

Work Plan

Planned duration Final Deliverable Draft deliverable

Activities & Deliverables		Estimated Timeline																		Consultant, subcontractor or stakeholder responsible for producing the deliverable	Other stakeholders supporting the deliverable production							
		2021												2022														
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18			Dec	Jan	Feb	Mar	Apr	May	Jun
Outcome	Activity/deliverables	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
CTCN Mandatory Activities and Deliverables	Development of implementation planning, reporting and communication documents																										UDP,	Local consultants
	A detailed work plan of all activities																										UDP, Local consultants	Gender specialist
	A monitoring and evaluation plan																										UDP	Local consultants
	A one page description of intended outcomes and impacts from this TA drafted at initiation of implementation and revised at closure																										UDP	Local consultants, UTC, Gender Specialist
	A TA Closure and Data Collection Report																										UDP, Local consultants	Gender Specialist
	GCF Readiness interim and completion reports																										UDP	Local consultants
Outcome 1: Institutional capacity and coordination mechanisms in place to govern and coordinate climate action and finance	Activity 1: Institutionalization of a coordination mechanism for the implementation of the TNA																									UDP		
	Activity 1.1 Establishment of a National TNA Committee																									UDP		
	One day staff workshop developing and agreeing on TOR																										UDP, Local Consultants	Gender Specialist
	National TNA Committee established																										UDP, Local consultants	
	National TNA Committee Constitution in place																										UDP, Local consultants	
	Activity 1.2: Development of the TNA work plan for monitoring and oversight																										UDP	
	TNA Committee workshop informing the TNA process																										UDP, Local consultants	
TNA work plan and TNA Constitution developed and endorsed																										UDP, Local consultants		
Outcome 2: Country Programming process	Activity 2: Prioritization of sectors and technologies and relevant action for increased access to finance																									UDP		
	Activity 2.1: Pre-selection of sector for the fulfilment of Botswana's TNA																									UDP		
	Assessment report on the alignment of the TNA and the GIZ led CP																										UDP, Local consultants	Gender specialist
	Report presenting a review of TNA (2004), gap analysis and assessment of policies 2004-2010 to inform sectoral																										UDP, Local consultants	Gender specialist
	Report describing methodology that delivers sector and subsector selection																										UDP, Local consultants	Gender specialist
	Activity 2.2: Validate, prioritize and assess feasibility of key technologies for the fulfilment of Botswana's TNA																										UDP	
	Stakeholder Workshops (4) delivered																										UDP, Local consultants	
	Final reports including a mitigation TNA report and an adaptation TNA report resulting from technology																										UDP, Local consultants	Gender specialist
	Development of several fact sheets per prioritized technology and TNA briefs summarizing main findings																										UDP, Local consultants	Gender specialist
	Activity 2.3: Development of Technology Action Plan(s) per sector quantifying the impact of prioritized																										UDP	
	Report and executive summary																										UDP, Local Consultants	Gender specialist
	Annex 1 refers to a number of action plans that could be developed across sectors																										UDP, Local Consultants	Gender specialist
	Activity 2.4: National consultation exercises to ensure national ownership and technology deployment																										UDP	
	A workshop to validate the action plan																										UDP, Local Consultants	
	Activity 2.5: Support the implementation of the Technology Action Plan via capacity building																										UDP	
3 capacity building packages developed with national training seminars																										UDP	Local consultants, Gender Specialist	
Dissemination strategy																										UDP, Local consultants		
Market use cases for technologies resulting from stakeholder engagement																										UDP, Local consultants	Gender specialist	
3 policy briefs informing the national workshops																										UDP, Local consultants	Gender specialist	
Outcome 3: Climate finance strategies strengthened, private sector mobilized, and project pipeline enhanced	Activity 3.1: Developing financial mobilization strategy for the climate mitigation and adaptation sectors through																									UDP		
	Training workshops (6) and report																										UDP, Local consultants	Gender Specialist