

# Readiness Proposal

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**with Ministry of Foreign Affairs for the Republic of El Salvador**

01 September 2015 | NDA Strengthening & Country Programming



**GREEN  
CLIMATE  
FUND**

(Please submit completed form to [countries@gcfund.org](mailto:countries@gcfund.org))

Summary	
<b>Country</b>	Republic of El Salvador
<b>Date of Submission</b>	20/07/2016
<b>NDA or Focal Point contact details</b>	Deputy Minister for Development Cooperation Name: Jaime Alfredo Miranda Position: Email: <a href="mailto:jmiranda@rree.gob.sv">jmiranda@rree.gob.sv</a> ; <a href="mailto:gemurillo@rree.gob.sv">gemurillo@rree.gob.sv</a> Phone.: +503 2231 1327/2909 Address: Calle El Pedregal, Blvd. Cancilleria, Ciudad Merliot, Antiguo Cuscatlan, La Libertad, El Salvador
<b>Summary of proposed activities NDA timeline (please also include overall objective of the grant, requested grant amount NDA expected timeline for implementation) (maximum 350 words)</b>	<p>The development of the program is planned to be executed in an 18 month period with funding of \$ 300,000 that will be provided in three disbursement tranches.</p> <p>For Activity 1: Strengthening of the NDA, three consultants will be hired, the first consultant will be hired for a period of 9 months and he will be responsible for capacity building of the Deputy Ministry for Development Cooperation based on a previous assessment; the second consultant will work on the basis of inputs provided by consultant 1 for a period of 10 months, in which he is expected to create and strengthen coordination mechanisms with other ministries on matters related to the Green Climate Fund. The capacity building of the NDA and the establishment of interinstitutional-coordination mechanisms will be achieved through the development of workshops, training sessions, dissemination of information on the work performed by the Fund, building of specific procedures, mainly those related to Non-Objection. In addition, there will be a third consultant for a period of 6 months responsible for the development of information material related to the activities of the GCF and its dissemination to relevant stakeholders.</p> <p>For Activity 2: Development of Strategic Framework, the NDA will hire three consultancies.</p> <p>A first consultancy will be hired for a period of 3 months and it will be aimed at carrying out a mapping of priorities for the country in relation to the existing national legislation and national strategic partners that may potentially contribute to the design of a Country Programme.</p> <p>A second consultancy with duration of 12 months, will be aimed at identifying programs / projects and support in the design of project outlines to provide the country a portfolio containing projects with an integrated approach, all of this to be submitted timely to the Green Climate Fund. As part of this consulting frame, potential Implementing Entities will be defined so they may collaborate on future building concepts for projects to be presented to the GCF under the Fund's requirements.</p> <p>Finally, a third consultancy will be hired for a period of 6 months and it will be responsible for the systematization of the experience of the Readiness Support Programme, to provide key information of the scope and results of the Program to be disclosed among a wide national audience along with other necessary inputs that can be used by the DNA as part of the South-South Cooperation to be shared with other countries in the future.</p>

**NOTES:**

- (i) *The Secretariat may provide feedback aimed at strengthening the approach proposed in the inception document to ensure consistency NDA coherence with the decisions on readiness taken by the Board NDA the Governing Instrument of the Fund*

## A. PROJET BACKGROUND & CONTEXT

### A.1 Assessment of strengths NDA needs of the NDA

*Please provide brief analysis on state of readiness to engage with the Fund and other climate finance, NDA highlight strengths, assets, weaknesses, and need for support.*

The Deputy Minister for Development Cooperation nominated by the Government of El Salvador as National Designated Authority, has experience working with various multilateral institutions, however, due to the specific nature and characteristics of the GCF, it is important to create adequate conditions in the Vice Ministry.

Particularly, there is a specific need for financial resources in order to carry out the necessary institutional strengthening and fulfill the pertinent responsibilities as NDA. Also, currently, within the NDA there are limited human resources with specialized technical capabilities regarding climate finance matters. Therefore, the Readiness and Preparatory Program will provide the necessary basis to achieve in short term, an effective strengthening of the NDA's institutional and technical capabilities, which enable the development under its leadership of various strategic actions at national level, among which are:

- Adequate compliance of all the necessary responsibilities for an effective commitment with the GCF.
- Facilitate the involvement of national strategic stakeholders with the Green Climate Fund.
- Promote a greater multi-stakeholder engagement at national level, including the private sector.
- Support the pertinent supervision of the Fund's activities at the national level, in particular through the Cabinet of Environmental Sustainability and Vulnerability
- Establish a consistent framework to define and prepare funding proposals to be submitted to the Fund in by 2018.
- Identify relevant strategic partners, with potential to participate in the implementation of the Country Programme, including potential entities for direct access.

Similarly, the Readiness and the Preparatory Support Programme will allow the strengthening of the NDA, promoting a coordination mechanism among institutions from different areas, at both political and technical levels and in the national context, where important decisions are taken on issues regarding climate change such as the Cabinet of Environmental Sustainability and Vulnerability, the National Council of Sustainability and Vulnerability. This will ensure the success of the strategic actions that may be undertaken at national level.

### A.2 List of national climate change policies NDA initiatives

*Please highlight information on key national climate change response policies NDA initiatives (e.g. national policies, NAPs, NAMAs, INDCs, etc.) that are to be reflected / prioritised in the country programme. Highlight country NDA donor strategies NDA programmes that are of relevance, NDA institutions to be engaged in the process.*

In recent years, El Salvador has conducted important work in the development of initiatives and policy documents in response to the challenges arising from climate change.

Consequently, in 2012, the Government of El Salvador included adaptation as a core element in the Environmental Law and the Environmental Policy, and also including climate change as a key issue for the work at the sectoral level, developed by different government institutions.

At the sectoral level, El Salvador has worked on:

-The “**National Ecosystem and Landscapes Restoration Program**” (PREP), an initiative aimed at promoting the restoration of ecosystems, basins and rural landscapes as a mechanism to ensure ecosystem services and biodiversity conservation as an adaption path for the impacts of climate change, especially to climate variability.

- **Environmental Strategy for adaptation and mitigation to climate change in the agricultural, forestry and aquaculture sectors**, an effort to contribute to the adaptation to climate change impacts on agriculture-livestock, forestry, fisheries and aquaculture sectors focused on watershed sustainable management while contributing to the mitigation of global warming as a co-benefit in the adaptation efforts.

- **National Energy Plan**, aims to contribute to the establishment of a new energy matrix for the medium and long term (2010-2020), based on sustainable development and the proper integration with other key social sectors.

- **Strategy for Adaptation in the Infrastructure Sector and Urban Development**, a preventive strategy to shield the social and productive infrastructure of El Salvador, as well as promoting the shield of gray infrastructure.

-**Strategy for risk management and adaptation to climate change for a sustainable local development**, an initiative presented by the Social Investment and Local Development Fund (FISDL), it was designed to incorporate a focus of sustainable development, risk management and climate change from the territories as a way to increase resilience towards the impacts of climate change.

In 2013, the Ministry of Environment started public consultations to develop the “Climate Change National Plan” involving strategic actors. This plan was presented in June 2015, and it comprises national priorities of climate change, which allows, in overall terms, to establish work lines at the governmental level.

Also, at the national level there are significant ongoing efforts to build NAMAs regarding solid waste and energy sectors.

