



Inception Report for the ICAT Transport sector for Government of Botswana

Revised 21st July 2021



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ABBREVIATIONS

BUR	Biennial Update Report
GHG	Greenhouse gas
ICAT	Initiative for Climate Action Transparency
INDC	Intended Nationally Determined Contribution
IR	Inception Report
ISPRA	The Italian National Institute for Environmental Protection and Research
MRV	Monitoring Reporting and Verification
M&E	Monitoring and Evaluation
NAMA	National Appropriate Mitigation action
NDC	Nationally Determined Contribution
STM	Steering Technical Meeting
TOR	Terms of Reference
UDP	UNEP DTU Partnership
UNFCCC	United Nations Framework Convention on Climate Change

E. EXECUTIVE SUMMARY

E1. INTRODUCTION

This assignment is being conducted in the framework of the global Initiative for Climate Action Transparency (ICAT) that aims to help governments build capacity to measure the effects of their policies and actions, and report progress publicly, thus fostering greater transparency, effectiveness, trust and ambition in climate policies worldwide. ICAT is active in over 40 developing countries and is an initiative emanating from the Paris Agreement.

The overall objective of **ICAT** is to support the implementation of domestic monitoring, reporting and verifications (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 Guides, continued observation of future UNFCCC transparency requirements and development of a road map to sustain ICAT outcomes.

Following the development of the INDC/NDC, ICAT Botswana objectives have been identified by the Government of Botswana with the prioritized sectors including, **Energy and Transport** and their sub-categories/sectors.

This Inception Report presents the approach and methodology and workplan for this assignment.

E2. PURPOSE AND OBJECTIVE

The main objective of **ICAT** is to support the development and implementation of domestic monitoring, reporting and verifications (MRV) framework in this case focussing on the transport sector. A similar effort is being carried concurrently for the energy sector.

The specific objectives below will be taken into consideration:

- 1 Develop Situational Analysis on MRV in Botswana
- 2 Conducts needs and gap assessment for MRV in the energy and transport sectors
- 3 Strengthening institutional arrangements for MRV in the transport and energy sectors.
- 4 Develop a list of indicators for NDC tracking and monitoring impacts of domestic policies and actions in the Energy and Transport sectors
- 5 Develop capacity for data management to track NDC implementation in the transport and energy sectors based on ICAT methodologies and/or other available tools
- 6 Develop a road map to ensure the sustainability of ICAT outcomes.
- 7 Develop a M&E to track implementation of the roadmap

E3. EXPECTED OUTPUTS AND OUTCOMES

1. Mapped existing MRV infrastructure (data collection and reporting systems, roles of institutions, policy framework in place)
2. Intended MRV framework indicating indicators of interest to be monitored and data collection activities
3. Required institutional framework to implement the MRV system
4. Required capacity building to support the institutional framework and effective adoption and implementation of the MRV system
5. Gap analysis indicating areas that require interventions
6. Roadmap of recommended interventions for making the MRV system for the Botswana transport sector functional
7. M&E framework to track implementation of the Roadmap

E4. PROCESS

The ICAT assessment will initially depend on the reviews of status of the MRV system in the transport sector of Botswana and experiences of other ICAT countries and other best practices that have been adopted, supported by other MRV initiatives of country NDCs. This will be based on literature reviews. The assumption for best practices is that such information is already well documented and is available.

The stakeholder consultations will then be another source of information for this assignment in the immediate for Botswana. The national targeted stakeholders in the transport, energy, climate, research sectors will be consulted to provide their experiences in the NDC development of NDCs and MRV systems and the desired MRV framework. They will be in a position to suggest and recommend possible interventions (information systems, institutional frameworks, capacity building) that can be part of the roadmap to achieve the desired MRV system for Botswana's transport sector.

Both literature reviews (local and best practices), stakeholder consultations, feedbacks from steering technical meetings (STMs) and expert judgement will inform development of the Roadmap for a functional MRV system for the transport sector in Botswana along the principles and guidelines of ICAT.

A guiding questionnaire will be used and sent in advance to the various stakeholders to be consulted and a virtual follow up interview will be conducted by with selected key stakeholders and those participating in the STMs.

E5. SUMMARY OF PROJECT STATUS

The energy and transport sector experts have been introduced to each other.

The preparation of the Inception Reports started and the experts have been exchanging approaches and draft reports.

