



ADAPTATION FUND

AFB/PPRC.22-23/1
29 May 2018

Adaptation Fund Board
Project and Programme Review Committee

PROPOSAL TO PROVIDE NIE ACCREDITATION SUPPORT SERVICES IN BURUNDI AND MALI (*READINESS SUPPORT PACKAGE GRANT*)

Background

1. At its twenty-second meeting, the Adaptation Fund Board Secretariat (the secretariat) presented 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 introduced 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:

Approve 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)

4. At its twenty-seventh meeting, the Board decided to integrate the Readiness Programme into the Adaptation Fund (the Fund) work plan and budget and set aside funding for small grants to be directly transferred from the resources of the Adaptation Fund Trust Fund. At this meeting, the Board decided to:

a) *Take note of the progress report for phase II of the Readiness Programme;*

b) *Integrate the Readiness Programme into the Adaptation Fund work plan and budget; and*

c) *Approve the proposal for the Readiness Programme for the fiscal year 2017 (FY17), comprising its work programme for FY17 with the funding of US\$ 616,500 to be transferred to the secretariat budget and US\$ 590,000 for direct transfers from the resources of the Adaptation Fund Trust Fund for allocation as small grants.*

(Decision B.27/38)

5. At the twenty-eighth meeting of the Board, the Project and Programme Review Committee (PPRC) had recommended to the Board to establish a standing rule following on decision B.26/28 on the intersessional project review cycle for grants under the Readiness Programme become a standing rule to allow for continued review and approval of readiness grants intersessionally each year. Having considered the comments and recommendation of the Project and Programme Review Committee, the Board decided to:

a) *Request the secretariat to continue to review readiness grant proposals annually, during an intersessional period of less than 24 weeks between two consecutive Board meetings;*

b) *Notwithstanding the request in paragraph (a) above, recognize that any readiness grant proposal can be submitted to regular meetings of the Board;*

- c) *Request the PPRC to consider intersessionally the technical review of such readiness grant proposals as prepared by the secretariat and to make intersessional recommendations to the Board;*
- d) *Consider such intersessionally reviewed proposals for intersessional approval in accordance with the Rules of Procedure; and*
- e) *Request the secretariat to present, in the twentieth meeting of the PPRC, and annually following each intersessional review cycle, an analysis of the intersessional review cycle.*

(Decision B.28/30)

6. At its twenty-ninth meeting the Board approved the Readiness Programme workplan for fiscal year 2018 and set aside a budget for readiness grants. Included in the budget set aside had been a grant for technical assistance through the readiness support package (the readiness package). In making the decision on the grant for the readiness package, the Board had discussed the readiness pipeline, which listed the developing countries that could benefit from support available through the Readiness Programme to encourage and support them to advance in the process to get accreditation with the Fund. The Board had discussed establishing a readiness package as an additional instrument to existing support for accreditation through which developing countries could receive enhanced support for accreditation by employing a suite of tools simultaneously to advance the delivery of climate finance through Direct Access. The readiness package would facilitate the provision of capacity building workshops, providing guidance documents, and grants which could be used to finance the hiring of technical expertise to meet the Fund's fiduciary and other accreditation criteria. In addition, the support would be tailored to address specific gap areas identified by the developing countries and recipients of support as requiring further assistance and capacity support from the secretariat. The Board had also discussed that the readiness package would initially be implemented as a pilot over a period of 1 year, after which the Board would make a decision on whether it should be replicated and implemented with all developing countries that would be in the readiness pipeline. *Having considered the comments and recommendation of the Ethics and Finance Committee, the Adaptation Fund Board (the Board) decided:*

