



GEF/LDCF.SCCF.9/5/Rev.1
Draft, October 26, 2010

LDCF/SCCF Council Meeting
November 18, 2010

ACCESSING FINANCING UNDER THE LEAST DEVELOPED COUNTRIES FUND

Recommended Council Decision

The Council reviewed the proposed document GEF/LDCF.SCCF.9/ *Accessing Financing under the Least Developed Countries Fund*, and:

(1) noting it reflects and responds to Decision 5/CP.14, FCCC/CP/2008/7/Add.1, *Further guidance for the operation of the Least Developed Countries Fund*, requesting the GEF “to work with its agencies to improve the communication with least developed country Parties and to speed up the process through which least developed country parties can access funding [under the LDCF]”, as well as DANIDA’s *Joint External Evaluation: Operation of the Least Developed Countries Fund (LDCF) for Adaptation to Climate Change* recommendation to simplify the procedures for accessing funds under the LDCF; and,

(2) finding that the document is consistent with the GEF operational policies recommendations adopted during GEF/C.38;

approves it as is.

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ACCESSING RESOURCES UNDER THE LEAST DEVELOPED COUNTRIES FUND (*DRAFT GUIDELINE*)vi

INTRODUCTION

This document was prepared as part of its efforts to render the Least Developed Countries' Fund (LDCF) processes and procedures more streamlined and accessible, particularly for the Least Developed Countries (LDCs).

During the fourteenth session of the Conference of Parties (COP) in Poznan, December 2008, the COP requested the GEF to work with its agencies to improve communication with LDCs and to speed up the process to fund preparation and implementation of projects identified in the NAPAs. In 2008-2009, DANIDA carried out, together with the Global Environmental Facility (GEF) Evaluation Office, an evaluation of the operation of the LDCF resulting in a number of recommendations, including on communication and procedures. Furthermore, parties to the Fifth Replenishment of the GEF, concluded in May 2010, recommended a set of policy changes, including streamlining the project cycle.

This document contains a draft guidelines' standalone paper intended to fulfill the objective of improving communication with the LDCs. Following the mentioned policy changes, and as the LDCF by default follows operational policies of the GEF, unless it is decided otherwise by the LDCF/SCCF Council and the COP guidance, the Secretariat has prepared this document reflecting the new policies for the LDCF/SCCF Council discussion.

Improving Communication with LDCs

Seeking improved effectiveness and efficiency of GEF business processes has been a continuous endeavor.

Consistent with the Decision 5/CP.14 (Further guidance for the operation of the Least Developed Countries Fund) in which COP requests from the GEF, as an operating entity of the financial mechanism of the Convention operating the Least Developed Countries Fund, to work with its agencies to improve communication with least developed country Parties and to speed up the process through which least developed country Parties can access funding and other support for the preparation and implementation of projects identified in national adaptation programs of action, as well as in order to further facilitate the access to LDCF resources, the Secretariat has prepared, among other initiatives, a draft guide titled "Accessing Financing Under the Least Developed Countries Fund" that constitutes the second part of this document, reflecting the most recently proposed changes in operational policies of the GEF, and in direct response to the recommendations issued by SBI and DANIDA to improve communication with LDCs as previously mentioned. These recommendations have been taken into account in the formulation of the draft guideline paper with the aim to improve the delivery, effectiveness and efficiency of the Least Developed Countries Fund.

Improving the GEF Project Cycle

During the meeting of the Twenty-ninth session of the Subsidiary Body for Implementation in Poznan, December 2008, improving the process in accessing funds from the LDCF for the implementation of LDC NAPAs was discussed (FCCC/SBI/2008/MISC.8). The ensuing COP decision (Decision 5/CP.14, FCCC/CP/2008/7/Add.1) also requested the GEF to work with its agencies to improve communication with LDCs and to speed up the process to fund preparation and implementation of projects identified in the National Adaptation Programs of Action (NAPAs).

In 2008-2009, DANIDA carried out, together with the Global Environmental Facility (GEF) Evaluation Office, a "Joint External Evaluation on the Operation of the Least Developed Countries Fund"¹ in order to evaluate the results and lessons learned from the use of the LDCF in financing and promoting climate change adaptation in the LDCs and in order to provide recommendations regarding the future role of the LDCF and the implementation of the NAPAs.

Consistent with the SBI's recommendation to speed up the process to fund preparation and implementation of projects identified in the NAPAs, as well as DANIDA evaluation's recommendation to simplify the procedures for accessing funds under the LDCF, the Secretariat is further streamlining procedures and facilitating easy access to LDCF resources while maintaining the technical and fiduciary integrity of the Fund.

The project cycle has been a focus of successive streamlining measures. A set of streamlining changes, approved by the Council in June 2007 (GEF/C.31/7/Rev.1), adopted an approach whereby the Council approves proposals at two stages – first at the concept stage (based on a Project Identification Form) in a work program and, second, when the project is fully prepared (based on a final project document) prior to CEO endorsement. This process represented a streamlining of the former multi-stage Council and CEO approval process. However, the introduction of a further-streamlined project cycle for GEF-5, results by default in changes in the LDCF project cycle as well.

A further streamlining of the GEF procedures has been adopted at the fifth replenishment of the GEF, concluded on May 12, 2010, including a simplified project approval cycle which reduces the number of project approval steps from two to one. As the LDCF by default follows operational policies of the GEF Trust Fund, unless it is decided otherwise by the LDCF/SCCF Council and the COP guidance, the Secretariat has prepared this document for the LDCF/SCCF Council discussion, reflecting the policy changes.

¹ The evaluation was finalized in September 2009 and took into account the approved and approaching projects as of May 2009.



ACCESSING RESOURCES
UNDER THE
LEAST DEVELOPED COUNTRIES FUND

Global Environment Facility

November 2010

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LIST OF ACRONYMS

BAU	Business-as-Usual
CBO	Community-based Organization
CEO	Chief Executive Officer
COP	Conference of Parties
FSP	Full-sized Project
GEF	Global Environment Facility
LDC	Least Developing Countries
LDCF	Least Developed Countries Fund
LEG	Least Developed Countries' Expert Group
MDB	Multilateral Development Bank
MSP	Medium-sized Project
NAPA	National Adaptation Program(me) of Action
NGO	Non-governmental Organization
PIF	Project Identification Form
PPG	Project Preparation Grant
SCCF	Special Climate Change Fund
STAR	System for Transparent Allocation of Resources
UNFCCC	United Nations Framework Convention on Climate Change

“Recognizing the specific needs and special situations of the least developed countries [...] Decides to adopt the following initial guidance to an entity entrusted with the operation of the financial mechanism of the Convention, for the operation of the Least Developed Countries Fund (LDC Fund), established under decisions 5/CP.7 and 7/CP.7, to support the work programme for the least developed countries, including, inter alia, the preparation and implementation of national adaptation programmes of action (NAPAs) referred to in paragraph 11 of decision 5/CP.7.”

