

Readiness Proposal

**with the Environmental Investment Fund of Namibia
for the Republic of Namibia**

01 November 2016 | Entity Support



**GREEN
CLIMATE
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Readiness and Preparatory Support Proposal

How to complete this document?

- A short guidebook ([URL](#)) is available to provide guidance on how to access funding under the GCF Readiness and Preparatory Support programme. It should be consulted to assist in the completion of this proposal template.
- This document should be completed by National Designated Authorities (NDAs) or focal points with support from their delivery partners where relevant.
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- Information on the indicative list of activities eligible for readiness and preparatory support and the process for the submission, review and approval of this proposal can be found on [pages X-Y](#) of the guidebook

Where to get support?

- If you are not sure how to complete this document, or require support, please send an e-mail to countries@gcfund.org. We will aim to get back to you within 48 hours.
- You can also complete as much of this document as you can and then send it to countries@gcfund.org. We will get back to you within 5 working days to discuss your submission and the way forward.

Note: Environmental and Social Safeguards and Gender

Throughout this document, when answering questions and providing details, please make sure to pay special attention to environmental, social and gender issues, in particular to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult [page X](#) of the readiness guidebook ([URL](#)) for more information.

SECTION 1: SUMMARY	
1. Country submitting the proposal	<p>Country name: Namibia Name of institution (representing National Designated Authority or Focal Point): Directorate for Environmental Affairs, Ministry of Environment and Tourism Name of official Mr Petrus Muteyauli Position: Deputy Director Telephone: +264 61 2842703/2701 Email: pmuteyauli@yahoo.co.uk Full Office address: P/Bag 13346, Windhoek Phillip Trotsky Building C/o Uhland Street and Robert Mugabe Ave</p>
2. Date of initial submission	15/07/2016
3. Last date of resubmission (if applicable)	21/10/2016
4. Which entity will implement the Readiness and Preparatory Support project? (Provide the contact information if entity is different from NDA/focal point)	<p><input type="checkbox"/> National Designated Authority <input type="checkbox"/> Delivery partner X <input checked="" type="checkbox"/> Accredited entity Name of institution: Environmental Investment Fund of Namibia Name of official: Mr Benedict Libanda Position: Chief Executive Officer Telephone: +264 61 431 7702 Email: blibanda@eifnamibia.com Full Office address: PO Box 28157, Auas Valley, Windhoek, Namibia 2nd Floor Capital Centre Building Independence Avenue</p>
5. Title of the Readiness and Preparatory Support Proposal	EDA: Increasing Climate Change Resilience of Tourism-Reliant Communities in Namibia and Strengthening Institutional Capacities of the EIF as an accredited entity.
6. Brief summary of the request (200 words)	<p>The EIF is seeking readiness support from the GCF to strengthen Namibia's community-based natural resources management (CBNRM) EDA tourism proposal, and to build its own institutional capacity. The envisaged EDA proposal is expected to result in the creation of a project entitled "Tourism Adaptation Project: Increasing Climate Change Resilience of CBNRM through Adaptation in the Tourism Sector in Namibia". The said project will seek to empower tourism dependent rural communities of the Namibian CBNRM network to respond to climate change in terms of awareness, adaptive capacity and mitigation action. The proposed project represents a next phase of EIF's support package to Namibia's CBNRM Programme and is therefore designed to augment the first CBNRM EDA proposal entitled "Empower to Adapt: Creating Climate Change Resilient Livelihoods through CBNRM in Namibia with EIF" approved by GCF at its 14th Board meeting in October 2016.</p> <p>As for the capacity building initiatives being contemplated, the readiness support will be applied in relation to areas such as a) fiduciary (with respect to on-lending and the issues raised in the 2015 internal audit report), b) environmental and social safeguards, and c) monitoring and evaluation.</p>
7. Total requested amount and currency	391 009USD
8. Anticipated duration	1 year
9. Is the country receiving other Readiness and	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



READINESS AND PREPARATORY SUPPORT PROPOSAL TEMPLATE

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**Preparatory Support
related to the GCF?**

If yes, please attach the relevant scope of work, and briefly (100 words) describe the scope of support provided by other institutions

SECTION 2: COUNTRY READINESS LOGICAL FRAMEWORK

Please complete the table below, which enables a country to assess its readiness for the GCF and set targets for strengthening its readiness, including proposed outputs and activities to improve the country's readiness. For further guidance on completing the table, please refer to the guidebook "Accessing the GCF Readiness and Preparatory Support Programme".

