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# Readiness Proposal

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**with Sahara and Sahel Observatory (OSS)  
for Republic of Guinea-Bissau**

27 May 2019 | NDA Strengthening and Country Programming



**GREEN  
CLIMATE  
FUND**

# Readiness and Preparatory Support Proposal

## How to complete this document?

- A [Readiness Guidebook](#) is available to provide information on how to access funding under the GCF Readiness and Preparatory Support programme. It should be consulted to assist in the completion of this proposal template.
- This document should be completed by National Designated Authorities (NDAs) or focal points with support from their delivery partners where relevant.
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- Information on the indicative list of activities eligible for readiness and preparatory support and the process for the submission, review and approval of this proposal can be found on pages 11-13 of the guidebook.
- For the final version submitted to GCF Secretariat, please delete all instructions indicated in italics in this template and provide information in regular text (not italics).

## Where to get support?

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

### **Note: Environmental and Social Safeguards and Gender**

Throughout this document, when answering questions and providing details, please make sure to pay special attention to environmental, social and gender issues, particularly to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult page 7 of the readiness guidebook for more information.

SECTION 1: SUMMARY	
<p><b>1. Country submitting the proposal</b></p>	<p>Country name: <b>Guinea Bissau</b>            Name of institution (representing National Designated Authority or Focal Point): <b>Secretariat of State of Environment</b>            Name of official: <b>Viriato Luís Soares Cassamá</b>      Position: <b>National Director of Environment and GCF Focal Point</b>            Telephone: <b>(00245) 955784046/966784046</b>      Email: <a href="mailto:cassamavilus@gmail.com">cassamavilus@gmail.com</a>            Full Office address: <b>Secretariat of State of Environment/ Directorate National of Environment, Avenida dos Combatentes da Liberdade da Pátria, Palácio do Governo, Bissau, Guiné-Bissau</b></p>
<p><b>2. Date of initial submission</b></p>	<p>14/02/2017</p>
<p><b>3. Last date of resubmission</b></p>	<p>28/05/2018</p>
<p><b>4. Which entity will implement the Readiness and Preparatory Support project?</b></p>	<p><input type="checkbox"/> National Designated Authority   <input type="checkbox"/> Accredited Entity   <input checked="" type="checkbox"/> Delivery Partner            Name of institution: <b>Sahara and Sahel Observatory</b>            Name of official: <b>Mr. Khatim Kherraz</b>      Position: <b>Executive Secretary</b>            Telephone : <b>(+ 216) 71 206 633</b>      Email: <a href="mailto:boc@oss.org.tn">boc@oss.org.tn</a>            Full Office address: <b>Boulevard du Leader Yasser Arafat BP 81, 1080 Tunis - Tunisia</b></p>
<p><b>5. Title of the Readiness support proposal</b></p>	<p>Preparation of Guinea Bissau to climate finance through GCF country programming and the establishment of the GCF National Designated Authority</p>
<p><b>6. Type of Readiness support sought</b></p>	<p><i>Please select one option below (one box or circle)</i></p> <p><input checked="" type="checkbox"/> Readiness</p> <ul style="list-style-type: none"> <li><input type="radio"/> Establishing and strengthening national designated authorities or focal points</li> <li><input type="radio"/> Strategic frameworks, including the preparation of country programmes</li> </ul> <p><input type="checkbox"/> Adaptation Planning</p>
<p><b>7. Brief summary of the request</b></p>	<p><i>Guinea-Bissau consistently ranks among the most vulnerable countries in West Africa to climate change. Indeed, Guinea-Bissau has witnessed in the last years a significant disruption in its rainfall and hydrometric patterns. With an insular part (the Bijagos Archipelago), Guinea-Bissau is also part of the group of Small Island Developing States (SIDS) which are exposed to increasing rising tides. According to the Second National Communication on Climate Changes, Guinea-Bissau is exposed to risks of flooding, coastal erosion, rainfall shortfall and salt invasion area have as their main consequences an accentuated aridity of soils, a significant reduction in major humid zones and the disappearance of some rivers and lakes. Torrential rains and extreme temperatures are also climate phenomena that prove and demonstrate the country's vulnerability.</i></p> <p><i>The NAPA concluded that the negative effects of climate changes in almost all productive sectors of national life, particularly as regards its population and natural ecosystems. Among the foreseen consequences, we single out a fall in agricultural, forest and grazing production, loss of human lives arising from gender inequality, malnutrition and food insecurity, risk of endemic disease such as diarrhoea, cholera, typhoid fever, tuberculosis, etc.</i></p> <p><i>The NAPA also highlighted that climate variability will be significantly exacerbated by climate change in the coming decades. Response to date in preparing for the anticipated climate changes have been mostly ad-hoc, reactive and poorly coordinated. Consequently, Guinea-Bissau is currently poorly equipped to address the adverse impacts of climate change.</i></p> <p><i>To allow Guinea-Bissau to better manage climate related challenges undermining economic growth and development, it is essential to help it mobilize the climate financial resources from GCF to address</i></p>

	<p>a number of challenges. To do this, Guinea Bissau, through its focal point, requests initial readiness support from the Green Climate Fund to build country capacity, develop multi-stakeholder consultative processes and to pave the way for the accreditation of national entities for project funding.</p> <p>The engagement with the GCF is seen as an opportunity to access significant resources to finance the implementation of its National Adaptation (NAP), Second National Poverty Reduction Strategy Paper (PRSP II) and its Nationally Determined Contribution (NDC).</p> <p>In the context of country capacity building, Guinea Bissau requests assistance to create a Nationally Designated Authority (NDA), who will be responsible for evaluating proposed projects and developing a well-balanced pipeline of adaptation and mitigation projects</p> <p>Within its strategic development framework, Terra Ranka, Guinea Bissau requests assistance building up its private sector which is almost entirely dependent on natural resources and agriculture and therefore very sensitive to fluctuations in climate. Developing a successful multi-stakeholder consultative process that meaningfully incorporates the private sector and encourages public/private partnerships will be a key ambition in Guinea Bissau's readiness support with the GCF. These aspects will be prospected in this readiness project in order to identify the private sector needs in terms of preparation to climate finance access.</p>																		
<p><b>8. Total requested amount and currency</b></p>	<p><b>300 000US dollars (US\$).</b></p> <table border="1" data-bbox="488 904 1453 1283"> <thead> <tr> <th>Category</th> <th>Estimated budget (\$)</th> </tr> </thead> <tbody> <tr> <td>Consultants</td> <td>135 500,00</td> </tr> <tr> <td>Travel</td> <td>28 500,00</td> </tr> <tr> <td>Workshop</td> <td>48 500,00</td> </tr> <tr> <td>Others</td> <td>33 000,00</td> </tr> <tr> <td>CONTINGENCY (UP TO 5%)</td> <td>11 707,16</td> </tr> <tr> <td>LOCAL PROJECT MANAGEMENT COST (UP TO 5%)</td> <td>19 290,54</td> </tr> <tr> <td>DELIVERY PARTNER FEES (UP TO 10%)</td> <td>23 502,30</td> </tr> <tr> <td><b>TOTAL BUDGET</b></td> <td><b>300 000,00</b></td> </tr> </tbody> </table>	Category	Estimated budget (\$)	Consultants	135 500,00	Travel	28 500,00	Workshop	48 500,00	Others	33 000,00	CONTINGENCY (UP TO 5%)	11 707,16	LOCAL PROJECT MANAGEMENT COST (UP TO 5%)	19 290,54	DELIVERY PARTNER FEES (UP TO 10%)	23 502,30	<b>TOTAL BUDGET</b>	<b>300 000,00</b>
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<p><b>9. Anticipated duration</b></p>	<p>12 months.</p>																		

## SECTION 2: LOGICAL FRAMEWORK

Please complete the table below by including proposed outcomes, baseline situations, the targets for implementation period, and the activities to be undertaken, including key outputs or deliverables. Please add rows for additional outcomes as needed. For further guidance on completing the table, please refer to the guidebook "Accessing the GCF Readiness and Preparatory Support Programme", including specific Outcomes to select from.

