Contact

**Resources** Nomination

DA

**Template Definition** 

# How to Prepare Letters of Endorsement (LOE)?

DAY 2: Session 12.1

# What is a Letter of endorsement (LOE)?

Proposals for projects/programmes require an endorsement by the **Designated Authority/ies** of the country/ies in which the project/programme will be implemented.

No proposals will be considered/reviewed if not accompanied by valid LOEs.

Nomination

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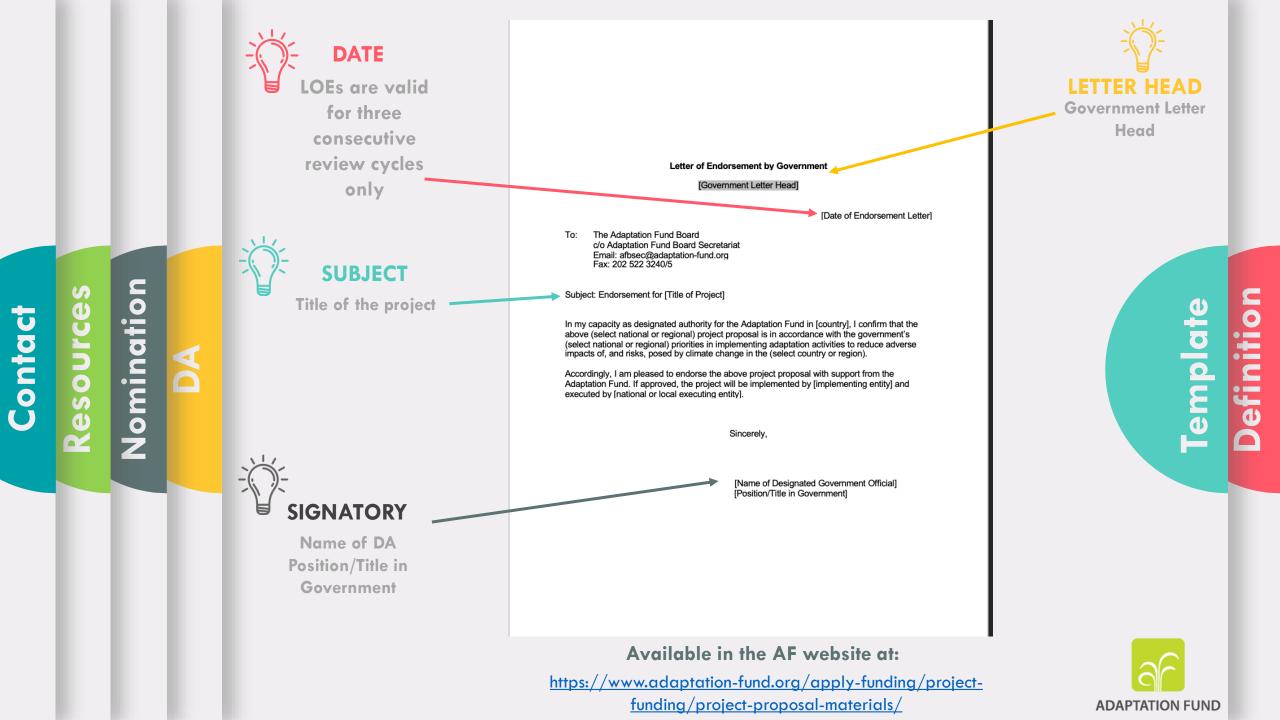
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Identification Fund Sector Sec		Letter of Endorsement by Government
The Adaptation Fund Board do Adaptation Fund Board Evand Stand Stand Stand Standard Evand Standard Standard Subject: Endorsement for [Tifle of Project] In my capacity as designated authority for the Adaptation Fund in [country], I confirm that the above (select national or regional) profines in implementing adaptation activities to reduce adverse mapsalo <i>i</i> , and its provide the project proposal is in accordance with the government's (select national or regional) profites in implementing adaptation activities to reduce adverse mapsalo <i>i</i> , and its provide, the project proposal with support from the Accordingly, I am pleased to endorse the above project proposal with support from the daptation Fund, I approved, the project will be implemented by [implementing entity] and executed by [instinal or local executing entity]. Sincerely, [Name of Designated Government Official]		[Government Letter Head]
co Adaptation Fund Board Secretariat Email affectingBadpation-fund org Par: 202 522 32405 Subject: Endonsement for [Title of Project] In my capacity as designated authority for the Adaptation Fund in [country], I confirm that the above (select national or regional profer proposal is in accordance with the government's (select national or regional profines in implementing adaptation activities to reduce adverse ingrads of, and risk posed by climate change in the (select county or region). Accordingly, I am pleased to endorse the above project proposal with support from the Adaptation Fund Taproved, the project will be implemented by [implementing entity] and executed by (national or local executing entity). Sincerely, [Name of Designated Government Official]		[Date of Endorsement Lette
In my capacity as designated authority for the Adaptation Fund in [country], I confirm that the above (select national or regional) project proposal is in accordance with the government's impacts of, and risks, posed by climate change in the (select country or region). Accordingly, I am pleased to endorse the above project proposal with support from the Adaptation Fund. The approved, the project will be implemented by (implementing entity) and executed by (national or local executing entity). Sincerely, [Name of Designated Government Official]	To:	c/o Adaptation Fund Board Secretariat Email: afbsec@adaptation-fund.org
above (select national or regional) project proposal is in accordance with the government's ideatent anisotan or projectional profiles in implementing adjustion activities to reduce adverses impacts of , and risks, posed by climate change in the (select county or region). According), I anglesado fondorse the above groids (processal with support from the Adaptation Fund. If approved, the project will be implemented by [implementing entity] and executed by [national or local executing entity]. Sincerely, [Name of Designated Government Official]	Subje	ct: Endorsement for [Title of Project]
Adaptation Fund. If approved, the project will be implemented by [implementing entity] and executed by (national or local executing entity). Sincerely, [Name of Designated Government Official]	above (selec	e (select national or regional) project proposal is in accordance with the government's at national or regional) priorities in implementing adaptation activities to reduce adverse
[Name of Designated Government Official]	Adap	tation Fund. If approved, the project will be implemented by [implementing entity] and
		Sincerely,