OUTCOMES ¹	BASELINE	TARGET	ACTIVITIES <i>(including key outputs or deliverables where applicable)</i>
1. Country capacity strengthened	0-8	0-8	
1.1 NDA/focal point lead effective coordination mechanism	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Establish a coordination mechanism for the NDA to enhance oversight of the EDA Tourism Adaptation programming process.
1.2 No objection procedure established and implemented	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	N/A
1.3 Bilateral agreements between the country and the GCF executed	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Facilitate signing of the readiness agreement upon approval of the proposal thereafter implementation of the EDA Tourism Project as per the terms.
1.4 Monitoring, oversight and streamlining of climate finance	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Establish a multi stakeholders committee chaired by the NDA to enhance oversight and monitoring of the project development process.
2. Stakeholders engaged in consultative processes	0-8	0-8	
2.1 Stakeholders engaged in consultative processes	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Undertake gender sensitive stakeholder's consultation process to solicit inputs in development of the proposal including undertaking a comprehensive gender analysis and ESS studies.
2.2 Country programmes, including adaptation priorities, developed and continuously updated	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	The EDA Tourism Adaptation Project is already on the list of priority projects for Namibia as identified by the NDA during a stakeholder's consultation process.
2.3 Stakeholder consultations conducted with equal representation of women	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	At least 50:50 representations of men and women to be aspired for in all consultations during the formulation of the project proposal.
2.4 Annual participatory review of GCF portfolio in the country organized	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Present the proposal to the National Climate Change Committee for input and undertake a verification workshop with the CBNRM stakeholders before submitting the full proposal.
3. Direct access realized	0-8	0-8	
3.1 Candidate entities identified and nominated for accreditation	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	N/A
3.2 Direct access entity accredited	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	N/A
3.3 Entity/ies annual/multi-annual work programme developed	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Include the EDA Tourism Adaptation Project within the EIF Entity Work Programme.

¹ Based on decisions: B.08/10, annexes XII, XIII & XIV; B.08/11; B.11/10, annex I; B.12/20, annex I

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3.4 Funding proposals through enhanced direct access modality approved	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Submit the EDA Tourism Adaptation full proposal package to the GCF and Board consideration during B16
4. Access to finance	0-8	0-8	
4.1 Structured dialogue between the NDA/Accredited Entities and the GCF Secretariat organized	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Establish monthly briefing meetings between the NDA and the AE to share information on the formulation process of the full project proposal
4.2 Country programmes, concept notes, including on adaptation, developed that implement high-impact priorities identified in INDCs and other national strategies or plans	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Identify activities from the Namibian INDCs for integration within the EDA Tourism Adaptation Project
4.3 Project/programme preparation support, including for adaptation, to develop funding proposals provided	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Secure readiness support for the formulation of a full proposal for the EDA: Increasing Climate Change Resilience of Tourism-Reliant Communities in Namibia.
4.4 Funding proposals, including for adaptation, that are aligned with country priorities approved	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Finalise a full proposal for the EDA: Increasing Climate Change Resilience of Tourism-Reliant Communities in Namibia. B16 consideration as a target.
5. Private sector mobilization	0-8	0-8	
5.1 Private sector engaged in country consultative processes	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Identify key role players from the private sector to participate during the formulation of the proposal with a view to enhance their participation during implementation and beyond the project life cycle.
5.2 Enabling environment for crowding-in private sector investments at national, regional and international levels exists	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Identify opportunities for crowding-in funding from private sector. The entity is currently finalising a line of credit agreement with AFD amounting to EUR 38 million to be signed on the 28 November 2016 through the Sustainable Utilisation of Natural Resources and Energy Fund (SUNREF) Programme.
5.3 Funding proposals for private sector projects/programmes, including for adaptation, approved	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	N/A
5.4 Funding proposals under the Private Sector Facility programmes (small- and medium-sized enterprises and mobilizing funds at scale) submitted and approved	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	N/A
TOTAL	0-40	0-40	

