



**Inception report
for the
ICAT energy sector
for
Government of Botswana**

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This publication has been produced as part of a component of the Initiative for Climate Action Transparency project (ICAT) implemented by UNEP DTU Partnership (UDP). The views expressed in this publication are those of the authors and do not necessarily reflect the views of UDP.

PREPARED UNDER

Initiative for Climate Action Transparency (ICAT) project supported by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, the Children's Investment Fund Foundation (CIFF), the Italian Ministry of Ecological Transition (IMET) and ClimateWorks.



The ICAT project is managed by the United Nations Office for Project Services (UNOPS)



| | |
|---------------------|--|
| Project Name | The Initiative for Climate Action Transparency (ICAT) for the Energy sector for the Government of Botswana |
| Prepared for | UNEP DTU & DMS |

PREPARATION, REVIEW AND AUTHORISATION

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ISSUE REGISTER

| Submission List | Date Issued | Number of Copies |
|------------------------|--------------------|-------------------------|
| UNEP DTU and DMS | 29 June 2021 | Electronic |

Acronyms

| | |
|--------|---|
| DMS | Department of Meteorological Services |
| GHG | Greenhouse Gas |
| GoB | Government of Botswana |
| ICAT | The Initiative for Climate Action Transparency (ICAT) |
| IPCC | Intergovernmental Panel on Climate Change |
| MRV | Monitoring, Reporting and verification |
| NAMAs | Nationally appropriate mitigation actions |
| NAP | National Adaptation Plan |
| NDC | Nationally determined contributions |
| UNFCCC | United Nations Framework Convention on Climate Change |

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1.0. Introduction

This inception report is prepared for the consultancy assignment titled “The Initiative for Climate Action Transparency (ICAT) for the Energy sector for the Government of Botswana”. The main objective of the assignment is to develop and enhance capacity for the Government of Botswana (GoB) to measure and the effects of its policies and report progress publicly, thus fostering greater transparency, effectiveness, trust and ambition in climate policies globally. This is to be achieved by developing the protocols and implementation of the Measuring, reporting and verification (MRV) tools.

This inception report is developed with the ultimate purpose of acting as a roadmap/guide for the development of the MRV tools and capacity building on MRV transparency frameworks. It constitutes and details the main methodological approaches that will be employed to achieve the main objective and scope of work of the assignment. Furthermore, the report highlights the assignment’s main components, activities and reporting frameworks. It sequentially details core activities that will be undertaken to the completion of the assignment. Key aspects that are described in this report include:

- The consultant’s understanding and appreciation of the scope of work as detailed in the terms of reference;
- Methodological approaches to achieve the assignment’s objectives and the expected outputs;
- The detailed work plan and schedule to effectively execute the assignment with clearly defined outputs and deliverables; and
- An indication of activities undertaken to-date.

1.1. Background to the assignment

The initiative for Climate Action Transparency (ICAT) aims to help governments to build technical capacity to measure the effects of their policies on Greenhouse gases emissions reduction and report progress publicly. Thus, fostering greater transparency as embedded in the Paris Transparency agreement. Furthermore, it will promote effectiveness, trust and ambition in climate policies worldwide. The ICAT is active in over 40 developing countries.

The overall objective of ICAT is to support the implementation of domestic MRV efforts and goals through country-specific capacity building programs of national stakeholders, provide training on MRV concepts, methods and tools, including iterative testing and application of ICAT Guide, continued observation of future United Nations Framework Convention on Climate Change (UNFCCC) transparency requirements and development of a road map to sustain ICAT outcomes.

ICAT Botswana objectives have been identified by the GoB with the prioritized sectors including, Energy and Transport and their sub-categories/sectors

2.0. Objectives and scope of the assignment

The overall objective of the assignment is to develop the MRV/transparency system for the energy sector and build capacity of the relevant energy sector institutions to MRV the national mitigation efforts on the energy sector.

