

**Request for assistance in complying with the Gender Policy**

Submission Date:

Adaptation Fund Grant ID:

Country:

Implementing Entity:

**A. Timeframe of Activity**

|  |  |
| --- | --- |
| Expected start date of activity |  |
| Completion date of activity |  |

**B. Type of support requested**

Describe the activities to be undertaken to support alignment of the NIE policies and procedures and compliance with the Fund’s Gender policy

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| --- | --- | --- | --- |
| Types of Support Activities | Support requested (provide short description) | Type/name of provider for the requested support[[1]](#footnote-1) | Requested budget  (USD) |
| Updating of existing procedures/manuals/guidelines for screening projects for environmental and social risks with measures to avoid, minimize and/or mitigate adverse gender impacts in accordance with the Adaptation Fund’s Gender Policy |  |  |  |
| Development of procedures for undertaking gender assessments to assess the potential roles, benefits, impacts and risks for women. These could be integrated with the procedures for undertaking project environmental and socioeconomic assessments |  |  |  |
| Development of a policy/avenues for public disclosure that are sensitive to the circumstances of women to access such information, and including developing policies/avenues for gender responsive consultation |  |  |  |
| Development of transparent and effective mechanisms for receiving and resolving gender related complaints about project impacts, including environmental and social harms caused by projects/programmes during implementation |  |  |  |
| Training of select entity staff to carry out the relevant tasks related to the entity’s institutional framework for gender mainstreaming |  |  |  |
| Other type of support requested (please describe) |  |  |  |
| Total Project/Programme Cost | | |  |
| Project/Programme Cycle Management Fee charged by the Implementing Entity, if any. (Maximum of 8.5%) | | |  |
| **Total Grant Requested (USD)** | | |  |

**C. 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 |
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|  |  |  |  |  |  |

1. **Record of endorsement on behalf of the government**

Provide the name and position of the government official, Designated Authority (DA) of the Adaptation Fund, and indicate date of endorsement. The DA endorsement letter must be attached as an annex to the request.

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

1. Specify if it is an institution, consulting firm or individual consultant. When possible, provide the name of the institution, firm or individual identified or selected. [↑](#footnote-ref-1)