SECTION 3: ADDITIONAL INFORMATION

Please explain how this grant will help deliver on the country's readiness needs as identified above and build on institutions, processes or existing work already underway in the country (*maximum 500 words*)

A) Current stage of EDA project preparation

The EIF takes a leading role in this process under the auspices of the Ministry of Environment and Tourism, Namibia's GCF Nationally Designated Authority (NDA), while ensuring strong country ownership and gender – sensitive multi-stakeholder engagement. The project focuses on nature-based tourism within CBNRM areas. It has a strong adaptation focus by promoting climate smart investment within the tourism sector with the objective to enhance resilience of tourism-reliant communities to climate change risks. Integrating climate change into development policy and instruments, and investing in adaptation actions supporting tourism-reliant communities will achieve the above objective. Namibia wishes to, through this project, build on the strong institutional foundation of the Namibian CBNRM network, which consists of communal area conservancies and community forests in the rural communal areas of Namibia. These existing institutions are ideally placed to be the conduits for the implementation of local-level climate action. The main project outcomes expected includes:

- a) Climate change adaptation mainstreamed into tourism related policy instruments and public-private partnerships.
- b) Increased adaptive capacity to climate change and disaster risks of tourism-reliant communities within CBNRM areas.

Namibia has made significant progress with developing the envisaged proposal using own limited resources. The process of project development commenced in the second quarter of 2015 and continued until the first quarter of 2016 – when the available resources ran out. Achievements reached thus far include finalisation of a feasibility study and the draft proposal mentioned earlier. A preliminary review of the draft proposal against the recently published EDA guidelines has revealed a number of substantial shortcomings. From these multiple shortcomings, only 3 critical ones are singled out for the readiness support. The first shortcoming relates to insufficient stakeholder consultations. While consultations were held with some key stakeholders it has since transpired that this process was limited to Windhoek, the capital city, and only 3 out of 14 regions political regions of Namibia. Given the national scope of the envisaged project, this is considered as inadequate. Secondly, the fact that the envisaged programme has not been subjected to any Environment and Social Safeguards (ESS) scrutiny is also a major shortcoming while the third deficiency has to do with the absence of a gender analysis of the envisaged program. EIF intends to address these shortcomings by undertaking more rigorous multi-stakeholder consultations as well as ESS and gender assessments on the proposed programme. This project is the second one that EIF will run through the Enhanced Direct Access (EDA) Pilot, and as stakeholder consultation, environmental and social impacts and gender issues are core elements to successfully implement this EDA pilot, EIF will need to strengthen its monitoring and evaluation capacities regarding these elements in order to oversee its implementation. Additionally, as EIF intends to submit proposals requiring on-lending capabilities, EIF seeks support to build its capacity in this regard as well. These activities will be carried out with financial support from GCF readiness programme.

B) Substantial support needed for the EDA Proposal

EIF further intends to procure the services of 7 consultants with the readiness funding. The first consultant will be a project development specialist with requisite climate change experience and sound understanding of GCF investment criteria. This expert's brief will include participating in the multi-stakeholder consultations, writing necessary reports on the consultations and updating the draft EDA proposal and its feasibility studies as required and developing the final EDA proposal. The second consultant will be an expert in communication, especially regarding outreach material and will provide EIF staff with regular training sessions over a period of six months in order to improve EIF's capacity to better engage with its different stakeholders and facilitate such consultations for its future submissions of EDA and regular proposals. The third expert will be an ESS practitioner whose terms of reference (ToR) will focus on undertaking of an ESS assessment on the proposed programme and generating an ESS report that complies with GCF investment criteria. The ESS consultant will be supported by 2 junior consultants for a limited duration while a provision has also been made for 2 independent reviewers to assist with the revision of the final ESS report. A fourth consultant will be tasked with developing a more advanced monitoring and evaluation mechanism for EIF regarding E&S safeguards in order to address the gaps identified in the final E&S report. The fifth consultant will be a gender specialist who will be expected to perform a gender analysis on the proposed programme, contribute to mainstreaming gender issues in multi – stakeholder consultations/workshops and to produce a gender action plan on the same proposal. The sixth consultant will also be a gender specialist whose ToR will focus on implementing the gender action plan to address EIF's gaps in terms of gender for this EDA proposal and beyond, in the perspective of future submissions. Eventually,

the last consultant will be a fiduciary expert whose task will consist in advancing EIF's capacity to on-lend prior to its upgrade application and future submissions.

