



ADAPTATION FUND

AFB/PPRC.30-31/2  
15 November 2022

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Adaptation Fund Board  
Project and Programme Review Committee

**READINESS PACKAGE GRANT PROPOSAL TO SUPPORT  
NATIONAL IMPLEMENTING ENTITY ACCREDITATION FOR  
CAMEROON**

## Background

1. At its twenty-second meeting, the Adaptation Fund Board Secretariat (the secretariat) had prepared document AFB/B.22/6 which outlined the possible elements and options for a phased programme to support readiness for direct access to climate finance for national and regional implementing entities and presented a framework and budget for a first phase of the programme. Following a discussion of the document, the Board decided to:

- a) *Approve Phase I of the Readiness Programme as detailed in document AFB/B.22/6, on the basis that it would follow performance-based funding principles;*
- b) *Take note of the options provided by the secretariat on a programme to support readiness for direct access to climate finance for national and regional implementing entities;*
- c) *Request the secretariat to submit to the Board intersessionally between the twenty-second and twenty-third meetings, execution arrangements, criteria/eligibility criteria to allocate the funds to the accredited implementing entities for specific activities, as well as a timeline of activities, with a view to start implementing the programme before the twenty-third Board meeting; and*
- d) *Approve an increase in the Administrative Budget of the Board, secretariat and trustee for FY2014 of US\$ 467,000 for the programme described in AFB/B.22/6, and authorize the trustee to transfer such amount to the secretariat and request the trustee to set aside the balance amount of US\$ 503,000 from the Adaptation Fund Trust Fund resources for subsequent commitment and transfer at the instruction of the Board.*

*(Decision B.22/24)*

2. At its twenty-third meeting, the Board had decided through decision B.23/26 to approve the execution arrangements and eligibility criteria to allocate the funds to the accredited implementing entities for specific activities, contained in document AFB/B.23/5, which included grants for technical assistance and South-South Cooperation (SSC).

3. Based on the Board Decision B.23/26, the first call for readiness project proposals was issued in May 2014 and eligible countries were given the opportunity to submit applications for a readiness grant.

4. At the tenth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 10), the Parties recognized the Readiness Programme of the Adaptation Fund and decided to:

*Invite further support for the readiness programme of the Adaptation Fund Board for direct access to climate finance in accordance with decision 2/CMP.10, paragraph 5;*

*Decision 1/CMP.10*

and also decided to:

*Request the Adaptation Fund Board to consider, under its readiness programme, the following options for enhancing the access modalities of the Adaptation Fund:*

- a) Targeted institutional strengthening strategies to assist developing countries, in particular the least developed countries, to accredit more national or regional implementing entities to the Adaptation Fund;*
- b) Ensuring that accredited national implementing entities have increased and facilitated access to the Adaptation Fund, including for small-sized projects and programmes;*

*Decision 2/CMP.10*

5. Upon completion of Phase I of the Readiness Programme, the secretariat had prepared document AFB/B.25/5 which outlined the progress made in Phase I and proposed Phase II of the Readiness Programme, taking into account the results from Phase I of the programme and integrating decision 2/CMP10. Following a discussion of the document, the Board decided to:

*Approve Phase II of the Readiness Programme, as outlined in document AFB/B.25/5, with a total funding of US\$ 965,000, including funding of US\$ 565,000 to be transferred to the secretariat's budget and funding of US\$ 400,000 to be set aside for small grants to National Implementing Entities from resources of the Adaptation Fund trust fund.*

*(Decision B.25/27)*

6. At its twenty-seventh meeting, the Board decided to integrate the Readiness Programme into the Adaptation Fund (the Fund) work plan and budget and set aside funding for small grants to be directly transferred from the resources of the Adaptation Fund Trust Fund. At this meeting, the Board decided to:

- a) Take note of the progress report for phase II of the Readiness Programme;*
- b) Integrate the Readiness Programme into the Adaptation Fund work plan and budget; and*
- c) Approve the proposal for the Readiness Programme for the fiscal year 2017 (FY17), comprising its work programme for FY17 with the funding of US\$ 616,500 to be transferred to the secretariat budget and US\$ 590,000 for direct transfers from the resources of the Adaptation Fund Trust Fund for allocation as small grants.*

*(Decision B.27/38)*

7. At the twenty-eighth meeting of the Board, the Project and Programme Review Committee (PPRC) had recommended to the Board to establish a standing rule on the intersessional project review cycle for grants under the Readiness Programme to allow for continued review and approval of readiness grants intersessionally each year. Having considered the comments and recommendation of the Project and Programme Review Committee, the Board decided to:

- a) Request the secretariat to continue to review readiness grant proposals annually, during an intersessional period of less than 24 weeks between two consecutive Board meetings;*

- b) *Notwithstanding the request in paragraph (a) above, recognize that any readiness grant proposal can be submitted to regular meetings of the Board;*
- c) *Request the PPRC to consider intersessionally the technical review of such readiness grant proposals as prepared by the secretariat and to make intersessional recommendations to the Board;*
- d) *Consider such intersessionally reviewed proposals for intersessional approval in accordance with the Rules of Procedure; and*
- e) *Request the secretariat to present, in the twentieth meeting of the PPRC, and annually following each intersessional review cycle, an analysis of the intersessional review cycle.*

*(Decision B.28/30)*

8. At the thirty-sixth meeting of the Board, the PPRC had discussed the review cycle for readiness grants and recommended to the Board for readiness proposals to be submitted for review and consideration by the Board during both intersessional periods between the regular meetings of the Board. Having considered the recommendations of the PPRC, the Board decided:

- a) *To request the secretariat to review readiness grant proposals during all intersessional periods between Board meetings while recognizing that such grants may also be reviewed at regular meetings of the Board;*
- b) *To request the PPRC to consider intersessionally the technical review of such readiness grant proposals as prepared by the secretariat and to make intersessional recommendations to the Board;*
- c) *To consider such intersessionally reviewed proposals for intersessional approval in accordance with the Rules of Procedure;*
- d) *To also request the secretariat to send a notification to implementing entities and other stakeholders informing them about the new arrangement;*
- e) *To further request the secretariat to present, at the twenty-eighth meeting of the PPRC, and at subsequent PPRC meetings following each intersessional review cycle for readiness grants, an analysis of the intersessional review cycle.*

*(Decision B.36/26)*

9. At the thirty-sixth meeting of the Board, following completion of the pilot phase for the readiness package grant, the Project and Programme Review Committee (PPRC) had recommended to the Board to approve the readiness package grant as a standing grant to support accreditation to the Fund. The readiness package grant would replace South-South cooperation grants and continue to facilitate peer-peer support for accreditation through South-South cooperation using a more enhanced and comprehensive approach. Having considered the comments and recommendation of the PPRC, the Board decided:

- a) *To approve the Readiness Package Grant as a standing window and replacement to South-South Cooperation Grants under the Readiness Programme to provide support*

*for the accreditation of a National Implementing Entity (NIE) of the Fund;*

- b) That the Readiness Package Grant shall be available for accreditation of NIEs only, up to a maximum of US\$ 150,000 per country;*
- c) That Implementing Entities submitting proposals for the Readiness Package Grant should do so using the application form in Annex I of document AFB/PPRC.27/29 and that such proposals should be reviewed using the review sheet in Annex II of document AFB/PPRC.27/29;*
- d) That the review cycle and approval of Readiness Package Grants shall follow the review and approval process as well as reporting requirements for readiness grants under the Fund;*
- e) That already approved South-South Cooperation grants should continue implementation and fulfil all reporting requirements until completion;*
- f) To request the secretariat to prepare an analysis for opening the Readiness Package Grant to non-NIE intermediaries that are accredited implementing entities of the Fund;*
- g) To also request the secretariat to notify all accredited implementing entities of this decision by the Board on the Readiness Package Grant and South-South Cooperation Grants.*

*(Decision B.36/25)*

10. During the intersessional period between the thirty-seventh and thirty-eighth meetings of the Board, the PPRC had considered proposals submitted under the readiness package grant and recommended to the Board to make readiness grants available per NIE following decision B.36/42 to allow up to two NIEs to be accredited per country. The PPRC also recommended to the Board to update the readiness package grant application form and review template to facilitate provision of more comprehensive information by entities to enable the secretariat to adequately conduct a technical review of the submitted readiness package grant proposals. Having considered the recommendations of the PPRC, the Board decided to:

- a) Request the secretariat to amend the language of decision B.36/25 to allow the Readiness Package Grant to be made available for accreditation of NIEs only, up to a maximum of US\$ 150,000 per NIE, to ensure that entities going through the accreditation process are adequately supported;*
- b) Request the secretariat to update the application form and technical review sheet for Readiness Package grant proposals, and present them for consideration by the Project and Programme Review Committee (PPRC) at its twenty-ninth meeting;*

*[...]*

*(Decision B.37-38/14)*

11. At its thirty-eighth meeting, the Board had, through decision B.38/45, approved the readiness workplan for FY23 as contained in the secretariat work schedule and work plan, document AFB/EFC.29/4. Following decision B.38/45 by the Board, the secretariat launched a call for readiness project proposals intersessionally between the thirty-eighth and thirty-ninth

meetings of the Board and eligible countries were given the opportunity to submit applications for a readiness package grant to receive peer support for accreditation through an intermediary. The size of the readiness package grant would be up to a maximum of US\$ 150,000 per NIE as per decision B.37-38/14 by the Board.

