



ADAPTATION FUND

Application for a Grant to support NIE accreditation

Submission Date: 12 August 2014

Adaptation Fund Grant ID:
Country/ies: Cape Verde
Implementing Entity: NIE (Centre de Suivi Ecologique)

A. Timeframe of Activity

Start date of activity	September 2014
Completion date of activity	November 2014

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

The CSE has been repeatedly invited by various actors (Development Agencies, CSOs, Project and Programmes, UN Agencies) to share its experience and to support other NIE candidates in assessing their readiness and/or to prepare and submit their application for the accreditation by the AF.

Year	Type of support provided	Outcome of the support	Country/institution supported
2012	Technical Support to Department of Finance for Assessment of Institutional Capacity and Readiness for the Adaptation Fund's NIE Accreditation	Documentation collected and reviewed, strengths and weaknesses of the DOF identified, as well as the remedial actions to be undertaken.	Philippines / Department of Finance (DOF)
2013	Facilitating accreditation of a National Implementing Entity to the Adaptation Fund	Application submitted	Nigeria / Bank of Industry
2013	Technical advice on project formulation and implementation	Knowledge sharing	Benin / Direction Générale du Fonds National pour l'Environnement

Year	Type of support provided	Outcome of the support	Country/institution supported
2014	Technical advice on grant management (type of bank account used), payment of services, procurement process, implementation arrangements	Better understanding of procedures put in place by the CSE regarding grant management, procurements and implementation arrangements with executing agencies	Morocco / Agence de Développement Agricole (ADA)
2014	Sharing execution documents (project launching report, technical and financial reports) and technical advice	Better understanding of procedures put in place by the CSE regarding grant management, procurements and implementation arrangements with executing agencies	Rwanda / Ministry of Natural Resources (MINIRENA)
2014	Sharing of experience of achieving NIE accreditation	Experience sharing	Malawi / Civil society Network on Climate change (CISONEC)
2014	Sharing execution documents (Project Risk assessment/management manual, Project Monitoring and evaluation Manual) and technical advice	Templates of documents	Nigeria / Bank of Industry (BOI)
2014	Sharing execution documents (Project Risk assessment/management manual, Project Monitoring and evaluation Manual) and technical advice	Templates of documents	Tanzania / National Environment Management Council (NEMC)

C. Proposed activities to support NIE accreditation

The first step of the process will consist in a screening exercise to select the best NIE candidate at national level, using interviews, focus-group discussions and, to a lesser extent, document review. This activity will be conducted in close collaboration with the Designated Authority (DA). If the country has already identified its NIE candidate, the selection process will be reviewed to check the compliance with criteria and guidance (Annex 1) provided by the Adaptation Fund (AF). For the screening exercise itself, an evaluation sheet (Annex 2) will be used during the interview, based on guidance provided by the AF.

Once the appropriate candidate is identified, a five-man committee will be established within the selected organization, but including the DA. This committee will be tasked to work in close cooperation with the team of consultants in order to:

- perform an assessment of institutional capacity and readiness of the selected organization for the AF's accreditation application. This will be done through qualitative assessment, using document review, SWOT analysis, risk analysis...
- collect the required supporting documents within the selected organization, but also through the key partners they are used to work with for project formulation and implementation. To facilitate this work, a guidance sheet on "accreditation standards" (Annex 3) will be prepared, using information available in the accreditation toolkit developed by the AF. In the same view, a summary of comments and recommendation made so far by the Accreditation Panel during applications reviews will be prepared. This should help focus efforts on the most relevant documents and keep in mind the most important aspects;
- review the adequacy of all required back-up documentation to ensure it meets the requirements of the AF Accreditation Panel. This will be done based on the supporting documents check-list provided by the AF (Annex 4);
- conduct follow-up discussions and advise in addressing identified gaps, if any, in the collected supporting documentation, and in completing all the remaining aspects of the assessment;
- proceed with the online submission of the NIE application.


