

**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:** ZAMBIA**Institution to navigate accreditation process, if already identified:** ZAMBIA INDUSTRIAL COMMERCIAL BANK**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**

- (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.

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.

The CSE was also the first institution to participate in the AF's Readiness programs, particular in its South-South Cooperation component. Since 2014, the 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.

The CSE has thus developed several tools relating to:

1. Screening to identify the institution with the best profile.
2. 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.
3. 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:

1. Develop and implement Readiness requests.
2. Manage legal arrangements and implementation of Readiness support
3. Manage financial resources.
4. Make purchases and recruitments.
5. Assist the Designated National Authority in monitoring and evaluating deliverables.
6. Prepare progress and closure reports for Readiness agreements.
7. Carry out audits.

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

<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)

<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>
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)

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

(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.**

CSE also provided 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 was 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 procedures manual updated;
- ESS & Gender policies developed;
- Project cycle manual develop;
- M&E manual developed

<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	National stakeholders trained on climate finance and informed about the GCF readiness program in Senegal. A country program developed and submitted to GCF. Several consultations organized at all levels A no objection manual developed and validated	Senegal
2015	2020	Green Climate Fund	Delivery partner	National stakeholders trained on climate finance and informed about the GCF readiness program in Djibouti A country program developed Several consultations organized at all levels A communication strategy developed	Djibouti

<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	National stakeholders trained on climate finance and informed about the GCF readiness program in DRC A country program developed Several consultations organized at all levels A communication strategy developed under implemented A no objection manual developed	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, Haïti, Madagascar, Mali, Niger Sénégal, Togo
2016	2016	WRI	Sharing of experience of achieving AF project	Experience shared	National Environment Management Authority (NEMA) of Kenya
2016	2018	Green Climate Fund	Delivery partner	Supporting documents collected and analysed	TOGO

<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>
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 implemented	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 Several consultations organized at all levels A communication strategy developed and implemented	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	

### 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.**

ZICB expressed interest to be nominated for AF Accreditation in February 2020 and their expression of interest was submitted to the National technical committee (NTC) for assessment. After the NTC conducted its preliminary assessment of ZICB, despite also having some gaps ZICB was selected and was because it was able to provide evidence of its fiduciary competencies as well as appropriate processes and a management team who have zero tolerance for fraud and corruption.

ZICB was identified as a potential NIE due to its Institutional expertise in efficient and transparent raising of capital, managing, and channeling of financial resources for various projects in the country as well as it maintains more than its primary paid up capital with Bank of Zambia for a local bank.

The minimum primary paid-up capital to setup a bank in Zambia is K104 million for locally owned banks and K520 million for foreign owned banks. ZICB, a 100% locally owned bank has primary paid up capital of K530 million.

In addition, ZICB expressed interest to pursuing accreditation due to its current day to day

operations as a Financial Institution and project developers approaching it for funding of various developmental projects.

ZICB demonstrated its reliability and robust accountability for managing multilateral institutions project fund through its bilateral agreement with Prospero Zambia, a Ukaid agency, under the International Climate Finance initiative worth GBP 1.2million.

A more thorough investigation to identify the gaps of ZICB against the Adaptation Fund's fiduciary standards revealed that ZICB had a transparent management system supported by various Policy and procedure manuals even though they were not tailored for the Adaptation Fund standards. Because of this, ZICB demonstrated potential to bridge these gaps with the help of the Readiness Grant, hence the selection committee recommended to the DA that ZICB be nominated.

The DA went ahead and submitted the nomination of ZICB to the AF Secretariat. Upon submission of the nomination for accreditation, the AF Secretariat subjected ZICB to a mini virtual assessment to ascertain the suitability of ZICB for accreditation with the AF. This engagement cleared ZICB to proceed with the process of accreditation.

The Zambia Industrial Commercial Bank (ZICB) is designated by the DA to apply its accreditation candidature through the Readiness package Grant.

CSE was identified by the DA to provide intermediary services and to assist the identified candidate NIE in the preparation and submission of its accreditation application.

The CSE assessed the bank to identify existing and missing documents within the bank. The results of the assessment showed that ZICB had a sound system of financial management, transparency and control of fraud and mismanagement.

However, the bank does not have financial and accounting software for monitoring climate change project accounts. The project management part is weak or almost non-existent for mitigation and adaptation projects. Like many conventional banks, ZICB is not directly involved in the formulation, implementation, and closure of projects. Therefore, the gaps noted relate to the non-existence of the documents listed below:

1. Project cycle management manual, including appraisal, formulation, evaluation and risk management, quality review at project entry, implementation, and closure
2. Project monitoring and evaluation manual.
3. Environmental and Social Governance and management framework.
4. Gender policy and manual for gender mainstreaming in projects and programs.
5. Grievance management mechanism for environmental, social and gender complaints.

