



**TOOLKIT TO ACCESS RESOURCES UNDER
THE COUNTRY SUPPORT PROGRAMME**

INTRODUCTION

The primary goals of the GEF Country Support Programme (CSP) are (i) to provide flexible support to countries, particularly their focal points, to build capacity to work with the GEF Agencies and Secretariat in order to set priorities and to program GEF resources, and (ii) to improve coordination between ministries and stakeholders at the national level and to facilitate input from key non-governmental stakeholders. CSP is funded completely from a special allocation in the GEF Secretariat budget decided by the GEF Council. The GEF Country Support Programme (CSP) is managed by the External Affairs team at the GEF Secretariat.

The CSP has seven distinct components:

1. National Portfolio Formulation Exercise (NPFE)
2. Multi-stakeholder dialogues
3. Expanded constituency workshops
4. Constituency meetings/Council Member support
5. Direct support to operational focal points
6. Knowledge management
7. Familiarization seminars

The **objective** of this toolkit is to provide a practical guide for GEF Focal Points, and the staff they are working with, that will help them access the various resources available through the CSP.

This toolkit is divided into two parts: the first part describes in more detail the different components of the CSP. The second one provides resources and templates related to each component of the CSP.

1. National Portfolio Formulation Exercise

The main objective of the GEF National Portfolio Formulation Exercise (NPFE) is to help recipient countries to build or to strengthen national processes and mechanisms to facilitate GEF programming in a manner that reflects country priorities. At the same time it offers an opportunity to align the programming of GEF resources with other relevant strategies and national planning processes. All recipient countries can access GEF resources, up to \$30,000, to organize these exercises. The NPFE is voluntary and is not a prerequisite to obtain GEF grants.

The NPFE is executed by national institutions without the support of a GEF Agency. The resources are provided directly to the institution by the Secretariat. Therefore countries should select a national entity with the experience and the capacity to organize the exercise. To obtain support, the GEF Operational Focal Point (OFP) has to fill in and submit an application form¹. The form includes a detailed description of the activities to be carried out to produce the National Portfolio Formulation Document (NPDF), as well as their expected cost. The GEF Secretariat reviews the proposal and once the final version has been approved, the GEF CEO signs an

¹ This application by the GEF OFP serves simultaneously as an Endorsement for the activity and no separate endorsement letter is required.

Ancillary Expenses Agreement (AEA) with the Operational Focal Point in order to initiate the transfer of funds. The OFP needs to return the original countersigned copies, together with a Grant ID request form (Annex 1) to the Secretariat before any payments can be made. The exercise should be completed in approximately 4 months.

Once the Exercise has been completed the country submits the NPFD to the GEF Secretariat summarizing:

1. The steps followed during the preparatory process of the NPFE
2. A description of the nation's environmental objectives and the strategies to achieve them
3. The list and descriptions of the priority projects and/or programmatic approaches that have been identified by the country and that are eligible under the GEF-5 focal area strategies as well as their estimated costs.
4. An outline of how implementation of these projects will contribute to the fulfillment of obligations to the Conventions (CDB, UNCCD, UNFCCC, Stockholm Convention).

For more information go to:

http://www.thegef.org/gef/National_Portfolio_Formulation_Exercises

NPFE Template and Instructions: http://www.thegef.org/gef/NPFE_template

2. Multi-stakeholder dialogues

The main purpose of the multi-stakeholder dialogues is to inform stakeholders in the countries about global environmental issues with a special emphasis on GEF policies and procedures as well as to strengthen coordination and partnerships among different national stakeholders. The dialogues involve a diversity of government ministries and agencies, CSOs, communities, academic and research institutions, the private sector, as well as partners and donors in the country.

These dialogues normally last 2 or three days and are organized by the GEF OFP, with financial and technical support from the GEF Secretariat. The office of the OFP, who will be in charge of the program and logistics of the meeting, will need to work in close coordination with the GEF Secretariat regarding the agenda and list of participants for the Dialogue.

For more information go to: <http://www.thegef.org/gef/node/3226>

3. Expanded Constituency Workshops

The main objective of Expanded Constituency Workshops (ECW) is to provide a forum for GEF Focal Points, Convention Focal Points and representatives of civil society from each of the participating countries to learn about GEF strategies, policies and procedures and gain a better understanding of the GEF as the funding mechanism for the Conventions it serves.

The workshop is an opportunity for different national partners to meet with their counterparts from other countries in the region, staff from the GEF Secretariat, the GEF Agencies and other GEF partners to share lessons and experiences from the development and the implementation of GEF projects and their integration within national policy frameworks. Additionally, these workshops can encourage coordination among national officials and allow better understanding among constituency members.

These workshops are organized annually by the GEF Secretariat. The workshop covers participation cost for 6 representatives from each country: GEF Political Focal Point, GEF Operational Focal Point, three of the four national Convention Focal Points (CDB, UNCCD, UNFCCC, and Stockholm Convention), as well as one representative from civil society. The agenda addresses the needs and requests of the invited participants and is developed by the GEF Secretariat team with the help of GEF partners and GEF focal points through tailored on-line surveys.