As outlined below, apart from the professional fees associated with above-mentioned experts, provision is also made for logistical and operational costs related to transparent recruitment of such consultants, required stakeholder consultative workshops, and incidental matters. EIF will be at the forefront of the readiness activity with the backing of the NDA. EIF will, through the Department of Operations, drive all activities especially those relating to development of the ToRs, recruitment and supervision of required external experts in line with EIF procurement policies, making the required logistical arrangements and reporting to both the NDA and the GCF as agreed/required.

Stakeholder consultations: This activity will be implemented through a two-pronged approach i.e. 5 regional consultative workshops and 1 national validation workshop while EIF's capacity in regards with communication and outreach will be strengthened

- A. **Regional consultative workshops:** Namibia is a vast territory measuring about 825,418 km² with a sparsely distributed population of 2.3 million. Administratively, the country is divided into 14 political regions. A majority of Namibians reside in rural areas of these regions. Communal area conservancies, which are at the centre of the envisaged EDA programme, are entirely rural institutions, which are active in 13 out of 14 the regions. While it would be ideal to hold a consultative workshop in each region, the cost and time factors will militate against this approach. For this reason, EIF and the NDA clustered the 14 regions into 5 functional blocks of southern, central, north-western, central northern and north-eastern consultations areas. The intention is to undertake a consultative workshop in each one of these clusters at a central locality. Such central locality should be easily reachable but must also have adequate facilities to host envisaged workshops. Community members and conservancy representatives will be reimbursed for their expenses related to attending these workshops. Such reimbursement will largely be limited to transport, meals and accommodation for one night. While the core focus of these workshops will be on the substance of the envisaged CBNRM EDA proposal, ESS and Gender aspects associated with the proposal will also be dealt with in a succinct manner.
- B. **National validation workshop:** This workshop will be held at a central location (most like at Windhoek) and be attended by a smaller number of participants i.e. a cross-section of stakeholder representatives. Its aim will be to review the final proposal and obtain stakeholder endorsement of the proposal. Again, community members and conservancy representatives will be reimbursed for their expenses related to attending these workshops. Such reimbursement will largely be limited to transport, meals and accommodation for one night.
- C. **Capacity building in organizing outreach material and events:** EIF engages with a broad range of stakeholders both at the regional and national levels on a regular basis in the elaboration of its projects for GCF. Given that this is a core element of EDA proposals as well as regular funding proposals, EIF's capacity to prepare substantial outreach material targeting different kinds of stakeholders and to organize regional and national events needs to be strengthened, EIF intends to improve this particular capacity by training its staff on a regular basis for a period of six months through the readiness funding.

All logistical arrangements, some presentations and recording of proceedings at/for these workshops will be made by EIF staff members and the consultant in question. EIF envisages the multi-stakeholder consultations process to be concluded within a space of 90 to 100 days (maximum 3.5 calendar months) while the capacity building will unfold over 6 months.

ESS assessment: EIF intends to hire a short-term external expert with extensive ESS and EIA expertise for this purpose. This expert will administer an ESS assessment on the EDA project proposal following the EIF ESS Policy and generate an ESS report. As alluded to early, support by 2 junior consultants is being envisaged. EIF will also procure services of 2 independent reviewers, for the purposes ensuring high quality and rigour, to assist with the revision of the final ESS report. This report will be for EIF and NDA's approval and will be appended to the final proposal submitted to the CGF. An additional consultant will address the gaps identified by advancing EIF's monitoring and evaluation mechanism, especially in regards with E&S safeguards. This will also involve an investigation and advising EIF on development of an online ESS system for M&E purposes EIF is estimates that the first activity can be concluded within 45 days (1 calendar month and 15 calendar days) and the second one within 6 months.