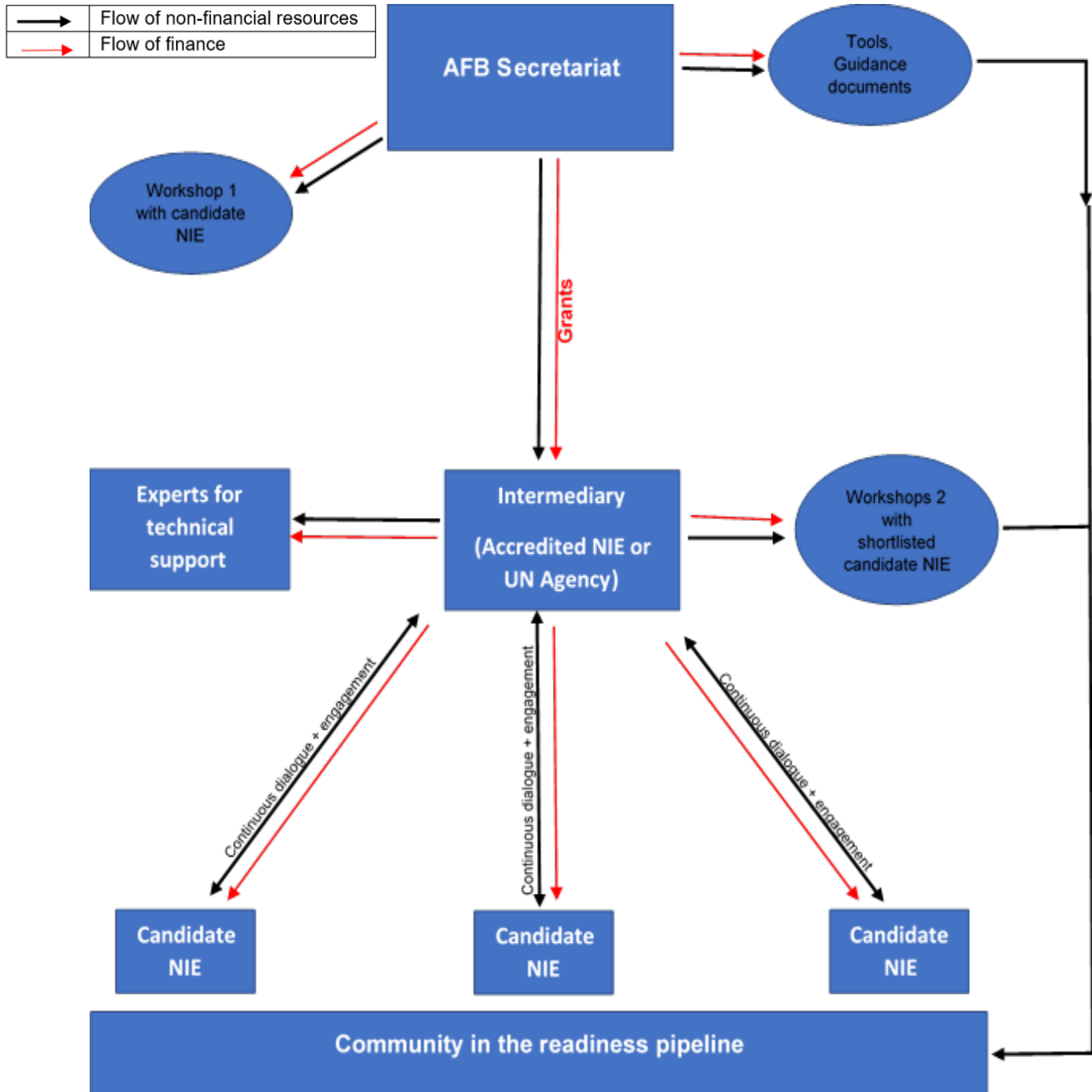
- (a) To approve the draft secretariat work schedule and the proposed work plan for the Readiness Programme for fiscal year 2018, as contained in AFB/EFC.20/7; and*
- (b) To approve the readiness budget increase of US\$ 239,794 to be set aside for direct transfers from the resources of the Adaptation Fund Trust Fund for allocation as small grants under the Readiness Programme, to be transferred at the instruction of the Board as outlined in Annex II of document AFB/EFC.20/7.*

(Decision B.29/36)

7. Following the decision by the Board to set aside readiness grants for fiscal year 2018, the secretariat had launched calls for developing countries seeking accreditation with the Fund and accredited NIEs of the Fund to submit expressions of interest to take part in the pilot phase of the readiness package. The calls were launched at the readiness package workshop held with national entities applying for accreditation and National Implementing Entities (NIEs) eligible to provide peer support for accreditation through the Fund's South-South cooperation grants, which took place from 4-6 April 2018, in Nairobi, Kenya. The calls were also posted on the Fund website and a news brief of their availability was circulated widely through the Fund's

network. The readiness package pilot phase would be implemented over a period of 12 months and would involve the delivery of a suite of tools by the intermediary with support from the secretariat. The intermediary would have the flexibility to hire external experts in fiduciary, governance and other relevant expertise as necessary in order to address specific gaps and challenges faced by the selected NIE candidates in the accreditation process. The stakeholders involved in the readiness package and their level of engagement is presented in Figure 1 below.