OUTCOMES	BASELINE	TARGET	ACTIVITIES <i>Please include at least one specific deliverable output for each activity, and the timeframe (month number) in which it will be delivered to GCF.</i>
<b>1. Country capacity strengthened</b>	0-8	7-8	
1.1 NDA/focal point lead effective coordination mechanism	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p>1.1.1 Set up of a local management unit to support the GCF National Focal Point. <b>Key output:</b> Recruitment of four (4) national technical experts along the project duration: Two senior and Two junior. They should have complementary profiles related to the GCF investment areas. It is proposed to recruit:</p> <p>i) An environment and Climate change/climate finance expert (senior expert): He will be the coordinator of the Readiness project activities under the supervision of the focal point. It will be the contact at the national level during the project implementation, in order to maintain a regular exchange, because the FP manages several other duties in the Ministry of the Environment. This will ensure effective respect of the project pre-established schedule. His tasks are to organize the planned events, to participate in the validation of the ToRs and the different products of the project.</p> <p>ii) A monitoring and evaluation national expert with great skills in analysis and development of strategic document to support the international consultant in charge of the country programme elaboration. He will also, under the GCF national focal point supervision, coordinate the development of the monitoring tool to track climate finance flows in Guinea Bissau and help report elaboration</p> <p>iii) A technical assistant (junior) to help the FP and the project team in the administrative tasks. He or she will participate in the organisation of the project events and the reporting.</p> <p>iv) A junior expert in communication and IT with skills in environment and climate change. His or her tasks will consist in supporting the development of the communication tools and the management of the project or NDA website (platform).</p> <p><b>This team will be formed 1 month after the 1st disbursement.</b></p> <p>1.1.2 Operational capacity building of the local management unit. <b>Key output:</b> Acquisition of equipment. <b>Completed 1 month after 1st disbursement</b></p> <p>1.1.3 Establish the NDA composed by representatives of the concerned ministries Economy and Finance (General Directorate of Planning and General Directorate of Budget); Foreign Affairs, International Cooperation and Communities (General Directorate of Internacional Cooperation) - Energy, Industry and Natural Resources - Agriculture and Rural Development – Fisheries - Public Health, Family and Social</p>

			<p><i>Cohesion - State Secretariat for the Environment (General directorate of Environment), representatives of “Instituto Nacional de Pesquisa Agraria (INPA)”, Instituto Nacional de Investigação e Tecnologia Aplicada (INITA), National Institute of Meteorology, civil society and NGO (GDVR, AD,), Jean Piaget University, 8 Administratives Regions and Municipality of Bissau and private sector. They may be able to provide recommendations and comments on programmes/projects submitted to the NDA. <b>Key outputs:</b> establishment of the NDA (multi-sectorial) The Climate change/ climate finance expert will be the lead of this activity. <b>Completed</b> 2 months after 1st disbursement</i></p> <p><i>1.1.4 Establish work plan of the national designated authority (NDA). <b>Key output:</b> Preparation of a work programme (road map) and Terms of Reference. <b>Completed</b> 2 months after 1st disbursement</i></p> <p><i>1.1.5 Design a coordination mechanism to support NDA’s consultations activities. <b>Key output</b> : a guidebook, in Guinea Bissau’s official language, on the process for supporting coordination across stakeholders and facilitating engagement (governance body, piloting body, meetings / workshops frequency, GCF outreach workshop to projects developers). <b>Completed</b> 3 months after 1st disbursement</i></p> <p><i>1.1.6 Build institutional capacity: strengthen the capacities of the NDA through trainings on climate finance and the GCF (access, procedures, investment criteria, M&amp;E rules) <b>Key output</b> two training workshop. <b>Completed</b> 3 months after 1st disbursement</i></p>
1.2 No objection procedure established and implemented	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p><i>1.2.1 Set-up of no-objection procedure that will evaluate public and private sector projects, and a management methodology to help NDA screen and select projects (paper and digital) and communication to GCF. <b>Key outputs:</b> No-objection procedure in place and a methodology to help NDA screen and select projects. <b>Completed</b> 4 months after 1st disbursement</i></p> <p><i>1.2.2 Organize a workshop for the committee and the stakeholders (public and private sector) to validate the non-objection procedure. <b>Key outputs:</b> One day workshop to validation of the non – objection mechanism. <b>Completed</b> 4 months after 1<sup>st</sup> disbursement</i></p>
1.3 Bilateral agreements between the country and the GCF executed	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<p><i>1.3.1 Organize high-level information and awareness meetings with concerned ministries. <b>Key output:</b> high-level meeting based on a first draft of the agreement such as the (P&amp;IS) and Immunities one in order to pave the way for the signature of a bilateral agreement between GCF and the country in a later stage. The Privileges and Immunities are expected to be signed between Guinea Bissau and the GCF.</i></p>

<p>1.4 Monitoring, oversight and streamlining of climate finance</p>			<p>1.4.1 Develop a monitoring / tracking tool that will enable the NDA to track climate finance flows in Guinea Bissau including GCF funds and help report on their utilization (MRV). <b>Key output:</b> tools developed to assist NDA to monitor, evaluate and report on activities with the fund (thematic presentations, thematic leaflets, thematic reports etc.). <b>Completed</b> 5 months after 1st disbursement.</p> <p>1.4.2 Put In place a national committee around the UNFCCC focal point to monitor, evaluate and report on the activities of the Fund and other relevant climate finance mechanisms. <b>Key output:</b> Establishment of the national climate finance monitoring committee. <b>Completed</b> 5 months after 1st disbursement.</p> <p>1.4.3. Organize a training workshop for the committee on the use of the developed tracking tool to allow its members track climate finance flows in Guinea Bissau. <b>Key output:</b> Training workshop for the benefit the committee members. <b>Completed</b> 6 months after 1<sup>st</sup> disbursement.</p> <p><i>This training workshop will be led by the same international consultant who developed the monitoring tool.</i></p> <p>1.4.4 Analyse and report on data sent by NDA institutions using M&amp;E tools. <b>Key output:</b> Annual report on activities of the fund. <b>Completed</b> 11 months after 1st disbursement</p>
<p><b>2. Country Programme elaborated</b></p> <p>2.1 Stakeholders engaged in consultative processes</p>	<p><b>2-8</b></p> <p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><b>8-8</b></p> <p><input type="checkbox"/>0 <input type="checkbox"/>1 <input checked="" type="checkbox"/>2</p>	<p>2.1.1 Development of a communication strategy and action plan and its implementation in order to “mobilize” and sensitize stakeholders at national level (NDA members and officials of the ministries of environment, finance and key sectors including non-government stakeholders, e.g. civil society, private sector, academia...). The relevant communication tools in the country context will be clearly define in the action plan of the communication strategy <b>Key outputs:</b> communication strategy, its action plan and communication materials are developed <b>Completed</b> 3 months after 1st disbursement.</p> <p>2.1.2 Establish a national platform (including the establishment of a network / exchange portal) involving various stakeholders and create a webpage dedicated to GCF activities available to a broad public. <b>Key outputs:</b> platform developed and presented in a national workshop. <b>Completed</b> 5 months after 1st disbursement</p> <p>2.1.3 Organize sensitization workshops for the relevant stakeholders such us non-state actors e.g. the civil society (including representatives of indigenous people if any ) academia, private sector (micro, small, medium enterprises), NGOs, on GCF related issues,. <b>Key outputs:</b> The workshops for the relevant non-state actors. <b>Completed</b> 4 months after 1st disbursement.</p> <p>2.1.3 A series of sensitization workshops about climate finance and GCF procedures in 5 cities of the countries (at a local level). <b>Key outputs:</b> Dissemination of information about GCF procedures in 5 representative regions of the country for the local population. <b>Completed</b> 6-7 months after 1st disbursement</p>