12. Peer support for accreditation provided by the intermediary could involve a combination of activities that include (i) support to the designated authority (DA) to nominate a suitable NIE candidate (ii) In-country support by the intermediary to an NIE candidate (iii) technical support through experts (iv) organization of local, national or regional consultations/workshops, and (v) continuous support during the accreditation application process to address and respond to feedback provided by the accreditation panel (AP) during assessment of the NIE candidate application for accreditation.

13. It is expected that the peer-peer support would effectively help build national capacity and sustainability and that readiness package grants will enhance South-South cooperation for accreditation to the Fund, through a more comprehensive suite of tools to help institutions in countries seeking direct access to the Fund's resources, to prepare and submit their applications for accreditation.

14. In response to the call for readiness grant proposals launched by the secretariat intersessionally between the thirty-eighth and thirty-ninth meetings of the Board, the secretariat received two grant proposals for readiness package grants for two countries to receive peer support for accreditation from one intermediary NIE.

15. The present document introduces the readiness package project proposal submitted by the *Centre de Suivi Ecologique* (CSE) of Senegal on behalf of the government of Cameroon. It includes a request for funding of US\$ 142,678 outlining the activities to be undertaken by CSE to support the accreditation process in Cameroon.

16. The secretariat carried out a technical review of the project proposal and completed a review sheet.

17. In accordance with a request to the secretariat made by the Board in its 10th meeting, the secretariat shared this review sheet with CSE and offered them the opportunity to provide responses before the review sheet was sent to the PPRC.

18. The secretariat is submitting to the PPRC pursuant to decision B.17/15, the final technical review of the project, both prepared by the secretariat, along with the final submission of the proposal in the following section. In accordance with decision B.25/15, the proposal is submitted with changes between the initial submission and the revised version.



ADAPTATION FUND

## ADAPTATION FUND BOARD SECRETARIAT TECHNICAL REVIEW OF PROJECT/PROGRAMME PROPOSAL

PROJECT/PROGRAMME CATEGORY Readiness Package Grant

**Readiness Package support recipient Country:** Cameroon

**Accredited Implementing Entity (Intermediary) delivering support:** Centre de Suivi Ecologique (CSE)

**Nominated National Implementing Entity (NIE) Candidate:** Fonds Spécial d'équipement et d'intervention intercommunale (FEICOM)

**Type of accredited Implementing Entity (NIE/RIE/MIE):** NIE

**Requested Financing from Adaptation Fund (US Dollars):** \$142,678

**AF Project ID:**

**Reviewer and contact person:** Farayi Madziwa

**Co-reviewer(s):** Ishani Debnath

**IE Contact Person:** Aissata Boubou SALL

Technical Summary	<p>The project to support NIE accreditation in Cameroon will be done through the three components below:</p> <p><u>Component 1:</u> Developing polices and manuals (USD 79,000).</p> <p><u>Component 2:</u> Workshops and Meetings (USD 20,500)</p> <p><u>Component 3:</u> CSE's technical Assistance (USD 32,000).</p> <p><u>Requested financing overview:</u>  Total Project/Programme Cost: USD 131,500  Implementing Entity Fee: USD 11,178  Financing Requested: USD 142,678</p>
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	<p>The initial technical review raises some issues, such as the need to submit the certificate of completion for the AF e-learning course on accreditation, clarification regarding the correspondences mentioned in the proposal, and corrective action regarding the costs for audited financial statements as is discussed in the number of Clarification Requests (CRs) and Corrective Action Request (CAR) raised in the review.</p> <p>The final review finds that that the proposal has addressed all of the CRs and CARs to a satisfactory level.</p>
Date:	12 November 2022

Review Criteria	Questions	Comments on 26 October 2022	Comments on 9 November 2022
Country Eligibility	1. Is the country that does not yet have an accredited NIE a Party to the Kyoto Protocol?	<b>Yes</b>	
Eligibility of IE (Intermediary)	1. Is the project submitted through an Implementing Entity with an “accredited status with the Fund?	<b>Yes</b> , CSE is an accredited NIE	
	2. Does the Implementing Entity have an approved project by the Adaptation Fund Board and has submitted at least one project performance report (PPR)?	<b>Yes</b> , CSE has a completed project and another one under implementation with three submitted PPRs	



	<p>3. Has the Implementing Entity demonstrated adequate experience providing capacity building support to NIE candidates and other national/sub-national entities for access to climate change adaptation finance?</p>	<p><b>Yes</b>, since 2015 CSE has provided support to 11 countries for accreditation to the AF, two of which successfully obtained accreditation (Fonds Interprofessionnel pour la Recherche et Conseil Agricole (FIRCA) of Côte d'Ivoire; and Banque Agricole du Niger (BAGRI) of Niger). CSE has also supported multiple other countries as a GCF delivery partner.</p>	
<p>Eligibility of nominated NIE candidate</p>	<p>1. Has the nominated NIE candidate taken the AF online course on accreditation and demonstrated adequate results during the self-assessment to meet accreditation criteria of the Fund?</p>	<p><b>Yes</b>, M. Eric MEKINDA BILOUNGA, Head of Bilateral and Multilateral Cooperation Unit completed the course.</p> <p><b>CAR1:</b> Please submit the certificate of completion for M. Eric MEKINDA BILOUNGA.</p>	<p><b>CAR1 Addressed:</b> Certificates attached to proposal</p>

	<p>2. Is the suitability of the candidate NIE to meet the accreditation criteria justified considering its experience managing project finance, its institutional capacity and experience implementing and managing the full climate change or development finance project life cycle, and its competency for transparency, self-investigative powers and anti-corruption measures?</p>	<p><b>Yes.</b> FEICOM is an economic and financial public establishment, responsible for financing local and regional authorities in Cameroon (page 10). FEICOM has received support to pursue GCF accreditation and has adopted policies and standards to support environmental risk screening and management, and in a broad sense, sustainable development, such as the Environmental Policy, and the ISO 14001:2015 standard. It has also been implementing several sustainable development initiatives such as plastic bottle waste management, the development of a project on bamboo and rattan valorisation in local councils in partnership with the International Bamboo and Rattan Organisation (INBAR), and the institution of a "Green Thursday" when the entire staff of FEICOM is engaged in ecological activities (page 11).</p>	
Project Eligibility	<p>1. Has the designated authority for the Adaptation Fund in the country seeking accreditation endorsed the project?</p>	<p><b>Yes.</b> Letter of endorsement was signed on 11 August 2021.</p>	

