

Annex XVIII: Indicative list of activities for direct support to national designated authorities or focal points and elements of an application for direct support to national designated authorities or focal points

1.1 Parameters for NDA or focal point funding

- (a) In recognition of their important role in strengthening country ownership and alignment with national priorities, NDAs or focal points may request direct support by the Fund of up to US\$ 300,000 to cover eligible costs for a two-year period;
- (b) Funding requests may be submitted year-round without an application deadline;
- (c) NDAs or focal points must commit to using Green Climate Fund readiness support solely for the purpose described in the funding request and in accordance with the approved budget; and
- (d) NDAs or focal points applying for funding must submit the following documents to the Secretariat:
 - (i) An online funding request form which includes:
 - A detailed two-year budget outlining the NDA or focal point activities to be supported; and
 - A performance framework including targets and milestones that describes how the proposed activities will contribute to strengthening the institutional capacity of the NDA or focal point and in-country coordination and consultation processes.
 - (ii) One month after completion of year 1 of the funding period, the NDAs or focal points must submit a progress update describing (1) results achieved against intended targets; (2) expenditures incurred (broken down by cost category and performance area) including an analysis of any variance between budgeted and actual expenditures.

1.2 Eligible Costs for direct NDA or focal point funding

- (a) Eligible costs include the following items:
 - (i) Human resources development

Funding for human resources development will include cost for training NDA or focal point staff members in areas relevant to the objectives of the Fund such as project and programme development, international procurement, accounting, oversight, planning and monitoring and evaluation processes. This may include short-term or provisional assignments for external contractors to support NDAs or focal points in exercising their functions outlined in decision B.04/05 (e).
 - (ii) Technical assistance

Technical Assistance can be used for costs directly related to technical or management assistance to support core NDA or focal point functions including development of strategic priorities for engagement with the Fund, programme

and project oversight and alignment with other national bodies' stakeholder engagement (such as civil society, academia and the private sector), dialogues with implementing entities and intermediaries.

(iii) Planning and administration

This category includes the following costs:

- Organization of inter-ministerial coordination processes for GCF-related activities, in particular to assess consistency with national plans, as per decision B.04/05 (e);
- Travel-related costs for members or invited experts to attend NDA or focal point meetings; and
- Necessary information technology or other technical infrastructure.

Limitations: A maximum of three inter-ministerial meetings per year should be budgeted.

(iv) Other meeting expenses, training, workshops, consultations

This category includes:

- Training and workshop organization and facilitation; and
- Consultations with non-governmental constituencies only (e.g. civil society, academia and the private sector) and processes to promote and improve the quality of stakeholder participation, including travel costs and per diems for civil society participation.

Limitations: (i) There should be no more than one stakeholder meeting per quarter with a maximum of two meetings funded per year;

- (ii) Stakeholder meetings should not include more than 15 persons participating.

(v) Communication materials

This category includes: printing, communication and IT costs associated with functions related to performing functions mentioned in decision B.04/05 (e).

1.3 Screening and review process

- (a) In reviewing a request for direct NDA or focal point funding, the Secretariat will verify that the costs to be supported are eligible, reasonable and consistent with national operating costs. Applicants may be contacted by the Secretariat for clarifications; and
- (b) Funds will be approved for disbursement upon the submission of accurate and verifiable information provided by the NDA or focal point and upon signing of the NDA or focal point funding agreement by all parties.

1.4 Financial review and audit

- (a) The NDA or focal point is requested to include in its proposal the arrangements for receipt and accounting of the funds in a transparent manner. The Secretariat and the NDA or focal point will consult to identify a suitable disbursement arrangement that:

- (i) Is accountable, transparent and verifiable; and
 - (ii) Facilitates access to NDA or focal point funding.
- (b) The Fund reserves the right to conduct an external/independent financial review, audit or evaluation or to take any other action that it deems necessary to ensure accountability in the use of funds.