2.1. Scope of the assignment

The specific objectives which determine the scope of the assignment are as follows:

- MRV needs and gaps assessment report;
- Analysis of existing MRV/transparency system and related support initiatives in the country;
- Support regular update of the MRV/transparency initiatives;
- Finalize work plan for ICAT support based on the needs and gaps assessment report;
- Provide an analysis on the recommendation to strengthen the institutional arrangements for coordination of the national MRV/transparency system;
- Support Botswana Ministry of Environment, Natural Resource Conservation and Tourism in tracking MRV/transparency initiatives and report support received in BUR;
- Support Botswana Ministry of Environment, Natural Resource Conservation and Tourism to set up a steering committee for coordination of international support to MRV/transparency;
- Support Botswana Ministry of Environment, Natural Resource Conservation and Tourism to set up a Technical Management Unit for the national MRV/transparency system;
- Application of selected ICAT guidelines such as solar PV for household use either nationally or in selected communities, prioritized by the Government of Botswana;
- Identify links and synergies with other support initiatives in Botswana to ensure ICAT outcomes are sustained;
- Develop an MRV/transparency tracking tool for NDC implementation in the energy sectors;
- Provide suggestions for the policy and institutional framework roadmap;
- Support the government to organize project-related workshops facilitate and provide workshop minutes and reporting (after the workshop); and,
- Support the team of international experts in the provision of training and capacity-building support to the country.

Ultimately, an assessment of the scope of work has revealed that they can be categorized into eight thematic areas in chronological order, as follows:

1. Situational analysis on the country's MRV/transparency system

- MRV needs and gaps assessment report
- Analysis of existing MRV/transparency system and related support initiatives in the country
- Finalize work plan for ICAT support based on the needs and gaps assessment report

2. Strengthening institutional arrangements for MRV in the energy sector and policy framework

- Support Botswana Ministry of Environment, Natural Resource Conservation and Tourism to set up a Steering Committee for coordination of international support to MRV/transparency.
- Support Botswana Ministry of Environment, Natural Resource Conservation and Tourism to set up a Steering Committee for coordination of international support to MRV/transparency.
- Provide an analysis from the recommendation to strengthen the institutional arrangements for coordination of the national MRV/transparency system.
- Provide suggestions for the Policy and Institutional Framework & Roadmap.

3. Identification of synergies and linkages to leverage mitigation to existing government initiatives

- Identify links and synergies with other support initiatives in Botswana to ensure ICAT outcomes are sustained.
- Application of selected ICAT guidelines such as Solar PV for household use either nationally or in selected communities, prioritized by the Government of Botswana.

4. Undertake consultation workshops for the MRV/transparency system

- Support the government to organize project-related workshops, help facilitate and provide workshop minutes and reporting (after the workshop).

5. Develop capacity and training on MRV/transparency system based on ICAT methodologies

- Support the team of international experts in the provision of training and capacity-building support of the country.

6. Develop a set of indicators for NDC tracking and monitoring

- Develop an MRV/transparency tracking tool for NDC implementation in the energy sector

7. Provision of technical support to update the MRV

- Support a regular update of the MRV/transparency initiatives.

- Support Botswana Ministry of Environment, Natural Resource Conservation, and Tourism in tracking MRV/transparency initiatives and report support received in BUR.

8. Develop a roadmap to ensure the sustainability of ICAT and M&E

3.0. Methods and approaches

To achieve the scope of the assignment and ultimately develop a comprehensive MRV/transparency tracking tool for NDC implementation for the energy sector, multiple methodological approaches will be undertaken. These methods include 1) desk reviews, 2) consultations, 3) an application of LEAP and IPCC inventory software, 6) data collection and analysis, and 7) report writing.

These various methods are discussed under the specific objective of the assignment to demonstrate how thematic areas of the assignment will be achieved. In addition, the stages of the assignment are also discussed to illustrate how they will ultimately contribute to the overall assignment outputs. Activities and expected outputs are discussed under each specific objective, together with anticipated challenges.

3.1. Mobilisation stage

This is the most critical and vital phase of the assignment as it gives an indication that the work has commenced. This stage involves preparation for the commencement of this assignment, and it involves development of the inception report with detailed workplan, identification of the stakeholders, collection of all the relevant documents to be reviewed and data identification sources. Thus, it is at this phase, that an inception report detailing methods and work plan is produced and submitted for approved by the UNEP DTU and Department of Meteorological Services (DMS). Furthermore, this stage involves inception workshop where common understanding between the consultant and the client is reached on the scope of the assignment.

Table 1 shows the mobilisation and inception phase activities and the timelines for this phase.

