



ADAPTATION FUND

AFB/PPRC.17-18/5
11 January 2016

Adaptation Fund Board
Project and Programme Review Committee

TECHNICAL ASSISTANCE GRANT PROPOSAL FOR COSTA RICA

Background

1. At its twenty-second meeting, the Adaptation Fund Board secretariat (the secretariat) had prepared document AFB/B.22/6 which outlined the possible elements and options for a phased Programme to Support Readiness for Direct Access to Climate Finance for National and Regional Implementing Entities and presented a framework and budget for a first phase of the Programme. Following a discussion of the document, the Board decided to:

- (a) *Approve Phase I of the Readiness Programme as detailed in document AFB/B.22/6, on the basis that it would follow performance-based funding principles;*
- (b) *Take note of the options provided by the secretariat on a programme to support readiness for direct access to climate finance for national and regional implementing entities;*
- (c) *Request the secretariat to submit to the Board intersessionally between the twenty-second and twenty-third meetings, execution arrangements, criteria/eligibility criteria to allocate the funds to the accredited implementing entities for specific activities, as well as a timeline of activities, with a view to start implementing the programme before the twenty-third Board meeting; and*
- (d) *Approve an increase in the Administrative Budget of the Board, secretariat and trustee for FY2014 of US\$ 467,000 for the programme described in AFB/B.22/6, and authorize the trustee to transfer such amount to the secretariat and request the trustee to set aside the balance amount of US\$ 503,000 from the Adaptation Fund Trust Fund resources for subsequent commitment and transfer at the instruction of the Board.*

(Decision B.22/24)

2. At the tenth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 10), the Parties recognized the Readiness Programme of the Adaptation Fund and decided to:

Invite further support for the readiness programme of the Adaptation Fund Board for direct access to climate finance in accordance with decision 2/CMP.10, paragraph 5;

Decision 1/CMP.10

and also decided to:

Request the Adaptation Fund Board to consider, under its readiness programme, the following options for enhancing the access modalities of the Adaptation Fund:

- (a) *Targeted institutional strengthening strategies to assist developing countries, in particular the least developed countries, to accredit more national or regional implementing entities to the Adaptation Fund;*
- (b) *Ensuring that accredited national implementing entities have increased and facilitated access to the Adaptation Fund, including for small-sized projects and programmes;*

Decision 2/CMP.10

3. Upon completion of Phase I of the Readiness Programme, the secretariat had prepared document AFB/B.25/5 which outlined the progress made in Phase I and proposed Phase II of the Readiness Programme, taking into account the results from Phase I of the programme and integrating decision 2/CMP10. Following a discussion of the document, the Board decided to:

Aprove Phase II of the Readiness Programme, as outlined in document AFB/B.25/5, with a total funding of US\$ 965,000, including funding of US\$ 565,000 to be transferred to the secretariat's budget and funding of US\$ 400,000 to be set aside for small grants to National Implementing Entities from resources of the Adaptation Fund trust fund.

(Decision B.25/27)

3. Following the approval by Board of Phase II of the Readiness Programme, eligible national implementing entities (NIEs) submitted applications for Technical Assistance grants and South-South cooperation grants. The types of eligible support from Technical Assistance grants included but were not limited to (i) Developing procedures/manuals/guidelines for screening projects for environmental and social risks, undertaking project environmental and social risk assessment and for formulating risk management plans (ii) Developing policies/avenues for public disclosure and consultation (iii) Developing transparent and effective grievance handling mechanisms related to the Fund's Environmental and Social Policy, and (iv) Training of select entity staff to carry out the relevant tasks related to the implementation of the Fund's Environmental and Social Policy. To facilitate timely review of applications, the Board, at its twenty sixth meeting decided to:

Request the secretariat to review intersessionally, between the 26th and 27th meetings of the Board, proposals submitted by National Implementing Entities for technical assistance grants and South-South cooperation grants under the Readiness Programme, and to submit the reviews to the PPRC for intersessional recommendation to the Board.

(Decision B. 26/28)

4. It is expected that the Technical Assistance Grants will enable NIEs to source external expertise through short-term consultancies for more targeted technical assistance where such a need is identified to improve their capability to comply with the Fund's policy. This may include developing or strengthening a particular function relevant to the policy such as an environmental and social management system, a risk management system, or familiarization with the principles of the environmental and social policy.