2.2 Country programmes, including adaptation priorities, developed and continuously updated	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p>2.2.1 Elaborate the Country Programme:</p> <ul style="list-style-type: none"> <li>- Identify the government's mitigation and adaptation priorities in accordance with its strategic policy documents, other sectorial programmes and the Fund's Initial Results Management Framework</li> <li>- Identify a list of programmes and projects, including public-private partnerships, consistent with the Fund's Initial Investment Framework;</li> </ul> <p><b>Key output:</b> a draft of the Country Programme is elaborated.</p> <p>2.2.2 Organize a coordination workshop for the validation of the Country Programme <b>Key output:</b> the Country Programme discussed and validated during a national workshop.</p> <p>2.2.3 Experience and knowledge sharing on the Country programme with other countries. <b>Completed</b> 5 months after 1st disbursement.</p>
2.3 Stakeholder consultations conducted with equal representation of women	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p>2.3.1. Conduct a study on the Gender mainstreaming in climate change adaptation and mitigation in Guinea Bissau. <b>Key output:</b> Study elaborated and published (numeric and paper format) in Guinea Bissau's official language.</p> <p>2.3.2 Organize a stakeholder consultation processes with equal representation of women for the development of the country programme through NDA and consultative committee framework. <b>Key output:</b> workshop to present the study and to sensitize stakeholders and identify resource person to involve in the ad hoc committee. <b>Completed</b> 6 months after 1st disbursement.</p>
<b>3. Direct access</b>	<b>0-2</b>	<b>2-2</b>	
3.1 Candidate entities identified and nominated for accreditation	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p>3.1.1 Identify the prospective public and private sector entities that could be accredited by the Fund to implement Guinea Bissau's programming priorities with respect to the Fund. <b>Key output:</b> Organize working meetings with all relevant stakeholders.</p> <p>3.1.2 Organize an NDA workshop to select 2 national institutions that will be candidate entities for accreditation to the Green Climate Fund. <b>Key output:</b> Two entities identified and nominated by NDA to be accredited, (from the public sector and private sector). <b>Completed</b> 6 months after 1st disbursement</p>
<b>4. Access to finance</b>	<b>1-4</b>	<b>4-4</b>	
4.1 Structured dialogue between the NDA/Accredited Entities and the GCF Secretariat organized	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p>4.1.1 Create a partnership between the NDA (when in place), national or regional accredited entities based in Guinea Bissau and the GCF Secretariat and consider an annual or bi annual workshop to discuss strategic priorities and proposed investments <b>Completed</b> 10 months after 1st disbursement</p>
<b>TOTAL</b>	<b>3-22</b>	<b>20 - 22</b>	



### SECTION 3: ADDITIONAL INFORMATION

*Please explain how this grant will help deliver on the country's readiness needs as identified above and build on institutions, processes or existing work already underway in the country. Please refer to the Guidebook for more specific information on completing this section.*

Guinea Bissau is one of the most vulnerable countries to climate change due to its extensive coastline and economic dependence on natural resources-based and agriculture industries. In fact, its degree of vulnerability to the risks of climate variability (World Risk Index, WRI) is very high (13.75%) and ranks 15th in the world.

Some inventoried Climate Change impacts by sector:

- **Agriculture:** Soil degradation; increased salinity of soils and coastal farmland and acidification of hydromorphic soils, impact on crop productivity: drop in production levels; risk of food shortage; impact on agricultural production and food security;
- **Forest:** Accelerated deforestation, risk of bushfires, qualitative and quantitative degradation of the forest cover;
- **The coastal / marine environment and coral reefs:** coastal erosion (a retreat of the coastline), modification of physicochemical parameters (oxygen, turbidity, eutrophication), rising sea level, salt water intrusion;
- **Fishing:** Decrease of the fishery resources, migration and disappearance of certain species,
- **Health:** Spread of the disease, fragility of health systems, invasion of waterborne diseases, including cholera, dengue fever and yellow fever;

The economic future of Guinea-Bissau depends on its ability to ensure sustainable management of its natural resources in the wake of climate change. However, as a small country and one of the world's poorest, Guinea Bissau currently lacks the both capital and human capacity to respond to its changing climate alone.

Agriculture in Guinea-Bissau provides 50% of GDP, 82% of employment and 93% of export value from a cultivated area of about 200,000 ha (out of an overall surface of 1.41 million ha of arable land). Most of this agriculture depends on the rainfall. This leads to fears that climate change will make it even more difficult to achieve the goal of food self-reliance in the country with this type of agriculture. Additionally, with an overall average electrification rate of about 12% (until mid-2014: 10% in Bissau and 2% in the regions) and 33% (as of August 2014: 25% in Bissau and 8% in the regions) Guinea-Bissau was, and remains, the country in greatest need of access to modern forms of energy in Africa and all over the world.

In the field of household energy, firewood and charcoal remain the main sources of fuel to meet domestic needs in terms of energy. Firewood consumption in the country is estimated at 296.37 Tep, corresponding to 87% of total consumption (SIE-GB, 2006). These elements demonstrate the urgent need for rigorous planning of use of natural resources.

Lack of infrastructure and the consequent poor access to clean water have negative repercussions on economic and social development but also and make populations more vulnerable to climate change. The well-being of resident populations and the socio-economic development of a particular region can be significantly affected and as such, measures of adaptation to climate change are required.

The following areas of intervention are highlighted in Guinea Bissau's national strategy PRSP II:

- Integration of climate change themes on policies, strategies and development plans at national and sub-national level;
- Adaptation of agricultural systems;
- Sustainable land and water management;
- Protection of coastal systems;
- Protection of biodiversity;
- Measures to reduce the risk of natural disasters (civil protection);
- Land management (registration, forest management, agriculture and urban);
- Energy efficiency (including household, transportation) and renewable energy; infrastructure climate proofing

However, Guinea Bissau currently does not have the capacity to evaluate and develop appropriate projects to respond to these critical needs. Additionally, no cost-benefit analysis has been done concerning adaptation or mitigation at the national level. The readiness grant will help the NDA to be identified, strengthened and have capacity to understand climate finance and identify adaptation and mitigation projects/initiatives to combat climate change within the country.



## READINESS AND PREPARATORY SUPPORT PROPOSAL TEMPLATE

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Additionally, Guinea Bissau requests readiness support to help identify entities for direct access accreditation and to build capacity within these entities to manage environmental projects and ESS and gender standards. As the economy and natural resources are one and the same in Guinea Bissau, we also request readiness support to build capacity within the private sector to create projects and initiatives to be submitted to the Private Sector Facility that will empower the private sector to respond to climate change and increase development through improved and innovative management of natural resources

SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT

4.1. Budget Plan

Table 1-1

ANNEX IV: DETAILED BUDGET - GCF Readiness Support Project for GUINEA-BISSAU - Version Sept. 2018

	Proposed activities Please report the same expected outcomes and activities listed in the Annex (es) above	Total Cost Total cost for each activity	Cost Category				Timing		Assumptions Please include all information needed to understand why this budget line is justified (including unit costs)
			Consultants	Travel	Workshop	Others	6m	12m	
Outcome 1 : Country capacity strengthened	1.1 NDA/focal point lead effective coordination mechanism	92 000,00	69 000,00	4 000,00	6 000,00	13 000,00	68 000,00	24 000,00	
	1.1.1 Set up of a local management unit in support of the GCF National Focal Point.	48 000,00	48 000,00	-	-	-	24 000,00	24 000,00	<b>Outputs1.1.1:</b> Recruitment of four (4) technical experts along the project duration (One senior and Two junior): <ul style="list-style-type: none"> <li>• Senior National Consultant: An environment and climate change/climate finance expert = \$ 1,300*12 months = \$ 15,6k</li> <li>• Senior National Consultant: A monitoring and evaluation national expert with great skills in analysis and development of strategic document to support the international consultant in charge of the country programme elaboration \$ 1,300*12 months = \$ 15,6k</li> <li>• Junior National Consultant: A technical assistant to help the FP and the project team in the administrative tasks = \$ 700*12 = \$ 8,4k</li> <li>• Junior National Consultant: A junior expert in communication (IT) with skills in environment and M&amp;E = \$ 700*12 = \$ 8,4k</li> </ul>

