



Cover Note Templates

Comment Type	Commenter Name	Commenter Profile	Comment	Date
Comment 1	daniel.menebhi@seco.admin.ch	Switzerland	<p>Thank you for circulating the templates.</p> <p>For the REI Program template, we recommend to add a field "Other" plus an open text field under technology.</p> <p>This is to avoid restraining the program from receiving proposals with innovative technologies.</p>	10/23/2023 9:29:42 AM
Response 1	hbadrinarayanan@worldbank.org	CIF AU	<p>Dear Daniel,</p> <p>Thank you very much for your feedback. We will include “other” under the technology section.</p> <p>Sincerely,</p> <p>CIF Secretariat</p>	11/1/2023 2:01:54 AM
Comment 2	Aarsi.Sagar@international.gc.ca	Canada	<p>Thanks to the CIF Secretariat for developing the cover note templates based on the request at the June TFC meeting and for the opportunity to review them.</p> <p>It is a good start, albeit a bit lengthy and resembles the cover note at the GCF. It is always good to have this information for projects. The templates currently only relate to the CTF, will the same be developed for SCF programs too? It might be good to have a uniform approach to all the CIF programs.</p> <p>To reiterate the point made by Canada at the June TFC meeting, we are looking for a template that provides portfolio level information that is missing in the project proposals. This portfolio level information is requested as a decision-making tool to help TFC members when evaluating proposals. Some of the information that we would like to see includes, but not limited to: a) project merits relative to other projects in the pipeline, or which relate to similar projects approved in the past; b) an indication by the CIF Secretariat that the project complies with CIF policies; c) an assessment of how approval of the project would impact available resources, grants under the SCF and grants under the CTF, and what would be the remaining resources for future use; d) what are some of the key risks that TFC members should be aware of, such as high financial risk instruments including local currency, pricing policies; and e) size of budgets being requested.</p> <p>Thanks for the templates and we look forward to the revised versions.</p> <p>Kind regards,</p> <p>Aarsi</p>	10/30/2023 9:22:44 PM
Response 1	hbadrinarayanan@worldbank.org	CIF AU	<p>Dear Aarsi,</p> <p>Thank you very much for your feedback. Yes, we will follow a uniform approach to all CIF programs and have now included the SCF templates in the documents tab section.</p> <p>As included in the decision landing page, CIF Secretariat will include the portfolio level information including the projects in pipeline, remaining resources in the resource availability section as part of every approval request in CCH (eg: here).</p> <p>Information regarding the high financial risk instruments including local currency, pricing policies and all other exceptional request submitted by MDBs in cover note template will be captured under the additional notes section (eg: here).</p> <p>Sincerely,</p> <p>CIF Secretariat</p>	11/1/2023 2:02:53 AM
Comment 3	david.arnold@giz.de	Germany	<p>We thank the MDBs as well as the CIF Secretariat for this proposal for updated Cover Pages under the CTF and REI as well as for the Extension Requests.</p> <p>• ° ■</p> <p>We welcome that among the proposed documents, MDBs would now need to provide reference to relevant CIF policies as well as the usage of local currencies. This is to be considered a positive development.</p> <p>• ° ■</p>	11/3/2023 8:32:12 AM

			<p>However, as was requested by Canada during the TFC-meetings in June and also reiterated here by other TFC members in the comment section, information on the impact of a project on the overall portfolio as well as the identification of impacts on funding availability (incl. For CCMM) as well as on grant resources are missing. In addition, there is currently no requirement to provide information regarding the merit of a project over a comparable project in the pipeline. How do the MDBs and the CIF Secretariat intend to address those issues?</p> <ul style="list-style-type: none">•◦▪ <p>Furthermore, we noticed that the current GEF-8 PIF template uses cover sheets very similar to the CIFs, but after giving a general introduction to a project, its components are introduced separately (component name, GEF financing, Co-financing as well as expected outcomes), which helps keeping a good overview over what exactly is planned under a project including its different components. Is this something the MDBs would consider useful and worthwhile exploring?</p> <ul style="list-style-type: none">•	
--	--	--	---	--

Response 1

hbadrinarayanan@worldbank.org

CIF AU

12/15/2023 1:45:33 AM

Dear David,

Thank you very much for your feedback. We have modified the cover note template to include information on co-financing (below financing section) and have as well included “ **Just Transition**” as part of the template.

Kindly refer to “ **Updated – Cover Note Template**” document where modifications are made. Information on the overall portfolio including the projects in pipeline, information on grant resources, available resources in the resource availability section as part of every funding approval request. Please find **resource availability** template below. Information on CCMM will be shared with the TFC in other documents.

Regarding your inquiry about merit of a project, the ‘**Additional Notes in CCH**’ makes provision to provide such details.

Note: Since SCF is almost to be programmed, we are excluding this from this exercise.