This Grant will help the NIE to develop missing documents, nominate the focal point in ESG and Gender.

**(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](#)).**

On 12<sup>th</sup> April 2022, one officer of the NIE candidate took the AF e-learning course on accreditation followed by one officer from the DA office on 18<sup>th</sup> June 2022. The learning from the course was incorporated into CSE initial assessment by way of enhancing responses to the gap analysis as well as explaining the process of nominating the NIE that the DA went through. The course was very enlightening with key highlights being environmental, social and gender considerations in project design and implementation as well as the accreditation process.

The learning outcomes have helped in preparing the candidate to understand and know the requirements from AF as well as the importance of having policies in place such as Environmental and Social Policy that help with managing grievances. The learning outcomes have been incorporated into the proposal by way of identifying the gaps on current policies and procedures in the current working environment

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

ZICB has demonstrated its reliability and robust accountability for managing multilateral institutions project fund through its bilateral agreement with Prospero Zambia, a Ukaid agency, under the International Climate Finance initiative worth GBP 1.2million.

As part of the Green compact agreement signed between the UK and Zambian Government, on 14th December 2021, to provide concessional loans to Zambian SMEs to mitigate and build resilience of climate change. This pool of funding provide finance to different local business projects that build awareness around climate change and empowers citizens to make meaningful behavioral changes that are beneficial to the environment and climate.

Currently ZICB is managing a portfolio of 5 SME names worth approximately, GBP1.2 million under the international climate finance. These SMEs have projects in Renewable Energy, Agroforestry and Agriculture processing.

ZICB is a registered commercial bank, a fully Zambian-owned bank that was incorporated on 31st August 2017 and opened its doors to the public on 1st August 2018.

ZICB is best suited to meet the accreditation criteria because it already has fiduciary standards in place as a financial institution. These include

1. financial integrity and management.
2. institutional capacity.
3. transparency,
4. self-investigative powers,
5. anti-corruption measures, and
6. mechanism to address environmental and social and gender complaints.

**(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 (USD)
1. Developing policies and manuals	1.1 Development and implementation of an Environmental and Social Management System (ESMS)	<p>1.1.1 Develop an Environmental and Social Management System (ESMS)</p> <ul style="list-style-type: none"> <li>- Assess Environmental and social policy</li> <li>- Identification of environmental and social risks and impacts</li> <li>- Environmental and social impact management program</li> <li>- Organizational capacity and skills (roles and responsibilities of staff implementing the ESMS)</li> </ul> <p>1.1.2 Implementation of the ESMS</p> <ul style="list-style-type: none"> <li>- Internal communication and training</li> <li>- Emergency preparedness and response</li> <li>- Stakeholder</li> </ul>	31/10/2023	24 000

Component	Proposed support activities to address Gap/Challenge	Expected Output of the Activities	Tentative completion date	Requested budget for component (USD)
		engagement - External communication and grievance mechanism - Continuous disclosure of information		
	1.2 Technical assistance to develop a gender policy and gender mainstreaming manual	1.2.1 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	31/10/2023	15 000

Component	Proposed support activities to address Gap/Challenge	Expected Output of the Activities	Tentative completion date	Requested budget for component (USD)
		mainstreaming in projects/programs - Grievance and redress mechanism - Training reports		
	1.3 Technical assistance to develop a project cycle management guide (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation)	1.3.1 Project cycle management guide	31/10/2023	15000
	1.4 Technical assistance for developing an M&E guide	1.4.1 M&E guide - M&E manual - Nomination of M&E officer - Training on M&E and independent evaluation	31/10/2023	15 000

Component	Proposed support activities to address Gap/Challenge	Expected Output of the Activities	Tentative completion date	Requested budget for component (USD)
2. Project management software	2.1 Project management software	<p>2.1.1 Tom2 pro software license in single project, single site and network on 10 stations</p> <ul style="list-style-type: none"> <li>- Tom2 pro software license with the modules of general accounting, budget monitoring, fixed assets management, contracts and commitments, cost accounting follow-up of financing agreements, statements of disbursements codifications, utilities, disbursements</li> <li>- TOM2 monitoring and evaluation software license</li> <li>- Right to use the software on 10 stations</li> <li>- TOM2 Marche software license to manage the</li> </ul>	31/10/2023	15 000