1.1.2 Operational capacity building of the local management unit.	13 000,00	-	-	-	13 000,00	13 000,00	-	<b>Outputs 1.1.2:</b> Acquisition of equipment: 3 laptop computers + 2 desktop computers + 3 external hard discs, 1 TB + 2 inverters + 1 printer + stationaries + shelving for archives + 2 desks and office chairs. National open tender= \$ 13k
1.1.3 Establish the NDA composed by representatives of the concerned ministries and representatives of civil society and private sector able to provide recommendations and comments on programmes/ projects.	3 200,00	-	-	3 200,00	-	3 200,00	-	<b>Outputs 1.1.3:</b> One-day workshop to set up the NDA structure: room rental (\$ 300) + catering (\$ 45 * 60) \$ 2,400 + Stationaries (\$ 200) = \$ 3,2k
1.1.4 Establish work plan of the national designated authority (NDA).	-	-	-	-	-	-	-	<b>Output 1.1.4:</b> Preparation of a work programme (road map) and Terms of reference of the NDA functioning. <i>Will be realized by the national consultants hired to support the NDA (The environment and climate change/climate finance national expert)</i>
1.1.5 Design a coordination mechanism to support NDA's consultations activities.	7 000,00	7 000,00	-	-	-	7 000,00	-	<b>Output 1.1.5:</b> Guidebook, both in English and Guinea Bissau's official language (Portou), on the process for supporting coordination across stakeholders and facilitating engagement. Will be develop by the international consultant or firm hired for the NDA and the project team training: \$ 700* 10 days= \$ 7k
1.1.6 Build institutional capacity: strengthen the capacities of the NDA through trainings on climate finance and the GCF (access, procedures, guidelines, investment criteria, M&E rules ...).	20 800,00	14 000,00	4 000,00	2 800,00	-	20 800,00	-	<b>Outputs 1.1.6:</b> Two Training workshops (one-day) for the NDA members: • Room rental (\$ 300) + catering (\$ 45*20 pax = 800) + stationaries (\$ 200) = (\$ 1,300*2) = \$ 2,8k • International consultant for the trainings and the national stakeholders sensitization : \$ 700*20 days = \$ 14k • Travel (~1500k/stay) and DSA (500\$) of the international consultant (\$ 2000*2) = \$ 4k
1.2 No objection procedure established and implemented	2 750,00	-	-	2 750,00	-	2 750,00	-	

1.2.1 Set-up a non-objection procedure that will evaluate public and private sector projects, and a management methodology to help NDA screen and select projects (paper and digital) and communication to GCF.	-			-	-	-	-			<b>Outputs 1.2.1:</b> No-objection procedure in place and a methodology to help NDA screen and select projects (to be set-up on the platform of Guinea-Bissau NDA ). <i>Will develop by the National consultant (A monitoring and evaluation national expert ) under the supervision of the international consultant or firm in charge of the NDA training</i>
1.2.2 Organize a workshop for the committee and stakeholders (public and private sector) to validate the non-objection procedure.	2 750,00	-		-	2 750,00	-		2 750,00	-	<b>Outputs 1.2.2:</b> One day workshop to validate the no-objection procedure: room rental (\$ 300) + catering (\$ 45*50 pax) 2,000 +stationaries (\$ 200) = \$ 2,75k
1.3 Bilateral agreements between the country and the GCF	-	-		-	-	-	-	-	-	
1.3.1 Organize high-level information and awareness meetings with concerned ministries.	-	-		-	-	-	-	-	-	<b>Outputs 1.3.1:</b> High-level meeting based on a first draft of the agreement such as the Privileges and Immunities in order to pave the way for the signature of a bilateral agreement between GCF and the country in a later stage. The agreement can be like the Privileges and Immunities Agreement that parties to the UNFCCC are expected to undertake with the GCF.
1.4 Monitoring, oversight and streamlining of climate finance	24 650,00	17 500,00	3 000,00	4 150,00	-			8 500,00	16 150,00	
1.4.1 Develop a monitoring / tracking tool that will enable the NDA to track climate finance flows in Guinea Bissau and help report on their utilization. Put in place a national committee around the UNFCCC focal point to monitor, evaluate and report on the activi-	23 700,00	17 500,00	3 000,00	3 200,00	-			8 500,00	15 200,00	<b>Outputs 1.4.1:</b> Tools developed to assist NDA to monitor, evaluate and report on activities with the fund (thematic presentations, thematic leaflets, thematic reports etc.) • International consultant: \$ 700 * 25 days = \$ 17,5k • Travels (Including DSA) = \$ 3000 • One-day-Workshop to present and validate the tool and the related deliverables (e.g. national climate finance studies; national budget tracking, multilateral development bank reporting, UNFCCC reporting, ...)= room rental (\$ 300) + catering (\$ 45*60 pax*1 day) \$ 2,400 + stationaries (\$ 200) = \$ 3,2k

	ties of the fund and other relevant climate finance mechanisms.								
	1.4.2 Organize a training workshop for the committee on the use of the developed tracking tool to allow its members track climate finance flows in Guinea Bissau and make the annual report	950,00	-		950,00	-	-	950,00	<b>Outputs 1.4.2:</b> Training workshop for National Climate Finance Monitoring Committee members. This training workshop will be led by the same international consultant who developed the monitoring tool (Activity 1.4.1). • Room rental (\$ 300) + catering (\$ 45*10 pax) \$ 400 +stationaries (\$ 200) = \$ 0,95 k
	1.4.3 Analyse and report on data sent by NDA institutions using M&E tools	-	-	-	-	-	-	-	<b>Outputs 1.4.3 :</b> Annual report on activities of the Fund (corresponding to contingency/reporting costs) to be elaborated by the consultants (unit hired in support to project activities (Act. 1.1.1))
	<b>Total Outcome 1 Budget</b>	<b>119 400,00</b>	<b>86 500,00</b>	<b>7 000,00</b>	<b>12 900,00</b>	<b>13 000,00</b>	<b>79 250,00</b>	<b>40 150,00</b>	
Outcome 2 : Country Programme elaborated	2.1 Stakeholders engaged in consultative processes	76 900,00	16 000,00	15 500,00	25 400,00	20 000,00	33 200,00	43 700,00	
	2.1.1 - Development of a communication strategy and action plan and its implementation awareness raising to "mobilize" and sensitize stakeholders at national level (NDA members and officials of the ministries of environment, finance and key sectors)	23 000,00	8 000,00	-	-	15 000,00	17 000,00	7 000,00	<b>Outputs 2.1.1 :</b> Communication strategy and action plan developed:• National consultant or national firm : \$ 400*20 = \$ 8k Some relevant communications materials defined in the action plan are implemented to broadcast the project and GCF activities at national level (by the same consultant, to be defined), collaboration with Guinea-Bissau and investments plans. • The costs cover for the development, the design, the editing/printing and publishing (including the guidebook on the process for supporting coordination across stakeholders and facilitating engagement) of the various communications materials.: Medias, Magazines, videos interviews = \$ 15k

