

Accreditation Application Form

Please fill out all of the background and contact information contained in Section I.

For Sections II-IV, provide a description of how the organization meets the specific required capabilities and attach supporting documentation. Examples of the types of supporting documentation that would provide evidence of meeting the Fund's fiduciary and management standards are included at the end of each of these sections.

SECTION I: Background/Contact

Nominated Entity (if NIE):
Invited Entity (if MIE):
Address:
Country:
Postal Code:
Telephone:
Fax:
Web Address:
Contact Person:
Telephone:
Email:

SECTION II: Financial Management and Integrity

■ Specific Capability Required

- a) Accurately and regularly record transactions and balances in a manner that adheres to broadly accepted good practices, and are audited periodically by an independent firm or organization;
- b) Managing and disbursing funds efficiently and with safeguards to recipients on a timely basis;
- c) Produce forward-looking financial plans and budgets
- d) Legal status to contract with Adaptation Fund Board

■ Description of how entity meets capabilities required

Inventory of Current Organizational Environment	Document References

■ Examples of Supporting Documentation

Required Competency	Verification	Supporting documentation that may be provided
<i>Financial Management and Integrity</i>		

a.	Production of reliable financial statements that are prepared in accordance with internationally recognized accounting standards	Audited Financial Statements
b.	Production of annual external audited accounts that are consistent with recognized international auditing standards	i) Audit Committee's Terms of Reference and ii) External Auditor Reports (if possible)
c.	Production of detailed departmental accounts	Sample of departmental account
d.	Demonstration of use of accounting packages that are recognised and familiar to accounting procedures in developing countries	Description of accounting package used
e.	Demonstration of capability for functionally independent internal auditing in accordance with internationally recognized standards	Policy or other published document that outlines the entity's internal auditing function
f.	Demonstration of use of a control framework that is documented with clearly defined roles for management, internal auditors, the governing body, and other personnel	Policy or other published document that outlines the entity's control framework
g.	Production of financial projections demonstrating financial solvency	Business plan/corporate budgets for the next fiscal year
h.	Demonstration of proven payment/disbursement systems	Procedures describing the payment/disbursement system
i.	Evidence of preparation of corporate, project or departmental/ministry budgets	(same documentation as for g will provide the necessary verification)
j.	Demonstration of ability to spend against budgets	End of calendar year/fiscal year budget report
k.	Demonstration of necessary legal personality if not government department/institution	Documentation of legal status

	l. Demonstration of legal capacity/authority and the ability to directly receive funds	(same documentation as for k will provide the necessary verification)
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SECTION III: Requisite Institutional Capacity

Specific Capability Required

- a) Ability to manage procurement procedures which provide for transparent practices, including in competition
- b) Capacity to undertake monitoring and evaluation
- c) Ability to identify, develop and appraise projects
- d) Competency to manage or oversee the execution of projects/programmes, including ability to manage sub-recipients and to support project/programme delivery and implementation

Description of how entity meets capabilities required

Inventory of Current Organizational Environment	Document References

Examples of Supporting Documentation

Required Competency	Verification	Supporting documentation that may be provided
<i>Requisite Institutional Capacity</i>		
a.	Evidence of procurement policies and procedures at the national level that are consistent with recognized international practice (including dispute resolution procedures)	: Procurement policy, procedures, or guidelines

	b.	Demonstration of existing capacities for monitoring and independent evaluation that are consistent with the requirements of the Adaptation Fund	Policy or other published document that outlines monitoring and evaluation requirements
	c.	Evidence of a process or system, such as a project-at-risk system, that is in place to flag when a project has developed problems that may interfere with the achievement of its objectives, and to respond to redress the problems	Procedures for project-at-risk system or similar process/system
	d.	Demonstration of availability of/access to resources for and track records of conducting appraisal activities	Sample of appraisals undertaken
	e.	Evidence of institutional system for balanced review of projects, particularly for quality-at-entry during design phase	Operational manual or written procedures for project review system
	f.	Evidence of risk assessment procedures in place	Policy or other published document that outlines the risk assessment procedures
	g.	Demonstration of an understanding of and capacity to oversee the technical, financial, economic, social, environmental, and legal aspects of projects and their implications	Sample of project documents and criteria used to monitor project implementation
	h.	Demonstration of competence to execute or oversee execution of projects/programmes	Independent evaluation reports of completed projects/programmes

SECTION IV: Transparency, self-investigative powers, and anti-corruption measures

■ Specific Capability Required

a) Competence to deal with financial mis-management and other forms of malpractice

■ Description of how entity meets capabilities required

Inventory of Current Organizational Environment	Document References

■ Examples of Supporting Documentation

Required Competency	Verification	Supporting documentation that may be provided
<i>Requisite Institutional Capacity</i>		
a.	Demonstration of capacity and procedures to deal with financial mismanagement and other forms of malpractice	Documentation, if existing, supporting avenues for reporting compliance/other business conduct concerns
b.	Evidence of an objective investigation function for allegations of fraud and corruption	Procedures describing the role and authority of the ethics or related administrative support function

