



ADAPTATION FUND

Request for assistance in complying with the Fund's Environmental and Social Policy

Submission Date:

Adaptation Fund Grant ID:
Country/ies: Federated States of Micronesia
Implementing Entity: Micronesia Conservation Trust (MCT)

A. Timeframe of Activity

Start date of activity	20 October 2015
Completion date of activity	20 January 2016

B. Type of support requested

Describe the activities to be undertaken to support the accreditation of NIE candidate(s) in the target country(ies)

Types of Support Activities	Support requested (please check the relevant case)	Type/name of provider of requested support ¹	Requested budget (USD)
Development of procedures manual/guidelines for screening projects for environmental and social risks	<p><i>Activity 1:</i> This will be the first activity undertaken and is of high importance for MCT as we are in the process of developing our first project for funding from the Adaptation Fund (AF).</p> <p>Under this activity a manual for project screening for environmental and social risks will be developed and integrated as part of its overall project appraisal process.</p> <p>Sub-activities:</p>	Individual consultant in collaboration with other individual consultants as needed (We will engage Dima Reda to manage the process for us and engage any additional expert as necessary)	2100 Consultant Fees

¹ Specify if it is an institution, consulting firm or individual consultant. When possible, provide the name of the institution, firm or individual identified or selected.


	<p>First: develop screening checklist tool Second: develop guide for utilizing checklist Third: integrate into E&S risk system Fourth: pilot with a project under development</p> <p><u>Deliverable:</u> Guideline developed for environmental and social risk screening integrated into MCT's project appraisal manual.</p>		
<p>Development of procedures manual/guidelines for undertaking project environmental and social risk assessment and for formulating risk management plans</p>	<p><i>Activity 2:</i> As part of the MCT accreditation process, we did a great deal of work strengthening our risk assessment procedures – the work under this activity will entail taking the current risk assessment workbook and incorporating appropriate environmental and social risk assessment measures. In parallel, a guidance document will be developed to allow MCT staff to systematically undertake the assessment and develop a risk management plan. This will also be integrated into MCT's revised M&E guidelines and the risk management plans will be tied directly to the entire monitoring and evaluation process.</p> <p><u>Sub-activities:</u> First: undertake gap analysis of current "GrantsTool" & "Organizational Due Diligence" manual Second: based on gap analysis & MCT project types develop E&S risk assessment manual Second: integrate into MCT's existing "GrantsTool" Third: develop guidance for utilizing risk assessment</p> <p><u>Deliverables:</u> (i) Environmental and social risk assessment incorporated into "GrantsTool" and "Organizational</p>	<p>Individual consultant in collaboration with other individual consultants as necessary.</p>	<p>3500 Consultant Fees</p>

	Due Diligence” manual; (ii) Guidance document on assessing environment and social risk; and (iii) Manual for formulating risk management plans and monitoring the risks through MCT’s existing M&E system		
Development of a policy/avenues for public disclosure and consultation	<p><i>Activity 3:</i> MCT will build on its work for the accreditation process to develop avenues for public disclosure and consultation. This will be integrated into MCT’s website and operational policies.</p> <p><u>Sub-activities:</u> First: research other organizations policies and websites Second: provide language for operational manual and website Third: update website with new language</p> <p><u>Deliverable:</u> Updated operations policy integrating avenues for public disclosure and consultation.</p>	Individual consultant in collaboration with other individual consultants as necessary.	500 Consultant Fees: 175 IT needs: 325
Development of transparent and effective mechanisms for receiving and resolving complaints about environmental and social harms caused projects/programs during the course of implementation of AF supported projects/programs	<p><i>Activity 4:</i> The current Whistleblower process will be updated to include procedures for issuing environmental and social complaints</p> <p><u>Sub-activities:</u> First: research other organizations policies and websites Second: provide language for operational manual and website Third: update website to allow for new procedures</p> <p><u>Deliverable:</u> Procedure on transparent and effective mechanism for receiving and resolving complaints related to E&S harms caused by MCT projects developed and avenue will be easily accessible via MCT website.</p>	Individual consultant will assist to codify procedure.	500 Consultant Fees: 175 IT needs: 325
Training of select entity	<i>Activity 5:</i> Once the E&S screening procedures along with the manual for	Individual consultant in collaboration with other	13,400 Travel

staff to carry out the relevant tasks related to the implementation of the E&S Policy	undertaking project environmental and social risk assessment and for formulating risk management plans is complete – MCT staff will need training as well as select representatives from government entities and executing partners on Pohnpei. Sub-activities: <u>First: Complete activities 1-5 above and associated sub-activities.</u> <u>Second: Develop training materials in accessible modules for MCT staff to be able to train partners in FSM ("train the trainers")</u> <u>Deliverables:</u> (i) Development of training materials (ii) Delivery of training courses to MCT staff	individual consultants as needed.	Costs: 4000 Consultant Fees: 5950 Meeting Logistics: 3450
Other type of support requested (please describe)			
Total Grant Requested (USD)			20,000

C. Implementing Entity

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

Implementing Entity Coordinator, IE Name	Signature	Date (Month, day, year)	Implementing Entity Contact Person	Telephone	Email Address
MCT		12/18/2015	William Kostka	641 320 5670	director@armicronesia.org

D. Record of endorsement on behalf of the government

Provide the name and position of the government official, Designated Authority of the Adaptation Fund, and indicate date of endorsement. The endorsement letter should be attached as an annex to the request.

(Enter Name, Position, Ministry) Lorin S Robert Secretary, Dept of Foreign Affairs	Date: (Month, day, year) 12/18/2015
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DEPARTMENT OF FOREIGN AFFAIRS

of the

FEDERATED STATES OF MICRONESIA

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September 17, 2015

Marcia Levaggi
Manager, Adaptation Fund Board Secretariat
Adaptation Fund Board
1818 H Street, NW
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Washington, DC 20433
United States of America
Email: afbsec@adaptation-fund.org

RE: Technical Assistance Grant for the Micronesia Conservation Trust (MCT) to Build Capacity to Mitigation Environment and Social Risks

Dear Ms. Levaggi,

On behalf of the government of the Federated States of Micronesia (FSM), I am pleased to endorse Micronesia Conservation Trust's (MCT) application for a technical assistance grant totaling USD 20,000.00.

As the National Implementing Entity (NIE) of FSM, such a grant to increase MCT's capacity to mitigation environmental and social risks will be valuable and will help to strengthen organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Carlson D. Apis".

Carlson D. Apis
Acting Secretary of Foreign Affairs