice versa.

By creating or strengthening focal points, this project aims not only to set up the institutional framework but to ensure the sustainability of results. Beyond the simple establishment or strengthening of focal points, the project will work to promote the institutionalization of these points through sensitization activities of the persons holding the decision-making powers in the sectors and ministries concerned on the strategic character of perpetuating these focal points. The sensitization work will also focus on the integration of MRV activities related to climate action in the practices of the concerned institutions.

Trainings to fill the gaps in human resources for qualitative GHG inventories, climate vulnerability assessments, adaptation planning will target government officials, and not consultants. This choice responds to the concern to ensure the sustainability of the project results as those government officials are permanently working for the government. Such objective will also be pursued through activity 4.2, which aims at raising awareness of decision-making bodies on the importance of creating a sustainable institutional capacity and of mainstreaming gender in their institutions to fulfill reporting commitments under the UNFCCC. The establishment of agreements between the ANGE / DE and the stakeholders in the transparency framework is also part of the effort to make the project activities sustainable. Another strategy to sustain the project is the establishment of a framework for collaboration between the CBIT project and the Regional Center for Cooperation (RCC), through its West African Network on MRV and climate transparency.

Potential for scaling up

To ensure not only sustainability but also scaling up of the project results, a knowledge management system and collaboration with other projects on transparency and with the West African South-South Collaboration Network on MRV and Transparency will be put in place. Then experience and lessons learned through the project will be documented and shared via the national projects on MRV and with the West African South-South Collaboration Network on MRV and Transparency, as well as with the CBIT Global Coordination Platform. The objective of this knowledge sharing is to ensure impact of the project beyond its lifetime and direct target groups. This knowledge sharing is intended also to promote peer-to-peer exchange of experience. Brochures and flyers will be developed, and regional meetings with members of the Network in Lome, Togo, will be attended with the support from RCC Lome.

Financing is also available from the Ad Hoc Information Matter Facility, managed by GIZ, for improving institutional arrangements, GHG inventories and data management through a 4-day in-country workshop. As Niger has already obtained such support, inputs from similar experiences can be used. Regular interaction throughout project implementation will be undertaken. RCC Lome will be invited to the Project Steering Committee to promote synergies. RCC Lome will also keep its technical partners informed on the implementation of the project, to identify additional support on specific activities of the project, where those partners can provide support.

A.2. *Child Project?* If this is a child project under a program, describe how the components contribute to the overall program impact.

NA

A.3. *Stakeholders.* Please provide the Stakeholder Engagement Plan or equivalent assessment. (Type response here; if available, upload document or provide link)

In Togo, there are several national institutions and private organizations whose mandates/activities touch on climate and climate change issues to varying levels. Different ministries will be engaged at various stages of the project depending on their expected roles in the CBIT project. The CBIT project institutional arrangement will build on that of the NCs and BUR. The institutions that will be playing key roles are listed in Table 2 here below.

Table 4. Stakeholders engagement plan

Stakeholders	Type of consultation	Means and schedule of engagement	Dissemination of information	Resource needs throughout the project cycle
National Environmental Management Agency (ANGE)	Internal meetings for project management	Throughout the project life cycle	Official documents on the project	Follow-up Officer
Presidency of the Republic	Requests for authorizations	At the start of the project	Official correspondence	Follow-up Officer
Primature (Prime Minister cabinet)	Requests for authorizations	At the start of the project	Project document Official correspondence	Follow-up Officer
Ministry of Higher Education and Research	Meetings, Telephone calls, E-mails	The entire project cycle	Project document	Follow-up Officer
Ministry of Posts and Digital Economy	Meetings, Telephone calls, E-mails	The entire project cycle	Project document Official correspondence	Follow-up Officer
Ministry of Infrastructure and Transport	Meetings, Telephone calls E-mails	The entire project cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Ministry of Security and Civil Protection	Meetings, Telephone calls, E-mails	The entire project cycle	Project document	Follow-up Officer
Ministry of Water, Sanitation and Village Water Supply	Meetings, Telephone calls E-mails	The entire project cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Ministry of Agriculture and Livestock	Meetings, Telephone calls, E-mails	The entire project cycle	Project document	Follow-up Officer
Ministry of Trade and Private Sector Promotion	Meetings, Telephone calls E-mails	The entire project cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Ministry of Industry and Tourism	Meetings, Telephone calls, E-mails	The entire project cycle	Project document	Follow-up Officer
Ministry of Environment and Forest Resources	Meetings, Telephone calls E-mails	The entire project cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Ministry of Urban Planning, Housing and Living Environment	Meetings, Telephone calls, E-mails	The entire project cycle	Project document	Follow-up Officer
Ministry of Social Action, the Advancement of Women and Literacy	Meetings, Telephone calls E-mails	The entire project cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Ministry of Mines and Energy	Meetings, Telephone calls, E-mails	The entire project cycle	Project document	Follow-up Officer

Stakeholders	Type of consultation	Means and schedule of engagement	Dissemination of information	Resource needs throughout the project cycle
Ministry of Health and Social Protection	Meetings, Telephone calls E-mails	The entire project cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Ministry of Development Planning	Meetings, Telephone calls, E-mails	The entire project cycle	Project document	Follow-up Officer
Technical and Financial Partners	Meetings, Telephone calls E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
AfDB - African Development Bank Group	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Follow-up Officer
Regional Center of Cooperation	Meetings, Telephone calls E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
BOAD - West African Development Bank	Meetings, Telephone calls E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
WB (IBRD - IDA) - World Bank Group	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Follow-up Officer
FAO - Food and Agriculture Organization of the United Nations	Meetings, Telephone calls E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
UNDP - United Nations Development Programme	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Follow-up Officer
AFD - French Development Agency AFD	Meetings, Telephone calls E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
GEF - Global Environment Facility	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Follow-up Officer
United Nations Environment Programme	Meetings, Telephone calls E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
ASCENT	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Follow-up Officer
European Union (EU)	Meetings, Telephone calls E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Embassy of the United States of America	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Follow-up Officer
German cooperation through GIZ	Meetings, Telephone calls E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Arab Development Bank (BADEA)	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Follow-up Officer
United Nations Environment	Meetings, Telephone calls, E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
United Nations Population Fund (UNFPA)	Donor meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Follow-up Officer
Amnesty International	Donor meetings, Telephone calls, E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
French Cooperation	Donor meetings, Telephone calls, E-mails	The entire project life cycle	Exchange of minutes, memos and official letters	Follow-up Officer
Environmental Department	Meetings, Telephone calls, E-mails	The entire project life cycle	Financing agreements	Telephone connection
GHG Inventory Working Group	Meetings, Telephone calls, E-mails	The entire project life cycle	Progress reports on the CBIT project of the CBIT project	Internet connection and secure

Stakeholders	Type of consultation	Means and schedule of engagement	Dissemination of information	Resource needs throughout the project cycle
GHG Mitigation Working Group	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Computers in computer networks
Vulnerability and Adaptation Working Group	Meetings, Telephone calls, E-mails	The entire project life cycle	Financing agreements	Focal points for each theme
INSEED	Meetings, Telephone calls, E-mails	The entire project life cycle	Progress reports on the CBIT project of the CBIT project	Follow-up Officer
DGMN	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Telephone connection
Scientific Research Directorate - UL ⁷	Meetings, Telephone calls, E-mails	The entire project life cycle	Financing agreements	Internet connection and secure
ENSI-UL	Meetings, Telephone calls, E-mails	The entire project life cycle	Progress reports on the CBIT project of the CBIT project	Computers in computer networks
FDS-UL	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Focal points for each theme
ESA Higher School of Agronomy	Meetings, Telephone calls, E-mails	The entire project life cycle	Financing agreements	Follow-up Officer
ITRA Togolese Institute of Agricultural Research	Meetings, Telephone calls, E-mails	The entire project life cycle	CBIT project progress reports	Telephone connection
WASCAL: West African Science Service Center on Climate Change and Adapted Land Use	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Internet connection and secure
ODEF	Meetings, Telephone calls, E-mails	The entire project life cycle	Financing agreements	Computers in computer networks
DRF: Direction des ressources Forestières	Meetings, Telephone calls, E-mails	The entire project life cycle	CBIT project progress reports	Focal points for each theme
Disaster Management Directorate (DGC)/MASPFA	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	
Gender/ MASPFA Directorate	Meetings, Telephone calls, E-mails	The entire project life cycle	Financing agreements	Telephone connection
Direction des personnes handicapées/MASPFA	Meetings, Telephone calls, E-mails	The entire project life cycle	CBIT project progress reports	Internet connection and secure
Chambers of Trades and Crafts	information meetings, training workshops, mail exchanges and the CBIT project website	The entire project life cycle	CBIT project progress reports	Follow-up Officer
Chamber of Agriculture	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Telephone connection
The Free Zone Administration Company (SAZOF)	Meetings, Telephone calls, E-mails	The entire project life cycle	Financing agreements	Internet connection and secure
Public	Meetings, Telephone calls, E-mails	The entire project life cycle	CBIT project progress reports	Computers in computer networks
Press	Meetings, Telephone calls, E-mails	The entire project life cycle	Project document	Focal points for each theme
Young Environmental	Meetings, Telephone	The entire project	Financing agreements	Follow-up

⁷ University of Lome (UL)
GEF6 CEO Endorsement /Approval Template-August2016

Stakeholders	Type of consultation	Means and schedule of engagement	Dissemination of information	Resource needs throughout the project cycle
Volunteers	calls, E-mails	cycle		Officer
Local communities	Meetings, Telephone calls, E-mails	The entire project life cycle	CBIT project progress reports	Telephone connection
Women's groups	Meetings, Telephone calls, E-mails	The entire project cycle	Project document	Internet connection and secure

Apart from these institutional stakeholders, working groups under climate reporting processes will be actively involved. The five thematic groups each have a primary mission (according to the 3rd NC, taking into account lessons learned in good practice, institutions with the support of a multidisciplinary team) to oversee the estimation of emissions by source categories and removals by category of wells in their area. They also oversee Key Source Analysis (KSA), interpretation of uncertainty analysis, assurance and quality assurance (QA/QC) activities, documentation and archiving of data used in the analysis. Inventory preparation process, and synthesis of sectoral reports as a basis for compiling the National Inventory Report. These thematic groups help to ensure quality assurance and quality control (QA/QC), ensure better consideration of monitoring, reporting and verification (MRV) and put in place a coherent system archiving. Each thematic group is coordinated by a laboratory and is composed of the institutions concerned by the sector.

1. Industrial Processes and Product Use (IPPU) Working Group

The IPPU working group is coordinated by the Atmospheric Chemistry Laboratory (LCA). It is composed of institutions such as:

- Directorate-General for Industry (DGI)
- Employers
- Chamber of Commerce
- cement plant
- Ministry of Mines and Energy (MME)
- Civil Society Organizations (CSOs)
- NGOs

The experts of this working group, in collaboration with others and the coordination of the project are responsible, in their respective sectors, for:

- Identifying non-energy industrial activities that are sources of GHG emissions;
- Producing the GHG Inventory for different types of industrial processes including the production of cement and lime, agro-food and chemical industries;
- Calculating GHG emissions from industrial processes;
- Calculating GHG emissions attributable to the use of solvents and other products containing volatile organic compounds;
- Specifying the uncertainties according to the Good Practices recommended by the IPCC;
- Writing a descriptive report of the results obtained;
- Participating in the analysis and elaboration of the report on Industrial Processes, Use of Solvents and Other Products;
- Participating in the elaboration of the GHG inventory synthesis report.

2. Energy Working Group

The energy working group is coordinated by the National School of Engineers (ENSI). It is composed of institutions such as:

- Directorate-General for Energy (DGE)
- general direction of hydraulics
- Directorate-General for Transport (DGT)
- Togo Electric Power Company (CEET)
- National Institute of Statistics and Economic and Demographic Studies (INSEED)
- Civil Society Organizations (CSOs)
- NGOs and professionals

The experts of this working group, in collaboration with others and the coordination of the project are responsible, in their respective sectors, for:

- Developing, in collaboration with the Project Coordination, guidelines to guide GHG inventories in the Energy sector;
- Identifying the different specialized institutions of the energy sector;
- Identifying existing energy databanks;
- Collecting production, import and consumption data of different forms energy;
- Describing the energy flows;
- Disaggregating data on final energy consumption;
- Describing technologies for using energy sources;
- Estimating the apparent consumption of energy by category of activity;
- Elaborating the GHG Inventory according to the IPCC / OECD methodology;
- Preparing a descriptive report of the results obtained;
- Specifying uncertainties according to the Good Practices recommended by the IPCC;
- Participating in the drafting of the report of the Energy Sector Working Group;

3. Agriculture Working Group and Forestry and Other Land Use Working Group

The Agriculture Working Group is coordinated by the School of Agronomy (ESA) and the Forestry and Other Land Use Working Group (FAT) by the Laboratory of Botany and Plant Ecology (LBEV). These 2 groups are composed of the following institutions:

- Forest Development and Exploitation Office (ODEF)
- Directorate of Forest Resources (DRF)
- Institute of Advice and Technical Support (ICAT-Togo)
- Directorate-General for Agriculture (DGA)
- Togolese Institute for Agricultural Research (ITRA)
- Directorate of Statistics, Informatics and Documentation (DSID)
- National Institute of Statistics and Economic and Demographic Studies (INSEED)
- Civil society organizations (CSOs)
- NGOs

The experts of this working group, in collaboration with others and the coordination of the project are responsible, in their respective sectors, for:

- Identifying the different specialized institutions in the fields of agriculture, livestock and forestry;
- Identifying databanks related to the aforementioned fields;
- Collecting data on areas cultivated and/or cleared, livestock, forest heritage or any other stock of woody biomass;
- Describing production systems, cropping systems, livestock systems and manure management (excreta);
- Describing the structures, functioning and dynamics of natural formations and agro-forestry parks;
- Estimating GHG emissions of each sub-sector according to the IPCC/OECD methodology;
- Participating in the analysis and elaboration of the final report for the respective sectors;
- Participating in the drafting of the report of the Working Group on AFOLU;
- Participating in the elaboration of the GHG Inventory synthesis report.

4. Waste Working Group

The waste working group is coordinated by the Laboratory of Management, Treatment and Valorization of Waste (LGTVD). It is composed of institutions such as:

- Technical Services Directorate (DST);
- Commune (local government);
- National Institute of Statistics and Economic and Demographic Studies (INSEED);
- Civil society organizations (CSOs);
- NGOs.

The experts of this working group, in collaboration with others and the coordination of the project are responsible, in their respective sectors, for:

- Developing, in collaboration with Project Coordination, guidelines to guide the GHG inventories for the Waste sector;
- identifying the types of activities and emissions related to solid waste in terrestrial environments, wastewater and human detritus;
- Evaluating the flows (quality and quantity) of urban waste collected, evacuated, disposed of and landfilled;
- Characterizing waste and wastewater produced nationally;
- Elaborating the Inventory of waste dumps;
- Estimating GHG emissions according to the 1996 IPCC/OECD methodology in each sub-sector;
- Specifying uncertainties according to the Good Practices recommended by the IPCC;
- Writing a descriptive report of the results obtained;
- Participating in the analysis and drafting of the report in the areas of Waste;
- Participating in the elaboration of the GHG inventory synthesis report.

These different thematic groups are part of the National Observatory of Environment (ONE), a large environmental data collection network, which includes all sectors.

In addition, provide a summary on how stakeholders will be consulted in project execution, the means and timing of engagement, how information will be disseminated, and an explanation of any resource requirements throughout the project/program cycle to ensure proper and meaningful stakeholder engagement.

Select what role civil society will play in the project:

- Consulted only;
- Member of Advisory Body; contractor;
- Co-financier;
- Member of project steering committee or equivalent decision-making body;
- Executor or co-executor;
- Other (Please explain)

After the stakeholders mapping, CSOs will also be informed at the early beginning about the CBIT project, and their views taken into account at the different stages of the process. The stakeholders will be asked to give their inputs on the scope/coverage and relevance of the project component, and the strategies that will be adopted during project implementation as well as their commitment to participate in the project during implementation phase.

Togolese civil society includes all apolitical organizations whose objectives are aimed at improving the material and moral conditions of all or part of Togolese society. In Togo, there has been an official National Civil Society Consultation since June 15, 2002. It brings together NGOs, associations, networks of citizens' organizations and social movements and has set itself the objective of being an instrument that contributes to improving the living conditions of Togolese people and to promoting and defending the individual and collective rights of Togolese people.