In order to fulfill the commitments assumed at the international level, the Government of El Salvador presented in November its INDCs, introducing a series of contributions to establish at first, a legislative framework and institutional arrangements that guide the economic and social development towards low emissions and adaptation to climate change. In addition, some quantitative goals for 2025 and 2030 were included, in some cases, they will be duly agreed, quantified and presented before the COP 22.

To fulfill this commitment (INDC’s), the Government El Salvador will receive support from the UNDP, Spanish Cooperation and the European Union.

Access to climate finance is a priority for the Government of El Salvador, on this regard the following actions have been developed:

El Salvador is recipient of the “***Green Climate Fund Readiness Program***”.

The implementation of the Programme started on november 2015<sup>th</sup>, with the support of UNDP and UNEP, and it will be implemented with funding from the German government. The implementation of this program will contribute to complement the efforts undertaken through the Readiness Support Programme of the GCF.

<b>A.3</b>	<b>Key stakeholders to be involved &amp; Proposed process for multi-stakeholder engagement</b>
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*Please provide overview of the key stakeholders in the country engaged in climate policy dialogue, project development, public awareness, etc. Multi-stakeholder engagement is central in activities supported by the Fund; please indicate the stakeholder engagement approach anticipated in the development of the country programme, including prospective implementing entities / intermediaries where possible.*

The Country Programme will be established based on prioritized areas in the Climate Change National Plan, a framework instrument that guides the work on climate change, including, among others:

- Water resources
- Renewable and efficient energy
- Ecosystems
- Agriculture
- Costal and urban development

In addition, the Sustainability and Vulnerability Cabinet has identified other priority intervention areas such as the integral management of water resources focused on the dry corridor area, and it targets the treatment for major aquifers in different territorial points, where water stress conditions prevail.

The key actors involved in climate policy dialogue are represented in the Sustainability and Vulnerability Cabinet, which is a coordinating entity responsible for vulnerability prevention actions in the national territory against natural phenomena and human activity in the country.

- **Vice-Presidency** responsible for providing policy guidance for coordination work with government institutions, and in charge of the direction, coordination and control of actions of the Secretaries of State to ensure a coordinated approach for the implementation of national development strategies related to different issues of national interest including climate change.

- **Technical and Planning Secretariat of the Presidency**, responsible for the strategic planning of the government, and for the coordination of the various governmental institution, promoting dialogue, consultation and negotiation to facilitate the strategic decision-making in the country.
- **Ministry of Environment and Natural Resources, Ministry of Environment and Natural Resources**, is responsible for the formulation, planning and implementation of policies in environment and natural resources, as well as the promotion of policies and actions on climate change.
- **Ministry of the Interior and Territorial Development**, Ministry of the Interior and Territorial Development, ensures the political and administrative organization of the Republic, and maintains and responds to prevention, guidance and mitigation systems, provides response to all kinds of disasters and emergencies at national level.
- **Ministry of Defense**, in addition to duties related to national security, it is empowered to collaborate with different agencies of the Executive Branch in national development programs, especially in situations of national emergency.
- **Ministry of Public Works, Transportation, Housing and Urban Development**, responsible for the planning, control and appraisal of the country's road infrastructure and it also promotes the country's infrastructure safeguarding, as well as its development and maintenance, in accordance with the development plans.
- **Vulnerability Secretariat of the Presidency of the Republic** is responsible for the execution of preventive actions to eradicate the vulnerability which is a current ongoing condition in the country regarding natural phenomena and human activity.
- **Ministry of Tourism**, responsible for development, planning and implementation of the national tourism policy and for supporting sustainable tourism and development policies.
- **Ministry of Agriculture and Livestock**, responsible for policy implementation and administration of the activities of the agricultural sector through development plans and programs at national level, in addition to leading actions to address the impact of climate change in the agricultural sector.
- **Deputy Ministry for Development Cooperation**, responsible for the management of international cooperation, management of the necessary resources for the country's development priorities, and management of climate funding for mitigation and adaptation to climate change.
- **National Administration of Aqueducts and Sewers**, responsible for the administration water resources and water supply throughout the national territory, and it is empowered to take actions to ensure the maintenance of ecological balance of water resources, especially against the impacts of climate change.
- **Hydroelectric Commission of the Lempa River**, responsible for the generation and marketing of power as its main activity, in addition to monitoring functions and care of the basin care of the Lempa River promoting sustainable hydroelectric generation projects and the research of alternative energy sources.

The Cabinet conducts two monthly meetings including the participation of other strategic actors, whenever relevant topics are addressed.

On the other hand, the National Council for Environmental Sustainability and Vulnerability (CONASAV) has been created and aims at promoting and facilitating dialogue and discussion to reach agreements on national commitments in the environmental sustainability and vulnerability areas, including climate change. The main functions that will guide the work of this Council are: monitoring public policies on environmental sustainability and vulnerability, and to issue an opinion on their implementation; the function of promoting the adoption of actions aimed at planning economic growth and sustainable development with an environmental focus; facilitate the definition of mechanisms for funding policies, plans and programs of environmental sustainability and vulnerability; to disclose periodic reports to the public regarding the Council's work, among other functions.

In the CONSAV the following government institutions are represented:

Ministry of Environment and Natural Resources, Ministry of Agriculture, Ministry of Interior and Territorial Development, Ministry of Health, Ministry of Finance, Deputy Ministry for Development Cooperation, National Administration of

Aqueducts and Sewers, National Commission for Small and Micro Enterprises, Vulnerability Secretariat and Technical and Planning Secretariat of the Presidency.

In the CONASAV there are also other actors representing the academia, the municipal sector, the business sector, churches, political parties, media, international organizations and donors, research and opinion organizations, non-governmental organizations related to the areas of sustainability environmental and vulnerability, people with capabilities, experience and/or expertise in environmental sustainability and vulnerability. This space could potentially provide the opportunity to conduct consultations processes and the implementation of specific actions arising from the Readiness Programme.

The proposal for a consultation mechanism in the framework of the Readiness Support with different actors from different sectors will include institutions and organizations coming from: the private sector, academia, civil society, local governments, in order to discuss the priorities regarding activities on climate change, different management tools and governance efforts in the field, with broad participation of different sectors, particularly women.

This consultation mechanism will be led by the Deputy Minister for Development Cooperation, as the National Designated Authority, however, it is expected that the NDA submits progress reports promptly regarding the implementation progress of the Readiness Support Programme to the Environmental Sustainability and Vulnerability Cabinet and to the National Council for Environmental Sustainability and Vulnerability (CONASAV).

## B. DETAILED PROJECT ACTIVITIES

### B.1 Detailed plan for strengthening the NDA

*If applicable, please provide detailed information on the implementation of the proposed activities including workshops, trainings, etc. All activities should be included in the Implementation schedule in annex.*

**Overall objective:** strengthen the Deputy Ministry of Development Cooperation (VMCD) in its role as NDA in order to access and effectively manage climate funding through the GCF.

**Specific objectives:**

- 1) Strengthen the capacities of the VMCD in its relationship with the GCF through capabilities assessments and training workshops.
- 2) Create climate finance management mechanisms for the VMCD regarding accreditation processes and/or non-objection for programmes and/or projects.

The proposed activities for this preparatory area, are detailed in Annex II: Implementation Schedule as follows:

#### 1.1 Establishment of a coordination process among multiple stakeholders to facilitate the engagement with the GCF (Product).

