

SIMPLIFIED APPROVAL PROCESS ONLINE SUBMISSION SYSTEM (SAP OSS)

User Guide

Version 1.0

For any queries please contact:

- GCF OSS Helpdesk: saposs@gcfund.org
- Mr. Demetrio Innocenti, Manager of the Simplified Approval Process at dinnocenti@gcfund.org

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1 Introduction

This user manual provides Accredited Entities (AEs) and National Designated Authorities (NDAs) with the necessary information to effectively use the Simplified Approval Process Online Submission System (SAP OSS).

The SAP OSS improves the efficiency and transparency of the SAP review process for concept notes and funding proposals. The system is connected to the AEs and NDAs' portals, where all the information and documents related to their proposals can be accessed.

The online submission system provides improved experience, communication and connection between the NDAs/focal points, AEs and GCF Secretariat.

1.1 OSS Overview

The purpose of this online system is for AEs and NDAs to submit Concept Notes (CNs) and Funding Proposals (FPs) using a new online system. AEs and NDAs will access the SAP OSS via their GCF Apps portal, under the tag SAP Portal.

In the portal, AEs and NDAs are able to create and upload their CN and FP as well as keep track of changes to their submitted projects. The system will save the drafts and updates of the AEs and NDAs until the submission is completed.

2 Getting started

The AEs and NDAs can access the OSS on the [GCF Website](#) in the login section. Please contact GCF ICT service desk (servicedesk@gcfund.org) for any technical difficulties experienced when accessing the portal.

2.1 Setup considerations

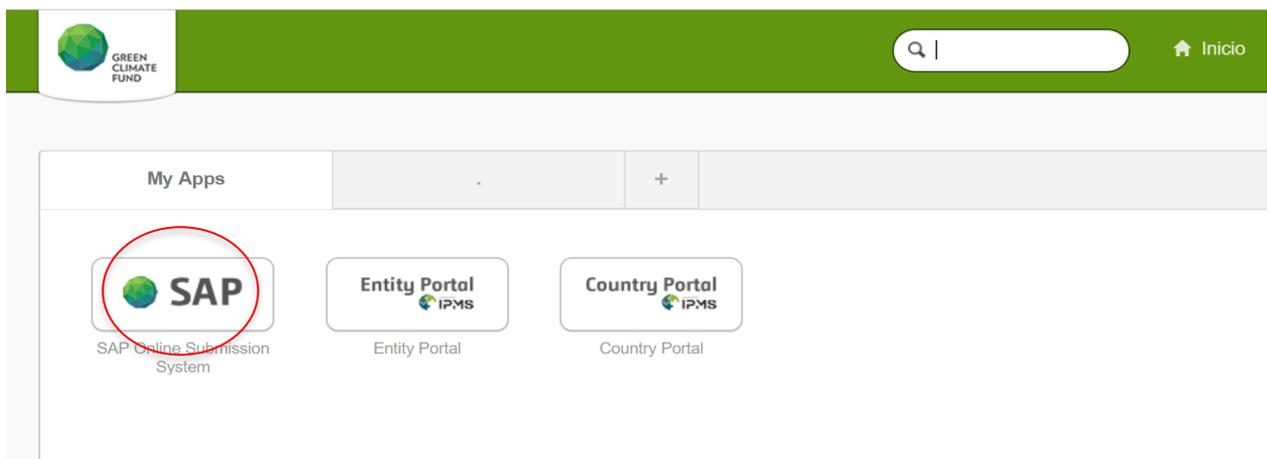
To access the system, an internet connection is required. If the internet connection is not stable, work can still be completed on the form, however, to submit the form a stable internet connection is needed.

It is recommended to use Mozilla Firefox, Google Chrome or Microsoft Edge. Although Microsoft Internet Explorer 11 can also support the system, the GCF Secretariat recommends using one of the browsers previously mentioned.