For more information go to: http://www.thegef.org/gef/CSP_ECW

4. Constituency meetings/Council Member support

The main objective of Constituency meetings is to allow the Council Members of recipient countries to meet with their constituency partners in order to discuss Council documents and to define constituency positions on the issues that will be discussed at the next Council meeting. In addition, these meetings enable the participants to share information and obtain feedback on issues on the Council's agenda, to review country and constituency coordination issues, to enhance communication and outreach efforts, to decide upon constituency governance issues (such as the order in which countries will assume Council Member and Alternate seats rotation agreements), and discuss implementation of GEF projects and share lessons learned.

Council Members can request support from the GEF Secretariat to organize one constituency meeting per calendar year. The Council Member is in charge of communicating the date, venue, and agenda to the GEF CEO as well as coordinating the meeting. Council members can request up to \$3,000 to cover the cost of the meeting and a grant agreement will be signed between the GEF and the Council Member. The GEF Secretariat will finance the participation (flights, hotel, per diem) of each national GEF political and operational focal point of the Constituency.

For more information go to: <http://www.thegef.org/gef/node/3226>

5. Direct support to Operational Focal Points

The main objective of Direct Support is to help OFPs in strengthening the work of their office. This includes better country-level coordination and consultation, better follow up of existing projects and better dissemination of GEF support to the country as well as generating genuine country ownership on GEF-financed activities. During GEF-5, a grant of \$9,000 is available annually for each OFP to carry out a set of activities related to the daily work of the GEF Operational focal point (see Annex 2 for more details).

The Operational Focal Point is required to submit an annual work plan (AWP) to the GEF Secretariat (See Annex 3). The work plan should include the set of proposed activities with estimated costs. The AWP should take into account both the amount of the grant (\$9,000) and the number of proposed activities, so the final AWP illustrates a reasonable distribution of funds per activity². It is also required that a new AWP builds on the achievements of the previous AWP when applicable.

Once the GEF Secretariat has reviewed and approved the AWP, a Grant Agreement between the OFP and the GEF Secretariat will be signed. The OFP needs to countersign and submit the Grant Agreement to the GEF Secretariat together with the bank information (see Request for Grant ID from Annex 1). Upon receiving the countersigned Grant Agreement, the GEF Secretariat will proceed to disburse the funds to the account designated in the Request for Grant ID.

After the activities under the AWP have been completed, the country is required to submit both a progress and a financial report (Annex 4 and Annex 5).

6. Knowledge management

During GEF-4, the CSP designed a Knowledge Facility (KF) website in response to the needs expressed by the GEF focal points and to support the information and knowledge sharing needs they stated they required. It fosters learning by the focal points through private information exchange, discussion forums, research, and action.

During GEF-5 this tool will be further developed to reflect the evolving needs of GEF focal points, and also to target other relevant stakeholder groups, in particular convention focal points. For example, it will include the content on the Least Developed Countries Fund (LDCF) and the Special Climate Change Fund (SCCF). The KF website will need to be integrated into the GEF-wide strategy on knowledge management and learning that will be presented to the GEF Council Meeting in November 2011.

NB: We are working to merge the CSP knowledge platform with the GEF website and for this reason the information contained in the former is no longer being updated (last update on December 15, 2010). For information on the current CSP events, please refer to this section the GEF website and to the related calendars of events. In the meanwhile, please check both website: <http://www.gefcountrysupport.org/> and <http://www.thegef.org/gef/>

² Normally, 3-6 activities in a year would be enough.

7. Familiarization seminars

These seminars are aimed to train some of the new GEF focal points, new GEF Agency officers, and, occasionally, other stakeholders on GEF strategies, policies, and procedures. During GEF-5, a GEF Familiarization Seminar will be held once a year in Washington, D.C.

The GEF Secretariat is in charge of sending invitations, arranging travels, preparing the agenda and booking a venue for the event. Furthermore, the GEF Secretariat and GEF Evaluation Office will participate and are assigned as the resource persons as they will be the ones preparing and delivering the presentations on the agenda topics.

For more information go to: http://www.thegef.org/gef/CSP_familiarization_seminars
Check Annex 6 of: <http://www.thegef.org/gef/node/3226>

Annex 1:

**THE WORLD BANK GROUP
REQUEST FOR GRANTEE ID**

1. GRANTEE INFORMATION

Full Name of Recipient Organization :		
Grantee Mailing Address Street: City: State or Province: Country:		
Name of the Contact Person at Recipient Organization :		
Telephone Number :	Facsimile Number :	Email Address :

Wire Transfer Information

Full Name of the Bank where Recipient Organization maintains Account :	
Account Holder Name (if different from the name of the recipient organization):	
Bank Account Number :	Bank Routing No. or ABA : (Use ABA # for US Banks) <small>* A routing no. (for foreign banks) or an ABA no. (for US banks) are necessary to effect Wire Transfers and Direct Deposits (ACH) respectively. Please check with the financial institution whether the direct deposit option is available. (ACH is only available for US banks).</small>
Street Address : City : Country: Swift Code : Intermediary Bank Name : Account # with Intermediary Bank :	