##### 1.1.1 A coordination process with an approved and the detailed schedule(indicator)

- 1.1.1.1 Develop an assessment of capacities of the NDA and institutional strengthening needs. (Consultant 1)
- 1.1.1.2 Identify and execute an experience exchange with countries in the region about the roles, functions and challenges overcome by the NDA's countries in their engagement with the Fund. (Consultant 1)
- 1.1.1.3 Design a proposal for strengthening capacities.

##### 1.1.2 Meeting minutes and list of participants, documenting the engagement of at least 3 stakeholder groups. (indicator)

- 1.1.2.1 Establish a coordination and operational process with legal, administrative and operational arrangements to create a Climate Finance Committee and a core coordinating group.(Consultant 2)
- 1.1.2.2 Develop and approve an Action Plan for the Climate Finance Committee with specific roles, responsibilities, activities and schedules (Consultant 2)

#### 1.2 Annual report of the Fund's activities and other relevant funding mechanisms and institutions in the country. (Product)

##### 1.2.1 Electronic copy of the annual report and details of the public disclosure channels. (Product)

- 1.2.1.1 Preparation of the annual of the GCF's readiness activities and biannual progress reports (Consultants 1, 2 and 3).

**1.3 Information materials on the Fund’s operational procedures in local language (when relevant) and distribution lists of recipients (Product)**

1.3.1 Links to electronic copies of presentations, informative materials and information development disclosed to distribution lists of relevant actors (indicator)

1.3.1.1 Preparation of a diagnosis of disclosure platforms of the NDA and the pertinent information to be divulged regarding activities with GCF, identifying key content, actors, channels and media. (Consultant 3).

1.3.1.2 Collect information on the GCF procedures, the progress of El Salvador regarding the GCF and a proposal based on the information diagnosis. (Consultant 3)

1.3.2 Three informative materials about the Fund, completed and disseminated to at least 3 groups of actors. (Indicator).

1.3.2.1 Develop an inter-ministerial meeting with governmental and non-governmental actors to inform about the GCF activities in El Salvador. (At least 3 actors and the disclosure of the 3 informative materials) (Consultant 3).

<b>B.2</b>	<b>Detailed plan for developing the country programme</b>
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*If applicable, please provide more information on the detailed activities, initial timelines NDA process for the elaboration of the country programme, including a specification of opportunities for input from the Secretariat. All activities should be included in the Implementation schedule in annex.*

**Overall objective:**

Define country opportunities to create strategic frameworks and a Country Programme for the direct permanent involvement with the Green Climate Fund and the potential access to resources thereof, as well as creating capacities for monitoring and follow-up of climate change projects.

**Specific objectives:**

- Define potential opportunities to work with different national strategic stakeholders within priority sectors of the country, defining their roles and supporting frameworks.
- Build a project portfolio with an integrated approach financeable by the Green Climate Fund, with multi-stakeholder work including the national priorities.
- Elaborate a proposal for a monitoring and follow-up system for climate change projects.

For the formulation of a Country Programme, the following activities will be developed under the Readiness Support Programme, which are detailed in Annex II: Implementation Schedule.

**2.1 Country programme, including elements provided in the Country’s Programme of the GCF. (Product)**

**2.1.1 Completion on the use of the General Guidelines for Country Programmes prepared by the Secretariat of the Green Climate Fund. (Indicator)**

2.1.1.1 Mapping of country priorities to engage with the Green Climate Fund (Identification of legislation and national planning, strategic stakeholders and priority attention sectors based on national climate change strategic planning). (Consultant 4)

2.1.1.2 Development, with intersectoral support, of a project and programme portfolio with an integrated approach and with possibilities of being financed by the Green Climate Fund (Consultant 5).

2.1.1.3 Preparation of a proposal for a monitoring and follow-up system for climate change projects (Consultant 5).

2.1.2 Background documentation on the program, and links to public disclosure channels. (Indicator).

2.1.2.1 Systematization of the implementation experience of the Readiness and Preparatory Support Programme to be shared with national and international actors. (Consultant 6).

2.1.2.2 Public presentation in a website of the Readiness Support Programme and its respective progress. (Consultant 3).

**2.2 Summaries of meetings involving multiple stakeholders, including list of participants. (Product).**

**2.2.1 Workshops agendas and summaries convened as part of the Country Programme building process. (Indicator).**

2.2.1.1 Training for different national actors on building projects with integrated approach and potential paradigm shift as requested by the GCF.

2.2.1.2 Completion of two multi-stakeholder consultations: A. Definition of roles and development of a work plan for the construction of the Country Programme and the continuous involvement with the GCF. B. Validation of the work plan.

**2.2.2 Brief note on lessons learned from the Country Programme and best practices in the involvement of relevant actors. (Indicator).**

2.1.1.1 Workshop to exchange experiences on the Country Programme formulation process, with a beneficiary country of the Readiness Support Programme .

2.2.2.2 Inter-ministerial meeting to present the outcomes of the Readiness Support Programme.

**C: LOGICAL FRAMEWORK**

**C.1 Detailed log frame with implementation schedule**

*Please provide detailed log frame including activity level. See Annex I. Only sections relevant to the project should be filled in.*

See Annex1 regarding outcomes.

**D: CONSULTANTS NDA EXPERT SUPPORT**

**D.1 Consultants**

*Please provide brief description of roles of the consultants. Detailed TORs should be provided in annex.*

Area 1: Strengthening of National Designated Authorities (NDA)			
Number	Type	Name	Term
Consultant 1	International (regional)	Strengthening of capacities of the Deputy Ministry for Development Cooperation, (VMCD) as a National Designated Authority for the Green Climate Fund (GCF).	9 months
Consultant 2	National	Establishment of an inter-institutional coordination mechanism on climate finance.	10 months
Consultant 3	National	Design of a dissemination strategy for the VMCD in its role as National Designated Authority (NDA) for the GCF	6 months
Area 2: Developing Strategic Frameworks			
Consultant 4	National	Mapping of Country's Priorities for the engagement with the GCF	3 months
Consultant 5	National	Development of a program and project portfolio with an integrated approach and with possibilities of being funded by the GCF and a monitoring and follow-up system for climate change projects.	12 months
Consultant 6	National	Systematization of the GCF's Readiness Support Programme.	3 months

**D.2 Procurement plan**

*Please describe the different procurement packages NDA method of procurement used for each, using the attached template in Annex III.*

The implementation of the Readiness Support Programme, will be guided accordingly with the procedures for procurement of the Public Administration Procurement Law (LACAP) and its respective Regulations, consequently, the Procurement Plan will be established to comply with the aforementioned Law.

The first disbursement, which amounts US\$100,000.00 will be transferred upon completion of legal arrangements and the submission of disbursement request, in form and substance acceptable to the Fund;

The second tranche of US\$100,000.00 will be transferred upon submission of an interim progress report and financial report, including an expenditure statement after 9 months of implementation; and

The final disbursement of US\$100,000.00 will be made upon submission of a completion report and financial report, including an audited expenditure statement.

