



ADAPTATION FUND

## Application for a Grant to support NIE accreditation

Submission Date: 12 August 2014

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

### A. Timeframe of Activity

Start date of activity	<b>September 2014</b>
Completion date of activity	<b>April 2015</b>

### 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.

<b>Year</b>	<b>Type of support provided</b>	<b>Outcome of the support</b>	<b>Country/institution supported</b>
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

<b>Year</b>	<b>Type of support provided</b>	<b>Outcome of the support</b>	<b>Country/institution supported</b>
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.



<b>Proposed Support Activities</b>	<b>Expected Output of the Activities</b>	<b>Country/Institution to be Supported</b>	<b>Requested budget* (USD)</b>	<b>Tentative timeline (Completion date)</b>
1. Screening exercise, including an information workshop on the AF and the main features of an operational NIE	<ul style="list-style-type: none"> <li>- Screening report</li> <li>- Check-list of key questions addressed during assessment</li> <li>- Presentation and set of slides</li> <li>- Evaluation sheet</li> </ul>	Chad	3112	24 January 2015
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"> <li>- Assessment report showing the potential NIE applicant's strengths and weaknesses towards accreditation by the AF</li> <li>- Presentation and set of slides</li> </ul>	Chad	3316	3 February 2015
3. Collecting	<ul style="list-style-type: none"> <li>- List of supporting</li> </ul>	Chad	8418	7 April 2015

<b>Proposed Support Activities</b>	<b>Expected Output of the Activities</b>	<b>Country/Institution to be Supported</b>	<b>Requested budget* (USD)</b>	<b>Tentative timeline (Completion date)</b>
supporting documents	documents/information collected - 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	- Supporting documents checklist - Documentation of the main findings	Chad	4541	14 April 2015
5. Submission of the application folder	- An application for accreditation as a National Implementing Entity - A one-page summary report	Chad	7959	21 April 2015
6. Communication			1020	
7. Travel			19 184	
8. Workshops and logistics	Documentation of main findings		2041	
<b>Total Grant Requested (USD)</b>			<b>49 592</b>	

\* 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>  <i>Nadji TELLRO WAI, Nadji TELLRO WAI, Head of Technical Support Unit, General Secretary of Environment, Ministry of Agriculture and Environment (Chad)</i>	<i>Date: 12 August 2014</i>
--	-----------------------------

## ANNEX 6: LETTER OF ENDORSEMENT



ADAPTATION FUND



REPUBLIQUE DU TCHAD

UNITE – TRAVAIL -PROGRES

PRESIDENCE DE LA REPUBLIQUE

PRIMATURE

MINISTERE DE L'AGRICULTURE ET  
DE L'ENVIRONNEMENT

SECRETARIAT GENERAL  
EN CHARGE DE L'ENVIRONNEMENT

N'Djamena, le 05/08/2014

POINT FOCAL FONDS POUR L'ADAPTATION

N° <sup>bis</sup> 002 /PF-FA/2014

### Lettre d'Endossement par le Gouvernement


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

**Objet:** Endossement pour le soutien dans la procédure d'accréditation des institutions nationales de mise en œuvre à travers la collaboration sud-sud

En ma qualité de représentant de l'autorité désignée du Tchad pour traiter avec le fonds pour l'adaptation, je confirme que le Centre de Suivi Ecologique (CSE) du Sénégal a été sollicité par mon pays à soutenir le processus d'accréditation du Fonds Spécial en faveur de l'Environnement (FSE) comme institution de mise en œuvre du Tchad comme les autres groupes de pays intéressés à bénéficier de ce soutien.

En conséquence, j'ai le plaisir d'approuver le dossier de candidature du FSE à travers le CSE auprès du Fonds d'Adaptation.

Meilleures salutations

  
**NADJI TELLRO WAI**

Head of Technical Support Unit at the General Secretariat of the Environment,  
Ministry of Agriculture and Environment