Table 1: Planned activities for inception phase

| No | Activity | Current status | Due date |
|----|--------------------------------------|----------------|--------------|
| 1 | Contract signed | Completed | 18 June 2021 |
| 2 | Development of inception report | Completed | 25 June 2021 |
| 3 | Submission of draft inception report | Completed | 29 June 2021 |
| 4 | Inception workshop | Pending | 5 July 2021 |
| 5 | Final inception report submission | Pending | 10 July 2021 |

Expected Outputs:

An inception report including detailed methodologies and planned activities, and work plan.

3.2. Situational analysis on the country's MRV/transparency system

This is the entry point for the assignment, and it will involve an assessment on the extent to which the country has developed the MRV/transparency agreement as per the UNFCCC and the Paris Agreement protocols. Furthermore, it also involves undertaking the barriers to implementation of the MRV/transparency agreement. Undertaking situational assessment will start by defining the energy sector in the country as per the IPCC. Therefore, the following methods and activities will be employed.

a. Mapping the energy sector and stakeholders (institutions)

Mapping the energy sector will involve consultation with the Department of Energy to identify the institutions involved in the energy sector. The energy sector in Botswana is primarily dominated by fossil fuels (coal) and biomass (fuelwood). Electricity is generated from the coal-powered station at Morupule and also from diesel generators. Fuelwood is predominately used by off-grid households and schools. Other sectors that consume petroleum products include the agriculture sector which uses diesel-powered borehole pumps. Therefore, through consultation with the DoE, relevant institutions that fall under the energy sector will be identified.

b. Consultation with the identified institution

Following the mapping of the energy sector institutions, consultation will be undertaken with the relevant institution specifically on the existing MRV/transparency framework that they employ to capture the GHG emissions. Consultations will be based on guiding questions on energy sources, knowledge on Paris Transparency Agreements, existence of MRV framework, level of expertise in MRV, GHG and gap analysis, frequency of the use of the existing MRV, challenges and barriers that exist to implement the MRV transparency frameworks and areas of capacity needs.

c. Desktop review

Following the consultation exercise, a desktop review will be undertaken specifically on the existing MRV tools. This will involve the review of the NAMAs, INDCs amongst others. The existing MRV tools will be compared with the recommended MRV tools by the UNFCCC. Thus, a desktop review will also be undertaken at the international level, emphasizing on the Paris transparency frameworks. Based on such comparison, similarities, gaps and existing barriers and areas of improvements will be identified and highlighted.

Table 2 shows the planned activities for the situational analysis for the energy sector MRV.

Table 2: Planned activities for situational analysis for the energy sector MRV

| No | Activity | Current status | Due date |
|----|---|----------------|----------------|
| 1 | Mapping of the energy sector institutions | Pending | 15 July 2021 |
| 2 | Consultations with sectors | Pending | 28 July 2021 |
| 3 | Desktop review and analysis of the current MRV mechanism | Pending | 15 August 2021 |
| 4 | Report on MRV situational analysis, data quality information generated and gaps | Pending | 30 Sept 2021 |

Expected Outputs:

Report describing current MRV mechanisms in the relevant institutions and relevant climate change data and information currently generated, also taking the information's quality and frequency into consideration and which gaps exist.

3.3. Strengthening institutional arrangements for MRV in the energy sector and policy framework

This thematic area is a continuation of the situational analysis of the energy sector institutions and ability to conduct the MRV for transparency agreements. It aims at closing the institutional capacity gaps and thus strengthen them to undertake comprehensive MRV. This will involve supporting MENRCT to step up steering Committee and Technical Management Unit. Furthermore, it will also involve policy/strategy analysis and recommendation for improving the MRV framework. Achieving this ambitious task will involve the following methods and approaches:

Consultation with the institutions will be undertaken on the areas of improved for strengthening the institutions. In addition, consultation will be undertaken on the existing of the steering committees and technical management unit. Furthermore, analysis will be undertaken on best approaches to establish the steering committees and technical management unit. An assessment of the existing structures and nesting the Steering committees and technical management unit will be established to avoided duplication and formation of various steering committees. Subsequently, the climate change focal points and the Botswana National Climate Change Committee (NCCC) will also be consulted on the process and modality of establishing lean and efficient steering committees and Technical Management Unit.

Establishment of the steering committee and the technical management unit will further involve the drafting the terms of reference which will guide them to execute their tasks. Thus, based on desk review and international best

practise, the terms of reference for the steering committee and the technical management units will be drafted.