To strike the right balance between the responsibilities of the State and the rights of the population, there should be ongoing negotiations and debate with CSOs in the country. Efforts are being made to involve them in the implementation of projects related to the environment and more particularly climate change. They are represented on Climate Change, NDC, Technology Needs Assessment (TNA), the Montreal Protocol on Substances that Deplete the Ozone Layer, and on the committees that validate Environmental and Social Impact Assessments (ESIA). CSOs will play a key role in the implementation of the CBIT project through:

- improving standards for a better environment;
- raising awareness of the population;
- disseminating information to stakeholders through national media, websites and newsletters;
- protecting poor and vulnerable populations, in particular indigenous peoples;
- taking into account the concerns of the population in the implementation of projects;
- fighting for freedom, democracy and sustainable development.

In this project, CSOs will offer their expertise in problem management and communication with the population. They will be responsible for filling gaps in public service and creating a public-private dialectic by highlighting the issues and challenges of the information system

while ensuring the transparency of climate actions. They will help in proposing new ideas based on field experience, specialization and knowledge

The stakeholder analysis also focused on the factors/conditions that contribute to strengthening their interest in the project activities and the influence they will have on the project. The main factors that ensure the interest of the project stakeholders are strong political will, availability of capacity, a good understanding of the CBIT project, a good communication strategy, open collaboration between stakeholders, availability of financial resources, an appropriate institutional arrangement and a clear definition of roles and responsibilities.

With regard to strengthening the positive influence of stakeholders in the project, the stakeholder analysis revealed that the requirements are a good understanding of the CBIT project, the development of regulatory texts that set out the responsibilities and give authority to these stakeholders, the establishment of mechanisms for strong collaboration between stakeholders, the strong involvement of relevant stakeholders, stakeholder capacity building, the provision of the necessary resources to stakeholders and the establishment of a national data and information management platform. On the other hand, insufficient capacity, lack of financial resources, weak legal and regulatory texts, misidentification of the stakeholder representative, misunderstanding of the objectives of the CBIT project and lack of information to stakeholders can reduce their interest in the project. A lack of leadership, insufficient preparation of meetings, weak monitoring and evaluation processes, ephemeral availability of data produced, and poor planning of financial resources can mitigate the positive influence of the stakeholders.

Communication with stakeholders will be based on several communication channels, such as: internal project management meetings, requests for authorization, telephone calls, e-mails, donor meetings, information meetings, training workshops, and the CBIT project website.

A.4. [Gender Equality and Women's Empowerment](#). Provide the gender analysis or equivalent socio-economic assessment. (Type response here; if available, upload document or provide link)

Togo has shown a real desire to make the promotion of women as a development priority with the creation in 1977 of the General Directorate for the Promotion of Women (DGPF) within the Secretariat of State for Social Affairs and Adoption of the code of persons and the family in 1980. The establishment of these institutions enabled the implementation of development programs and projects whose primary purpose was to focus on women according to the evolution and philosophy of the various development approaches that have marked the sector during of this period. In 1983, Togo acceded to the Convention on the elimination of all forms of discrimination against women (CEDAW) and, after the Beijing World Conference on Women, worked to reduce inequalities between women and men. Thus, certain actions were carried out in particular:

- The adoption in 2006 by the government of the national gender strategy document following a diagnostic study in the field.
- Establishment in 2001 of a revision of the code of persons and the family with a view to its adaptation to CEDAW.

- Implementation of major national actions in the field of gender-based violence that led to the production of reference documents for the fight against the phenomenon in 2000.
- The establishment in 1999 of a national training center for gender and development trainers to build the capacity of actors and structures in gender issues.
- Establishment in 1996 of the Beijing Follow-up Committee in fact the recommendations of the Fourth World Conference on Women.

Despite all these efforts, the country faces many challenges in promoting the status of women and integrating gender into the development planning and programming process. The main difficulties are:

- the limited resources and budgets allocated to the Department for the Advancement of Women and Gender issues;
- the low availability of reliable data and information on gender disparities;
- lack of a real anchoring of gender in other sectors and weak capacity in implementing the gender approach;
- sociocultural blockages conferring a lower status to women;
- low productivity of women economic actors.

To respond to these challenges, the Togo gender policy aims at (i) establishing an institutional, socio-cultural, legal and economic environment conducive to the achievement of equity and gender equality in Togo, (ii) ensuring the effective integration of gender in development interventions in all sectors of economic and social life.

In the environmental management the exploitation of natural resources offers opportunities for income generation. Hence the interest of better involvement of both men and women to enable them to have access to resources and to benefit from their expertise is important. However, this environmental management raises problems, in particular:

- the low level of involvement of women in the definition and implementation of natural resource management policies and environmental protection due to the low level of education and information;
- the absence of an environmental education programme that takes into account the gender and educational level of the population;

With regard to participation in decision-making, women are under-represented in decision-making positions in the Government, the National Assembly and other institutions of the Republic. From 1958 to 2007, out of a total of 855 deputies elected during the various legislative elections, there were only 44 women against 811 men, or 5.14% of the total. At the level of mayors and canton chiefs, 11.11% and 0.38% of women are respectively women. Women are poorly represented in senior administration. Thus, of the thirteen operational diplomatic posts, only one was a woman ambassador (1980-1982). The Constitutional Court only heard the appointment of a woman in 2007. At the territorial command level, only two women were appointed prefects in 1992. As far as trade union centers, associations and community-based organizations are concerned, the trend remains the same.

During the stakeholder consultations, the majority of the heads of institutions interviewed were male. The percentage of women in decision-making bodies remains low despite legislative, economic and social achievements. Only 4% of stakeholders interviewed as

decision-makers are women. Special measures must be taken to increase women's participation in the implementation of the CBIT project. However, due to the significant inequalities in the context, the project will not be able to commit to 50% men and 50% women beneficiaries for the gender-disaggregated target. In the implementation, all information concerning women and minorities vulnerable to climate change should be collected as part of a systematic monitoring of all activities.

Does the project expect to include any gender-responsive measures to address gender gaps or promote gender equality and women's empowerment? (yes /no) If yes, please upload gender action plan or equivalent here.

If possible, indicate in which results area(s) the project is expected to contribute to gender equality:

- closing gender gaps in access to and control over natural resources;
- improving women's participation and decision making; and or
- generating socio-economic benefits or services for women.

Does the project's results framework or logical framework include gender-sensitive indicators? (yes /no)

Gender Action Plan. The Gender Action Plan aims to promote the full, equal and effective participation of women and to promote gender-sensitive climate policies and the integration of the gender dimension into the implementation of the Convention in Togo and the work of all stakeholders in the CBIT project.

Table 4: Gender action plan

Relevant results	Activities	Indicators	Period	Responsible
Output 1: The existing institutional, legal and regulatory framework for climate change information management is upgraded	Strengthen the institutional, regulatory and legal framework regarding the systematic integration of gender considerations into the CBIT project	Existence of gender-friendly institutional, regulatory and legal provisions % of women or young people appointed as Focal point	Year 1	ANGE/MERF Directorate of Gender/ MASPFA (Ministry of Social Action, Women and Literacy)
Output 2: A climate change information management system is established				
Output 3: Relevant sectors are provided with appropriate equipment to measure, track, report and/or access information from the MRV system	Ensuring women and/or youth engagement in managing equipment	Percentage of women using the CBIT project equipment % of women decision-makers sensitized on the importance of strengthening sustainable institutional capacity to fulfill the commitments made vis-a-vis the UNFCCC	Year 2	ANGE/MERF Directorate of Gender/ MASPFA (Ministry of Social Action, Women and Literacy)
Output 4: National stakeholders in climate change are trained to provide input and access information/data	Ensure gender balanced representation,	Number of sessions organized	Year 2	ANGE/MERF Directorate of Gender/

<p>from the national MRV system</p>	<p>participation and leadership of women in the CBIT Project</p> <p>Raise awareness of decision-making bodies on the importance of creating a sustainable institutional capacity and of mainstreaming gender in their institutions to fulfill reporting commitments under the UNFCCC.</p>	<p>% of women involved in CBIT project management</p> <p>Number of decision-makers sensitized on increasing gender representation in their institutions</p>	<p>Year 2</p>	<p>MASPFA (Ministry of Social Action, Women and Literacy)</p>
<p>Output 5: The information management system is tested and functional</p>	<p>Strengthen the gender presence in the information system management bodies</p>	<p>% of women in the management body of the information management system</p> <p>% of women or young people in knowledge sharing system activities</p> <p>% of women involved in project management</p>	<p>Year 3</p>	<p>ANGE/MERF Directorate of Gender/ MASPFA</p> <p>ANGE/MERF Directorate of Gender/ MASPFA (Ministry of Social Action, Women and Literacy)</p>

The most relevant level to consider gender issues during the project implementation is the central/strategic level which refers to governments and private sector bodies based in Lome. The selection of focal points, the composition of the Secretariat and the National Climate Transparency Committee shall take into account GEF gender policy to ensure that beneficiaries include men and women.

A.5. *Risks* Elaborate on indicated risks, including climate change, potential social and environmental risks that might prevent the project objectives from being achieved, and, if possible, the proposed measures that address these risks at the time of project implementation.(table format acceptable):

The major risk that could prevent the successful implementation of the CBIT project boarder on: (a) lack of information (b) lack of adequate institutional arrangements, (c) inadequate

stakeholders mapping and engagement, (d) data availability and accessibility constraints, and (e) insufficient human, technical resources to design and implement a comprehensive national climate monitoring, reporting and verification framework and support partners.

Table 5: Project risks and proposed mitigation strategies and actions

Risk	Level of Risk	Commentary and Mitigating Strategies and Actions
Limited sharing of information on climate transparency	Medium	<ul style="list-style-type: none"> - Use existing platforms, frameworks and procedures to inform stakeholders; - Involve additional line ministries at project outset; - Revise existing MoUs to reflect current institutional settings; - Design specific buy-in strategies for different stakeholders (i.e. sector ministries, industrial operators and businesses and NGOs); - Establish and strengthen inter-ministerial working groups/committees.
Data availability and accessibility constraints, including the confidentiality of data.	Medium	<ul style="list-style-type: none"> - Include publicly-available and industrial data providers in the relevant sectors to facilitate data access; - Establish legal or less formal collaboration arrangements with institutions that are the repositories of data - Revise data collection template specifically designed for different data providers, - Organize training for industrial data providers under the existing environmental reporting mechanism, - Expand participation of data provider to cover new areas that will be covered in the new MRV task, - Support continues data generation and sharing using existing online portal - Open discussions with the data providers to understand whether there are ways in which we can use the data despite confidentiality e.g. aggregation of data. For key datasets, these issues will be raised at a higher level to try to find a way in which the data can still be used. In some cases, confidentiality agreements can be drawn up to allow the technical experts access to the data.
Limited sustainability of project impact, due to reliance on external experts and other factors, such as insufficient use and maintenance of the equipment purchased.	Medium	<ul style="list-style-type: none"> - Consolidate institutional arrangements; data agreements; - Web platform development for data collection owned by government; - Trainings activities targeted at government officials, not consultants; - External experts will work closely with government staff to ensure that capacity is being developed through the implementation

Risk	Level of Risk	Commentary and Mitigating Strategies and Actions
		<p>of all activities. As such, all activities will contribute to strengthening capacities and institutionalizing the transparency system. Before an external expert is engaged, the government will develop a strategy to ensure that technical capacity is retained when activities are implemented.</p> <ul style="list-style-type: none"> - Sensitization activities on the importance of institutionalizing transparency activities; - Agreements between relevant stakeholders of the transparency framework; Collaboration with the Regional Cooperation Center – Lome; West Africa south-south network. - Institutionalize routines and budget for the appropriate use and maintenance of the equipment that will be made available to the delivery body and institutional focal points to appropriately track, collect, assess, storage, document and report on climate change data in their sectors.
<p>Insufficient human, technical resources to design and implement a comprehensive national climate monitoring, reporting and verification framework and support partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> - Identify and harness existing capacities and skill sets in order to increase participation all national experts; - Where consultants are to be recruited, they will be paired with local expert to facilitate knowledge transfers; - As much as possible, include experts from national academic/research institutions, CSO and the private sector; - The project will develop systems and processes to ensure that the impact of staff turnaround is minimized. Key information will be stored and maintained in a manner that is accessible to all future staff members. Training processes will be in place to ensure that new staff are able to learn quickly and effectively in order to become successful members of the team.
<p>Lack of adequate institutional arrangements</p>	<p>Low</p>	<ul style="list-style-type: none"> - Fully integrate the CBIT project steering committee into existing climate change structures; - Expand the sector working to include other stakeholders; - Establish a channel for the regular briefing of the board of Director of ANGE; - Ensure clear linkages concerning NDC implementation in line ministries.

Risk	Level of Risk	Commentary and Mitigating Strategies and Actions
Lack of buy-in from Government/Ministries.	Low	- Engage with Government/Ministries throughout the project highlighting the international importance of the work and the benefits the project will provide in supporting the development and tracking of national mitigation and adaptation actions. This will be achieved through high profile presentations and/or meetings at project outset and on a regular basis, thereafter, ensuring a balance between burden to participants and profile-raising of the project.
Inadequate stakeholders mapping and engagement	Low	- Carry out an appropriate stakeholders mapping and engagement; - Provide regular progress report to stakeholders whose sectors are included in the CBIT project.

A.6 Institutional Arrangement and Coordination. Describe the institutional arrangement for project implementation. Elaborate on the planned coordination with other relevant GEF-financed projects and other initiatives.

Institutional arrangements. The Executing Agency is the National Environmental Management Agency (ANGE) from the Ministry of Environment. The Implementing GEF Agency is UN Environment. The project will establish a Steering Committee that will meet twice a year to, among other things, ensure coordination across initiatives. The initiative will follow the institutional structure described in Annex J. Project Implementation Arrangements.

Arrangements between the ANGE and the Directorate of Environment. Within the Ministry of the Environment and Forest Resources, the Directorate of the Environment has a legal mandate for coordinating the NC processes on climate change and BURs. The National Agency for Environmental Management is a public institution with legal personality and financial autonomy under the supervision of the Ministry of Environment and Forest Resources. The main mission is the integration of the environmental issues into policies, plans, programs, projects and actions. In this capacity, it works on climate change related issues including NCs, BURs, NDCs and MRV. ANGE has a legal mandate to manage the environmental information system including on climate change, to produce the annual report on the state of the environment and to manage the national system of environmental assessments.

ANGE has been involved since 2016 in the definition of the reference level of emissions in the REDD+ process. These include the Interpretation of Historical Aerial Photos (1973-1984), the Design of a National Forest Monitoring System and the Establishment of a Reference Level for Forests in the Context of REDD+ in Togo. In addition, in order to provide quality information on the evolution of the coastline and adjacent ecosystems in the context of climate change, ANGE in collaboration with GIZ, is engaged in a process of defining a methodology for measurement and monitoring of indicators by remote sensing. Again, in the context of climate change, ANGE monitors the evolution of the coastline and its resources from 1988 to 2017. ANGE has updated data on the spatial dynamics of forest resources, in GEF6 CEO Endorsement /Approval Template-August2016

particular Fazao Malfakassa Park, the Togo's fauna, the community forests of South-East Togo, etc. These different pieces of information are data for the MRV system.

The Directorate of the Environment has always called for the use of environmental assessments in the fight against climate change. In this sense, it requested to ANGE to make a quantitative and qualitative estimate of the GHG emissions that each activity and project generates, in order to propose measures of mitigation and adaptation. At the end of each year, each actor subject to environmental assessments will be asked to produce a report on their carbon footprint (GHGs being convertible into CO_{2eq}). Each report will be subject to a counter-expertise for its certification. In the process of NCs, BURs and NDCs, consultants must approach ANGE to collect the data in order to integrate them into a system. The data contained in the report on the state of the environment in Togo enriches the content of NCs, BURs, NDCs, MRV and enables ANGE to participate in the process of preparing documents related to climate change issues. With this CBIT project, ANGE will ensure access and availability of information generated by thematic working groups to stakeholders, including the Directorate of Environment so that the information feeds elaboration of NCs and BURs.

Coordination between CBIT, NCs, BURs and other relevant projects in the baseline scenario. Given the mandate and experience of the Directorate of Environment in climate coordination, experts from the Directorate of Environment and ANGE and also from other institutions members of the five (5) working groups on climate reporting will work in synergy, including regular and ongoing information exchange.