See annex III: Procurement Plan

## E: BUDGET

**E.1**

**Budget**

*Please provide detailed budget using the attached template. Please refer to Annex XVI of the Standardized packages document to check the eligible expenses under the grant.*

**Annex I: Logical framework**

	PROJECT SUMMARY	INDICATORS	BASELINES	TARGETS/EXPECTED RESULTS
OUTCOMES	<p>1. NDA capacity to undertake Fund-related responsibilities NDA engage national stakeholders strengthened</p>	<p>1.1 Capacity to coordinate across stakeholders NDA facilitate effective consultation NDA communication.</p> <p>1.2 Knowledge on climate and finance priorities strengthened.</p> <p>1.3 System for reviewing proposals NDA issuing recommendations (or no-objections) established.</p>	<p>1.1 The Cabinet of Environmental Sustainability and Vulnerability, as a high level entity in the decision-making framework on environment and climate change.</p> <p>1.2 The National Plan for Climate Change defines the national priorities on CC, however there is still general weakness in knowledge on climate finance, particularly, regarding the functioning of the GCF.</p> <p>1.3 Lack of a decision-making procedure formally established and disseminated for the multiple "non-objection" requests on projects and/or accreditations.</p>	<p>1.1 The Deputy Minister for Development Cooperation has strengthened institutional capacities for establishing a national coordination mechanism with other actors, so as to address matters related to the Fund, within the responsibilities of its role as National Designated Authority.</p> <p>1.2 The VMCD as NDA has established institutional arrangements for an effective inter-institutional coordination in its relation with the Green Climate Fund.</p> <p>1.3 The VMCD has a structured and disseminated procedure for the analysis and decision for "no-objection" requests on projects and/or accreditations.</p>

		<p>1.4 Capacity NDA systems to monitor, evaluate NDA report on the activities of the Fund NDA other relevant finance mechanisms NDA institutions established.</p> <p>1.5 Information, including in local languages, on procedures of the Fund to disseminated to country stakeholders</p>	<p>1.4 There is a web platform (SICDES) to disseminate basic information on climate funding (AF, GCF UNFCCC and COP). However, it is essential to have a specialized mechanism to disclose information, opportunities and procedures to access climate finance, particularly the GCF.</p> <p>1.5 The current execution of the Green Climate Fund's Preparatory Support Programme, implemented by UNDP and UNEP, which will complement the efforts of the Readiness Support Programme, is aimed among other tasks at reporting the activities of the GCF and other relevant funding mechanisms to multiple stakeholders on climate change at national level.</p>	<p>1.4 The VMCD has a public platform through which opportunities and access procedures for climate finance are disclosed, and it conducts monitoring and reporting of activities related to the GCF.</p> <p>1.5 VMCD communicates relevant information through publications and other pertinent media directed to multiple stakeholders engaged in national coordination and other consultations mechanisms where climate change issues are addressed.</p>
	<p>2. Strategic framework for engagement with the Fund developed</p>	<p>2.1 Engagement of private sector, civil society, government NDA local government stakeholders on priorities for engagement with the fund.</p> <p>2.2 Priorities for project NDA concepts to be developed for accessing the fund.</p>	<p>2.1The Cabinet of Environmental Sustainability and Vulnerability and the National Council of Environmental Sustainability and Vulnerability, act as multi-stakeholder engagement spaces.</p> <p>2.2 The National Strategy for Climate Change, the National Plan for Climate Change and sectoral strategies for climate change as definition of national priorities for the development of potential projects to be submitted to the Green Climate Fund.</p>	<p>2.1 The roles of strategic actors at national level and their involvement and commitment with the Green Climate Fund have been identified, involved and defined.</p> <p>2.2 Priorities have been identified in order to develop projects with an integrated approach and paradigm shift potential to be presented to the GCF.</p> <p>2.3 A Country Program document which can be submitted to the Green Climate Fund according</p>

		<p>2.3 Country programming document developed NDA published in adherence with the initial guidance from the Fund.</p>	<p>2.3 El Salvador does not have a Country Programme to be submitted to the Green Climate Fund in accordance to the initial guide provided by the Fund and also lacks a monitoring and follow-up system for climate change projects.</p>	<p>with the requirements of the Fund including national priorities and needs has been developed, and a proposal for a a monitoring and follow-up system for climate change projects.</p>
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	PROJECT SUMMARY	INDICATORS	BASELINES	TARGETS/EXPECTED RESULTS
<b>OUTPUTS</b>	<p>1.1 A process for supporting coordination across stakeholders and facilitating engagement (including periodic meetings / workshops)</p> <p>1.2 Annual report on activities of the Fund and other relevant funding mechanisms and institutions in the country</p> <p>1.3 Information materials on the operational procedures of the Fund in local languages (where relevant) and distribution lists of recipients</p>	<p>1.1.1 Write up of the coordination process, NDA convening schedule</p> <p>1.1.2 Meeting minutes and lists of participant lists documenting engagement of at least 1 groups</p> <p>1.2.1 Electronic copy of the annual report, NDA details of public dissemination channels</p> <p>1.3.1 Links to electronic copies of presentations, information materials, climate and development information disseminated to distribution lists where relevant.</p>	<p>1.1.1 The Cabinet of Environmental Sustainability and Vulnerability (GSV) currently meets every 15 days, however, it lacks a specific coordination process for the subject of climate finance.</p> <p>1.1.2 There are GSV meeting minutes showing that matters related to climate finance, have been addressed, particularly matters related to the GCF.</p> <p>1.2.1 Currently, the VMCD acting as NDA, lacks the pertinent mechanism for the disclosure and report of activities related to the GCF.</p> <p>1.3.1 The VMCD needs to strengthen its knowledge regarding the procedures and processes of the GCF, in order to efficiently fulfill its role as NDA with the different stakeholders involved.</p>	<p>1.1.1 The GSV has a procedure and a coordination structure of climate finance and conducts meetings periodically and as required.</p> <p>1.1.2 The GSV will feature a specific structure of climate finance management, including regular meetings, involving at least 4 core institutions related to the subject, and eventually, other institutions depending on the particular subject.</p> <p>1.2.1 The VMCD has developed sustainable disclosure strategy on activities related to the GCF at a multi-stakeholder level.</p> <p>1.3.1 The VMCD has effectively fulfilled its role as NDA in El Salvador through various strategies, such as the timely communication and information on activities related to the GCF.</p> <p>1.3.2 The VMCD has developed at least 3 informative materials</p>

		<p>1.3.2 At least 2 information materials on the fund developed NDA disseminated to at least 20 stakeholders</p>	<p>1.3.2 The VMCD lacks informative material regarding opportunities and funding procedures of the GCF.</p>	<p>regarding the activities of the GCF and its operating procedures in El Salvador, in addition to its disclosure.</p>
	<p>2.1 Country programme, including elements provided in the Fund's Initial Guidelines for Country programme</p> <p>2.2 Summaries of meetings of multi-stakeholder engagement, including list of participants</p>	<p>2.1.1 Copy of country programme, completed using the initial guidance on country programme prepared by the GCF secretariat</p> <p>2.1.2 Background documentation on the programme, NDA links to public dissemination channels</p> <p>2.2.1 Agendas NDA summaries from workshops convened as part of the country programme process</p> <p>2.2.2 Short note on lessons learned from country programming, NDA good practices in stakeholder engagement</p>	<p>2.11. The NDA lacks a Country Programme to be submitted to the Green Climate Fund.</p> <p>2.1.2 There is no background documentation on the Country Programme's planning process of at national level.</p> <p>2.2.1. There are no meeting or workshop minutes which support the Country Programme's building process.</p> <p>2.2.2 There are no lessons learned regarding on the Country Programme's building process and best practices regarding the participation of national actors in the process, nor a monitoring and follow-up system for climate change projects.</p>	<p>2.11. The GCF's Country Programme has been completed, validated and submitted.</p> <p>2.1.2 The background documentation on Programme's building process has been developed and disseminated through public disclosure channels.</p> <p>2.2.1. Work agendas and minutes of meeting and workshops supporting the Country Programme's building process have been implemented .</p> <p>2.2.2. The NDA has acquired lessons learned and best practices of the Country Programme on the participation of strategic actors, which have been compiled and documented. Also, a proposal for a monitoring and follow-up system for climate change projects has been developed.</p>