E6. NEXT STEPS AND TIMELINES

A Summary of the anticipated activities are presented below. Depending on the speedy approval process and availability of stakeholders for consultations this timeline presented in the TOR may be achieved.

Table 1. Next Steps and Envisaged Calendar

Activities/Steps	Timing
Kick off meeting	5 th July 2021
First Draft Inception Report submission	2 nd July 2021
Validation Meeting for IR	3 rd week of July 2021

Final IR with agreed methodology	July Week 3-4. (W=week)
Literature reviews	July W 3- Sept Week 1-2021
Stakeholder consultations	July W3- Sept W3 2021
Analytical work	Aug W1-Sept W3 2021
Deliverable 1: 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.	Sept W4 2021
Deliverable 2: Report consolidating the inter-institutional consultations and policy/strategy analysis, the method and summary of each consultation and analysis.	Dec W1 2021
Deliverable 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.	Feb W 1 2022
Deliverable 4: Final report on barriers assessment.	April W 1 2022
Deliverable 5: Roadmap, including key steps and instruments for facilitating data sharing	June W 1 2022
Deliverable 6: Report documenting the final validation workshop (agenda, presentations, list of participants, photos/videos) and main outcomes of ICAT Botswana.	July W 4 2022
FINAL DELIVERABLES	31 st August 2022

1. INTRODUCTION

1.1 BACKGROUND AND RATIONALE

The **Initiative for Climate Action Transparency (ICAT)** was founded to respond to the critical need to support improved transparency and capacity building under the Paris Agreement. ICAT aims to help governments build capacity to measure the effects of their policies and report progress publicly, thus fostering greater transparency, effectiveness, trust and ambition in climate policies worldwide. This initiative is piloted with developing countries. Thus far, 40 countries have been invited to join ICAT, including Botswana, and accepted the offer:¹.

ICAT integrates guidance, capacity building and knowledge sharing to engage countries in the use of a common framework to assess the impacts of their policies and actions and will improve the availability and quality of data and enable countries to promote efficient, cost-effective policies. The Initiative will also provide a platform for countries to share lessons learned and build mutual confidence in their climate actions.

Specific to the participating countries, **ICAT** supports the implementation of domestic monitoring, reporting and verifications (MRV) efforts and goals through

- capacity building programs of national stakeholders,
- training on MRV concepts, methods and tools,
- iterative testing and application of ICAT Guides,
- continued observation of future UNFCCC transparency requirements and,
- development of a road map to sustain ICAT outcomes.

Botswana has prioritized the Energy and Transport sectors for its ICAT activities and is being assisted through its Botswana Ministry of Environment, Natural Resource Conservation and Tourism by UNEP DTU Partnership (UDP) and Italian National Institute for Environmental Protection and Research (ISPRA), the latter two being the international Implementing partners for ICAT. The focus of this Inception Report is on the transport sector (a parallel effort is being conducted for the energy sector) and the objectives of ICAT support for Botswana are presented below.

1.2 PROJECT OBJECTIVES

1.2.1 Main objective

The overall objective of **ICAT** is to support the development and implementation of a functional MRV system for Botswana focusing in this case on the transport sector (and energy sector) that will be coordinated by the Ministry of Environment, Natural Resource Conservation and Tourism to support MRV/transparency tracking tool for NDC implementation in the transport sector ensuring synergies between the two sectors.

1.2.2 Objectives (These are from the TOR)

The specific objectives below will be taken into consideration:

1. Develop Situational Analysis on MRV in Botswana

¹ **Africa:** Botswana, Chad, Eswatini, Ethiopia, Ghana, Kenya, Liberia, Morocco, Mozambique, Nigeria, Rwanda, Senegal, South Africa, Sudan, Tanzania, Tunisia, Zimbabwe

Asia: Bangladesh, Cambodia, China, India, Maldives, Philippines, Sri Lanka, Thailand, Viet Nam

Latin American and the Caribbean: Antigua and Barbuda, Argentina, Belize, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Mexico, Peru, Trinidad and Tobago

Pacific: Fiji

2. Conducts needs and gap assessment for MRV in the transport sector (synergizing with the energy sector).
3. Strengthening institutional arrangements for MRV in the transport sector.
4. Develop a list of indicators for NDC tracking and monitoring in the Transport sector
5. Develop capacity for data management and impact assessment to track NDC implementation in the transport sectors based on ICAT methodologies and/or other available tools
6. Develop a road map to ensure the achievement and sustainability of ICAT outcomes.
7. Develop an M&E to track implementation of the roadmap

1.3 COMMENTS ON TERMS OF REFERENCE

The specific objectives have been lined up to measure progress in the development of the intended MRV system. However, some of the bullets could be combined in a strategy and roadmap with M&E framework included. The consultant however has presented the deliverables as provided in the TORs.