Component	Proposed support activities to address Gap/Challenge	Expected Output of the Activities	Tentative completion date	Requested budget for component (USD)
		<p>Procurement plan contracts</p> <ul style="list-style-type: none"> <li>- TOM2</li> </ul> <p>Payroll software license to manage the payroll and the resources</p> <ul style="list-style-type: none"> <li>- TOM2</li> </ul> <p>financial statement software license for the production of financial statement according to the IFRS standard</p> <p>2.1.2 Installation, parameter setting and training of the personnel on the software</p>		
3. Workshops and Meetings	Validation workshops (to validate all new policies and procedures developed)	Workshop reports	31/12/2023	9 000

Component	Proposed support activities to address Gap/Challenge	Expected Output of the Activities	Tentative completion date	Requested budget for component (USD)
	Board meeting (for validating the new procedures)	Meeting minutes	31/01/2023	7 500
4. CSE's technical Assistance	CSE's support throughout the Readiness program and post submission of a complete application for accreditation	CSE support - Monitoring - review - reports - support post submission for accreditation	31/03/2023	33 390
Implementing entity fee				11,110
<b>Total Grant Requested (USD)*</b>				145 000

**\*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)*

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)
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Lack of Environmental and Social Management System (ESMS)	Development and implementation of an Environmental and Social Management System (ESMS)	An environmental and social policy; Grievance mechanism manual and external communication	PGES of new project; Report ESMS implementation; Grievance mechanism implementation report	One year after policy approval
Lack of gender policy and gender mainstreaming manual	Development of a gender policy and gender mainstreaming manual	Gender policy guide on gender analysis approaches and tools A report on the establishment of an operational system for monitoring and evaluating the integration of gender mainstreaming in projects/programs;	Gender assessment and action plan; Report on gender mechanism implementation	One year after policy approval
Lack of project cycle management guide (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation)	Development of a project cycle management guide (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation)	project cycle management guide (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
Lack of M&E Guide	Development of an M&E guide and framework	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

### E. Implementing Entity

This request has been prepared in accordance with the Adaptation Fund Board's procedures

<b>Head of Implementing Entity</b>	<b>Signature</b>	<b>Date (Month, day, year)</b>	<b>Implementing Entity Contact Person</b>	<b>Telephone</b>	<b>Email Address</b>
Pr. Cheikh MBOW		August 3rd, 2022	Aissata Boubou Sall SYLLA	+22177685 1590	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.

Francis Mpampi, National Coordinator-National Designated Authority, Ministry of Green Economy and Environment	Date: February 9th, 2022
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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
1.1. The development and implementation of its Environmental and Social Management System (ESMS)	<p>1.1.1 Develop an Environmental and Social Management System (ESMS)</p> <ul style="list-style-type: none"> <li>- Assess Environmental and social policy</li> <li>- Identification of environmental and social risks and impacts</li> <li>- Environmental and social impact management program</li> <li>- Organizational capacity and skills (roles and responsibilities of staff implementing the ESMS)</li> </ul> <p>1.1.2 Implementation of the ESMS</p> <ul style="list-style-type: none"> <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</li> </ul>	ZICB/ Zambia	40	500	20,000	40 days*500\$ per day for the consultant or firm in charge of ESMS including travel cost

	Travel cost		5	400	4,000	5 days*400\$ per day for travel cost for the consultant in charge of ESMS and a CSE officer
1.2. Development of a gender policy and gender mainstreaming manual	1.2.1 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 mainstreaming in projects/programs - Grievance and redress mechanism - Training reports	ZICB/ Zambia	30	500	15000	30 days*500\$ per day for the consultant or firm in charge of Gender policy and mainstriming manual
1.3 Development of a project cycle management guide (integrating procedures for project identification, appraisal, quality at entry review, fisks identidication and mitigation development, implementation, closure and evaluation)	1.3.1 Project cycle management guide	ZICB/ Zambia	30	500	15000	30 days*500\$ per day for the consultant or firm in charge of development of project cycle management guide

