

LE DIRECTEUR GENERAL

Dakar, December, 20th 2019

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 2017, January 12th has officially been completed on February, 14th 2019. Details of the project completion are below:

Implementing Entity: Centre de Suivi Ecologique

Country: Togo

Grant Type: *South-South Cooperation Grant*

Project Description: Grant to support national implementing to accreditation through South-South cooperation in Togo.

Project Start Date: March, 13th 2017

Project Completion Date: February, 14th 2019

Sincerely



Dr Assize TOURE

**The Adaptation Fund Board
C/O Adaptation Fund Board Secretariat
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TOGO SOUTH-SOUTH COOPERATION GRANT

A. COMPLETION REPORT AT LEAST THREE MONTHS BUT NOT MORE THAN SIX MONTHS AFTER PROJECT COMPLETION

Implementing Entity: Centre de Suivi Ecologique

Country: Togo

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 Togo 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 Outcomes | Outcome Achieved/Not Achieved | Comment/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 | <ul style="list-style-type: none"> - Mission report - Short-list of pre-selected institutions -Notification letter of selected NIE | Achieved | A workshop was held in March 2017 in Lome with potential NIE candidates and the DA of Togo in order to introduce the AF accreditation process and purpose. L'Office de Développement et d'Exploitation des Forêts (ODEF) was selected as NIE candidate for accreditation. |
| 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 | <ul style="list-style-type: none"> Assessment report showing the potential NIE applicant's strengths and weaknesses towards accreditation by the AF - Presentation and set of slides | Achieved | A task-force was setup within ODEF and trained on the accreditation process and the role of an NIE. A road map has been prepared for the collection and preparation of supporting documents. |

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|--|--|-------------------------------|--|
| | - Mission report | | |
| <p>3. Collecting supporting documents</p> <ul style="list-style-type: none"> - 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>List of supporting documents/information collected</p> <ul style="list-style-type: none"> - Summary of questions addressed by the Adaptation Panel and the Board to applicants during accreditation process - Note on accreditation standards | Achieved | <p>The task force has collected the supporting documents under the oversight of CSE. Some documents have been share with CSE for review, those documents have been analysed by CSE and the results of the analysis (recommendation to fill the gaps) have been sent to the institution. ODEF corrected the documents taking into account the recommendations.</p> |
| <p>4. Review of the adequacy of all required back-up documentation to ensure it meets the requirements of the AF Accreditation Panel, and filling gaps</p> | <p>Supporting documents check-list</p> <ul style="list-style-type: none"> - Documentation of the main findings - Mission report -Collected documents | Achieved | <p>A third visit was organized from 09 to 12 October 2017 in order to present the results of the review of the supporting documents collected so far, to discuss the supporting documents yet to be collected or elaborated, to organize the application folder and finally to define the next steps.</p> <p>ODEF has developed documents such as Project Cycle Management Manual, Procurement</p> |

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|---|--|-------------------------------|--|
| <ul style="list-style-type: none"> - 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 | | | <p>Manual, etc. which first drafts have been reviewed by CSE. The drafts have been corrected taking into account the comments and observations made by CSE. These versions were being re-read by CSE for final validation.</p> <p>In parallel, the documents, paragraphs and sections to be translated have been identified. However, documents such as the Grievance Mechanism, the Code of Ethics and the Anti-Fraud Politic have been developed by ODEF.</p> <p>The supporting documents collected and validated by CSE have been organized.</p> <p>Delays have been noted due to the local presidential elections which led to the cessation of activities for a certain period of time.</p> |
| 5. Submission of the application folder | <ul style="list-style-type: none"> - 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. | | |
| Lessons learned | <ul style="list-style-type: none"> • The main lesson learned is that it is important that the Designated Authority is part of the screening process so that the institution will not be choose for other reasons and he was involved during the process. • It is essential to have resources in order to develop some types of document such as the Project cycle management manual or the monitoring and evaluation manual. The Task force has not the capacities to develop those documents and the institutions are usually small ones so they cannot provide sufficient financial resources to recruit a consultant to develop them. Most of | | |

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|------------------------------------|-------------------|-------------------------------|---|
| | | | <p>time, CSE shared models of documents and guidelines for developing policies documents and spent time in the reviewing of these.</p> <ul style="list-style-type: none"> • The assistance goes beyond the initial time. Most of the time the NIE needs assistance to answer to the AF's comments. • The available amount does not allow to extend number or duration of missions in order to train the NIE on how to upload documents on the application. Remote support cannot facilitate the understanding of the uploading. |
| Overall outcome | | | <p>The candidate NIE has been supported until the submission of the application on the system. The documents have been uploaded, comments have also been written on each section. The candidate NIE submitted officially its application on the system in February 2019. Review has been done by the Secretariat and comments have been received. A call has been undertaken with the ODEF staff to go through the comments and provide guidance to fulfil all the conditions. Additional documents are needed and they will be provided. A remote support is still provided to ODEF by CSE for any other questions or needs.</p> <p>In addition, it should be noted that as part of the implementation of this Readiness, the missing documents and policies were identified by CSE initially after the screening exercise. In collaboration with CSE, ODEF prepared some of them. Examples have been addressed to ODEF team and they have put in place a payment and disbursement procedure, a project cycle management manual, an anti-fraud policy, a procurement procedure at the level of executing agencies and a code of ethics. The process took longer than expected due to the fact that ODEF did not demonstrate specific in-house expertise to develop the specific documents mentioned above. Furthermore, ODEF did not receive any financial support for the preparation of the documents, so they utilized their own resources to develop the documents and policies.</p> <p>The main shortcomings raised are related to the format of the auditor's audit reports, independent assessments that are uncarried systematically and the AML/CFT policy which was initially unrequested in the accreditation form.</p> |

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