

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: **20 September, 2023**

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 January 2024</i>
Completion date of support	<i>30 December 2024</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	<i>ARMSWISSBANK CJSC,</i> Republic of Armenia
2020	Support in advancement of the fiduciary standards for accreditation with the Green Climate Fund	Advanced fiduciary standards	<i>Armenia Renewable Resources and Energy Efficiency Fund,</i> 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” of the Committee for Environmental Protection under the Government of the Republic of Tajikistan (CIIP) to the Adaptation Fund took place between the directors of two organizations on the margins of the Climate Finance Forum, which 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, EPIUs 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.

(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 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).

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

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

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

- It is an operational arm of the Government’s Committee for Environmental Protection 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
<i>Component 1. – Gap analysis</i>	<i>Under this component, the review of existing policies, procedures and</i>	<i>Gap Assessment</i>	<i>End of March 2024</i>	<i>20,000</i>

	<p>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 (including ESS, gender and stakeholder engagement); ➤ 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>Report <i>(that also includes proposed timelines and necessary inputs)</i></p>		
<p>Component 2. – 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); ➤ Implementation of the on-job trainings for responsible staff on how to implement this new regulatory framework; ➤ Implementation of training and capacity-building workshops in the NIE country 	<ul style="list-style-type: none"> ➤ Introduced (new) and advanced (existing) policies, procedures and manuals; ➤ Report on the training conducted (includes curricula, materials, outcomes, and performance assessment); 	<p>End of July 2024</p>	<p>40,000</p>

Component 3. – Initial mapping for projects to be submitted	Design of the engagement strategy that includes: <ul style="list-style-type: none"> ➤ Mapping of adaptation financiers, their priorities and Tajikistan’s action plan; ➤ Implementation of the national consultations to identify needs to be incorporated into the potential projects’ portfolio; ➤ Design of the (up to) 10 project idea notes for further discussion and validation; ➤ Structuring adaptation finance roadmap until 2030; ➤ Engagement of local related experts of the Republic of Tajikistan for the effective data consolidation. 	Tajikistan’s engagement strategy with Adaptation Fund	End of September 2024	35,000
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 September 2024	10,000
Component 5. – Addressing comments from AF	Addressing comments from AF Accreditation panel	Accreditation application is resubmitted	December 2024	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	15,000	Services of individual international consultant (500 USD per day * 20 man days)

	Adaptation fund		and national consultant/s (250 USD per day * 20 man days)
	Stakeholder consultations and engagement	5,000	Travel of international consultant to Dushanbe (3,000 USD for air ticket, DSA) and rent of premises for organization of the consultations
Component 2. – Supporting design of missing documents and advancing existing ones	Design of the missing regulations/procedures/policies, support with embedding into the overall operational framework and capacity enhancement	40,000	The following consultancy services will be required for the implementation of this components: <ul style="list-style-type: none"> ➤ International expert/s on fiduciary standards (includes both assessments and on-job trainings for respective staff members of the CIIP) – 20,000 USD for professional fees (500 USD per day * 40 days) and 9,000 for travel (3,000 USD for air ticket and DSA of 3 experts for one week); ➤ Local expert/s on fiduciary standards – 11,000 USD (250 USD per day * 44-man days)
Component 3. – Initial mapping for projects to be submitted	Design of the matrix of adaptation financiers with requirements and implementation of the initial screening of the projects	35,000	<ul style="list-style-type: none"> ➤ International adaptation finance specialist – 20,000 USD (500 USD per day * 40 man days); ➤ National sectorial specialists (250 USD per day 40 man days); ➤ Implementation of the consultative workshops – 5,000 USD
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 man days)
Component 5. – Addressing comments from AF	Distant mentorship for responding to the comments from Adaptation Fund and	10,000	International Consultant on Fiduciary standards (500 USD per day * 20 man days)

	implementation of the final round of the capacity building activities.		
--	--	--	--

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

Policies on prohibited practices	New		3 months
Grievance mechanism	New		3 months

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
Armen Yesoyan, Acting Director of "EPIU" SA of MoE RA		20 September, 2023	Armen Yesoyan, Acting Director of "EPIU" SA of MoE RA; Milena Kiramijyan, Leading Specialist of Cooperation with Donors Department of "EPIU" SA of MoE RA	+37410651631	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.

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