ANGE has already a focal point in the steering committees of the FNC and 2nd BUR processes and one representative on the GHG inventory sub-committee. The several coordination meetings between ANGE and the Directorate of Environment regarding smooth coordination between the CBIT project and the 1st NC and the 1st BUR led to an agreement between the two institutions to effectively collaborate during the project development and implementation.

An analysis has been carried out on the extent of the overlap/complementarity between this CBIT project and the current FNC and 2nd BUR. The analysis of the objectives, components, activities and outputs of the CBIT and NC/BUR projects are rather complementary. In the formulation, the activities may seem to overlap, but in the content, the activities are different. For example, the FNC includes in its components the collection, processing, analysis and documentation of information. Very often, this will be done with technical means whose limits have been raised in the 3rd NC and in the 2nd BUR. To fill these gaps, this CBIT project targets the acquisition of dedicated equipment to improve the quality of information and training in the use and maintenance of such equipment. Moreover, it will develop a comprehensive MRV system, following recommendations from the 3rd NC. In addition, people involved in the preparation of the NC and the BUR confirmed the complementarity of the two processes. Apart from equipment, the CBIT project differs and completes the NC by developing emission factors specific to Togo in order to improve the quality of information. The CBIT project will set up a comprehensive online system which is still missing despite the relevant activities that the FNC and the 2nd BUR plan to achieve.

The relevant projects which should be aligned and coordinated with the CBIT are outlined in the baseline scenario. Since the Directorate of Environment is participating in all the projects, there will be a constant check of the activities and the synergies that can be created among

initiatives. Moreover, since the Ministry of Environment is participating in different international platforms, there is a great potential to outreach the result and share the lessons learned with other developing countries.

Moreover, this CBIT project will capitalize on the manual of procedures for monitoring and evaluating the implementation of the REDD+ project. Synergies will also be developed with methods for measurement/data collection and monitoring of carbon stocks, through permanent monitoring and verification plots, the geographic information system and REDD+ project reporting.

Coordination with CBIT directions, SDGs, UNFCCC Transparency Framework, CBIT global platform.

Finally, at an international level, this project will be totally aligned with the GEF CBIT programming directions as well as the UNFCCC Enhanced Transparency Framework and will contribute with the CBIT Global Coordination Platform and will look for synergies with the Sustainable Development Goals.

UNFCCC Enhanced Transparency Framework. Transparency of action and support is crucial to the effectiveness of the Paris Agreement. At COP 24, held in Katowice in December 2018, countries have established modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Agreement. The guiding principles of these MPGs include the importance of facilitating improved reporting and transparency over time; and providing flexibility to those developing country Parties that need it in the light of their capacities. The application of such flexibility is to be self-determined, but the developing country Party concerned shall clearly indicate the provision to which flexibility is applied, concisely clarify capacity constraints, noting that some constraints may be relevant to several provisions, and provide self-determined estimated time frames for improvements in relation to those capacity constraints. Moreover, each Party should, to the extent possible, identify, regularly update and include as part of its Biennial Transparency Report (BTR) information on areas of improvement in relation to its reporting. The MPGs will come into force in 2024 and will therefore guide the implementation of the CBIT project for Togo.

CBIT Global Coordination Platform. The CBIT Global Coordination Platform is funded by the Global Environment Facility (GEF) and co-organized by United Nations Development Programme (UNDP), UN Environment and UNEP DTU Partnership. This new platform will facilitate knowledge exchange from CBIT projects among countries, maximize learning opportunities, and enhance coordination among transparency practitioners. Sharing lessons learnt and experiences under the platform will ensure alignment of Togo's CBIT project with other national, regional and global transparency initiatives. This project will allow Togo to contribute and be an active partner of the CBIT Global Coordination Platform, by updating and exchanging information through the platform as well as actively participating at the workshops.

Furthermore, the IA, UN Environment, is supporting over 70 countries with their national reporting, and more than 18 countries with CBIT projects, being the GEF Agency leading this

type of initiative. It is supporting the development and implementation of many CBIT projects in Africa, including other countries in Western Africa, such as Ghana, Sierra Leone and particularly Burkina Faso, a neighbouring and also French-speaking country, with potential synergies to be explored during project implementation and evaluation. Other CBIT projects such as Liberia and Ivory Coast, being implemented by Conservation International and UNDP respectively, are already under implementation and can also share experiences with Togo.

Sustainable Development Goals. Togo is extremely committed to the 2030 Agenda. The CBIT project will seek to coordinate tracking of SDG progress in particular related to the Sustainable Development Goal (SDG) No. 13 to combat climate change and its impacts; it will contribute to the specific target 13.3 “Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning” and indicator 13.3.2 “Number of countries that have communicated the strengthening of institutional, systemic and individual capacity-building to implement adaptation, mitigation and technology transfer, and development actions”.

A.7 Benefits. Describe the socioeconomic benefits to be delivered by the project at the national and local levels. How do these benefits translate in supporting the achievement of global environment benefits (GEF Trust Fund) or adaptation benefits (LDCF/SCCF)?

The project supports enhanced reporting and assessments in the areas of national greenhouse gas (GHG) inventories, GHG mitigation, finance and capacity building and adaptation to climate impacts leading to data collection for in-depth assessment of existing climate actions and policies and development of new climate policy instruments. This Togo Transparency Framework project will also inform and guide the formulation of cost-effective policies in the areas of GHG mitigation and climate change adaptation. Thus, these initiatives will be in line with the convention obligation, national sustainable development needs and the Sustainable Development Goal (SDG) No. 13 to combat climate change and its impacts. The project is also associated with global benefits through capacity development mainly in the areas of GHG inventories and emission reductions, climate change vulnerability and adaptation understanding. In the absence of this project, there will be an uncoordinated approach in data collection and analysis, which will prevent effective implementation of the NDC and climate-smart projects programmes and policies.

A.8 Knowledge Management. Elaborate the “Knowledge Management Approach” for the project, including a budget, key deliverables and a timeline, and explain how it will contribute to the project’s overall impact.

Results from the project will be appropriately collected, documented and disseminated within and beyond the project intervention through existing information sharing networks and fora. Specific audience, knowledge products and channels adapted to the target groups will be defined to ensure an effective dissemination of best practices and lessons learned from the project.

The country will participate in the CBIT Global Coordination Platform and other relevant platforms and networks, such as the platform for exchanges on the MRV system in the West African sub-region (coordinated by the West African Development Bank), and the Climate and Development Network, providing and receiving inputs. The project proposal will

therefore define how national CBIT information shall be shared and updated on the Global Coordination Platform. Sharing lessons learnt and experiences under the platform will ensure alignment of this proposed CBIT project with other national, regional and global transparency initiatives.

To foster learning, the trainings will be complemented with exchange visits and the participation of relevant government staff in international conferences, workshops and meetings. Importantly, exchange on lessons learned will take place in two-directions. The emphasis of the project on monitoring and evaluation, and linking this to planning, means that lessons learned will be drawn from the experience of other countries and that Togo will be in position to share relevant lessons of its own.

B. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH

B.1 Consistency with National Priorities. *Describe the consistency of the project with national strategies and plans or reports and assessments under relevant conventions such as NAPAs⁸, NAPs, ASGM⁹ NAPs, MIAs¹⁰, NBSAPs¹¹, NCs, TNAs¹², NCSAs¹³, NIPs¹⁴, PRSPs¹⁵, NPFE¹⁶, BURs, INDCs, etc.:*

The project components are aligned to the priorities in the Togolese National Climate Change Documents.

Table 6: The CBIT project alignment to national strategies, plans and reports

National strategies, plans or reports, assessments	Linkages & provision of baseline information to the CBIT project
National Policy on Environment	The CBIT project activities will contribute to the achievement of the strategic axis of the National Policy on Environment. Specifically, the CBIT Project activities are aligned with (i) integration of environmental concerns into sectoral policies, strategies, programmes and projects; (ii) strengthening of the legal and institutional framework for the environment; (iii) intensification of environmental information, education and communication, training and research.
National Strategy for UNCCC implementation	The Togolese National Strategy for UNCCC implementation provides information on mitigation and adaptation issues
National Strategy of Sustainable Development	The Togolese National Strategy of Sustainable Development provides information on mitigation and adaptation issues.
NAP	The National Adaptation Plan (2017-2021), elaborated with the support of GIZ, encompasses a monitoring and evaluation system and a corresponding information system. The information system is a system by which data and information

⁸ National Adaptation Programmes of Action

⁹ Artisanal and Small Scale Gold Mining

¹⁰ Multilateral Investment Agreements

¹¹ National Biodiversity Strategies and Action Plans

¹² Technology Needs Assessments

¹³ National Capacity Self-Assessments

¹⁴ National Implementation Plans

¹⁵ Poverty Reduction Strategy Papers

¹⁶ National Portfolio Formulation Exercise

GEF6 CEO Endorsement /Approval Template-August2016

National strategies, plans or reports, assessments	Linkages & provision of baseline information to the CBIT project
	relating to adaptation integration are collected, stored, documented and disseminated; it is based on all the strategic and operational tools in place, namely the sectoral strategies, the sectoral priority action program (PAP), the program budget, the budget annual report and the Annual Work Plans (AWP), table of indicators. The CBIT project activities will build upon and interact with such system on adaptation.
NC	With support from the GEF and UNDP, Togolese TNC comprises mitigation and adaptation actions. Please see section A.6 above, on coordination. Mitigation sectors: - Energy, Agriculture, Forestry and Land use change Adaptation sectors: Agriculture, Forestry and others land use, energy, human settlements and health, water resources and coastal weathering
INDC	Togolese INDC comprises mitigation and adaptation actions. Mitigation and Adaptation sectors: - Energy, Agriculture, Forestry and Land use change
TNA	With support from the GEF, Togo has elaborated and submitted Technology Needs Assessment (TNAs) report to the UNFCCC.
BUR	With support from the UNDP, Togo has elaborated its first BUR report. Please see section A.6 above, on coordination.
UNDAF	The project is aligned with United Nations Development Assistance Framework (UNDAF) for the period 2014-2018, especially with regard to its strategic axis “Improving food security, community resilience to climate change, and access to employment for youth and women”; the related area of cooperation is “the environment; the sustainable management of natural resources and living environment”.
PRSP - Strategy for boosting growth and promoting employment (SCAPE) 2013–2017	The CBIT Project is aligned to strategic pillar 5: Promoting Participative, Balanced, and Sustainable Development, particularly under 2.3.5.3. Environment, Sustainable Management of Natural Resources, and Quality of Life - C) Combating Climate Change, objectives: (i) expand the national dialogue in multiple sectors, among multiple stakeholders; (ii) update and implement the National Action Plan for Adaptation to Climate Change (PANA— <i>Plan d’Action National d’Adaptation aux changements climatiques</i>); and (iii) formulate and implement a low-carbon-emissions development strategy to engage the country in a long-term mitigation process.
National Development Plan 2018-2022	The National Development Plan (NDP) is the benchmark for development actions in Togo, which succeeds SCAPE, expired in 2017. Its general objective is to transform the economy structurally, for strong, sustainable, resilient, inclusive growth, creating decent jobs for all and leading to improved social well-being. The Project is especially aligned to strategic axis 3: “consolidate social development and strengthen mechanisms for

National strategies, plans or reports, assessments	Linkages & provision of baseline information to the CBIT project
	inclusion”.

C. DESCRIBE THE BUDGETED M&E¹⁷ PLAN:

The project will be reviewed annually as part of the project implementation review. The objective is to assess the project's performance, determine whether the project is on track, what problems and challenges the project is facing and what corrective actions are required for the project to achieve the expected results by completing the project in the most efficient and sustainable way possible. It is the responsibility of the UN Environment Task Manager to verify that the agreed recommendations are implemented. The project will be reviewed at mid-term. The objective of the mid-term review is to provide an independent assessment of the project's performance at mid-term, in order to determine whether the project is on track, what problems and challenges the project faces and what corrective actions are needed. In addition, it will verify the information collected through the GEF monitoring tools. The project advisory committee will participate in the mid-term review and develop a management response to the evaluation recommendations and an implementation plan. The MTR is managed by the United Nations Environment Task Manager. In accordance with the United Nations environmental assessment policy and the GEF monitoring and evaluation policy, the project will be subject to a final evaluation commissioned by the Evaluation Office.

The evaluation office will be responsible for the final evaluation (TE) and will liaise with the task manager and the executing agency throughout the process. The technical manager will provide an independent assessment of the project's performance (in terms of relevance, effectiveness and efficiency) and determine the probability of impact and sustainability. It will have two main objectives: (i) provide evidence of results to meet accountability requirements, and (ii) promote learning, feedback and knowledge sharing through results and lessons learned among UN Environment, the GEF, implementing partners and other stakeholders.

The direct costs of the evaluation will be charged to the project evaluation budget. The final evaluation will be launched at the earliest six months before the operational completion of the project activities and, if a later phase of the project is envisaged, should be completed before the end of the project and the submission of the follow-up proposal. Final evaluations must be launched no later than six months after the end of operations. The final terminal evaluation report will be sent by the evaluation office to project stakeholders for comments. Formal comments on the report will be shared by the evaluation office in an open and transparent manner. Project performance will be assessed against standard evaluation criteria using a six-point scoring system. The Evaluation Office will determine the final ranking of projects when the report is finalized. The GEF Independent Evaluation Office will review it after its submission. The evaluation report will be made public and may be followed by a recommendation process. A terminal evaluation should examine the use of project funds against budget, but it would be up to a financial audit to assess the probity (i.e. accuracy, integrity, etc.) of expenditures and transactions.

¹⁷ Monitoring and Evaluation
GEF6 CEO Endorsement /Approval Template-August2016

A summary of M&E activities envisaged is provided in Annex I. The GEF contribution for M&E activities, including the Inception Workshop is USD 40,000.

ANNEX A: PROJECT RESULTS FRAMEWORK

Indicators:		Baseline	Target	Means of verification	UN Environment Medium-Term Strategy (2018-2021)
Project Objective	Developing capacities of Togolese stakeholders to set up and run a national information system for climate transparency				
Objective Indicator 1:	Number of sectors that provide quality climate data in accordance to UNFCCC guidelines to the climate change information management system	0	5 ¹⁸	<ul style="list-style-type: none"> • Annual data from sectors provided to the system • Final report on the climate change information management system 	<i>Subprogramme Climate Change¹⁹, Mitigation Expected Accomplishment: Countries increasingly adopt and/or implement low greenhouse gas emission development strategies and invest in clean technologies; Adaptation Expected Accomplishment: Countries increasingly advance their national adaptation plans, which integrate ecosystem-based adaptation.</i>
Component	Strengthening the Togolese institutional arrangements and capacities to meet the Paris agreement requirements on an enhanced transparency framework				
Outcome	Institutional arrangements and capacities are in place to allow Togo to collect, document, store and communicate climate transparency data in a central information management system				
Outputs	<p>1: The existing institutional, legal and regulatory framework for climate change information management is upgraded</p> <p>2: A climate change information management system is established</p> <p>3: Relevant sectors are provided with appropriate equipment to perform their mission</p> <p>4: National stakeholders in climate change are trained to input data in the system</p> <p>5: The information management system is tested and functional</p>				
Indicator 1.1	Improvement in the quality of MRV system based on the GEF 1-10 rating scale, outlined in Annex III of the CBIT's Programming Directions	2	+5 (=7)	<ul style="list-style-type: none"> • CBIT Global Coordination Platform self-assessment tool • Climate change information management system 	
Indicator 1.2	Improvement in the quality of institutional capacity for transparency based on GEF score 1 to 4 as per Annex IV of CBIT programming directions	2	+1 (=3)	<ul style="list-style-type: none"> • Survey of the system's use by the targeted organizations with institutional arrangement and by the public 	

¹⁸ The five targeted sectors are: (1) Energy, (2) Industrial Processes, (3) Agriculture, (4) Land Use and Forestry and (5) Waste

¹⁹ Objective: Countries increasingly transition to low-emission economic development and enhance their adaptation and resilience to climate change ;

Mitigation Indicators: 1 Emission reductions of greenhouse gases and other pollutants from renewable energy and energy efficiency; 2 Share of gross domestic product invested in energy efficiency and renewable energy.

Adaptation Indicators: 1 Number of people benefiting from vulnerability reduction interventions; 2 Type and extent of physical and natural assets strengthened and/or better managed to withstand the effects of climate change.