	<p>2. Has the intermediary undertaken an assessment or had dialogue on the NIE candidate gaps/challenges and ability of the candidate NIE to meet the requirements stipulated in the AF accreditation application?</p>	<p><b>Not Cleared.</b> The proposal refers to a letter initiated by the DA and signed by the Minister in charge of environment and correspondence signed on 13 August 2021. However, it is not clear whether these exchanges were internal within Cameroon or between the DA and CSE. The proposal also mentions on page 8 that attachments of the correspondences are attached to the proposal, but the attachments are missing.</p> <p><b>CR1:</b> Please clarify whether the correspondences mentioned in the proposal were between CSE and the DA or FEICOM representatives, and what the overall outcome from the correspondences was regarding the candidate NIE's accreditation process to the Adaptation Fund.</p>	<p><b>CR1 Addressed.</b> See page 8.</p>
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	<p>3. Have accreditation gaps/challenges been clearly identified and the approaches to address them clearly outlined?</p>	<p><b>Yes.</b> Gaps identified include: Updating the Environmental and Social Management System (ESMS); Incomplete of gender policy and gender mainstreaming manual; Lack of in-house project cycle management manual (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation); Incomplete M&amp;E Guide; Lack of procurement Manual; the need to strengthen the anti-fraud system and develop an AML / CFT policy; and Updating the strategic plan including climate change management aspects as noted on pages 9-10.</p> <p>Gaps will be addressed through the three components mentioned in the technical summary.</p>	
	<p>4. Are the proposed activities to address identified gaps/challenges for the NIE candidate to obtain accreditation with the Fund justified?</p>	<p><b>Yes.</b> Activities include doing gap analyses, reviewing, and updating existing policies and procedures in line with the AF's requirements, developing new policies, and training.</p>	

Resource Availability	1. Is the requested project funding within the cap for the Readiness Package grants set by the Board?	<b>Yes.</b> The requested funding amount is \$148,103.	
	2. Is the Implementing Entity Management Fee at or below 8.5 per cent of the total project/programme budget before the fee?	<b>Yes,</b> the fee is 8.5%.	
	3. Is there budget set aside to continue support post submission of a complete application for accreditation to the AF secretariat?	<b>Yes.</b> A budget of \$32,000 has been set aside, which includes CSEs support in collecting review, monitoring and completion report.	
Implementation Arrangements	1. Has adequate time been provided to respond to and address comments and feedback that may be made by the Accreditation Panel?	<b>Yes.</b> A four-month provision has been made following the validation workshops and completion of activities. Continuous support will be provided until 31/12/2023.	

	2. Is a detailed budget including budget notes included?	<p><b>Not Cleared.</b> The budget includes an allocation for an audit. However, an audited report is not required for financial reporting on readiness grants.</p> <p><b>CAR2:</b> Please remove audit costs from the budget as the financial reporting requirements for readiness grants is a final Statement of Expenditure signed by the Implementing Entity's chief financial officer or their equivalent.</p>	<b>CAR2 Addressed.</b>
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ADAPTATION FUND

## ADAPTATION FUND BOARD SECRETARIAT TECHNICAL REVIEW OF PROJECT/PROGRAMME PROPOSAL

PROJECT/PROGRAMME CATEGORY Readiness Package Grant

**Readiness Package support recipient Country:** Cameroon

**Accredited Implementing Entity (Intermediary) delivering support:** Centre de Suivi Ecologique (CSE)

**Nominated National Implementing Entity (NIE) Candidate:** Fonds Spécial d'équipement et d'intervention intercommunale (FEICOM)

**Type of accredited Implementing Entity (NIE/RIE/MIE):** NIE

**Requested Financing from Adaptation Fund (US Dollars):** \$148,103

**AF Project ID:**

**Reviewer and contact person:** Farayi Madziwa

**Co-reviewer(s):** Ishani Debnath


**IE Contact Person:** Aissata Boubou SALL

Technical Summary	<p>The project to support NIE accreditation in Cameroon will be done through the three components below:</p> <p><u>Component 1:</u> Developing polices and manuals (USD 79,000).</p> <p><u>Component 2:</u> Workshops and Meetings (USD 20,500)</p> <p><u>Component 3:</u> CSE's technical Assistance (USD 32,000).</p> <p><u>Requested financing overview:</u>            Total Project/Programme Cost: USD 136,500            Implementing Entity Fee: USD 11,603            Financing Requested: USD 148,103</p>
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	The initial technical review raises some issues, such as the need to submit the certificate of completion for the AF e-learning course on accreditation, clarification regarding the correspondences mentioned in the proposal, and corrective action regarding the costs for audited financial statements as is discussed in the number of Clarification Requests (CRs) and Corrective Action Request (CAR) raised in the review.
Date:	26 October 2022

Review Criteria	Questions	Comments	Response
Country Eligibility	2. Is the country that does not yet have an accredited NIE a Party to the Kyoto Protocol?	<b>Yes</b>	
Eligibility of IE (Intermediary)	4. Is the project submitted through an Implementing Entity with an “accredited status with the Fund?”	<b>Yes</b> , CSE is an accredited NIE	
	5. Does the Implementing Entity have an approved project by the Adaptation Fund Board and has submitted at least one project performance report (PPR)?	<b>Yes</b> , CSE has a completed project and another one under implementation with three submitted PPRs	
	6. Has the Implementing Entity demonstrated adequate experience providing capacity building support to NIE candidates and other national/sub-national entities for access to climate change adaptation finance?	<b>Yes</b> , since 2015 CSE has provided support to 11 countries for accreditation to the AF, two of which successfully obtained accreditation (Fonds Interprofessionnel pour la Recherche et Conseil Agricole (FIRCA) of Côte d’Ivoire; and Banque Agricole du Niger (BAGRI) of Niger). CSE has also supported multiple other countries as a GCF delivery partner.	



<p>Eligibility of nominated NIE candidate</p>	<p>3. Has the nominated NIE candidate taken the AF online course on accreditation and demonstrated adequate results during the self-assessment to meet accreditation criteria of the Fund?</p>	<p><b>Yes</b>, M. Eric MEKINDA BILOUNGA, Head of Bilateral and Multilateral Cooperation Unit completed the course.</p> <p><b>CAR1:</b> Please submit the certificate of completion for M. Eric MEKINDA BILOUNGA.</p>	<p><b>Response CAR1:</b> please find attached the certificate of completion for M. Eric MEKINDA BILOUNGA.</p> <div style="text-align: center;">  <p>Certificate MEKINDA FEICOM.p</p> </div>
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	<p>4. Is the suitability of the candidate NIE to meet the accreditation criteria justified considering its experience managing project finance, its institutional capacity and experience implementing and managing the full climate change or development finance project life cycle, and its competency for transparency, self-investigative powers and anti-corruption measures?</p>	<p><b>Yes.</b> FEICOM is an economic and financial public establishment, responsible for financing local and regional authorities in Cameroon (page 10). FEICOM has received support to pursue GCF accreditation and has adopted policies and standards to support environmental risk screening and management, and in a broad sense, sustainable development, such as the Environmental Policy, and the ISO 14001:2015 standard. It has also been implementing several sustainable development initiatives such as plastic bottle waste management, the development of a project on bamboo and rattan valorisation in local councils in partnership with the International Bamboo and Rattan Organisation (INBAR), and the institution of a "Green Thursday" when the entire staff of FEICOM is engaged in ecological activities (page 11).</p>	
Project Eligibility	<p>5. Has the designated authority for the Adaptation Fund in the country seeking accreditation endorsed the project?</p>	<p><b>Yes.</b> Letter of endorsement was signed on 11 August 2021.</p>	

	<p>6. Has the intermediary undertaken an assessment or had dialogue on the NIE candidate gaps/challenges and ability of the candidate NIE to meet the requirements stipulated in the AF accreditation application?</p>	<p><b>Not Cleared.</b> The proposal refers to a letter initiated by the DA and signed by the Minister in charge of environment and correspondence signed on 13 August 2021. However, it is not clear whether these exchanges were internal within Cameroon or between the DA and CSE. The proposal also mentions on page 8 that attachments of the correspondences are attached to the proposal, but the attachments are missing.</p> <p><b>CR1:</b> Please clarify whether the correspondences mentioned in the in the proposal where between CSE and the DA or FEICOM representatives, and what the overall outcome from the correspondences was regarding the candidate NIE's accreditation process to the Adaptation Fund.</p>	<p><b>Response CR1:</b> The correspondences mentioned in the proposal were held between the Ministry of Environment of CAMEROON, the institution which the DA is attached, and the CEO of FEICOM. These exchanges materialized in the proposal of FEICOM as a candidate NIE for the accreditation process to the Adaptation Fund. Please find attached the correspondence mentioned on page 8 of the proposal informing of the exchanges held between the DA and FEICOM.</p> <div style="text-align: center;">  <p>Lettres_MINEPDED- FEICOM.pdf</p> </div>
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	<p>7. Have accreditation gaps/challenges been clearly identified and the approaches to address them clearly outlined?</p>	<p><b>Yes.</b> Gaps identified include: Updating the Environmental and Social Management System (ESMS); Incomplete of gender policy and gender mainstreaming manual; Lack of in-house project cycle management manual (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation); Incomplete M&amp;E Guide; Lack of procurement Manual; the need to strengthen the anti-fraud system and develop an AML / CFT policy; and Updating the strategic plan including climate change management aspects as noted on pages 9-10.</p> <p>Gaps will be addressed through the three components mentioned in the technical summary.</p>	
	<p>8. Are the proposed activities to address identified gaps/challenges for the NIE candidate to obtain accreditation with the Fund justified?</p>	<p><b>Yes.</b> Activities include doing gap analyses, reviewing, and updating existing policies and procedures in line with the AF's requirements, developing new policies, and training.</p>	