1.4 Development of an M&E guide	1.4.1 M&E guide and framework - M&E manual - Nomination of M&E officer - Training on M&E and independent evaluation	ZICB/ Zambia	30	500	15000	30 days*500\$ per day for the consultant or firm in charge of development of project cycle management guide
2.1 Functional accounting, financial and project management software	2.1.1 Tom2 pro software license in single project, single site and network on 10 stations - Tom2 pro software license with the modules of general accounting, budget monitoring, fixed assets management, contracts and commitments, cost accounting follow-up of financing agreements, statements of disbursements codifications, utilities, disbursements - TOM2 monitoring and evaluation software license - Right to use the software on 10 stations - TOM2 Marche software license to manage the Procurement plan contracts - TOM2 Payroll software license to manage the	ZICB/ Zambia	Lumpsum	15000	15,000	This amount will be used to pushase the software Tompro 2 to monitor and produced financial statement for each project implemented by the Bank

	<p>payroll and the resources</p> <ul style="list-style-type: none"> <li>- TOM2 financial statement software license for the production of financial statement according to the IFRS standard</li> </ul> <p>2.1.2 Installation, parameter setting and training of the personnel on the software</p>					
Board meeting (for validating the new procedures)	Meeting minutes	ZICB/ Zambia	1	7500	7,500	<p>Number of participants: 30</p> <p>Attendance fees: 200\$ for each participants</p> <p>Restauration and catering: 50\$ per participants ( coffee break and Lunch)</p>
Validation workshops (for validating all new policies and procedures developed)	Workshops reports	ZICB/ Zambia	2	2500	5,000	2 validate workshop for developping including travel cost
	Travel cost		5	400	4,000	Travel cost for 2 CSE officers
CSE's support throughout the Readiness program and post submission of a complete application for accreditation	<p>CSE support</p> <ul style="list-style-type: none"> <li>- Monitoring</li> <li>- review</li> <li>- reports</li> <li>- support post submission for accreditation</li> </ul>	CSE	90	371	33,390	CSE staff time in collect, analysis, review , technical assistance and submission and post submission
		CSE	< 8,5 percent		11,110	Management fees for

CSE's management Fees			of total budget			administratives cost, procurement costs, bank fees and transfers fees
<b>TOTAL</b>					<b>145,000</b>	-

Component	Proposed support activities to address Gap/Challenge	Expected Output of the Activities	Tentative completion date	Requested budget for component (USD)
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1. Developing policies and manuals	1.1 Development and implementation of an Environmental and Social Management System (ESMS)	<p>1.1.1 Develop an Environmental and Social Management System (ESMS)</p> <ul style="list-style-type: none"> <li>- Assess Environmental and social policy</li> <li>- Identification of environmental and social risks and impacts</li> <li>- Environmental and social impact management program</li> <li>- Organizational capacity and skills (roles and responsibilities of staff implementing the ESMS)</li> </ul> <p>1.1.2 Implementation of the ESMS</p> <ul style="list-style-type: none"> <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</li> </ul>	30/12/2022	24,000
	1.2 Development of a gender policy and gender mainstreaming manual	<p>1.2.1 Gender policy</p> <ul style="list-style-type: none"> <li>- A gap analysis report with an action plan</li> <li>- a guide on gender analysis approaches and tools</li> <li>- A report on the establishment of an operational system for monitoring and evaluating the integration of gender mainstreaming in projects/programs</li> <li>- Grievance and redress mechanism</li> <li>- Training reports</li> </ul>	30/12/2022	15,000

	<p>1.3 Development of a project cycle management guide (integrating procedures for project identification, appraisal, quality at entry review, risks identification and mitigation development, implementation, closure and evaluation)</p>	<p>1.3.1 Project cycle management guide</p>	<p>30/12/2022</p>	<p>15000</p>
	<p>1.4 Development of an M&amp;E guide</p>	<p>1.4.1 M&amp;E guide</p> <ul style="list-style-type: none"> <li>- M&amp;E manual</li> <li>- Nomination of M&amp;E officer</li> <li>- Training on M&amp;E and independent evaluation</li> </ul>	<p>30/12/2022</p>	<p>15,000</p>

2. Accounting and financial Software	2.1 Functional accounting, financial and project management software	<p>2.1.1 Tom2 pro software license in single project, single site and network on 10 stations</p> <ul style="list-style-type: none"> <li>- Tom2 pro software license with the modules of general accounting, budget monitoring, fixed assets management, contracts and commitments, cost accounting follow-up of financing agreements, statements of disbursements codifications, utilities, disbursements</li> <li>- TOM2 monitoring and evaluation software license</li> <li>- Right to use the software on 10 stations</li> <li>- TOM2 Marche software license to manage the Procurement plan contracts</li> <li>- TOM2 Payroll software license to manage the payroll and the resources</li> <li>- TOM2 financial statement software license for the production of financial statement according to the IFRS standard</li> </ul> <p>2.1.2 Installation, parameter setting and training of the personnel on the software</p>	30/09/2022	15,000
3. Workshops and Meetings	Validation workshops (to validate all new policies and procedures developed)	Workshop reports	31/01/2023	9,000
	Board meeting (for validating the new procedures)	Meeting minutes	28/02/2023	7,500