2.2 Accessing the system

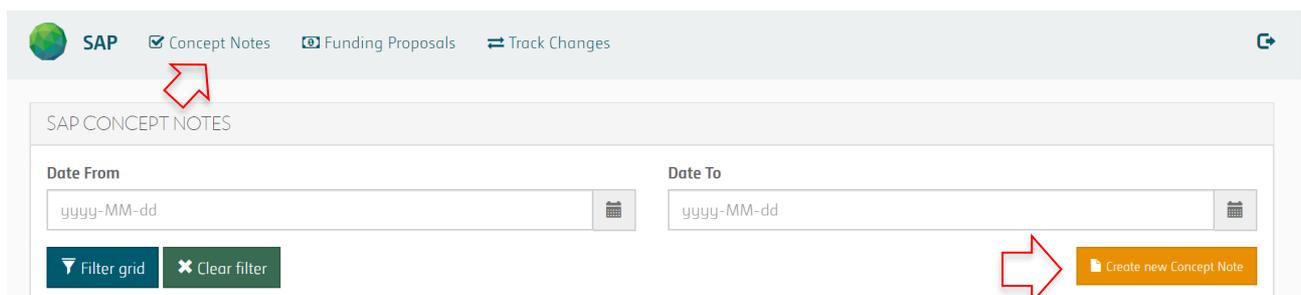
The AEs and NDAs can access the system using their credentials to log into the GCF Apps Portal.

1. Access the GCF Apps Portal.
2. Log into the portal.
3. Select SAP application.



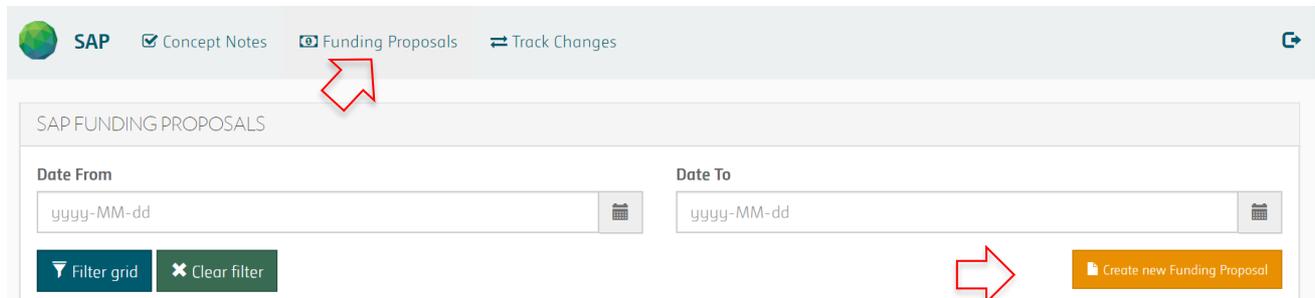
2.2.1 To create a CN submission:

1. Click on the Concept Note window
2. Select Create New Concept Note



2.2.2 To create a FP submission:

1. Click on the Funding Proposals window
2. Select Create a New Funding Proposal



3 How to submit using the OSS

3.1 Before starting the submission

Before starting the submission of a Concept Note or Funding Proposal, please read and take into consideration the following points regarding the system:

- The fields with a red asterisk are mandatory and therefore the proposal cannot be submitted until these fields are completed.
- The fields highlighted in grey are auto calculated by the system and therefore, don't need any data entry.
- Some questions will have a "Description" button to show detailed instructions on how to write the section.
- Once the currency of the project is selected, it cannot be modified in other parts of the application.
- There is a limit of words in some sections, such as section B, please keep your application within the number of words allowed by the system. If the answers exceed the number of words, the system won't allow the submission.
- In order to submit your SAP concept note or funding proposal the user must agree to a confidentiality disclaimer.

3.2 Submission of the Concept Note

In order to submit a Concept Note, all seven stages of the CN need to be fulfilled: General, ESS Checklist, A. Information, B. Details, C. Financing/Costs, Annexes and Focal Point.

1. **General Information:** In this page the AEs and NDAs need to fill in general details on the project, such as Programme title or Executing entity.

Once the Concept Note is submitted, the Status of the CN is changed to "Submitted". In case of a resubmission, the system will change the status to "Draft" and once re-submitted, it will change the status to "Re-submitted".