(From Decision 27/CP.7, Seventh Conference of the Parties, United Nations Framework Convention on Climate Change)

INTRODUCTION

1. The United Nations identifies 49 countries as belonging to the group of least developed countries (LDCs), based on three criteria: low income, weak human assets and high economic vulnerability. The United Nations Framework Convention on Climate Change (UNFCCC) recognizes the special situation of the LDCs:

The Parties shall take full account of the specific needs and special situations of the least developed countries in their actions with regard to funding and transfer of technology. (Article 4.9)

The Least Developed Countries Fund (LDCF) was established under the United Nations Framework Convention on Climate Change (UNFCCC) at its seventh session in Marrakech

and is managed by the Global Environment Facility (GEF). The fund addresses the special needs of the 49 LDCs which are especially vulnerable to the adverse impacts of climate change. As a priority, the LDCF supports the preparation and the implementation of the National Adaptation Programs of Action (NAPAs), country-driven strategies which identify urgent and immediate needs of LDCs to adapt to climate change.

2. Any LDC who is party to the UNFCCC and has completed their NAPAs is eligible for project funding under the LDCF². Annex II countries³ of the UNFCCC provide the funding for the LDCF along with some Annex I countries⁴ as well as any non-Annex I countries⁵ that may wish to voluntarily contribute to the Fund.

3. Under the NAPA process, including the preparation and implementation, there are two main objectives:

- **Identification of adaptation priorities on a national level for LDCs**
- **Expedited access to funds for the LDCs to address the most urgent and immediate needs**

² COP decision, COP 7: [Conference of the Parties \(COP\), Seventh session, 29 October - 10 November 2001, Marrakesh, Morocco](#)

³ Annex II: OECD and European Union countries (2010)

⁴ Annex I: Industrialized countries as recognized by the Convention

⁵ Non-Annex I: Developing countries recognized by the Convention

LDCF RULES AND POLICIES

4. When the LDCF was established by the UNFCCC Conference of Parties (COP) at its 7th Session, the COP asked the GEF to manage the LDCF, with the World Bank as the Trustee. The GEF receives guidance from and reports to the UNFCCC COP. The governing body of the LDCF is the LDCF/SCCF Council which meets two times a year.

5. The LDCF follows streamlined and simplified procedures in order to facilitate expedited access to the Fund by the LDCs. In order to ensure sound financial management, the LDCF follows the GEF's fiduciary standards, result-based frameworks, and monitoring and evaluation practices. The LDCF also follows GEF operational policies except where the LDCF/SCCF Council decides otherwise in response to COP guidance, as shown in **Table 2**. The LDCF also receives technical guidance from the LDC Expert Group (LEG).

TABLE 1. List of LDCs as of November 2010

 Afghanistan	 Malawi
 Angola	 Maldives
 Bangladesh	 Mali
 Benin	 Mauritania
 Bhutan	 Mozambique
 Burkina Faso	 Myanmar
 Burundi	 Nepal
 Cambodia	 Niger
 Central African Republic	 Rwanda
 Chad	 Samoa
 Comoros	 Sao Tome and Principe
 Congo (Democratic Republic of the)	 Senegal
 Djibouti	 Sierra Leone
 Equatorial Guinea	 Solomon Islands
 Eritrea	 Somalia
 Ethiopia	 Sudan
 Gambia	 Timor-Leste
 Guinea	 Togo
 Guinea-Bissau	 Tuvalu
 Haiti	 Uganda
 Kiribati	 United Rep. of Tanzania
 Lao People's Democratic Rep.	 Vanuatu
 Lesotho	 Yemen
 Liberia	 Zambia
 Madagascar	

APPLYING FOR FUNDING UNDER LDCF

6. In order to respond to the special needs of the LDCs, the LDCF has a number of unique and innovative features compared to other types of GEF financing. Some of the key distinctions, summarized in **Table 2**, are discussed below.

TABLE 2. Key Distinctions between GEF Trust Fund and LDCF

	Conventional GEF trust funds	LDCF
Project must generate global environmental benefits	Yes	No
Projects must generate adaptation benefits	No	Yes
Funding allocated according to Resource Allocation Framework or STAR	Yes	No
Projects financed according to the “incremental cost” principle	Yes	No
Project proposals approved on a rolling basis	No	Yes
Funding of projects according to “balanced access”	No	Yes
Ceiling for Medium-sized Project up to	\$1 M	\$2 M

7. Before a LDCF Project Proponent can access financing for an adaptation project, a country NAPA must be completed and sent to the

UNFCCC Secretariat for web publication⁶. Once a completed NAPA has been provided to the UNFCCC secretariat, the LDC becomes eligible for funding the implementation of the NAPA under the LDCF.

PREPARATION FOR PROJECT IMPLEMENTATION UNDER THE LDCF STREAMLINED PROJECT CYCLE

Summary of the Process and Key Concepts

- The LDCF Project Proponent develops a concept for a project and requests assistance from an **Implementing Agency** of the GEF (see Fig. 1.)
- **The LDCF Project Proponent secures the endorsement of the national GEF Operational Focal Point.**
- *Projects over USD 2 million* are referred to as **Full-sized Projects (FSP)**; those *of USD2 million or below* are referred to as **Medium-sized Projects (MSP.)** MSPs follow a further streamlined project cycle, compared to FSPs.
- For FSPs, submission to the GEF under the LDCF starts with a **Project Identification Form (PIF)**, followed by a **CEO Endorsement Form**. MSPs may start with the CEO Endorsement Form. Once the GEF CEO Endorses the project, the funding is released to the Implementing Agency.

⁶ As of June 2010, 44 NAPAs have been completed, and can be accessed at http://unfccc.int/cooperation_support/least_developed_countries_portal/submitted_napas/items/4585.php.

8. The project cycle for the LDCF is more streamlined than that employed by the GEF Trust Fund.

9. The coordination between the stakeholders should be established early in the process, and prior to submission of a funding request to the GEF, consistent with the GEF's Public Involvement Policy⁷. The application for funding will be submitted through the selected Agency.

10. The implementing agency that is most suitable for the given project should be selected among the 10 GEF Agencies⁸ and can be different from the agency that that supported the preparation of the country's NAPA.