2. APPROACH AND METHODOLOGY

2.1 APPROACH AND ANALYTICAL FRAMEWORK

The assessment of existence of an MRV system in the transport sector in Botswana will be focusing on the useful data sets/statistics already being collected, compiled, and reported (e.g., transport statistics) and how these will be useful in determining generic MRV indicators such as GHG inventories, GHG reduction potential/impacts of mitigation actions determined according agreed procedures and methods. This process will expose gaps in data requirements and barriers to collection, that may be capacity-related or lack of/unclear mandate on who should collect the data, process, and report.

The required institutional arrangements for tracking the progress of the NDC and reporting on its implementation at both an international and domestic level will be assessed. This will consider mandates of institutions, inter-relationships and how coordination is achieved. The role of the Ministry of Environment, Natural Resource Conservation and Tourism and other required committees and Sector Working Groups for MRV of NDC in the transport sector will be determined.

A comprehensive but user-friendly framework of NDC indicators will be developed in agreement with all key stakeholders according to which Botswana can monitor and evaluate its progress for achieving desired impacts (climate and socio-economic) from the country's transport sector mitigation policies and actions. Such indicators will support MRV/transparency tracking tool for NDC implementation in the transport sector and inform similar effort in other sectors of Botswana.

When providing capacity building to national stakeholders, the ICAT Transport Guides will be used to demonstrate impacts of the transport policies/actions that the government may introduce as part of the NDC measures.

The current transport guide makes analysis of the following transport actions that may be introduced or are already introduced.

1. Fuel subsidy removal: Removal of subsidies that reduce the price of vehicle fuel below its fair- market cost.
2. Increased fuel tax or levy: An increase in the tax imposed on each unit of vehicle fuel, which may include general taxes that apply to many goods and special taxes specific to vehicle fuel.
3. Road pricing (road tolls and congestion pricing): Motorists pay directly for driving on a particular roadway in a particular area. Road pricing has two general objectives: revenue generation and congestion management.
4. Vehicle purchase incentives for more efficient vehicles: Governments increase the fuel efficiency of the vehicle fleet and/or promote a shift to lower-carbon fuels by providing incentives for the purchase of selected vehicles. This policy is most applicable to electric, plug-in hybrid- electric, hydrogen-fuelled, and other vehicles that are not powered by gasoline or diesel, and is applied by governments through lower purchase taxes, purchase rebates, income tax credits and lower vehicle taxes.

Other transport actions that can be of interest to Botswana are:

1. Vehicle import duty to guide what vehicles may be imported and limit the volume of traffic on the country's roads
2. Non-Motorised Transport in urban areas to limit use of fuelled vehicles and hence pollution and congestion
3. Traffic regulation measures including technological applications for smooth flow of traffic.

These other measures may already be in transport integrated master plan/strategies and should be of interest already particularly for urban applications and hence will relate well with the stakeholders.

So, depending on availability of data, impact assessment for these measures will also be demonstrated.

The stakeholders will also be able to propose any other measures that may be of interest to include in the NDC and for win-win achievement (GHG reduction and socio-economic developments).

Moreover, using the ICAT assessment guide framework, other areas of improvement includes sustainable development and transformational impacts, Non-State and Subnational Action, Stakeholder Participation, Technical Review of policies at the sectoral level .Methodology

The proposed activities in the TORs presented below in Table 12 below to be undertaken can be broken down into categories that are also in alignment with the specific objectives, namely to:

- Make an assessment of existing MRV situation in the transport sector in Botswana
- Evaluate the existing institutional framework for MRV system and enhance the arrangements for effective MRV
- Capacity building based on the existing guides and tools
- Analysis and development of the roadmap and M&E framework
- The other activities such as workshop and training support can be considered cross-cutting as they are support systems,

