



ADAPTATION FUND

27 September 2016

Adaptation Fund Board

Effectiveness and efficiency of the accreditation process: finalized accreditation guidance note on the environmental and social policy and gender policy

Having considered the accreditation guidance note on the environmental and social policy (schedule 8) and gender policy (schedule 9) which was prepared in accordance with Decision B.27/27, the Adaptation Fund Board decided to approve the guidance note as attached to Annex I to this decision.

Decision B.27-28/28

ANNEX I: Accreditation guidance note on environmental and social policy (Schedule 8) and gender policy (Schedule 9)

Schedule 8

Elements of compliance with the Environmental and Social Policy

The following checklist provides an explanation of what the Accreditation Panel requires when it reviews an application to be accredited or maintain accreditation to confirm the IE's commitment and capacity to comply with the Environmental and Social Policy (ESP) approved in November 2013 and updated in March 2016. The Accreditation Panel will review the environmental and social management system (ESMS) of the IE to determine whether it is capable of delivering compliance with the ESP in the implementation of the Fund's projects/programmes.

The elements of an ESMS are: identification of risks through screening and identification of impacts through assessment; formulation and implementation of environmental and social management plans; IE organizational capacity and competence; stakeholder engagement; monitoring and reporting; and a grievance mechanism.

The Accreditation Panel will assess whether the IE has the capacity and commitment to deal with the risks of environmental and social harms caused by projects¹ and whether a grievance mechanism is available. The applicant will provide (evidence-based) supporting documents for the following:

a) Commitment:

Evidence (on the IE's website) of a public statement that comes from IE's top management emphasizing a policy adhering to Environmental and Social policy (ESP) including having a grievance mechanism.

b) Capacity:

An effective and functional policy, process and procedures (on the IE's website), and the IE's organizational capacity and competence that guide the identification of risks through screening and of impacts through assessment; formulation and implementation of environmental and social management plans; stakeholder engagement and public disclosure; and monitoring and reporting. In particular:

i) Institutional framework for environmental and social management risks identification and management, including appointment of a designated staff member; a written commitment from top management to comply with the ESP;

ii) Ability to undertake or procure and supervise environmental and social impact assessments, or similar methods to assess the potential environmental and social risks of projects;

iii) Ability to identify or procure and supervise services to identify measures to avoid, minimize and/or mitigate adverse environmental and social risks (ability to ensure these are considered/

¹ The term 'project' also refers to 'programs.'

reflected in project appraisal and completion reports) and set up environmental and social management plan; and/or

iv) Monitoring and evaluation process that reflects its capacity to monitor risks and mitigation/management strategies during project implementation.

c) Complaints handling and oversight reporting:

i. Process:

A demonstration of the effectiveness of the structure, process, procedures as well as the technical and resource capacity to receive, investigate and deal with the complaints related to environmental and social review procedures.

- *If the grievance mechanism resides outside of the IE, then the Accreditation Panel will review the effectiveness of the external mechanism including the applicable arrangements made for the services with the applicant and the applicants monitoring thereof.*
- *If the grievance mechanism is IE project-specific, the Accreditation Panel will review a similar arrangement for a previous or ongoing project to verify the effectiveness of a project-specific mechanism.*

ii. Oversight:

There should be evidence of periodic oversight reporting of activities related to these complaints to the IE's Board of Directors or Governing Body. The reporting should include data on investigation cases in terms of number of cases, types of allegations and summary of the status and actions taken.

Schedule 9

Elements of compliance with the AF Gender Policy

The following checklist relating to the Adaptation Fund's Gender Policy and a complaints mechanism provides an explanation of what the Accreditation Panel requires when it reviews an application of an organization that applies to become accredited or maintain accreditation as an Implementing Entity (IE).

The Gender Policy of the Adaptation Fund approved in March 2016 indicates that: *"The Fund and its implementing partners shall strive to uphold women's rights as universal human rights and to attain the goal of gender equality and the equal treatment of women and men, including the equal opportunities for access to Fund resources and services, in all Fund operations through a gender mainstreaming approach"*

"Potential implementing entities (NIEs, RIEs, or MIEs) will submit their application applications to the secretariat together with the required supporting documentation to verify how they meet the fiduciary standards and their commitment and ability to comply with the environmental and social policy and the Gender policy". (Para 36 (b), OPG). The assessment criteria are based on confirming the IE's capacity,

commitment and complaint mechanisms (3Cs) to adhere to the AF Gender policy. The applicant will provide supporting documents to demonstrate the following:

Commitment

i.. Evidence (on the IE's website) of a public statement that comes from IE's top management emphasizing gender mainstreaming for all programmes and projects financed by the Entity including a grievance mechanism.

Capacity

IEs shall provide documentary evidence of its institutional capacity to apply the Fund's Gender Policy and ability to implement it. An IE may demonstrate this capacity by providing evidence of its:

- i. Institutional framework for gender mainstreaming, including appointment of a designated expert staff member; a written commitment from top management to gender equality, etc.;
- ii. Relevant policies, strategies or action plans that address gender equality and gender-responsive activities, or track-records that demonstrate effective implementation;
- iii. Ability to undertake socioeconomic and gender assessments, or similar methods to assess the potential roles, benefits, impacts and risk for marginalized groups (women, men and children);
- iv. Ability to identify measures to avoid, minimize and/or mitigate adverse gender mainstreaming impacts (ensure these are considered/ reflected in project appraisal and completion reports); and/or
- v. Monitoring and evaluation process that reflects its gender mainstreaming efforts, including the use of gender-disaggregated indicators, and can provide social and gender expertise during project implementation. (Gender mainstreaming to be included as a consideration at project appraisal, completion and independent evaluation, and reflected in these reports where necessary).

Complaints handling and oversight reporting:

i. Process:

A demonstration of the effectiveness, fairness, and transparency of the structure, process, procedures as well as the technical and resource capacity to receive, investigate and deal with the complaints related to gender inequality.

- If the grievance mechanism resides outside of the IE, then the Accreditation Panel will review the effectiveness of the external mechanism including the applicable arrangements made for the services with the applicant and the applicants monitoring thereof.
- If the grievance mechanism is IE project-specific, the Accreditation Panel will review a similar arrangement for a previous or ongoing project to verify the effectiveness of a project-specific mechanism.

ii. Oversight:

There should be evidence of periodic oversight reporting of activities related to gender inequality complaints to the IE's Board of Directors or Governing Body. The reporting should include data on investigated cases in terms of number of cases, types of allegations and summary of the status and actions taken.