Figure 1: Design structure of the readiness support package



8. Two calls for expression of interest were launched, one for the intermediary that would provide support for accreditation to participating NIE candidates, and one for developing countries with NIE candidates that could benefit from the support for accreditation. The process to implement the readiness package included that the intermediary had to submit a proposal for approval by the Adaptation Fund Board in which it would outline the NIE candidate gaps and challenges that needed to be addressed, the proposed activities to address the identified gaps and challenges, the expected outputs, the requested budget and an estimated timeline for implementing the proposed activities. The intermediary was also required to identify NIE candidate gaps and challenges jointly with the NIE candidates.

9. Eligible NIEs to provide support as an intermediary were those entities that had tangible achievements with the Fund. The selection was based on the accredited entity's experience providing peer support through the Adaptation Fund, and autonomously to other countries at different stages of the application process to access climate finance, as well as experience in the preparation and implementation of concrete adaptation projects and programmes. To be considered eligible, the NIE had to fulfil all the criteria as outlined in the call for expression of interest. The criteria specified that the NIE;

- must currently have an “active accreditation” status with the Adaptation Fund;
- must be eligible to provide peer support for accreditation through South-South cooperation grants
- must have experience implementing a readiness project approved by the Adaptation Fund Board (either in the past or currently) through a South-South cooperation grant.
- must have experience implementing a concrete Adaptation Fund project or programme, hence demonstrating commitment to adhere to the fund's fiduciary standards, operational policies and guidelines; and
- must have experience advising, participating in, or organizing support to applicant NIEs.

7. The criteria for eligibility of NIE candidates to participate in the pilot phase of the readiness package were that:

- the NIE candidate must be located in a developing country Party to the Kyoto Protocol that does not have a national implementing entity (NIE) accredited with the Fund;
- the country of the NIE candidate must have a Designated Authority (DA) to the Adaptation Fund;
- the NIE candidate must submit a letter of endorsement by its DA together with the expression of interest to receive accreditation support through the readiness package;

- the NIE candidate must have received log-on credentials from the Adaptation Fund Board Secretariat to access the accreditation workflow portal of the Fund¹; and,
- the NIE candidate must not yet be under review by the Accreditation Panel of the Fund.

Secretariat’s review of the grant proposal

8. Following the calls for expression of interest two NIEs submitted expressions of interest for the role of intermediary and five NIE candidates submitted expressions of interest to be recipients to benefit from the support. The secretariat reviewed the expressions of interest in accordance with the eligibility criteria contained in the calls, mentioned above, and focusing on the quality of the proposals and the opportunity to leverage lessons learned beyond the initial pilot phase. One NIE was identified as a suitable intermediary because it adequately met all the eligibility requirements of the selection criteria as outlined in the call for expressions of interest, whereas the other interested NIE did not. Two NIE candidates were identified as suitable recipients of accreditation support: in addition to meeting the eligibility requirements to benefit from the support, they also presented well-articulated needs that could be readily addressed with targeted support from the pilot phase of the readiness package and that could provide good indicators and enable learning to inform future phases of the readiness package, in the event that the Board decided to continue to make the readiness package grant available. One NIE candidate did not meet all the eligibility criteria and two NIE candidates had not presented needs that could provide robust lessons learning and knowledge gathering to inform future operations of the readiness package beyond the pilot phase. However, it was communicated to these NIE candidates that they could be considered for subsequent phases of the readiness package in the event that the Board decided to make the readiness package available beyond the pilot phase and if they submitted applications to receive support through the readiness package during one of those phases. The *Centre de Suivi Ecologique* of Senegal (CSE) was selected as the intermediary and Burundi and Mali were selected as the recipients of the support for accreditation through the readiness package.