Table 2 TOR activities to be carried out

<p>The Consultants will support implementations of the following activities of the project in the energy and transport sectors notably:</p> <p>Situational analysis of existing MRV framework</p> <ul style="list-style-type: none"> - <i>MRV needs and gaps assessment report.</i> - <i>Analysis of existing MRV/transparency system and related support initiatives in the country.</i> - <i>Support regular update of the MRV/transparency initiatives.</i> - <i>Finalize work plan for ICAT support based on the needs and gaps assessment report</i> <p>Institutional arrangements</p> <ul style="list-style-type: none"> - <i>Provide an analysis on recommendation to strengthen the institutional arrangements for coordination of national MRV/transparency system.</i> - <i>Support Botswana Ministry of Environment, Natural Resource Conservation and Tourism in tracking MRV/transparency initiatives and report support received in BUR.</i> - <i>Support Botswana Ministry of Environment, Natural Resource Conservation and Tourism to set up a Steering Committee for coordination of international support to MRV/transparency.</i> - <i>Support Botswana Ministry of Environment, Natural Resource Conservation and Tourism to set up a Technical Management Unit for the national MRV/transparency system.</i> <p>Capacity Building</p> <ul style="list-style-type: none"> - <i>Application of selected ICAT guidelines such as Solar PV for household use either nationally or in selected communities, prioritized by the Government of Botswana.</i> <p>Roadmap and M&E Framework</p> <ul style="list-style-type: none"> - <i>Identify links and synergies with other support initiatives in Botswana to ensure ICAT outcomes are sustained.</i> - <i>Develop an MRV/transparency tracking tool for NDC implementation in the energy and transport sectors.</i> - <i>Provide suggestions for the Policy and institutional Framework & Roadmap.</i> <p>Cross cutting</p>

- Support the government to organize project related workshops, help facilitate and provide workshop minutes and reporting (after the workshop)
- Support the team of international experts in the provision of training and capacity building support to the country.

2.2 METHODOLOGY

The methodology to achieve the indicated objectives and deliverables will entail desk/literature reviews, stakeholder consultations, feedback from Steering Technical Meetings and expert judgement.

2.2.1 Desk Study

With regard to desk study both domestic (public and research reports) and international best practice literature will be reviewed. Some of the immediate reports to target for reviews are listed below in Table 3.

Table 3 Desk study reports to review

Reports/documents	Information sought
Botswana Vision 2036	Development path and sectoral visions
National Development Plan 11 (2017-2023)	Sectoral development planning for transport
Botswana Climate Change Policy	Climate change policy direction and anticipated actions directed at the transport sector
Botswana Integrated Transport policy/strategy/master plan	Transport policies and plans
Transport statistics	Vehicle distributions and characteristics
Energy statistics	Transport energy demand/consumption
National Communications and Biennial Update Reports, NAMAs	Reporting on climate change inventories and mitigation options and implementability
Intended Nationally Determined Contribution (INDC) and NDC	Transport GHG inventories, Mitigation measures proposed/deployed and expected GHG reduction potential; investments requirements (conditional and unconditional), data improvements required, MRV framework
Paris Agreement	Linkages with ICAT and NDC tracking
ICAT Strategy and related long term work programme, ICAT Toolbox, Capacity Building Modules for Transparency	Guidance for ICAT development and expectations
IACT Assessment Guides for transport sector pricing and impacts	Transport measures impact assessment methodologies

2.2.2 Stakeholder analysis and Consultations

The key stakeholders to be consulted are those involved in the design and implementation of national transport policies, strategies, NDCs or NAMAs, including research institutions, businesses and non-governmental organisations.

Stakeholder participation enhances the effectiveness of policies by integrating stakeholder knowledge and perceptions into policy design and implementation, and builds support for policies through increased transparency, accountability and legitimacy of decision-making

Stakeholder participation enhances policy design, implementation and assessment by:

- raising awareness and enabling better understanding of complex issues for all parties involved, thereby building their capacity to contribute effectively
- building trust, collaboration, shared ownership and support for policies among stakeholder groups, thereby leading to less conflict and easier implementation
- addressing stakeholder perceptions of risks and impacts, and helping to develop measures to reduce negative impacts and increase benefits for all stakeholder groups
- increasing the credibility, accuracy and comprehensiveness of the assessment, drawing on diverse expert, local and traditional knowledge and practices

increasing transparency, accountability, legitimacy, and respect for stakeholders' rights

- enabling enhanced ambition and finance by strengthening the effectiveness of policies and the credibility of reporting.

Some of the targeted stakeholders for this assignment are presented in the Table 4 showing their roles and mandate in relation to the transport sector.