				<ul style="list-style-type: none"> • Official documents and project reports 	
Indicator 1.3	% of trained staff who declares to be in a better position to collect, document, store and communicate transparency data (gender disaggregated)	N/A	70%	<ul style="list-style-type: none"> • Attendees lists for all trainings and surveys carried out before and after each training 	

Indicator 1.1 scores qualitative rating levels for MRV systems (1 to 10):

1. Very little measurement is done; reporting is partial and irregular, and verification is not there
2. Measurement systems are in place, but data is of poor quality and/or methodologies are not very robust; reporting is done only on request or to limited audience or partially; verification is not there
3. Measurement systems are in place for a few activities, improved data quality and methodologies, but not cost or time efficient; wider access to reporting is still limited and information is partial; verification is rudimentary/non-standardized
4. Measurement systems are strong in a limited set of activities however, analyses still need improvement; periodic monitoring and reporting although not yet cost/time efficient; verification is only upon specific request and limited
5. Measurement systems are strong for a limited set of activities and periodically report on key GHG related indicators i.e. mainstreamed into the activity implementation; reporting is improved through few pathways but limited audience and formats; verification limited
6. Measurement systems are strong and cover a greater percentage of activities – feedback loops exist even if they are not fully functioning; reporting is available through multiple pathways and formats but may not be complete/transparent; verification is done through standard methodologies but only partially (i.e. not all data is verifiable)
7. Measurement regarding GHG is broadly done (with widely acceptable methodologies), need for more sophisticated analyses to improve policy; Reporting is periodic with improvements in transparency; verification is done through more sophisticated methods even if partially
8. Strong standardized measurements processes established for key indicators and mainstreamed into institutional policy implementation; reporting is widely available in multiple formats; verification is done for a larger set of information
9. Strong Monitoring and Reporting systems – robust methodologies, cost effective and efficient, periodic; verification done to a significant degree
10. Strong MRV systems that provide quality GHG related information in a transparent, accurate and accessible to a wide audience, with feedback of information from MRV flowing into policy design and implementation

Indicator 1.2 scores qualitative rating levels of institutional capacity for transparency-related activities (1 to 4):

1. No designated transparency institution to support and coordinate the planning and implementation of transparency activities under Article 13 of the Paris Agreement exists.
2. Designated transparency institution exists, but with limited staff and capacity to support and coordinate implementation of transparency activities under Article 13 of Paris Agreement. Institution lacks authority or mandate to coordinate transparency activities under Article 13.
3. Designated transparency institution has an organizational unit with standing staff with some capacity to coordinate and implement transparency activities under Article 13 of the Paris Agreement. Institution has authority or mandate to coordinate transparency activities under Article 13. Activities are not integrated into national planning or budgeting activities.
4. Designated transparency institution(s) has an organizational unit with standing staff with some capacity to coordinate and implement transparency activities. Institution(s) has clear mandate or authority to coordinate activities under Article 13 of the Paris Agreement, and activities are integrated into national planning and budgeting activities

ANNEX B: RESPONSE TO PROJECT REVIEWS

(from GEF Secretariat and GEF Agencies, and Responses to Comments from Council at work program inclusion, and responses to comments from the Convention Secretariat and STAP at PIF).

Please see below the remaining comment from the PIF stage

DS, June 4, 2018:

Yes. Program Manager recommends PIF clearance and PPG. The agency is requested to provide further details on synergies with other multilateral and bilateral support at CEO endorsement stage, and to avoid overlap with such initiatives.

UN Environment response: information on the synergies with the West African South-South Collaboration Network on MRV and Transparency and the CBIT Global Coordination Platform have been included in p. 28, under activities 5.2. and 5.3 (section 3, the proposed alternative scenario), mostly through data exchange, technical support and participation in capacity-building and peer-to-peer activities.

Please see below the responses to the GEF CEO Endorsement request Review Sheet:

1. If there are any changes from that presented in the PIF, have justifications been provided?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Justifications provided for minor changes compared to PIF stage. However, please clarify if changes in Output 2 will still imply a substantive focus on GHG tracking and reporting. Given that this seems to be a critical aspect of climate action, it should continue to retain a strong focus.

1/27/2020: Comment cleared.

Response to Secretariat comments

UNEP, December 26, 2019:

Changes from the PIF concerning Output 2 reflect the proper implementation of the Enhanced Transparency Framework at the national level since the system to be established will cover not only MRV of GHG emissions, but also NDC implementation in all aspects required by the Paris Agreement. A climate change information management system will thus be established, retaining a substantive focus on GHG tracking and reporting (p.25).

2. Is the project structure/ design appropriate to achieve the expected outcomes and outputs?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Overall, the project is designed and described in a clear and sound fashion. However, several questions remain as follows:

(i) On Deliverable 1, please clarify whether the capacity needs assessment and report will be based on existing capacity needs assessments, such as BUR 1 and NC 3 (and/or BUR 2 and NC 4 once available)?

(ii) On Deliverable 4, the report describing the composition and operation of the national climate transparency framework body should optimally be presented to the parliament, or inter-ministerial climate change coordination mechanism at the very minimum.

(iii) Please provide further details on what kind of climate change information management system will be established under Output 2. Will this include semi-automatic regular acquisition of data from various sources? Will it provide reports on tracking results per mouse-click? In how far will it ensure that quality and timeliness of reporting under the global stocktake under the Paris Agreement will be enhanced?

(iv) Deliverable 7 and 9 (and to a degree also Deliverable 8) consist of reports on computer equipment needs/installed. These could be combined to streamline process and increase efficiency.

(v) Output 3, currently named "Relevant sectors are provided with appropriate equipment to perform their mission" should be renamed to enhance clarity and to ensure that funding is used exclusively to support MRV related activities. For instance, "perform their mission" could be substituted with "measure, track, report and/or access information from the MRV system", or similar.

(vi) Output 4 on "National stakeholders in climate change are trained to input data in the system" could be expanded further to also include training to accessing information/data from the national MRV system, rather than just focusing on input of data. This should be reflected in the description of the Output in Table B upfront in the CEO endorsement request, rather than just in the body of the text document.

(vii) Deliverable 11 currently states "Report of 10 training events..." while the main deliverable in fact consists of the training itself. Thus we suggest rephrasing the deliverable to focus on training first and foremost, which may include the writing of a report about the outcomes of the training, of course.

(viii) Finally, in section A.1 "Project Description" please provide a description/analysis of key sectors for GHG emissions in Togo, including percentage shares of the emissions' profile, to establish a baseline for CBIT work going forward.

1/27/2020: Please address remaining comments.

(i) Comment not cleared. Thank you for adding that clarification; however, as Togo already underwent one cycle of the International Consultation and Analysis process, we would expect this to inform directly the design of the project thanks to its very elaborate identification of needs and gaps (as well as which are higher priority in the short, medium and long terms). Please make reference to this process and ensure that the rest of the project is directly responding to these identified capacity-building needs. We would expect then that this assessment under the CBIT project provides the opportunity to connect the needs and gaps identified with any additional needs arising from the adopted modalities, procedures and guidelines under the Paris Agreement. Please revise.

(ii) Comment cleared.

(iii) and (iv) Comments cleared, but please ensure that these "reports" under deliverable 5 and 6 also include information on the roles and responsibilities under this new climate information management system and for the maintenance and ownership of the equipment and portal, etc.

(v) Thank you re-naming Output 3 as suggested. Please ensure that deliverable 8 includes information on the roles and responsibilities for the usage and maintenance of this equipment.

(vi) Comment cleared.

(vii) Comment cleared.

(viii) Comment cleared.

Response to Secretariat comments

UNEP, December 26, 2019:

(i) Text was added to the output description to ensure that the capacity needs assessment and report (Deliverable 1) will be based on existing capacity needs assessments, such as BUR 1, NC 3 and upcoming reports, once available (p. 23).

(ii) On Deliverable 4, the report describing the composition and operation of the national climate transparency framework body will be presented to the National Climate Change Committee. If by the time such report is produced, the process of setting up the National Commission for Sustainable Development of the National Assembly of Togo is already completed, the report will also be presented to this commission (p. 25).

(iii) Under Output 2, further details were provided on what kind of climate change information management system will be established. Data acquisition for the system will not be semi-automatic. The various stakeholders involved will regularly feed the system with data from their sectors. Progress and monitoring reports will be provided on a regular basis but will not be automated (p. 25). The quality and timeliness of Togo's reports in the context of the global stocktake will be continuously improved through: the use of standard protocols to be developed by this CBIT project for monitoring, collecting, evaluating, reporting and disseminating data; the use of indicators to monitor and collect data; and the continuous functioning of an institutional structure with clear roles and responsibilities for the system administrator, reporter and data providers. (p. 26).

(iv) Deliverable 7 consists of one report on the successful installation of computer equipment in support of the online portal, under output 2. Former deliverables 8 and 9, under output 3 "Relevant sectors are provided with appropriate equipment to perform their mission", have been combined to streamline the process and increase efficiency. Now, deliverable 8 reads: "Report with the assessment on specific needs for procurement of equipment to be used by relevant institutions in the climate change information management system; detailed list of equipment acquired and installed, specifying the beneficiaries (institutions and units)" (p. 27).

(v) Output 3 has been renamed to read "Relevant sectors are provided with appropriate equipment to measure, track, report and/or access information from the MRV system", to ensure that funding is used exclusively to support MRV related activities.

(vi) Output 4 has been renamed to read "National stakeholders in climate change are trained to provide input and access information/data from the national MRV system" in Table B and also in the body of the text document.

(vii) Former deliverable 11, now deliverable 10, has been renamed to read " 10 training events in total, including a report on their outcomes: 2 on MRV; 1 on the online portal; 1 on climate scenarios; 2 on mitigation; GHG inventories and mitigation finance; 2 on vulnerability, adaptation and adaptation finance; 1 on the regulatory and institutional framework; and 1 on equipment maintenance".

(viii) A description/analysis of key sectors for GHG emissions in Togo, as per its First BUR, including percentage shares of the emissions' profile, has been added in section A.1 "Project Description" (p.8), so as to establish a baseline for CBIT work going forward.

UNEP, March 5, 2020:

(i) The suggestion has been addressed in different parts of the CEO Endorsement Document. In the baseline scenario section, needs and gaps now detail outcomes of the ICA process (p. 20-29). In the alternative scenario, an enhanced description of Output 1, activity 1.1, and deliverable 1, which now includes "connecting current work on the NDC, NC, BUR, GHG Inventory and AC with new reporting requirements in the Modalities, Procedures and Guidelines under the ETF, assessing available climate change data and data generation systems; and identifying data sources needed to comply with the 2006 IPCC Guidelines and the MPGs for the ETF (p 31-33). These changes have also been reflected in the content of training materials and events under output 4, deliverables 9 and 10 (p.37-39).The work plan has been updated accordingly.

(iv) The suggestion has been addressed in the CEO Endorsement Document concerning deliverables 5 and 7, under which the reports will appropriately handle the concerns with roles and responsibilities (p. 35-36). The work plan has been updated accordingly.

(v) The suggestion on deliverable 8 has been addressed in the CEO Endorsement Document (p. 37). The work plan has been updated accordingly.

3. Is the financing adequate and does the project demonstrate a cost-effective approach to meet the project objective?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Cleared.

1/27/2020: Please provide clarification for the need to include the Rental of premises in the GEF budget.

Response to Secretariat comments

UNEP, March 5, 2020:

The rental of premises has been excluded from the GEF budget and respective funds allocated to enhance the remuneration of the project staff and technical advisor, which was below the standard amount for this type of project.

4. Does the project take into account potential major risks, including the consequences of climate change, and describes sufficient risk response measures? (e.g., measures to enhance climate resilience)

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Cleared.

5. Is co-financing confirmed and evidence provided?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Yes. In-kind co-financing of USD 300,000 by the national government has been confirmed.

6. Are relevant tracking tools completed?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Yes. CBIT tracking tool has been attached to the submission.

7. Only for Non-Grant Instrument: Has a reflow calendar been presented?

Secretariat Comment at CEO Endorsement

N/A

8. Is the project coordinated with other related initiatives and national/regional plans in the country or in the region?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Please clarify whether ICAT or PATPA, or similar initiatives or bilateral support is provided to Togo on climate action MRV. So far, only GIZ is referenced.

1/27/2020: Comment cleared.

Response to Secretariat comments

UNEP, December 26, 2019:

Togo does not participate in ICAT, PATPA, nor similar initiatives for the time being.

9. Does the project include a budgeted M&E Plan that monitors and measures results with indicators and targets?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Cleared.

1/27/2020: Please revise Annex I M&E budget to remove audits which cannot be part of the M&E budget but rather PMC (which is where they are allocated to in the budget).

Response to Secretariat comments

UNEP, March 5, 2020:

This has been corrected in Annex I. The audits have been removed from the M&E budget as they had been allocated to PMC.

10. Does the project have descriptions of a knowledge management plan?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Cleared.

11. Has the Agency adequately responded to comments at the PIF stage from:

GEFSEC

Secretariat Comment at CEO Endorsement

STAP

Secretariat Comment at CEO Endorsement

Response to Secretariat comments

GEF Council

Secretariat Comment at CEO Endorsement

Response to Secretariat comments

Convention Secretariat

Secretariat Comment at CEO Endorsement

Response to Secretariat comments

Recommendation

12. Is CEO endorsement recommended?

Secretariat Comment at CEO Endorsement

DS, July 23, 2019:

Not yet. Please address comments above and resubmit.

1/27/2020: Please address remaining minor comments.

Response to Secretariat comments

UNEP, March 5, 2020:

Please consider the changes mentioned above and highlighted in yellow throughout the CEO Endorsement Request document.

ANNEX C: Status of Utilization of Project Preparation Grant (PPG)

PPG Grant Approved at PIF: USD 50,000			
<i>Project Preparation Activities Implemented</i>	<i>GETF/LDCF/SCCF Amount (\$)</i>		
	<i>Budgeted Amount</i>	<i>Amount Spent To date</i>	<i>Amount Committed</i>
International consultants	30,000	30,000	00,00
Local consultants	11,590	11,590	00,00
Workshops	2,960	2960	00,00
Travel	5,450	5410	40
Total	50,000	49,960	40

If at CEO Endorsement, the PPG activities have not been completed and there is a balance of unspent fund, Agencies can continue to undertake exclusively preparation activities up to one year of CEO Endorsement/approval date. No later than one year from CEO endorsement/approval date. Agencies should report closing of PPG to Trustee in its Quarterly Report.

ANNEX D: CALENDAR OF EXPECTED REFLOWS (if non-grant instrument is used)

Provide a calendar of expected reflows to the GEF/LDCF/SCCF Trust Funds or to your Agency (and/or revolving fund that will be set up)

Not applicable

ANNEX E: GEF 7 CORE INDICATOR WORKSHEET

Use this Worksheet to compute those indicator values as required in Part I, Table E to the extent applicable to your proposed project. Progress in programming against these targets for the program will be aggregated and reported at any time during the replenishment period. There is no need to complete this table for climate adaptation projects financed solely through LDCF and SCCF.

Core Indicator 11	Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment			<i>(Number)</i>		
			Target	Number Achieved		
				CEO Endorsement	MTR	TE
			Female	32		
			Male	48		
			<i>Total</i>	<i>80</i>		

ANNEX F: GEF PROJECT TAXONOMY WORKSHEET

Use this Worksheet to list down the taxonomic information required under Part I, item F by ticking the most relevant keywords/ topics/themes that best describe this project.

