



ADAPTATION FUND

AFB/PPRC.17-18/3
11 January 2016

Adaptation Fund Board
Project and Programme Review Committee

TECHNICAL ASSISTANCE GRANT PROPOSAL FOR BENIN

Background

1. At its twenty-second meeting, the Adaptation Fund Board secretariat (the secretariat) had prepared document AFB/B.22/6 which outlined the possible elements and options for a phased Programme to Support Readiness for Direct Access to Climate Finance for National and Regional Implementing Entities and presented a framework and budget for a first phase of the Programme. Following a discussion of the document, the Board decided to:

- (a) *Approve Phase I of the Readiness Programme as detailed in document AFB/B.22/6, on the basis that it would follow performance-based funding principles;*
- (b) *Take note of the options provided by the secretariat on a programme to support readiness for direct access to climate finance for national and regional implementing entities;*
- (c) *Request the secretariat to submit to the Board intersessionally between the twenty-second and twenty-third meetings, execution arrangements, criteria/eligibility criteria to allocate the funds to the accredited implementing entities for specific activities, as well as a timeline of activities, with a view to start implementing the programme before the twenty-third Board meeting; and*
- (d) *Approve an increase in the Administrative Budget of the Board, secretariat and trustee for FY2014 of US\$ 467,000 for the programme described in AFB/B.22/6, and authorize the trustee to transfer such amount to the secretariat and request the trustee to set aside the balance amount of US\$ 503,000 from the Adaptation Fund Trust Fund resources for subsequent commitment and transfer at the instruction of the Board.*

(Decision B.22/24)

2. At the tenth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 10), the Parties recognized the Readiness Programme of the Adaptation Fund and decided to:

Invite further support for the readiness programme of the Adaptation Fund Board for direct access to climate finance in accordance with decision 2/CMP.10, paragraph 5;

Decision 1/CMP.10

and also decided to:

Request the Adaptation Fund Board to consider, under its readiness programme, the following options for enhancing the access modalities of the Adaptation Fund:

- (a) *Targeted institutional strengthening strategies to assist developing countries, in particular the least developed countries, to accredit more national or regional implementing entities to the Adaptation Fund;*
- (b) *Ensuring that accredited national implementing entities have increased and facilitated access to the Adaptation Fund, including for small-sized projects and programmes;*

Decision 2/CMP.10

3. Upon completion of Phase I of the Readiness Programme, the secretariat had prepared document AFB/B.25/5 which outlined the progress made in Phase I and proposed Phase II of the Readiness Programme, taking into account the results from Phase I of the programme and integrating decision 2/CMP10. Following a discussion of the document, the Board decided to:

Aprove Phase II of the Readiness Programme, as outlined in document AFB/B.25/5, with a total funding of US\$ 965,000, including funding of US\$ 565,000 to be transferred to the secretariat's budget and funding of US\$ 400,000 to be set aside for small grants to National Implementing Entities from resources of the Adaptation Fund trust fund.

(Decision B.25/27)

3. Following the approval by the Board of Phase II of the Readiness Programme, eligible national implementing entities (NIEs) submitted applications for Technical Assistance grants and South-South cooperation grants. The types of eligible support from Technical Assistance grants included but were not limited to (i) Developing procedures/manuals/guidelines for screening projects for environmental and social risks, undertaking project environmental and social risk assessment and for formulating risk management plans (ii) Developing policies/avenues for public disclosure and consultation (iii) Developing transparent and effective grievance handling mechanisms related to the Fund's Environmental and Social Policy, and (iv) Training of select entity staff to carry out the relevant tasks related to the implementation of the Fund's Environmental and Social Policy. To facilitate timely review of applications, the Board, at its twenty sixth meeting decided to:

Request the secretariat to review intersessionally, between the 26th and 27th meetings of the Board, proposals submitted by National Implementing Entities for technical assistance grants and South-South cooperation grants under the Readiness Programme, and to submit the reviews to the PPRC for intersessional recommendation to the Board.

(Decision B. 26/28)

4. It is expected that the Technical Assistance Grants will enable NIEs to source external expertise through short-term consultancies for more targeted technical assistance where such a need is identified to improve their capability to comply with the Fund's environmental and social policy. This may include developing or strengthening a particular function relevant to the policy, such as an environmental and social management system, a risk management system, or familiarization with the principles of the environmental and social policy.

