

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: **05 April, 2024**

Adaptation Fund Grant ID:

Country receiving support:

Tajikistan

Institution to navigate accreditation process, if already identified:

*“Environmental Project Implementation Unit”
State Agency under the Ministry of
Environment of the Republic of Armenia*

Name of Implementing Entity delivering support:

*“Environmental Project Implementation Unit”
State Agency under the Ministry of
Environment of the Republic of Armenia*

Type of Implementing Entity delivering support (NIE/RIE/MIE):

NIE

A. Timeframe of Activity

| | |
|--------------------------------|--------------------------|
| Expected start date of support | <i>01 September 2024</i> |
| Completion date of support | <i>01 September 2025</i> |

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

- (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 (*please list only up to five of the most recent and add any others as an annex to this template*).

| Year support started | Year support ended | Climate Fund (source of grant) | Type of support provided | Outcome of the support | Country/institution supported |
|----------------------|--------------------|--------------------------------|--------------------------|------------------------|-------------------------------|
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |

- (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.

| Year | Type of Support | Outcome of the Support | Country/Institution Supported |
|-----------|-------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------|
| 2021-2022 | Support in advancement of the fiduciary standards for accreditation with the Green Climate Fund | Advanced fiduciary standards | ARMSWISSBANK CJSC, Republic of Armenia |
| 2020 | Support in advancement of the fiduciary standards for accreditation with the Green Climate Fund | Advanced fiduciary standards | Armenia Renewable Resources and Energy Efficiency Fund, Republic of Armenia |

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.

Initial exchange of ideas on the potential support from “Environmental Project Implementation Unit” State Agency under the Ministry of Environment of the Republic of Armenia (EPIU) to the accreditation of the “Center for Implementation of the Investment Projects” (CIIP) of the Committee for Environmental Protection under the Government of the Republic of Tajikistan (CEP, the DA) to the Adaptation Fund took place between the directors of two organizations on the margins of the Climate Finance Forum, which was held in Dushanbe during 3-7 July 2023. Specifically, CIIP was interested in benefiting from EPIU experience in accreditation process and necessary competences to advance the following fiduciary standards, taking into account similarities in legal and regulatory frameworks of the countries, as well as respective practices:

- Project appraise, management, monitoring and evaluation, as well as impact assessment;
- Procurement procedures and financial management system;
- Stakeholders’ engagement and consultative framework;
- Policy on prohibited practices and mechanisms to combat them (including grievance redress mechanism).

Also, EPIU’s experience in collaboration with climate financiers in designing response and stakeholder driven projects has been prioritized. Thus, CIIP expressed interest in benefiting from EPIU’s experience and expertise through implementation of the Readiness Package Grant.

Starting from Autumn 2023 the EPIU team started to consult with the CIIP colleagues on the current capacities to meet AF's accreditation criteria, existing gaps, opportunities and modalities for addressing the latter, the institutional capacity assessment to be conducted by EPIU, the need and modalities to take the AF's online courses of accreditation, etc. This was conducted through sequential correspondence and organization of online meetings, including with the participation of respective AF colleagues.

- (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](#)).

Candidate entity (CIIP) has conducted no self-assessment due to lack of necessary knowledge and expertise. However, several rounds of preliminary consultations with the engagement of experts accompanying director of EPIU to the Climate Finance Forum has revealed the need to re-engineer number of policies and procedures (procurement and financial management, project management), as well as to introduce missing ones (entire set of regulations on the policies of prohibited practices).

Following the agreements reached in the backstage of the Climate Finance Forum, the EPIU team conducted an institutional capacity assessment of CIIP. Despite the fact that the conclusion of the exercise was the determination of sufficient institutional capacities of CIIP to meet the accreditation requirements of the Adaptation Fund, the assessment as well uncovered several gaps and areas of improvement, namely:

- The need to update guiding documents at the disposal of CIIP to fill in the identified gaps, to align with donors' potentially amended policies and procedures and with project implementation derived best practices and lessons learned.
- The need to organize trainings/seminars for CIIP respective staff members on the introduction and implementation of updated policies and procedures.
- The need to develop, if feasible, an official website for CIIP to ensure the transparency and communication of the updated guiding documents to a wide range of stakeholders starting from donor organizations and operational partners to the local beneficiaries of CIIP's projects.

The conclusions of the institutional capacity assessment were cleared with the representatives of CIIP during the call from March 29, 2024 (participants: Milena Kiramijyan, Leading Specialist of Cooperation with Donors Department, from EPIU's side and Mr. Muhibullo Junaidzoda, Director, Mr. Karomatullo Samiev, Chief Specialist, and Mr. Manuchehr Murodov, Specialist, from CIIP's side).