Resource Availability	4. Is the requested project funding within the cap for the Readiness Package grants set by the Board?	<b>Yes.</b> The requested funding amount is \$148,103.	
	5. Is the Implementing Entity Management Fee at or below 8.5 per cent of the total project/programme budget before the fee?	<b>Yes,</b> the fee is 8.5%.	
	6. Is there budget set aside to continue support post submission of a complete application for accreditation to the AF secretariat?	<b>Yes.</b> A budget of \$32,000 has been set aside, which includes CSEs support in collecting review, monitoring and completion report.	
Implementation Arrangements	3. Has adequate time been provided to respond to and address comments and feedback that may be made by the Accreditation Panel?	<b>Yes.</b> A four-month provision has been made following the validation workshops and completion of activities. Continuous support will be provided until 31/12/2023.	

	4. Is a detailed budget including budget notes included?	<p><b>Not Cleared.</b> The budget includes an allocation for an audit. However, an audited report is not required for financial reporting on readiness grants.</p> <p><b>CAR2:</b> Please remove audit costs from the budget as the financial reporting requirements for readiness grants is a final Statement of Expenditure signed by the Implementing Entity's chief financial officer or their equivalent.</p>	<p><b>Response CAR2:</b> Audit costs have been removed from the budget. Please refer to the newly submitted budget.</p>
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## APPLICATION FORM/PROPOSAL TEMPLATE FOR READINESS PACKAGE GRANTS



ADAPTATION FUND

## READINESS PACKAGE GRANT APPLICATION FORM TEMPLATE

Application for a Grant to support NIE accreditation through the readiness package

Submission Date: 12/11/2022

**Adaptation Fund Grant ID:****Country receiving support:** CAMEROUN**Institution to navigate accreditation process, if already identified:** Fonds Spécial d'équipement et d'intervention intercommunale (FEICOM)**Name of Implementing Entity delivering support:** Centre de Suivi Ecologique (CSE)**Type of Implementing Entity delivering support (NIE/RIE/MIE):** NIE**A. Timeframe of Activity**

Expected start date of support	January 2023
Completion date of support	March 2024

**B. Experience participating in organizing support to, or advising other NIE candidates**

CSE was the first institution to experiment the direct access, first with the AF, then with the GCF. On the strength of this pioneering experience, CSE has been requested since 2012 by institutions from developing countries wishing to assess themselves against the requirements of accreditation (AF and GCF) and / or to prepare their accreditation files. The CSE thus aided in the form of advisory support by e-mail, but also through telephone interviews and site visits. In 2016, CSE organized in collaboration with the IFDD (Institute of the Francophonie for Sustainable Development) a regional workshop during which twelve (12) French-speaking countries of Africa and Haiti were familiarized with the AF and the GCF, their policies and procedures, but also and above all their accreditation process.

CSE was also the first institution to participate in the AF's Readiness programs, in particular in its South-South Cooperation component. Since 2014, CSE has provided technical assistance to ten (10) institutions in developing countries. These include:

- identify a national institution applying for accreditation;
- strengthen the capacities of the institution selected for the accreditation process;
- support the institution selected in the collection and analysis of the documents required for accreditation; and
- assist the institution selected in the organization and submission of its accreditation request file.

CSE has thus developed a number of tools relating to:

- screening to identify the institution with the best profile;
- analysis of the comments made by the Accreditation Panel (PA) on the accreditation request files during previous sessions of the AF Council;
- a summary of fiduciary standards;
- a checklist of required documents.

In addition, CSE developed, submitted and implemented Readiness program of the GCF, serving as fiduciary agent for six (6) countries (Senegal, Togo, Cote d'Ivoire, Chad, Djibouti, DRC) with 8 Readiness programs implemented with as main missions from:

- Develop and implement Readiness requests;
- Manage legal arrangements and implementation of Readiness support
- manage financial resources;
- make purchases and recruitments;
- assist the Designated National Authority in monitoring and evaluating deliverables;
- Prepare progress and closure reports for Readiness agreements;
- carry out audits.

It is summarized in the table below the list of the various initiatives in which CSE and its staff have participated over the past sixth (6) years.

CSE provided also intermediary services in the first Readiness Package launched in 2018 to support Mali and Burundi in preparation of relevant missing documents related to fiduciary and governance aspects. This process is closed in 2020 with the submission of accreditation folder through the accreditation's system by the two entities.

The readiness package comes as a complement to consolidate the technical support provided through the South-South cooperation grant. It enables NIE applicants to obtain the financial resources that allow us to recruit firms for the preparation of documents related to (fiduciary aspects, strategic plan, internal audit, and ethics manual) that cannot be backed by conventional support.

The main results of this support are mentioned below:

- Grievance and redress mechanism in place;
- Technical assistance for developing a transparency policy and including procedures on conflict of interest and whistleblower protection;
- Internal audit manual developed;
- ESS & Gender policies developed;
- Strategic plan developed;
- Project cycle manual develop;
- M&E manual developed.



The following two tables summarize the various initiatives that CSE and its staff have participated in over the past six (6) years.

- (i) Describe the support provided for accreditation through readiness grants from the Adaptation Fund to developing countries and/or entities seeking to use the Fund's Direct Access modality.

<b>Year support started</b>	<b>Year support ended</b>	<b>Climate Fund (source of grant)</b>	<b>Type of support provided</b>	<b>Outcome of the support</b>	<b>Country/institution supported</b>
2015	2016	Adaptation Fund	Readiness technical assistance	Application submitted; interaction underway with the AF secretariat	CHAD/ Fonds Spécial pour l'Environnement (FSE)
2015	2016	Adaptation Fund	Readiness technical assistance	The institution is accredited as NIE	NIGER/ Banque Agricole du Niger (BAGRI)
2015	2020	Adaptation Fund	Readiness technical assistance	Supporting documents collected and under submission	Cape-Verde/ Agence Nationale de l'Eau et de l'Assainissement (ANAS)
2016	2020	Adaptation Fund	Readiness technical assistance	Application submitted; interaction underway with the AF secretariat	Mali/ Agence de l'Environnement et du Développement Durable (AEDD)
2016	2017	Adaptation Fund	Readiness technical assistance	Application submitted  Interactions underway with the AF Secretariat	Sierra-Leone/ Ministry of Finance and Economic Development (MOFED)

2016	2019	Adaptation Fund	Readiness technical assistance	Application submitted; interaction underway with the AF secretariat	Guinée/ Centre d'Etude et de recherche en Environnement (CERE)
2017	2019	Adaptation Fund	Readiness technical assistance	Application submitted; interaction underway with the AF secretariat	Togo/ Office de Développement et d'Exploitation des Forêts (ODEF)
2017	2020	Adaptation Fund	Readiness technical assistance	Application submitted; interaction underway with the AF secretariat	Burundi/ OBPE
2018	2019	Adaptation Fund	Readiness technical assistance	The institution is accredited as NIE	Côte d'Ivoire/ Fonds Interprofessionnel pour la Recherche et Conseil Agricole (FIRCA)
2019	On Going	Adaptation Fund	Readiness technical assistance	In-house capacities developed  Supporting documents under collection and analysis	Mauritius/ Ministry of Environment and Sustainable Development
2018	2020	Adaptation Fund	Readiness Package	Development of fiduciary and governance documents Submission	Mali/ AEDD & Burundi/ OBPE

- (ii) Describe any other type of support provided outside the grants from the Adaptation Fund to other national, sub-national and/or local entities relevant to the AF accreditation process.

