

Contact

Resources

Nomination

DA

Template

Definition

# How to Prepare Letters of Endorsement (LOE)?

DAY 2: Session 12.1



ADAPTATION FUND

# 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.**

**Letter of Endorsement by Government**  
[Government Letter Head]

[Date of Endorsement Letter]

To: The Adaptation Fund Board  
c/o Adaptation Fund Board Secretariat  
Email: afbssec@adaptation-fund.org  
Fax: 202 522 32405

Subject: Endorsement 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) project proposal is in accordance with the government's (select national or regional) priorities in implementing adaptation activities to reduce adverse 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. If approved, the project will be implemented by (implementing entity) and executed by (national or local executing entity).

Sincerely,

[Name of Designated Government Official]  
[Position/Title in Government]

LOEs must be fully in order by the submission deadline.





### SUBJECT

Title of the project

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

Subject: Endorsement 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) project proposal is in accordance with the government's (select national or regional) priorities in implementing adaptation activities to reduce adverse 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. If approved, the project will be implemented by [implementing entity] and executed by [national or local executing entity].

Sincerely,

[Name of Designated Government Official]  
[Position/Title in Government]



### SIGNATORY

Name of DA  
Position/Title in  
Government



### DATE

LOEs are valid  
for three  
consecutive  
review cycles  
only

Letter of Endorsement by Government

[Government Letter Head]

[Date of Endorsement Letter]



LETTER HEAD  
Government Letter  
Head

Available in the AF website at:

<https://www.adaptation-fund.org/apply-funding/project-funding/project-proposal-materials/>



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

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

Contact  
Resources  
Nomination

## CHECK THE AF WEBSITE LIST OF DAs PER COUNTRY

CURRENT DA RECORDED ON THE FUND DATABASE IS UP TO DATE

Is the current listed DA indeed still valid?



NO!



## CHANGE OF DA NOMINATION LETTER

COUNTRY TO SUBMIT A NOMINATION LETTER DULY SIGNED BY A MINISTER, AMBASSADOR OF AUTHORITY AT CABINET LEVEL



## EARLY SUBMISSION TO ALLOW REVISION

IT IS POSSIBLE TO SUBMIT THE LOE BEFORE DOCUMENT PROPOSAL AND THE COURTESY NOTICE HAS BEEN SENT OUT

DA  
Template  
Definition



# 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 Designated Authority.

# Resources

Contact



## LOEs: Template

<https://www.adaptation-fund.org/apply-funding/project-funding/project-proposal-materials/>



## LOEs: to whom?

[afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org)  
[shansmoevi@adaptation-fund.org](mailto:shansmoevi@adaptation-fund.org)  
**cc:** Any email specified in the Courtesy Notice



## Process to nominate a DA

Paragraph 20 of the AF Operational Policies and Guidelines  
<https://www.adaptation-fund.org/document/operational-policies-guidelines-parties-access-resources-adaptation-fund/>



## DA Nomination Letter: to whom?

[afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org)  
[shansmoevi@adaptation-fund.org](mailto:shansmoevi@adaptation-fund.org)



## DAs on the AF website

<https://www.adaptation-fund.org/apply-funding/designated-authorities/>

Resources

Nomination

DA

Resources

Definition



ADAPTATION FUND

# Thank you!

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ADAPTATION FUND

Contact

Resources

Nomination

DA

Template

Definition