
Readiness Proposal

**with the Peruvian Trust Fund for National Parks and Protected Areas
(Profonanpe) for the Republic of Peru**

22 December 2018 | Entity Support



**GREEN
CLIMATE
FUND**

Readiness and Preparatory Support Proposal Template

Programme title:	Increasing Profonanpe's capacities as DAE of Peru – Stage II
Country:	Peru
National designated authority:	Ministry of Economy and Finance
Implementing Institution:	Profonanpe
Date of first submission:	26 September 2018
Date of current submission / version number	6 December 2018 V.01



GREEN
CLIMATE
FUND

How to complete this document?

- Please visit the [Empowering Countries](#) page of the GCF website to download the Readiness Guidebook and learn how to access funding under the GCF Readiness and Preparatory Support Programme.
- This document should be completed by National Designated Authorities (NDA) or focal points with support from their Delivery Partners where relevant. Once completed, this document should be submitted to the GCF by the NDA or focal point to countries@gcfund.org.
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- If the Delivery Partner implementing the Readiness support is not a GCF Accredited Entity for project Funding Proposals, please complete the Financial Management Capacity Assessment (FMCA) questionnaire and submit it prior to or with this Readiness proposal. The FMCA is available for download at the [Library](#) page of the GCF website.

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.
- You can also complete as much of this document as you can and then send it to countries@gcfund.org, copying both the Readiness Delivery Partner and the relevant GCF Country Dialogue Specialist and Regional Advisor. Please refer to the [Country Profiles](#) page of the GCF website to identify the relevant GCF Country Dialogue Specialist and Regional Advisor.
- We will get back to you within five (5) working days to acknowledge receipt of your submission and discuss 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 Annex IV of the Readiness Guidebook for more information.

Please submit the completed form to:

countries@gcfund.org

Please use the following naming convention for the file name:

"GCF Readiness Proposal-[Country]-[yyymmdd]"

1. SUMMARY	
Country submitting the proposal	<p>Country name: Peru</p> <p>Name of institution representing NDA or Focal Point: Ministry of Economy and Finance (MEF)</p> <p>Name of contact person: Pedro Herrera</p> <p>Contact person's position: General Director of International Economics, Competition and Productivity Affairs</p> <p>Telephone number: +511 3115930</p> <p>Email: pherrera@mef.gob.pe</p> <p>Full office address: Jr. Lampa N° 277, Cercado de Lima, Lima, Peru</p> <p>Additional email addresses that need to be copied on correspondences: nalayza@mef.gob.pe</p>
Date of initial submission	26 September 2018
Last date of resubmission	6 December 2018
Version number	V.01
Which institution will implement the Readiness and Preparatory Support project?	<p><input type="checkbox"/> National designated authority</p> <p><input checked="" type="checkbox"/> Accredited entity</p> <p><input type="checkbox"/> Delivery partner</p> <p>Name of institution: Profonanpe</p> <p>Name of official: Claudia Godfrey</p> <p>Position: Director of Development and Supervision (DDS)</p> <p>Telephone number: +511 2181097</p> <p>Email: cgodfrey@profonanpe.org.pe</p> <p>Full office address: Av. Javier Prado Oeste 2378, San Isidro, Lima, Peru</p> <p>Additional email addresses that need to be copied on correspondences:</p>
Title of the Readiness support proposal	Increasing Profonanpe's capacities as DAE of Peru – Stage II
Type of Readiness support sought	<p><input type="checkbox"/> I. Country capacity for engagement with GCF</p> <p><input type="checkbox"/> II. Country programming process</p> <p><input checked="" type="checkbox"/> III. Direct access to climate finance</p> <p><input type="checkbox"/> IV. Climate finance accessed</p> <p><input type="checkbox"/> V. Formulation of national adaptation planning and/or other adaptation planning processes</p>