The screenshot displays the SAP user interface for submitting a Concept Note. At the top, there is a navigation bar with the SAP logo and menu items: 'Concept Notes', 'Funding Proposals', and 'Track Changes'. Below this, the version 'V.1' is shown, along with 'Save and Go Back' and 'Save' buttons. The main content area features a horizontal menu with tabs: 'INTRO', 'GENERAL' (selected), 'ESS CHECKLIST', 'A. INFORMATION', 'B. DETAILS', 'C. FINANCING / COST', 'ANNEXES', and 'PROJECT FOCAL POINT'. The 'GENERAL' tab is active, showing a 'Status' dropdown set to 'Draft'. Below this are several input fields: 'Project / Programme Title' with a 'Version' dropdown set to 'v. 1', 'Country(ies)', 'Accredited Entity' (a dropdown menu), 'Executing Entities', 'Date of first submission' (with a date format 'yyyy-MM-dd hh:mm a' and a calendar icon), and 'Version number' (with a dropdown set to 'v.').

To proceed to the following page, click on

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- ESS Checklist:** This section consists of a list of Yes or No questions on the risk factors of the project activities. Any “Yes” response to the below questions may imply the need of further clarifications during the review stage. Proposals with any of the risk factors may be considered under the regular project approvals process instead.

In the sign off section, please provide the name and contact information of the person responsible for the ESS and any other approvals.

For further information on the SAP ESS category please refer to the [Guidelines for the Environmental and Social Screening of Activities Proposed under the SAP](#)

The screenshot shows the SAP ESS Checklist form. At the top, there is a navigation bar with the SAP logo, a checkmark icon, and links for 'Concept Notes', 'Funding Proposals', and 'Track Changes'. Below this, the version 'V.1' is displayed, along with 'Save and Go Back' and 'Save' buttons. The main content area has a horizontal menu with tabs: 'INTRO', 'GENERAL', 'ESS CHECKLIST' (which is active), 'A. INFORMATION', 'B. DETAILS', 'C. FINANCING / COST', 'ANNEXES', and 'PROJECT FOCAL POINT'. The 'ESS CHECKLIST' section is titled 'ESS CHECKLIST' and contains the following text: 'Part A: Risk Factors', 'The questions describe the “risk factors” of activities that would require additional assessments and information. Any “Yes” response to the questions might imply that either the proposal is not eligible for the Simplified Approval Process Pilot Scheme or that an Environmental and Social Action Plan (ESAP) would be required at the stage of funding proposal submission.', 'Please provide an explanation on the response selected. In cases where the TBD button has been selected, please explain briefly why you are not able to determine and when in the project cycle the question will be addressed.', and 'If the criteria is not applicable to the project, you may write N/A in the justification box.' Below this, there is a section for 'Exclusion criteria' and a question: '1. Will the activities involve associated facilities and require further due diligence of such associated facilities? *'. This question has two radio button options: 'Yes' and 'No'. Below the options is a text box with the prompt 'Please provide a justification for your answer *'. The second question is: '2. Will the activities involve trans-boundary impacts including those that would require further due diligence and notification to affected states? *', also with 'Yes' and 'No' radio button options.

To proceed to the following page, click on

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3. **Section A Project/Programme Summary:** This section requires information on the programme and concise explanation of the concept note.

The screenshot shows the SAP Concept Notes form for 'V.1'. The top navigation bar includes 'SAP', 'Concept Notes', 'Funding Proposals', and 'Track Changes'. Below the version number, there are 'Save and Go Back' and 'Save' buttons. The main content area has a breadcrumb trail: 'INTRO', 'GENERAL', 'ESS CHECKLIST', 'A. INFORMATION', 'B. DETAILS', 'C. FINANCING / COST', 'ANNEXES', and 'PROJECT FOCAL POINT'. The 'A. INFORMATION' section is highlighted in a dark blue bar. Below this, there are three sub-sections: 'A.1. Project or programme *' with a note 'Please indicate whether this CN refers to a combination of several projects (programme) or one project.' and radio buttons for 'Project' and 'Programme'; 'A.2. Public or private sector *' with radio buttons for 'Public sector' and 'Private sector'; and 'A.3. RFP *' with radio buttons for 'Not Applicable' and 'Enhancing Direct Access (EDA)'.

To proceed to the following page, click on

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4. **Section B Project/Programme Details:** This section focuses on describing the context of the project/programme, providing details of the project/programme including components, outputs and activities, implementation arrangements and the potential for scaling up and/or transformational change.