9. The present document introduces the readiness package grant proposal submitted by CSE on behalf of the governments of Burundi and Mali. It includes a request for funding of US\$ 100,000 outlining the activities to be undertaken by CSE during the pilot phase of the readiness package to support the accreditation process in Burundi and Mali. The secretariat had reviewed the grant proposal by CSE and provided its comments to the proponent for further clarification.

¹ The process for an NIE candidate to submit an application for accreditation to the Adaptation Fund Board starts with nomination of the NIE candidate by the designated Authority (DA). Following this nomination, the NIE candidate would submit an application for accreditation together with supporting documents onto the Fund’s online accreditation portal, “the accreditation workflow”. The accreditation workflow is confidential and can only be accessed by the NIE candidate, the secretariat who do the initial screening of submitted applications for completeness, and the accreditation Panel who do the assessment and review of submitted complete applications. To access the accreditation workflow and start the process of uploading the application and supporting documents for accreditation, the NIE candidate would need to receive log on credentials from the secretariat. These credentials are provided to the NIE candidate as soon as a nomination letter for the NIE is received from the DA by the secretariat. The pilot phase of the readiness programme targeted NIE candidates who already had log on credentials to the accreditation workflow as a strategy to pilot the “low hanging fruit” and commence implementation in the shortest time possible following the Adaptation Fund Board approval of the readiness support package pilot.

The proponent had submitted a revised version of the proposal, taking into account the secretariat's comments. The secretariat's final review and the proponent's revised grant proposal are available in the following sections of this document.

Recommendation

10. The PPRC may want to consider and recommend to the Board to:
 - (a) Approve the application for a grant to provide support services for the accreditation of a National Implementing Entity in Burundi and Mali as requested by the Governments of Burundi and Mali through the *Centre de Suivi Ecologique* (CSE);
 - (b) Approve the funding of US\$ 100,000 for the implementation of the support, as requested by CSE; and
 - (c) Request the secretariat to draft an agreement with CSE as the National Implementing Entity that will provide the accreditation support.



ADAPTATION FUND

ADAPTATION FUND BOARD SECRETARIAT TECHNICAL REVIEW OF PROJECT PROPOSAL UNDER THE READINESS PROGRAMME

PROJECT CATEGORY: **READINESS SUPPORT PACKAGE GRANT**

Readiness Package support recipient Country: **Burundi and Mali**

Accredited Implementing Entity: **Centre de Suivi Ecologique (CSE)**

Requested Financing from Adaptation Fund (US Dollars): **\$100,000**

Reviewer and contact person: **Farayi Madziwa**

Co-reviewer(s): **Silvia Mancini**

IE Contact Person: **Dethie. S. Ndiaye**

Review Criteria	Questions	Comments 10 May 2018	Comments 16 May 2018
Country Eligibility	1. Is the country that does not yet have an accredited NIE a Party to the Kyoto Protocol?	Yes	
Eligibility of IE	1. Is the project submitted through an Implementing Entity accredited by the Board?	Yes	
	2. Is the project submitted through an accredited Implementing Entity eligible to provide South-South support?	Yes	

	3. Has the Implementing Entity demonstrated adequate experience providing capacity building support to NIE candidates and other national/sub-national entities for access to climate finance?	Yes	
Project Eligibility	1. Has the designated government authority for the Adaptation Fund in the country seeking accreditation endorsed the project?	Yes, the DA endorsement letters for Burundi and Mali have been submitted together with the proposal.	

