

FAST-TRACK RE-ACCREDITATION

APPLICATION FORM

Please fill out all of the background and contact information contained in Section I.

For Sections II-IV, provide a description of how the organization meets the specific required capabilities and attach supporting documentation. Examples of the types of supporting documentation that would provide evidence of meeting the Fund's fiduciary and management standards are included at the end of each of these sections.

SECTION I: Background/Contact

Nominated Entity (if NIE):
Invited Entity (if MIE):
Address:
Country:
Postal Code:
Telephone:
Fax:
Web Address:
Contact Person:
Telephone:
Email:
Useful Background: If there is other relevant information that provides recent background of the applicant please upload (e.g. recent donor reviews of the Entity):

SECTION II: Financial Management and Integrity

Specific Capability Required

- a) Legal status to contract with Adaptation Fund Board
- b) Accurately and regularly record transactions and balances in a manner that adheres to broadly accepted good practices, and are audited periodically by an independent firm organization;
- c) Managing and disbursing funds efficiently and with safeguards to recipients on a timely basis;
- d) Produce forward-looking financial plans and budgets

Criterion	Required competency	Specific capability required	Example of supporting documentation to be provided <i>(please highlight the relevant section/s)</i>
1	Legal Status	a) Demonstration of necessary legal personality	Documentation of legal status and mandate (e.g., a copy of articles of incorporation, by-laws, Act, Regulation, and/or Law or any other relevant document, law establishing the government entity or ministry).
		b) Demonstration of legal capacity/authority and the ability to directly receive funds	<ol style="list-style-type: none"> i. Highlight or provide reference to documents provided under 1 above which indicates point 1.b); ii. List of foreign loan/donor funds handled over the last 2 years.
		c) Demonstration of legal authority to enter into contracts or agreement with international organizations	<ol style="list-style-type: none"> i. Highlight or provide reference to documents provided under 1 above which indicates point 1.c); ii. A copy of agreements or contracts with international organizations signed by the head or the person of authority of the entity.
		d) Demonstration of legal capacity to serve as a plaintiff or defendant in a Court of law	Highlight or provide reference to the documents provided under 1 above which indicates point 1.d).
3	Internal Control Framework with particular reference to control over disbursements and payments	b) Demonstration of proven payment/disbursement systems	<ol style="list-style-type: none"> i. Procedures describing the payment/ disbursement system with particular reference to project payments/ disbursements; ii. Policies and procedures related to AML/CFT iii. Screening system which documents all individuals and/or entities before the agency transfers money to them iv. Decision-making process that the agency follows when it identifies risks related to any individuals and/or entities. v. If there are actual cases of AML/CFT discovered, then an assessment on how this case or cases were addressed or copy of the external/internal audit report where the cases are reported.

SECTION III: Requisite Institutional Capacity

Specific Capability Required

- a) Ability to manage procurement procedures which provide for transparent practices, including competition
- b) Ability to identify, develop and appraise projects
- c) Competency to manage or oversee the execution of projects/programmes, including ability to manage sub-recipients and to support project/programme delivery and implementation
- d) Capacity to undertake monitoring and evaluation

Criterion	Required competency	Specific capability required	Example of supporting documentation to be provided <i>(please highlight the relevant section/s)</i>
5	Procurement	a) Evidence of transparent and fair procurement policies and procedures at the national level/organizational level; that are consistent with recognized international practice (including dispute resolution procedures)	Policies and procedures related to AML/CFT.

SECTION IV: Transparency, self-investigative powers, and anti- corruption measures

Specific Capability Required

- a) Competence to deal with financial mismanagement and other forms of malpractice

Criterion	Required competency	Specific capability required	Example of supporting documentation to be provided <i>(please highlight the relevant section/s)</i>
10	Policies and Framework to deal with financial mismanagement and other forms of malpractices	a) Evidence/tone/statement from the top emphasizing a policy of zero tolerance for fraud, financial mismanagement, and other forms of malpractice by implementing entity staff or from any external sources associated directly or indirectly with the projects	Provide evidence of a statement communicating a policy of zero tolerance for fraud, financial mismanagement, and other forms of malpractice.
		b) Demonstration of capacity and procedures to deal with financial mismanagement and other forms of malpractice	<ul style="list-style-type: none"> i. Provide copy of documented code of conduct/ethics applicable to the staff; ii. Documentation (including, if available, web link/s) establishing avenues for reporting non-compliance/violation/misconduct and business conduct concerns; iii. Details of policies and procedures relating to managing conflict of interest and whistle blower protection.

		c) Evidence of an objective investigation function for allegations of fraud and corruption	<ul style="list-style-type: none"> i. Details of the structure and process/procedures within the organization to handle cases of fraud and mismanagement, including breaches of anti-money laundering and anti-terrorism financing laws, and undertake necessary investigative activities; ii. Policies and procedures related to non-compliance of AML/CFT policies and procedures; iii. Data on cases of violation of code of conduct/ethics, frauds and other financial malpractice reported over last 2 years be provided in terms of number of cases, types of violations and summary of status/action taken; iv. Periodical oversight reports of the ethics function/ committee be attached for the last 2 years.
11	Commitment by the entity to apply the Fund's environmental and social and gender policy	Evidence of entity's commitment to addressing environmental and social and gender risks	Statement from top management communicating entity's commitment to abide by the AF's environmental and social and gender policy.
12	Mechanism to deal with complaints on environmental and social harms and gender harms caused by projects/programs	Documentation of an accessible, transparent, fair and effective mechanism (either within the entity itself, local, national or project-specific) for receiving complaints about environmental and social harms caused by projects/programmes	<ul style="list-style-type: none"> i. Details of process/avenues (including, if available, web link/s) for the public to submit complaints, including name and contact information of the specific person/office responsible for receiving complaints. ii. Evidence on the manner in which complaints are addressed and action is taken.