2.1.2 - Establish a national platform (including the establishment of a network / exchange portal) involving various stakeholders.	16 200,00	8 000,00	-	3 200,00	5 000,00	16 200,00		<p><b>Output 2.1.2:</b></p> <ul style="list-style-type: none"> <li>National consultant to develop the platform: \$ 400*20 = \$ 8k</li> <li>One day workshop to present the platform and webpage: room rental (\$ 300) + catering (\$ 45*60 pax*1 day), Stationaries (\$ 200) = \$ 3,2k</li> <li>The hosting of the platform for &amp;years (\$ 5,000 )= \$5k (The platform will continue after the project whe seekingto finance the hosting costs)</li> </ul>
2.1.3 - Organize trainings, workshops and consultations with relevant non-state actors from the civil society, every ministry and private sector interested to learn on GCF access, non-objection and accreditation process.	6 200,00	-	-	6 200,00	-	-	6 200,00	<p><b>Outputs 2.1.3:</b></p> <p>Sensitization workshop: <i>The same international consultant who trained the NDA members (Act. 1.1.6) will be hired to sensitize stakeholders.</i></p> <p>Two-day-sensitization workshop for at least 60 persons :</p> <ul style="list-style-type: none"> <li>Room rental (\$ 300*2 day=600) + catering (\$ 45*60 pax*2days=4,800) + Stationaries (\$ 200) = \$ 6,2k</li> </ul>
2.1.4 Series of sensitization workshops about climate finance and GCF procedures in 5 regions of the countries.	31 500,00		15 500,00	16 000,00		-	31 500,00	<p><b>Outputs 2.1.4:</b></p> <p>Awareness-raising workshops at local level (in 5 cities):</p> <ul style="list-style-type: none"> <li>Workshops facilitation by the <i>national consultants</i></li> <li>Travel (including DSA) for the NDA and project team (\$ 100*5 pax)*10 days = \$ 5k</li> <li>Car rental (\$ 300*15 days) = \$ 4,5k</li> <li>Local transportation reimbursement (\$ 20*60 pax)*5= \$ 6k</li> <li>Room rental (\$ 300) + catering (\$ 45*60 pax) \$ 2400 + stationaries (\$ 200)= (\$ 2900*5 days) = \$ 16k</li> </ul>
2.2 Country programmes, including adaptation priorities, developed and continuously updated	29 700,00	20 500,00	6 000,00	3 200,00	-	12 000,00	17 700,00	
2.2.1 Elaborate the Country Programme	26 500,00	20 500,00	6 000,00	-	-	12 000,00	14 500,00	<p><b>Outputs 2.2.1:</b></p> <p>Country Programme developed by an international consultant accompaigned by the national consultant hired to support :</p> <ul style="list-style-type: none"> <li>International consultant: \$ 700*25 = \$ 17,5k</li> <li>Travel of international consultant (3 meetings) : \$ 2000*3= \$ 6k</li> <li>Translation in official language (consultancy) = \$ 3k</li> </ul>

	2.2.2 Organize a coordination workshop for the validation of the Country Programme	3 200,00	-	-	3 200,00	-	-	3 200,00	<b>Outputs 2.2.2:</b> Country programme validated and disseminated through a one day workshop: Room rental (\$ 300) + catering (\$ 40*60 pax*1 day) \$ 2400 + Stationaries (\$ 200) = \$ 3,2k
	2.3 Stakeholder consultations conducted with equal representation of women	12 500,00	12 500,00	-	-	-	5 000,00	7 500,00	
	2.3.1 Conduct a study on the Gender mainstreaming in climate change adaptation and mitigation in Guinea Bissau	12 500,00	12 500,00	-	-	-	5 000,00	7 500,00	<b>Output 2.3.1 :</b> Gender mainstreaming Study elaborated • Study will be conducted by OSS (200% = 2 Men/months): \$ 10k • Translation to portuguese= \$ 2,5k
	<b>Total Outcome 2 Budget</b>	<b>119 100,00</b>	<b>49 000,00</b>	<b>21 500,00</b>	<b>28 600,00</b>	<b>20 000,00</b>	<b>50 200,00</b>	<b>68 900,00</b>	
Outcome 3: Direct access	3.1 Candidate entities identified and nominated for accreditation	5 150,00	-	-	5 150,00	-	3 300,00	1 850,00	
	3.1.1- Identify the prospective public and private sector entities that could be accredited by the Fund in implementing Guinea Bissau's programming priorities with respect to the Fund.	3 300,00	-	-	3 300,00	-	3 300,00	-	<b>Outputs 3.1.1:</b> 2 Exchange meetings with all relevant stakeholders • Room rental \$ 300 + catering (\$45*30 pax*1day) * 2 meetings = \$ 3,3k
	3.1.2 - Organize an NDA workshop to select 2 national institutions that will be candidate entities for accreditation to the Green Climate Fund (1 from the public sector and 1 from the private sector)	1 850,00	-	-	1 850,00	-	-	1 850,00	<b>Outputs 3.1.2:</b> NDA Workshop: Room rental (\$ 300) + catering (\$ 45*30 pax*1 day) + stationaries( \$ 200) = \$ 1,85k
	<b>Total Outcome 3 Budget</b>	<b>5 150,00</b>	<b>-</b>	<b>-</b>	<b>5 150,00</b>	<b>-</b>	<b>3 300,00</b>	<b>1 850,00</b>	
Outcome 4: Access	4.1 Structured dialogue between the NDA/Accredited	1 850,00	-	-	1 850,00	-	-	1 850,00	



	Entities and the GCF Secretariat organized								
	4.1.1 Create a partnership between the NDA (when established) and national or regional accredited entities and the GCF Secretariat and organize an annual or bi annual workshop to discuss strategic priorities and proposed investments	1 850,00	-	-	1 850,00	-		1 850,00	Outputs 4.1.1: Workshops (1 day) • Room rental (\$ 300) + catering (\$ 45*30 pax*1 day) + stationaries (\$ 200) = \$ 1,85k
	<b>Total Outcome 4 Budget</b>	<b>1 850,00</b>	<b>-</b>	<b>-</b>	<b>1 850,00</b>	<b>-</b>	<b>-</b>	<b>1 850,00</b>	
<b>Total by category</b>		<b>245 500,00</b>	<b>135 500,00</b>	<b>28 500,00</b>	<b>48 500,00</b>	<b>33 000,00</b>	<b>132 750,00</b>	<b>112 750,00</b>	
CONTINGENCY (UP TO 5%)		11 707,16	-	-	-	11 707,16	6 000,00	5 707,16	
PROJECT MANAGEMENT COST (UP TO 5%)		12 987,01	10 000,00	4 000,00	-	4 000,00	10 000,00	7 290,16	<ul style="list-style-type: none"> <li>• OSS staff support for the elaboration of ToRs and documents monitoring and validation (200% = 2 Men/months): \$ 10k</li> <li>• Travel costs for the local transportation and international trips (Delivery partner): Travel for OSS staff ( 1person) to participate at the start of the process (NDA implementation) = \$ 2k After 8 months, a travel for OSS staff to participate to the annual follow-up workshop and presentation of the gender study = \$ 2 k. Other costs related to the project management \$ 0,291k Auditor fees (one year) = \$ 5k</li> </ul>
DELIVERY PARTNER FEES INCLUDING AUDIT & OTHER (UP TO 10%)		23 502,30	20 000,00	-	-	7 272,73	17 000,00	6 502,30	A unit (Delivery Partner - OSS) will be associated to the project management in order to facilitate the purchase operations and the organization of the workshops. Delivery partner fees will be managed as follow: \$ 20k: OSS Staff salaries (or part thereof) for project coordination and management, finance, procurement and admin staff per month/\$ including internal auditor fees.

									\$ 3,502.30: Operation costs related to administrative management (printing, fax and telecom, and other related activities)
<b>TOTAL BUDGET</b>		<b>300 000,00</b>	<b>165 000,00</b>	<b>32 500,00</b>	<b>48 500,00</b>	<b>57 270,43</b>	<b>165 750,00</b>	<b>132 250,00</b>	

OSS staff that will be dedicated to project management including gender study and TORs development will be paid on a part-time basis. Time sheets will be provided as supporting documents.