	<p>2. Have accreditation gaps/challenges been identified and are the proposed activities to support NIE accreditation adequate?</p>	<p>For the most part yes. The challenges and gaps the two NIE candidates are facing in the accreditation process have been identified and outlined. Whilst the corresponding activities to address these challenges and gaps have also been outlined, it is not clear if the Implementing Entity has left provision to provide support following the first review of the applications for accreditation by the Accreditation Panel.</p> <p>In addition, the Adaptation Fund accreditation criteria do not mention that an ethics committee should be established, but the proposal has set aside budget for this. This issue would need clarification.</p> <p>The Implementing Entity is encouraged to emphasize the evidenced based nature of the accreditation process and as such, to state in the proposal that this will be communicated to the NIE candidates.</p> <p>CR1: Please clarify whether provision has been made for continued delivery of support after the first review of the applications for accreditation by the two NIE candidates.</p> <p>CR2: Please clarify how support to NIE candidates for their implementation and recording of the implementation of their policies and manuals developed through the readiness package will be provided for the duration of the project.</p> <p>CR3: Please clarify why activities to</p>	<p>CR1: Addressed.</p> <p>CR2: Addressed</p> <p>CR3: Addressed.</p>
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Resource Availability	1. Is the requested project funding within the cap for the Readiness Support Package grants set by the Board?	Yes	
	2. Has the Implementing Entity requested an Implementing Entity Management Fee commensurate with the scope of project activities?	Yes. The Implementing Entity has requested US\$ 10,000 as a management fee.	
Implementation Arrangements	1. Is the timeframe for the proposed activities adequate?	Uncertain. The pilot phase of the readiness package has been approved by the Adaptation Fund Board with an implementation timeframe of 12 months. The Implementing Entity has proposed to complete the project in 10 months. CR4: Please confirm Whether the timeframe of 10 months would be adequate for the Implementing Entity to provide the required support.	CR4: Addressed.
	2. Is a breakdown of the budget for the proposed activities included?	Yes. However, it is not clear if budget has been set aside for NIE candidate support following the first review of the applications for accreditation by the Accreditation Panel. Please see CR1.	
Secretariat's Overall Comment	The <i>Centre de Suivi Ecologique</i> (CSE) of Senegal proposes to provide support during the pilot phase of the readiness support package as an intermediary to the national implementing entity (NIE) candidates from Burundi and Mali during their application processes for accreditation as NIEs of the Adaptation Fund. CSE had identified some challenges and gaps that the two NIE candidates are facing during the accreditation process. CSE had also identified activities that it would implement through the readiness package to address these.		

	<p>The following clarification requests (CR) were made during the initial review:</p> <p>CR1: Please clarify whether provision has been made for continued delivery of support after the first review of the applications for accreditation by the two NIE candidates.</p> <p>CR2: Please clarify how support to NIE candidates for their implementation and recording of the implementation of their policies and manuals developed through the readiness package will be provided for the duration of the project.</p> <p>CR3: Please clarify why activities to establish an ethics committee for the NIE candidate, which is not a mentioned criterion for accreditation should be budgeted for under the readiness package.</p> <p>CR4: Please confirm Whether the timeframe of 10 months would be adequate for the Implementing Entity to provide the required support.</p> <p>The final review finds that the revised proposal has adequately addressed all the issues raised.</p>
Date:	16 May 2018

Application for a Grant to support NIE accreditation through the readiness support package

Submission Date: 09th May, 2018

Adaptation Fund Grant ID:
 Countries: Mali & Burundi
 Implementing Entity: Centre de Suivi Ecologique (CSE)

A. Timeframe of Activity

Expected start date of support	June 2018
Completion date of support	June 2019

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

CSE was the first institution to experience direct access, with the AF first, with the GCF afterwards. On the strength of this pioneering experience, CSE was also solicited since 2012 by institutions from developing countries wishing to self-assess against the requirements of accreditation (AF and GCF) and / or to prepare their accreditation files. CSE provided technical assistance in the form of e-mail advice support, but also through phone or Skype interviews and on-site visits. In 2016, the CSE organized in collaboration with the IFDD (Institut de la Francophonie pour le Développement Durable) a regional workshop during which twelve (12) francophone countries from Africa and Haiti were familiar with the AF and the GCF, their policies and procedures, but also and especially their accreditation process.

CSE was also the first institution to participate in the Readiness programs of the FA, particularly in its South-South Cooperation component. Since 2014, CSE has been providing technical assistance to nine (9) institutions in developing countries. These include:

- identify a national institution applying for accreditation;
- strengthen the capacity of the selected institution in the accreditation process;
- accompany the institution selected in collecting and analyzing the documents required for accreditation; and
- assist the institution selected in the organization and submission of its application for accreditation.

CSE has developed a number of tools on:

- screening to identify the institution with the best profile;
- analysis of the comments made by the Accreditation Panel (AP) on accreditation

application files during previous sessions of the AF Council;
 - a summary of the fiduciary standards;
 - a checklist of the required documents.

In addition, CSE participates in the GCF's Readiness program, serving as fiduciary agent for six (6) countries with the main missions of:

- manage financial resources;
- make purchases and recruitments;
- Assist the National Designated Authority in the monitoring and evaluation of the deliverables; and
- carry out audits.

