

**Title of Project/Programme:**

**PART I: PROJECT/PROGRAMME INFORMATION**

**CONCEPT NOTE PROPOSAL FOR SINGLE COUNTRY**

**Country:**

**Thematic Focal Area:**

**Type of Implementing Entity:** Choose an item.

**Implementing Entity:**

**Executing Entities:**

**Amount of Financing Requested:**       (in U.S Dollars Equivalent)

**Project Formulation Grant Request (available to NIEs only):** Yes [ ] [ ]  No [ ]  [ ]

**Amount of Requested financing for PFG:**       (in U.S Dollars Equivalent)

**Letter of Endorsement (LOE) signed:** Yes [ ]  [ ]  No [ ]  [ ]

*NOTE: LOEs should be signed by the Designated Authority (DA). The signatory DA must be on file with the Adaptation Fund. To find the DA currently on file check this page:*[*https://www.adaptation-fund.org/apply-funding/designated-authorities*](https://www.adaptation-fund.org/apply-funding/designated-authorities)

**Stage of Submission:**

[ ] [ ]  This concept has been submitted before

[ ] [ ]  This is the first submission ever of the concept proposal

In case of a resubmission, please indicate the last submission date: Click or tap to enter a date.

**Please note that concept note documents should not exceed 50 pages, including annexes.**

# Project/Programme Background and Context:

*Provide brief information on the problem the proposed project/programme is aiming to solve. Outline the economic social, development and environmental context in which the project would operate.*

# Project/Programme Objectives:

*List the main objectives of the project/programme.*

# Project/Programme Components and Financing:

*Fill in the table presenting the relationships among project components, activities, expected concrete outputs, and the corresponding budgets. If necessary, please refer to the attached instructions for a detailed description of each term.*

*For the case of a programme, individual components are likely to refer to specific sub- sets of stakeholders, regions and/or sectors that can be addressed through a set of well defined interventions / projects.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project/Programme Components** | **Expected Concrete Outputs** | **Expected Outcomes** | **Amount (US$)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. Project/Programme Execution cost |  |
| 7. Total Project/Programme Cost |  |
| 8. Project/Programme Cycle Management Fee charged by the Implementing Entity (if applicable) |  |
| **Amount of Financing Requested** |  |

# Projected Calendar:

*Indicate the dates of the following milestones for the proposed project/programme*

|  |  |
| --- | --- |
| **Milestones** | **Expected Dates** |
| Start of Project/Programme Implementation |  |
| Mid-term Review (if planned) |  |
| Project/Programme Closing |  |
| Terminal Evaluation |  |

1. **Describe the project/programme components, particularly focusing on the concrete adaptation activities of the project, and how these activities contribute to climate resilience. For the case of a programme, show how the combination of individual projects will contribute to the overall increase in resilience.**

**PART II: PROJECT / PROGRAMME JUSTIFICATION**

1. **Describe how the project/programme provides economic, social and environmental benefits, with particular reference to the most vulnerable communities, and vulnerable groups within communities, including gender considerations. Describe how the project/programme will avoid or mitigate negative impacts, in compliance with the Environmental and Social Policy and Gender Policy of the Adaptation Fund.**
2. **Describe or provide an analysis of the cost-effectiveness of the proposed project/programme.**
3. **Describe how the project/programme is consistent with national or sub-national sustainable development strategies, including, where appropriate, national adaptation plan (NAP), national or sub-national development plans, poverty reduction strategies, national communications, or national adaptation programs of action, or other relevant instruments, where they exist.**
4. **Describe how the project/programme meets relevant national technical standards, where applicable, such as standards for environmental assessment, building codes, etc., and complies with the Environmental and Social Policy of the Adaptation Fund.**
5. **Describe if there is duplication of project/programme with other funding sources, if any.**
6. **If applicable, describe the learning and knowledge management component to capture and disseminate lessons learned.**
7. **Describe the consultative process, including the list of stakeholders consulted, undertaken during project preparation, with particular reference to vulnerable groups, including gender considerations, in compliance with the Environmental and Social Policy and Gender Policy of the Adaptation Fund.**
8. **Provide justification for funding requested, focusing on the full cost of adaptation reasoning.**
9. **Describe how the sustainability of the project/programme outcomes has been taken into account when designing the project/programme.**
10. **Provide an overview of the environmental and social impacts and risks identified as being relevant to the project/programme.**

|  |  |  |
| --- | --- | --- |
| **Checklist of environmental and social principles** | **No further assessment required for compliance** | **Potential impacts and risks – further assessment and management required for compliance** |
| *Compliance with the Law* |  |  |
| *Access and Equity* |  |  |
| *Marginalized and Vulnerable Groups* |  |  |
| *Human Rights* |  |  |
| *Gender Equality and Women’s Empowerment* |  |  |
| *Core Labour Rights* |  |  |
| *Indigenous Peoples* |  |  |
| *Involuntary Resettlement* |  |  |
| *Protection of Natural Habitats* |  |  |
| *Conservation of Biological Diversity* |  |  |
| *Climate Change* |  |  |
| *Pollution Prevention and Resource Efficiency* |  |  |
| *Public Health* |  |  |
| *Physical and Cultural Heritage* |  |  |
| *Lands and Soil Conservation* |  |  |

#  PART III: IMPLEMENTATION ARRANGEMENTS

1. **Demonstrate how the project/programme aligns with the Results Framework of the Adaptation Fund**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Objective(s)**[**1**](#_bookmark0) | **Project Objective Indicator(s)** | **Fund Outcome** | **Fund Outcome Indicator** | **Grant Amount (USD)** |
|  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Project Outcome(s)** | **Project Outcome Indicator(s)** | **Fund Output** | **Fund Output Indicator** | **Grant Amount (USD)** |
|  |
|  |  |  |  |  |
|  |  |  |  |  |

1 The AF utilized OECD/DAC terminology for its results framework. Project proponents may use different terminology but the overall principle should still apply

1. **Record of endorsement on behalf of the government**[**2**](#_bookmark1)*Provide the name and position of the government official and indicate date of endorsement. If this is a regional project/programme, list the endorsing officials all the participating countries. The endorsement letter(s) should be attached as an annex to the project/programme proposal. Please attach the endorsement letter(s) with this template; add as many participating governments if a regional project/programme:*

**PART IV: ENDORSEMENT BY GOVERNMENT AND CERTIFICATION BY THE IMPLEMENTING ENTITY**

|  |  |
| --- | --- |
| *(Enter Name, Position, Ministry)* | Date*: (Month, day, year)* |

1. **Implementing Entity certification** *Provide the name and signature of the Implementing Entity Coordinator and the date of signature. Provide also the project/programme contact person’s name, telephone number and email address*

I certify that this proposal has been prepared in accordance with guidelines provided by the Adaptation Fund Board, and prevailing National Development and Adaptation Plans (……list here…..) and subject to the approval by the Adaptation Fund Board, commit to implementing the project/programme in compliance with the Environmental and Social Policy and the Gender Policy of the Adaptation Fund and on the understanding that the Implementing Entity will be fully (legally and financially) responsible for the implementation of this project/programme.

6. Each Party shall designate and communicate to the secretariat the authority that will endorse on behalf of the national government the projects and programmes proposed by the implementing entities.

|  |
| --- |
| *Name & Signature*Implementing Entity Coordinator |
| Date: *(Month, Day, Year)* | Tel. and email: |
| Project Contact Person: |
| Tel. And Email: |