Desktop review will also be undertaken on the policy and legal framework to identify gaps, and entry points for strengthening the institutions. Relevant policies such as Climate Change Policy, National Adaptation Plan Framework, Energy Policy amongst others will be reviewed.

Table 3 shows the planned activities for the situational analysis for the energy sector MRV.

Table 3: Planned activities for strengthening the institutional arrangements for MRV and legal framework

| No | Activity | Current status | Due date |
|----|--|----------------|----------------|
| 1 | Review of the current institutional arrangements | Pending | 30 August 2021 |
| 2 | Review of the legal framework | Pending | 30 August 2021 |
| 3 | Consultation with energy institutions and climate change focal point on institutional arrangement | Pending | 15 Sept 2021 |
| 4 | Development of the structures for the steering committee and Technical management unit and their terms of reference | Pending | 30 Sept 2021 |
| 5 | Report on inter-institutional consultations and policy/strategy analysis, method and summary of each consultation and analysis | Pending | 30 Nov 2021 |

Expected Outputs:

Report consolidating the inter-institutional consultations and policy/strategy analysis, the method and summary of each consultation and analysis.

3.4. Identification of synergies and linkages to leverage mitigation to existing government initiatives

This is an important and critical aspect for the implementation of the country’s NDC energy sector. It basically calls for the identification of areas for leverage and nesting the proposed energy sector mitigation on the government initiatives. Currently, the GoB energy policy is advocating for increase in the share of renewable energy. Furthermore, Vision 2036 also calls for renewable energy as a solution to sustainable environment. Therefore, achieving this thematic area will involve the following methods and approaches:

Desk review: a thorough review of the existing literature will be undertaken on the relevant documentation such as energy policy, Botswana Sustainable Development Goals (SDGs), Vision 2036, National development Plan (NDP 11),

and other existing documentation. The objective of the review will be to identify area of leverages and nesting the mitigation efforts for ease of implementation.

In addition, consultation through guided questionnaire will also be undertaken to identify government initiatives that can be used as leverages for the implementation of the mitigation efforts.

Table 4 shows the planned activities for the situational analysis for the energy sector MRV.

Table 4: Planned activities for identification of synergies and linkages to leverage mitigation to existing government initiatives

| No | Activity | Current status | Due date |
|----|--|----------------|-------------|
| 1 | Review of the relevant documents (Botswana energy policy, Botswana energy master plan, vision 2036, SDG) etc | Pending | 30 Nov 2021 |
| 2 | Consultation with institutions to identify the relevant documents | Pending | 30 Nov 2021 |
| 3 | Report writing on area of leverages and synergies to implement the mitigation efforts | Pending | 10 Dec 2021 |

Expected Outputs:

Section of the report detailing the area of synergies and linkages to leverages mitigation to existing Government efforts.

3.5. Development of NDC tracking and monitoring tools

This thematic area will involve development of the tracking and monitoring tools based on the UNFCCC guideline for measuring, verification and reporting the national policy and efforts for reducing GHG emissions. Tracking and monitoring templates will be developed such as monitoring plan for the GHG emission. The monitoring plan will have the following parameters:

- Sector (Energy)
- GHG to be monitored (CO₂, CH₄, N₂O)
- Parameters (emissions, energy demand, consumption of fossil fuel and biomass as activity data)
- Method of measure measurement (calculation based approach)
- Method of analysis (statistical analysis)
- Responsible agents (department of Energy, Botswana Power corporation)

Having established the monitoring plan, the tracking tool will be developed for the monitoring efforts (solar powered station PV, household mini PV, biogas plants streetlights, efficient lighting etc).

The tracking tool will be used to quantify annual mitigation efforts (number of households with solar systems, number of boreholes equipped with solar systems, solar streetlights). Furthermore, the tracking tools will derive the GHG emission reduction by efforts (solar systems, solar boreholes, solar streetlights, solar geysers etc) based on IPCC software.

The development of the tracking and monitoring template will be based on international best practices to ensure conformity with international standards. Therefore, a thorough desk top review of existing mitigation efforts tracking tools will be identified and analysed. On the basis of the analysed tracking templates, a template relevant to the Botswana situation will be developed which will be used to track and monitor the mitigation efforts over time.

Table 5 shows the planned activities for the development of NDC tracking and monitoring framework.