11. Each of the stages of the project cycle is approved by the LDCF/SCCF Council and/or GEF CEO.

12. In the case of **Full-sized Projects (FSP)**, the steps of the LDCF project cycle include submission of a PIF, including a **project preparation grant** if desired (PPG, this is optional). After the PIF has been approved by the LDCF/SCCF Council, the GEF agency then works with the Project Proponent to develop the project fully into a detailed Full Project Document (FPD). The GEF CEO endorses the project, after which it is ready for implementation.

13. The **Medium-sized Project (MSP)** is approved by the CEO, and can be done in one step. This means

that the proponent can start by submitting a detailed FPD. After the project document is approved by the GEF CEO, implementation can begin. However, if the proponent desires to access a Project Preparation Grant (PPG), an approved PIF is required for MSPs also.

14. The GEF Agency works very closely with the country at each successive step, and ultimately assists the country in implementing the project.

15. *The PIF, PPG and Project CEO*

Endorsement/Approval Templates are available in Annex I, II, and III, respectively. The templates used to apply to LDCF funding can be downloaded from the [GEF website](http://www.thegef.org).

⁷ http://www.thegef.org/gef/public_involvement

⁸ GEF guidelines are available online to assist in the selection of the appropriate agency according to its comparative advantage in climate change adaptation: http://www.thegef.org/gef/gef_agencies

FIGURE 1. GEF Agencies



FIGURE 2. LDCF Project Cycle – FULL-SIZED PROJECT (above \$2 Million Dollars)

• **Step 1. WHO: LDC Project Proponent and Implementing Agency**

WHAT: Project Idea

- The proponent of the project – a government, NGO, or CBO entity from a LDC – pursues a partnership with one of ten GEF Agencies and GEF Operational Focal Point endorsement of the project concept.
- Submission of the concept in Project Identification Form (PIF) to the GEF secretariat. A project preparation grant request can also be submitted at this stage.

WHO: GEF Secretariat and LDCF/SCCF Council

WHAT: Project Concept (PIF) Review

- The GEF Secretariat technically reviews the PIF. The GEF has a service standard of 10 business days for this stage. If the GEF Secretariat recommends the PIF, it is web-posted for the LDCF/SCCF Council (Otherwise, the project can be returned for revisions, or rejected, if ineligible.)
- The LDCF/SCCF Council has **4 weeks** to review the PIF. Approval is granted on a no-objection basis.
- If a project preparation grant (PPG) request has been approved, the PPG funding is released.

• **Step 2. WHO: Project Proponent and Implementing Agency**

WHAT: Project Preparation

- Project preparation is expected to be completed as soon as possible, and no later than **18 months** from LDCF/SCCF Council PIF approval date.

WHO: GEF Secretariat (and Council, if necessary)

WHAT: Project Document Endorsement/Approval

- Once the full project proposal has been submitted, the GEF has a service standard of 10 business days to process it, including a technical review.
- It is circulated to the Council **only if**:
 - *A Council Member has requested, at the time of the PIF approval, that the Secretariat circulate the final project document to the Council for review prior to endorsement; or*
 - *The GEF CEO has, upon review, determined that there have been major changes to the project scope and approach since PIF approval.*
- The GEF CEO endorses the project. Disbursement and implementation follow.

FIGURE 3. LDCF Project Cycle – MEDIUM-SIZED PROJECT (\$2 Million Dollars and below)

OPTION 1

- **Step 1. WHO: Project Proponent and Implementing Agency**

WHAT: **Project Idea**

- The proponent of the project from a LDC pursues a partnership with one of the ten GEF Agencies and GEF Operational Focal Point endorsement of the project concept.

WHO: **GEF Secretariat**

WHAT: **Project Document Endorsement/Approval**

- Submission of the Full Project Document . CEO approves the project, and implementation/ disbursement may begin.

OPTION 2

- **Step 1. WHO: Project Proponent and Implementing Agency**

WHAT: **Project Idea**

- The proponent of the project – a person or entity – pursues a partnership with one of the ten GEF Agencies and GEF Operational Focal Point endorsement of the project concept.
- Submission of the concept in Project Identification Form (PIF) if a request for a project preparation grant is being submitted (a PPG cannot be granted before a PIF is approved.)

WHO: **GEF Secretariat**

WHAT: **Project Concept (PIF) and PPG Review**

- The GEF has a service standard of 10 business days for this stage. After a technical review, the GEF CEO approves the PIF and PPG, or they are returned for revisions or rejected, if ineligible. Once approved, the PPG funding is released.

- **Step 2. WHO: Project Proponent and Implementing Agency**

WHAT: **Project Preparation**

- Project preparation is expected to be completed as soon as possible, and no later than **12 months** from LDCF/SCCF Council PIF approval date.

WHO: **GEF Secretariat**

WHAT: **Project Document Endorsement/Approval**

- Once the full project proposal has been submitted, the GEF has a service standard of 10 business days to process it, including a technical review.
- The GEF CEO endorses the project. Disbursement and implementation follow.

REPORTING REQUIREMENTS

19. Following the CEO endorsement of the project, the LDCF funding is ready to be released to the country through the Implementing Agency. The implementation of the project can begin.

20. The GEF Secretariat, in collaboration with its agencies, has developed a Results Based Management Framework in order to measure progress and results of the project. Therefore, the Implementing Agency is responsible for preparing specific reports during certain stages of the project.

21. During the course of the implementation, the Agency has the responsibility to submit Project Implementation Reports (PIRs) on an annual basis. The LDCF/SCCF Adaptation Monitoring and Assessment Tool (AMAT) has been devised to assist in tracking project-specific outcome and output indicators, which are reported on in the annual PIR.

22. For Full-sized Projects only, a mid-term review is required as well. This report is normally more detailed than a PIR.

23. The Agency is also required to submit a Terminal Evaluation to the GEF Evaluation Office (EO) within 12 months following the operational completion of the project.⁹

⁹ Guidelines on completing a Terminal Evaluation can be found at <http://www.thegef.com/gef/node/785>

CRITERIA FOR SUBMISSION REVIEW¹⁰

PIF CRITERIA FOR APPROVAL

24. The review questions can be summarized in four categories of critical information that must be available in a PIF submission:

Basic project idea (adaptation benefit and additional cost argument):

- *What is the likely Business-as-Usual (BAU) development for the targeted sector, in the absence of climate change?*
- *What are the climate change vulnerabilities?*
- *With the LDCF investment, what are the specific adaptation activities to be implemented to increase the climate resilience of the baseline or BAU development activity?*

Fit with NAPA priorities:

- *Does the project respond to the highest priority/ies identified in the NAPA, and if not, why?*

Implementation setup:

- *Who will implement the project and why (including comparative advantage of Implementing Agency/ies)?*
- *Is the project being coordinated with related projects and programs to avoid duplication of activities?*