CIIP has participated in the capacity building activities (number of trainings) organized within the framework of GCF Readiness and Preparatory Support Programme implemented by FAO and aimed at the advancement of Tajikistan engagement with GCF through building national programming framework and identification/advancement of the potential accredited entities.

Moreover, CIIP staff members of different managerial levels - Mr. Muhibullo Junaidzoda, Director of the Center for Implementation of Investment Projects, Mr. Karomatullo Samiev, Chief Specialist of the Center for Implementation of Investment Projects, Mr. Manuchehr Murodov, Specialist of the Center for Implementation of Investment Projects - has taken the AF online course on accreditation,

which helped them to formulate a better understanding of the accreditation process, contribute to the identification of gaps and needs in the frameworks of the capacity assessment initiated by the EPIU team and proactively participate the programming of the Readiness Package Grant proposal.

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

CIIP has been identified by the DA of the Republic of Tajikistan for accreditation with Adaptation fund due number of factors:

- It is an operational arm of the Government’s Committee for Environmental Protection (DA) in attracting climate finance, as well as initiation and implementation of the respective projects;
- Its policies and procedures are much more advanced in comparison with other entities;
- There are significant internal professional capacities that can be advanced and empowered to serve the proposed role.

(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 | Tentative completion date | Requested budget for component in USD |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------|
| <p><u>Component 1.</u> – Gap analysis</p> | <p>Under this component, the review of existing policies, procedures and methodologies against AF accreditation questionnaire will be carried out to identify the key gaps. This will include the following key elements:</p> <ul style="list-style-type: none"> ➤ Legal status and capacities; ➤ Financial management capacity; ➤ Internal control framework; ➤ Project appraisal, preparation, implementation, M&E and impact assessment | <p>Gap Assessment Report <i>(that also includes proposed timelines and necessary inputs)</i></p> | <p>End of December 2024</p> | <p>20,000</p> |

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| | <p>(including ESS, gender and stakeholder engagement);</p> <ul style="list-style-type: none"> ➤ Procurement procedures and capacities; ➤ Policies on prohibited practices; ➤ Grievance mechanism. <p>Comprehensive gap assessment report will be designed and presented to the entity along with proposed workplan (with necessary inputs from the entity).</p> | | | |
| <p><u>Component 2.</u> – Supporting design of missing documents and advancing existing ones</p> | <ul style="list-style-type: none"> ➤ Design of the missing policies, procedures and methodologies and advancement of existing (that requires certain improvements); ➤ Development of an official website for CIIP to ensure the transparency and communication of the updated guiding documents to a wide range of stakeholders. | <ul style="list-style-type: none"> ➤ Introduced (new) and advanced (existing) policies, procedures and manuals; ➤ Functional official website that showcases the up to date policies and procedures of CIIP. | End of April 2025 | 30,000 |
| <p><u>Component 3.</u> – Strengthening the capacities of CIIP in attracting and implementing climate finance through country visits and exchange</p> | <ul style="list-style-type: none"> ➤ Implementation of the on-job trainings for responsible staff in the country receiving the support on how to implement new regulatory framework developed under the project; ➤ Implementation of training and capacity-building workshops in the country providing the support on: <ul style="list-style-type: none"> ○ Mapping of adaptation | <ul style="list-style-type: none"> ➤ Enhanced capacities of the potential NIE in attracting and implementing climate finance through enhanced and cognisant engagement with Adaptation Fund; ➤ Reports on the trainings/workshops conducted (including curricula, materials, outcomes, and | End of June 2025 | 45,000 |

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| | <p>financiers, their priorities;</p> <ul style="list-style-type: none"> ○ Implementation of the national consultations to identify needs to be incorporated into the potential projects' portfolio; ○ Design of project idea notes and proposals; ○ Implementation of climate projects, adaptive management practices, M&E. | performance assessment). | | |
| Component 4. – Submission of the accreditation application to the Adaptation Fund | Mentorship/guidance on properly structuring accreditation application and necessary annexes. | Accreditation application is submitted | End of July 2025 | 10,000 |
| Component 5. – Addressing comments from AF | Addressing comments from AF Accreditation panel | Accreditation application is resubmitted | End of August 2025 | 10,000 |
| Total Project Cost | | | | 115,000 |
| Project/Programme Cycle Management Fee charged by the Implementing Entity (Maximum of 8.5%) | | | | 9,775 |
| Total Grant Requested (USD)* | | | | 124,775 |

Budget breakdown per components:

| Component | Activities under the Component | Budget (in USD) | Budget narrative |
|------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Component 1. – Gap analysis | Gap assessment of the potential accredited entity using accreditation questionnaire of the Adaptation Fund | 15,000 | Services of individual international consultant (500 USD per day * 20 days) and national consultant/s (250 USD per day * 20 man days) |
| | Stakeholder consultations and engagement. <i>(Gap assessment should capture</i> | 5,000 | Travel of international consultant to Dushanbe (3,000 USD for air ticket, DSA) and |