Table 5: Planned activities for the development of NDC tracking and monitoring framework

| No | Activity | Current status | Due date |
|----|--|----------------|---------------|
| 1 | Review of the relevant documents on monitoring and tracking of the NDC | Pending | 30 March 2022 |
| 2 | Consultation with institutions to monitor and report on mitigation efforts | Pending | 30 March 2022 |
| 3 | Development of NDC monitoring and tracking and report based on international best practice | Pending | 30 March 2022 |

Expected Outputs:

Report on information necessary to track progress made in implementing and achieving Botswana's NDC, based on the Modalities, procedures and guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement, and an analysis of the target and policies included in Botswana's NDC

3.6. Develop capacity and training on MRV transparency system based on ICAT methodology

This specific theme calls for training of the relevant institutions under the energy sector with the specific objective of closing the existing gaps identified during the institutional capacity assessment. It will involve training the Energy sector institutions on the developed NDC tracking and monitoring templates and also on the IPCC GHG emission software. Achieving this objective will involve employing the following methods:

Development of guideline: guidelines on the use of the developed templates will be produced and distributed to the institutions. The guidelines will provide step by step on how to use the developed templated.

Lecture sessions: highly interactive lecture sessions based on the duration to be agreed with the sponsors will be conducted. The lecture sessions will constitute real examples and exercise on application of the templates such as data requirement to estimate number of household who switched to national grid system and therefore using electricity generation and the avoided GHG emission from the use of fuelwood. Furthermore, the use of IPCC software will also be demonstrated in estimate the GHG emission reductions.

Table 6 shows the planned activities for the development of NDC tracking and monitoring framework.

Table 6: Planned activities for the capacity development and training on NDC tracking and monitoring

| No | Activity | Current status | Due date |
|----|--|----------------|---------------|
| 1 | Development of guidelines on NDC tracking and monitoring tools | Pending | 30 April 2022 |
| 2 | Conduct lecture sessions based on guidelines | Pending | 30 June 2022 |

Expected Outputs:

Section of the report on information necessary to track progress made in implementing and achieving Botswana's NDC, based on the Modalities, procedures and guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement, and an analysis of the target and policies included in Botswana's NDC

3.7. Provision of technical support to update the MRV

This task will involve closely working with the Energy institutions such as DoE and Botswana Power Corporation (BPC) and Botswana Energy Regulatory Authority (BERA) on MRV. The consultant will on timely basis work with the relevant institutions to measure and report the GHG emissions using the IPCC. This will involve the following methods:

Working closely with the selected personnel at BPC and DoE identify the mitigation efforts, estimate the GHG emission reduction, estimate the GHG emission from the energy sector using the IPCC and derive the national GHG for the energy sector.

Table 7 shows the planned activities for the provision of technical support for the implementation of MRV transparency framework.

Table 7: Planned activities for the provision of technical support for the implementation of MRV transparency framework

| No | Activity | Current status | Due date |
|----|--|----------------|---------------------------|
| 1 | Working in collaboration with personnel at the energy institutions | Pending | July 2021- August 2022 |

Expected Outputs:

Section of the report detailing Roadmap, including key steps and instruments for facilitating data sharing

3.8. Roadmap, including key steps and instruments for facilitating data sharing

This is the last thematic area of the assignment and it involve development of an implementation plan or roadmap for the implementation of the recommended institutional arrangement (steering committee, technical management unit, policy framework) and institutional arrangements to facilitate data sharing and report mechanism nationally and Monitoring the MRV for sustainability. Consequently, an implementation plan will be developed depicting activities to be implemented, responsible agent and the proposed time framework for implementation and its M&E. Therefore, all the recommended actionable activities will be identified, under each thematic areas (institutional arrangement, policy and legal framework), activities to be undertaken, responsible agent and tangible time framework.

Developing the road map will involve an in-depth consultation with the stakeholders (DoE and BPC).

Table 8 shows the planned activities for the development of a roadmap for the MRV.

Table 8: Planned activities for the development of a roadmap for the implementation of MRV transparency framework

| No | Activity | Current status | Due date |
|----|--|----------------|---------------|
| 1 | Consultation with the stakeholders | Pending | 30 April 2022 |
| 2 | Development of the roadmap implementation plan | Pending | 30 June 2022 |

4.0. Deliverables and timelines

The assignment will be delivered between June 2021 and August 2022, as per the contract signed between the sponsor UNEP DTU and the consultant. Table 9 depicts the assignment deliverables and timelines.