*Note: Please fill in only sections relevant to the project*

Annex II: Implementation schedule

IMPLEMENTATION SCHEDULE	OUTCOMES	OUTPUTS	INDICATORS	ACTIVITIES	YEAR 1				YEAR 2			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	NDA capacity to undertake Fund-related responsibilities NDA engage national stakeholders strengthened	1.1 A process for supporting coordination across stakeholders NDA facilitating engagement (including periodic meetings / workshops)	1.1.1 Write up of the coordination process, NDA convening schedule	1.1.1.1 Develop an assessment plan for the capacities of the NDA including institutional strengthening needs. (Consultant 1).		Start date End date						
				1.1.1.2 Define and implement an exchange of experiences with countries in the region about the role, functions and challenges overcome by the NDA's countries in their engagement with the Fund.. (Consultant 1)			Start date End date					
				1.1.1.3 Build a proposal for strengthening internal capacities with topics and schedule for training sessions / materials / discussion (with relevant actors within the NDA) regarding matters of the GCF (NDA responsibilities, proceedings, etc.), legislation and public policies at national level on climate change. (Consultant 1)			Start date End date					
				1.1.2 Meeting minutes NDA participant lists			Start date			End date		

			documenting engagement of at least 1 groups	operational arrangements for the creation of a Committee on Climate Finance and its core coordinating group. (Consultant 2)									
			1.1.1.2 Develop and validate an Action Plan for the Climate Finance Committee with defined roles, functions, responsibilities, activities and timelines. (Consultant 2).			Start date			End date				
		1.2 Annual report on activities of the Fund NDA other relevant funding mechanisms NDA institutions in the country	1.2.1 Electronic copy of the annual report, NDA details of public dissemination channels	1.2.1.1 Preparation of the annual report on GCF's readiness activities and biannual progress reports (Consultants 1, 2 y 3).				Start date			End date		
		1. 3 Information materials on the operational procedures of the Fund in local languages (where relevant) NDA distribution lists of recipients	1.3.1 Links to electronic copies of presentations, informative materials, climate and development information disseminated to distribution lists where relevant.	1.3.1.1 Diagnosis of current NDA's information disclosure platforms and information required to be disseminated, regarding the activities with GCF, including key content, actors, channels and media. (Consultant 3)				Start date			End date		
				1.3.1.2 Generate information about the GCF and its procedures, the progress achieved by El Salvador and a proposal based on the results of the assessment on information disclosure. (Consultant 3)				Start date			End date		
			1.3.2 At least 3 information materials on the										
				1.3.2.1Conduct an inter-ministerial meeting with				Start date			End date		

			fund developed NDA disseminated to at least xx people	governmental and non-governmental actors to present the activities of the GCF in El Salvador. (Minimum of 3 actors and dissemination of 3 informative materials). (Consultant 3).								
	Strategic framework for engagement with the Fund developed	2.1 Country programme, including elements provided in the Fund's Initial Guidelines for Country Programmes	2.1.1 completed using the initial guidance on country programmes prepared by the GCF secretariat	2.1.1.1 Mapping of the country's priorities for engagement with the Green Climate Fund (Identifying legislation and national planning, strategic actors and priority areas based on national strategic planning on climate change). (Consultant 4).		Start date End date						
				2.1.1.2 Preparation of a project and programmes portfolio with an integrated approach and possibilities of being financed by the Green Climate Fund, built with inter-sectoral support. (Consultant 5).			Start date			End date		
				2.1.1.3 Elaboration of a proposal for a monitoring and follow-up system for climate change projects.					Start date	End date		

			2.1.2 Background documentation on the programme, NDA links to public dissemination channels	2.1.2.1 Systematize the implementation experience of the Readiness Support Programme to be shared with national and international actors. (Consultant 6).							Start date	End date	
			2.1.2.1 Public presentation in a website of the Readiness Support Programme and its progress. (Consultant 3)				Start date			Start date			
		2.2 Summaries of meetings of multi-stakeholder engagement, including list of participants	2.2.1 Agendas NDA summaries from workshops convened as part of the country programme process	2.2.1.1 Training for different national actors on project design with integrated approach and with potential paradigm shift, as requested by the GCF.			Start date		End date				
				2.2.1.2 Completion of two multi-stakeholder consultations: 1.-Definition of roles and preparation of a work plan for the formulation of a Country Programme and permanent involvement with the GCF. 2- Validation of the work plan.			Start date	End date					
		2.2.2 Short note on lessons learned from country programming, NDA good practices in	2.2.2.1 Workshop to exchange experiences on the Country Programme building process, with a country that is					Start date	End date				

			stakeholder engagement	also a beneficiary of the Readiness Support Programme.								
				2.2.2.2 Inter-ministerial meeting for the presentation of the results of the Readiness Support Programme.							Start date	End date

Please indicate the activities that will be executed in order to generate the outputs and outcomes outlined above, which are derived from the standardised programmes of work. Indicative time frames for the completion of relevant activities should also be included. Please fill in only sections relevant to the project.

### Annex III: Procurement Plan

The procurement plan will cover the implementation period. The implementing entity shall update the procurement plan throughout the duration of the project at least annually by including contracts previously awarded. All procurement plans, their updates or modifications shall be published on the website of the implementing entity.

#### General Information

Project Name: : Readiness and Preparatory Support Programme	
Country: El Salvador	Executing Agency: Technical Secretariat of External Financing
Grant Amount: USD \$300,000 Date of First Procurement Plan	Grant Agreement Number: Date of updated Procurement Plan

#### A. Process Thresholds, Review - Month Procurement Plan

##### 1. Project Procurement Thresholds

The following national process thresholds shall apply to procurement of goods and works

Procurement of Goods NDA Works	
Method	Threshold
Bidding or public tender	Amount: up to USD\$60,408.01
Free Management	Amount: USD\$5,034.01- USD\$60, 408.00 (exemption for amounts of: \$0.01 -\$5,034.00)
Direct contracting	Unlimited.(No Threshold)

##### 2. National Prior or Post Review

The following national prior or post review requirements apply to the various procurement NDA consultant recruitment methods used for the project.

Procurement Method	Prior or Post	Comments
<b>Procurement of Goods NDA Works</b>		
Bidding or public tender	Post	
Free Management	Post	
Direct contracting	Post	

Recruitment of Consulting Firms		

Recruitment of Individual Consultants		
Free Management	Post	

**3. Goods and Works Contracts Estimated** *(insert amount)*

The following table lists goods and works contracts for which procurement activity is either ongoing or expected to commence within the next 12 months.

