

## 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)
Developing policies and manuals	The development and implementation of its Environmental and Social Management System (ESMS)	<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);</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>	FEICOM	31/10/2023	18,000
	Technical assistance to develop a gender policy and gender mainstreaming manual	<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 mainstreaming in projects/programs;</i> <i>Grievance and redress mechanism</i> <i>Training reports;</i>	FEICOM	31/10/2023	8,000

	<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</li> <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>	<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

<b>Gaps/ Challenges</b>	<b>Activities to be undertaken</b>	<b>New policies</b>	<b>Track record</b>	<b>Timeframe for demonstrating their effective operation and submission of evidence to the Accreditation Panel (AP)</b>
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	aissata.sall@cse.sn

**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>(Enter Name, Position, Ministry)</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 /MINEPDED/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  
MINISTRE DE L'ENVIRONNEMENT,  
DE LA PROTECTION DE LA NATURE ET  
DU DEVELOPPEMENT DURABLE  
SECRETARIAT GENERAL  
DIRECTION DE LA PROMOTION DU  
DEVELOPPEMENT DURABLE



REPUBLIC OF CAMEROON  
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PROTECTION OF NATURE AND  
SUSTAINABLE DEVELOPMENT  
SECRETARIAT GENERAL  
DEPARTMENT OF PROMOTION OF  
SUSTAINABLE DEVELOPMENT

Yaoundé, le 25 MAI 2021

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

LE MINISTRE,

A

Monsieur le Directeur Général du Fonds  
spécial d'Équipement et d'Intervention  
Intercommunal (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.

Veuillez 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° 924 /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 : MINDDEVEL

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
The development/Update and implementation of its Environmental and Social Management System (ESMS)	<ul style="list-style-type: none"> <li>- an environmental and social policy;</li> <li>- the identification of 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 mechanism;</li> <li>- Continuous disclosure of information to affected communities;</li> <li>- Monitoring and evaluation.</li> </ul>	FEICOM/ CAMEROON	30	400	12,000	30 days*400\$ per day for the consultant or firm in charge of ESMS

	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 mainstreaming 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 mainstreaming manual
Technical assistance for developping a project cycle management guide (integrating procedures for project identification, appraisal, quality at entry review, risks identification 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

Strategic Plan -beef up on climate change component	<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>	FEICOM/ CAMEROON	30	400	12000	30 ays*400\$ per day for the consultant or firm to elaborate a strategic plan
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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>	-