The screenshot shows the SAP Concept Notes form for 'V.1' at the 'B. DETAILS' section. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'INTRO', 'GENERAL', 'ESS CHECKLIST', 'A. INFORMATION', 'B. DETAILS', 'C. FINANCING / COST', 'ANNEXES', and 'PROJECT FOCAL POINT'. The 'B. DETAILS' section is highlighted in a dark blue bar. Below this, there are two sub-sections: 'B.1. Context and Baseline (700 words) *' with a 'Description' label and a rich text editor toolbar containing options for Normal, Sans Serif, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Quote, Unquote, Link, Unlink, and Source; and 'B.2. Project / Programme description (1500 words) *'.

To proceed to the following page, click on

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5. **Section C Indicative Financing/Cost Information:** This section explains the financial instrument(s) and amount of funding requested from the GCF as well as co-financing leveraged for the project/programme. It also includes justification for requesting GCF funding, exit strategy and the description of stakeholder engagement.

V.1

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INTRO GENERAL ESS CHECKLIST A. INFORMATION B. DETAILS **C. FINANCING / COST** ANNEXES PROJECT FOCAL POINT

C. FINANCING / COST

C.1. Financing by components
Please provide an estimate of the total cost per component and disaggregate by source of financing

Component *	Output	Currency	Indicative cost *	GCF financing - Amount *	GCF financing - Financial Instrument *	Co-financing - Amount *	Co-financing - Financial Instrument *	Type	Name Of Institution
			0						

+ Add Another

Indicative total cost. This field is auto-calculated.

0 USD

For private sector proposals, provide an overview (diagram) of the proposed financing structure.

Normal Normal Sans Serif B I U x₂ x² [source]

To proceed to the following page, click on

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6. **Annexes:** This section provides a list of documents to submit, if applicable, with the concept note as well as optional documents as deemed necessary to supplement the information provided in the concept note.

To proceed to the following page, click on

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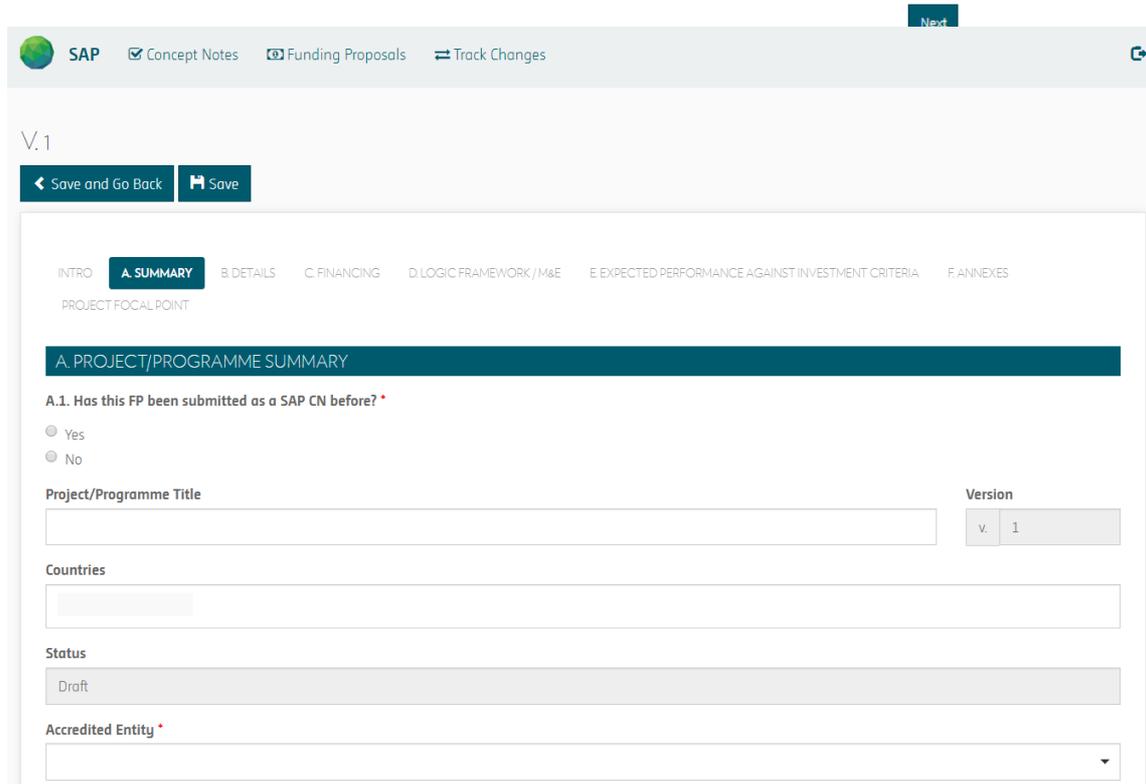
7. **Focal Point:** In this section, if applicable please indicate the focal points of the project.