The following two tables summarize the various initiatives that the CSE and its staff have participated in over the past six (6) years.

- (i) Describe the support provided to direct access entities for accreditation through readiness grants from the Adaptation Fund and other climate funds.

Year	Climate Fund (source of	Type of support provided	Outcome of the support	Country/institution supported
2015	Adaptation Fund	Readiness technical assistance	Application submitted, interactions underway with the AF	Chad / <i>NIE candidate</i>
2015	Adaptation Fund	Readiness technical assistance	BAGRI is accredited as NIE	Niger NIE candidate
2015	Adaptation Fund	Readiness technical assistance	Supporting documents collected and under analysis	Cape-Verde NIE candidate

2015	Green Climate Fund	Delivery partner	<ul style="list-style-type: none"> - National stakeholders trained on climate finance and informed about the GCF readiness programme in Senegal - A country programme drafted - Several consultations organized at all levels - A communication strategy developed and 	Senegal
2015	Green Climate Fund	Delivery partner	<ul style="list-style-type: none"> - National stakeholders trained on climate finance and informed about the GCF readiness programme in Senegal - A country programme drafted - Several consultations organized at all levels - A communication strategy under 	Djibouti

2015	Green Climate Fund	Delivery partner	<ul style="list-style-type: none"> - National stakeholders trained on climate finance and informed about the GCF readiness programme in Senegal - A country programme drafted - Several consultations organized at all levels - A communication strategy developed and 	Democratic Republic of Congo
2016	Adaptation Fund	Readiness technical assistance	<ul style="list-style-type: none"> - In-house capacities developed - Supporting documents under collection and analysis 	Mali/ NIE candidate
2016	Adaptation Fund	Readiness technical assistance	<ul style="list-style-type: none"> - Application submitted - Interactions underway with the AF Secretariat 	Sierra Leone NIE candidate
2016	Adaptation Fund	Readiness technical assistance	<ul style="list-style-type: none"> - In-house capacities built - Supporting documents under collection and analysis 	Guinea / NIE candidate

2016	Green Climate Fund	Delivery partner	- Supporting documents under collection and analysis	Togo
2016	Green Climate Fund	Delivery partner	- National stakeholders trained on climate finance and informed about the GCF readiness programme in Senegal - A country programme under development - A communication strategy under development	Chad
2017	Adaptation Fund	Readiness technical assistance	- In-house capacities developed - Supporting documents under collection and analysis	Togo / NIE candidate
2017	Adaptation Fund	Readiness technical assistance	- In-house capacities developed - Supporting documents under collection and analysis	Burundi / NIE candidate
2017	Green Climate Fund	Delivery partner	- Procurement underway - Launch activities under preparation	Cote d'Ivoire
2018	Adaptation Fund	Readiness technical assistance	Launch activities under preparation	Cote d'Ivoire

- (ii) Describe any other type of support provided to other national institutions, relevant to the accreditation process

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	Experience shared	Benin / Direction Générale du Fonds National pour l'Environnement (FNE)
2014	Technical advice on grant management (type of bank account used), payment of services, procurement process, implementation arrangements	CSE's experience regarding grant management, procurements and implementation arrangements shared	Morocco / Agence de Développement Agricole (ADA)
2014	Sharing execution documents (project launching report, technical and financial reports) and technical advice	CSE's experience regarding grant management, procurements and implementation arrangements shared	Rwanda / Ministry of Natural Resources (MINIRENA)
2014	Sharing of experience of achieving NIE accreditation	Experience shared	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 shared	Nigeria / Bank of Industry (BOI)

2014	Sharing execution documents (Project Risk assessment/management manual, Project Monitoring and evaluation Manual) and technical	Templates of documents shared	Tanzania / National Environment Management Council (NEMC)
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/OIE)
2016	Sharing of experience of achieving AF project	Experience shared	National Environment Management Authority (NEMA) of Kenya (with financial support from WRI)
2017	Technical assistance	Experience shared on the GCF accreditation process	Niger/ AGRHYMET Center

C. Proposed activities to support NIE accreditation

Describe the activities to be undertaken to support the accreditation of the NIE candidate(s).