<b>Year support started</b>	<b>Year support ended</b>	<b>Climate Fund (source of grant)</b>	<b>Type of support provided</b>	<b>Outcome of the support</b>	<b>Country/institution supported</b>
2015	2019	Green Climate Fund	Delivery partner	<p>National stakeholders trained on climate finance and informed about the GCF readiness program in Senegal</p> <p>A country program developed and submitted to GCF</p> <p>Several consultations organized at all levels</p> <p>A no objection manual developed and validated</p>	Senegal
2015	2020	Green Climate Fund	Delivery partner	<p>National stakeholders trained on climate finance and informed about the GCF readiness program in Djibouti</p> <p>A country program developed</p> <p>Several consultations organized at all levels</p> <p>A communication strategy developed</p>	Djibouti

Year support started	Year support ended	Climate Fund (source of grant)	Type of support provided	Outcome of the support	Country/institution supported
2015	2019	Green Climate Fund	Delivery partner	<p>National stakeholders trained on climate finance and informed about the GCF readiness program in DRC</p> <p>A country program developed</p> <p>Several consultations organized at all levels</p> <p>A communication strategy developed under implemented</p> <p>A no objection manual developed</p>	Democratic Republic of Congo
2016	2016	IEDD	Capacity building	Enhanced capacity for French speaking countries for a better access to Climate Funds (AF and GCF)	Burkina Faso, Chad, Côte d'Ivoire, Djibouti, DRC, Gabon Guinée, Haiti, Madagascar, Mali, Niger, Sénégal, Togo
2016	2016	WRI	Sharing of experience of achieving AF project	Experience shared	National Environment Management Authority (NEMA) of
2016	2018	Green Climate Fund	Delivery partner	Supporting documents collected and analysed	TOGO

Year support started	Year support ended	Climate Fund (source of grant)	Type of support provided	Outcome of the support	Country/institution supported
2016	2019	Green Climate Fund	Delivery partner	National stakeholders trained on climate finance and informed about the GCF readiness program  A country program developed  Several consultations organized at all levels  A communication strategy developed and	CHAD
2017	2020	Green Climate Fund	Delivery Partner	National stakeholders trained on climate finance and informed about the GCF readiness program  A country program developed	Côte d'Ivoire
2017	2018	SERVIR / (CILSS-USAID)	Technical assistance	Experience shared on the GCF accreditation process	Niger/ AGRHYMET Center
2019	2021	Green Climate Fund	Delivery Partner	Training sessions organized Concept Notes developed Local forum organized	Togo

Year support started	Year support ended	Climate Fund (source of grant)	Type of support provided	Outcome of the support	Country/institution supported
2019	2021	ACCF/ AfDB	Technical Assistance	Study on options for the accreditation of two national implementing with the Green Climate Fund: Technical assistance for the accreditation of two Ivorian institutions for accreditation Deliverables: -Mission report1 including the launch workshop report and the results of the simplified assessment -Mission report2 including the conclusions of the institutional assessment, the list of documents collected, the roadmaps -Mission report 3 including the	Côte d'Ivoire

### C. Proposed activities to support NIE accreditation

- (i) Describe the initial exchange that took place with the candidate entity and with the DA e.g., state with who (director, committee, DA etc.). Also state when the discussion took place and state what conclusions were arrived at. e.g., briefly state what issues the identified candidate NIE(s) is likely to face considering its experience managing project finance, its institutional capacity and experience implementing and managing the full climate change or development finance project life cycle, and its competency for transparency, self-investigative powers and anti-corruption measures.

FEICOM is a state entity dealing directly with council. The ministry of environment has signed a Memorandum of Understanding (MOU) with FEICOM about two years ago. It is an entity which is engaged in the fight against the adverse effects of climate change. FEICOM has demonstrated interest in the preservation of the environment and biodiversity. A letter signed initiated by the DA and signed by the Minister in charge of environment on the 25 may 2021 was the first step to identify FEICOM as the NIE to be proposed for an accreditation.

FEICOM responded positively and affirmed its engagement to seek for an accreditation mindful of all efforts undergone in the fight against climate change and poverty alleviation. Its correspondence was signed on 13 august 2021. **All the related correspondences are attached...**

**(ii) Describe results of the self-assessment done by the candidate NIE or assessment done by intermediary on suitability of the candidate/nominated NIE to meet the accreditation criteria. Confirm whether any candidate NIE staff took the AF online course on accreditation and explain how the learning outcome from taking this course has been incorporated into the proposal. (The AF accreditation course can be found [here](#)).**

CSE conducted an assessment to identify the institution's existing and missing documents.. The results showed that FEICOM has a strong financial management, transparent system and fraud and mismanagement control. However, it will be important to set up an independent audit committee within FEICOM, although this function is carried out by the Internal Audit Department (DAI) and an ethics committee.

In terms of procurement rules and procedures, FEICOM is backed by the general public procurement code of CAMEROON. In this sense, a procurement manual specific to FEICOM should be developed, which will undoubtedly follow the guidelines of the general public procurement code and take into account the requirements of the AF.

At the strategic level, it was noted that FEICOM uses a programme budget for planning and financial projection, hence the need to develop a strategic plan that translates the institution's long-term vision and integrate the climate change component.

Project management has a good foundation as there is a guide put in place to assist with Project Implementation. A set of environmental, social and gender policies have also been developed however, it is important to update these documents to take into account screening, categorization, assessment and risk management procedures so that they include environmental, social and gender risks. The Assistance guide for Project Implementation also doesn't take into account appraisal, quality at entry, project at risk system and M&E during project implementation. Furthermore, it will be important to appoint gender focal points for the implementation of ESS and gender systems.

The evaluation found that some documents have been elaborated but needed to be updated by integrating the AF's requirements in terms of :

- gender policy and manual for gender mainstreaming in projects and programs;
- grievance management mechanism for environmental, social and gender complaints.

The documents listed below were missing or are being elaborated thus still at the drafting stage:

- procurement manual which is backed by the public procurement code;
- project cycle management manual, including appraisal, formulation, evaluation and risk management, quality review at project entry, implementation and closure;
- project monitoring and evaluation manual;

- strategic Plan reinforcement on climate change component;
- Anti-fraud policy including denunciation procedures and whistleblowers protection.

This grant will help the NIE candidate develop missing documents, update policy documents in line with the AF's requirements and nominate focal points in ESS and Gender.

Moreover, M. Eric MEKINDA BILOUNGA, Head of Bilateral and Multilateral Cooperation Unit followed the online course on "Direct Access: Unlocking Adaptation Funding". Through the two modules of the session, he gained much experience on the AF accreditation process the environmental, social and gender considerations in project design and implementation (Certificate enclosed)

On the first module, he learned about fiduciary standards and types of accreditations. On the second module, he learned about project approval process, the compliance and risks identification processes and requirements with regard to the ESS and GP. He also learned about consultative process and grievance mechanism as well as ESMP monitoring, reporting and evaluation. Finally, the main outcomes of the course that have been incorporated in the proposal concerne the filling of the ESS and GP compliance section of the proposal.

The main outcomes that have been used and incorporated in the submission is the necessity of assuring the compliance of FEICOM's document with the requirements of the AF principally the social dimension of the ESS. He also noted the importance of risks identification and that of adopting the consultative process and the grievance mechanism in designing project. Namely the supporting documents such as ESS, the ESMP, the GP, the strategic Plan and the Project Management Cycle has been taken into account and the necessity of reviewing the documents that already exist to better satisfied the AF requirements.

**(iii) Briefly justify why the nominated NIE candidate is best suited to meet the accreditation criteria.**

FEICOM is an economic and financial public establishment, responsible for financing local and regional authorities in Cameroon. FEICOM's policy in the fight against climate change is anchored at international and national levels prescriptions. On the other hand, on the SDGs, including Goals 6 (Clean Water and Sanitation), 7 (Clean and Affordable Energy), 13 (Measures to Combat Climate Change), 15 (Life on Earth) and 17 (Partnerships for Achieving the Goals) and, on the other hand on international Agendas. These international guidelines are included, adapted and contextualized in the National Development Strategy for 2030 (NDS30), the Predicted Contribution to the National Plan (CPDN) and in the National Plan for Adaptation to Climate Change (PNACC).

In line with these international and national guidelines, FEICOM has adopted an Environmental Policy which first phase covers the period 2020-2023. Through this policy, the organization is determined to make environmental protection an integral and fundamental part of its intervention strategy and its operating system.