8. **Submission:** When finalizing the Concept Note use the "Review the submission" button in order to submit.

3.3 Submission of a Funding Proposal

To submit a Funding Proposal

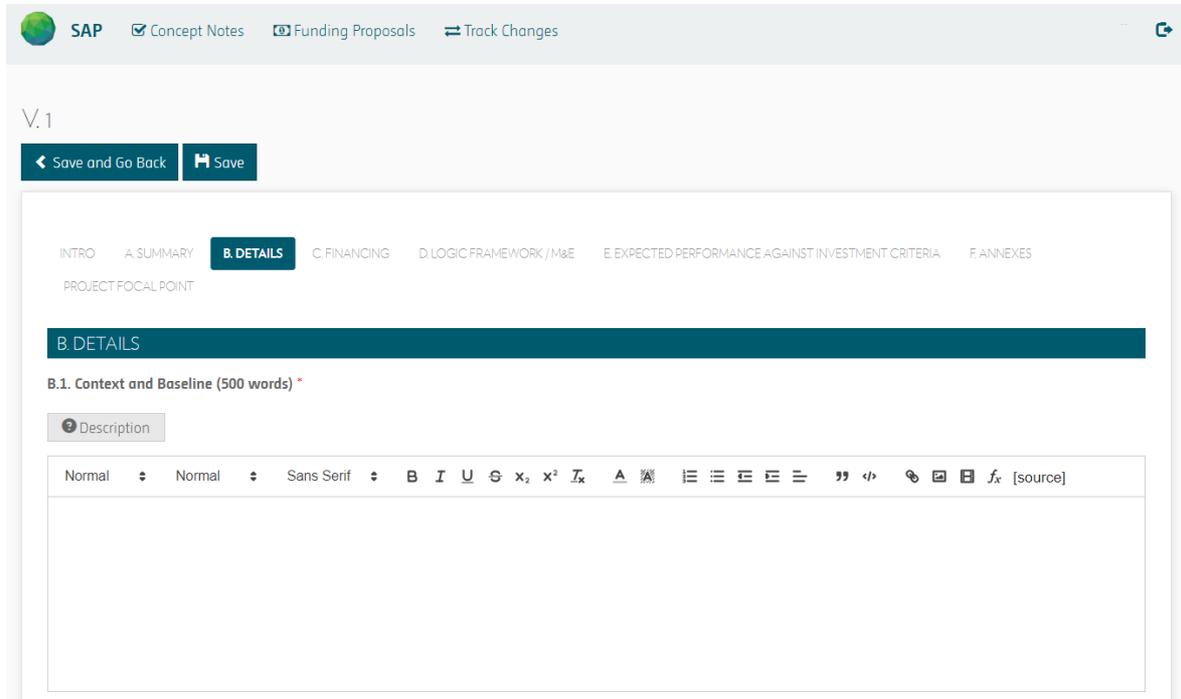
1. **Section A Project / programme summary:** This section highlights some of the project's or programme's information for ease of access and concise explanation of the funding proposal.



The screenshot displays the SAP OSS interface for submitting a funding proposal. The top navigation bar includes the SAP logo, a 'Next' button, and links for 'Concept Notes', 'Funding Proposals', and 'Track Changes'. Below the navigation bar, the version 'V.1' is shown, along with 'Save and Go Back' and 'Save' buttons. The main content area features a horizontal menu with tabs for 'INTRO', 'A. SUMMARY', 'B. DETAILS', 'C. FINANCING', 'D. LOGIC FRAMEWORK / M&E', 'E. EXPECTED PERFORMANCE AGAINST INVESTMENT CRITERIA', and 'F. ANNEXES'. The 'A. SUMMARY' tab is active, and the section title 'A. PROJECT/PROGRAMME SUMMARY' is highlighted. The form includes a question 'A.1. Has this FP been submitted as a SAP CN before?' with radio buttons for 'Yes' and 'No'. Below this are fields for 'Project/Programme Title' and 'Version' (v. 1), a 'Countries' field, a 'Status' dropdown menu set to 'Draft', and an 'Accredited Entity' dropdown menu.