<p>Brief summary of the request</p>	<p>Peru, through Profonanpe, has recently started a Readiness support which is aimed at improving its capacities as an AE. The firsts planned activities are on their way, while this new proposal is focused on assuring the continuity that some of them require, and adding other actions to tackle new identified gaps at institutional level. Profonanpe has also recently achieved its upgrade for grant making and project risk level category B.</p> <p>In that sense, Profonanpe has identified that in the framework of its new role, it requires for example, to work with the GCF to meet their expectations regarding (i) ESMS auditing on institutional management effectiveness; and (ii) impact evaluation monitoring. Moreover, the institution requires to keep increasing specific capacities that will be reflected in a better-quality project design and management, and in a more efficient achievement of their goals.</p>		
<p>Total requested amount and currency</p>	<ul style="list-style-type: none"> • USD 277,571.00 (Outcome budget + contingency + PMC) • USD 23,5934.00¹ (DP) • USD 301,165.00 (Total) 	<p>Anticipated duration</p>	<p>12 months</p>
<p>Has the country received or is expecting to receive other Readiness and Preparatory Support funding allocations (including adaptation planning) from GCF or other donors?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Peru has previously received three Readiness supports from the GCF. One of them was to prepare COFIDE to apply for GCF accreditation with the support of Price Waterhouse and Cooper (PwC) as Delivery Partner. The second one was given through the GIZ, to strengthen the NDA, prepare a country programme and develop strategic frameworks according to the GCF's guidelines. Finally, the third readiness support was given to strengthen Profonanpe's capacities to better manage future GCF projects either as an implementing or executing entity given that the institution was on its way for an upgrade. Resources of this last request were recently disbursed, so the proposed activities have just started.</p>		

¹ These include the services provided by the administrative area of Profonanpe, in charge of procurement, accountability, and treasuring, among other. The fee also includes the time spend by the Director of Development and Supervision who will monthly assess the advances made. Finally, the fee will contribute to cover maintenance expenses, including communication services which will be required for the implementation of this proposal.

2. BACKGROUND

Profonanpe continues to be the only national AE of the GCF in Peru. It has recently achieved an upgrade and started the implementation of its first GCF Readiness support. However, despite that the results of the first support are still not visible, Profonanpe is characterized by its willing of constant improvement and cooperation with other institutions. Therefore, for the current proposal Profonanpe has sought to give continuity to previous activities and has identified additional institutional gaps that require improvements.

The activities that will seek continuity include for example, (i) coordination meetings with the NDA and the Ministry of the Environment (MINAM) to aligned the Work Programme with the Country Programme²; (ii) participation of Profonanpe in international climate change related events to benefit from lessons learned in other countries by applying them in its own projects and daily functions as AE, as well as for generating new project ideas applicable to Peru; and (iii) increase Environmental and Social Safeguards (ESS) implementation capacities of project teams by sharing experiences in a specific workshop session³.

The new identified institutional gaps include for example, (i) carrying out an Environmental and Social Management System (ESMS) auditing on institutional management effectiveness, following the GCF requirements as requested during the upgrade process; (ii) increase staff capacity for project design, institutional and project quality management, impact evaluation, applied statistics for monitoring, procurement specialization, and gender safeguards implementation, in order to become more effective in project design, implementation and execution; (iii) acquire a GIS software, computer equipment and training to prepare institutional and project related material that facilitate their design, systematization, follow up, monitoring and report, as well as the design of diffusion material; among other.

² In the first Readiness given to Profonanpe, an initial workshop was programmed between stakeholders involved with GCF. The outcome of that workshop is a workplan to be implemented during the following coordination meetings that are considered during both, the previous and here-by proposals.

³ ESS workshops to increase Profonanpe's and project teams' capacities have been held annually since 2016 with the support of different donors. The first Readiness given by the GCF to Profonanpe will allow the accomplishment of 2018 workshop, while the current proposal is expected to contribute to 2019 workshop. Profonanpe is interested in continuing with this practice, as it is aware that (i) there are new projects and teams each year, which need to know Profonanpes's policy and practices regarding environmental, social and gender safeguards; (ii) each year ongoing projects and teams have new experiences to share regarding safeguards; (iii) Profonanpe's accreditation entails a constant growth in the implementation of its policies; and (iv) each workshop allows to identify aspects to be improved.