Indicative budget and co-financing:

- *How will the project components be weighted in terms of budget and why?*

¹⁰ Adopted from "Least developed countries step-by-step guide for implementing national adaptation programmes of action", URL: http://unfccc.int/resource/docs/publications/lcd_napa2009.pdf

- *What levels and sources of co-financing (see next section for clarification on co-financing) is the project expecting?*

A list of review questions asked during the internal review process at the PIF level in the GEF Secretariat is available online.¹¹

PROJECT CEO ENDORSEMENT/APPROVAL CRITERIA

25. As with the PIF, the review questions employed during the GEF's review of the project document can be summarized in four categories of critical information, which must be available in a CEO endorsement request submission:

Project idea and additional cost argument: *similar to the information provided at PIF stage (see section on PIF above), but with considerably more detail – especially in terms of specific adaptation activities for each of the project components, and how such activities will contribute to the overall objective of the project.*

Implementation setup: *Similar to the information provided at PIF stage (see section on PIF above), but with considerably more detail on the implementation and coordination arrangements.*

Indicative budget and co-financing: *Similar to the information provided at PIF stage (see section on PIF above), but with a detailed, itemized budget.*

Letters of endorsement for all co-financing *(see next section for clarification on co-financing)*

Monitoring and Evaluation Framework:

- *A clear description of the process and a timetable for the M&E process.*
- *A project strategic results framework identifying clear impact indicators, as well as baseline and target values, for each of the project's outcomes and outputs.*

26. If one or more of the critical information points is missing or insufficiently described in the CEO endorsement submission, the reviewer will be unable to provide clear answers to the review questions and would have to request that such information be provided by the Implementing Agency in a revised CEO endorsement submission. However, as long as the project proposal is conceptually and financially consistent with the proposal presented in the original PIF, the general eligibility of the project is not brought into question at this stage.

ADAPTATION COST AND CO-FINANCING

27. The LDCF is primarily aimed at financing the full cost of adaptation for NAPA projects. In particular, it finances urgent and immediate adaptation actions that reduce vulnerability and increase adaptive capacity to the impacts of climate change.

28. The full adaptation cost translates into the term "additional cost" in COP decisions and LDCF/SCCF programming papers. This concept is used to explain how the costs of adaptation are added to costs of Business-as-Usual (BAU) development. BAU refers to activities that would be implemented also in absence of climate change. The full costs of adaptation are fully paid by the LDCF/SCCF, and **do not require co-financing for adaptation activities.**

¹¹ <http://www.thegef.org/gef/guidelines>

29. Therefore, co-financing in the context of LDCF-funded adaptation projects is defined as the cost which would be incurred for BAU. This amount is considered the project's **baseline** and constitutes the co-financing; beyond that, the full cost of adaptation is the so-called **additional cost** and is paid out of the LDCF.

30. The rationale behind this redefined concept of co-financing is to use the LDCF funds to catalyze adaptation to climate change in the context of a larger development intervention. In this case, co-financing can include development assistance (bilateral or multilateral), government budget lines, and NGO and community groups contributions, in cash/grant, loan, soft-loan, or in-kind form.

31. As the LDCF funds the full cost of adaptation, it can also fund standalone projects, provided that what is being financed are exclusively adaptation interventions, which are not linked to BAU development.

32. The budget breakdown ratios (i.e. proportion of funding going to TA components, vs. investment, vs. project management, etc.) for the LDCF activity may be different from that of the baseline activity; however, clarifications need to be provided why this is necessary at PIF and/or CEO Endorsement stages.

Example 1 provides further clarifications on the concepts of adaptation cost and co-financing in the context of accessing financing under the LDCF.

BALANCED ACCESS AND RESOURCES AVAILABLE PER COUNTRY

33. According to UNFCCC decision 6/CP.9, the LDCF is to apply a principle of Equitable Access by least developed country Parties to funding for the implementation of national adaptation programs of action. In the GEF LDCF programming paper (GEF/C.28/18), which is again based on further guidance in decision 3/CP.11, this principle of equitable access has been translated into a concept of balanced access.

34. The balanced access principle assures that **funding for NAPA implementation will be available to all LDCs**, and *not* be awarded on a first-come, first-served basis (which could favor countries with higher institutional capacity for project development, leaving out the most vulnerable LDCs).

35. Consistent with the balanced access principle, the LDCs have agreed on imposing a "ceiling," or a maximum amount that will not be exceeded, in order not to deplete the limited LDCF resources. In principle, a portion of all funding available is reserved for each LDC. As donors contribute to the fund on an annual basis and at different times, the "ceiling" increases proportionately to the growing size of the fund.

For example, the ceiling for funding under the LDCF was USD 3.5 million in 2006. As additional resources became available, the ceiling was increased, to USD 6 million in 2008, and to USD 8 million in 2010. This means that, as the ceiling increases, a LDC that had used up all the

resources under the old ceiling in 2006 was subsequently able to access the difference.

36. Because the LDCF is replenished on a voluntary basis, it is not possible to accurately predict the amount of increase in resources available to any given country in the future. However, it is possible to project and accordingly estimate what level of funding is likely to be available for LDCs, taking into account previously accessed funding, new pledges, and any other relevant developments.

37. This approach to achieving the objective of Equitable Access has been adopted considering the amount of funding available, and accordingly may change as appropriate in the future. Ideally, should the LDCF reach the size of USD 2 billion, as needed according to the UNFCCC assessments, all LDCs will have sufficient resources to implement the urgent and immediate adaptation actions as identified by the NAPAs.

PROGRAMMATIC APPROACH

38. In the context of the LDCF, the programmatic approach to funding is a strategic, long-term arrangement of individual but interlinked projects aimed at achieving LDCF objectives, taking advantage of synergies and scale, in terms of achieving results.

39. The LDCF follows the GEF trust fund procedures for accessing programmatic resources, with some exceptions where the LDCF differs from the GEF TF, most of which are based on the differences in the

respective project cycles, as discussed above.

Details on the programmatic approach, including specifically LDCF, can be found in the latest “GEF Project Cycle” council paper, available on the [GEF website](#).