Proposed Support Activities	Expected Output of the Activities	Country/Institution to be Supported	Requested budget* (USD)	Tentative timeline (Completion date)
1. Screening exercise, including an information workshop on the AF and the main features of an operational NIE	<ul style="list-style-type: none"> - Screening report - Check-list of key questions addressed during assessment - Presentation and set of slides - Evaluation sheet 	Cape-Verde	3112	22 September 2014
2. Assessment of institutional capacity and readiness, including a seminar on the AF's accreditation process and the role of an NIE in directly accessing AF resources	<ul style="list-style-type: none"> - Assessment report showing the potential NIE applicant's strengths and weaknesses towards accreditation by the AF - Presentation and set of slides 	Cape-Verde	3316	2 October 2014
3. Collecting supporting documents	<ul style="list-style-type: none"> - List of supporting documents/information collected 	Cape-Verde	8418	15 November 2014

Proposed Support Activities	Expected Output of the Activities	Country/Institution to be Supported	Requested budget* (USD)	Tentative timeline (Completion date)
	<ul style="list-style-type: none"> - Summary of questions addressed by the Adaptation Panel and the Board to applicants during accreditation process - Note on accreditation standards 			
4. Review of the adequacy of all required back-up documentation to ensure it meets the requirements of the AF Accreditation Panel, and filling gaps	<ul style="list-style-type: none"> - Supporting documents check-list - Documentation of the main findings 	Cape-Verde	4541	22 November 2014
5. Submission of the application folder	<ul style="list-style-type: none"> - An application for accreditation as a National Implementing Entity - A one-page summary report 	Cape-Verde	7959	29 November 2014
6. Communication		Cape-Verde	1020	
7. Travel		Cape-Verde	17 041	
8. Workshops and logistics	Documentation of main findings	Cape-Verde	2041	
Total Grant Requested (USD)			47 449	

* See note to the budget in Annex 5

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
Dr Assize TOURE, Centre de Suivi Ecologique (CSE)		12 AOUT 2014	Dethie Soumare NDIAYE	+221338258066 +221776583878	dethie@cse.sn

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>	Date: 12 August 2014
<i>Ester ARAÚJO de BRITO, President of the Administration Council, National Institute of Meteorology & Geophysics, Ministry of Environment Rural Development and Marine Resources (Cape-Verde)</i>	

ANNEX 6: LETTER OF ENDORSEMENT



ADAPTATION FUND

Letter of Endorsement by Government:

CAPE VERDE NATIONAL INSTITUTE FOR METEOROLOGY AND GEOPHYSICS

[03/07/2014]

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

Subject: Endorsement for the CSE (Centre de Suivi Ecologique) proposal to support NIEs (National Implementing Entities) to get accreditation to the Adaptation Fund.

The Adaptation Fund Climate Finance Readiness Programme includes a component aimed at "increased South-South cooperation among accredited (NIEs) and those seeking accreditation".
[Title of Project/Programme]

In my capacity as designated authority for the Adaptation Fund in CABO VERDE, I confirm that the above regional project proposal to be submitted to the "South-South Grant call for proposal", launched under the AF Climate Finance Readiness Programme, is in accordance with the government's climate change adaptation priorities.

The government of Cabo Verde is interested in getting direct access to the Adaptation Fund, through accreditation of a national implementing entity (NIE) with the objective of mobilizing support and funding to support the implementation of adaptation activities to reduce adverse impacts of, and risks, posed by climate change in Cabo Verde.

As a Small Island Developing State (SIDS) Cabo Verde is highly vulnerable to climate change risks and we believe the Adaptation Fund contribution could greatly support building resilience and reducing risks.

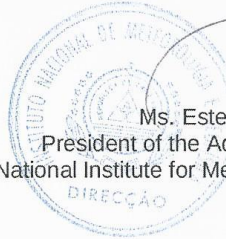
Considering geographical proximity and the experience gained by CSE during this own accreditation process, we are convinced their support would be of the greatest interest for national institutions interested in gaining accreditation.

Accordingly, I am pleased to endorse the above project proposal with support from the Adaptation Fund. If approved, the project will be implemented by CSE to support national stakeholder consultation to identify eligible candidates and their comparative advantage to apply for accreditation and advice the selected entity to prepare the entire accreditation dossier. interested candidates having showed their interest are at this time, the National Institute of Land

Management (under the Ministry of Environment, Housing and Land Management) and the National Engineering Lab.

We look forward to this project to be the beginning of a strengthened partnership with the international adaptation community and a greater engagement of the Adaptation Fund with Cabo Verde.

Sincerely,



Ms. Ester Araújo de Brito
President of the Administration Council
National Institute for Meteorology & Geophysics