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| | <i>recent advancement of the framework and identify points requiring further advancement).</i> | | rent of premises for organization of the consultations |
| <p>Component 2. – Supporting design of missing documents and advancing existing ones</p> | <p>Design of the missing regulations/procedures/policies, support with embedding into the overall operational framework and capacity enhancement.</p> <p><i>(Final scope is subject to the screening under the component 1 of the gap assessment carried out within the framework of the GCF Readiness project).</i></p> | 20,000 | <p>The following consultancy services will be required for the implementation of this activity:</p> <ul style="list-style-type: none"> ➤ International expert/s on (but not limited to) fiduciary standards – 10,000 USD (500 USD per day * 20 days); ➤ Local expert/s on (but not limited to) fiduciary standards – 10,000 USD (250 USD per day * 40-man days). |
| | <p>Development of an official website for CIIP to ensure the transparency and communication of the updated guiding documents to a wide range of stakeholders.</p> | 10,000 | <p>The following non-consultancy services will be required for the implementation of this activity:</p> <ul style="list-style-type: none"> ➤ IT specialist/s on development of the website – 6,000 USD (20 USD per hour * 300 hours); ➤ IT company on maintenance of the website – 4,000 USD for 1-2 years). |
| <p>Component 3. – Strengthening the capacities of CIIP in attracting and implementing climate finance through country visits and exchange</p> | <p>Implementation of the on-job trainings for responsible staff in the country receiving the support on how to implement new regulatory framework developed under the project.</p> | 22,250 | <ul style="list-style-type: none"> ➤ International expert on (but not limited to) fiduciary standards – 2,500 USD (500 USD per day * 5 days); ➤ 3 local experts on (but not limited to) fiduciary standards – 3,750 USD (250 USD per day * 5 days * 3 experts); ➤ Travel of 4 experts – 12,000 (3,000 USD for air |

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| | Implementation of training and capacity-building workshops in the country providing the support. | 22,750 | <p>ticket and DSA of 3 experts for 5 days);</p> <ul style="list-style-type: none"> ➤ Implementation of 5-day long consultative workshops – 4,000 USD (venue, catering, equipment, printing, interpretation). ➤ 2 experts on the elaboration of workshop topics – 2,500 USD (250 USD per day * 5 days * 2 experts); ➤ Travel of 4 CIIP staff members – 12,000 (3,000 USD for air ticket and DSA of 3 experts for 5 days); ➤ Implementation of 5-day long consultative workshops accompanied with a site visit – 8,250 USD (venue, catering, equipment, interpretation, printing, transportation). |
| Component 4. – Submission of the accreditation application to the Adaptation Fund | Distant mentorship and final peer review of the documents and necessary evidence to be submitted to the Adaptation Fund. | 10,000 | International Consultant on Fiduciary standards (500 USD per day * 20 days) |
| Component 5. – Addressing comments from AF | Distant mentorship for responding to the comments from Adaptation Fund and implementation of the final round of the capacity building activities. | 10,000 | International Consultant on Fiduciary standards (500 USD per day * 20 days) |

Budget breakdown for project management fees:

| Line Item | Cost in USD |
|---------------------|--------------|
| Project Coordinator | 5,000 |
| Final Evaluation | 2,000 |
| External Audit | 2,775 |
| TOTAL | 9,775 |

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)*

| Policies, manuals procedures | Status | Relevance | Timeline for embedding and collecting evidence |
|------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Financial management capacity | Requires advancement | Alignment of the operational framework, practices and capacities of CIIP with the requirements established for the National Implementing Entities to the Adaptation Fund. | - |
| Internal control framework | Requires advancement | | - |
| Project appraisal, preparation, implementation, M&E and impact assessment (including ESS, gender and stakeholder engagement) | Requires advancement | | - |
| Procurement procedures and capacities | Requires advancement | | - |
| Policies on prohibited practices | New | | 3 months |
| Grievance mechanism | Requires advancement | | - |

The table above is drawn on the basis of the institutional capacity assessment conduct by the EPIU team prior to the proposal development. It can be amended based on the gap assessment exercise provided for under the Component 1 of the project proposal.

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 | Telephone | Email Address |
|--------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mr. Armen Yesoyan, Acting Director of EPIU SA |  | April 5, 2024 | Ms. Milena Kiramijyan, Leading Specialist of the Cooperation with Donors Department | +374 10 651631 | Info@cep.am milena.kiramijyan@epiu.am , milena.kiramijyan@gmail.com |

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.

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| <i>Committee for Environmental Protection under the Government of the Republic of Tajikistan</i> <i>Mr. Sheralizoda Bahodur</i> <i>Chairman</i> | Date: <u>18 September, 2023</u> |
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