Category	Estimated budget (\$)
Consultants	135 500,00
Travel	28 500,00
Workshop	48 500,00
Others	33 000,00
CONTINGENCY (UP TO 5%)	11 707,16
LOCAL PROJECT MANAGEMENT COST (UP TO 5%)	19 290,54
DELIVERY PARTNER FEES (UP TO 10%)	23 502,30
<b>TOTAL BUDGET</b>	<b>300 000,00</b>

4.2. Procurement Plan						
<p><i>For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in section 2, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below. Also, please feel free to replicate this table on Excel spreadsheet if needed.</i></p>						
ITEM	ITEM DESCRIPTION	ESTIMATED COST (US \$)	PROCUREMENT METHOD	THRESHOLDS <i>(Min-Max monetary value for which indicated procurement method must be used)</i>	ESTIMATED START DATE	PROJECTED CONTRACTING DATE
<b>Goods and Non-Consulting Services</b>						
Translation	Translation to Guinea Bissau's official language of the Country Programme	USD 3 000	National Open tender	Between USD 2 000 and USD 10 000		
	Translation to Guinea Bissau's official language of the Gender mainstreaming Study	USD 2 500	National Open tender	Between USD 2 000 and USD 10 000		
Conception and Editing	communication materials (streamers, poster, flyer...) to reach various stakeholders and actors concerned by climate finance in the country	USD 2 000*3=6000	National Open tender	Between USD 2 000 and USD 10 000		
Publishing media	Media : TV, radio broadcast & Podcast	USD 5 000 + 2 000 +2 000 = 9 000	National Open tender	Between USD 2 000 and USD 10 000		
Acquisition of materials	IT equipment: 2 laptop computers + 2 desktop computers + 3 external hard discs, 1 TB + 2 inverters + 1 printer	USD 9 000	Direct procurement	Between USD 2 000 and USD 10 000		
Acquisition of materials	Office expenditure : stationeries + 1 shelving for archives + 2 desks and office chairs	USD 4 000	Direct procurement	Between USD 2 000 and USD 10 000		
SUB-TOTAL (US \$)		<b>USD 33 500</b>				
<b>Consultancy Services</b>						
International consultant	Conduct trainings for NDA members	USD 14 000	International Open tender	USD 700/Day		
	Develop a guidebook on the coordination procedure for the NDA	USD 7 000		USD 700/Day		
International consultant	Develop monitoring/evaluation tools	USD 17 500	International Open tender	USD 700/Day		
International consultant	Develop the country programme	USD 17 500	International Open tender	USD 700/Day		

<b>4.2. Procurement Plan</b>						
<i>For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in section 2, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below. Also, please feel free to replicate this table on Excel spreadsheet if needed.</i>						
<b>ITEM</b>	<b>ITEM DESCRIPTION</b>	<b>ESTIMATED COST (US \$)</b>	<b>PROCUREMENT METHOD</b>	<b>THRESHOLDS</b> <i>(Min-Max monetary value for which indicated procurement method must be used)</i>	<b>ESTIMATED START DATE</b>	<b>PROJECTED CONTRACTING DATE</b>
National consultant	Senior technical expert to support FP/NDA activities: Environmentalist/ Climate Change and climate finance expert Develop the no-objection mechanism	USD 15 600	National Open tender	USD 1 300/Month		
National consultant	Senior National Consultant: A monitoring and evaluation national expert with great skills in analysis and development of strategic documents Support the development of the country programme	USD 15 600	National Open tender	USD 1 300/ Month		
National consultant	A technical assistant to help the FP and the project team in the administrative tasks	USD 8 400	National Open tender	USD 700/Month		
National consultant	A junior expert in communication (IT) with skills in environment and monitoring and evaluation	USD 8 400	National Open tender	USD 700/Month		
National consultant	Develop the communication strategy and its action plan and design some communication materials	USD 8 000	National Open tender	USD 400/Day		
National consultant	Develop the platform and the web page	USD 8 000	National Open tender	USD 400/Day		
<b>SUB-TOTAL (US \$)</b>		<b>USD 120 000</b>				
<b>TOTAL COST (US \$)</b>						<b>USD 153 500</b>



#### 4.3. Disbursement schedule

Specify the proposed schedule for requesting disbursements from the GCF, including amounts and periodicity. For amounts requested, keep to multiples of USD 5,000, and for periodicity, specify whether it's quarterly, bi-annually or annually only.

It is proposed that disbursements are made to Delivery Partner in two tranches:

**1st disbursement:** USD 255 000 (Two hundred Fifty five thousand US Dollars) only, will be disbursed upon after effectiveness of the Grant Agreement and also upon fulfilment of the disbursement conditions as agreed in the Grant.

**Final disbursement:** the remaining amount of USD 45 000 (forty five thousand US Dollars) only, will be transferred upon submission of the project completion report and final audit report and also upon fulfilment of the disbursement conditions agreed in the Grant.

#### 4.4. Additional information

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

In order to optimize the project expenses, the meeting between the national authorities will be organized by the focal point and NDA members to exchange about the climate finance in Guinea Bissau. The draft of the P&I document will be produced by the project senior consultant in collaboration with the DNA representative of the Ministry of Foreign Affairs in the country.

**SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION**

**1.1. Please attach an “implementation map” or describe how funds will be managed by the NDA/FP or delivery partner**

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

The Sahara and Sahel Observatory (OSS) will serve as the **delivery partner** and will work under the leadership and guidance of the FP/NDA to implement the programme. OSS will hire the consultants and procure other services to deliver.

In fact, the project’s fund will be managed by OSS. Payment of expenses related to the project consultations and other of goods and services acquisitions will be carried out by OSS. The fees for the project workshops and events organization will be transfer to the project national executing entity in an account dedicated to the project in accordance with its procedure manual in force. OSS will be in charge of collecting supporting documents related to expenditure and submitting regular reports to the GCF Secretariat. With respect to these financial and management arrangements/MoU, an agreement will be made and signed between OSS and the national entity (the ministry of environment of Guinea Bissau/FP).

The project manager at OSS level will closely collaborate with the NDA supporting team that will be composed from four technical experts: Two senior and Two junior. i) a Climate change/climate finance expert (senior expert), ii) A monitoring and evaluation national expert with great skills in analysis and development of strategic document, iii) A junior expert in communication (IT) with skills in environment and monitoring and evaluation iv) A technical assistant to help the FP and the project team in the administrative tasks.

**1.2. Other relevant information**

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

Some external risks may affect the smooth running of activities. It is in particular:

1. The instability of the national focal point of the country that can be transferred to other functions during the implementation of the project. To mitigate these risks, the project will recruit senior consultants to support the National Focal Point in the implementation of the project.
2. The risk related to the effective realization of the activities planned in the project proposal. To mitigate this risk, it is expected that the delivery partner will conduct periodic country supervision missions to monitor the activities of the project team at the Ministry of Environment. The experience of the OSS with the countries it supports in the preparation for climate finance will allow it to better guide the team to achieve the objectives of the project namely to strengthen the capacity of the DNA and the establishment of country-level strategic frameworks for access to GCF funding. **In other words; the OSS has planned two monitoring missions to provide technical support to the project team and explore the achievements of the field projects in term of impact that will be reflected in the interim report.**
3. The risk related to the financial management of the project. To mitigate these risks, existing OSS procurement procedures will be applied to all planned service and asset offerings. The identification of a national fiduciary entity will be carried out during this first phase of readiness to facilitate the financial transactions of the next readiness projects.
4. The risk involved in finding competent consultants for both the national and international level. To mitigate this risk, the OSS will support the national team in the search and evaluation of the consultants' applications. .