Table 4 Selected Stakeholders to consult with

Stakeholder	Role and mandate
Ministry of Environment, Natural Resource Conservation and Tourism	NDCs, NAMAs, BURs, National Communication and coordinator of all Climate change activities in the country
National Committee on Climate Change (NCCC)	Deliberations and guidance on climate change activities in the country
Ministry in charge of Transport	Transport Policy/strategy, plans
Statistics Botswana	Transport and infrastructure statistics
Ministry in Charge of energy	Pricing policies and energy balances showing transport energy consumption/demand
Ministry in charge of Customs and taxes/pricing	Import taxes, duties, pricing, fiscal incentives
Taxes Associations/public transport associations	Operators of public transport and lobbying groups
Consumer Groups/protection groups/civil society groups	Beneficiaries and socio-economic goals
Businesses	Fleet operators and management
The UNEP DTU Partnership (UDP) and The Italian National Institute for Environmental Protection and Research (ISPRA)	Resource persons and international best practice

These stakeholders will also propose further stakeholders to consult with during the assessment phase.

A guiding questionnaire will be developed for information gathering during the consultations. The questionnaire design will be guided by envisaged content of the deliverables to be produced.

The guiding questionnaire used for consultations will be sent to the relevant stakeholders in advance and followed by virtual consultations on the same.

The mailed questionnaire will give opportunity to stakeholders to be aware of the required information and nominate the appropriate officers that can provide the required information.

2.2.3 Synergies with other Initiatives

Botswana submitted its INDC in 2015 and is in the process of developing its NDC. The NDC is the basis for the framing of an MRV system that is to be used to track implementation of national policies and actions. The NDC already comes up with some indicators of interest internationally and at domestic level hence will be used in finalization of the MRV set of indicators for the transport sector (among other sectors). The institutional framework for MRV is also defined in the NDC and hence will inform the required arrangements for ICAT reporting.

Some of the measures to be included in the roadmap may already be presented in the draft NDC.

The consultant will therefore consult with team developing the NDC and review the draft NDC for these insights.

2.3 DELIVERABLES AND CONTENT ANALYSIS

The deliverables below in table 5 are in accordance with the TORs and the indicated content will guide the development of these deliverables.

Table 5 Deliverables and their intended content

Deliverable	Content
Deliverable 1: 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.	Situational analysis of existing information systems that could constitute an MRV system considering data sets/statistics collected and relevant for determination of GHG inventories and mitigation actions, their reliability for use using internationally accepted procedures. The existing active institutions and policy frameworks in this regard will also be presented. Existing reporting channels on UNFCCC obligations and Paris Agreement
Deliverable 2: Report consolidating the inter-institutional consultations and policy/strategy analysis, the method and summary of each consultation and analysis.	Inputs gathered from stakeholder consultations (by stakeholder and or mandate) and analysed institutional requirements and policy adjustments as provided through stakeholder consultations
Deliverable 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.	Reviews of the upcoming NDC and MRV framework for tracking the NDC implementation. Analysing adequacy of the MRV framework and data requirements and improvements that will be required.
Deliverable 4: Final report on barriers assessment.	Gaps and barriers culminating into a SWOT analysis that informs development of the Roadmap.
Deliverable 5: Roadmap, including key steps and instruments for facilitating data sharing	Interventions and measures that will be required to ensure a functional MRV that allows transparent reporting in accordance with ICAT standard.
Deliverable 6: Report documenting the final validation workshop (agenda, presentations, list of participants, photos/videos) and main outcomes of ICAT Botswana.	Workshop report-with summaries of presentations on the deliverables and final validation of the deliverables by stakeholders and next steps to implement the ICAT framework for Botswana

3. IMPLEMENTATION PHASES

The phases of the project are as presented below.

3.1 PHASE 1: INCEPTION PHASE

- Kick off meeting for a common understanding of the TORs,
- Preliminary desk reviews and drafting of the Inception Report
- Agreeing on the approach, methodologies, work plan

3.2 PHASE 2 SITUATIONAL ANALYSIS

Assessment of the existing infrastructure (data systems, institutional involvement, policy framework) for MRV and related short falls that will require addressing

3.3 PHASE 3. PROPOSED INSTITUTIONAL FRAMEWORK AND NDC TRACKING TOOL

Development of the required institutional framework and policy adjustments

3.4 CAPACITY BUILDING

Exposition of stakeholders to ICAT Transport Guides and other tools through training to determine impacts of the mitigation transport policies and actions.