Table 9: Assignment deliverables and timelines

| No | deliverable | due date |
|----|--|---------------|
| 1 | Report on situational analysis on MRV mechanisms in the relevant institutions and relevant climate change data and information currently generated, also taking the information's quality and frequency into consideration and which gaps exist | 30 Sep 2021 |
| 2 | Report consolidating the inter-institutional consultations and policy/strategy analysis, the method and summary of each consultation and analysis | 30 Dec 2021 |
| 3 | Report on information necessary to track progress made in implementing and achieving Botswana's NDC, based on the Modalities, procedures and guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement, and an analysis of the target and policies included in Botswana's NDC. | 30 March 2022 |
| 4 | Final report on barriers assessment | 30 April 2022 |
| 5 | Roadmap, including key steps and instruments for facilitating data sharing | 30 July 2022 |
| 6 | Report documenting the final validation workshop (agenda, presentations, list of participants, photos/videos) and main outcomes of ICAT Botswana | 30 Aug 2022 |

Table 10 below depicts the workplan with specific activities under each thematic area and the project deliverables.

Table 10: proposed project work plan

| Activities and Deliverables | 2021 | | | | | | 2022 | | | | | | | |
|--|------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|------|------|-----|
| | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug |
| 1.0. Inception Phase | | | | | | | | | | | | | | |
| 1.1. Inception report with detailed workplan | | | | | | | | | | | | | | |
| 1.2. Workshop | | | | | | | | | | | | | | |
| 2.0. Situational analysis on MRV, data quality and gaps | | | | | | | | | | | | | | |
| 2.1. Energy sector stakeholder mapping to identify institutions to consult | | | | | | | | | | | | | | |
| 2.2. Desk top review on current MRV and quality of the data information | | | | | | | | | | | | | | |
| 2.3. Consultation with relevant stakeholders on MRV and quality of the data | | | | | | | | | | | | | | |
| 2.4. Report on current MRV mechanisms, data, and information quality | | | | | | | | | | | | | | |
| 3.0. inter-institutional consultations and policy/strategy analysis | | | | | | | | | | | | | | |
| 3.1. Consultation with stakeholders on institutional arrangement and institutional capacity steering committee and technical unit | | | | | | | | | | | | | | |
| 3.2. Desk top review on institutional arrangements on MRV, policy framework and international best practices | | | | | | | | | | | | | | |
| 3.3. Report consolidating the inter-institutional consultations and policy/strategy analysis, the method and summary of each consultation and analysis | | | | | | | | | | | | | | |
| 4.0. Synergies and linkages to leverage mitigation on existing government initiatives | | | | | | | | | | | | | | |
| 4.1. Desktop review on policies and energy strategies, master plans, vision 2036, NDP etc. | | | | | | | | | | | | | | |
| 4.2. Consultation with key personnel within institutions | | | | | | | | | | | | | | |
| 5.0. Development of NDC tracking and monitoring tools | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | |
|--------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 5.1. | Desk review on existing NDC tracking and monitoring tools | | | | | | | | Blue | | | | | | | | |
| 5.2. | Identification of the mitigation efforts and aspects and parameters to be monitored | | | | | | | | Blue | | | | | | | | |
| 5.3. | Development of tracking and monitoring tools based on international best practice and guidelines | | | | | | | | | Blue | Blue | | | | | | |
| 5.4. | Submissions tracking and monitoring tools and guidelines | | | | | | | | | | Red | | | | | | |
| 6.0. | Barrier assessment on MRV transparency | | | | | | | | Brown | Brown | Brown | | | | | | |
| 6.1. | Consultation to undertake institutional assessment capacity | | | | | | | | Blue | | | | | | | | |
| 6.2. | Desktop review | | | | | | | | | Blue | | | | | | | |
| 6.3. | Barrier assessment report and recommendations | | | | | | | | | | Red | | | | | | |
| 7.0. | Development of capacity and training on MRV transparency system based on ICAT methodology | | | | | | | | | | Brown | Brown | Brown | | | | |
| 7.1. | Development guidelines on MRV transparency system | | | | | | | | | | Blue | Blue | | | | | |
| 7.2. | Conduct lecture sessions based on the developed guidelines | | | | | | | | | | | | Blue | | | | |
| 8.0. | Provision of technical support to the institutions to update the MRV | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown | Brown |
| 8.1. | Work in collaboration with the institutions | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue | Blue |
| 9.0. | Development of roadmap including key steps and instruments for facilitating data sharing | | | | | | | | | | | | Brown | Brown | | | |
| 9.1. | Identification of the key area for improvement and activities to be undertaken to improve the MRV transparency | | | | | | | | | | | | Blue | | | | |
| 9.2. | Development of roadmap strategy and implementation plan | | | | | | | | | | | | | Blue | | | |
| 9.3. | Roadmap, including key steps and instruments for facilitating data sharing report | | | | | | | | | | | | | Red | | | |
| 10.0. | Report documenting the final validation workshop (agenda, presentations, list of participants, photos/videos) and main outcomes of ICAT Botswana | | | | | | | | | | | | | Brown | Brown | Brown | |
| 10.1. | Write up | | | | | | | | | | | | | | Blue | Blue | |

| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 10.2. Submission of report documenting the final validation workshop (agenda, presentations, list of participants, photos/videos) and main outcomes of ICAT Botswana | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

5.0. Envisaged challenges and mitigation

Undertaking the various activities of the assignment mainly consultation with the stakeholders, holding workshops and interaction to provide technical support for the implementation of the MRV will face significant challenges. The major challenge will emanate from the Covid 19 restrictions and protocols. The Covid 19 pose significant uncertainty from lockdowns and curfews. Consequently, this presents a significant risk in terms of completion of the assignment. Table 11 below depicts the possible risks, potential impact to the project, their significance and possible mitigation.

Table 11: challenges and proposed mitigation measures

| Challenges | impact on the project | significance | proposed mitigation |
|---|-------------------------------------|--------------|--|
| Consultant unable to travel to Botswana due to Covid outbreaks and availability of flights | Delay the project completion | High | Engage a local consultant to undertake consultation based on developed guiding questionnaire |
| Restricted movement to conduct consultation due to covid restriction and protocols | Delay the project completion time | High | Undertake consultation virtually through zoom and emails based on developed questionnaire |
| Stakeholders not able to respond timely to sent questionnaire due to government prioritisation of covid control | Delay the completion of the project | low | Liaison with Climate change focal personnel to emphasise the importance of the project |

6.0. Project management

The consultant aims to employ superior project management practices to guarantee successful delivery of the assignment deliverables in the form of reports, in line with the clients' expectations. The following project governance framework will be utilised:

I. Project Inception report

The key objective of the inception report is to reach cohesion and agreement between the client and consultant and have a common understanding of the scope of work and deliverables. The areas of commitment documented in the inception report include the methodological approaches, project deliverables, and work plan.

II. Project Management (PM) Plan

Following the inception report, the consultant will be in place to execute the assignment following the project plan. It is during this phase that milestones set out in the inception report are distilled further into a detailed work plan to allow for better time management, accountability as well as establishing a schedule baseline against which progress shall be evaluated.

III. Quality assurance

In order to ensure quality control, the consultant will select experienced professionals not directly involved in the original review process as and when necessary to act as a technical review group. The consultant will work closely with the client (DMS and UNEP DTU) to ensure close monitoring of the assignment.

IV. Project team

The project is undertaken by an individual consultant, Senny Masike PhD and might be assisted by the national consultant.

7.0. Progress to-date

Upon signing of the contract, a project mobilization initiative has been undertaken. This included the inception report write-up and commencement of identification of the relevant documents for review.

An inception report has been prepared, which gives a strong indication that the project has commenced. The inception report has been prepared after meticulous review of the Terms of Reference.

8.0. Conclusions

This inception report has been prepared for the “The Initiative for Climate Action Transparency (ICAT) for the Energy sector for the Government of Botswana” project. This inception report draws attention to the consultant’s understanding of the scope of work, methods and approaches that will be employed to successfully execute the assignment’s objectives and deliverables. Preparation of the inception report was guided by the assignment’s scope of work as reflected in the terms of reference. Achieving all the deliverables might go beyond the assignment contract period due to unforeseen events and the challenges poised by Covid 19. Preparation of the inception report and collection of relevant documents is an indication to the client that the assignment has already commenced.