3. LOGICAL FRAMEWORK AND IMPLEMENTATION SCHEDULE																				
Outcomes		Baseline	Targets	Activities (brief description and deliverables)	Anticipated duration: 12 months															
					Monthly implementation plan of activities															
					1	2	3	4	5	6	7	8	9	10	11	12				
Outcome 1: DAE's Work Programme is aligned with Country Programme	Sub-Outcome 1.1: DAE capacity is increased to respond effectively to the Country Programme.	1 The support given to Profonampe to increase its capacity as a DAE has recently started with the previous Readiness support (funds from 2017 provided by late 2018). Therefore, no change can be noticed yet in relation to the baseline of the previous Readiness request. In addition, current activities will complement the previous ones by filling in identified needs of coordination mechanisms and capacity building.	2	Activity 1.1.1: Continue the implementation of periodic meetings between MEF, MINAM, Profonampe, other potential Accredited Entities that could operate in Peru and GCF Secretariat when applicable. Deliverable 1.1.1: 2 reports summarizing the results and agreements achieved during coordination meetings, including lists of participants.							X					X				
				Activity 1.1.2: Carry out an internship with another environmental fund of the region to exchange experiences regarding monitoring, safeguards and communication ⁴ . Deliverable 1.1.2: Report summarizing the experience and actions to be implemented internally to improve the institution's performance.															X	
				Activity 1.1.3: Perform an external audit regarding the institutional management program effectiveness following GCF requirements. Deliverable 1.1.3: Audit report on institutional management program effectiveness.																X
				Activity 1.1.4:								X								

⁴ The objective of the internship is to get to know the work performed by other environmental fund in the Region and exchange experiences regarding our procedures and lessons learned. This activity is framed under the benefits that provide the South-South cooperation.

3. LOGICAL FRAMEWORK AND IMPLEMENTATION SCHEDULE															
Outcomes	Baseline	Targets	Activities (brief description and deliverables)	Anticipated duration: 12 months											
				Monthly implementation plan of activities											
				1	2	3	4	5	6	7	8	9	10	11	12
			Attend a 'ISO 9001 course' ⁵ provided by a university, institute or academy. Deliverable 1.1.4: Report of the performance of 2 participants from Profonanpe.												
			Activity 1.1.5: Attend a 'Climate change project design course' provided by a university, institute or academy ⁶ . Deliverable 1.1.5: Report of the performance of 3 participants from Profonanpe.							X					
			Activity 1.1.6: Attend an 'Climate change finances course' provided by a university, institute or academy ⁷ . Deliverable 1.1.6: Report of the performance of 1 participant from the Directorate of Administration and Finance (DAF).							X					
			Activity 1.1.7: Attend a 'Procurement of goods and services specialization course' provided by a university, institute or academy. Deliverable 1.1.7: Report of the performance of 3 participants from the							X					

⁵ The ISO 9001 standard establishes the requirements for a Quality Management System that could be internally applied by any organization, regardless of the service it provides. In that sense, building institutional capacity on the application of such system will allow Profonanpe to assess and improve its internal procedures which, at the same time, are aligned with the GCF's fiduciary standards that need to be complied by Profonanpe as an AE (eg. planning, implementation, internal control, evaluation and improvement). In addition, by acquiring this knowledge and applying the good practices and tools, Profonanpe could later determine the usefulness and benefits of requesting the certification.

⁶ For example, visit: <https://www.utwente.nl/en/bms/cstm/education/icrep/#an-introductory-course>

⁷ For example, visit: <https://www.ieb.es/ww2017/wp-content/uploads/2017/01/Finanzas-para-la-Sostenibilidad-y-Cambio-Climatico-EN17.pdf>

3. LOGICAL FRAMEWORK AND IMPLEMENTATION SCHEDULE															
Outcomes	Baseline	Targets	Activities (brief description and deliverables)	Anticipated duration: 12 months											
				Monthly implementation plan of activities											
				1	2	3	4	5	6	7	8	9	10	11	12
			Directorate of Administration and Finance (DAF).												
			Activity 1.1.8: Carry out an 'Internal transparency and accountability workshop' to improve Profonanze's procedures in these matters. Deliverable 1.1.8: Report on workshop development and results, including list of participants.											X	
			Activity 1.1.9: Attend a 'Statistics for monitoring course' provided by a university, institute or academy ⁸ . Deliverable 1.1.9: Report of the performance of 2 participants from the Directorate of Development and Supervision (DDS).						X						
			Activity 1.1.10: Attend an 'Impact Evaluation workshop' provided by an international consultant specialized in the subject. The Independent Evaluation Unit and Secretariat of the GCF will be invited to participate if possible. Deliverable 1.1.10: Report on workshop development and results, including list of participants.											X	
			Activity 1.1.11: Carry out an 'Internal ESS training workshop' to exchange experiences between project teams regarding ESS implementation.							X					

⁸ The course considered in the previous Readiness regarding monitoring and evaluation covered the subject more generally. The course currently proposed is more specific and advanced as it will focus in statistic methods.