Level 1	Level 2	Level 3	Level 4
<input checked="" type="checkbox"/> Influencing models			
	<input checked="" type="checkbox"/> Transform policy and regulatory environments		
	<input checked="" type="checkbox"/> Strengthen institutional capacity and decision-making		
	<input type="checkbox"/> Convene multi-stakeholder alliances		
	<input type="checkbox"/> Demonstrate innovative approaches		
	<input type="checkbox"/> Deploy innovative financial instruments		
<input checked="" type="checkbox"/> Stakeholders			
	<input type="checkbox"/> Indigenous Peoples		
	<input checked="" type="checkbox"/> Private Sector		
		<input type="checkbox"/> Capital providers	
		<input type="checkbox"/> Financial intermediaries and market facilitators	
		<input type="checkbox"/> Large corporations	
		<input type="checkbox"/> SMEs	
		<input type="checkbox"/> Individuals/Entrepreneurs	
		<input type="checkbox"/> Non-Grant Pilot	
		<input type="checkbox"/> Project Reflow	
	<input type="checkbox"/> Beneficiaries		
	<input type="checkbox"/> Local Communities		
	<input checked="" type="checkbox"/> Civil Society		
		<input type="checkbox"/> Community Based Organization	
		<input checked="" type="checkbox"/> Non-Governmental Organization	
		<input checked="" type="checkbox"/> Academia	
		<input type="checkbox"/> Trade Unions and Workers Unions	
	<input checked="" type="checkbox"/> Type of Engagement		
		<input checked="" type="checkbox"/> Information Dissemination	
		<input type="checkbox"/> Partnership	
		<input checked="" type="checkbox"/> Consultation	
		<input checked="" type="checkbox"/> Participation	
	<input checked="" type="checkbox"/> Communications		
		<input checked="" type="checkbox"/> Awareness Raising	
		<input type="checkbox"/> Education	
		<input type="checkbox"/> Public Campaigns	
		<input type="checkbox"/> Behavior Change	
<input checked="" type="checkbox"/> Capacity, Knowledge and Research			
	<input type="checkbox"/> Enabling Activities		
	<input checked="" type="checkbox"/> Capacity Development		
	<input checked="" type="checkbox"/> Knowledge Generation and Exchange		
	<input type="checkbox"/> Targeted Research		
	<input type="checkbox"/> Learning		
		<input type="checkbox"/> Theory of Change	
		<input type="checkbox"/> Adaptive Management	
		<input type="checkbox"/> Indicators to Measure Change	
	<input type="checkbox"/> Innovation		
	<input checked="" type="checkbox"/> Knowledge and Learning		
		<input checked="" type="checkbox"/> Knowledge Management	
		<input type="checkbox"/> Innovation	
		<input checked="" type="checkbox"/> Capacity Development	
		<input checked="" type="checkbox"/> Learning	

	<input checked="" type="checkbox"/> Stakeholder Engagement Plan		
<input checked="" type="checkbox"/> Gender Equality	<input checked="" type="checkbox"/> Gender Mainstreaming		
		<input checked="" type="checkbox"/> Beneficiaries	
		<input type="checkbox"/> Women groups	
		<input checked="" type="checkbox"/> Sex-disaggregated indicators	
		<input checked="" type="checkbox"/> Gender-sensitive indicators	
	<input checked="" type="checkbox"/> Gender results areas		
		<input type="checkbox"/> Access and control over natural resources	
		<input checked="" type="checkbox"/> Participation and leadership	
		<input type="checkbox"/> Access to benefits and services	
		<input checked="" type="checkbox"/> Capacity development	
		<input checked="" type="checkbox"/> Awareness raising	
		<input type="checkbox"/> Knowledge generation	
<input checked="" type="checkbox"/> Focal Areas/Theme			
	<input checked="" type="checkbox"/> Climate Change		
		<input type="checkbox"/> Climate Change Adaptation	
			<input type="checkbox"/> Climate Finance
			<input type="checkbox"/> Least Developed Countries
			<input type="checkbox"/> Small Island Developing States
			<input type="checkbox"/> Disaster Risk Management
			<input type="checkbox"/> Sea-level rise
			<input type="checkbox"/> Climate Resilience
			<input type="checkbox"/> Climate information
			<input type="checkbox"/> Ecosystem-based Adaptation
			<input type="checkbox"/> Adaptation Tech Transfer
			<input type="checkbox"/> National Adaptation Programme of Action
			<input type="checkbox"/> National Adaptation Plan
			<input type="checkbox"/> Mainstreaming Adaptation
			<input type="checkbox"/> Private Sector
			<input type="checkbox"/> Innovation
			<input type="checkbox"/> Complementarity
			<input type="checkbox"/> Community-based Adaptation
			<input type="checkbox"/> Livelihoods
		<input type="checkbox"/> Climate Change Mitigation	
			<input type="checkbox"/> Agriculture, Forestry, and other Land Use
			<input type="checkbox"/> Energy Efficiency
			<input type="checkbox"/> Sustainable Urban Systems and Transport
			<input type="checkbox"/> Technology Transfer
			<input type="checkbox"/> Renewable Energy
			<input type="checkbox"/> Financing
			<input type="checkbox"/> Enabling Activities
		<input checked="" type="checkbox"/> United Nations Framework on Climate Change	
			<input checked="" type="checkbox"/> Capacity Building Initiative for Transparency
		<input checked="" type="checkbox"/> Climate Finance (Rio Markers)	<input type="checkbox"/> Paris Agreement
			<input type="checkbox"/> Sustainable Development Goals
			<input checked="" type="checkbox"/> Climate Change Mitigation 1
			<input type="checkbox"/> Climate Change Mitigation 2
			<input checked="" type="checkbox"/> Climate Change Adaptation 1
			<input type="checkbox"/> Climate Change Adaptation 2

ANNEX G: TERMS OF REFERENCE FOR KEY PERSONNEL

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: National Technical Coordinator (NTC)

Duration: Three years (full-time)

Date Required: M1

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectoral and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed activities:

- Take responsibility for day to day oversight of project execution;
- Ensure that the project meets its objectives and achieves expected outcomes;
- Prepare annual work plans in consultation with project partners
- Manage and coordinate the day-to-day activities
- Provide technical input to the implementation of the activities
- Participate in the preparation of TORs for consultants and participate in the process of interviewing the candidates
- Prepare Project Steering Committee meetings
- Prepare progress reports
- Ensure coordination with relevant national institutions and government ministries to ensure that project activities are distinct and fully complementary to other national initiatives
- Define the procedures of approval for recommendations related to the design and implementation of the climate change information management system
- Be responsible for the QA/QC activities and coordination of experts
- Take responsibility for day to day project financial operations;
- Manage financial resources and processing all financial transaction relating to sub-allotments;
- Prepare all annual/year-end project revisions;

- Attend inception workshops and Project Steering Committee meetings;
- Monitor risk management plan;
- Periodic reporting to UN Environment and the PSC for allocation of the GEF grant according to the quarterly and annual work plans and budgets in coordination with UN Environment and NPD;
- Notify UN Environment and the PSC in writing if there is need for modification to the agreed implementation plan and budget, and to seek approval;
- Address and rectify any issues or inconsistencies raised by the Executing Agency;
- Support compilation and submission of progress, financial and audit reporting to the Executing Agency;
- Provide accurate and up-to-date technical advice and guidance on issues related to the implementation of the project activities;
- Day-to-day project operations
- Liaison with national stakeholders
- National insights for all experts involved
- Local insights provision to international experts
- Engagement with local climate change involved entities
- Assure fast and effective access for peer-to-peer exchange through the Global Coordination Platform of CBIT and other relevant initiatives;
- Liaison with regional and international partners

Reporting structure:

The National Technical Coordinator will report to the head of the Directorate General of the National Environmental Management Agency (ANGE) in Lome.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, environment and national development
- Excellent understanding of global climate change issues in particular related to transparency and environmental information management system as well as Togo's climate priorities.
- A minimum of 7 years of professional experience environmental data management and/or in managing projects in the areas of climate change mitigation or adaptation.
- Language(s): French and English

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Project Technical Advisor

Duration: Three years (part-time)

Date Required: M1

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed activities:

In accordance with the Agreement protocol on May 11th, 2018 between the NEMA (ANGE) and the Directorate of Environment which is elaborated to ensure a smooth collaboration between the two institutions, the Project Technical Assistant will perform following tasks:

- Support the National Technical Coordinator in ensuring a smooth collaboration between the various stakeholders
- Provide technical input to the implementation of the activities
- Participate in the preparation of TORs for consultants and participate in the process of interviewing the candidates
- Support the National Technical Coordinator in preparing PSC meetings
- Prepare progress reports
- Support the National Technical Coordinator in the QA/QC activities and coordination of experts
- Support the National Technical Coordinator in preparing the annual/year-end project revisions;
- Attend inception workshops and PSC meetings;
- Support the National Technical Coordinator in addressing and rectifying any issues or inconsistencies raised by the Executing Agency;
- Provide accurate and up-to-date technical advice and guidance on issues related to the implementation of the project activities;
- Support the drafting of all products assigned to local experts

Reporting structure:

The Project Technical Advisor will report to the National Technical Coordinator.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, environment and national development

- Excellent understanding of global climate change issues in particular related to transparency and environmental information management system as well as Togo's climate priorities.
- A minimum of 7 years of professional experience in managing projects in the areas of climate change mitigation or adaptation.
- Language(s): French and English

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Knowledge Management expert

Duration: Three years (part-time)

Date Required: M2

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Develop the knowledge management strategy;
- Implement the knowledge management strategy through the generation and documentation of lessons learned and knowledge products based on project activities.
- Lead peer-to-peer exchanges through the CBIT Global Coordination Platform and other relevant initiatives;
- Under supervision of the National Technical Coordinator, liaise with the West African South-South Collaboration Network on MRV and Transparency and other regional platforms.

Reporting structure:

The Knowledge Management expert will be under the overall guidance of the National Technical Coordinator and report to the head of the Director General of National

Environmental Management Agency (ANGE).

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, environment, national development and communication;
- Good understanding of global and national climate change issues in particular related to transparency and MRV. Experience with GHG accounting (national or regional inventory, company level, project (CDM) level...);
- A minimum of 7 years of professional experience;
- Language(s): French and English.

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: MRV and Capacity Building Initiative for Transparency expert

Duration: three years (part-time)

Date Required: M3

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Development of the MRV system;
- Development of manuals/guidelines/procedures for the collection, processing, storage, verification, documentation and dissemination of GHG data, mitigation, adaptation, capacity building and financial flows;
- MRV and climate transparency strategic execution support;
- Train stakeholders on the MRV system and on manuals/guidelines;
- Lead activities to raise awareness among decision-makers on the importance of institutionalizing in their institutions the work of collecting, processing, classifying and transmitting MRV system data;
- Provide technical support to the GHG expert and the National Technical Coordinator;

- Develop guidance material to staff in key sectors on how to apply the QA/QC procedures;
- Develop QA/QC training modules and help build capacity of key stakeholders;
- Ad-hoc screening of peer-to-peer learning opportunities in the region regarding QA/QC.
- Develop MoUs for institutionalized and consistent data management (QA/QC) in close collaboration with sectors and teams involved in the elaboration of GHG inventories. MoUs and other legal agreements for QA/QC responsibility should cover all source categories included in the inventory
- Coordinate and support the implementation of the day-to-day QA/QC activities
- Develop a QA/QC plan for the national transparency system
- Coordinate the development and develop of annual analyses of Togo's climate effort (NDC stock take).
- Design a costed road map to integrate the QA/QC system as a part of the elaboration of GHG inventories (including capacity needs assessment and training modules) leading to the application of the system when reporting to UNFCCC
- Provide technical support and oversee all aspects of the establishment of regional/city level inventory and regional low carbon scenarios
- Coordinate fundraising to expand opportunities and support the development of the GHG reporting activities at sub national level

Reporting structure:

The CBIT international expert will be under the overall guidance of and will report to the National Technical Coordinator.

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change
- Excellent understanding of global and regional MRV and transparency
- A minimum of 15 years of work experience in areas related to climate change, especially adaptation
- Language(s): French and English

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Information Technology Expert

Duration: Two years (full-time)

Date Required: M3

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems

and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Analysis of existing climate-related information Platforms in place and their structure
- Design of an information exchange interphase to share data among sectors
- Design platform and proposal of content of the Transparency Knowledge Platform website
- Incorporation of interactive tools to address different types of audiences,
- Provide technical support to maintain and update the platform one year after the completion of the website.
- Implementation of a mitigation actions and policies registry

Reporting structure:

The online platform coordinator will be under the overall guidance of the National Technical Coordinator and report to the Directorate General of the National Environmental Management Agency (ANGE) in Lome under the Ministry of Environment. He will be based in the National Environmental Management Agency (ANGE).

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to information systems applied to climate change, environmental reporting, programming and website design
- Good understanding of global and national climate change issues in particular related to transparency and MRV
- A minimum of 7 years of professional experience in IT platforms and knowledge sharing
- Language(s): French and English

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Climate scientist

Duration: One (full-time)

Date Required: M13

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectoral and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Assess and define climate scenario development needs for Togo;
- Formulate a plan and identify existing resources;
- Assess constraints to climate scenario development;
- Examine the main sources of uncertainties in modelling forecast;
- Select emission scenarios specific to Togo;
- Review the general procedures for developing climate scenarios;
- Choose a climate change model specific to Togo;
- Document the climate scenario development process specific to Togo;
- Provide training to relevant stakeholders on the development and use of climate scenarios for mainstreaming climate change issues into policy-making, including training materials.

Reporting structure:

The climate scientist will be under the overall guidance of the National Technical Coordinator and report to the head of the Director General of National Environmental Management Agency (ANGE).

Qualifications:

- At least advanced degree or higher (Master's or higher) in climate modeling;
- Good understanding of global and national climate change issues in particular related to transparency and MRV. Experience with GHG accounting (national or regional inventory, company level, project (CDM) level...);
- A minimum of 10 years of professional experience
- Language(s): French and English

KEY PERSONNEL

Project: Togo Transparency Framework
Post title: Economist expert
Duration: One year (full-time)
Date Required: M3
Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Assess the current socioeconomic situation of Togo;
- Assess constraints to climate scenario development;
- Develop socioeconomic emission scenarios specific to Togo;
- Review the general procedures for developing socioeconomic scenarios;
- Choose a socioeconomic model specific to Togo.
- Document the socioeconomic scenario development process specific to Togo
- Provide training to relevant stakeholders on the development and use of socioeconomic scenarios for mainstreaming climate change issues into policy-making, including training materials.

Reporting structure:

The economist expert will be under the overall guidance of the National Technical Coordinator and report to the head of the Director General of National Environmental Management Agency (ANGE).

Qualifications:

- Advanced degree or higher (Master's or higher) in economics;
- Good understanding of global and national climate change issues in particular related to transparency and MRV. Experience with GHG accounting (national or regional inventory, company level, project (CDM) level...);

- A minimum of 10 years of professional experience;
- Language(s): French and English.

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Online platform and communications expert

Duration: Three years (full-time)

Date Required: M3

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectoral and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Develop a plan for the online platform regular updating;
- Regularly update the online platform;
- Train stakeholders on using the online platform.

Reporting structure:

The Online platform Management and communication expert will be under the overall guidance of the National Technical Coordinator and report to the head of the Director General of National Environmental Management Agency (ANGE).

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to IT and communication;
- Good understanding of global and national climate change issues in particular related to transparency and MRV. Experience with GHG accounting (national or regional inventory, company level, project (CDM) level, etc.)

- A minimum of 7 years of professional experience
- Language(s): French and English

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Mitigation and GHG expert

Duration: Two years (full-time)

Date Required: M3

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Develop a module and train technical staff on emission and correction factors specific to Togo and on methodologies and tools for tracking GHG emissions and mitigation actions
- Train national stakeholders on: emission and correction factors specific to Togo; methodologies and tools for tracking mitigation actions.

Reporting structure:

The GHG and mitigation expert will under the overall guidance of the National Technical Coordinator and report to the head of the Director General of National Environmental Management Agency (ANGE).

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, environment and national development

- Good understanding of global and national climate change issues in particular related to transparency and MRV. Experience with GHG accounting (national or regional inventory, company level, project (CDM) level...)
- A minimum of 7 years of professional experience
- Language(s): Spanish and English

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Adaptation expert

Duration: two years (part-time)

Date Required: M3

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Development and training of actors on vulnerability analysis and adaptation planning tools;
- Training national stakeholders on vulnerability analysis and climate change adaptation planning tools, as well as on the development of adaptation projects.

Reporting structure:

The Adaptation expert will act under the overall guidance of the National Technical Coordinator and report to the head of the Director General of National Environmental Management Agency (ANGE)

Qualifications:

- Advanced degree or higher (Master's or higher) in areas relevant to adaptation to climate change;

- Good understanding of Togo’s vulnerability to climate change;
- A minimum of 10 years professional experience in areas related to adaptation to climate change;
- Language(s): French and English.

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Institutional and legal expert

Duration: two years (part time)

Date Required: M2

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries’ domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT’s most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo’s efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country’s economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Map and assess existing MRV stakeholders and systems and institutional, legal and regulatory framework on environmental/climate data management in order to define roles and responsibilities;
- Strengthen the existing legal and regulatory framework on environmental data management climate initiatives;
- Establish focal points in climate change priority sectors and in the National Observatory of Environment (ONE);
- Establish a mechanism of agreements between the structures holding activity data and the body responsible for preparing GHG inventories;
- Train stakeholders on the institutional and regulatory framework.

