



**Centre de Suivi Ecologique**  
Rue Léon Gontran Damas – Fann Résidence

May 13<sup>th</sup> 2020

**Subject: Notification of readiness project completion**

This letter is to inform you that the project to implement the grant proposal for *South-South cooperation* approved by the Adaptation Fund Board on 2016, February 16<sup>th</sup> has officially been completed.

Details of the project completion are below:

**Implementing Entity:** Centre de Suivi Ecologique (CSE)

**Country:** Guinea

**Grant Type:** South-South Cooperation Grant

**Project Description:** Grant to support national implementing to accreditation through South-South cooperation in Guinea

**Project Start Date:** January 16<sup>th</sup> 2017

**Project Completion Date:** February 25<sup>th</sup> 2020

Sincerely



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## COMPLETION REPORT OF GUINEA SOUTH-SOUTH COOPERATION GRANT

**Implementing Entity:** Centre de Suivi Ecologique

**Country:** Guinea

**Adaptation Fund Grant I.D:**

**Grant Type:** South-South Cooperation Grant

**Grant Description:** This South-South cooperation grant was requested by CSE to support the Designated Authority of Guinea in identifying a potential NIE candidate and to provide technical assistance to this latter for the preparation and submission of its application.

Support Activity Provided/Received	Expected Outputs	Outcome Achieved/Not Achieved	Comments/Explanation (also explain any deviation from initial plan)
1. Screening exercise, including an information workshop on the AF and the main features of an operational NIE	- Mission report - Short-list of pre-selected institutions	Achieved in April 2017	A workshop was held in Conakry with potential NIE institutions and the DA of Guinea to introduce the AF accreditation process and purpose in January 2017. The main objective of this mission was to launch this readiness program  A second mission was organized in end of April 2017 three institutions short-listed as result of these consultations process (FFN, Pride Guinee and CERE) and an institutional evaluation of each institution was organised after that CERE was selected as NIE candidate.

<p>2. Assessment of institutional capacity and readiness, including a seminar on the AF's accreditation process and the role of an NIE in directly accessing AF resources</p>	<p>Mission Report, including gap assessment summary showing the potential NIE applicant's strengths and weaknesses towards accreditation by the AF - Slides</p>	<p>Achieved in April 2017</p>	<p>A task force was setup within CERE and trained on the accreditation process and the role of an NIE. Resulting from the full institution capacity and readiness assessment, a road map, based on the accreditation form, has been prepared for the collection and/or preparation of required documents. Some documents were missing and identifying for elaboration.</p>
<p>3. Collecting supporting documents - Collecting and analyzing relevant supporting documents for each performance criteria required in the application form - Review of questions raised by the Accreditation Panel during previous applications (to better understand what is expected) - Preparing and sharing a note on accreditation standards (to better understand what is expected)</p>	<p>- List of supporting documents/information collected - Summary of questions addressed by the Adaptation Panel and the Board to applicants during accreditation process - Note on accreditation standards</p>	<p>Achieved in June 2019</p>	<p>All documents available for the accreditation process are collected.</p> <p>CERE has developed documents such as financial statements, implementation reports, and letters etc. were reviewed by CSE. Some of the documents do not match national and international standards. Therefore, these documents have been asked to be amended taking into account the comments and observations made by CSE.</p> <p>In the same direction, the Code of ethics has been developed by CERE. But, they need to produce internal regulations and code of conduct applicable to the staff of the institution as well as other parties associated with the projects.</p>

<p>4. Reviewed the adequacy of all required back-up documentation to ensure it meets the requirements of the AF Accreditation Panel and filling gaps.</p> <ul style="list-style-type: none"> <li>- Checking the documents collected against AF requirements</li> <li>- Identifying potential gaps or weaknesses</li> <li>- Providing guidance on how to overcome issues identified</li> <li>- Supporting the task-force in organizing supporting documents</li> </ul>	<p>Supporting documents were provided: letters and documents to demonstrate its capacities and its commitment.</p>	<p>Achieved in October 2019</p>	<p>A visit was organized on 30<sup>th</sup> June – 6<sup>th</sup> July 2019 with the objective to review the data collected so far, to discuss the labelling of the documents collected, and the submission of the CERE application file.</p> <p>During this mission, CSE team reviewed all collected documents in regard with accreditation panel requirements. A note of recommendation on the gaps was addressed and shared with CERE.</p> <p>During, this mission, CSE team supported DA for the request of connexion parameters.</p>
<p>5. Submission of the application folder</p>	<ul style="list-style-type: none"> <li>- An application for accreditation as National Implementing Entity</li> <li>- A one-page summary report</li> </ul>	<p>Achieved in February 2020</p>	<p>The CSE supported the taskforce for the uploading of documents collected, CERE has submitted its accreditation folder through the accreditation platform on February 2020.</p>
<p>Budget</p>	<p>There was no budget overrun (more details will be furnish in the audit report)</p>		
<p>Lessons learned</p>	<p>CERE is a scientific public service of scientific nature under the supervision of the rector of the University of Conakry. Its accreditation process took longer than expected because it should be noted at the national level that national institutions do not have the experience of mobilizing more than US \$ 5,000,000. Also, we</p>		

	<p>noted the absence of a control framework and policy documents (Internal audit manual and audit charter audit committee charter Updating of the manual of administrative and financial procedures Code of ethics and professional conduct internal regulations anti-fraud policy including procedures for protecting whistleblowers and managing conflicts of interest). These were hindering the progress of the process because it had to be seen at university level whether the audit committee and the certified accountant could be used by the CERE.</p> <p>We strongly recommend that CERE be able to benefit from the support of the AF through the readiness package. This will allow it to better prepare some of its governance and fiduciary documents.</p>
Overall outcome	<p>The candidate NIE has submitted existing documents and letters after reviewing the comments to be included in the dossier. CSE team shared with the NIE candidate a new road map, and asked for more exhaustive dossier. Indeed, they need to include:</p> <ul style="list-style-type: none"> <li>- the manual of administrative and financial procedures in accordance with national and international standards;</li> <li>- Use the services of an auditor for the certification of financial statements;</li> <li>- open a dedicated bank account for the management of its financial resources;</li> <li>- set up an internal audit service or function and an internal control framework;</li> </ul> <p>CSE noticed some gaps regarding their institutional capacity. NIE needs to develop a procurement manual based on national provisions that takes into account the monitoring of procurement activities, produce audit reports as part of the projections implemented by the CERE.</p> <p>they have to prepare a code of conduct applicable to the staff of the institution and for those associated with the projects, moreover set up an ethics committee and develop procedure describing ways of denouncing and protecting complainants that will be developed into the anti-fraud policy.</p> <p>Finally, the CERE is currently working with the University's board of directors to resolve certain gaps.</p>

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