3. LOGICAL FRAMEWORK AND IMPLEMENTATION SCHEDULE															
Outcomes	Baseline	Targets	Activities (brief description and deliverables)	Anticipated duration: 12 months											
				Monthly implementation plan of activities											
				1	2	3	4	5	6	7	8	9	10	11	12
			Deliverable 1.1.11: Report on workshop development and results, including list of participants.												
			Activity 1.1.12: Develop a Gender safeguards implementation guidebook for Profonanpe's projects.												
			Deliverable 1.1.12: Guidebook.												
			Activity 1.1.13: Participate on climate change related events such as congresses, conventions or seminars to strengthen Profonanpe's relationship with stakeholders, learned lessons from experiences in other countries and generate new project ideas ⁹ .												
			Deliverable 1.1.13: Report of the 2 events attended by 2 members of Profonanpe staff.												
			Activity 1.1.14: Acquire a GIS software, computer equipment and training to prepare institutional and project related material that facilitate their design, follow up, monitoring and report, as well as the design of diffusion material.												
			Deliverable 1.1.14: First maps elaborated for GCF projects.												
			Activity 1.1.15:												

⁹ The previous Readiness support considered the support to participate in a single event due to limited resources and the prioritization of other activities. Moreover, as the procedures established at national level are put in place, the information acquired during the events will become more useful. The events to be identified may require the payment of a registration fee.

3. LOGICAL FRAMEWORK AND IMPLEMENTATION SCHEDULE															
Outcomes	Baseline	Targets	Activities (brief description and deliverables)	Anticipated duration: 12 months											
				Monthly implementation plan of activities											
				1	2	3	4	5	6	7	8	9	10	11	12
			Conformation of the first Technical Evaluation Committee ¹⁰ . Deliverable 1.1.15: Report on the evaluation and selection process and results.												
			Activity 1.1.16: Translate institutional and/or GCF project documents ¹¹ . Deliverable 1.1.16: Report on translation services including the translated documents.												X
			Activity 1.1.17: Prepare communication material to (i) diffuse Profonanpe's achievements as DAE and GCF project results through an infographic and information sheets; and (i) tutorial videos for project executors to learn how to use Profonanpe's technical and administrative system and tools. Deliverable 1.1.17: Communication material to be prepared.												X

¹⁰ The Technical Evaluation Committee (TEC) as set in Profonanpe's procedure for projects and sub-projects, prepared for the upgrade process, is an independent instance whose function is to review, evaluate and recommend the selection of proposals to be financed through or by Profonanpe. It is formed by at least five members that include: (i) a specialist in project management; (ii) a specialist in climate change and biological diversity; (iii) a specialist in the tender's subject area; (iv) a specialist in environmental safeguards; and (v) a specialist in social and gender safeguards.

¹¹ This activity is considered again in this Readiness, as document translation needs to be done in an ongoing basis; new information is always being generated during project design and management, procedures implementation and updates, report development, reaccreditations, etc.

4. ADDITIONAL INFORMATION (ONLY FOR ADAPTATION PLANNING SUPPORT)

N/A

5. BUDGET, PROCUREMENT, IMPLEMENTATION, AND DISBURSEMENT

5.1 Budget plan

Please see the Budget Plan in Excel file.

5.2 Procurement plan

Please see the Procurement Plan in Excel file.

5.3 Disbursement schedule

Readiness Proposal that requires a bilateral Grant Agreement to be signed with the GCF

- The first disbursement *amounting* USD 169,158.00 will be transferred upon approval of the readiness request and effectiveness of the Grant Agreement;
- The second disbursement *amounting* USD 120,210.00 will be transferred upon submission of an interim progress report, in form and substance acceptable to the Fund; and
- The third disbursement *amounting* USD 11,797.00 will be transferred upon submission of a completion report and audited financial report, in form and substance acceptable to the Fund, including an audited expenditure statement;