It is based on principles that should contribute to reducing the environmental footprint of the organization, including the implementation of an Environmental Management System in accordance with the ISO 14001:2015 standard. Through this certification, FEICOM intends to develop:

- The mobilization of the personnel around a federative project aiming at stimulating the dynamics of progress towards a sustainable development;
- The integration of environmental management and its evaluation in the project cycle;
- Continuous improvement of environmental performance through an efficient and constantly evolving management system.

The application for accreditation as a National Implementing Entity to the Adaptation Fund is a complement to other initiatives already taken by the organization within the target. Initiatives such as the accreditation process to the Green Climate Fund, the Readiness programme initiated with the technical support of the Food and Agriculture Organization of the United Nations (FAO) or the acquisition of carbon offsetting certificates as part of its participation in the European Development Days.

It is also worth noting that FEICOM has developed financial tools aiming at encouraging local authorities to identify and implement sustainable development projects and consider gender issues in their projects. Particular windows have been created and dedicated to sustainable projects. Some staff has also undergone training on safety, risk and environmental management issues. Furthermore some initiatives have been put in place such as plastic bottle waste management, the development of a project on bamboo and rattan valorisation in local councils in partnership with the International Bamboo and Rattan Organisation (INBAR), or the institution of a "Green Thursday" when the entire staff of FEICOM is engaged in ecological activities.

Finally, negotiations are ongoing with the International Union for Nature Conservation (UICN) with which FEICOM has been working since 2018 and with the Global Cities Development Fund (FMDV) who was ready to support FEICOM's accreditation to the GCF process. It thus, demonstrates FEICOM's engagement to take into account the environmental and gender issues not only in its activities, but also in its interventions towards local councils.

**(iv) Provide a list in chronological order of occurrence, of the main components/steps that would be implemented to address the NIE candidate gaps/challenges, the activities to be undertaken, and the requested budget to support accreditation of the NIE candidate. An example is provided within the table in italics**

Component	Proposed support activities to address Gap/Challenge	Expected Output of the Activities	Country/Institution to be Supported	Tentative completion date	Requested budget for component (USD)
<i>Developing policies and manuals</i>	<i>The development and implementation of its Environmental and Social Management System (ESMS)</i>	<i>an environmental and social policy;</i> <i>- the identification of environmental and social risks and impacts;</i> <i>- an environmental and social impact management program;</i> <i>- organizational capacity and skills (roles and responsibilities of staff implementing the ESMS) implementation of the ESMS);</i> <i>internal communication and training;</i> <i>- emergency preparedness and response;</i> <i>- stakeholder engagement;</i> <i>- external communication and grievance mechanism;</i> <i>- Continuous disclosure of information to affected communities;</i> <i>Monitoring and evaluation</i>	<i>FEICOM</i>	<i>31/10/2023</i>	<i>18,000</i>
	<i>Technical assistance to develop a gender policy and gender mainstreaming manual</i>	<i>Gender policy</i> <i>a gap analysis report with an action plan</i> <i>a guide on gender analysis approaches and tools</i> <i>A report on the establishment of an operational system for monitoring and evaluating the integration of gender gender mainstreaming in projects/programs;</i> <i>Grievance and redress mechanism</i> <i>Training reports;</i>	<i>FEICOM</i>	<i>31/10/2023</i>	<i>8,000</i>

	<i>Technical assistance for developing a project cycle management guide (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation)</i>	<i>Project cycle management guide</i>	<i>FEICOM</i>	<i>31/10/2023</i>	<i>10,000</i>
	<i>Technical assistance for developing an M&amp;E guide</i>	<i>M&amp;E Framework including: M&amp;E manual; Nomination of M&amp;E officer; Training on M&amp;E and independent evaluation;</i>	<i>FEICOM</i>	<i>31/10/2023</i>	<i>8,000</i>
	<i>The development and implementation of a procurement manual</i>	<i>A procurement system respecting competition and transparency rules</i>	<i>FEICOM</i>	<i>31/10/2023</i>	<i>8,000</i>
	<i>The development and implementation of anti-fraud and AML/ CFT policies</i>	<i>Antifraud and AML/CFT policies are operational and a mechanism of denunciation of fraud cases is set up</i>	<i>FEICOM</i>	<i>31/10/2023</i>	<i>12,000</i>

	<i>The development of a strategic plan</i>	<i>planning document and framework for monitoring the objectives set</i>	<i>FEICOM</i>	<i>31/10/2023</i>	<i>12,000</i>
	<i>Translation of supporting documents</i>	<i>Supporting documents in English</i>	<i>FEICOM</i>	<i>31/12/2023</i>	<i>3000</i>
Workshops and Meetings	Validation workshops (for validating all new policies and procedures developed)	Workshop reports	<i>FEICOM</i>	<i>31/12/2023</i>	<i>13,000</i>
	Board meeting (for validating the new procedures)	Meeting minutes	<i>FEICOM</i>	<i>31/01/2023</i>	<i>7,500</i>
CSE's technical Assistance	CSE's support collect review, submission and post submission documents	Monitoring and completion report	<i>FEICOM</i>	<i>31/03/2023</i>	<i>32,000</i>
	Implementing entity fee				<i>11,178</i>
	<b>Total Grant Requested (USD)*</b>				<b><i>142,678</i></b>

**\*Please provide a detailed budget (with budget notes including a note of how the management fee will be used) attached as an annex to the application**

#### **D. Justification of project activities**

Provide a description of each identified NIE candidate gap/challenge and explain the status core, current processes and procedures within the NIE candidate regarding the identified gap/challenge and explain how the activities to be undertaken would address the identified

gaps/challenges to advance accreditation of the NIE candidate. For new policies, procedures and institutional structures that need to be newly established, also provide a timeframe for demonstrating their effective operation and submission of evidence to the Accreditation Panel (AP), including responding to feedback from the AP. *(for missing policies, manuals and institutional structures, please list and explain each one individually)*

A successful outcome of this current process will allow FEICOM to mobilize additional resources from various donors intended to finance climate adaptation projects developed by Local councils. Thanks to these resources, FEICOM will be able to reduce observed gaps and respect the commitments made in its Environmental policy framework, namely:

- Implement an environmental and social management framework at institutional level including noise, waste, air management;
- Develop specific procedures to undertake screening exercise for the identification of risks category;
- Develop environmental and social risks and impacts management procedure in order to propose mitigation measures for each type of identified risks;
- Develop a monitoring and evaluation procedure for environmental and social risks and impacts management;
- Develop a grievance redress mechanism for environmental and social issues.

Gaps/ Challenges	Activities to be undertaken	New policies	Track record	Timeframe for demonstrating their effective operation and submission of evidence to the Accreditation Panel (AP)
Updating the Environmental and Social Management System (ESMS)	<ul style="list-style-type: none"> <li>- Alignment of the ESMS with the AF requirements               <ul style="list-style-type: none"> <li>- Updating the screening procedure to identify environmental and social risks and impacts;</li> <li>-an environmental and social impact management program;</li> <li>- organizational capacity and skills (roles and responsibilities of staff implementing the ESMS);</li> <li>internal communication and training;</li> <li>- emergency preparedness and response;</li> <li>- stakeholder engagement;</li> <li>- external communication and grievance redress mechanism;</li> <li>- Continuous disclosure of information to affected communities;</li> </ul> </li> </ul>	<p>An updated environmental and social policy;</p> <p>Additional procedures for the identification of E&amp;S risks and impacts and their management;</p> <p>Grievance mechanism manual and external communication</p>	<p>ESMP of new project;</p> <p>Report ESMS implementation ;</p> <p>Grievance mechanism implementation report</p>	<p>One year after policy approval</p>


Gaps/ Challenges	Activities to be undertaken	New policies	Track record	Timeframe for demonstrating their effective operation and submission of evidence to the Accreditation Panel (AP)
Incomplete of gender policy and gender mainstreaming manual	The existing gender sub-strategy will be reviewed in order to make sure that the AF Gender policy is well respected. For that, the following actions will be taken: A gap analysis report with an action plan; A guide on gender analysis approaches and tools; A report on the establishment of an operational system for monitoring and evaluating the integration of gender gender mainstreaming in projects/programs; Grievance and redress mechanism; Training session on the developed gender documents	Gender policy Gap analysis report Action plan Guide on gender analysis approaches and tools A report on the establishment of an operational system for monitoring and evaluating the integration of gender gender mainstreaming in projects/programs Grievance redress mechanism including gender issues	Gender assessment and action plan; Report on gender mechanism implementation	One year after policy approval
Lack of in-house project cycle management manual (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation)	Development of project cycle management manual (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation)	Project cycle management manual (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation)	Appraisal report; concept note or full proposal report; Quality and Entry report	One year after policy approval

