



## Application for a Grant to support NIE accreditation

Submission Date: 25 September, 2017

Adaptation Fund Grant ID:  
Country/ies: Cote d'Ivoire  
Implementing Entity: Centre de Suivi Ecologique (CSE)

### A. Timeframe of Activity

|                                |            |
|--------------------------------|------------|
| Expected start date of support | March 2018 |
| Completion date of support     | March 2019 |

### B. Experience participating in, organizing support to, or advising other NIE candidates

The CSE has been repeatedly invited by various actors (Development Agencies, CSOs, Projects 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. To date, CSE has provided technical assistance to eight (8) countries in the framework of the AF Readiness Programme.

| Year | Type of support provided  | Outcome of the support  | Country/institution supported   |
|------|---|---|---|
| 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 (FNE) |

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| 2014 | Technical advice on grant management (type of bank account used), payment of services, procurement process, implementation             | Better understanding of procedures put in place by the CSE regarding grant management, procurements and implementation arrangements | 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 | 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)            |
| 2015 | Readiness technical assistance   | Experience sharing on AF accreditation process  | Chad / Fonds Spécial pour l'Environnement (FSE)                      |
| 2015 | Readiness technical assistance   | Experience sharing on AF accreditation process  | Niger / Banque Agricole du Niger (BAGRI)                             |
| 2015 | Readiness technical assistance   | Experience sharing on AF accreditation process  | Cape-Verde / Agence Nationale de l'Eau et de l'Assainissement (ANAS) |
| 2015 | Delivery partner   | Supporting countries for the implementation of the Green Climate Fund Readiness programme   | Senegal  |
| 2015 | Delivery partner   | Supporting countries for the implementation of the Green Climate Fund Readiness programme   | Djibouti   |

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| 2015 | Delivery partner                              | Supporting countries for the implementation of the Green Climate Fund Readiness programme         | Democratic Republic of Congo  |
| 2016 | Readiness technical assistance                | Experience sharing on AF accreditation process  | Mali/ Agence de l'Environnement et du Développement Durable (AEDD)  |
| 2016 | Readiness technical assistance                | Experience sharing on AF accreditation process  | Sierra Leone/ Ministry of Finance and Economic Development (MOFED)  |
| 2016 | Readiness technical assistance                | Experience sharing on AF accreditation process  | Guinea / Centre d'Etude et de Recherche en Environnement (CERE)   |
| 2016 | Delivery partner                              | Supporting countries for the implementation of the Green Climate Fund Readiness programme         | Togo  |
| 2016 | Delivery partner                              | Supporting countries for the implementation of the Green Climate Fund Readiness programme         | Chad  |
| 2016 | Capacity building                             | Enhanced capacity for French speaking countries for a better access to Climate Funds (AF and GCF) | Burkina Faso, Chad, Côte d'Ivoire, Djibouti, DRC, Gabon, Guinea, Haiti, Madagascar, Mali, Niger, Senegal, Togo (Funded by the IFDD/OIF) |
| 2016 | Sharing of experience of achieving AF project | Experience sharing  | National Environment Management Authority (NEMA) of Kenya (with financial support from WRI)   |
| 2017 | Readiness technical assistance                | Experience sharing on AF accreditation process  | Togo / Office de Développement et d'Exploitation des Forêts (ODEF)  |
| 2017 | Readiness technical assistance                | Experience sharing on AF accreditation process  | Burundi / Fonds de Promotion pour l'Habitat Urbain (FPHU)   |

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| 2017 | Delivery partner | Supporting countries for the implementation of the Green Climate Fund Readiness programme | Cote d'Ivoire |
|------|------------------|---|---------------|

### **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). A screening exercise will be performed using the guidance and the evaluation sheet (Annex 2) based on criteria and guidance provided by the AF (Annex 1).