CTF Resource Tracking Table

	Total USD Million
Total Available in Window (end September 30, 2023) as per Trustee report	XXXX
Less: Projects Submitted	
Grant	XXX
Fees (From Grant Resources	XXX
PPG (From Grant Resources)	XXX
Financial Products xxxxx	XXX
Pipeline Projects to be Submitted for Approval from pipeline <i>(Includes sealed and reserve pipeline)</i>	XXX
TOTAL AVAILABLE	XXXX

Window Used for funding Will be a drop box.
GESp, Futures, ACT-CTF, ACT-CTFPF

1/ There will be intermittent transactions approved/Cancelled in system between Trustee reporting date and approval date.

GCAP:

Amounts expressed in USD million					
	Non-Grant	MPIS (Grant)	PPG (Grant)	Grant	Total
Funds Available to Support GCAP Programming 1/ 2/	XX	XX			XX
Less: Projects Submitted for Approval					
	XX	XX	XX		
Less: Projects Previously Submitted for Approval					
Sub-Total	XXX	XXX	XX		XXX
Less: Pipeline Projects to be Submitted for Approval	XXX	XXX			XXX
Level of Under/Over-programming, if any	XXX	XXX			XXX

1/ Funding availability based on Trustee Report as of xxxxx

1/ There will be intermittent transactions approved/Cancelled in system between Trustee reporting date and approval date.

Comment 4	livia.oliveira@fazenda.gov.br	Brazil	<p>Dear CIFSEC,</p> <p>We are still in the process of analyzing the documents. As we are short staffed at this time of year (it is the big vacation season in Brazil), we would appreciate a deadline extension until January 31st.</p> <p>Thank you for your consideration.</p> <p>Best,</p>	12/28/2023 4:37:05 PM
Comment 5	daniela.guimaraes@fazenda.gov.br	Brazil	<p>Thanks to the CIF Secretariat for developing the cover note templates and for extending the deadline for our analysis. Brazil has reviewed the templates and is content to support the proposal given that our following comments have been taken onboard:</p> <ol style="list-style-type: none">1. For Investment Plans, we suggest embedding the cover note within the IP and replacing the executive summary by the cover note in order to avoid duplicate information.2. We understand that the cover note is an attempt to have easy and fast access information, thus we recommend including a minimum and maximum number of words for each item to avoid lengthy answers.3. We believe that for some items, it is not very clear what type of information is expected – e.g. "Development impact", "Implementation potential", "Financial sustainability" -, therefore we recommend including a brief explanatory text to go along each item.4. Regarding the donor recommendations to include "portfolio level information that is missing in the project proposals", although we see merit in the request, we want to be careful with including complex information in a fast read template. If the information is missing from project proposals, it should be first included in a comprehensive manner within the IPs outline (and other CIF submission documents) and then summarized in a cover note format. We do not think the cover note is the best document to include new information.5. We agree with the proposal from UK that any approval should be based on a trial period of 1 year, after which a review is undertaken with the view to update these templates based on the feedback and learning from the full TFC.	1/19/2024 7:03:22 PM

Response 1	hbadrinarayanan@worldbank.org	CIF Secretariat	<p>Dear Livia and Daniela,</p> <p>Thank you very much for your feedback on the cover note templates. Please find our responses below.</p> <p>1) For Investment Plans, we suggest embedding the cover note within the IP and replacing the executive summary by the cover note in order to avoid duplicate information.</p> <p>Cover note templates presents a summary of project/program information, objectives, expected outcomes, details of the project, financing including co-financing information, investment criteria, results, gender, estimated milestone information and other key information. All of this information is not usually ready at IP submission stage. Since for an IP to be endorsed, only concepts are required. We can share the concept note templates with MDBs as they work on IPs and suggest providing key information to be included as part of the IP submission process.</p> <p>2) We understand that the cover note is an attempt to have easy and fast access information, thus we recommend including a minimum and maximum number of words for each item to avoid lengthy answers.</p> <p>We will add a note to provide only high-level information and appropriate links to relevant project documents, annexes as applicable.</p> <p>3) We believe that for some items, it is not very clear what type of information is expected – e.g. “Development impact”, "Implementation potential”, “Financial sustainability”, therefore we recommend including a brief explanatory text to go along each item.</p> <p>Links to the Design Documents (ACT, REI, NPC) will be added in these sub-sections, as they provide detailed information on this request.</p> <p>4) Regarding the donor recommendations to include “portfolio level information that is missing in the project proposals”, although we see merit in the request, we want to be careful with including complex information in a fast read template. If the information is missing from project proposals, it should be first included in a comprehensive manner within the IPs outline (and other CIF submission documents) and then summarized in a cover note format. We do not think the cover note is the best document to include new information.</p> <p>Thanks for the recommendations. Indeed, the portfolio level information (details of projects in pipeline, grant, available resources) will be added under the resource availability section as part of each funding approval process.</p> <p>5) We agree with the proposal from UK that any approval should be based on a trial period of 1 year, after which a review is undertaken with the view to update these templates based on the feedback and learning from the full TFC.</p> <p>As a standard practice we intend to review and update these templates annually based on lessons learned and feedback received from the various stakeholders and submit revised/updated templates for TFC review and approval.</p> <p>Best,</p> <p>CIF Secretariat</p>	1/30/2024 12:00:00 AM
------------	-------------------------------	--------------------	--	-----------------------------