To proceed to the following page, click on

- Section B Project/Programme Details:** This section focuses on describing the context of the project/programme, providing details of the project/programme including components, outputs and activities, and implementation arrangements.



The screenshot displays the SAP OSS user interface for a project/programme. At the top, there is a navigation bar with the SAP logo, a checkmark for 'Concept Notes', a document icon for 'Funding Proposals', and a double-headed arrow for 'Track Changes'. Below this, the version 'V.1' is shown, along with 'Save and Go Back' and 'Save' buttons. The main content area features a horizontal menu with tabs for 'INTRO', 'A. SUMMARY', 'B. DETAILS' (which is active), 'C. FINANCING', 'D. LOGIC FRAMEWORK / M&E', 'E. EXPECTED PERFORMANCE AGAINST INVESTMENT CRITERIA', and 'F. ANNEXES'. Underneath the menu, the text 'PROJECT FOCAL POINT' is visible. A dark teal header bar contains the text 'B. DETAILS'. Below this, the section title 'B.1. Context and Baseline (500 words) *' is displayed. A 'Description' tab is active, and a rich text editor toolbar is shown with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and other functions. The editor area is currently empty.

To proceed to the following page, click on

Next

3. **Section C Financing Information:** This section explains the financial instrument(s) and amount of funding requested from the GCF as well as co-financing leveraged for the project/programme. It also includes justification for requesting GCF funding and exit strategy.

The screenshot shows the SAP OSS interface for a funding proposal. The top navigation bar includes 'SAP', 'Concept Notes', 'Funding Proposals', and 'Track Changes'. The current view is 'V.1' with 'Save and Go Back' and 'Save' buttons. The main content area is titled 'C. FINANCING' and contains several sections:

- INTRO**, **A. SUMMARY**, **B. DETAILS**, **C. FINANCING** (active), **D. LOGIC FRAMEWORK / M&E**, **E. EXPECTED PERFORMANCE AGAINST INVESTMENT CRITERIA**, **F. ANNEXES**
- PROJECT FOCAL POINT**
- C. FINANCING** (Section Header)
- C.1. Total financing**
 - Currency *** (Dropdown menu)
- C.1.1 Requested GCF funding**

GCF Financial Instrument	Amount	Currency	Tenor	Pricing	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> years	<input type="text"/>	<input type="button" value="⊕"/>

+ Add Another
- C.1.2. GCF Funding Total**

<input type="text" value="0"/>	<input type="text"/>
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To proceed to the following page, click on

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4. **Section D Logic Framework and Monitoring, Reporting and Evaluation:** This section includes the logic framework for the project/programme in accordance with the GCF Results Management Framework and Performance Measurement Framework, and gives an overview of the monitoring, reporting and evaluation arrangements for the proposed project/programme.

V.1

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INTRO A. SUMMARY B. DETAILS C. FINANCING **D. LOGIC FRAMEWORK / M&E** E. EXPECTED PERFORMANCE AGAINST INVESTMENT CRITERIA F. ANNEXES

PROJECT FOCAL POINT

D. LOGIC FRAMEWORK / M&E

This section refers to the project/programme's logic framework in accordance with the GCF's [Performance Measurement Framework](#) under the [Results Management Framework](#) to which the project/programme contributes as a whole, including in respect of any co-financing. This is different from the project/programme-level log frame (as there may be other impact measures for example that go beyond those defined by the GCF). A project-level logical framework, with specific indicators, baselines and targets, means of verification and assumptions should be provided as part of Annex 2.

D.1. Paradigm shift objectives

Paradigm Shift Objective *	Description (200 words) *
	Elaborate on the paradigm shift objectives to which the project/programme contributes.