3.5 DEVELOPMENT OF ROADMAP

Barrier analysis and formulation of the roadmap for all requirements to build a functional MRV system that meets ICAT standard.

3.6 STAKEHOLDER TECHNICAL MEETING (STM)

The STMs will be organized after every Phase to consider and validate deliverables produced under each Phase. These STMs will be conducted at the same time with those for the energy sector to optimize resource allocation for meetings.

3.7 FINAL REPORTING

The Final Report will present concisely, all the deliverables with a supporting summary executive summary. The Final Report will incorporate all agreed comments from the final stakeholder virtual meetings and validation workshop.

4. Administration and calendar of events

4.1 ADMINISTRATIVE ACTIVITIES AND COORDINATION

The deliverables will be produced in accordance with the ICAT work plan of the Project as specified below working in close collaboration with the Ministry of Environment, Natural Resource Conservation and Tourism and UDP and ISPRA. The consultant will be in regular contact with the Ministry and seeking guidance from both the Ministry and the international implementing partners (UDP and ISPRA).

4.2 CALENDAR OF EVENTS/MISSIONS/TRAINING

The calendar of events in table 6 below indicates expected timelines for delivery of the deliverables up to the Final Report. The exact dates particularly for Steering Technical Meetings will be synergized with those for the energy sector to optimize resource utilization and harness stakeholders avoiding their fatigue.

Table 6 Events calendar and estimated period of execution and man days

Phase	Activities/Steps	Estimated Timing
All phases	TOTAL MAN DAYS	
INCEPTION	MAN DAYS	28 th June-13 th July 2021
	Development of Draft IR	
	Draft Inception Report submitted	2 nd July 2021
	STM 1 to review Inception Reports	9 th July 2021
	Revise IR-Final IR	12 th July 2021
SITUATION ANALYSIS	TOTAL MAN DAYS	July W3- Sept W4-2021
	Literature reviews/Desk Study on MRV, Institutional arrangements and Policy frameworks	
	Stakeholder consultations	
	Analytical work and Drafting of Report	
	<ul style="list-style-type: none"> Comparative analysis with ICAT expectations 	
	<ul style="list-style-type: none"> Gaps in MRV system infrastructure (data collection systems, reporting systems, institutional and policy frameworks) 	
	<ul style="list-style-type: none"> Drafting Report 	
	STM 2 (feedback and validation of Del 2)	
PROPOSED INSTITUTIONAL FRAMEWORK AND NDC TRACKING TOOL	MAN DAYS	Sept W4-Dec W 1-2021
	Proposals for institutional and policy frameworks, stakeholder consultations and finalization of structures and required policy frameworks	

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	Drafting of the report	
	STM 3 (feedback and validation of Del 3)	
CAPACITY BUILDING EXPOSITION OF STAKEHOLDERS TO ICAT TRANSPORT GUIDES AND OTHER TOOLS THROUGH TRAINING	MAN DAYS	Dec W 2 to Feb W 1 - 2022
	Analysis of the transport guides and methodologies and tools usage	
	Preparation of Presentations	
	Stakeholder training workshop	
	Drafting training workshop report (content covered and impact)	
	STM 4 (feedback and validation of Del 4)	
DEVELOPMENT OF ROADMAP	MAN DAYS	Feb W2-Jun W1
	Analysis and framing of the of required roadmap interventions, required implementers, resource mobilization	
	Development of the M&E framework	
	STM 5 (feedback and validation of Del 5)	
FINAL REPORTING	MAN DAYS	June W2-July W4
	STM 6 stakeholder workshop to review final products and impact achieved (preparation, presentations, participation, workshop report)	
	Revise and refine all deliverables	
	Final Reports submission	31 st August 2022

5. PRELIMINARY EMERGING ISSUES

1. Desk reviews and stakeholder consultations will start towards end of 2021 when the Inception Report is presented to key stakeholders and international Implementing partners.
2. Guiding stakeholder consultation tools will be prepared in due course but prior to start of the consultations and agreed upon.
3. Stakeholder consultations will be done virtually using social media facilities if the COVID pandemic is still restraining gathering of people.
4. There is emphasis to start consulting with the national stakeholders to quickly engage on the assignment and get insights of what is urgent to address with regard to MRV system in place.

6. WORKPLAN

The work plan below presents the deliverables and activities to be carried out as per TOR and the anticipated timeframes. The deliverable approval process will and availability of stakeholders and effect of COVID-19 may affect the timelines indicated.

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. Transport 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														

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