

LE DIRECTEUR GENERAL

Dakar, December, 20th 2019 ABS

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 16th has officially been completed. Details of the project completion are below:

Implementing Entity : Centre de Suivi Ecologique

Country: Sierra Leone

Grant Type: *South-South Cooperation Grant*

Project Description: Grant to support national implementing to *accreditation through South-South cooperation* in Sierra Leone.

Project Start Date: September, 14th 2016

Project Completion Date: 31 December 2017

Sincerely,



Dr Assize TOURE

**The Adaptation Fund Board
C/O Adaptation Fund Board Secretariat
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COMPLETION REPORT

Implementing Entity: Centre de Suivi Ecologique

Country: SIERRA LEONE

Adaptation Fund Grant ID:

Grant Type: South-South Cooperation Grant

Grant Description: This South-South cooperation grant was requested by CSE to support the Designated Authority of Sierra Leone 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	Progress (include completion Date "month & year")	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, including evaluation sheet and screening outcome Slides	Achieved	In collaboration with the DA of Sierra Leone, a workshop was held in Freetown in September 2016 in order to inform potential NIE institutions about the AF accreditation process and purpose. The main outcome of this workshop was the selection of the Ministry of Finance and Economic Development (MoFED) as candidate for the accreditation with the AF.
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	Mission Report, including gap assessment summary showing the potential NIE applicant's strengths and weaknesses towards	Achieved	A task force was setup within MoFED and trained on the accreditation process and the role of an NIE. A road map has been prepared for the collection and/or preparation of supporting documents.

Support Activity Provided/Received	Expected Outputs	Progress (include completion Date "month & year")	Comments/Explanation (also explain any deviation from initial plan)
	accreditation by the AF - Slides		
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)	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	Achieved	Relevant supporting documents, for the accreditation application were collected by the Task force, and analysed by CSE. Lessons learned from the implementation of other readiness programs have been capitalized during this process.
4. Review of the adequacy of all required back-up documentation to ensure it meets the requirements of the AF	Supporting documents check-list - Documentation of the main findings	Achieved	All supporting documents were reviewed to check their adequacy with regards to the accreditation requirements. Then, a visit of a delegation from MoFED to CSE was organized from 10 th to 13 th April 2017 for a final review of the application folder, and to address identified gaps. The application folder was organized and labelled and

Support Activity Provided/Received	Expected Outputs	Progress (include completion Date "month & year")	Comments/Explanation (also explain any deviation from initial plan)
Accreditation Panel, and filling gaps - Checking the documents collected against AF requirements - Identifying potential gaps or weaknesses - Providing guidance on how to overcome issues identified - Supporting the task-force in organizing supporting documents			MoFED prepared additional documents, namely: the gender policy, the grievance mechanism, the environmental and social policy.
5.Submission of the application folder	An application for accreditation as a National Implementing Entity - A one-page summary report	Achieved	The application folder was submitted with the all the relevant documents that were available at the time of the submission.
Budget	There was no over expenditure under the planned budget. More details will be furnish in the audit report.		
Overall outcome	The accreditation folder was submitted with the maximum of required documents that possible to collect, to produce and to improve taking into account MOFED's capacities and mandate. Few lacking procedures and policies were formalized, based on CSE's advice and orientations: ESS policies, Grievance mechanism, Gender policies, Procedure to deal with complains.		
Lessons learnt	- For a better appropriation and reinforcement of capacities of MOFED a mission was organised at Dakar to finalize the accreditation folder;		

Support Activity Provided/Received	Expected Outputs	Progress (include completion Date "month & year")	Comments/Explanation (also explain any deviation from initial plan)
			<ul style="list-style-type: none"> - When chosen a national institution for accreditation, account must be taken of the governmental instability that the institution may face. It is important to highlight the institution's mission and responsibility rather than the name. So the institution may have a different name but its main task may remain the same. After the submission of the application file, MOFED was set up as two ministries which slowed down the accreditation process.

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