



ADAPTATION FUND

Readiness Programme
for Climate Finance

Climate Finance Readiness Seminar for NIEs #3

Wednesday 13 – Friday 15 July 2016
Floor 2, Room 220, I-Building, 1850 I Street N.W., Washington, DC

Overall Seminar Facilitator: Ms. Argene Carswell

Day 1 (Wednesday, 13 July)

- 8:00-9:00am **Arrival, breakfast and registration**
- Participants will pick up visitor passes at the I Building reception desk*
- 9:00-9:15am **Welcome and introduction**
- Ms. Marcia Levaggi, Manager, AFB secretariat
- 9:15-9:30am Introductions by all
- 9:30-10:00am **Session 1: Status of the Adaptation Fund**
- A presentation of recent developments at the Fund*
- Mr. Mikko Ollikainen, Senior Climate Change Specialist, AFB secretariat
- 10:00-11:00am **Session 2: The AF project cycle process: Roles and responsibilities at the country level**
- A presentation on the AF project full cycle including roles and responsibilities of the DA, NIE, EE and project beneficiaries*
- Mr. Daouda Ndiaye, Senior Climate Change Specialist, AFB secretariat
- 11:00-11:15am Coffee break
- 11:15am-12:15pm **Session 3: Introduction to new policies and update to policies under review**
- A presentation on the AF gender policy and how it is related to the ESP. This session will also provide an opportunity to discuss updates that have been made to other AF policies and guidance documents*
- Ms. Young Hee Lee, Operations Analyst, AFB secretariat
 - Mr. Daouda Ndiaye, Senior Climate Change Specialist, AFB secretariat

- 12:15-1:15pm **Session 4: Brief overview of the AF Readiness Programme and launch of available grants in 2016/2017**
- A presentation of the AF Readiness Programme and NIE experiences in using South-South cooperation grants to support accreditation of other NIEs. This session will include a launch by the AFB secretariat for readiness grants for 2016/2017.*
- Mr. Farayi Madziwa, Programme Officer, AFB secretariat
- 1:15-2:15pm Lunch
- 2:15-2:45pm **Session 5: Re-Accreditation process of the Adaptation Fund**
- A presentation on the process and criteria for implementing entities to get re-accredited with the Fund and a discussion on the benefits of retaining accreditation with the Fund.*
- Ms. Silvia Mancini, Operations Officer, AFB secretariat
- 2:45-4:00pm **Session 6: Establishing a Grievance Handling Mechanism for the ESP and Gender Policies**
- This will be a follow to session 4 and will be facilitated by the World Bank Inspection Panel. The session will consist of a case study on the establishment of grievance handling mechanisms for environmental and social as well as gender complaints. The case study will respond to the question: “what would be best practice in terms of setting up a grievance mechanism at the institutional level?”*
- Ms. Dilek Barlas, Executive Secretary, Inspection Panel of the World Bank
- 4:00-4:15pm Coffee break
- 4:15-5:00pm **Session 7: Accreditation workflow**
- Silvia Mancini, Operations Officer, AFB secretariat
- 5:00-7:00pm Reception and networking

Day 2 (Thursday, 14 July)

- 8:00-9:00am Arrival and Breakfast
- 9:00-10:30am **Session 8: Complying with the Fund’s Environmental and Social Policy and gender Policy**
- A presentation of the 15 principles of the Fund’s environmental and social policy will be made, including a description of how to demonstrate compliance with the policy principles at the concept or proposal submission stage and at the project implementation stage. An interactive exercise will be presented for NIEs to cover both stages.*
- Mr. Dirk Lamberts, Environmental and Social Safeguards expert
- 10:30-11:15am **Session 9: Meeting the project review criteria**
- A presentation on the AF proposal review criteria and AF experiences in project*
- Mr. Daouda Ndiaye, Senior Climate Change Specialist, AFB secretariat
- 11:15-11:30am Coffee break
- 11:30am-12:45pm **Panel discussion – Getting started on the ground: challenges faced in concept and proposal submission**

NIE will share their experiences in completing the AF request for funds project template and an identification of the challenges they face in project and concept submission. They will share how they have overcome these challenges and engage in a question and answer dialogue with participants on the floor in a question and answer process to enhance understanding of the concept and proposal design phase of projects and factors central to submitting good quality proposals for Board approval.