Table 1-1									
ANNEX IV: DETAILED BUDGET - GCF Readiness Support Project for GUINEA-BISSAU - Version Sept. 2018									
	Proposed activities	Total Cost	Cost Category				Timing		Assumptions
			Consultants	Travel	Workshop	Others	6m	12m	
	Please report the same expected outcomes and activities listed in the Annex (es) above	Total cost for each activity							Please include all information needed to understand why this budget line is justified (including unit costs)
Outcome 1 : Country capacity strengthened	1.1 NDA/focal point lead effective coordination mechanism	92,000.00	69,000.00	4,000.00	6,000.00	13,000.00	68,000.00	24,000.00	
	1.1.1 Set up of a local management unit in support of the GCF National Focal Point.	48,000.00	48,000.00	-	-	-	24,000.00	24,000.00	Outputs 1.1.1: Recruitment of four (4) technical experts along the project duration (One senior and Two junior): • Senior National Consultant: An environment and climate change/climate finance expert = \$ 1,300*12 months = \$ 15,6k • Senior National Consultant: A monitoring and evaluation national expert with great skills in analysis and development of strategic document to support the international consultant in charge of the country programme elaboration \$ 1,300*12 months = \$ 15,6k • Junior National Consultant: A technical assistant to help the FP and the project team in the administrative tasks = \$ 700*12 = \$ 8,4k • Junior National Consultant: A junior expert in communication (IT) with skills in environment and monitoring and evaluation = \$ 700*12 = \$ 8,4k
	1.1.2 Operational capacity building of the local management unit.	13,000.00	-	-	-	13,000.00	13,000.00	-	Outputs 1.1.2: Acquisition of equipment: 3 laptop computers + 2 desktop computers + 3 external hard discs, 1 TB + 2 inverters + 1 printer + stationaries + shelving for archives + 2 desks and office chairs. National open tender= \$ 13k
	1.1.3 Establish the NDA composed by representatives of the concerned ministries and representatives of civil society and private sector able to provide recommendations and comments on programmes/ projects.	3,200.00	-	-	3,200.00	-	3,200.00	-	Outputs 1.1.3: One-day workshop to set up the NDA structure: room rental (\$ 300) + catering (\$ 45 * 60) \$ 2,400 + Stationaries (\$ 200) = \$ 3,2k
	1.1.4 Establish work plan of the national designated authority (NDA).	-	-	-	-	-	-	-	Output 1.1.4: Preparation of a work programme (road map) and Terms of reference of the NDA functioning. Will be realized by the national consultants hired to support the NDA (The environment and climate change/climate finance national expert)
	1.1.5 Design a coordination mechanism to support NDA's consultations activities.	7,000.00	7,000.00	-	-	-	7,000.00	-	Output 1.1.5: Guidebook, both in English and Guinea Bissau's official language (Portou, on the process for supporting coordination across stakeholders and facilitating engagement. Will be develop by the international consultant or firm hired for the NDA and the project team training: \$ 700* 10 days= \$ 7k
	1.1.6 Build institutional capacity: strengthen the capacities of the NDA through trainings on climate finance and the GCF (access, procedures, guidelines, investment criteria, M&E rules ...).	20,800.00	14,000.00	4,000.00	2,800.00	-	20,800.00	-	Outputs 1.1.6: Two Training workshops (one-day) for the NDA members: • Room rental (\$ 300) + catering (\$ 45*20 pax = 800) + stationaries (\$ 200) = (\$ 1,300*2) = \$ 2,8k • International consultant for the trainings and the national stakeholders sensitization : \$ 700*20 days = \$ 14k • Travel (~1500k/stay) and DSA (500\$) of the international consultant (\$ 2000*2) = \$ 4k
	1.2 No objection procedure established and implemented	2,750.00	-	-	2,750.00	-	2,750.00	-	
	1.2.1 Set-up a non-objection procedure that will evaluate public and private sector projects, and a management methodology to help NDA screen and select projects (paper and digital) and communication to GCF.	-	-	-	-	-	-	-	Outputs 1.2.1: No-objection procedure in place and a methodology to help NDA screen and select projects (to be set-up on the platform of Guinea-Bissau NDA ). Will develop by the National consultant (A monitoring and evaluation national expert ) under the supervision of the international consultant or firm in charge of the NDA training
	1.2.2 Organize a workshop for the committee and stakeholders (public and private sector) to validate the non-objection procedure.	2,750.00	-	-	2,750.00	-	2,750.00	-	Outputs 1.2.2: One day workshop to validate the no-objection procedure: room rental (\$ 300) + catering (\$ 45*50 pax) 2,000 +stationaries (\$ 200) = \$ 2,75k
	1.3 Bilateral agreements between the country and the GCF	-	-	-	-	-	-	-	
	1.3.1 Organize high-level information and awareness meetings with concerned ministries.	-	-	-	-	-	-	-	Outputs 1.3.1: High-level meeting based on a first draft of the agreement such as the Privileges and Immunities in order to pave the way for the signature of a bilateral agreement between GCF and the country in a later stage. The agreement can be like the Privileges and Immunities Agreement that parties to the UNFCCC are expected to undertake with the GCF.
	1.4 Monitoring, oversight and streamlining of climate finance	24,650.00	17,500.00	3,000.00	4,150.00	-	8,500.00	16,150.00	
	1.4.1 Develop a monitoring / tracking tool that will enable the NDA to track climate finance flows in Guinea Bissau and help report on their utilization. Put in place a national committee around the UNFCCC focal point to monitor, evaluate and report on the activities of the fund and other relevant climate finance mechanisms.	23,700.00	17,500.00	3,000.00	3,200.00	-	8,500.00	15,200.00	Outputs 1.4.1: Tools developed to assist NDA to monitor, evaluate and report on activities with the fund (thematic presentations, thematic leaflets, thematic reports etc.) • International consultant: \$ 700 * 25 days = \$ 17,5k • Travels (Including DSA) = \$ 3000 • One-day-Workshop to present and validate the tool and the related deliverables (e.g. national climate finance studies; national budget tracking, multilateral development bank reporting, UNFCCC reporting, ...)= room rental (\$ 300) + catering (\$ 45*60 pax*1 day) \$ 2,400 + stationaries (\$ 200) = \$ 3,2k
	1.4.2 Organize a training workshop for the committee on the use of the developed tracking tool to allow its members track climate finance flows in Guinea Bissau and make the annual report	950.00	-	-	950.00	-	-	950.00	Outputs 1.4.2: Training workshop for National Climate Finance Monitoring Committee members. This training workshop will be led by the same international consultant who developed the monitoring tool (Activity 1.4.1). • Room rental (\$ 300) + catering (\$ 45*10 pax) \$ 400 +stationaries (\$ 200) = \$ 0,95 k
	1.4.3 Analyse and report on data sent by NDA institutions using M&E tools	-	-	-	-	-	-	-	Outputs 1.4.3 : Annual report on activities of the Fund (corresponding to contingency/reporting costs) to be elaborated by the consultants (unit hired in support to project activities (Act. 1.1.1)
	<b>Total Outcome 1 Budget</b>	<b>119,400.00</b>	<b>86,500.00</b>	<b>7,000.00</b>	<b>12,900.00</b>	<b>13,000.00</b>	<b>79,250.00</b>	<b>40,150.00</b>	