Gender analysis/action plan: This activity will be undertaken by the third short-term external expert that EIF will hire. S/he will be a gender expert with extensive experience in issues related to gender and climate change. S/he will undertake a comprehensive gender analysis of the EDA proposal within the framework of Namibia's National Gender Policy, EIF Gender guidelines and the GCF's Gender Policy. S/he will be required to contribute to integrating gender aspects in climate change in

the six workshops planned under Outcome 1. Among other things, these workshops will target NGOs and CBOs active in the gender space, and will also include representatives from the gender – desks in the conservancy and community forests. A gender analysis/assessment, together with an action plan, will be produced for approval by EIF and the NDA and will be appended to the final proposal submitted to the CGF. The assessment should examine the different roles, rights, needs, and opportunities of women, men, boys and girls and the relations between them as well as identify entry points for promoting gender equality. The assessment should also include details about how EIF will incorporate gender elements throughout the program/project cycle, i.e. from inception to monitoring and evaluation. In each of the project cycle stages, the gender assessment should address any gender inequalities real or potential in the project; ensure the needs and realities of women and men are addressed in project activities; ensure women and men have equal access to project resources, services and capacity building; ensure equal participation by women and men in both the project management arrangements and as beneficiaries, partners and key stakeholders of the project; ensure equal voice among women and men in the decision making processes of the project; and ensure women and men equally benefit from the trainings, services, etc. offered by the project. The conduct of the gender assessment and the development of the action plan thereof should be undertaken through desk research and fieldwork. A midterm consultant with significant experience in mainstreaming gender issues in project implementation will ensure that those criteria are met in future projects by implementing the action plan. EIF estimates that the first activity can be successfully concluded within 45 days (1 calendar month and 15 calendar days) while the second one can be carried out within six months.

C) Strengthening EIF institutional capacities

This activity will be undertaken by a midterm consultant with substantial experience in fiduciary functions such as on-lending activities, and internal audit. They will conduct an assessment of EIF's track record in terms on on-lending activities as well as its current framework in this regard, and capacity building to address the issues raised in the internal audit from 2015. Based on this assessment, they will elaborate an action plan whose objective will be to enable EIF to meet GCF's criteria to upgrade to on-lending, and reinforce issues raised on the internal audit. EIF estimates that this activity can be carried out within a period of 9 calendar months while official closure a month later.

SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT

OUTCOMES (same as in section 2)	ACTIVITIES (Same as in section 2)	TOTAL COST (per activity)	COST CATEGORIES				EXPENDITURE AND IMPLEMENTATION SCHEDULE (add columns if >24 months)			
			Consultants	Travel	Workshops/ Trainings	Others	3m	6m	9m	12m
Outcome 1: Building EIF's capacity in multi-stakeholder engagement and consultations process and action plan on Namibia's community-based natural resources management (CBNRM) EDA proposal	EIF develops ToRs, advertises and recruits suitable project development consultant	303				303	303			
	Development of multi-stakeholder consultation and engagement process and action plan.	28 700	28 700				14 350	14 350		
	Support the implementation, monitoring and evaluation of the consultation process and action plan	35 000	28 700			6 300	14 350	14 350	6 300	
	Publicise widely the process and action plan	1 500				1 500	1 500			
	Conduct 5 regional consultative workshops	65 000		30 000	27 000	8 000	21 666	43 334		
	Conduct one-on-one consultations with select apex stakeholder organisations									
	Conduct a national consultative & validation workshop	10 000		7 000	2 000	1 000		10 000		
	Design, edit and print the reports for submission and validation of the NDA	1 000	1 000					1 000		
	Provide EIF staff with training sessions on communication and outreach material	25 000	20 000	5 000			7 500	10 000	7 500	
Total Outcome 1		166 503								