<b>General Description</b>	<b>Contract Value</b>	<b>Procurement Method</b>	<b>Prequalification of Bidders (y/n)</b>	<b>Advertisement Date (quarter/year)</b>	<b>Comments</b>
<b>Activity 1: NDA capacity to undertake Fund-related responsibilities NDA engage national stakeholders strengthened.</b>					
1.1.1.2 Exchange: define and execute an Exchange of experiences with countries in the region.	\$19,600	Free management	No	Q2/year1	
1.1.2.2 Workshop: Develop and Validate an Action Plan of the Climate Finance Committee, including specific roles, responsibilities and timelines.	\$11,000	Free management	No	Q3/year 1	
1.3.2.1 Workshop for the presentation of the GCF activities in El Salvador with governmental and non-governmental actors.	\$5,500	Free management	No	Q3 /year 1	
1.1.2.1 Training: Establishment of a coordination process for functioning with legal, administrative and operational arrangements to create a Climate Finance Committee and its core coordinating group.	\$6,000	Free management	No	Q3/ Year1	
Other cost (Cost of office supplies and services)	\$1,150	Free management	No	Q2/Year 1- Q3/Year 2	The procurement of services will be conducted under the LACAP exceptions on Free Management up to \$5,034
Other cost (Producing or purchasing printed materials such as books, newsletters, etc;	\$1,300	Free management	No	Q2/Year1- Q3/Year 2	The procurement of services will be conducted under the LACAP exceptions on Free Management up to \$5,034

Contingency cost	\$11,756	Free management	No	Q2/Year 1- Q3/Year 2	
<b>Activity 2: Strategic framework for engagement with the Fund developed</b>					
2.2.1.1 Training for different national actors to formulate project with integrated approach and potential paradigm shift, as requested by the GCF.	\$21,608	Free management	No	Q2/Year 1- Q1/Year2	
2.2.1.2 Conduct multi-stakeholder consultation. 1.-Definition of roles and development of a work plan to elaborate a Country Programme and the permanent engagement with the GCF. 2-Validation of the work plan.	\$12,000	Free management	No	Q2/Year1 - Q3/Year1	
2.2.2.1 Workshop: exchange of experiences on building a Country Programme process, with one country that is also a beneficiary of the Readiness Support Programme.	\$28,680	Free management	No	Q1 Year2	
2.2.2.2 Inter-ministerial meeting for the presentation of outcomes of the Readiness and Preparatory Support Programme.	\$6,000	Free management	No	Q3/Year 2	
Other cost (Cost of office supplies and services).	\$1,150	Free management	No	Q1/Year 1- Q3/Year 2	The procurement of services will be conducted under the LACAP exceptions on Free Management up to \$5,034
Other cost (Producing or purchasing printed materials such as books, newsletters, etc;	\$1,300	Free management	No	Q1/Year1- Q3/Year 2	The procurement of services will be conducted under the LACAP exceptions on Free Management up to \$5,034
Contingency cost	\$8,636	Free management	No	Q1/Year 1- Q3/Year 2	

Audit	\$9,000	Free management	No	Q3/Año 2	
<b>TOTAL ACTIVITIES</b>					<b>\$147,800</b>

**4. Consulting Services Contracts Estimated** *(insert amount)*

The following table lists consulting services contracts for which procurement activity is either ongoing or expected to commence within the next 12 months.

<b>General Description</b>	<b>Contract Value</b>	<b>Recruitment Method<sup>1</sup></b>	<b>Advertisement Date (quarter/year)</b>	<b>International or National Assignment</b>	<b>Comments</b>
Consultant 1	\$49,500	Free management	Q1/Year 1	International (regional)	Open application on the COMPRASAL website
Consultant 2	\$26,000	Free management	Q2/Year 1	National	Open application on the COMPRASAL website
Consultant 3	\$12,000	Free management	Q4Year1	National	Open application on the COMPRASAL website
Consultant 4	\$6,000	Free management	Q1 Year1	National	Open application on the COMPRASAL website
Consultant 5	\$30,120	Free management	Q2/Year 1- Q2/Year 2	National	Open application on the COMPRASAL website
Consultant6	\$4,500	Free management	Q3/Year 2	National	Open application on the COMPRASAL website
	<b>\$128,120</b>				

<sup>1</sup> QCBS

## TERMS OF REFERENCE FOR CONSULTING CONTRACTING

### BACKGROUND

El Salvador faces a high vulnerability to the adverse effects of climate change. In El Salvador the severe impact of past weather events that occurred between 2009-2011, caused the death of hundreds of citizens; over US \$ 1.300 billion or its equivalent to 6% of gross domestic product (GDP) was lost; so national action on adaptation, mitigation and reduction of losses and damages has become unpostponable.

Thereby, access to climate finance, remains one of the most troubling issues at the national level and represents a major challenge for many developing countries, especially the most vulnerable to climate change, as is the case of El Salvador.

Thus, in order to generate linking mechanisms with the Green Climate Fund to work on the country's access to resources provided through the Fund, in September of 2014 the Deputy Minister for Development Cooperation was nominated as Designated National Authority (NDA) to the Fund.

In order to help developing countries in their preparation for access to major climate finance, the Green Climate Fund has provided support to build the necessary capacity for a prompt and broad access to resources.

As a result of this effort, El Salvador has been selected as beneficiary for the implementation of the Green Climate Fund's Readiness Support Programme, which is scheduled to be executed in an 18-month period with a funding amount of \$300,000 that will be provided in three disbursement tranches.

El Salvador was granted acceptance by the Green Climate Fund (GCF) to implement and manage the Readiness Support Programme directly through the Technical Secretariat of External Financing (SETEFE), which makes it one of the two countries the region to achieve this.

This program aims to strengthen the Vice Ministry of Development Cooperation in performing its role as National Designated Authority, enabling efficiently fulfilling its responsibilities. It will also allow to develop capabilities for the formulation of a Strategic Framework that will facilitate the articulation of national strategic actors, and create a portfolio of climate change projects based on the priorities identified in the Five-Year Development Plan 2014-2019, the National Plan on Climate Change and other sectoral strategies.

### CONSULTANT 1

#### INTERNATIONAL CONSULTANT (REGIONAL)

**“CAPACITY STRENGTHENING OF THE DEPUTY MINISTRY FOR DEVELOPMENT COOPERATION AS NATIONAL DESIGNATED AUTHORITY FOR THE GREEN CLIMATE FUND”.**

#### OVERALL OBJECTIVE

Strengthen the Deputy Ministry for Development Cooperation (VMCD) in the fulfillment of its role as a National Designated Authority (NDA) to achieve effective access and management of climate financing from the Green Climate Fund (GCF).

#### SPECIFIC OBJECTIVES

- Strengthen the capacities of the VMCD in its relationship with the GCF through an assessment of capabilities, workshops and exchange of experiences.
- Create needed climate finance management mechanisms for the VMCD regarding the different GCF procedures related to accreditation, preparation and / or approval of programmes and / or projects, among others.

#### INDICATIVE ACTIVITIES

- Study of institutional capacities (legal framework, operating procedures, institutional policies, etc.) of the National Designated Authority and its entities, related to GCF activities.
- Examination of the national conjuncture on climate change and identification of relevant potential actors to establish a working relationship with the GCF.
- Exploration of opportunities for an experiences exchange with other GCF NDA's among countries of the region.
- Execution of at least one exchange of experiences with the NDA of a country in the region that has developed progress in the field and preferably with a similar profile as the VMCD.

