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.

LOEs must be fully in order by the submission deadline.
LOEs are valid for three consecutive review cycles only.

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]

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.

CHECK THE AF WEBSITE
- List of DAs per country
  - Current DA recorded on the fund database is up to date

EARLY SUBMISSION
- To allow revision
  - It is possible to submit the LOE before document proposal and the courtesy notice has been sent out

CHANGE OF DA NOMINATION LETTER
- Country to submit a nomination letter duly signed by a minister, ambassador of authority at cabinet level

Is the current listed DA indeed still valid?

- Yes!
- No!
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:

1. **Specify the changes in the designated authority**
   - Name, title, office

2. **The new designated authority**
   - Name, title, office, phone, fax numbers, and email address

3. **Signatory**
   - Must be signed by either a minister, ambassador or an authority at cabinet level

Paragraph 20 of the Operational Policies and Guidelines of the Adaptation Fund: process of the nomination of a Designated Authority.
**Definition**

LOEs: Template

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

LOEs: to whom?

afbsec@adaptation-fund.org
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


DA Nomination Letter: to whom?

afbsec@adaptation-fund.org
shansmoevi@adaptation-fund.org

DAs on the AF website

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

**Contact**
Thank you!

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