Reporting structure:

The Institutional and legal expert will act under the overall guidance of the National Technical Coordinator and report to the head of the Directorate of Climate Change under the Ministry of Environment.

Qualifications:

- Advanced degree in Law or in institutions
- Good understanding of global and national climate change issues
- A minimum of 10 years of professional experience in in Law or in institutions.
- Language(s): French and English

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Equipment management and maintenance expert

Duration: three years (part-time)

Date Required: M2

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectorial and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Assess the specific needs for procurement of equipment to be used by relevant institutions in the climate change information management system;
- Purchase the equipment;
- Install equipment for the delivery body and institutional focal points to appropriately track, collect, assess, storage, document and report on data in their sectors/domains;
- Build capacity and support stakeholders in the use and maintenance of equipment.

Reporting structure:

The Equipment management and maintenance expert will be under the overall guidance of and will report to the National Technical Coordinator.

Qualifications:

- Advanced degree or higher (Master's or higher) in atmospheric physics or in mitigation
- Excellent understanding of the operation and maintenance of equipment for GHG measurement and climate change data management.
- A minimum of 10 years of work experience in purchasing, installing and maintaining equipment for GHG data management and measurement;
- Language(s): French and English

KEY PERSONNEL

Project: Togo Transparency Framework

Post title: Financial and administrative officer

Duration: Three years (full-time)

Date Required: M1

Duty station: Lome

Background:

The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic de-carbonization planning. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will reinforce inter-ministerial structures across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements.

CBIT's most important contribution will occur through the creation of capacities at an inter-sectoral level to track and evaluate Togo's efforts both for mitigation and adaptation. This cross-sectoral and sub-regional work is fundamental for Togo due to the country's economic development and environmental priorities to promote low carbon pathways. CBIT project will also help the MRV of support and the link with the financing strategy of the NDC.

Detailed consultancy activities:

- Support the National Technical Coordinator to deliver day-to-day activities;
- Support the National Technical Coordinator regarding general managerial duties;
- Financial administration of the project;
- Procurement duties for all project activities.

Reporting structure:

The Financial and administrative officer will report to the National Technical Coordinator. He will be based in the Togo National Environment Management Agency (ANGE).

Qualifications:

- Degree in financial administration or equivalent
- A minimum of 5 years professional experience with financial project administration
- Language(s): French and English

ANNEX H1: DETAILED GEF BUDGET (GEF FUNDS ONLY, US\$)

Class	Description	Year 1	Year 2	Year 3	Total
	COMPONENT 1				
010	Consultants				
0101	National Technical Coordinator	1,372	1,372	1,372	4,115
0102	Project Technical Advisor	6,695	6,695	6,695	20,085
0105	MRV and CBIT Expert	66,499	22,167	8,160	96,826
0106	IT Expert	22,166	11,083	-	33,249
0107	Climate scientist		22,166	-	22,166
0108	Economist expert	22,166	-	-	22,166
0109	Online platform management & communication Expert	20,678	20,678	20,678	62,034
0110	Mitigation & GhG Expert	44,333	22,166	-	66,499
0111	Adaptation Expert	44,333	22,166	-	66,499
0112	Institutional & Legal Expert	44,333	22,166	-	66,499
0113	Equipment management and maintenance Capacity Building Expert	44,333	22,166	22,166	88,665
0114	Mid Term Review / Terminal Evaluation	-	7,000	30,000	37,000
	Subtotal	316,908	179,825	89,071	585,803
120	Contract Services				
1201	Inception workshop	3,000	-	-	3,000
	Subtotal	3,000	-	-	3,000
125	Operating & Other Costs				
1251	Communications (phone and internet)	4,500	4,500	4,500	13,500
	Subtotal	4,500	4,500	4,500	13,500
130	Supplies, Commodities & Materials				
1301	Office equipment (Stationary, 3 computers, 3 printers, 3 scanners)	10,001	-	-	10,001
	Subtotal	10,001	-	-	10,001
135	Equipment & Furniture				
1351	Equipment for data collection, processing and storage	98,425	-	-	98,425
	Subtotal	98,425	-	-	98,425
140	Transfers & Grants to Implementing Partners				
1401	Agreements with the Focal Points of the MRV system	18,000	36,000	36,000	90,000
	Subtotal	18,000	36,000	36,000	90,000
160	Travel				
1601	Travels to install equipment and train stakeholders	3,600	-	-	3,600
1602	Travels for workshops and meetings	6,000	9,000	9,000	24,000
1603	Travels to other countries to learn from their experiences	3,000	6,000	-	9,000
1604	Monthly meeting with Focal Points	1,636	1,636	1,636	4,908
1605	Steering committee meetings	6,000	6,000	6,000	18,000
1606	Local Transport	19,400	19,400	19,400	58,200
	Subtotal	39,636	42,036	36,036	117,708
	Component 1 Total	490,470	262,361	165,607	918,437
	PROJECT MANAGEMENT COSTS (PMC)				
010	Project Staff & Personnel (Including Consultants).				
0101	National Technical Coordinator	12,001	12,001	12,001	36,004
0103	Financial and Administrative Officer	8,515	8,515	8,515	25,545
0104	Knowledge management expert	7,427	7,427	7,427	22,281
	Subtotal	27,943	27,943	27,943	83,830
120	Contract Services				
1202	Audits	2,500	2,500	3,000	8,000
	Subtotal	2,500	2,500	3,000	8,000
	PMC Total	30,443	30,443	30,943	91,830
	GRAND TOTAL	520,913	292,804	196,550	1,010,267

ANNEX H2: COFINANCE BUDGET (US\$)

Class	Description	GEF Funds		Government of Togo/Ministry of Finance/ANGE	
		Cash	In-kind	Cash	In-kind
COMPONENT 1					
010	Consultants				
0101	National Technical Coordinator	4,115		4,115	-
0102	Project Technical Advisor	20,085		20,085	-
0105	MRV and CBIT Expert	96,826		96,826	-
0106	IT Expert	33,249		33,249	-
0107	Climate scientist	22,166		22,166	-
0108	Economist expert	22,166		22,166	-
0109	Online platform management & communication Expert	62,034		62,034	-
0110	Mitigation & GhG Expert	66,499		66,499	-
0111	Adaptation Expert	66,499		66,499	-
0112	Institutional & Legal Expert	66,499		66,499	-
0113	Equipment management and maintenance Capacity Building Expert	88,665		88,665	-
0114	Mid Term Review / Terminal Evaluation	37,000		37,000	-
0	Subtotal	585,803	-	585,803	-
120	Contract Services				
1201	Inception workshop	3,000		3,000	-
1202	Audits	8,000		8,000	-
	Subtotal	3,000		3,000	-
125	Operating & Other Costs				
1251	Communications (phone and internet)	13,500		13,500	-
1253	ANGE operating and other costs such as premises (co-finance)		138,000	-	138,000
	Subtotal	13,500	138,000	13,500	138,000
130	Supplies, Commodities & Materials				
1301	Office equipment (Stationnary, 3 computers, 3 printers, 3 scanners, 2 ph	10,001		10,001	-
	Subtotal	10,001	-	10,001	-
135	Equipment & Furniture				
1351	Equipment for data collection, processing and storage	98,425		98,425	-
1321	ANGE equipment and furniture (co-finance)		100,000	-	100,000
	Subtotal	98,425	100,000	98,425	100,000
140	Transfers & Grants to Implementing Partners				
1401	Agreements with the Focal Points of the MRV system	90,000		90,000	-
	Subtotal	90,000		90,000	-
160	Travel				
1601	Travels to install equipment and train stakeholders	3,600		3,600	-
1602	Travels for workshops and meetings	24,000		24,000	-
1603	Travels to other countries to learn from their experiences	9,000		9,000	-
1604	Monthly meeting with Focal Points	4,908		4,908	-
1605	Steering committee meetings	18,000		18,000	-
1606	Local Transport	58,200		58,200	-
1621	ANGE travels for meetings (co-finance)				-
	Subtotal	117,708	-	117,708	-
	Component 1 Total	918,437	238,000	918,437	238,000
PROJECT MANAGEMENT COSTS (PMC)					
010	Project Staff & Personnel (Including Consultants).				
0101	National Technical Coordinator	36,004		36,004	-
0103	Financial and Administrative Officer	25,545		25,545	-
0104	Knowledge management expert	22,281		22,281	-
	Subtotal	83,830	-	83,830	-
120	Contract Services				
1202	Audits	8,000		8,000	-
	Subtotal	8,000		8,000	-
125	Operating & Other Costs				
1253	ANGE operating and other costs such as premises (co-finance)		32,000	-	32,000
	Subtotal	-	32,000	-	32,000
135	Equipment & Furniture				
1321	ANGE equipment and furniture (co-finance)		30,000	-	30,000
	Subtotal	-	30,000	-	30,000
	PMC Total	91,830	62,000	-	62,000
	GRAND TOTAL	1,010,267	300,000	1,010,267	300,000

ANNEX I: MONITORING AND EVALUATION FRAMEWORK BUDGET AND WORK PLAN

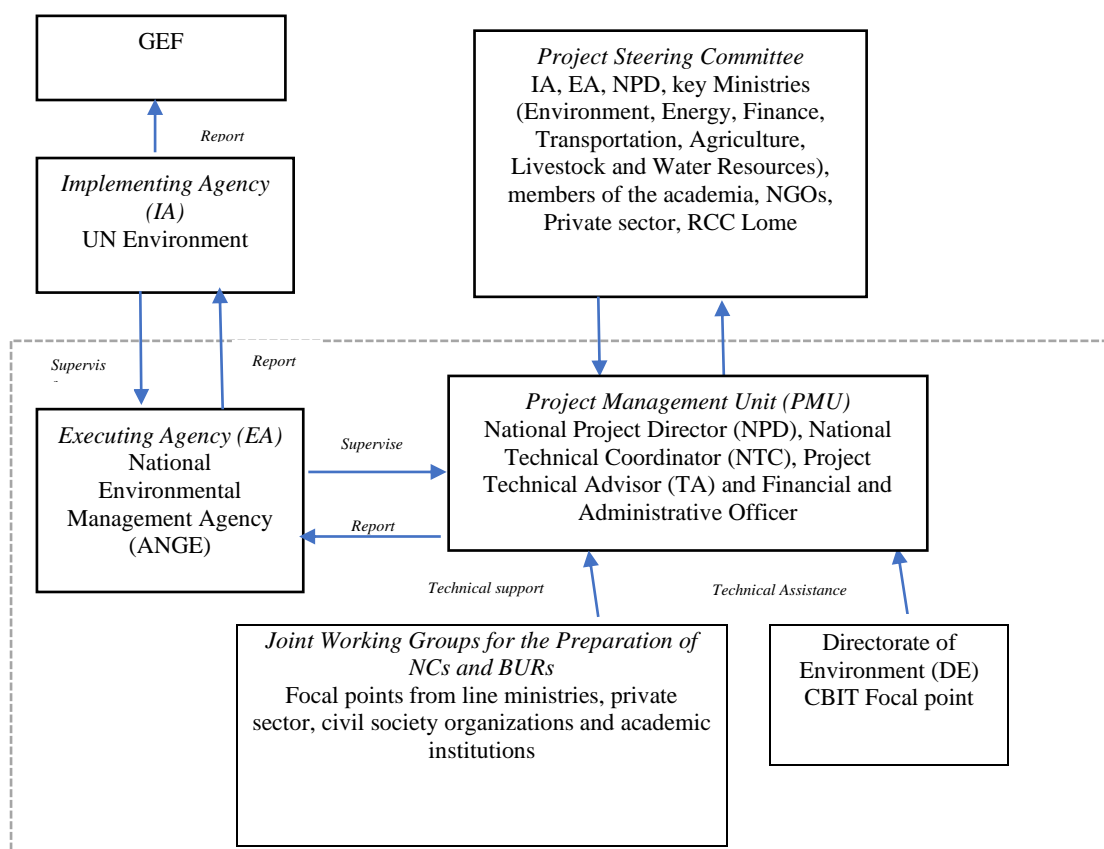
M&E Activity	Description	Responsible Parties	Timeframe	Indicative budget (USD)
Inception Workshop (IW) and Report	Report prepared immediately following the IW; it includes:	Execution: National Technical Coordinator	Immediately following, within 2 months of project start-up	GEF: 3,000
Half-yearly progress report; Quarterly financial reports;	Part of UN Environment procedures for project monitoring. Quarterly financial: Detailed financial reports (in Excel), with justification of any change; Bi-annual progress: Analyses project performance over the reporting period UN Environment; Describes constraints experienced in the progress towards results and the reasons Describes Work Plan for the next period in an Annex and the detailed budget divided per output and inputs (budget lines)	Execution: National Technical Coordinator	Two (2) bi-annual reports for any given year (July 31 and January 31) Quarterly financial reports Last progress & financial Reports within 60 days of project closure of operations	Part of National Technical Coordinator tasks
Project Implementation Review (PIR)	Analyses project performance over the reporting period UN Environment; Describes constraints experienced in the progress towards results and the reasons Draws lessons and makes clear recommendations for future orientation in addressing the key problems in the lack of progress. The PIR is discussed at Project Steering Committee meetings	Execution: National Technical Coordinator	Yearly, by 31 July latest	Part of National Technical Coordinator tasks
Final Report	The project team will draft and submit a Final Report, with other documents (such as the last PIR), at least two weeks before the PSC meeting for their review and comments; this meeting decides whether any action is needed to achieve the sustainability of project results; and draws lessons to be captured into other projects.	Execution: National Technical Coordinator	Final report at least two-three months of the project completion date;	

M&E Activity	Description	Responsible Parties	Timeframe	Indicative budget (USD)
	Comprehensive report summarizing all activities, achievements, lessons learned, objectives met or not achieved structures and systems implemented, etc. Lays out recommendations for any further steps that may need to be taken to ensure the sustainability and replication of project activities.			
Mid-Term Review (if needed)	<p>Since for small projects PIR can serve as the project MTR, the need of an MTR for this project will be assessed by the Task Manager according to the progress of the project.</p> <p>The purpose of the Mid-Term Review (MTR) is to provide an independent assessment of project performance at mid-term, to analyze whether the project is on track, what problems and challenges the project is encountering, and which corrective actions are required so that the project can achieve its intended outcomes by project completion in the most efficient and sustainable way. In addition, it will verify information gathered through the GEF tracking tools.</p>	<p>Execution: Independent consultants</p> <p>Support: UN Environment and Government counterparts</p>	At mid-point of project implementation, if deemed necessary by the Task Manager	GEF: 7,000
Terminal Evaluation	Looks at the impacts and sustainability of the results, including the contribution to capacity development and the achievement of global environmental goals.	<p>Execution: Independent consultants</p> <p>Support: UN Environment and Government counterparts</p> <p>Ensure that a TE is conducted: Task Manager Commission the TE: Evaluation Office</p>	Not before 6 months prior to and no later than 6 months after the project's operational completion	GEF: 30,000
Yearly reports on knowledge products generated.		<p>Execution: Knowledge management expert</p> <p>Support: National Technical Coordinator</p>	Annually	Part of the Knowledge Management Expert deliverables
TOTAL indicative COST (Excluding project team staff time and UN Environment staff and travel expenses)			GEF Grant for M&E: USD 40,000	

ANNEX J: PROJECT IMPLEMENTATION ARRANGEMENTS

Describe here the project implementation arrangements (Project Steering Committee, Project Management Unit and structure, stakeholders involved, workgroups, institutional setting, organization chart, workflow, etc.)

This CBIT project is funded by the Global Environment Facility (GEF) with the United Nations Environment Programme (UN Environment) acting as the GEF Implementing Agency. The National Environmental Management Agency (ANGE) is the Executing Agency. The structure is illustrated in the diagram below and roles and responsibilities of each bodies are detailed in the following table.