5. All accredited NIEs are eligible to receive grants for technical assistance based on the relevance of the capacity and needs assessment as outlined in document AFB/B.23/5, including the funding cap of 20,000 USD per NIE. For the current review period, eligible NIEs were those that submitted a satisfactory request document that met all of the following criteria as at the time of the 17-18 intersessional review cycle:

- Have been accredited by the Board,
- Have submitted a request document to the secretariat within the given deadline and with a clear description of the areas of support needed and budget for the requested support.

6. Following a call for submission of applications undertaken intersessionally, the secretariat had received applications from NIEs for Technical Assistance Grants. A total of eight NIEs submitted request documents.

7. Of the eight NIEs that submitted request documents, only six were eligible, i.e. the *Centre de Suivi Ecologique* (CSE, Senegal), the South African National Biodiversity Institute (SANBI, South Africa), the Micronesia Conservation Trust (MCT, Micronesia), the *Fundecooperación para el Desarrollo Sostenible* (Costa Rica), the *Fundación Natura* (Panama) and the National Environment Fund (FNE, Benin).

8. The present document introduces the application submitted by the National Environment Fund (FNE) for a Technical Assistance Grant. It includes a request for funding of US\$20,000 outlining the activities to be undertaken by the consultant to support the NIE to comply with the AF's environmental and social policy. The secretariat had reviewed the application by FNE and provided its comments to the applicant for further clarification. The applicant had submitted additional information on the proposal, taking into account the secretariat's comments. The secretariat's initial review and the applicant's additional information to the application/request document are available in the next sections of this document.



Screening of Application for a Technical Assistance Grant to support NIE Assessment and Management of Environmental and Social Risks within projects and programmes

Requesting Country: **Benin**
Requesting NIE: **National Environment Fund (FNE)**

Requested Financing from Adaptation Fund: **US\$ 20,000**

Reviewer and contact person: **Farayi Madziwa**
Co-reviewer(s): **Daouda Ndiaye**
NIE Contact Person: **Mathieu Biaou**

Screening Questions	Score (please select from dropdown menu)	Rating	Assessment
Has this application been endorsed by the Designated Authority of the country?	1	0. No 1. Partially 2. Yes	Section D of the application template has been completed but there is no formal letter of endorsement by the DA attached. According to the application template in the call for applications, the applicant should attach an endorsement letter on official letter head and signed by the DA as an annex to their application.
Is the timeframe of activity adequate?	1	1. Not adequate 2. Somewhat Adequate 3. Adequate	It is not clear when the requested support will commence and when it will be completed. It is advised that FNE revise the reflected completion date of 2012 to an expected current or future date. It would also be useful to indicate the expected number of days or weeks for each types of support activity that FNE has been ticked.
Are the proposed activities to support the NIE to implement the E&S policy of the AFB adequate?	1	1. Not adequate 2. Somewhat Adequate 3. Adequate	No description has been provided of the activities to be undertaken by the consulting company for the identified types of support activity requested. It would be useful to have summarized information of the

			sub-activities that are going to be implemented under each type of support activity (either just bullet points or brief description of how it will be done). Consideration of the requirements of the principles of the Fund's ESP is advised when determining the nature and scope of these activities. It would also be useful to briefly describe the nature and extent of the training to be provided i.e., how many training sessions will be done, and will there be travel and accommodation costs involved?
Based on the proposed activities, is the requested budget reasonable?	2	1. Not Reasonable 2. Reasonable	The requested budget is within the cap for TA grants available to applicants and seems reasonable based on the number of support activities requested. It is advisable however, for FNE to briefly explain how each requested sub-budget of \$5,000 for each type of support activity will be used. This could be achieved by providing the brief description of activities as requested above.

SECRETARIAT'S GENERAL COMMENT (4 December 2015)

<p>(i) Please attach an endorsement letter on official letter head and signed by the DA.</p> <p>(ii) Please indicate the start date and completion date for the requested support in Section A of the application form.</p> <p>(iii) Please provide a brief description (either just bullet points or brief description of how it will be done) of the sub-activities that will be carried out under each type of support activity. Please also give an indication of estimate time, (days or weeks) under each type of support activity e.g. 2 weeks - formulation of screening material; 4 weeks - environment and social assessment and risk management plan; 1 week - training staff etc.</p>

NIE RESPONSE TO THE SECRETARIAT (18 December 2015)