Gaps/ Challenges	Activities to be undertaken	New policies	Track record	Timeframe for demonstrating their effective operation and submission of evidence to the Accreditation Panel (AP)
Incomplete M&E Guide	Implementation of M&E Framework with the update of the existing M&E guide	M&E manual; Nomination of M&E officer; Training on M&E and independent evaluation;	M&E reports ; Project's activities reports	One Year after approval
Lack of procurement Manual	Development of a procurement framework	Establishment of an operational procurement committee	Procurement manual Minutes of the tenders' commission Tender audit's reports	One year after manual approval
Need to strengthen the anti-fraud system and develop an AML / CFT policy	Development of anti-fraud including the procedures of denunciation in interest conflict case and protection of whistle-blowers and AML/CFT framework	Establishment of an operational ethics committee Anti-fraud Policy; Ethics charter; AML/CFT policy	List of fraud cases Ethics committee meeting minutes AML/CFT report	One year after manual approval
Updating the strategic plan including climate change management aspects	Updating of a strategic plan (define the long-term resource mobilization framework indicating planned sources of funding, envisaged expenditure and evolution of financial reserves.)	New strategic plan; Action plan for strategic plan implementation	Annual activities plan; Annual activities report Mid –term evaluation report of strategic plan An evaluation of the strategic plan	One year after strategic plan approval (for AAP and annual reports) Mid-term for the evaluation of strategic plan Five years after approval



**E. 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
Cheikh MBOW		08/24/2022	Aissata Boubou SALL SYLLA	+221 77 685 15 90	<a href="mailto:aissata.sall@cse.sn">aissata.sall@cse.sn</a>



**F. Record of request of support on behalf of the government**

Provide the name and position of the government official who is the Designated Authority of the Adaptation Fund in the NIE candidate country and indicate date of endorsement. The letter of endorsement from the Designated Authority should be attached as an annex to the application.

<p><i>(Enter Name, Position, Ministry)</i></p> <p><b>Théophile Hervé ABA'A ATEBA</b></p> <p>Sub- Director for Environmental Economy Ministry of Environment, Protection of Nature and Sustainable Development</p> <p>Designated Authority of the Adaptation Fund for Cameroon</p>	<p>Date: (08, 22, 2022)</p>  <p><i>Théophile Hervé ABA'A ATEBA B.Sc (Hons)</i> Ingénieur du Génie de l'Environnement et Industriel</p>
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REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
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MINISTERE DE L'ENVIRONNEMENT,  
DE LA PROTECTION DE LA NATURE ET  
DU DEVELOPPEMENT DURABLE  
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CABINET  
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REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
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MINISTRY OF ENVIRONMENT,  
PROTECTION OF NATURE AND  
SUSTAINABLE DEVELOPMENT  
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CABINET  
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N° 001 /LMINEPDED/SG/DPDD/SDECO/PF-FA

11 1 Aout 2021  
Yaounde, .....

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

**Subject:** Endorsement for the accreditation grant

In my capacity as designated authority for the Adaptation Fund in Cameroon, I confirm that the above national grant proposal is in accordance with the government's national priorities in implementing adaptation activities to reduce adverse impacts of, and risks, posed by climate change in the country Cameroon.

Accordingly, I am pleased to endorse the above grant proposal with support from the Adaptation Fund. If approved, the project will be implemented by the Ministry of Environment, Protection of Nature and Sustainable Development and executed by the The Special Fund for Equipment and Inter-Municipal Intervention of Cameroon (FEICOM).

Sincerely,

*The Designated Authority / Cameroon*

**ABA'A ATEBA Theophile Herve B.Sc. (Hons)**  
**Industrial Chemistry and Environmental Engineer**  
Sub – Director for Environmental Economics  
Ministry of Environment, Protection of Nature and sustainable Development

REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
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MINISTRE DE L'ENVIRONNEMENT,  
DE LA PROTECTION DE LA NATURE ET  
DU DEVELOPPEMENT DURABLE  
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SECRETARIAT GENERAL  
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DIRECTION DE LA PROMOTION DU  
DEVELOPPEMENT DURABLE



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
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MINISTRY OF ENVIRONMENT,  
PROTECTION OF NATURE AND  
SUSTAINABLE DEVELOPMENT  
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SECRETARIAT GENERAL  
-----  
DEPARTMENT OF PROMOTION OF  
SUSTAINABLE DEVELOPMENT

Yaoundé, le 25 MAI 2021

N° /LMINEPDED/SG/DPDD/SDECO/PF-FA  
00525

LE MINISTRE,  
A  
Monsieur le Directeur Général du Fonds  
spécial d'Équipement et d'Intervention  
Intercommunale (FEICOM)  
-Yaoundé-

**Objet :** *Accréditation d'une Entité Nationale d'Exécution  
auprès du Fonds d'Adaptation au Changement Climatique.*

Monsieur le Directeur Général,

Le Cameroun a ratifié la Convention Cadre des Nations Unies sur les Changements Climatiques le 19 octobre 1994 et a adhéré au Protocole de Kyoto de ladite convention le 23 juillet 2002. Le Fonds d'Adaptation au Changement Climatique (FA) est alimenté, pour l'essentiel, par une taxe internationale fondée sur le Mécanisme de Développement Propre (MDP) mis en place par le Protocole de Kyoto pour financer des projets ou des programmes d'adaptation au changement climatique dans les pays en développement.

Dans l'optique de faciliter l'accès à ces fonds, les pays sont encouragés à faire accréditer une Entité Nationale d'Exécution (ENE) pour ne pas dépendre indéfiniment des Entités Multilatérales d'Exécution (PNUD, FIDA etc.). Après lecture des procédures et des critères d'éligibilité pour le Cameroun,

J'ai l'honneur de venir auprès de vous pour proposer la structure dont vous avez la charge pour une accréditation auprès du Fonds d'Adaptation.  
A cet effet et à toutes fins utiles, l'Autorité Nationale Monsieur ABA'A ATEBA Théophile Hervé, téléphone 699 35 81 28, email : [theophile.abaa@gmail.com](mailto:theophile.abaa@gmail.com) souhaiterait vous rencontrer pour vous apporter plus amples informations ainsi que tout l'accompagnement technique nécessaire pour l'aboutissement de cette procédure et obtenir ainsi une accréditation pour notre pays.

Veillez agréer, Monsieur le Directeur Général, l'expression de ma parfaite considération.



HELE Pierre

RÉPUBLIQUE DU CAMEROUN  
Paix - Travail - Patrie



REPUBLIC OF CAMEROON  
Peace - Work - Fatherland

Yaoundé, le 13 AUG 2021

DIRECTION GENERALE/ HEAD OFFICE

21/N° 914 /L/FEICOM/DG/DC/SDC/SCBM



Le Directeur Général / The General Manager

A/To

Monsieur le Ministre de l'Environnement, de la Protection  
de la Nature et du Développement Durable

(A l'attention de M. ABA'A ATEBA Théophile, Autorité Nationale  
Désignée du Fonds d'Adaptation au Changement Climatique)

Téléphone : +237 699 358 128

Email : [theophile.abaa@gmail.com](mailto:theophile.abaa@gmail.com)

YAOUNDE

Objet/Subject : Accréditation au Fonds d'Adaptation  
Adoubement FEICOM

Monsieur le Ministre,

J'ai l'honneur de porter à votre haute connaissance que le Fonds Spécial d'Équipement et d'Intervention Intercommunale (FEICOM) envisage de solliciter une accréditation auprès du Fonds d'Adaptation, en qualité d'Entité Nationale d'exécution des projets d'adaptation aux effets des changements climatiques au Cameroun.

Le FEICOM est un Etablissement public à caractère économique et financier, certifié à la norme ISO 9001 version 2015. Il bénéficie de l'accompagnement technique de votre département ministériel, auquel il est lié par une convention cadre de collaboration conclue en 2019, afin de mieux jouer le rôle qui lui est assigné dans l'accompagnement des CTD en matière de préservation de la biodiversité.