Project Governance Structure

Body	Composition	Role and description	Frequency of meetings
Project Steering Committee (PSC)	National Project Director (NPD) UN Environment Ministry of Environment Ministry of Energy Ministry of Finance Ministry of Transportation Ministry of Agriculture, Livestock and Water Resources Members of the academia	Oversight of the project progress and implementation of Outputs; Approve annual work plans and budget; Approve management decisions to ensure timely delivery of quality outputs; Provide overall guidance and strategic direction; Mobilize national stakeholders to support project implementation, as well as provide synergies with other complementing initiatives and ongoing projects; Address logistical issues, e.g. through organization of	Twice a year

Body	Composition	Role and description	Frequency of meetings
	NGOs acting on Climate Change Private sector RCC Lome	meetings and provision of relevant facilities; Provide insight on national policy barriers and proposed stages of national policy development	
Implementing Agency (IA)	UN Environment Climate Change Mitigation Unit	<p>Ensure timely disbursement/sub-allotment to executing agency, based on agreed legal document and in accordance with UN Environment and GEF fiduciary standards</p> <p>Follow-up with Executing agency for progress, equipment, financial and audit reports</p> <p>Provide consistent and regular oversight on project execution and conduct project supervisory missions as per Supervision Plans and in doing so ensures that all UN Environment and GEF criteria, rules and regulations are adhered to by project partners;</p> <p>Technically assess and oversee quality of project outputs, products and deliverables – including formal publications</p> <p>Provide no-objection to main TORs and subcontracts issued by the project, including selection of project manager or equivalent</p> <p>Attend and facilitate inception workshops, field visits where relevant, and selected PSC meetings</p> <p>Asses project risks, and monitor and enforce a risk management plan</p> <p>Regularly monitors project progress and performance and rates progress towards meeting project objectives, project execution progress, quality of project monitoring and evaluation, and risk;</p> <p>Monitor reporting by project executing partners and provides prompt feedback on the contents of the report;</p> <p>Promptly informs management of any significant risks or project problems and takes action and follows up on decisions made;</p> <p>Apply adaptive management principles to the supervision of the project</p> <p>Review of reporting, checking for consistency between execution activities and expenditures, ensuring that it respects GEF rules,</p> <p>Clearance of cash requests, and authorization of disbursements once reporting found to be complete</p> <p>Approve budget revision, certify fund availability and transfer funds</p> <p>Ensure that GEF and UN Environment quality standards are applied consistently to all projects, including branding and safeguards</p> <p>Certify project operational completion</p> <p>Link the project partners to any events organized by GEF and UN Environment to disseminate information on project results and lessons</p> <p>Manage relations with GEF</p>	Periodic meetings with PMU and EA
Executing Agency (EA)	National Environmental Management Agency (ANGE)	<p>Ensure that the project meets its objectives and achieves expected outcomes;</p> <p>Ensure technical execution according to the execution plan laid out in the project document;</p>	Internal quarterly meetings with NTC and NPD

Body	Composition	Role and description	Frequency of meetings
		<p>Ensure technical quality of products, outputs and deliverables;</p> <p>Ensure compilation and submission of progress, financial and audit reporting to IA;</p> <p>Submit of budget revisions to IA for approval;</p> <p>Address and rectifying any issues or inconsistencies raised by the IA;</p> <p>Bring issues raised by or associated with clients to the IA for resolution;</p> <p>Facilitate Steering Committees and other oversight bodies of the project;</p> <p>Day to day oversight of project execution;</p> <p>Submit all technical reports and completion reports to IA (realized outputs, inventories, verification of co-finance, terminal reporting, etc.)</p> <p>Monitoring and evaluation of the project outputs and outcomes;</p> <p>Effective use of both international and national resources allocated to it;</p> <p>Timely availability of financing to support project execution;</p> <p>Proper coordination among all project stakeholders; in particular national parties;</p> <p>Timely submission of all project reports, including work plans and financial reports.</p> <p>Follow-up with, or progress, procurement, financial and audit reports.</p>	
Project Management Unit (PMU)	National Project Director (NPD)	<p>Will be represented by an officer from the Executing Agency;</p> <p>Act as member of the PSC;</p> <p>Report to and receive advice from the PSC;</p> <p>Identify and secure partner support for the implementation of project activities;</p> <p>Advise on hiring process</p>	Regular meetings with NTC
	National Technical Coordinator (NTC)	<p>With a supporting team, the NTC will be paid with GEF funds, will be hosted by National Environmental Management Agency (ANGE) in Lome, and will be responsible for:</p> <p>Take responsibility for day-to-day project operations;</p> <p>Take responsibility for the execution of the project in accordance with the project objectives, activities and budget;</p> <p>Deliver the outputs and demonstrate its best efforts in achieving the project outcomes;</p> <p>Coordinate project execution and liaison with national counterparts (relevant ministries, electric utilities, private sector, NGOs etc.).</p> <p>Undertake field visits;</p> <p>Manage financial resources and processing all financial transaction relating to sub-allotments;</p> <p>Prepare all annual/year-end project revisions;</p> <p>Attend and facilitate inception workshops and PSC meetings;</p>	Regular meetings with NPD, the NTC (at least twice per month)

Body	Composition	Role and description	Frequency of meetings
		<p>Assess project risks in the field, monitor risk management plan;</p> <p>Ensure technical quality of products, outputs and deliverables;</p> <p>Coordinate the project work team;</p> <p>Coordinate with strategic taskforces;</p> <p>Act as secretary of the PSC;</p> <p>Plan and host/chair the PSC annual meetings;</p> <p>Periodic reporting to UN Environment and the PSC for allocation of the GEF grant according to the quarterly and annual work plans and budgets in coordination with UN Environment and NPD;</p> <p>Notify UN Environment and the PSC in writing if there is need for modification to the agreed implementation plan and budget, and to seek approval;</p> <p>Address and rectify any issues or inconsistencies raised by the Executing Agency;</p> <p>Support compilation and submission of progress, financial and audit reporting to the Executing Agency;</p> <p>Prepare, at the end of the project, the project Final Report.</p>	

ANNEX K: PROJECT WORKPLAN AND DELIVERABLES

OUTPUTS	ACTIVITIES / DELIVERABLES		PROJECT YEAR 1				PROJECT YEAR 2				PROJECT YEAR 3				Staff/consultant/subcontract or responsible for activity execution (as labelled in the budget)	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1. Strengthening the Togolese institutional arrangements and capacities to meet the Paris agreement requirements on an enhanced transparency framework																
1	The existing institutional, legal and regulatory framework for climate information management is upgraded	1.1	Activity 1.1: Map MRV activities and relevant stakeholders; conduct a gaps and needs analysis of existing institutional arrangements and legal & regulatory framework for climate information management												MRV Consultant, Institutional and legal expert, National Technical Coordinator and Technical Advisor	
		1.2	Activity 1.2: Propose efficient national institutional arrangements, in the form of draft legal text and agreements/Memoranda of Understanding, with clear roles and responsibilities on climate information management													Institutional & Legal expert, National Technical Coordinator and Technical Advisor
		1.3	Activity 1.3: Assign focal points in climate change priority sectors and in the National Observatory of Environment (ONE)													Leaders of sectoral Institutions, National Technical Coordinator and and Technical Advisor
		1.4	Activity 1.4: Establish the national climate transparency framework delivery body													Institutional & Legal expert, National Technical Coordinator and Technical Advisor
			Deliverable 1: One report mapping relevant stakeholders and assessing gaps and capacity needs regarding institutional arrangements for climate change information management, connecting current work on the NDC, NC, BUR, GHG Inventory and AC with new reporting requirements in the Modalities, Procedures and Guidelines under the ETF, assessing available climate change data and data generation systems; and identifying data sources needed to comply with the 2006 IPCC Guidelines and the MPGs for the ETF.		M3											Institutional & Legal expert
			Deliverable 2: Legal and Regulatory Framework design and drafts of Memoranda of Understanding or Cooperation Agreements for efficient and coordinated institutional arrangements.			M6										Institutional & Legal expert
			Deliverable 3: One report listing nominated Focal points and their alternates in climate change priority sectors, including respective decrees of nomination.				M9									Leaders of sectoral institutions and National Technical Coordinator
			Deliverable 4: One report describing the composition and operation of the national climate transparency framework body.					M12								MRV Consultant and Institutional & Legal expert
2	A climate change information management system is established	2.1	Activity 2.1: Develop a national system for collecting, transmitting, compiling, verifying, documenting, reporting, and disseminating climate information required under the Enhanced Transparency Framework												MRV Consultant, National Technical Coordinator and Technical Advisor	
		2.2	Activity 2.2: Establish and operationalize an online portal to support MRV system documentation, building on existing MRV systems												IT Expert	
		2.3	Activity 2.3: Install a central server and back-up server or cloud services with internet connectivity to computers for sectoral management activities												IT Expert	
			Deliverable 5: One report describing the architecture of the national climate change information management system, including the indicators, protocols for monitoring, collecting, evaluating, reporting and disseminating data and their formats, as well as information on the roles and responsibilities under the climate information management system and for the maintenance and ownership of the equipment and portal.					M12							MRV Consultant	
			Deliverable 6: Functional online portal to support the MRV system documentation							M19						IT Expert
	Deliverable 7: One report on the successful installation of computer equipment in support of the online portal, including information on the roles and responsibilities concerning the maintenance and ownership of the equipment and online portal.						M15							IT Expert		

OUTPUTS		ACTIVITIES / DELIVERABLES		PROJECT YEAR 1				PROJECT YEAR 2				PROJECT YEAR 3				Staff/consultant/subcontract or responsible for activity execution (as labelled in the budget)	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1. Strengthening the Togolese institutional arrangements and capacities to meet the Paris agreement requirements on an enhanced transparency framework																	
3	Relevant sectors are provided with appropriate equipment to measure, track, report and/or access information from the MRV system	3.1	Activity 3.1: Assess the specific needs for procurement of equipment to be used by relevant institutions in the climate change information management system;													Equipment management and maintenance Expert	
		3.2	Activity 3.2: Acquire and install equipment for the delivery body and institutional focal points to appropriately track, collect, assess, storage, document and report on data in their sectors/domains														Equipment management and maintenance Expert
			Deliverable 8: Report with the assessment on specific needs for procurement of equipment to be used by relevant institutions in the climate change information management system; detailed list of equipment acquired and installed, specifying the beneficiaries (institutions and units), including information on the roles and responsibilities concerning the usage and maintenance of this equipment.				M 12										Equipment management and maintenance Expert
4	National stakeholders in climate change are trained to provide input and access information/data from the national MRV system	4.1	Activity 4.1: Develop training modules and organize capacity building sessions													Climate scientist, Economist, Mitigation & GhG Expert, Adaptation and climate finance Expert	
		4.2	Activity 4.2: Raise awareness of decision-making bodies on the importance of creating a sustainable institutional capacity and of mainstreaming gender in their institutions to fulfill reporting commitments under the UNFCCC													MRV Consultant, National Technical Coordinator and Technical Advisor	
			Deliverable 9: Training materials on: (i) MRV, UNFCCC reporting guidelines and the MPGs for the ETF; (ii) new national institutional arrangements and regulatory framework for climate change information management; (iii) data collection, compilation, management, maintenance and archiving of databases; (iv) protocols for the climate change information management system and respective online portal; (v) 2006 IPCC Guidelines for GHG inventories and EMEP/EEA guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis, including cross-cutting issues, for the AFOLU sector, development of a land-use matrix as per 2006 IPCC Guidelines, where needed; activity data on consumption of international aviation and marine bunker fuels; activity data on emissions of fluorinated gases; (vi) tools for GHG inventories; (vii) country-specific emission and correction factors; (viii) QA/QC plan and activities; (ix) development of Togo-specific climate and socio-economic scenarios; (x) methodologies and tools for NDC implementation tracking, including progress indicators and tracking of support needed and received; (xi) tracking mitigation actions and finance; (xii) climate change vulnerability analysis/assessment and tracking adaptation actions and finance; (xiii) installation, maintenance and management of acquired equipment.				M 12									Climate scientist, Economist, Mitigation & GhG Expert, Adaptation Expert	
			Deliverable 10: 10 training events in total, including a report on their outcomes: 1 on MRV, UNFCCC reporting guidelines, the MPGs for the ETFMRV and; the new national institutional arrangements and regulatory framework for climate change information management; 1 on data collection, compilation, management, maintenance and archiving of databases; and protocols for the climate change information management system and the respective the online portal; 1 on 2006 IPCC Guidelines for GHG inventories and EMEP/EEA guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis, including cross-cutting issues; for the AFOLU sector, development of a land-use matrix as per 2006 IPCC Guidelines, where needed; activity data on consumption of international aviation and marine bunker fuels; activity data on emissions of fluorinated gases; 1 on country-specific emission and correction factors; 1 on tools for GHG inventories and QA/QC plan and activities; 1 on country-specific climate and socio-economic scenarios; 12 on methodologies and tools for NDC implementation tracking, including progress indicators and tracking on support needed and received; 1 on tracking mitigation actions and finance on mitigation; GHG inventories and mitigation finance; 12 on climate change vulnerability analysis/assessment and tracking adaptation actions and finance; 1 on the regulatory and institutional framework; and 1 on installation, maintenance and management of acquired equipment, equipment maintenance.									M 27					Climate scientist, Economist, Mitigation & GhG Expert, Adaptation Expert
		Deliverable 11: One report on awareness-raising meetings.					M 15									MRV Consultant and National Technical Coordinator	

OUTPUTS	ACTIVITIES / DELIVERABLES	PROJECT YEAR 1				PROJECT YEAR 2				PROJECT YEAR 3				Staff/consultant/subcontract or responsible for activity execution (as labelled in the budget)		
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1. Strengthening the Togolese institutional arrangements and capacities to meet the Paris agreement requirements on an enhanced transparency framework																
5	The information management system is tested and functional	5.1	Activity 5.1: Test and operationalize an information management system												MRV and IT Consultants and National Technical Coordinator	
		5.2	Activity 5.2: Develop and implement a knowledge sharing strategy												Knowledge Manager	
		5.3	Activity 5.3: Provide project information to the CBIT Global Coordination Platform and to other regional and global initiatives in the format of public engagements												National Technical Coordinator and Technical Advisor	
			Deliverable 12: Half-yearly reports on the climate change information management system operation.						M18		M24		M30		M36	MRV and IT Consultants, National Technical Coordinator and Technical Advisor
			Deliverable 13: Full proposal on the knowledge sharing strategy					M15								Knowledge Manager
			Deliverable 14: Half-yearly reports on the implementation of the knowledge sharing strategy						M18		M24		M30		M36	Knowledge Manager and National Technical Coordinator
			Deliverable 15: Yearly reports on the country's active participation through the CBIT Global Coordination Platform; brochures and flyers on lessons learned.										M30			Knowledge Manager and National Technical Coordinator
			Deliverable 16: Minutes of regional meetings with members of the West African South-South Collaboration Network				M9				M21				M33	Knowledge Manager and National Technical Coordinator
	Deliverable 17: Yearly report on knowledge products generated					M12				M24				M36	Knowledge Manager	

ANNEX L: TRACKING TOOL FOR GEF 6 CAPACITY-BUILDING INITIATIVE FOR TRANSPARENCY PROJECTS

Section A. General Data

	At CEO Endorsement	
Project Title	Togo Climate Transparency Framework	
GEF ID	10026	
GEF Agency	UN Environment	
Agency Project ID	1648	
Country	Togo	
Region	AFR	
Date of Council/CEO Approval		Month DD, YYYY (e.g., May 13, 2014)
GEF Grant (US\$)	1,010,267	
Date of submission of the tracking tool		Month DD, YYYY (e.g., May 13, 2014)
Is the project consistent with the priorities identified in National Communications, Technology Needs Assessment, or other Enabling Activities (such as Technology Action Plans, Nationally Appropriate Mitigation Actions (NAMA) under the UNFCCC?	1	Yes = 1, No = 0

Section B. Quantitative Outcome Indicators

Target at CEO Endorsement

Indicator 1: Total Lifetime Direct and Indirect GHG Emissions Avoided (Tons CO₂eq)			Identify Sectors, Sources and Technologies. Provide disaggregated information if possible. see Special Notes above
Lifetime direct GHG emissions avoided			
Lifetime indirect GHG emissions avoided			
Indicator 2: Volume of investment mobilized and leveraged by GEF for low GHG development (co-financing and additional financing) of which			Expected additional resources implies resources beyond co-financing committed at CEO endorsement.
Public	300,000		
Private			
Domestic	300,000		
External			

Section C. Qualitative Outcome Indicators

Indicator 3: Quality of MRV Systems	Baseline Rating (1-10)	Target Rating (1-10)	Provide details of coverage of MRV systems - area, type of activity for which MRV is done, and of Reporting and Verification processes. Baseline indicates current status (pre-project), Target is the rating level that is expected to be achieved due to project support. For guidance for qualitative ratings (in comment) move cursor over box or right click to show comment.
Activity	2	7	In Togo, there is an experience of climate/environmental data measurement. The measurements are done punctually. So, a systematic and regular measurement mechanism including all stakeholders is missing. Moreover, there is no standardized methodologies and tools on environmental/climate data management. So, data is of poor quality and methodologies are not very robust; reporting is done only on request or to limited audience or partially; verification is not systematic.
Indicator 4: Number of countries meeting Convention reporting requirements and including mitigation contributions			Please specify the dates of submission for each report (for a multiple country project, please specify reports by country)
1st National Communication		20/12/2001	
2nd National Communication		15/09/2011	
3rd National Communication		07/11/2015	
1st Biennial Update Report		27/09/2017	
NDC		28/06/2017	
Indicator 5: Qualitative assessment of institutional capacity for transparency-related activities	Baseline Rating (1-4)	Target Rating (1-4)	CBIT projects will monitor an additional indicator for qualitative assessment of institutional capacity built for transparency-related activities under Article 13 of the Paris Agreement. Baseline indicates current status (pre-project), Target is the rating level that is expected to be achieved due to project support. For guidance for qualitative ratings (in comment) move cursor over box or right click

			to show comment.
	2	3	The NEMA (ANGE) is designated as the transparency institution in Togo. ANGE has an organizational unit with staff with some capacity to coordinate and implement transparency activities under Article 13 of the Paris Agreement. ANGE has mandate to coordinate transparency activities under Article 13

ANNEX M: GEF OPERATIONAL FOCAL POINT ENDORSEMENT LETTER

**MINISTÈRE DE L'ENVIRONNEMENT
ET DES RESSOURCES FORESTIERES**

CABINET

POINT FOCAL OPERATIONNEL FEM

N° _____/MERF/CAB/PFOFEM



REPUBLIQUE TOGOLAISE
Travail – Liberté - Patrie

Lomé, le 08 mars 2018

To : Ms. Ms. Kelly West
Global Environment Facility Coordinator
Email: Kelly.west@unep.org
UNEP Gigiri
Nairobi Kenya.