Comment	Issue	Response by NIE
(i)	Please attach an endorsement letter on official letter head and signed by the DA.	An endorsement letter on official letter head by the DA is incorporated in the submission template attached to this comment form
(ii)	Please indicate the start date and completion date for the requested support in Section A of the	Regarding the start and the end dates of program, it is an error that has crept into submission. Here are the new dates to be considered:

	application form.	<ul style="list-style-type: none"> ➤ start date of activity: March 2016 ➤ completion date of activity: March 2017
(iii)	Please provide a brief description (either just bullet points or brief description of how it will be done) of the sub-activities that will be carried out under each type of support activity. Please also give an indication of estimate time, (days or weeks) under each type of support activity e.g. 2 weeks - formulation of screening material; 4 weeks - environment and social assessment and risk management plan; 1 week - training staff etc	<p>Brief description of the sub activities, estimated time to complete each activity and sub-activity.</p> <p>The description of activities and the estimated time to complete each activity and sub-activity is contained in the activity table below:</p>

Activity Table: Response to secretariat's comment (iii)

Activity 1: Development of procedures manual/guidelines for screening projects for environmental and social risks.					
Sub-activities	Budget (\$US)	Start date of sub-activity	Duration (days or weeks)	End date of sub -activity	Description of tasks
Developing Terms of Reference (TOR)	0	March 01, 2016	01 week	07 Mars 2016	
Validation of Terms Of Reference (TOR) based on the PES document of the Adaptation Fund	0	March 10	01 day	March 10	Working session between FNEC staffs and the consultant and few external resourceful people
Signature of service contract	0	March 11	03 days	March, 15, 2016	Developing contract, approval by both Parties (FNEC and Consultants) signature of the contract by the CEO FNEC and the Consultant, registration of the contract in the service are as by the Consultant
Preparation of the document	4000	March 16, 2016	08 weeks	May 15, 2016	Documentary review Developing an interview guide to the departments of Ministry in

					charge of PES in Benin Produce a document that defines the procedures for the identification of the environmental and social risks of the projects, in compliance with PES of the Adaptation Fund and the Framework Law on the Environment in Benin
Validation document	of 400	May 23, 2016	01 day	May 23, 2016	A committee constitutes of FNEC staffs, especially members of the environmental and social section and few external resourceful people will assess and validate the document.
Disclosure document	of 600	May 27, 2016	01 day	May 27, 2016	A dissemination session of the document gathering FNEC staffs and project sponsors is organized. Hard copies of this document are multiplied and made available
TOTAL	5.000				

Activity2: Development of procedures manual/guidelines for undertaking project environmental and social risk assessment and for formulating risk management plans.

Sub-activities	Budget (\$US)	Start date of sub-activity	Duration (days or weeks)	End date of sub -activity	Description of tasks
Development of Terms of Reference (TOR)	0	May 30, 2016	05 days	June 3,2016	
Validation of Terms Of Reference (TOR) based on the PES document of the Adaptation Fund	0	May 6, 2016	01 day	June 6, 2016	Working session between FNEC staffs and the consultant and few external resourceful people
Signature of service contract	0	June 7, 2016	03 days	June 9, 2016	Developing contract, approval by both Parties (FNEC and Consultants) Signature of the contract by the CEO FNEC and the Consultant, registration of the contract in the service are as by the Consultant
Preparation of the document	4000	June 10, 2016	08 weeks	August 8, 2016	Documentary review Developing an interview guide to the departments of Ministry in

					charge of PES in Benin Produce a document that defines the procedures for the identification of the environmental and social risks of the projects, in compliance with PES of Adaptation Fund and the Framework Law on the Environment in Benin
Validation of document	400	August 15, 2016	1 day	August 15, 2016	A committee constitutes of FNEC staffs, especially members of the environmental and social section and few external resourceful people will assess and validate the document.
Disclosure of document	600	August 22, 2016	01 day	August, 22, 2016	A dissemination session of the document gathering FNEC staffs and project sponsors is organized. Hard copies of this document are multiplied and made available
TOTAL	5.000				

Activity 3: Development of transparent and effective mechanisms for receiving and resolving complaints about environmental and social harms caused by the projects / programs during the course of implementation of AF supported projects/programs.