<p>4. CSE's technical Assistance</p>	<p>CSE's support throughout the Readiness program and post submission of a complete application for accreditation</p>	<p>CSE support                      - Monitoring review reports                      - support post submission for accreditation</p>	<p>31/03/2023</p>	<p>33,390</p>
<p>Implementing entity fee</p>				<p>11,110</p>
<p><b>Total Grant Requested (USD)*</b></p>				<p>145,000</p>

Telephone: 0211-252325  
0211-252394  
0211-252391



In reply please quote:  
No NDA/71/21/9  
P.O Box: 30147  
Lusaka - ZAMBIA

Telephone: 0211-252395  
0211-252394  
0211-252391



In reply please quote  
No.: .....

NDA/71/21/9

REPUBLIC OF ZAMBIA

## MINISTRY OF NATIONAL DEVELOPMENT PLANNING

Corner of John Mbita & Nationalist Roads  
P.O. Box 30145  
Lusaka - Zambia



ADAPTATION FUND

### Letter of Endorsement by Government

03<sup>rd</sup> September, 2021

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

Subject: Endorsement for "Application for a Grant to support NIE accreditation through the readiness package"

In my capacity as designated authority for the Adaptation Fund in the Republic of Zambia, 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 Republic of Zambia.

Accordingly, I am pleased to endorse the above grant proposal with support from the Adaptation Fund. If approved, the project will be implemented by Centre de Suivi Ecologique (CSE) and executed by ZAMBIA INDUSTRIAL COMMERCIAL BANK (ZICB).

Sincerely,

Francis Mpampi  
National Coordinator for National Designated Authority for the Green  
Climate Fund and Adaptation Fund

Telephone: 0211-252325  
0211-252394  
0211-252391



Republic of Zambia

In reply please quote:  
No NDA/71/21/9  
P.O Box: 30147  
Lusaka - ZAMBIA

## MINISTRY OF NATIONAL DEVELOPMENT PLANNING

9th February, 2021

The Program Manager  
Adaptation Fund Secretariat  
1818 H Street NW  
Washington DC 20433  
**UNITED STATES OF AMERICA**

### **SUBJECT: EXPRESSION OF NOMINATION FOR THE APPLICATION FOR ACCREDITATION TO THE ADAPTATION FUND**

Following the guidance by the Adaptation Fund secretariat, in my capacity as representative of the National Designated Authority and National Focal Point for Zambia, duly designated pursuant to the letter from Ministry of National Development Planning of the Government of the Republic of Zambia to the Fund dated, 22<sup>nd</sup> May, 2019, I hereby submit the nomination of the entity below for accreditation by the Adaptation Fund:

[Legal Name]	:	<b>Zambia Industrial Commercial Bank</b>
[Contact Person]	:	Chibotu Chiyasa
[Contact details]	:	+260 97 7326167/+260 211 428 722
[Address]	:	Central Park, Cnr Church & Cairo Roads P.O Box 30228 <b><u>Lusaka, Zambia</u></b>
[Email address]	:	chibotu.chiyasa@zicb.co.za

**Zambia Industrial Commercial Bank (ZICB)**'s mandate is to support the commercialisation and industrialisation of Zambian businesses. With this mandate, ZICB is an important vehicle that will contribute in the promotion and support of local businesses that have projects or business activities that support climate change adaptation or are directly involved in climate change programmes. It is anticipated that ZICB will contribute to the financing process leading to the realisation of inclusive and sustainable Climate Change projects.

Yours sincerely

Francis Mpampi  
National Coordinator – National Designated Authority  
**MINISTRY OF NATIONAL DEVELOPMENT PLANNING**

**NDA/71/21/9**

9th February, 2021

The Program Manager  
 Adaptation Fund Secretariat  
 1818 H Street NW  
 Washington DC 20433  
**UNITED STATES OF AMERICA**

**SUBJECT: EXPRESSION OF NOMINATION FOR THE APPLICATION FOR  
 ACCREDITATION TO THE ADAPTATION FUND**

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Yours sincerely

Francis Mpampi  
 National Coordinator – National Designated Authority  
**MINISTRY OF NATIONAL DEVELOPMENT PLANNING**