EXAMPLE 1. Business-As-Usual Co-financing and Adaptation Cost

This example takes a fictional Business-as-Usual irrigation project that could already be either in the planning/design stage or already under implementation, and shows how a climate change adaptation intervention, funded by the LDCF, could be developed. **In this example, a low-lying area in a coastal zone is dependent on agriculture that has, so far, relied on the exploitation of groundwater resources. However, this strategy is not sustainable, leading to the depletion and deterioration in the quality of water resources. The Government is, therefore, considering options to replace groundwater with surface water irrigation, and decides to request the assistance of a Multilateral Development Institution. Climate change, and its effects on future water resources, is not considered. The BAU Project Components are described under the Business-As-Usual column of this table.**

	<i>Baseline/Business-As-Usual</i>	<i>with Climate Change</i>
Problem Description	To increase agricultural production in a low-lying delta, the Government has supported agricultural growth through exploitation of groundwater resources. However, with the rapid development there has been an excessive depletion of the groundwater reserves with a commensurate decrease in water quality. To resolve this problem, the Government has been reviewing options to replace groundwater with surface water irrigation.	Climate change is expected to decrease the availability of water, increase the sea level rise in this low-lying area, which will lead to soil and aquifer salinization (salt-water intrusion). To address this problem, the Government has requested the Implementing Agency to incorporate climate change adaptation considerations in the said irrigation project.
Project Components	Component No. 1: Design, Construction, and Operation of Surface Water System and Connection Program (US\$205M).	Incorporating climate change considerations may include a climate-resilient design, construction, and operation, such as ensuring adequate water amounts to counter climate change effects, planning and prioritizing areas to be irrigated based on climate-change considerations, and sizing the system in order to meet peak demand in summer months expected according to climate change scenarios. (US\$3M)
	Component No. 2: Market-Driven Technical Support to Small and Medium Scale Farmers (US\$2M)	Technical Support to Farmers on Climate Change, including sensitization of farmers, development of resilience-building strategies, such as income diversification, drought insurance, and water usage systems. (US\$0.7M)
	Component No. 3: Support for Institutional Development and Capacity Building of the Project Management Unit (PMU), Regulatory Office and Water Users Council (WUC) (US\$6M)	Support for Institutional Development and Capacity Building of the Project Management Unit, Regulatory Office and Water Users Council (WUC) <i>specifically concerning climate change adaptation</i> (US\$1 M)
Cost	<i>Business-As-Usual Development Cost</i>	<i>Additional Adaptation Cost</i>
Financed by	MDB, Donor Government, Ministry of Water Resources and Irrigation	LDCF

Even if implementation is underway, climate change adaptation could be applied to components 2 and 3. However, as this example demonstrates, the climate change intervention is generally **most effective if incorporated in the earliest stage of the development intervention.**

	<i>Baseline /Business-As-Usual</i>	<i>with Climate Change</i>
Problem Description	To increase agricultural production in a low-lying delta, the Government has supported agricultural growth through exploitation of groundwater resources. However, with the rapid development there has been an excessive depletion of the groundwater reserves with a commensurate decrease in water quality. To resolve this problem, the Government has been reviewing options to replace groundwater with surface water irrigation.	Climate change is expected to decrease the availability of water, increase the sea level rise in this low-lying area, which will lead to soil and aquifer salinization (salt-water intrusion). To address this problem, the Government has requested the Implementing Agency to incorporate climate change adaptation considerations in the said irrigation project.
Project Components	Component No. 1: Design, Construction, and Operation of Surface Water System and Connection Program (US\$205M).	Incorporating climate change considerations may include a climate-resilient design, construction, and operation, such as ensuring adequate water amounts to counter climate change effects, planning and prioritizing areas to be irrigated based on climate-change considerations, and sizing the system in order to meet peak demand in summer months expected according to climate change scenarios. (US\$3M)
	Component No. 2: Market-Driven Technical Support to Small and Medium Scale Farmers (US\$2M)	Technical Support to Farmers on Climate Change, including sensitization of farmers, development of resilience-building strategies, such as income diversification, drought insurance, and water usage systems. (US\$0.7M)
	Component No. 3: Support for Institutional Development and Capacity Building of the Project Management Unit (PMU), Regulatory Office and Water Users Council (WUC) (US\$6M)	Support for Institutional Development and Capacity Building of the Project Management Unit, Regulatory Office and Water Users Council (WUC) <i>specifically concerning climate change adaptation</i> (US\$1 M)
Cost	<i>Business-As-Usual Development Cost</i>	<i>Additional Adaptation Cost</i>
Financed by	MDB, Donor Government, Ministry of Water Resources and Irrigation	LDCF

“Co-financing”

Project Information for “PIF”

“LDCF financing”

Points to Remember:

- Developing a proposal for financing adaptation under the LDCF **does not have to involve another project.** However, using LDCF financing to mainstream adaptation into large investment projects has the potential of having a greater impact, taking advantages of synergies and achieving the benefits of the economies of scale.
- LDCF can be the **sole funder** of the adaptation intervention. Co-financing of adaptation is not required. Co-financing can consist of an existing BAU development intervention, such as this one, that does not include any climate change adaptation considerations in its original objectives and design.
- Developing a PIF on the basis of an adaptation project does not require a great level of detail; rather, it is expected that this will be done during the ensuing project preparation phase. Instead, the review process ensures GEF reviewers an opportunity to seek clarifications from the Implementing Agency on any issues. One example is if the cost structure (e.g., project management costs vs. total project costs ratio, etc.) of the proposed adaptation project linked to a BAU project, as is the case here, is significantly different from that of the BAU project -- additional clarifications/justifications will likely be sought.

ANNEX I: PIF Template



PROJECT IDENTIFICATION FORM (PIF) ¹
PROJECT TYPE: (choose project type) ²
TYPE OF TRUST FUND: (choose fund type)

PART I: PROJECT IDENTIFICATION

Project Title:			
Country(ies):		GEF Project ID: ²	
GEF Agency(ies):	(select) (select) (select)	GEF Agency Project ID:	
Other Executing Partner(s):		Submission Date:	
GEF Focal Area (s):	(select)	Project Duration(Months)	
Name of parent program (if applicable): > For SFM/REDD+ <input type="checkbox"/>		Agency Fee (\$):	

A. FOCAL AREA STRATEGY FRAMEWORK³:

Focal Area Objectives	Expected FA Outcomes	Expected FA Outputs	Indicative Financing from relevant TF (GEF/LDCF/SCCF) (\$)	Indicative Cofinancing (\$)
(select) (select)				
(select) (select)	Others			
Project management cost ⁴				
Total project costs			0	0

¹ It is very important to consult the PIF preparation guidelines when completing this template.
² Project ID number will be assigned by GEFSEC.
³ Refer to the reference attached on the Focal Area Results Framework when filling up the table in item A.
⁴ GEF will finance management cost that is solely linked to GEF financing of the project.