Sub activity	Budget (\$US)	Start date of sub-activity	Duration (days or weeks)	End date of sub -activity	Description of tasks
Developing Terms of Reference (TOR)	0	September1, 2016	5 days	September, 6, 2016	
Validation of Terms Of Reference (TOR) based on the PES document of the Adaptation Fund	0	September 12, 2016	01 day	September 12, 2016	Working session between FNEC staffs and the consultant and few external resourceful people
Signature of service contract	0	September 13, 2016	03 days	September 16, 2016	Developing contract, approval by both Parties (FNEC and Consultants) Signature of the contract by the CEO FNEC and the Consultant, registration of the contract in the service are as by the Consultant
Preparation of the document	4000	September 19, 2016	08 weeks	November 11, 2016	Documentary review Developing an interview guide to the departments of Ministry in

					charge of PES in Benin Produce a document that defines the procedures for the identification of environmental and social risks of the projects, in compliance with PES of Adaptation Fund and the Framework Law on the Environment in Benin
Validation of document	400	November 21, 2016	01 day	November 21, 2016	A committee constitutes of FNEC staffs, especially members of the environmental and social section and few external resourceful people will assess and validate the document.
Disclosure of document	600	November 29, 2016	01 day	November 29, 2016	A dissemination session of the document gathering FNEC staffs and project sponsors is organized. Hard copies of this document are multiplied and made available
TOTAL	5.000				

Activity 4 : Training of select entity staff to carry out the relevant tasks related to the implementation of the environmental policy of the Adaptation Fund

Sub-activities	Budget	Start date of sub-activity	Duration (days or weeks)	End date of sub -activity	Description of tasks
Developing Terms of Reference (TOR)	0	December 1, 2016	05 days	December7, 2016	
Validation of Terms Of Reference (TOR) based on the PES document of the Adaptation Fund	0	December 13, 2016	1 day	December 13, 2016	Working session between FNEC staffs and the consultant and few external resourceful people
Signature of service contract	0	December 15, 2016	05 days	December 20, 2016	Developing contract, approval by both Parties (FNEC and Consultants) Signature of the contract by the CEO FNEC and the Consultant, registration of the contract in the service are as by the Consultant
Preparation of training documents	0	December 21, 2016	Two weeks	January 6, 2017	Development of training records by the Consultant

Training	\$5000	January 23, 2017	01 Week	January 31, 2017	-Presentation of PES document of Adaptation Fund -Study with participants from 14 PES principles, followed by practical exercises -Study case to be assessed for each participation
Assessment of the general report	0	February 6, 2017	02 weeks	February, 17, 2017	
Introducing report of assessment to the AF Secretary	0	March, 2017	-	-	



ADAPTATION FUND

Request for assistance in complying with the Fund's Environmental and Social Policy

Submission Date: 28/09/2015

Adaptation Fund Grant ID:

Country/ies: BENIN

Implementing Entity: National Environment Fund

A. Timeframe of Activity

Start date of activity	1 st January
Completion date of activity	31 December 2012

B. Type of support requested

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

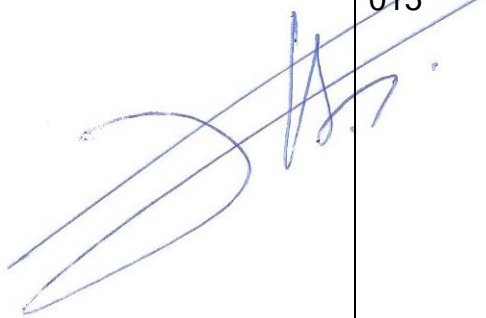
Types of Support Activities	Support requested (please check the relevant case)	Type/name of provider of requested support ¹	Requested budget (USD)
Development of procedures manual/guidelines for screening projects for environmental and social risks	✓	GUEDEGBE Bonaventure/ OGOUNIYI Jérémie Tél: 00 229 97 78 65 45/ 94 01 00 58 Email: dciconsults@yahoo.fr	5000 \$ US
Development of procedures manual/guidelines for undertaking project environmental and social risk assessment and for formulating risk management plans	✓	GUEDEGBE Bonaventure/ OGOUNIYI Jérémie Tél: 00 229 97 78 65 45/ 94 01 00 58 Email: dciconsults@yahoo.fr	5000 \$ US

¹ Specify if it is an institution, consulting firm or individual consultant. When possible, provide the name of the institution, firm or individual identified or selected.