- Identification of the strengthening needs of the NDA according to its role related to GCF activities through the design of a Capacity Building Plan.
- Study and define the best channels and means for the implementation of the Plan for Strengthening the NDA, integrating the respective sustainability approach.
- Prepare and submit biannual progress report of implementing activities.
- Provide basic bibliography of the GCF and related training spaces.
- Establish meetings and coordination with the various entities from the VMCD linked to the work of the GCF.

## OUTPUTS

1. Capacity Assessment of the NDA.
2. Detailed list of the strengthening needs of the NDA.
3. Mapping of experience exchange opportunities in the region.
4. Report on the exchange of experiences with a country in the region.
5. for the NDA with its respective implementation and sustainability strategy.
6. Biannual progress reports, including of the Capacity Strengthening Plan and final report.

## APPLICANT'S PROFILE

- Graduate in careers related to Social Sciences, Political Science or Natural Sciences, with a master's degree (desirable).
- Advanced knowledge of the GCF (its nature, operations, procedures, tools, etc.) and regional progress on climate finance.
- Experience in coordination and planning of institutional frameworks.
- Experience in research work.
- English proficiency.
- Ability to analyze and organize information (reports and supporting minutes).
- Computer and office equipment skills.
- Negotiation skills, knowledge transfer and independence in administrative tasks.
- Discretion and confidentiality.

## CONSULTANCY EXECUTION PERIOD

The consultancy will have a total duration of 9 months (36 weeks), which will run from the second quarter of the first year of programme execution until the first quarter of the second year of implementation.

## CONSULTANT 2

### NATIONAL CONSULTANT

#### “ESTABLISHMENT OF AN INTER-INSTITUTIONAL COORDINATION MECHANISM ON CLIMATE FINANCING”

### OVERALL OBJECTIVE

Strengthen the Deputy Ministry for Development Cooperation (VMCD) in the fulfillment of its role as a National Designated Authority (NDA) to achieve effective access and management of climate financing from the Green Climate Fund (GCF).

### SPECIFIC OBJECTIVE

- Create needed climate finance management mechanisms for the VMCD regarding the different GCF procedures related to accreditation, preparation and / or approval of programmes and / or projects, among others.

### INDICATIVE ACTIVITIES

- Establish communications with institutions at the national level, which are part of the Cabinet of Environmental Sustainability and Vulnerability (GSV) for the establishment of a coordinated interagency process on climate finance.
- Coordinate meetings, trainings and workshops with various governmental institutions at national level that participate in the GSV framework, for the establishment of a Climate Finance Technical Committee.
- Analysis of inter-agency working proposals under the GSV and the Climate Finance Technical Committee.
- Preparation of concept note proposals for the workshops to be held with the institutions part of the GSV.
- Coordination meetings with representatives of institutions for validation of the work and GCF involvement proposals.

- Report to the Head of the Department of Climate Finance Management on progress in the creation process of the inter-agency coordination procedure
- Participate in meetings at the request of the Deputy Minister for Development Cooperation and assist in the preparation of inputs in the framework of activities related to the Readiness Support Programme.
- Reporting progress to the NDA (VMCD) when required and requested.
- Preparation of the consultancy's final report.

## OUTCOMES

7. Proposed inter-agency coordination procedure with legal, administrative and operational arrangements established for decision making on climate finance.
8. Proposed Action Plan for the Climate Finance Committee.
9. A familiarization with the GCF workshop for the Climate Finance Committee developed.
10. A presentation workshop of the Action Plan for the Climate Finance Committee developed.
11. Processes for "non-objection" decision-making from the NDA regarding project proposals, accreditations and requests for readiness support developed.
12. Biannual progress reports including the final report.

## APPLICANT'S PROFILE

- Graduate in careers related to Social Sciences, Political Science or Natural Sciences, with a master's degree (desirable).
- Advanced knowledge of the GCF (its nature, operations, procedures, tools, etc.) and regional progress on climate finance.
- Experience in coordination and planning of institutional frameworks.
- Experience in research work.
- English proficiency.
- Ability to analyze and organize information (reports and supporting minutes).
- Computer and office equipment skills.
- Negotiation skills, knowledge transfer and independence in administrative tasks.
- Discretion and confidentiality.

## CONSULTANCY EXECUTION PERIOD

The consultancy will be executed in a 10-month period (40 weeks), running from the third quarter of the first year of the program implementation, until the second quarter of the second year of implementation.

## CONSULTANT 3

### NATIONAL CONSULTANT

#### “PRODUCTION OF A DISCLOSURE STRATEGY FOR THE ACTIVITIES OF THE VMCD AS NDA”

### OVERALL OBJECTIVE

Strengthen the Deputy Ministry for Development Cooperation (VMCD) in the fulfillment of its role as a National Designated Authority (NDA) to achieve effective access and management of climate financing from the Green Climate Fund (GCF).

### SPECIFIC OBJECTIVE

- Disclosure of the climate finance management mechanisms of established by the VMCD IN respect to different GCF procedures.

### INDICATIVE ACTIVITIES

- Study of the different actors at THE national level for the establishment of a disclosure strategy of activities and procedures of the GCF.
- Analysis of existing information platforms by the VMCD.
- Develop a report with a sustainable disclosure proposal of the VMCD for activities regarding the GCF, from existing resources.
- Present progress reports to the NDA (VMCD) as required and requested.
- Preparation of the consultancy's final report.

- Coordinate the production of information materials concerning the GCF and its work in El Salvador.

## OUTCOMES

13. Diagnosis of existing information platforms in the VMCD.
14. Strategy for sustainable disclosure of VMCD activities regarding the GCF.
15. Production of three information documents of the GCF.
16. Disclosure and presentation of materials produced to at least three relevant stakeholders regarding the GCF.
17. Biannual progress reports including the final report.

## APPLICANT'S PROFILE

- Degree in Communications or related field, with master's degree, (desirable).
- Relevant experience in management of informative campaigns at the national level.
- Ability to reproduce information in graphic materials amicably.
- Experience in design and drafting of informative documents.
- Advance level of English, (desirable).
- Ability to analyze and organize information (reports, supports memories).
- Media management, such as websites, information systems, design software, etc., in addition to computer and office equipment.
- Knowledge transfer skills and independence in administrative tasks.
- Discretion and confidentiality.

## CONSULTANCY EXECUTION PERIOD

The Consultancy will be carried out in a 6 month-period, (24 weeks), running from the first quarter of the second year of program execution until the second quarter of the second year of implementation.

## CONSULTANT 4:

### NATIONAL CONSULTANT

#### “COUNTRY PRIORITY MAPPING FOR THE INVOLVEMENT WITH THE GREEN CLIMATE FUND”

#### OVERALL OBJECTIVE:

Define country priorities to create strategic frameworks for the direct and permanent involvement with the Green Climate Fund and potential access to resources.

#### SPECIFIC OBJECTIVE:

- Highlight the key national policy frameworks and instruments of strategic policy planning on climate change.
- Define potential opportunities and priorities to work with different actors and national strategic priority sectors of the country.

#### INDICATIVE ACTIVITIES:

- Tracking and analysis of the key policy instruments and policy planning documents at the national level that regulate the work on climate change as useful indicators for the development of multi-sectoral planning projects.
- Establish communications with different national actors at the sectoral level that may support the mapping of country priorities.
- Coordinate work meetings with different national strategic actors involved in the work of climate change, including the NDA, as required.
- Definition of potential roles to perform by the various national actors regarding permanent and coordinated work with the Green Climate Fund.
- Organization and recompilation of documentary information on both regulatory and planning frameworks in matters of climate change.
- Tracking of experiences of other countries in relation to the definition of opportunities and priorities of country's sectors and actors involved in the formulation of strategic frameworks.