B. PROJECT FRAMEWORK

Project Objective: <input type="text"/>					
Project Component	Grant Type (TA/IN V)	Expected Outcomes	Expected Outputs	Indicative Financing from relevant TF (GEF/LDCF/SCCF) (\$)	Indicative Cofinancing (\$)
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project management Cost ²				<input type="text"/>	<input type="text"/>
Total project costs				0	0

C. INDICATIVE CO-FINANCING FOR THE PROJECT BY SOURCE AND BY NAME IF AVAILABLE, (\$)

Sources of Cofinancing for baseline project	Name of Cofinancier	Type of Cofinancing	Amount (\$)
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
(select)	<input type="text"/>	(select)	<input type="text"/>
Total Cofinancing			0

² Same as footnote #3.

D. GEF/LDCF/SCCF RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY¹

GEF Agency	Type of Trust Fund	Focal area	Country name/Global	Project amount (a)	Agency Fee (b) ²	Total c=a+b
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
Total Grant Resources				0	0	0

¹ In case of a single focal area, single country, single GEF Agency project, and single trust fund project, no need to provide information for this table

² Please indicate fees related to this project.

PART II: PROJECT JUSTIFICATION

- A. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH:
- A.1.1 THE GEF FOCAL AREA STRATEGIES: [REDACTED]
 - A.1.2. FOR PROJECTS FUNDED FROM LDCF/SCCF: THE LDCF/SCCF ELIGIBILITY CRITERIA AND PRIORITIES: [REDACTED]
 - A.2. NATIONAL STRATEGIES AND PLANS OR REPORTS AND ASSESSMENTS UNDER RELEVANT CONVENTIONS, IF APPLICABLE, I.E. NAPAS, NAPS, NBSAPS, NATIONAL COMMUNICATIONS, TNAs, NIPs, PRSPs, NPFE, ETC.: [REDACTED]
- B. PROJECT OVERVIEW:
- B.1. DESCRIBE THE BASELINE PROJECT AND THE PROBLEM THAT IT SEEKS TO ADDRESS: [REDACTED]
 - B.2. INCREMENTAL /ADDITIONAL COST REASONING: DESCRIBE THE INCREMENTAL (GEF TRUST FUND) OR ADDITIONAL (LDCF/SCCF) ACTIVITIES REQUESTED FOR GEF/LDCF/SCCF FINANCING AND THE ASSOCIATED GLOBAL ENVIRONMENTAL BENEFITS (GEF TRUST FUND) OR ASSOCIATED ADAPTATION BENEFITS (LDCF/SCCF) TO BE DELIVERED BY THE PROJECT: [REDACTED]
 - B.3. DESCRIBE THE SOCIOECONOMIC BENEFITS TO BE DELIVERED BY THE PROJECT AT THE NATIONAL AND LOCAL LEVELS, INCLUDING CONSIDERATION OF GENDER DIMENSIONS, AND HOW THESE WILL SUPPORT THE ACHIEVEMENT OF GLOBAL ENVIRONMENT BENEFITS (GEF TRUST FUND) OR ADAPTATION BENEFITS (LDCF/SCCF). AS A BACKGROUND INFORMATION, READ MAINSTREAMING GENDER AT THE GEF.: [REDACTED]
 - B.4 INDICATE RISKS, INCLUDING CLIMATE CHANGE RISKS THAT MIGHT PREVENT THE PROJECT OBJECTIVES FROM BEING ACHIEVED, AND IF POSSIBLE, PROPOSE MEASURES THAT ADDRESS THESE RISKS TO BE FURTHER DEVELOPED DURING THE PROJECT DESIGN: [REDACTED]
 - B.5. IDENTIFY KEY STAKEHOLDERS INVOLVED IN THE PROJECT INCLUDING THE PRIVATE SECTOR, CIVIL SOCIETY ORGANIZATIONS, LOCAL AND INDIGENOUS COMMUNITIES, AND THEIR RESPECTIVE ROLES, AS APPLICABLE: [REDACTED]
 - B.6. OUTLINE THE COORDINATION WITH OTHER RELATED INITIATIVES: [REDACTED]
- C. DESCRIBE THE GEF AGENCY'S COMPARATIVE ADVANTAGE TO IMPLEMENT THIS PROJECT: [REDACTED]
- C.1 INDICATE THE CO-FINANCING AMOUNT THE GEF AGENCY IS BRINGING TO THE PROJECT: [REDACTED]
 - C.2 HOW DOES THE PROJECT FIT INTO THE GEF AGENCY'S PROGRAM (REFLECTED IN DOCUMENTS SUCH AS UNDAF, CAS, ETC.) AND STAFF CAPACITY IN THE COUNTRY TO FOLLOW UP PROJECT IMPLEMENTATION: [REDACTED]

PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)

A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT (S) ON BEHALF OF THE GOVERNMENT(S): (Please attach the [Operational Focal Point endorsement letter\(s\)](#) with this template. For SGP, use this [OFP endorsement letter](#)).

NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)

B. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF/LDCF/SCCF policies and procedures and meets the GEF/LDCF/SCCF criteria for project identification and preparation.					
Agency Coordinator, Agency name	Signature	DATE (MM/dd/yyyy)	Project Contact Person	Telephone	Email Address



PROJECT PREPARATION GRANT (PPG)

PROJECT TYPE: (choose project type)

TYPE OF TRUST FUND: (choose fund type)

Submission date:

GEF PROJECT ID:
 GEF AGENCY PROJECT ID:
 COUNTRY(IES):
 PROJECT TITLE:
 GEF AGENCY(IES): (select), (select), (select)
 GEF FOCAL AREA(S): (select)

A. PROJECT PREPARATION TIMEFRAME

Start date of PPG	<input type="text"/>
Completion date of PPG	<input type="text"/>

B. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)

Describe the PPG activities and justifications:

List of Proposed Project Preparation Activities	Output of the PPG Activities	Trust Fund	Grant Amount (a)	Co-financing (b)	Total c = a + b
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	(select)	<input type="text"/>	<input type="text"/>	0
Total Project Preparation Financing			0	0	0

C. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)

	Project Preparation	Agency Fee
Grant Amount	<input type="text"/>	<input type="text"/>
Co-financing	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

Annex A

Consultants Financed by the Project Preparation Grant (PPG)

Type of Consultant	Position / Titles	\$/ Person Week ¹	Estimated PWs ²	Tasks to be Performed
(Select)				

¹ Provide dollar amount per person week.