Through the AF South-South cooperation programme, CSE is providing technical assistance to Burundi and Mali to date, a number of activities have already been implemented, including the identification of a potential entity for accreditation, setting up a task force, collecting and reviewing supporting documents. During this latest phase, some gaps have been identified relating mainly to missing policies, procedures and control bodies within these institutions. In order to address these gaps, activities to be undertaken are summarized in the table below.

Identified Accreditation Gaps/Challenges	Proposed support activities to address Gaps/Challenges	Expected Output of the Activities	Country/Institution to be Supported	Requested budget (USD)	Tentative timeline (Completion date)
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Lack of mechanism to deal with complaints on fraud, mismanagement and other forms of malpractice	Technical assistance for developing a grievance and redress mechanism	Grievance and redress mechanism in place ²	Mali		
Lack of formal project level payment and disbursement procedure	Technical assistance for updating the NIE candidate's internal procedures manual by incorporating disbursement and payment procedures and highlighting project-related payment and disbursement procedures	Internal procedures manual updated	Burundi	22 500	December 2018
Lack of code of ethics	Technical assistance for developing a code of ethics	Code of ethics	Burundi		
Lack of transparency policy	Technical assistance for developing a transparency policy and including procedures on conflict of interest and whistleblower protection	Transparency policy	Burundi		

² This includes the procedures as well as the structures needed for implementation (ethics committee, audit committee)

Lack of ESS policy	Technical assistance for updating the environmental policy by integrating social aspects	ESS policy updated	Burundi	22 500	January 2018
	Technical assistance for developing an ESS policy	ESS policy	Mali		
Lack of gender policy	Technical assistance to develop a gender policy	Gender policy	Mali & Burundi		
Lack of formal project cycle management procedures	Technical assistance for developing a project cycle management guide (integrating procedures for project identification, appraisal, development, implementation, closure and evaluation)	Project cycle management guide	/Mali & Burundi		
Lack of formal M&E procedures	Technical assistance for developing an M&E guide	M&E guide	Mali & Burundi		
Lack of mechanism to deal with complaints on environmental, social and gender related harms	Technical assistance for developing a grievance and redress mechanism	Grievance and redress mechanism	Mali & Burundi		

	Board meeting (for validating the new procedures)	Meeting minutes	Mali & Burundi	6 000	February 2019
	Restitution validation workshops (of all new policies and procedures developed)	Workshops reports	Mali & Burundi	10 000	February 2019
	Translation of supporting documents	Supporting documents available in English	/Mali & Burundi	10 000	March 2019
	Travel	Mission report	/Mali & Burundi	8 000	N/A
	CSE support after submission	Note summarizing CSE's advises	CSE	5000	May 2019
	Audits	Audit Report	CSE	6 000	June 2019
Implementing entity fee or other type of support requested (please describe)	Monitoring, review and reporting	Monitoring and completion report	CSE	10 000	June 2019
	Total Grant Requested (USD)*			100 000	

*Please provide a detailed budget attached as an annex to the application

Through its support to Burundi and Mali, CSE will raise awareness on the importance of documenting the implementation of policies and procedures. For policies and procedures the development of which is completed early enough, CSE will ensure that they are operationalized with track records. A special note on this aspect will be developed and presented to the top management of the NIE candidate and the NDA.

D. Implementing Entity

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

Head of Implementing Entity	Signature	Date (Month, day, year)	Implementing Entity Contact Person	Telephone	Email Address
Dr Assize TOURE Centre de Suivi Ecologique (CSE)		MAY 2018	Dethie Soumare Ndiaye	+221338258066 +221776583878	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 in the NIE candidate country, 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 letter of endorsement from each of the Designated Authorities should be attached as an annex to the application.