OUTCOMES (same as in section 2)	ACTIVITIES (Same as in section 2)	TOTAL COST (per activity)	COST CATEGORIES				EXPENDITURE AND IMPLEMENTATION SCHEDULE (add columns if >24 months)			
			Consultants	Travel	Workshops/ Trainings	Others	3m	6m	9m	12m
Outcome 2: Building EIF's capacity in ESS by undertaking an assessment and action plan	EIF develops ToR, advertises and recruits an ESS expert	303				303	303			
	Inception report by recruited consultant , ESS gap assessment and action plan reports	20 450	20 450				10 000	10 450		
	Support the implementation, training development and execution, monitoring and evaluation of the ESS action plan including online ESS system	52 000	37 000			10 000	5 000		27 000	25 000
	Finalise and submit for EIF and NDA approval	1 000	1 000							1 000
Total Outcome 2		73 753								
Outcome 3: Building EIF's capacity in gender by undertaking an assessment and action plan	Develop ToR, advertise and recruit Gender expert	303				303	303			
	Gender workshop and climate change workshop	20 000				20 000		20 000		
	Inception report by recruited consultant , gender gap assessment and action plan reports	8 450	8 450				4 225	4 225		
	Support the implementation, training development and execution, monitoring and implementation of the gender action plan	20 000	20 000							20 000
	Finalise and submit for EIF and NDA approval	1 000					1 000			1 000
Total Outcome 3		49 753								

OUTCOMES (same as in section 2)	ACTIVITIES (Same as in section 2)	TOTAL COST (per activity)	COST CATEGORIES				EXPENDITURE AND IMPLEMENTATION SCHEDULE (add columns if >24 months)				
			Consultants	Travel	Workshops/ Trainings	Others	3m	6m	9m	12m	
Outcome 4: Building EIF's capacity in fiduciary standards by enhancement of fiduciary standards and upgrade for on-lending	Draft fiduciary and audit standards assessment and action plan	15 000	12 500			2 500		7 500		7 500	
	Support the implementation of the action plans and on-lending process	25 000	10 000	5 000	5 000	5 000	7 500		15 000	2 500	
Total Outcome 4		40 000									
Outcome 5: External Audit	External audit report drafted	5 000	5 000						5 000		
Total Outcome 5		5 000									
SUB-TOTTAL		335 009									
CONTINGENCY (UP TO 5%)		16 750.45									
PROJECT MANAGEMENT COSTS (UP TO 10%)		33 500.90									
TOTAL		385 260.35									

Procurement plan

For goods or services to be procured/hired, list the items to be procured/hired (including consultants), the estimated cost of each item, and the procedure to be used (i.e. direct procurement, open tender, shopping, other and related thresholds). Please include the procurement plan for at least the first tranche of disbursement requested below.

To support the EDA Proposal

EIF will recruit the envisaged consultants openly and competitively using its procurement policy. This will involve placing adverts in 3 newspapers with national circulation (1 advert in each paper); establishing a capable recruitment team comprising of technical staff members from both EIF and the NDA; shortlisting; interviewing and contracting successful candidates. EIF standard consultancy contract will be used for this purpose. The junior consultants to support the ESS consultant will also be recruited through the same process with slightly reduced terms of reference but with inputs from the main ESS consultant. The EIF finds it important to allow the main consultant to participate in determining their ToRs and their recruitment, as s/he will serve as de facto supervisor. As for the independent reviewers of the ESS report, EIF intends to seek competitive quotations from among the experts on the database of experts and select 2 experts with demonstrated credentials and competitive daily rates.

Each consultant will be required to develop and submit an inception report (essentially a consultancy workplan) approval of which by EIF (Director of Operations) will pave the way for the disbursement of their respective first payments. Other progress payments will be tied to deliverables, and will only be paid upon approval by the Project Steering Committee following submission by EIF Director of Operation.

To support the institutional strengthening of EIF

The same process as for the EDA Proposal procurement of consultants would be followed.

Disbursement schedule

Please refer to table above

Additional information



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This box provides an opportunity to include further explanations related to the budget, procurement plan and disbursement schedule, including any details on the assumptions to justify costs presented in the budget.