² Provide person weeks needed to carry out the task

ANNEX III: LDCF CEO Endorsement Template



REQUEST FOR CEO ENDORSEMENT/APPROVAL¹
PROJECT TYPE: (choose project type) *
TYPE OF TRUST FUND: (choose fund type)

PART I: PROJECT INFORMATION

Project Title:			
Country(ies):		GEF Project ID: ²	
GEF Agency(ies):	(select) (select) (select)	GEF Agency Project ID:	
Other Executing Partner(s):		Submission Date:	
GEF Focal Area (s):	(Select)	Project Duration(Months)	
Name of Parent Program (if applicable):		Agency Fee (\$):	
For SFM/REDD+ <input type="checkbox"/>			

A. FOCAL AREA STRATEGY FRAMEWORK³

Focal Area Objectives	Expected FA Outcomes	Expected FA Outputs	Trust Fund	Grant Amount (a)	Cofinancing (\$)
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)	Others		(select)		
Subtotal				0	0
Project management cost ⁴			(select)		
Total project costs				0	0

B. PROJECT FRAMEWORK

Project Objective:					
Project Component	Grant Type	Expected Outcomes	Expected Outputs	Financing from relevant TF (GEF/LDCF/SCCF) (\$)	Confirmed Cofinancing (\$)
	(select)				

¹ It is important to consult the GEF Preparation Guidelines when completing this template

² Project ID number will be assigned by GEFSEC.

³ Refer to the Focal Area/LDCF/SCCF Results Framework when filling up the table in item A.

⁴ This is the cost associated with the unit executing the project on the ground and could be financed out of trust fund or cofinancing sources.

	(select)				
	(select)				
	(select)				
Subtotal				0	0
Project management Cost ²					
Total project costs				0	0

C. SOURCES OF CONFIRMED COFINANCING FOR THE PROJECT BY SOURCE AND BY NAME (\$)

Sources of Cofinancing	Name of Cofinancier (source)	Type of Cofinancing	Cofinancing amount (\$)
(select)		(select)	
Total Co-financing			0

+ D. GEF/LDCF/SCCF RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY¹

GEF Agency	Type of Trust Fund	Focal Area	Country Name/ Global	(in \$)		
				Grant Amount (a)	Agency Fee (b) ²	Total c=a+b
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
Total Grant Resources				0	0	0

E. CONSULTANTS WORKING FOR TECHNICAL ASSISTANCE COMPONENTS:

Component	Estimated person weeks	Grant Amount (\$)	Cofinancing (\$)	Project total (\$)
Local consultants*				0
International consultants*				0
Total		0	0	0

* Details to be provided in Annex C.

¹ Same as footnote #3.

F. PROJECT MANAGEMENT COST

Cost Items	Total Estimated person weeks/months	Grant Amount (\$)	Cofinancing (\$)	Project total (\$)
Local consultants*				0
International consultants*				0
Office facilities, equipment, vehicles and communications*				0
Travel*				0
Others**	Specify "Others" (1)			0
	Specify "Others" (2)			0
Total		0	0	0

* Details to be provided in Annex C.

** For others, to be clearly specified by overwriting fields *(1) and *(2).

G. DOES THE PROJECT INCLUDE A "NON-GRANT" INSTRUMENT? Yes No

(If non-grant instruments are used, provide in Annex E an indicative calendar of expected reflows to your Agency and to the GEF/LDCF/SCCF Trust Fund).

H. DESCRIBE THE BUDGETED M & E PLAN: [REDACTED]

PART II: PROJECT JUSTIFICATION

A. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH:

A.1.1. THE GEF FOCAL AREA/LDCF/SCCF STRATEGIES: [REDACTED]

A.1.2. FOR PROJECTS FUNDED FROM LDCF/SCCF: THE LDCF/SCCF ELIGIBILITY CRITERIA AND PRIORITIES: [REDACTED]

A.2. NATIONAL STRATEGIES AND PLANS OR REPORTS AND ASSESSMENTS UNDER RELEVANT CONVENTIONS, IF APPLICABLE, I.E. NAPAS, NAPS, NBSAPS, NATIONAL COMMUNICATIONS, TNAS, NIPS, PRSPs, NPFE, ETC.: [REDACTED]

B. PROJECT OVERVIEW;

B.1. DESCRIBE THE BASELINE PROJECT AND THE PROBLEM THAT IT SEEKS TO ADDRESS: [REDACTED]

B.2. INCREMENTAL /ADDITIONAL COST REASONING: DESCRIBE THE INCREMENTAL (GEF TRUST FUND) OR ADDITIONAL (LDCF/SCCF) ACTIVITIES REQUESTED FOR GEF/LDCF/SCCF FINANCING AND THE ASSOCIATED GLOBAL ENVIRONMENTAL BENEFITS (GEF TRUST FUND) OR ASSOCIATED ADAPTATION BENEFITS (LDCF/SCCF) TO BE DELIVERED BY THE PROJECT: [REDACTED]

B.3. DESCRIBE THE SOCIOECONOMIC BENEFITS TO BE DELIVERED BY THE PROJECT AT THE NATIONAL AND LOCAL LEVELS, INCLUDING CONSIDERATION OF GENDER DIMENSIONS, AND HOW THESE WILL SUPPORT THE ACHIEVEMENT OF GLOBAL ENVIRONMENT BENEFITS(GEF TRUST FUND) OR ADAPTATION BENEFITS (LDCF/SCCF). AS A BACKGROUND INFORMATION, READ ["MAINSTREAMING GENDER AT THE GEF."](#): [REDACTED]

B.4 INDICATE RISKS, INCLUDING CLIMATE CHANGE RISKS THAT MIGHT PREVENT THE PROJECT OBJECTIVES FROM BEING ACHIEVED, AND IF POSSIBLE, PROPOSE MEASURES THAT ADDRESS THESE RISKS TO BE FURTHER DEVELOPED DURING THE PROJECT DESIGN: [REDACTED]

B.5. IDENTIFY KEY STAKEHOLDERS INVOLVED IN THE PROJECT INCLUDING THE PRIVATE SECTOR, CIVIL SOCIETY ORGANIZATIONS, LOCAL AND INDIGENOUS COMMUNITIES, AND THEIR RESPECTIVE ROLES, AS APPLICABLE: [REDACTED]

B.6. OUTLINE THE COORDINATION WITH OTHER RELATED INITIATIVES: [REDACTED]

C. GEF AGENCY INFORMATION;

C.1 CONFIRM THE COFINANCING AMOUNT THE GEF AGENCY BRINGS TO THE PROJECT:

[REDACTED]

C.2 HOW DOES THE PROJECT FIT INTO THE GEF AGENCY'S PROGRAM (REFLECTED IN DOCUMENTS SUCH AS UNDAF, CAS, ETC.) AND STAFF CAPACITY IN THE COUNTRY TO FOLLOW UP PROJECT IMPLEMENTATION: [REDACTED]

PART III: INSTITUTIONAL COORDINATION AND SUPPORT

A. INSTITUTIONAL ARRANGEMENT: [REDACTED]

B. PROJECT IMPLEMENTATION ARRANGEMENT: [REDACTED]

PART IV: EXPLAIN THE ALIGNMENT OF PROJECT DESIGN WITH THE ORIGINAL PIF:

[REDACTED]

PART V: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)

A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):

(Please attach the [Operational Focal Point endorsement letter\(s\)](#) with this template. For SGP, use this [OFP endorsement letter](#)).

NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

B. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF/LDCF/SCCF policies and procedures and meets the GEF/LDCF/SCCF criteria for CEO endorsement/approval of project.



Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

ANNEX A: PROJECT RESULTS FRAMEWORK

ANNEX B: RESPONSES TO PROJECT REVIEWS (from GEF Secretariat and GEF Agencies, and Responses to Comments from Council at work program inclusion and the Convention Secretariat and STAP at PIF).

ANNEX C: CONSULTANTS TO BE HIRED FOR THE PROJECT USING GEF/LDCF/SCCF RESOURCES

<i>Position Titles</i>	<i>\$/ person week*</i>	<i>Estimated person weeks**</i>	<i>Tasks to be performed</i>
For Project Management			
Local			
International			
Justification for Travel, if any:			
For Technical Assistance			
Local			
International			
Justification for Travel, if any:			

* Provide dollar rate per person week. ** Total person weeks needed to carry out the tasks.

ANNEX D: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS

A. EXPLAIN IF THE PPG OBJECTIVE HAS BEEN ACHIEVED THROUGH THE PPG ACTIVITIES UNDERTAKEN. [REDACTED]

B. DESCRIBE FINDINGS THAT MIGHT AFFECT THE PROJECT DESIGN OR ANY CONCERNS ON PROJECT IMPLEMENTATION, IF ANY: [REDACTED]

C. PROVIDE DETAILED FUNDING AMOUNT OF THE PPG ACTIVITIES AND THEIR IMPLEMENTATION STATUS IN THE TABLE BELOW:

<i>Project Preparation Activities Approved</i>	<i>Implementation Status</i>	<i>GEF/LDCF/SCCF Amount (\$)</i>				<i>Cofinancing (\$)</i>
		<i>Amount Approved</i>	<i>Amount Spent To date</i>	<i>Amount Committed</i>	<i>Uncommitted Amount*</i>	
[REDACTED]	(Select)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	(Select)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	(Select)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	(Select)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	(Select)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	(Select)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	(Select)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total		0	0	0	0	0

* Any uncommitted amounts should be returned to the GEF Trust Fund. This is not a physical transfer of money, but achieved through reporting and netting out from disbursement request to Trustee. Please indicate expected date of refund transaction to Trustee. [REDACTED]

ANNEXE: CALENDAR OF EXPECTED REFLOWS (if non-grant instrument is used)

Provide a calendar of expected reflows to the GEF/LDCF/SCCF Trust Fund or to your Agency (and/or revolving fund that will be set up)

ANNEX IV

GLOSSARY OF TERMS

The **Global Environment Facility (GEF)** is the managing body of the SCCF and LDCF funds. GEF's operational policies, procedures and governance structure are applied to these funds, unless COP guidance and LDCF/SCCF Council decide otherwise. Its governing structure is composed of: the Assembly, the Council, the Secretariat, ten Agencies, a Scientific and Technical Advisory Panel (STAP), and the Independent Office of Monitoring and Evaluation.

A **GEF Operational Focal Point (OFP)** is designated by each country that receives GEF funding, and is responsible for operational aspects of GEF activities such as, endorsing project proposals to affirm that they are consistent with national plans and priorities and facilitating GEF coordination, integration, and consultation at the country level.¹²

The **LDCF/SCCF Council** is the main governing body of the LDCF. It functions as an independent board of directors, with primary responsibility for developing, adopting, and evaluating LDCF policies and programs. It is comprised of 32 members who represent GEF member countries, 14 from donor constituencies and 18 from recipient constituencies. As decisions are made by consensus, two-thirds of the Members of the Council constitute a quorum.

The **Chief Executive Officer (CEO)/ Chairperson** of the GEF heads the **GEF Secretariat**, which coordinates the implementation of LDCF projects and programs, as well as the formulation of policies and operational strategies.

The GEF **Secretariat** coordinates the overall implementation of GEF activities. It services and reports to the Assembly and the Council. The Secretariat is headed by the **Chief Executive Officer (CEO)**, who is appointed to serve for three years, and may be reappointed by the Council.

The GEF **Agencies** are the operational arm of the GEF. The GEF develops its projects through ten Implementing Agencies: the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP) the World Bank, the African Development Bank (AfDB), the Asian Development Bank (ADB), the European Bank for Reconstruction and Development (EBRD), the Inter-American Development Bank (IAD), the International Fund for Agricultural Development (IFAD), the United Nations Food and Agricultural Organization (FAO), and the United Nations Industrial Development Organization (UNIDO).

¹² http://www.gefcountrysupport.org/report_detail.cfm?projectId=172

The **Scientific and Technical Advisory Panel** (STAP) provides independent advice to recommend to the GEF on scientific and technical aspects of programs and policies. The members of STAP are appointed by the Executive Director of UNEP, in consultation with the GEF's CEO, the Administrator of UNDP, and the President of the World Bank.

The **Independent Office of Monitoring and Evaluation** (M&E) provides a basis for decision-making on amendments and improvements of policies, strategies, program management, procedures and projects; promotes accountability for resource use against project objectives; and documents and provides feedback to subsequent activities, and promote knowledge management on results, performance and lessons learned.

The **GEF Focal Points** (Country Representatives) are government officials, designated by member countries, responsible for GEF activities and to ensure that GEF projects are country-driven and based on national priorities. The complete list of GEF Focal Points, including name, position, government agency, complete address, phone, fax and e-mail, can be accessed at: http://www.thegef.org/gef/focal_points_list

The **Project partners** are organizations and entities implementing projects on the ground, including governments, national institutions, international organizations, local communities, non-governmental organizations, academic and research institutions and private sector entities¹³.

Government agencies, NGOs, communities, associations, etc. are examples of **stakeholders** of any given GEF project. Extensive consultations with the stakeholder groups are advised, starting with the project planning stage.

A [Project Identification Form \(PIF\)](#) is a short (maximum 4 pages) description of a project concept that is used by the GEF to determine whether or not the project meets certain basic criteria. If these criteria are met, the project is included in the GEF pipeline i.e., funds are allocated to the project to cover total project costs (funds are not committed until CEO endorsement).

A [Project Preparation Grant \(PPG\)](#) is a small amount of funds that can be utilized to cover partial project preparation costs incurred by the project proponent.

¹³ <http://www.climatefundupdate.org/listing/least-developed-countries-fund>