Annex 2:

GUIDELINES FOR FOCAL POINT SUPPORT

1. The following guidelines are applicable to focal points requesting funding under the Country Support Programme.

The GEF Secretariat will provide funding to the GEF operational focal point to carry out activities to:

- increase awareness of the GEF strategic priorities, policies and programs;
- create institutional memory of GEF policies and programs in the appropriate government ministry;
- increase coordination among national agencies with a view to ensuring greater country ownership and a cohesive approach across the government to global environmental issues and GEF support;
- develop a database to keep track of GEF portfolio of projects and concepts in the country;
- promote mainstreaming of global environmental issues into the national sustainable development strategies; and
- strengthen stakeholder involvement in global environmental programs.

2. Examples of the types of activities which will be considered eligible for funding include, but are not limited to:

- translation, printing and dissemination of relevant GEF documents;
- creation of a GEF web site;
- creation of a GEF project database;
- creation of a reference library of relevant information and publications on the GEF;
- organization of meetings for country level coordination;
- establishment of an inter-agency GEF committee;
- workshops, training courses and field visits; and
- participation in GEF constituency meetings convened by the Council Member in the region.

3. The following activities will not be eligible for funding:

- international travel (ticket and daily subsistence allowance), with the exception of a Focal point's participation in no more than two constituency meetings per year convened within the region by the Council Member ;and
- support to GEF Council Members. Funds have been allocated separately for Council Members.

4. Focal points will report annually on the use of the resources provided by the GEF.

5. The project document will provide sufficient resources for the duration of the program, but resources will be released to countries annually upon receipt of an annual report on how previous resources have been used and a work plan for the following year, if applicable.

Annex 3:

ANNUAL WORK PLAN

Planning Period:

COUNTRY

SSFA Reference No GFL 2328-2780-4XXX-2201-ID XXX

No	GEF Goals	Activities	Months												Budget
			1	2	3	4	5	6	7	8	9	10	11	12	US\$
A1	Increase awareness of the GEF strategic priorities, policies and programs	Develop more effective GEF related communication and outreach strategies													
		Prepare GEF national information packages													
		Access to and translation of GEF documents into local language(s)													
		Workshops on GEF policies and procedures													
		Media training for GEF Focal Points													
		Workshop to acquaint media personnel													
A2	Create institutional memory of GEF policies and programs in the appropriate government ministry	Organize workshops, training courses and field visits for respective Executing Agency (EA) staff													
		Create GEF information database in relevant EA													
		Regular presentations on GEF projects in the relevant government ministries													
A3	Increase coordination among national agencies with a view to ensure greater country ownership and a cohesive approach across the govt to global environmental issues and GEF support	Establish and participate in inter-agency/ministry committee meetings													
		Organization of meetings to foster country level coordination													
		Workshops to review and endorse GEF projects													
		National Cross-Focal area workshops													
A4	Develop a database to keep track of GEF portfolio of projects and concepts in the country	Create a GEF website													
		Create a GEF database													
		Create a reference library of relevant information and publications on the GEF													
A5	Promote mainstreaming of global environmental issues into the national sustainable devt. strategies	National meetings with key global environmental stakeholders and convention focal points													
		Workshops to identify synergies cross-focal areas													
		Workshops to identify opportunities to link GEF activities with broader development and policy strategies such as CAS, NEDP													
A6	Strengthen stakeholder involvement in global environmental programs	Consultative Meetings with CSOs													
		Workshops to facilitate in-country consultations on GEF governance activities													
		Establish a GEF coordination or resource unit in the appropriate EA													
Total expenditure for the year															

Prepared by the GEF Focal Point

Name:

Approved by the designated National Executing Agency (NEA) officer

Signed:



Name:

Signed:

Annex 4:

ANNUAL PROGRESS REPORT

Executing Agency: [Insert Name of NEA]

Project Title: Country Support Programme for GEF Focal Points – [Name of country]

Reporting Period: Month/ Year - Month/ Year

- I. Summary of implementation of planned activities and results
(Please explain whether key objectives of the Support Programme have been met through the implementation of activities)

- II. Constraints and suggested solutions

- III. Lessons learnt and good practices that could be shared with other Focal Points

- IV. Narrative description of activities for the next year, if applicable
(Please describe the planned activities in this section and ensure these match the activities listed in Annex B of the SSFA for the following period)

Annex 5

**FINANCIAL MANAGEMENT REPORT
Direct Support to Operational Focal Points
for the period ending [month/day/year]**

[(Recipient's Name)] Sources and Uses of Funds Statement [in (currency of advance)]		
	Budget for the Reporting period	Actual for the Reporting Period
Uses of Funds / Expenditures		
1. Consultant Services		
2. Travel		
3. Meetings		
4. Materials		
5. Miscellaneous		
<i>Total:</i>		
Closing Cash Balance		