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SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

Please attach an "implementation map" or describe how funds will be managed by the NDA/FP or delivery partner

If the entity implementing the readiness support is not an accredited entity of the GCF, please complete the Financial Management Capacity Assessment (FMCA) questionnaire ([URL](#)) and submit it with this proposal.

A. Operational Management

EIF will dedicate 3 staff members from its Operations Department to oversee this effort for its entire duration. These are the Director, the Monitoring and Evaluation Officer, and the Grants Officer. The Director will assume the overall oversight and will directly supervise all 3 consultants. He will further work very close with the Project Development consultant while the other 2 staff members will each backstop one consultant. Their allocation will be made in due course.

An ad hoc committee, comprising of EIF senior technical staff members (including the CEO) and senior staff members, will be established to serve as Project Steering Committee. This committee will approve all consultancy ToRs as developed by EIF Ops Department; approve appointment of selected consultants on recommendation by EIF recruitment team; and review and approve final reports submitted by consultants as tabled by EIF Ops Department.

EIF staff members from both Operations and Administration departments will make all the logistical arrangements, procurement and payments for workshops, meetings and travel associated to this proposal.

EIF will compile technical progress reports, required, and submitted to GCF at agreed intervals.

B. Financial Management

As an Accredited Entity, EIF has sufficiently demonstrated its capacity to receive, management and account for funds, both from the government and multilateral agencies. Suffice to say that EIF will open a dedicated bank account with the commercial for separately managing GCF readiness funding. Financial management will be undertaken strictly in accordance with EIF's financial management and procurement policies under the leadership of EIF's Director of Finance and Administration.

Requisite financial reports will be generated and submitted at intervals agreed with the GCF taking into account the short duration of the requested support.

Other relevant information

This box provides an opportunity to include any important information you wish to bring to the attention of the GCF Secretariat, but did not have an opportunity to provide in the sections above.

PROPOSED STAKEHOLDERS

1. Types of stakeholders:

Private sector:

- Joint venture investors (lodge operators or tour operators)
- Banks and lending institutions
- Tourism sector apex organisations (Tour and Safari Association of Namibia – TASA; Federation of Namibian Tourism Associations – FENANTA; Namibia Professional Hunters' Association – NAPHA; Hotel Association of Namibia - HAN)
- Renewable energy industry
- Agra Provision

State-owned entities:

- Air Namibia
- Namibia Tourism Board (NTB)
- Game Products' Trust Fund (GPTF)
- Namibia Wildlife Resorts (NWR)
- Development Bank of Namibia (DBN)
- SME Bank
- Namibia Energy Institute (NEI)
- University of Namibia (UNAM) Materials Development Centre and Multi-disciplinary Research Centre
- Vocational Training Centres (VTCs)

Civil society organisations:

- 82 Communal area conservancies
- 32 Community forests
- Namibia CBNRM Association (NACSO)
- Integrated Rural Development and Nature Conservation (IRDNC)
- Desert Research Foundation of Namibia (DRFN)
- Namibia National Farmers' Union (NNFU)
- Namibia Nature Foundation (NNF)
- Namibia Agriculture Union (NAU)
- Namibia Non-Governmental Organisations' Forum (NANGOF)
- Namibia Development Trust (NDT)
- Nyae-Nyae Development Foundation (NNDF)
- Women's empowerment focused organisations
- Traditional Authorities

Government ministries:

- Ministry of Environment and Tourism (MET)
- Ministry of Mines and Energy (MME)
- Ministry of Industrialisation and SME Development (MISMED)
- Ministry of Agriculture, Water and Forestry (MAWF)
- Ministry of Gender Equality (MGE)
- Ministry of Finance (MoF)
- National Planning Commission (NPC)
- 14 Regional Councils

2. Proposed methods of consultations

- Stakeholder workshops

2016

- Regional workshops –
 - || Karas, Hardap,
 - Central Regions: Khomas, Omaheke and Erongo
 - Kunene and Otjozondjupa
 - 2 Kavango Regions and Zambezi
 - 4 Central Northern Regions
- National workshop only for representatives of key stakeholders to review and validate final proposal
- National Gender and climate change workshop
- Any other method that may be considered during implementation