<i>(Enter Name, Position, Ministry)</i>	<i>Date: (Month, day, year)</i>
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ANNEX: DETAILED BUDGET
See attached Excel file

Proposed support activities to address Gaps/Challenges	Expected Output of the Activities	Country/Institution to be Supported	Number of units	Unit costs (USD)	Requested budget (USD)
Technical assistance for setting up an audit committee and ethics committee	Functional ethics committee and audit committee in place	Mali			
Technical assistance for updating the the NIE candidate's internal procedures manual by incorporating disbursement and payment procedures and highlighting project-related payment and disbursement procedures	internal procedures manual updated	Burundi	45 days	500	22,500
Technical assistance for developping a code of ethics	Code ethics of	Burundi			
Technical assistance for developping a transparency policy and including procedures on conflict of interest and whistleblower protection	Transparency policy	Burundi			
Technical assistance for updating the environmental policy by integrating social aspects	ESS policy updated	Burundi	45 days	500	22,500

Technical assistance for developing an ESS policy	ESS policy	Mali			
Technical assistance to develop a gender policy	Gender policy	Mali & Burundi			
Technical assistance for developing a project cycle management guide (integrating procedures for project identification, appraisal, development, implementation, closure and evaluation)	Project cycle management guide	Mali & Burundi			
Technical assistance for developing an M&E guide	M&E guide	Mali & Burundi			
Technical assistance for developing a grievance and redress mechanism	Grievance and redress mechanism	/Mali & Burundi			
Board meeting (for validating the new procedures)	Meeting minutes	Mali & Burundi	2 meetings	3000	6,000
Validation workshops (for validating all new and procedures developed)	Workshops reports	Mali & Burundi	2 workshops	5000	10,000
Translation of supporting documents	Supporting documents available in English	/Mali & Burundi	2 set of documents	Lumpsum USD 5000 per institution	10,000
Travel	Mission report	Mali & Burundi	2 persons	4000	8,000
CSE's support after submission		CSE	Lumpsum		5,000

Audits	Audit Report	Mali & Burundi	Lumpsum		6,000
CSE's management Fees	Monitoring and completion report	CSE	10 percent of total budget		10,000
					100,000



ADAPTATION FUND

Letter of Endorsement by Government

REPUBLIC OF BURUNDI



MINISTRY OF ENVIRONMENT, AGRICULTURE
AND LIVESTOCK

ADAPTATION FUND / DESIGNATED AUTHORITY

Ref N° : Bu A.F/D.A/02/2018

3rd May, 2018

To: The Adaptation Fund Board
c/o Adaptation Fund Board Secretariat
Email: afbsec@adaptation-fund.org
Fax: +1 202 522 3240/5

Subject: Endorsement for support in NIE accreditation

In my capacity as designated authority for the Adaptation Fund in BURUNDI, I confirm that Urban Habitat Promotion Fund (FPHU) will receive accreditation support through the readiness package from the Centre de Suivi Ecologique (CSE) of Senegal who have been selected as intermediary for the pilot phase of the readiness package.

Accordingly, I am pleased to endorse the grant proposal submitted jointly by Urban Habitat Promotion Fund and CSE for funding from the Adaptation Fund Board.

Sincerely,

Mr Anicet NKURIKIYE
Designated Authority for the Adaptation Fund in
the Republic of Burundi
Ministry of Water, Environment, Lands and
Urban Planning
Box 34 Gitega/ Burundi
Telephone: +257 79 900709 / +257 75 938386
E mail: nkurianicet@yahoo.fr
Skype: anicet.nkurikiye2



MINISTERE DE L'ENVIRONNEMEN
DE L'ASSAINISSEMENT ET DU
DEVELOPPEMENT DURABLE*.*.*.*.*.*.*.*.*.*.*.*.*.*.*.*.*.
SECRETARIAT GENERAL

REPUBLIQUE DU MALI
Un Peuple – Un But – Une Foi



Bamako le 11 3 AVR 2018

Letter of Endorsement by Government

To: The Adaptation Fund Board
c/o Adaptation Fund Board Secretariat
Email: afbsec@adaptation-fund.org
Fax: +1 202 522 3240/5

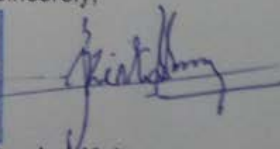
Subject: Endorsement for support in NIE accreditation

In my capacity as designated authority for the Adaptation Fund in Mali, I confirm that Centre de Suivi Ecologique 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 [national implementing entity] for funding from the Adaptation Fund.

Sincerely,

Ministry Of Sanitation, Environment
And Sustainable Development
Dr Seydou KEITA Technical Advisor
Designated Authority For Adaptation
Fund In Mali, Bamako / Mali


Dr Seydou Keita
Technical Adviver
Adaptaton Fund Focal point