- Ms. Aissata Boubou Sall, M&E Officer, CSE (Senegal)
- Mr. D.K. Mishra, General Manager, NABARD (India)
- Ms. Claudia Godfrey, Director of Development and Supervision, PROFONANPE (Peru)

12:45-1:45pm

Lunch

1:45-2:45pm

Session 10: Monitoring project performance – AF results based management tools for Monitoring, Reporting and Evaluation

Presentation about the results based management tools for Monitoring, Reporting and Evaluation processes including the Fund's results framework and Project Performance Report (PPR) template. The Climate Investment Funds (CIF) will also share their experiences and lessons learnt on monitoring project performance.

- Ms. Sandra Romboli, Senior M&E Specialist, CIF
- Mr. Hugo Remaury, Adaptation Associate, AFB secretariat

2:45-3:45pm

Session 11: Panel discussion - Implementation of adaptation projects, challenges faced from Board approval to project inception – Experiences from IEs

Representatives of implementing entities will share experiences and lessons learned in implementation of adaptation projects, focusing on the technical aspects and the approaches.

- Mr. Ayub Ndaruga, Director for environmental education, information and public participation, NEMA (Kenya)
- Mr. Mpfunzeni Tshindane, SANBI (South Africa)
- Ms. Hazar Badran, Head of World Bank Group and UN Agencies Division, MOPIC (Jordan)

3:45-4:00pm

Coffee break

4:00-4:40pm

Session 12: Readiness support and tools from the international community

CTCN will present on the type of readiness support they provide to countries, the tools available to countries through the support they offer and the modalities through which countries can access the readiness support.

- Mr. Jason Spensley, Climate Technology Manager, UNFCCC Climate Technology and Centre Network (CTCN)

4:40-6:00pm

Session 13: Communication and stakeholder management

A presentation and dialogue with NIEs on how to communicate project results. The discussion will focus on identifying different communication formats, communication platforms, and how to identify and work with multiple stakeholders as well as gather useful media throughout the life of the project. The presentations will be followed by a short interactive exercise on communication tools and using the media.

- Ms. Inna Dubinsky, Development and International Media Training, US International Broadcasting Bureau (Washington DC, USA)
- Mr. Mark Sugg, communications consultant (USA)

6:00-6:15pm

Closing remarks

- Ms. Marcia Levaggi, Manager, AFB secretariat

Day 3 (Friday, 15 July)

(Sessions for National and Regional Implementing Entities)

8:00 – 9:00am Arrival and Breakfast

9:00-11:00am **Session 14: NIE Community of practice**

Implementing entities and the secretariat discuss the development of a community of practice for continued dialogue and exchange of information, resources and interaction with experts. The dialogue will be guided by the following structure:

1. *Background to the idea of the community of practice and process to date*
2. *What is the purpose/objective of the community of practice?*
3. *What should the community of practice look like e.g. group email platform, web based platform like C4Dev, other?*
4. *How would it work? Here issues to consider are roles and responsibilities e.g. between the secretariat and participants. Need to emphasize the need for commitment by participants to keep the platform “alive”/active.*
5. *What tools can be used to support knowledge learning and exchange on the platform e.g. sharing videos, case studies, documents etc?*
6. *What are the General Rules/code of conduct for engaging on the platform?*
7. *Immediate actions for operationalizing the community of practice.*

11:00am-1:00pm

Clinics on the Fund’s project cycle, environmental and social policy and gender policy, reaccreditation and accreditation workflow, readiness small grants. Clinics include short video interviews with select NIEs.

Representatives of accredited NIEs and RIEs are invited to attend the clinics. In the clinics, participants will have the opportunity to interact one-on-one with secretariat staff and environmental and social safeguards experts to ask questions and gain a clear understanding on project proposal requirements. Clinics will also include one-on-ones with secretariat staff on the re-accreditation process and requirements as well as Q&A for readiness small grants. In parallel with the clinics, representatives are invited to have short video interviews on their AF project experience/plans. The interview themes may cover: a) concrete adaptation benefits your country will get as a result of AF project, b) relevance of the project in the life of ordinary people and vulnerable communities, and c) experience of direct access project implementation compared to the conventional financing model.

1:00-2:00pm

Lunch

2:00-5:00pm

Continuation of clinic sessions and short video interviews

* **The end** *