5. All accredited NIEs are eligible to receive grants for technical assistance based on the relevance of the capacity and needs assessment as outlined in document AFB/B.23/5, including the funding cap of 20,000 USD per NIE. For the current review period, eligible NIEs were those that submitted a satisfactory request document that met all of the following criteria as at the time of the 17-18 intersessional review cycle:

- Have been accredited by the Board,
- Have submitted a request document to the secretariat within the given deadline and with a clear description of the areas of support needed and budget for the requested support.

6. Following a call for submission of applications undertaken intersessionally, the secretariat had received applications from NIEs for Technical Assistance Grants. A total of eight NIEs submitted request documents.

7. Of the eight NIEs that submitted request documents, only six were eligible, i.e. the *Centre de Suivi Ecologique* (CSE, Senegal), the South African National Biodiversity Institute (SANBI, South Africa), the Micronesia Conservation Trust (MCT, Micronesia), the *Fundecooperación para el Desarrollo Sostenible* (Costa Rica), the *Fundación Natura* (Panama) and the National Environment Fund (FNE, Benin).

8. The present document introduces the application submitted by the *Fundecooperación para el Desarrollo Sostenible* (Costa Rica) for a Technical Assistance Grant. It includes a request for funding of US\$20,000 outlining the activities to be undertaken by the consultant to support the NIE to comply with the AF's environmental and social policy. The secretariat had reviewed the initial application by *Fundecooperación para el Desarrollo Sostenible* and provided its comments to the applicant for further clarification. The applicant had submitted additional information on the proposal, taking into account the secretariat's comments. The secretariat's initial review and the applicant's additional information to the application/request document are available in the next sections of this document.



Screening of Application for a Technical Assistance Grant to support NIE Assessment and Management of Environmental and Social Risks within projects and programmes

Requesting Country: **Costa Rica**
 Requesting NIE: **Fundecooperación para el Desarrollo Sostenible**

Requested Financing from Adaptation Fund: **US\$ 20,000**

Reviewer and contact person: **Farayi Madziwa**
 Co-reviewer(s): **Daouda Ndiaye**
 NIE Contact Person: **Marianella Feoli**

Screening Questions	Score (please select from dropdown menu)	Rating	Assessment
Has this application been endorsed by the Designated Authority of the country?	1	0. No 1. Partially 2. Yes	Although the applicant has completed Section D of the application template they have not attached a formal letter of endorsement by the DA. According to the application template in the call for applications, the applicant should attach an endorsement letter on official letter head and signed by the DA as an annex to their application.
Is the timeframe of activity adequate?	3	1. Not adequate 2. Somewhat Adequate 3. Adequate	The indicated timeframe is adequate to complete the development of all the guidelines, procedures and their testing for project appraisal and design.
Are the proposed activities to support the NIE to implement the E&S policy of the AFB adequate?	3	1. Not adequate 2. Somewhat Adequate 3. Adequate	The proposed activities for the support requested are adequate. It would be useful to clarify whether the intention is to also develop procedures or guidelines/manuals for formulating an environment and social risk management plan, and to note that it is advisable to do so if such procedures or manual does not already

			<p>exist.</p> <p>Fundecooperación para el Desarrollo Sostenible indicates that application of procedures for stakeholder consultations will be done for the support activity “Development of a policy/avenues for public disclosure and consultation”. It would be useful to provide clarification whether such policy/avenues already exist and if not, an explanation why only application of procedures is intended and not their development as well.</p> <p>It would be useful to state how many training sessions will be done, and whether there will be any travel and accommodation costs involved.</p> <p>It would be useful to provide a timeframe (in days or weeks) for each type of support activity.</p>
Based on the proposed activities, is the requested budget reasonable?	2	<ol style="list-style-type: none"> 1. Not Reasonable 2. Reasonable 	The requested budget is within the cap for TA grants available to applicants and is reasonable in relation to the intended scope of work.