+ Add Another

D.2. Impacts measured by GCF indicators

Select the appropriate impact for the project/programme. Note that more than one indicator may be selected per expected impact result. Add results as appropriate.

To proceed to the following page, click on

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5. **Section E Expected Performance Against Investment Criteria:** This section provides an overview of the expected alignment of the project/programme with the GCF investment criteria: impact potential, paradigm shift, sustainable development, needs of recipients, country ownership, and efficiency and effectiveness.

V.1

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INTRO A. SUMMARY B. DETAILS **C. FINANCING** D. LOGIC FRAMEWORK / M&E E. EXPECTED PERFORMANCE AGAINST INVESTMENT CRITERIA F. ANNEXES

PROJECT FOCAL POINT

C. FINANCING

C.1. Total financing

Currency *

C.1.1 Requested GCF funding

GCF Financial Instrument	Amount	Currency	Tenor	Pricing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="years"/>	<input type="text"/>

+ Add Another

C.1.2. GCF Funding Total

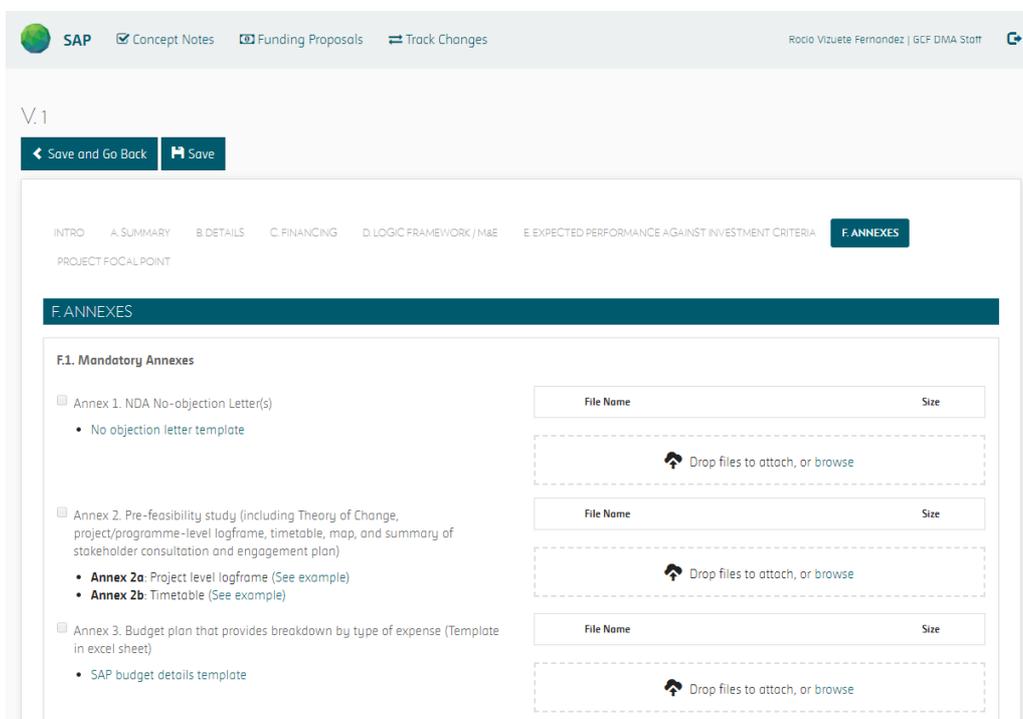
0

Currency

To proceed to the following page, click on

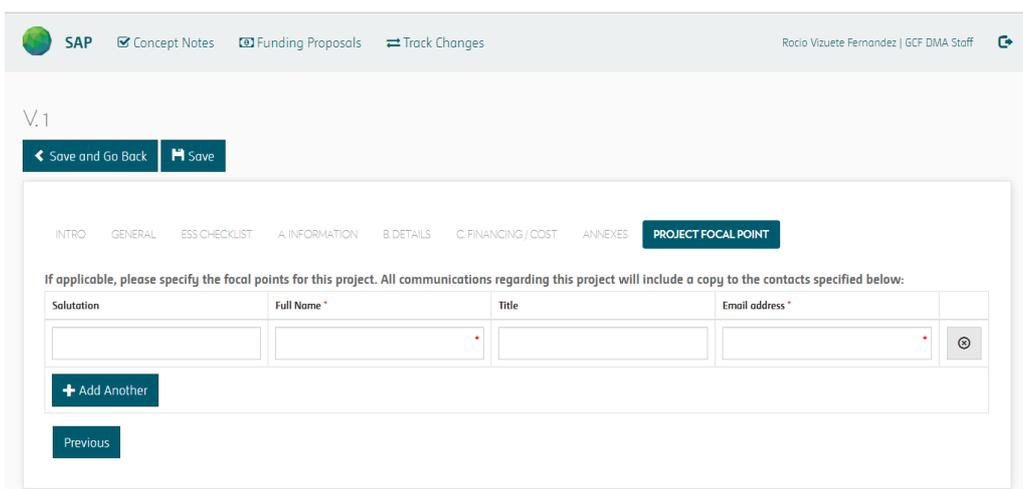
Next

6. **Section F Annexes:** This section provides a list of mandatory documents that should be submitted with the funding proposal as well as optional documents and references as deemed necessary to supplement the information provided in the funding proposal. A template is available for some of the annexes such as the No-objection letter, budget plan or gender assessment and action plan.