Outcome 2 : Country Programme elaborated	2.1 Stakeholders engaged in consultative processes	76,900.00	16,000.00	15,500.00	25,400.00	20,000.00	33,200.00	43,700.00	
	2.1.1 - Development of a communication strategy and action plan and its implementation awareness raising to "mobilize" and sensitize stakeholders at national level (NDA members and officials of the ministries of environment, finance and key sectors)	23,000.00	8,000.00	-	-	15,000.00	17,000.00	6,000.00	<b>Outputs 2.1.1 :</b> Communication strategy and action plan developed: • National consultant or national firm : \$ 400*20 = \$ 8k Some relevant communications materials defined in the action plan are implemented to broadcast the project and GCF activities at national level (by the same consultant, to be defined), collaboration with Guinea-Bissau and investments plans. • The costs cover for the development, the design, the editing/printing and publishing of the various communications materials.: Medias, Magazines, videos interviews = \$ 15k
	2.1.2 - Establish a national platform (including the establishment of a network / exchange portal) involving various stakeholders.	16,200.00	8,000.00	-	3,200.00	5,000.00	16,200.00		<b>Output 2.1.2:</b> • National consultant to develop the platform: \$ 400*20 = \$ 8k • One day workshop to present the platform and webpage: room rental (\$ 300) + catering (\$ 45*60 pax*1 day), Stationaries (\$ 200) = \$ 3,2k • The hosting of the platform for &years (\$ 5,000 )= \$5k (The platform will continue after the project whe seekingto finance the hosting costs)
	2.1.3 - Organize trainings, workshops and consultations with relevant non-state actors from the civil society, every ministry and private sector interested to learn on GCF access, non-objection and accreditation process.	6,200.00	-	-	6,200.00	-	-	6,200.00	<b>Outputs 2.1.3:</b> Sensitization workshop : The same international consultant who trained the NDA members (Act. 1.1.6 ) will be hired to sensitize stakeholders. Two-day-sensitization workshop for at least 60 persons : • Room rental (\$ 300*2 day=600) + catering (\$ 45*60 pax*2days=4,800) + Stationaries (\$ 200) = \$ 6,2k
	2.1.4 Series of sensitization workshops about climate finance and GCF procedures in 5 regions of the countries.	31,500.00		15,500.00	16,000.00			31,500.00	<b>Outputs 2.1.4:</b> Awareness-raising workshops at local level (in 5 cities): • Workshops facilitation by the national consultants • Travel (including DSA) for the NDA and project team (\$ 100*5 pax)*10 days = \$ 5k • Car rental (\$ 300*15 days) = \$ 4,5k • Local transportation reimbursement (\$ 20*60 pax)*5= \$ 6k • Room rental (\$ 300) + catering (\$ 45*60 pax) \$ 2400 + stationaries (\$ 200)= (\$ 2900*5 days) = \$ 16k
	2.2 Country programmes, including adaptation priorities, developed and continuously updated	29,700.00	20,500.00	6,000.00	3,200.00	-	12,000.00	17,700.00	
	2.2.1 Elaborate the Country Programme	26,500.00	20,500.00	6,000.00	-	-	12,000.00	14,500.00	<b>Outputs 2.2.1:</b> Country Programme developed by an international consultant accompaing by the national consultant hired to support : • International consultant: \$ 700*25 = \$ 17,5k • Travel of international consultant (3 meetings) : \$ 2000* 3= \$ 6k • Translation in official language (consultancy) = \$ 3k
	2.2.2 Organize a coordination workshop for the validation of the Country Programme	3,200.00	-	-	3,200.00	-	-	3,200.00	<b>Outputs 2.2.2:</b> Country programme validated and disseminated through a one day workshop: Room rental (\$ 300) + catering (\$ 40*60 pax*1 day) \$ 2400 + Stationaries (\$ 200) = \$ 3,2k
	2.3 Stakeholder consultations conducted with equal representation of women	12,500.00	12,500.00	-	-	-	5,000.00	7,500.00	
	2.3.1 Conduct a study on the Gender mainstreaming in climate change adaptation and mitigation in Guinea Bissau	12,500.00	12,500.00	-	-	-	5,000.00	7,500.00	<b>Output 2.3.1 :</b> Gender mainstreaming Study elaborated • Study will be conducted by OSS (200% = 2 Men/months): \$ 10k • Translation to portuguese= \$ 2,5k
	<b>Total Outcome 2 Budget</b>	<b>119,100.00</b>	<b>49,000.00</b>	<b>21,500.00</b>	<b>28,600.00</b>	<b>20,000.00</b>	<b>50,200.00</b>	<b>68,900.00</b>	
Outcome 3: Direct access	3.1 Candidate entities identified and nominated for accreditation	5,150.00	-	-	5,150.00	-	3,300.00	1,850.00	
	3.1.1- Identify the prospective public and private sector entities that could be accredited by the Fund in implementing Guinea Bissau's programming priorities with respect to the Fund.	3,300.00	-	-	3,300.00	-	3,300.00	-	<b>Outputs 3.1.1:</b> 2 Exchange meetings with all relevant stakeholders • Room rental \$ 300 + catering (\$45*30 pax*1day) * 2 meetings = \$ 3,3k
	3.1.2 - Organize an NDA workshop to select 2 national institutions that will be candidate entities for accreditation to the Green Climate Fund (1 from the public sector and 1 from the private sector)	1,850.00	-	-	1,850.00	-	-	1,850.00	<b>Outputs 3.1.2:</b> NDA Workshop: Room rental (\$ 300) + catering (\$ 45*30 pax*1 day) + stationaries(\$ 200) = \$ 1,85k
	<b>Total Outcome 3 Budget</b>	<b>5,150.00</b>	<b>-</b>	<b>-</b>	<b>5,150.00</b>	<b>-</b>	<b>3,300.00</b>	<b>1,850.00</b>	
Outcome 4: Access to finance	4.1 Structured dialogue between the NDA/Accredited Entities and the GCF Secretariat organized	1,850.00	-	-	1,850.00	-	-	1,850.00	
	4.1.1 Create a partnership between the NDA (when established) and national or regional accredited entities and the GCF Secretariat and organize an annual or bi annual workshop to discuss strategic priorities and proposed investments	1,850.00	-	-	1,850.00	-	-	1,850.00	<b>Outputs 4.1.1:</b> Workshops (1 day) • Room rental (\$ 300) + catering (\$ 45*30 pax*1 day) + stationaries (\$ 200) = \$ 1,85k
	<b>Total Outcome 4 Budget</b>	<b>1,850.00</b>	<b>-</b>	<b>-</b>	<b>1,850.00</b>	<b>-</b>	<b>-</b>	<b>1,850.00</b>	
<b>Total by category</b>		<b>245,500.00</b>	<b>135,500.00</b>	<b>28,500.00</b>	<b>48,500.00</b>	<b>33,000.00</b>	<b>132,750.00</b>	<b>112,750.00</b>	



CONTINGENCY (UP TO 5%)		11,707.16				11,707.16	6,000.00	5,707.16	
PROJECT MANAGEMENT COST (UP TO 7,5%) & OTHER INCLUDING AUDIT		19,290.54	10,000.00	4,000.00		5,290.54	10,000.00	7,290.54	<ul style="list-style-type: none"> <li>• OSS staff support for the elaboration of ToRs and documents monitoring and validation (200% = 2 Men/months): \$ 10k</li> <li>• Travel costs for the local transportation and international trips (Delivery partner):</li> <li>Travel for OSS staff ( 1person) to participate at the start of the process (NDA implementation) = \$ 2k</li> <li>After 8 months, a travel for OSS staff to participate to the annual follow-up workshop and presentation of the gender study = 2k \$.</li> <li>Other costs related to the project management \$ 0,291k</li> <li>Auditor fees (one year) = \$ 5k</li> </ul>
DELIVERY PARTNER FEES (UP TO 8,5%)		23,502.30	20,000.00	-	-	7,272.73	17,000.00	6,502.30	<ul style="list-style-type: none"> <li>A unit (Delivery Partner - OSS) will be associated to the project management in order to facilitate the purchase operations and the organization of the workshops.</li> <li>Delivery partner fees will be managed as follow:</li> <li>\$ 20,000: OSS Staff salaries( or part thereof) for project coordination and management, finance, procurement and admin staff per month/\$</li> <li>\$ 3502,30: Operation costs related to administrative management (printing, fax and telecom, and other related activities</li> </ul>
<b>TOTAL BUDGET</b>		<b>300,000.00</b>	165,500.00	32,500.00	48,500.00	57,270.43	165,750.00	132,250.00	

\* OSS staff that will be dedicated to project management including gender study and TORs development

Category	Estimated budget (\$)
Consultants	135,500.00
Travel	28,500.00
Workshop	48,500.00
Others	33,000.00
CONTINGENCY (UP TO 5%)	11,707.16
LOCAL PROJECT MANAGEMENT COST	19,290.54
DELIVERY PARTNER FEES (UP TO 10%)	23,502.30
<b>TOTAL BUDGET</b>	<b>300,000.00</b>