SECRETARIAT’S GENERAL COMMENT (4 December 2015)

<p>(i) Please attach an endorsement letter on official letter head and signed by the DA.</p> <p>(ii) Please clarify whether procedures, guidelines/manuals for formulating an environment and social risk management plan will be developed, and note that if such procedures, guidelines/manuals do not exist, then it is advisable to do so.</p>
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NIE RESPONSE TO THE SECRETARIAT (18 December 2015)

Comment	Issue	Response by NIE
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Comment	Issue	Response by NIE
(i)	Please attach an endorsement letter on official letter head and signed by the DA.	Please find attached the endorsement letter of the Climate Change Office Director, Ms. Andrea Meza. Kindly note that Ms. Meza is the new Climate Change Director as of Dec. 1 st , 2015
(ii)	Please clarify whether procedures, guidelines/manuals for formulating an environment and social risk management plan will be developed, and note that if such procedures, guidelines/manuals do not exist, then it is advisable to do so.	The final results of the grant is the development of guidelines, the creation of a toolbox that will allow the easy application of the different principles in each of the selected projects that will be implement in Costa Rica; the grant considers also the implementation of those guidelines and toolbox hand by hand with each of the Executing Entities. It is important to clarify that those procedures, guidelines/manuals do not exist at the time, for this reason in order to comply with the Adaptation Fund's Environmental and Social Policy it is important to create a transparent and effective mechanism that will be easily replicated to evaluate other adaptation projects



ADAPTATION FUND

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

Submission Date: September 28th, 2015

Adaptation Fund Grant ID:

Country/ies: Costa Rica

Implementing Entity: Fundecooperación para el Desarrollo Sostenible

A. Timeframe of Activity

Start date of activity	October 19 th , 2015
Completion date of activity	Abril 30 th , 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 : Consulting firm	Requested budget (USD)
Development of procedures manual/guidelines for screening projects for environmental and social risks	-Development of guidelines to screening projects and baseline adjustments -Define indicators for each principles.	RSE Consultores	\$2500
Development of procedures manual/guidelines for undertaking project environmental and social risk assessment and for formulating risk management plans	-Development of procedures manual/guidelines for undertaking project environmental and social risk assessment: a. Creation of a toolbox for the application of the principles b. Identification of a basic legal framework and the respective check list for each principle c. Procedures for involving Stakeholders d. Follow up of the indicators	RSE Consultores	\$3000

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.

Development of a policy/avenues for public disclosure and consultation	Application of procedures for stakeholder consultations		\$2000
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	Inclusion in the guidelines the mechanism for receiving and resolving complaints	RSE Consultores	\$1500
Training of select entity staff to carry out the relevant tasks related to the implementation of the E&S Policy	Workshops for the Executing Entities of each of the projects in the following topics: <ul style="list-style-type: none"> • Conceptual framework • Identification of risks and impacts for each project • Identification of stakeholders • Definition of important issues for each project • Analysis of each principles (except P1 to P4 and P6 are required). • Determine specific legal framework applicable to each project based on material issues. • Application form guide. • Monitoring indicators 	RSE Consultores (including workshops logistics)	\$8000
Other type of support requested (please describe)	*Design and development of infographic material of the manuals and guidelines	Printing and design companies	\$3000
Total Grant Requested (USD)			\$20,000

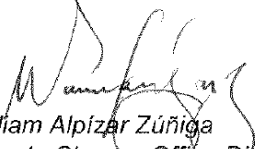
C. Implementing Entity

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
Marianella Feoli		09-24-2015	Marianella Feoli	(506) 2225-4507	mfeoli@fundecooperacion.org gerencia@fundecooperacion.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.


William Alpizar Zúñiga
Climate Change Office Director
Ministry of Environment and Energy

Date: September 28th 2015

ANNEXES

ANNEX 1



December 12th, 2015
DCC-305-2015

Letter of Endorsement by Government

Climate Change Office
Ministry of Environment and Energy of Costa Rica.

On behalf of the Ministry of Environment and Energy, through its Office of Climate Change, I confirm that the government agrees with the Technical Assistance Grant application submitted by our NIE (Fundecooperación para el Desarrollo Sostenible).

Sincerely,

Andrea Meza
Climate Change office Director
Ministry of Environment and Energy
Costa Rica

CC: Consecutivo
Ann



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