LOEs must be fully in order by the submission deadline.

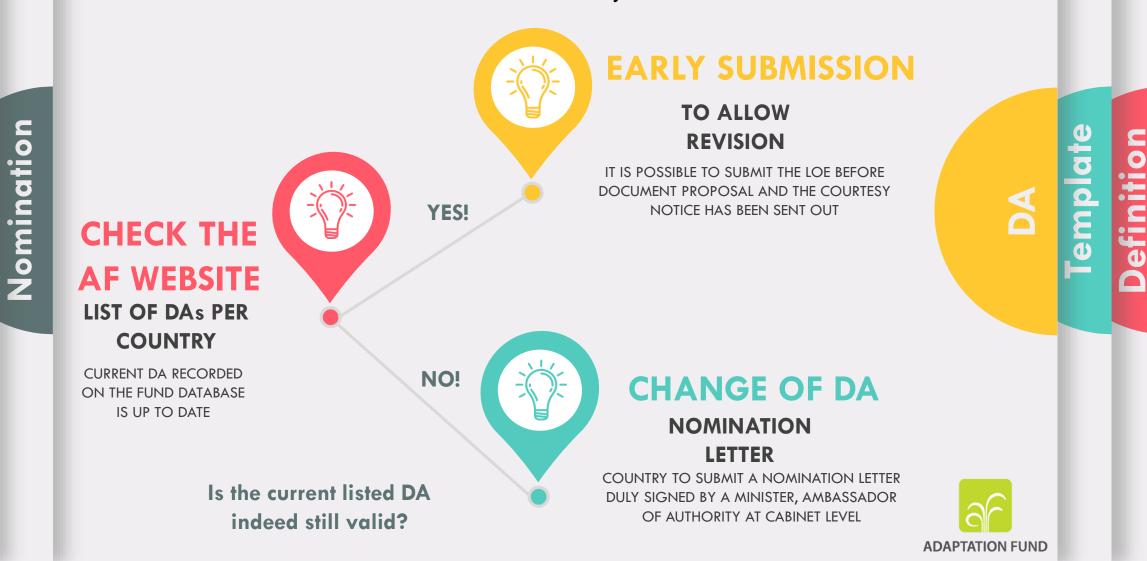


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# What to keep in mind- Designated Authority (DA)

Responsible for endorsing each project/programme submitted for AF funding from the country.



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# **DA Nomination Letter**

When a country nominates a new DA, the AF secretariat has to receive an official letter of notification on the change of the DA. The letter is required to:



Paragraph 20 of the Operational Policies and Guidelines of the Adaptation Fund: process of the nomination of a <u>Designated Authority</u>.



Resources

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#### Resources



LOEs: Template

https://www.adaptation-fund.org/applyfunding/project-funding/projectproposal-materials/



LOEs: to whom?

afbsec@adaptation-fund.org shansmoevi@adaptation-fund.org cc: Any email specified in the Courtesy Notice



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Process to nominate a DA Paragraph 20 of the AF Operational Policies and Guidelines https://www.adaptationfund.org/document/operational-policiesguidelines-parties-access-resources-adaptationfund/



DA Nomination Letter: to whom? <u>afbsec@adaptation-fund.org</u> <u>shansmoevi@adaptation-fund.org</u> Nominatio

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DAs on the AF website

https://www.adaptation-fund.org/applyfunding/designated-authorities/



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#### Thank you!

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