



ADAPTATION FUND

Instructions for applying for grants to support NIE accreditation

The Adaptation Fund Climate Finance Readiness Programme includes a component aimed at increasing South-South cooperation among accredited National Implementing Entities (NIEs) and those seeking accreditation. Under this activity, developing countries that are Parties to the Kyoto Protocol and do not yet have an accredited NIE may receive support from an accredited NIE in one or more of the following areas: (i) identifying potential NIE candidates; (ii) assisting NIE candidates in the preparation of applications to be submitted to the Fund; (iii) providing support and advice during the application process. It is expected that such peer support will effectively help build national capacity and sustainability.

Eligibility and selection criteria

NIEs eligible to provide support will be those entities that have tangible achievements with the Fund. The selection will be based on the entity's experience with the Adaptation Fund, including in project preparation and implementation, and in supporting other countries at different stages of their application processes. Eligible NIEs must meet ALL of the following criteria:

- Have been accredited by the Board,
- Have an Adaptation Fund project or programme under implementation, hence demonstrating effective compliance with the AF fiduciary standards, and
- Have experience advising, participating in, or organizing support to other NIE candidates.

Therefore, requests for grants can be submitted only through the five NIEs that currently have projects and programmes under implementation, i.e. the *Centre de Suivi Ecologique* (CSE, Senegal), the Planning Institute of Jamaica (PIOJ, Jamaica), the *Agencia Nacional de Investigacion e Innovacion* (ANII, Uruguay), the *Unidad para el Cambio Rural* (UCAR, Argentina) and the Ministry of Natural Resources of Rwanda (MINIRENA, Rwanda).

Demonstration of experience participating in, organizing support to, or advising other NIE candidates

In completing the attached grant application to support accreditation, applicants should describe the type of support relevant to the accreditation process they have already provided to other national institutions or governments, specifying the outcomes of such support. Types of support include providing advice to governments or effective in-country support in the identification of potential NIE candidates, or support of an NIE candidate in preparing an accreditation application.

Proposed activities to support NIE accreditation

Applicants should describe the activities to be undertaken to support the accreditation of NIE candidate(s) in the target country(ies) and provide the estimated budget to implement such activities. The recipient country(ies) may be those the NIE is already supporting. **The maximum grant is US\$ 50,000 per applicant.** The types of activities that may be funded include:

- In-country technical support to an NIE candidate for the preparation of an accreditation application. This includes travel of NIE staff to the candidate country and on-site support.
- Support for the identification of an NIE candidate within a country. This includes stakeholder engagement, organization of workshops, facilitation of meetings and advising the relevant focal points within the country for the final selection of NIE candidate. Applicants can also develop and/or apply decision-making tools for the selection of such entities.
- Organization of “regional” consultations/workshops to assist in the preparation of NIE candidate applications from several countries. Already-identified candidate institutions or potential candidates from countries in the vicinity of the NIE applicant can be supported through the organization of a workshop in the NIE’s country, to help them put in place an application for NIE accreditation. The costs incurred include travel and accommodation costs for the participants and workshop costs.

Record of request for support on behalf of the government

When applying for the grant, the NIE applicants should provide a letter on behalf of the government requesting support for accreditation, signed by the Designated Authority of the Adaptation Fund of the country.

Deadline for submission of request

Interested applicants should submit their requests **no later than 15 August 2014.**

Implementation arrangements

The grants will be implemented by the selected NIEs. The secretariat will vet the applications taking into account the efficiency and effectiveness of the proposal and submit a recommendation to the Project and Programme Review Committee (PPRC) for approval of funding to the Adaptation Fund Board, in session.

Annex 1: Template application for grant to support accreditation



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Application for a Grant to support NIE accreditation

Submission Date:

Adaptation Fund Grant ID:

Country/ies:

Implementing Entity:

A. Timeframe of Activity

| | |
|-----------------------------|--|
| Start date of activity | |
| Completion date of activity | |

B. Experience participating in, organizing support to, or advising other NIE candidates

Describe the type of support provided to other national institutions, relevant to the accreditation process

| Year | Type of support provided | Outcome of the support | Country/institution supported |
|------|--------------------------|------------------------|-------------------------------|
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| | | | |
| | | | |

C. Proposed activities to support NIE accreditation

Describe the activities to be undertaken to support the accreditation of NIE candidate(s) in the target country(ies)

| Proposed Support | Expected Output of the Activities | Country/Institution to be Supported | Requested budget (USD) | Tentative timeline (Completion date) |
|------------------|-----------------------------------|-------------------------------------|------------------------|--------------------------------------|
|------------------|-----------------------------------|-------------------------------------|------------------------|--------------------------------------|

| | | | | |
|------------------------------------|--|--|--|--|
| Activities | | | | |
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| | | | | |
| | | | | |
| Total Grant Requested (USD) | | | | |

D. Implementing Entity

This request has been prepared in accordance with the Adaptation Fund Board’s procedures

| Implementing Entity Coordinator, IE Name | Signature | Date (Month, day, year) | Implementing Entity Contact Person | Telephone | Email Address |
|--|-----------|-------------------------|------------------------------------|-----------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

E. Record of request of support on behalf of the government

Provide the name and position of the government official, the Designated Authority of the Adaptation Fund, and indicate date of endorsement. If the proposed support targets more than one country, list the officials requesting support for all the participating countries. The request letter(s) should be attached as an annex to the application.

| | |
|---|---------------------------------|
| <i>(Enter Name, Position, Ministry)</i> | <i>Date: (Month, day, year)</i> |
|---|---------------------------------|

Annex 2: Template letter of endorsement



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Letter of Endorsement by Government

[Government Letter Head]

[Date of Endorsement Letter]

To: The Adaptation Fund Board
c/o Adaptation Fund Board Secretariat
Email: afbsec@adaptation-fund.org
Fax: 202 522 3240/5

Subject: Endorsement for support in NIE accreditation

In my capacity as designated authority for the Adaptation Fund in [country], I confirm that [national implementing entity] has been requested by my government to support the process of accreditation of a National Implementing Entity for the Adaptation Fund in my country.

Accordingly, I am pleased to endorse the grant proposal submitted by [national implementing entity] for funding from the Adaptation Fund.

Sincerely,

[Name of Designated Government Official]
[Position/Title in Government]