Development of a policy/avenues for public disclosure and consultation			
Development of transparent and effective mechanisms for receiving and resolving complaints about environmental and social harms caused projects/programs during the course of implementation of AF supported projects/programs	✓	GUEDEGBE Bonaventure/ OGOUNIYI Jérémie Tél: 00 229 97 78 65 45/ 94 01 00 58 Email: dciconsults@yahoo.fr	5000 \$ US
Training of select entity staff to carry out the relevant tasks related to the implementation of the E&S Policy	✓	GUEDEGBE Bonaventure/ OGOUNIYI Jérémie Tél: 00 229 97 78 65 45/ 94 01 00 58 Email: dciconsults@yahoo.fr	5000 \$ US
Other type of support requested (please describe)			
Total Grant Requested (USD)			20.000 \$ US

C. 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
ALIGBO NON Bernadin		28/09/2015	BIAOU Mathieu	00229 95 57 25 90	biaoumathieu@yahoo.fr

D. Record of endorsement on behalf of the government

Provide the name and position of the government official, Designated Authority of the Adaptation Fund, and indicate date of endorsement. The endorsement letter should be attached as an annex to the request.

<i>(Enter Name, Position, Ministry) DJIBRIL Ibila, Point Focal National de la Convention Cadre des Nations Unies sur les Changements Climatiques, Autorité National Désignée du Fonds d'Adaptation (Ministère de l'Environnement Chargé de la Gestion des Changements Climatiques, du reboisement et de la Protection des ressources Naturelles et Forestières).</i>	Date: 28/09/2015
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ANNEXES

ANNEX 1

REPUBLIQUE DU BENIN

Fraternité - Justice - Travail

MINISTRE DE L'ENVIRONNEMENT CHARGE DE LA GESTION DES CHANGEMENTS CLIMATIQUES,
DU REBOISEMENT ET DE LA PROTECTION DES RESSOURCES NATURELLES ET FORESTIERES



FONDS NATIONAL POUR L'ENVIRONNEMENT ET LE CLIMAT

Cotonou, le 18 DEC 2015

N° 1046 / DGFNEC/MECGCCRPRNF/DMRF/SP

To

Ms Marcia LEVAGGI
Manager
Secrétariat du Fonds
d'Adaptation.

WASHINGTON USASubject: Transmission of responses to the comments of the Secretariat

Dear Manager,

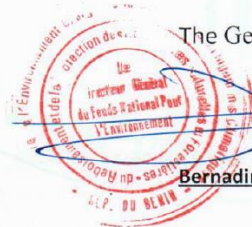
I have the honor to transmit the responses to comments made on the capacity building program on environmental and social policy of the Adaptation Fund submitted to your institution.

This letter is accompanied by the submission form that integrates the endorsement of the Designated National Authority and on which there were mistakes on the start and the end dates of the program. So, the unsigned form was inadvertently sent to you.

It is also attached to this letter the response provided which is below the various comments made by the Secretariat. The new dates to be considered, the description of sub-activities the amount for the implementation and the time associated with each sub-activity are all included.

Hoping to have met all your concerns, please accept, Madam Director, the expression of my frank collaboration.

The General Director,



Bernadin ALIGBONON

PJ : 02

ANNEX 2

REPUBLIQUE DU BENIN

Fraternité - Justice - Travail

MINISTRE DE L'ENVIRONNEMENT CHARGE DE LA GESTION DES CHANGEMENTS CLIMATIQUES,
DU REBOISEMENT ET DE LA PROTECTION DES RESSOURCES NATURELLES ET FORESTIERES



FONDS NATIONAL POUR L'ENVIRONNEMENT ET LE CLIMAT

Cotonou, le 18 DEC 2015

N° 1048/DGFNEC/MECGCCRPNF/DMRF/SP

A

Madame Marcia LEVAGGI
Directrice du Secrétariat du Fonds
D'Adaptation.

WASHINGTON USAObjet : Transmission des réponses aux observations du Secrétariat.

Madame la Directrice,

J'ai l'honneur de vous transmettre les réponses apportées aux commentaires faits sur le programme de renforcement de capacité sur la politique environnementale et sociale du Fonds d'Adaptation soumis à votre institution.

Cette lettre est accompagnée du formulaire de la soumission qui intègre l'endossement de l'Autorité Nationale Désignée (AND) et sur laquelle il y a des erreurs de dates de démarrage et de fin du programme. C'était donc par inadvertance que le formulaire non signé par l'AND vous a été balancé.

Il est aussi joint à cette lettre la réponse apportée qui se trouve à la suite des différents commentaires faits par le Secrétariat. Les nouvelles dates à considérer y figurent de même que la description des sous activités, le montant de mise en œuvre et l'échéance associés à chaque sous activité.

Dans l'espoir d'avoir satisfait à toutes vos préoccupations, veuillez agréer, Madame la Directrice, l'expression de ma franche collaboration.

Le Directeur Général du Fonds National
pour l'Environnement et le Climat,

Bernardin ALIGBONON

PJ : 02