Once the appropriate candidate is identified, a five-man committee will be established within the selected organization, but including the DA. The members of this committee will be chosen based on their availability and capacity for collecting required supporting documentation. This committee will be tasked to work in close cooperation with the CSE 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 or any other relevant tool or approach.
- 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.
- address comments made by the AF Secretariat and/or the Accreditation Panel following the online submission.

| <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>  | Cote d'Ivoire                               | 3,000                         | 30 March 2018                               |
| 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 and recommendations</li> <li>- Presentation and set of slides</li> </ul>   | Cote d'Ivoire                               | 2,400                         | 16 April 2018                               |
| 3. Collecting supporting documents <ul style="list-style-type: none"> <li>- Collecting and analyzing relevant supporting documents for each performance criteria required in the application form</li> <li>- Review of questions raised by the Accreditation Panel during previous applications (to better understand what is expected)</li> <li>- Preparing and sharing a note on accreditation standards (to better understand what is expected)</li> </ul> | <ul style="list-style-type: none"> <li>- List of supporting documents/information collected</li> <li>- Summary of questions addressed by the Adaptation Panel and the Board to applicants during accreditation process</li> <li>- Note on accreditation standards</li> </ul> | Cote d'Ivoire                               | 8,700                         | 15 May 2018                                 |

| <b>Proposed Activities</b>  | <b>Support</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> |
|---|----------------|---|---|-------------------------------|---|
| 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   |                |   | Cote d'Ivoire                               | 7,200                         | 15 August 2018                              |
| <ul style="list-style-type: none"> <li>- Checking the documents collected against AF requirements</li> <li>- Identifying potential gaps or weaknesses</li> <li>- Providing guidance on how to overcome issues identified</li> <li>- Supporting the task-force in organizing supporting documents</li> </ul> |                | <ul style="list-style-type: none"> <li>- Supporting documents check-list</li> <li>- Documentation of the main findings</li> </ul>                           |   |                               |   |
| 5. Translation of supporting documents  |                | Supporting documents in English   | Cote d'Ivoire                               | 2,600                         | 01 October 2018                             |
| 6. Submission of the application folder   |                | <ul style="list-style-type: none"> <li>- An application for accreditation as a National Implementing Entity</li> <li>- A one-page summary report</li> </ul> | Cote d'Ivoire                               | 8,400                         | 14 January 2019                             |
| 7. Communication  |                |   | Cote d'Ivoire                               | 1000                          |   |
| 8. Travel   |                |   | Cote d'Ivoire                               | 14,700                        |   |
| 9. Workshops and logistics  |                | Documentation of main findings  | Cote d'Ivoire                               | 2,000                         |   |
| <b>Total Grant Requested (USD)</b>  |                |   |   | 50,000                        |   |


## D. Implementing Entity

This request has been prepared in accordance with the Adaptation Fund Board's procedures

| Head of<br>Implementing<br>Entity                               | Signature   | Date (Month,<br>day, year) | Implementing<br>Entity Contact<br>Person | Telephone                              | Email<br>Address |
|---|---|----------------------------|--|--|------------------|
| Dr Assize<br>TOURE<br>Centre de<br>Suivi<br>Ecologique<br>(CSE) | <br>05 SEP. 2017 |                            | Dethie S. Ndiaye                         | +221<br>338258066<br>+221<br>776583878 | 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.

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|---|--|
| <b>Mr. Jean Douglas ANAMAN</b><br>Head of Adaptation Unit<br>National Climate Change Programme<br>Ministry of Urban Sanitation Environment, and<br>Sustainable Development<br>Côte d'Ivoire | Date: 15 September, 2017<br> |
|---|--|



## ANNEX 6: LETTER OF ENDORSEMENT

MINISTRY OF URBAN SANITATION,  
ENVIRONMENT AND SUSTAINABLE  
DEVELOPMENT

NATIONAL CLIMATE  
CHANGE PROGRAMME

REPUBLIQUE DE COTE D'IVOIRE

*Union – Discipline – Travail*



N° 00227 / MINSEDD / CAB1 / PNCC / jda

Abidjan, le

15 SEPT 2017

### Letter of Endorsement by Government of Côte d'Ivoire

To: **The Adaptation Fund Board**  
c/o Adaptation Fund Board Secretariat  
Email: [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org)  
Fax: 202 522 3240/5

**Subject:** Endorsement for support in NIE accreditation

In my capacity as designated authority for the Adaptation Fund in Côte d'Ivoire, I confirm that Centre de Suivi Ecologique (CSE) has been requested by my government to support the process of accreditation of a National Implementing Entity for the Adaptation Fund in my country.

Accordingly, I am pleased to endorse the grant proposal submitted by Centre de Suivi Ecologique (CSE) for funding from the Adaptation Fund.

Sincerely,

**Jean Douglas ANAMAN**  
Head of Adaptation Unit at  
National Climate Change Programme