Aussi, aux termes de sa politique environnementale 2020-2023, l'organisme est résolu à faire de la protection de l'environnement, une partie intégrante et fondamentale de sa stratégie d'intervention et de son système de fonctionnement. Cette Politique environnementale se fonde sur des principes devant concourir à réduire l'empreinte environnementale de l'organisme, parmi lesquels :

- La mise en place d'un Système de Management Environnemental conforme à la norme ISO 14001 version 2015 ;
- La mobilisation du personnel autour d'un projet fédérateur visant à stimuler la dynamique de progrès vers un développement durable ;
- L'intégration de la gestion environnementale et son évaluation dans le cycle des projets.
- L'amélioration continue des performances environnementales à travers un système de management efficace et en perpétuelle évolution.

FONDS SPÉCIAL D'ÉQUIPEMENT ET D'INTERVENTION INTERCOMMUNALE / SPECIAL COUNCIL SUPPORT FUND FOR MUTUAL ASSISTANCE  
B.P./P.O.Box. :718 Yaoundé, Cameroun. – FEICOM,381, Rue 4565 MIMBOMAN Yaoundé 4<sup>ème</sup>  
Tél.(237) 222 23 51 64 - Fax.(237) 222 23 17 59  
Site web : [www.feicom.cm](http://www.feicom.cm)

Certifié ISO 9001

La sollicitation d'une accréditation en tant qu'Entité Nationale auprès du Fonds d'Adaptation vient s'ajouter à d'autres initiatives déjà prises par l'organisme dans le même sens. L'on peut évoquer l'acquisition des certificats de compensation carbone dans le cadre de sa participation aux Journées Européennes de Développement, la révision de ses outils de financement au profit des Communes dans l'optique de mieux prendre en compte les projets durables, l'institution des études d'impact environnemental pour tous les projets d'envergure ou encore le processus d'accréditation au Fonds Vert Climat et à la READINESS engagé avec l'appui technique de l'Organisation des Nations Unies pour l'Alimentation et l'Agriculture (FAO).

Un heureux aboutissement de cette démarche auprès du Fonds d'Adaptation permettra au FEICOM d'une part, de mobiliser des ressources additionnelles issues de divers guichets et destinées au financement des projets d'adaptation climatique portés par les Collectivités Territoriales Décentralisées, et d'autre part, grâce à ces ressources, l'organisme pourra respecter les engagements pris dans sa Politique environnementale, à savoir :

- Prévenir ou minimiser les nuisances environnementales susceptibles d'être provoquées au quotidien ou de manière accidentelle par ses activités ;
- Financer des ouvrages conformes aux exigences environnementales ;
- Améliorer en permanence ses pratiques en maîtrisant les déchets générés ;
- Eviter le gaspillage des ressources naturelles et énergétiques ;
- Sensibiliser et renforcer les capacités du personnel et des partenaires et encourager le changement de comportement ;
- Veiller au respect des exigences légales et réglementaires, des codes de bonnes pratiques environnementales, ainsi que l'ensemble des obligations auxquelles le FEICOM est assujéti ;
- Promouvoir les technologies et l'utilisation des matériaux qui protègent la nature ainsi que le verdissement des sites dans la mise en œuvre des projets.

Conformément aux procédures du Fonds d'adaptation, la requête du FEICOM pour son accréditation sera soutenue par une lettre d'adoubement dûment signée par l'Autorité Désignée du Fonds d'Adaptation au Cameroun.

Veillez agréer, **Monsieur le Ministre**, l'expression de ma haute considération. /-



*Philippe Camille Akoa*  
MAGISTRAT HORS-HIERARCHIE

Copie : MINDLEVEL

Proposed support activities to address Gaps/Challenges	Expected Output of the Activities	Country/Institution to be Supported	Number of units/ or days	Unit costs (USD)	Requested budget (USD)	Note of Budget
<p>The development/Update and implementation of its Environmental and Social Management System (ESMS)</p>	<p>an environmental and social policy;  - the identification of environmental and social risks and impacts;  - an environmental and social impact management program;  - organizational capacity and skills (roles and responsibilities of staff implementing the ESMS) implementation of the ESMS); internal communication and training;  - emergency preparedness and response;  - stakeholder engagement;  - external communication and grievance mechanism;  - Continuous disclosure of information to affected communities;  - Monitoring and evaluation.</p>	<p>FEICOM/ CAMEROON</p>	<p>30</p>	<p>400</p>	<p>12,000</p>	<p>30 days*400\$ per day for the consultant or firm in charge of ESMS</p>

	Travel cost	FEICOM/ CAMEROON	5	400	6,000	5 days*400\$ per day for the consultant or firm in charge of ESMS and 02 Staff from CSE to proceed an environmental assessment
Technical assistance to develop a gender policy and gender mainstriming manual	Gender policy a gap analysis report with an action plan a guide on gender analysis approaches and tools A report on the establishment of an operational system for monitoring and evaluating the integration of gender gender mainstreaming in projects/programs; Grievance and redress mechanism Training reports;	FEICOM/ CAMEROON	20	400	8000	20 days*400\$ per day for the consultant or firm in charge of Gender policy and mainstriming manual
Technical assistance for developping a project cycle management guide (integrating procedures for project identification, appraisal, quality at entry review, fisks identidication and mitigation development,	Project cycle management guide	FEICOM/ CAMEROON	20	500	10000	20 days*400\$ per day for the consultant or firm in charge of development of project cycle management guide

implementation, closure and evaluation)						
Technical assistance for developing an M&E guide	M&E Framework including: M&E manual; Nomination of M&E officer; Training on M&E and independent evaluation;	FEICOM/ CAMEROON	20	400	8000	20 days*400\$ per day for the consultant or firm To set up a M&E framework
A framework of good governance and good practices in terms of strengthened financial management	The development and implementation of anti-fraud and AML/ CFT policies	FEICOM/ CAMEROON	30	400	12000	20 days*400\$ per day for the consultant or firm to update the ethics code
A procurement system respecting competition and transparency rules	The development and implementation of a procurement manual	FEICOM/ CAMEROON	20	400	8000	28 days * 400\$ per day for the consultant or firm to develop the procurement manual



<p>Strategic Plan -beef up on climate change component</p>	<p>Propose a methodology for the development of the strategic plan including an operational plan and an outline for such a document and finalize them in consultation with key staff of the feicom;</p> <ul style="list-style-type: none"> <li>• Prepare and lead strategic planning sessions in collaboration with FEICOM's Top Management</li> <li>• Prepare a complete draft of the FEICOM's strategic plan for circulation, collect comments and finalize the strategic plan</li> <li>• Lead a strategic plan validation workshop with all FEICOM staff.</li> </ul>	<p>FEICOM/ CAMEROON</p>	<p>30</p>	<p>400</p>	<p>12000</p>	<p>30 ays*400\$ per day for the consultant or firm to elaborate a strategic plan</p>
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Translation supporting documents	of Supporting documents in English	FEICOM/ CAMEROON	10	300	3000	10 ays*300\$ per day for the consultant or firm to Translate all documents
Validation workshops (for validating all new policies and procedures developed) and training session	Workshops reports	FEICOM/ CAMEROON	2	2500	5,000	2 workshop : 1 Workshops to organize training session on fiduciary and governance policies; 1 to present and validate fiduciary and governance policies
	Travel cost	FEICOM/ CAMEROON	10	400	8,000	5 days*400\$ per day for 02 Staff from CSE for the presentation and validation of the produced documents

Board meeting (for validating the new procedures)	Meeting minutes	FEICOM/ CAMEROON	1	7500	7,500	Number of participants: 30 Attendance fees: 200\$ for each participants Restauration and catering: 50\$ per participants ( coffee break and Lunch)
CSE's support collect review, submission and post submission documents		CSE	80	400	32,000	CSE staff time in collect, analysis, review , technical assistance, submission and post submission
CSE's management Fees	Monitoring and completion report	CSE	8,5 percent of total budget		11,178	Management fees for administratives cost, procurement costs, bank fees and transfers fees
<b>TOTAL</b>					<b>142,678</b>	-



ADAPTATION FUND

THE OPEN LEARNING CAMPUS

# CERTIFICATE

Awarded to

*andre guy eric mekinda bilounga*

*for having successfully completed the course*

*"Direct Access: Unlocking Adaptation Funding (Self-Paced)"*

*7 July*



**WORLD BANK GROUP**

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MIKKO OLLIKAINEN  
MANAGER OF ADAPTATION FUND