- Keep the Head of the Department of Climate Finance Management (NDA-VMCD) informed on progress in the process of building a mapping priorities.
- Submittal of progress reports on mapping priorities to the Implementing Entity (SETEFE) and / or the NDA (VMCD) when required and as requested.
- Preparation of the consultancy's final report.

## OUTCOMES

1. Minutes of coordination meetings with various national actors.
2. Report (s) of mapping progress of the country's priorities for the involvement with the Green Climate Fund.
3. Study Case Report of other countries on their experience mapping country priorities for the formulation of strategic frameworks.
4. Document of country priorities mapping for the involvement with the Green Climate Fund.
5. Consultancy's final report to be submitted to the Designated National Authority.

## APPLICANT'S PROFILE

- Master's degree in fields related to Social Sciences, Political Science.
- Knowledge of public administration and public-private work relations.
- Experience in coordination and planning of inter-agency frameworks.
- Experience in research.
- Advanced English.
- Ability to analyze and organize information (reports, supporting memories).
- Skills on Office programs, email, Dropbox and Skypes and other programs.

## CONSULTANCY EXECUTION PERIOD

The consultancy will be carried out in a 3-month (12 weeks), running from the first quarter of the first year of the program implementation.

## CONSULTANT 5

### NATIONAL CONSULTANT

**“PREPARATION OF A PORTFOLIO OF PROJECTS AND PROGRAMMES WITH INTEGRATED APPROACH AND ELIGIBLE FOR THE GREEN CLIMATE FUND AND A PROPOSAL FOR A MONITORING AND FOLLOW-UP SYSTEM FOR CLIMATE CHANGE PROJECTS”**

### OVERALL OBJECTIVE:

Develop a Country Program that has a portfolio of projects / programs to be presented to the Green Climate Fund to ensure access to financing and elaborate a proposal for a monitoring and follow-up system for climate change projects.

### SPECIFIC OBJECTIVE:

- Definition of priority areas and sectors of interest for the formulation of projects / programmes with an integrated approach and paradigm shift potential to be submitted to the Green Climate Fund, taking into account the existing national documents (Five Year Development Plan, National Plan for Climate Change, National Contributions, etc.).
- Formulation of project profile and multi-actor validation of project/programme proposals.
- Develop a proposal for a monitoring and follow-up system for climate change projects.

### INDICATIVE AREAS:

- Establish communications with different national actors at the sectoral level to define priority interventions based on the country's priorities mapping.
- Provide support in negotiations with the Green Climate Fund for the training of national actors regarding projects with integrated approach and paradigm shift potential.
- Coordinate meetings and workshops with different national strategic actors involved in the work of climate change, including the NDA as required, to define priority projects and training in project formulation.

- Analysis of project proposals approved by the Green Climate Fund, aimed to obtain orientation to ensure a successful project presentation.
- Preparation of project proposals with inter-sectoral approach.
- Identification of potential implementation entities of proposed programmes/projects for the formulation of concept notes and presentation to the GCF.
- Elaboration of a proposal for a monitoring and follow-up system for climate change projects to be implemented in the short term.
- Coordination meetings with key actors to endorse the proposal of the project/programme.
- Keep the Head of the Department of Climate Finance Management informed on the progress in the process of formulation of the project portfolio.
- Submittal of progress reports on the project portfolio to the NDA (VMCD) as required and requested.
- Preparation of the consultancy's final report.

## OUTCOMES

6. Minutes of coordination meetings with different national actors.
7. Systematization of the results of the multi-stakeholder workshops and training.
8. Systematization of the elements required for a successful project facing approval by the Green Climate Fund.
9. Progress report (s) on the programmes / projects portfolio formulation to be submitted to the Green Fund.
10. Programme/ project Portfolio with integrated approach and paradigm shift potential eligible by the Green Climate Fund.
11. Proposal for a strategic monitoring and follow-up system for climate change projects.
12. Report on potential implementing entities to formulate concept notes in the formats required by the GCF and their submittal to the Fund.
13. Consultancy's final report to be submitted to the National Designated Authority.

## APPLICANT'S PROFILE

- Master's degree in related fields of Social Sciences, Political Science, Economics.
- Specialized knowledge in climate change from an inter-sectoral, holistic and multi-actor approach.
- Knowledge of the operation of the Green Climate Fund and its requirements and project approval processes.
- Experience in development of multi-sectoral projects.
- Experience in project monitoring systems.
- Experience in conducting workshops and / or meetings with multi-stakeholder participation.
- Advanced English.
- Ability to analyze and organize information (reports, supporting memories).
- Skills on Office programs, email, Dropbox and Skypes and other programs.

## CONSULTANCY EXECUTION PERIOD

The consultancy will have a total duration of 12 months (48 weeks), running from the second quarter of the first year of program execution until the second quarter of the second year.

## CONSULTANT 6:

### NATIONAL CONSULTANT

### “SYSTEMATIZATION OF THE READINESS AND PREPARATORY SUPPORT PROGRAM OF THE GREEN CLIMATE FUND”

#### OVERALL OBJECTIVE:

Systematize the implementation of the GCF's Readiness Support Programme to be shared with the different national actors, and international organizations, including the Fund.

#### SPECIFIC OBJECTIVE:

- Identify and systematize the various processes, activities and lessons learned and developed during the implementation of the Readiness Support Programme.

- Develop a disclosure proposal at different levels, of the experience of the implementation of the Readiness Support Programme.

#### **INDICATIVE ACTIVITIES**

- Collect physical and digital documentary information that may facilitate the systematization of the experience regarding the implementation of the Readiness Support Programme.
- Conduct meetings or interviews with relevant actors to collect key information.
- Preparation of progress reports of the systematization process of the experience.
- Preparation of a draft document for the official presentation of the systematization of the experience of the Readiness Support Programme to be shared with different actors.
- Develop a proposal for the promotion and disclosure of the proposal of the systematization of the experience at both national and international levels.
- Preparation of the consultancy's final report.

#### **OUTCOMES**

14. Meeting minutes with participants in the implementation of the Readiness Support Programme.
15. Progress report (s) on the systematization proposal of the experience.
16. Minutes of validation meetings on the progress of the systematization proposal.
17. A systematized document of the readiness support experience in digital and physical formats to be translated and published.
18. Document of promotion and public disclosure strategy proposal of the experience.
19. Consultancy's final report to be submitted to the National Designated Authority.

#### **APPLICANT'S PROFILE**

- Master's degree in related fields of Social Sciences, Communications, Political Science.
- Knowledge on climate change.
- Experience in qualitative and quantitative research methodologies, systematization of experiences and knowledge management.
- Knowledge and experience in implementation of communications strategies.
- Advanced English.
- Ability to analyze and organize information (reports, supporting memories).
- Skills in Office programs, email, Dropbox and Skypes and other programs.

#### **CONSULTANCY EXECUTION PERIOD**

The consultancy will have a total duration of 3 months (12 weeks), running from the third quarter of the second year of program implementation.

\* A 13% charge for Value Added Tax (VAT) must be applied to the payment of consultancies, and also a second charge in the remaining amount for the equivalent of 20% for income tax.