Subject : Endorsement for Togo Climate Transparency Framework

In my capacity as GEF Operational Focal Point for TOGO, I confirm that the above project proposal (a) is in accordance with my government's national priorities and our commitment to the relevant global environmental conventions; and (b) was discussed with relevant stakeholders, including the global environment convention focal points.

I am pleased to endorse the preparation of the above project proposal with the support of UN Environment. If approved, the proposal will be prepared and implemented by United Nations Environment. I request the GEF Agency to provide a copy of the project document before it is submitted to the GEF Secretariat for CEO Endorsement.

The total financing (from GEFTF, LDCF, SCCF and/or NPIF) being requested for this project is US\$ 1,160,992.91 inclusive of project preparation grant (PPG), if any, and Agency fees for project cycle management services associated with the total GEF grant. The financing requested for TOGO is details in the table below.

Source of Funds	GEF Agency	Focal Area	Amount (in US\$)			
			Project preparation	Project	Fee	Total
CBIT	UN Environment	CC	50 000	1,010,267.50	100,725.41	1,160,992.91
(select)	(select)	(select)	0	0	0	0
Total GEF resources			50 000	1,010,267.50	100,725.41	1,160,992.91

Sincerely,

Yao Djiwonu FOLLY
Directeur de l'inspection des ressources forestières
Point Focal Opérationnel du FEM

Copy to:

Convention Focal Point for UNFCCC
Convention Focal Point for UNCBD
Convention Focal Point for UNCCD

GEF Operational Focal Point Endorsement Template, December 2014

ANNEX N: CO-FINANCING COMMITMENT LETTERS FROM PROJECT PARTNERS

MINISTÈRE DE L'ÉCONOMIE ET DES FINANCES

SECRETARIAT GÉNÉRAL

DIRECTION GÉNÉRALE DU TRÉSOR ET DE LA
COMPTABILITÉ PUBLIQUE

DIRECTION DE LA DETTE PUBLIQUE ET DU
FINANCEMENT

N° 1626 /MEF/SG/DGTCP/DDPF

REPUBLIQUE TOGOLAISE

Travail-Liberté-Patrie

Lomé, le 03 JUIN 2019.

Le Ministre

à

Ms Kelly West
Global Environment Facility Coordination
United Nations Environment Programme-UNEP
United Nations Avenue, Gigiri, PO BOX 30552,
00100 Nairobi, Kenya,
Kelly West@UNEP.ORG

Objet : Lettre de cofinancement du projet «Initiative de Renforcement de Capacités pour la Transparence climatique» (CBIT)

Madame la Coordinatrice,

Dans le cadre de la lutte contre les changements climatiques et la protection de l'environnement, et pour la mise en œuvre de l'accord de Paris sur le climat, le projet «Initiative de Renforcement de Capacités pour la Transparence climatique» (CBIT) a été initié par le Gouvernement.

Je viens par la présente vous informer de l'engagement du Gouvernement togolais à cofinancer ce projet, à travers des investissements en nature déjà mis en place au niveau du ministère de l'environnement, du Développement Durable et de la Protection de la Nature et particulièrement à l'Agence Nationale de Gestion de l'Environnement (ANGE).

Ce cofinancement en nature, constitué de locaux et d'équipements dont dispose l'ANGE, sera mis à la disposition du projet CBIT pour un montant équivalent de trois cent mille (300 000) USD.

Veuillez agréer, Madame la Coordinatrice, l'assurance de ma considération distinguée.


Sani YAYA

Non official English translation of the co-finance letter:

MINISTRY OF ECONOMY AND FINANCES
GENERAL SECRETARIAT
GENERAL DIRECTORATE OF TREASURY AND PUBLIC ACCOUNTING
DIRECTORATE OF PUBLIC DEBT AND FINANCING

REPUBLIC OF TOGO

The Minister

to

Ms Kelly West
Global Environment Facility Coordination
United Nations Environment Programme – UNEP
United Nations Avenue, Gigiri, PO BOX, 30552
00100 Nairobi, Kenya

Subject: co-finance letter for the “Capacity Building Initiative for Climate Transparency” (CBIT) project

Madam Coordinator,

As part of the struggle against climate change, for environmental protection and for the Paris Agreement’s implementation, the "Capacity Building Initiative for Climate Transparency" (CBIT) project was initiated by the government.

I hereby inform you of the Togolese Government's commitment to co-finance this project through in-kind contributions, already established at the level of the Ministry of the Environment, Sustainable Development and Nature Protection, and particularly within the National Agency for Environmental Management (ANGE).

This in-kind co-financing, consisting of premises and equipment available within the ANGE, will be made available to the CBIT project for an amount equivalent to three hundred thousand US dollars (US\$ 300,000).

Please accept, Madam Coordinator, the assurance of my highest consideration.

Sani YAYA

ANNEX O: ENVIRONMENTAL, SOCIAL AND ECONOMIC REVIEW NOTE
(ESERN)

• **Project Overview**

Identification	<i>10026</i>
Project Title	<i>Togo Climate Transparency Framework</i>
Managing Division	<i>Economy Division</i>
Type/Location	<i>National</i>
Region	<i>Africa</i>
List Countries	<i>Togo</i>
Project Description	<p><i>The Paris Agreement (PA) requires from each Party to provide information defined by the enhanced transparency framework under its Article 13. From its three National Communications and the IBUR, Togo experiences limitations related to lack of availability and quality of information needed to meet PA transparency requirements due that of human resources, equipment and inappropriate methods.</i></p> <p><i>This project intends to develop capacities of Togolese stakeholders to set up and run a national information system for climate transparency.</i></p>
Estimated duration of project:	36 months
Estimated cost of the project:	<i>US 1,010,267</i>

II. Environmental Social and Economic Screening Determination

A. Summary of the Safeguard Risks Triggered

Safeguard Standard Triggered by the Project	Impact of Risk ²⁰ (1-5)	Probability of Risk (1-5)	Significance of Risk (L, M, H)
SS 1: Biodiversity, natural habitat and Sustainable Management of Living Resources	1	1	1
SS 2: Resource Efficiency, Pollution Prevention and Management of Chemicals and Wastes	1	1	1
SS 3: Safety of Dams	1	1	1
SS 4: Involuntary resettlement	1	1	1
SS 5: Indigenous peoples	1	1	1
SS 6: Labor and working conditions	1	1	1
SS 7: Cultural Heritage	1	1	1
SS 8: Gender equity	1	1	1
SS 9: Economic Sustainability	1	1	1
Additional Safeguard questions for projects seeking GCF-funding (Section IV)			

B. ESE Screening Decision²¹ (Refer to the UNEP ESES Framework (Chapter 2) and the UNEP's ESES Guidelines.)

Low risk X Moderate risk High risk Additional information required

C. Development of ESE Review Note and Screening Decision:

Prepared by: Aliou Diouf and Efanam Koffi ADADJI consultants Date: 12 Feb 2019

Safeguard Advisor: Yunae Yi Date: 28 May 2019

Task Manager: Suzanne Lekoyiet Date: 31 May 2019

D. Recommended further action from the Safeguard Advisor:

This is a low risk project.

²⁰ Refer to UNEP Environment, Social and Economic Sustainability (ESES): Implementation Guidance Note to assign values to the Impact of Risk and the Probability of Risk to determine the overall significance of Risk (Low, Moderate or High).

²¹ **Low risk:** Negative impacts negligible; no further study or impact management required.

Moderate risk: Potential negative impacts, but less significant; few if any impacts irreversible; impact amenable to management using standard mitigation measures; limited environmental or social analysis may be required to develop a ESEMP. Straightforward application of good practice may be sufficient without additional study.

High risk: Potential for significant negative impacts, possibly irreversible, ESEA including a full impact assessment may be required, followed by an effective safeguard management plan.

ANNEX P: ACRONYMS AND ABBREVIATIONS

AfDB: African Development Bank
AFOLU: Agriculture, Forestry and Other Land Use
ANCR/NCSA: Auto-évaluation Nationale des Capacités à Renforcer (FEM) - National Capacity Self-Assessment (GEF)
AND/NDA: Autorité Nationale Désignée - National Designated Authority
ANGE: Agence Nationale de Gestion de l'Environnement - National Environmental Management Agency
CBD: Convention des Nations Unies sur la Biodiversité - United Nations Convention on Biodiversity
CCAC: Climate and Clean Air Coalition
CCD: Convention des Nations Unies sur la lutte contre la désertification - United Nations Convention to Combat Desertification
CCNUCC/UNFCCC: Convention Cadre des Nations Unies sur les Changements Climatiques - United Nations Framework Convention on Climate Change
CDN/NDC: Contribution Déterminée au niveau National – Nationally Determined Contribution
CdP/COP: Conférence des Parties - Conference of the Parties
CIDB: Community Investment and Development Bank
CRC: Regional Collaboration Center
CSOs: Civil Society Organisations
DCN/SNC: Deuxième Communication Nationale - Second National Communication
DE: Direction de l'Environnement - Directorate of Environment
DFR/DRF: Directorate of Forest Resources
DLCC: Climate Change Division
EBT/TNA: Evaluation des Besoins Technologiques - Technology Needs Assessment
ECOWAS: Economic Community of West African States
ENSI: National School of Engineers
ESIA: Environmental and Social Impact Assessment
FAO: Organisations des Nations Unies pour l'Alimentation et l'Agriculture - United Nations Food and Agriculture Organization
FEM/GEF: Fonds pour l'Environnement Mondial – Global Environment Facility
GES/GHG: Gaz à Effet de Serre - Greenhouse gas
GIEC/IPCC: Groupe d'experts Intergouvernemental sur l'Evolution du Climat - Intergovernmental Panel on Climate Change
ICAT-Togo: Institut de Conseils et d'Appui Technique du Togo
ICAT: Initiative for Climate Action Transparency
IHDM: Integrated Disaster and Land Management Project
INSEED: National Institute of Statistics and Economic and Demographic Studies
ITRA: Institut Togolais de Recherche Agronomique - Togolese Institute of Agronomic Research
LBEV: Laboratory of Biology and Plant Ecology
LCA: Laboratory of Atmospheric Chemistry
MAAN/NAMA: Mesure Appropriée d'Atténuation au niveau National - Nationally Appropriate Mitigation Action
MDP/CDM: Mécanisme de Développement Propre - Clean Development Mechanism
MERF: Ministère de l'Environnement et des Ressources Forestières - Ministry of Environment and Forest Resources
MNV/MRV: Mesure, notification et vérification - measurement, reporting and verification
NC: National Communication
NPD: National Project Director
NTC: National Technical Coordinator
ODEF: Office de Développement et d'Exploitation des Forêts - Office of Forest Development and Logging
OMM/WMO: Organisation Mondiale de la Météorologie - World Meteorological Organization
ONG/NGO: Organisation Non Gouvernementale - Non-Governmental Organization

ONU/UN: Organisation des Nations Unies/United Nations Organization
PALCC: Support Program for the Fight against Climate Change
PMU: Project Management Unit
PNA/NAP: Plan d'Adaptation National - National Adaptation Plan
PNUD/UNDP: Programme des Nations Unies pour le Développement - United Nations Development Programme
PNUE/UN Environment: Programme des Nations Unies pour l'Environnement - United Nations Environment Programme
POP: Persistent Organic Pollutants
PTA/AWP: Plan de Travail Annuel – Annual Work Plan
QA/QC: Quality Assurance / Quality Control
REDD: Réduction des émissions dues à la déforestation et à la dégradation des terres - Reducing emissions from deforestation and land degradation
SAZOF: Société d'Administration des Zones Franches - Free Zone Administration Company
SCAPE: Stratégie de Croissance Accélérée et de Promotion de l'Emploi - Strategy for Accelerated Growth and Employment Promotion
TA: Technical Advisor
TCN/TNC: Troisième Communication Nationale – Third National Communication
UK: Université de Kara – University of Kara
UL: Université de Lomé – University of Lome
UNDAF: United Nations Development Assistance Framework
V&A: Vulnerability and Adaptation
WADB: West Africa Development Bank

ANNEX Q: TABLE OF CONTENT

PART I: PROJECT INFORMATION	1
A. FOCAL AREA STRATEGY FRAMEWORK AND OTHER PROGRAM STRATEGIES ²	1
B. PROJECT DESCRIPTION SUMMARY	1
C. CONFIRMED SOURCES OF CO-FINANCING FOR THE PROJECT BY NAME AND BY TYPE.....	4
D. TRUST FUND RESOURCES REQUESTED BY AGENCY(IES), COUNTRY(IES), FOCAL AREA AND THE PROGRAMMING OF FUNDS	4
E. PROJECT'S TARGET CONTRIBUTIONS TO GEF 6 CORE INDICATORS	5
F. PROJECT TAXONOMY.....	5
PART II: PROJECT JUSTIFICATION	6
1. <i>The global environmental and/or adaptation problems, root causes and barriers that need to be addressed</i>	7
2.3. <i>Environment and development objectives and results</i>	20
3. <i>The proposed alternative scenario. GEF focal area strategies, with a brief description of expected outcomes and components of the project</i>	29
4. <i>Incremental/additional cost reasoning and expected contributions from the baseline, the GEFTF, LDCF, SCCF, and co-financing</i>	41
5. <i>Global environmental benefits (GEFTF) and/or adaptation benefits (LDCF/SCCF);</i>	42
ANNEX A: PROJECT RESULTS FRAMEWORK	66
ANNEX B: RESPONSE TO PROJECT REVIEWS	68
ANNEX C: STATUS OF UTILIZATION OF PROJECT PREPARATION GRANT (PPG)	74
ANNEX D: CALENDAR OF EXPECTED REFLOWS (IF NON-GRANT INSTRUMENT IS USED) ..	75
ANNEX E: GEF 7 CORE INDICATOR WORKSHEET	76
ANNEX F: GEF PROJECT TAXONOMY WORKSHEET	77
ANNEX G: TERMS OF REFERENCE FOR KEY PERSONNEL	79
ANNEX H1: DETAILED GEF BUDGET (GEF FUNDS ONLY, US\$)	95
ANNEX H2: COFINANCE BUDGET (US\$)	96
ANNEX J: PROJECT IMPLEMENTATION ARRANGEMENTS	99
ANNEX K: PROJECT WORKPLAN AND DELIVERABLES	103
ANNEX N: CO-FINANCING COMMITMENT LETTERS FROM PROJECT PARTNERS	110
ANNEX O: ENVIRONMENTAL, SOCIAL AND ECONOMIC REVIEW NOTE (ESERN)	113
ANNEX P: ACRONYMS AND ABBREVIATIONS	115
ANNEX Q: TABLE OF CONTENT	117