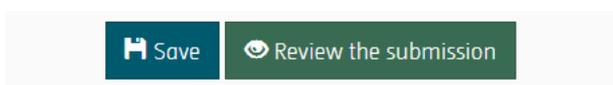


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7. **Focal Point:** In this section, if applicable please indicate the focal points for this project.



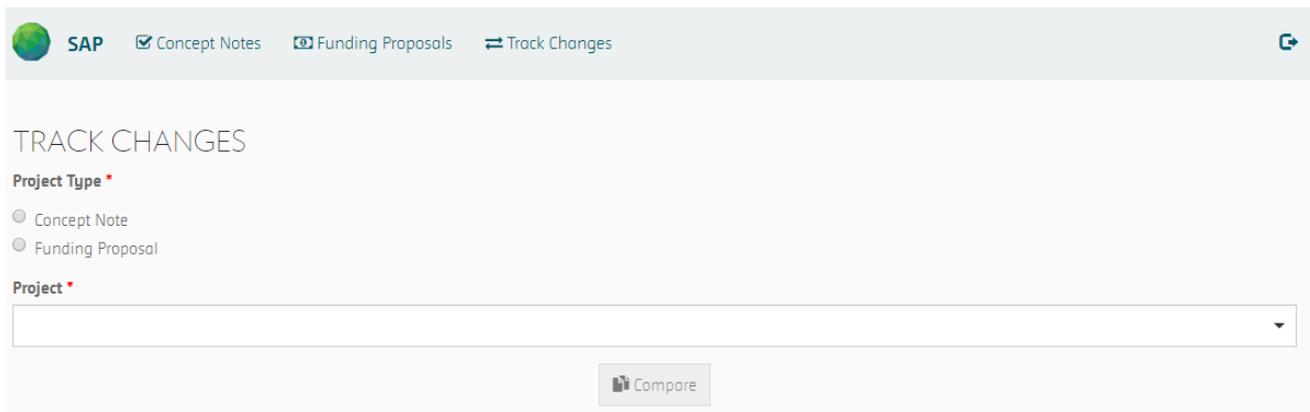
8. **Submission:** When finalizing the Funding Proposal use the "Review the submission" button in order to submit.



3.4 Track Changes

This tool allows the NDAs and AEs to track changes made in the Concept Notes and Funding Proposals between the different versions. This function is particularly relevant for organizations where more than one user is submitting the CN or FP. Using this tool, the user can see a side by side comparison of the two Concept Notes and Funding Proposals.

The system will show the AE or NDA the submissions made by their institution. The user will be able to search for the specific project under the project dropdown.



The screenshot shows the SAP Track Changes interface. At the top, there is a navigation bar with the SAP logo, a checked box for 'Concept Notes', a box for 'Funding Proposals', and a box for 'Track Changes'. Below the navigation bar, the title 'TRACK CHANGES' is displayed. Underneath, there is a 'Project Type' section with two radio buttons: 'Concept Note' and 'Funding Proposal'. Below that is a 'Project' dropdown menu. At the bottom center, there is a 'Compare' button with a double document icon.