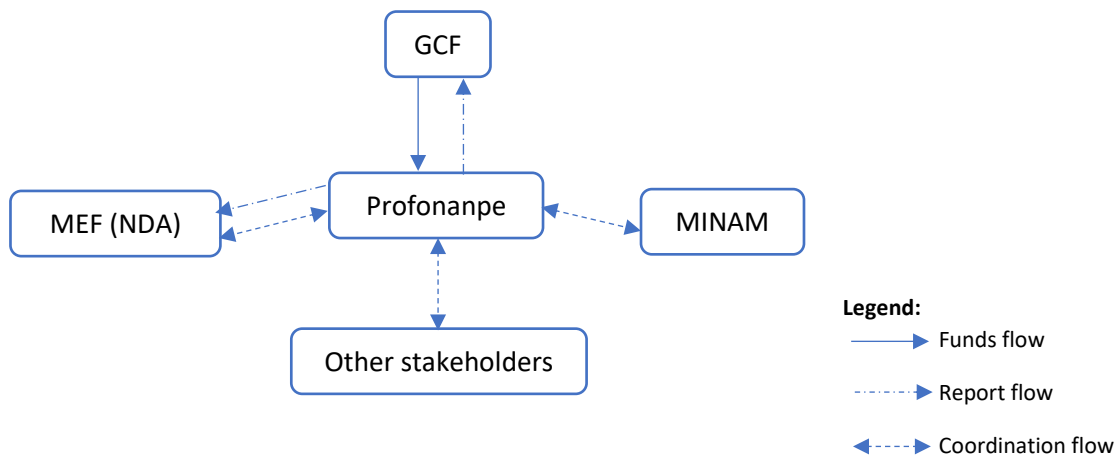
6. IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

6.1 Implementation map

Profonanpe, as GCF's AE, will be in charge of technical and financial execution of this proposal. Therefore, Profonanpe will assume the following responsibilities:

- Receive and manage all funds received through the Readiness Program for preparatory support as described in the proposal.
- Coordinate with the NDA to organize the periodic meetings.
- Carry out procurement of consultancies, services and equipment.
- Organize workshops and coordinate the logistics to participate in climate change related events.
- Review the quality of the translations requested.
- Prepare the content to be used in communication material and review the final products.
- Prepare reports stated as deliverables for each programed activity and the corresponding interim, completion and financial report.
- Coordinate the external audit.

A visual representation of the implementation map is presented below:



6.2 Risks, monitoring and evaluation (M&E), and other relevant information

The identified risks and corresponding mitigation actions are the following:

Risks	Mitigation actions
Changes are made in the designation of representatives from national authorities.	Profonanpe will keep a cordial relation with any NDA and MINAM representative assigned to follow up GCF activities, and will coordinate initial meetings to update them on previous arrangements and decisions taken in order to facilitate continuity.
The agenda of representatives of the NDA and MINAM difficult coordination meetings.	Profonanpe agenda will be kept flexible in order to carry out meetings on NDA and MINAM's convenience.
Staff members participating in the given courses are not able to conclude them due to personal issues and/or change of job.	Profonanpe will request staff members to sign an agreement stipulating that they commit to complete the course satisfactorily and to work for the institution for a specified period of time after finishing the course, or otherwise must comply with the corresponding fine or penalty.

In relation to the sustainability of the capacity building activities, Profonanpe will apply the following measures:

- Evaluate the staff motivation in increasing their knowledge vs. their functions and institutional needs for improvement, in order to select the appropriate personnel to boost the institution's performance.
- Indicate staff members that they will be subject to assessment when receiving capacity building, to motivate their participation during such activities.
- Request staff members receiving capacity building, to translate lessons learned and knowledge acquired, into the institution's policies, operations documents and tools, among other, by reviewing and improving them.
- Foster internal meetings where staff members can share their acquired knowledge with their colleagues.

It is worth mentioning that most of Profonanpe's staff have over ten years working for the institution. This means that the working environment motivates the personnel to stay within it for long lasting periods, suggesting that the knowledge acquired with this project will be applied in their daily functions not only in a near future, but for a prolonged period of time.

In order to monitor the performance of programmed activities, deliverables and reports, as well as the occurrence of risks and the appliance of the corresponding mitigation actions, Profonanpe will apply the following:

- Assign a technical staff member responsible for the implementation of the proposal.
- Assign the Director of Development and Supervision to monthly assess the advances made according to the programmed activities and commitments with GCF under the Readiness Grant Agreement.
- Adjust this proposal to the institutional documents used for annual programming and upload it to its technical and financial system to facilitate follow up and later reporting to the GCF.
- Inform the NDA the progress of programmed activities during the periodic meetings established as activity 1.1.1 in the present proposal.
- Share interim, completion and financial report with the NDA before its submission to the GCF in order to include any observations raised.

To avoid any possible conflict of interests deriving from Profonanpe's role as an AE, the prioritization of investments and projects in the context of this readiness grant, will be made through a broad consultation process with relevant stakeholders, including other potential implementing entities of Peru. The final validation of these priorities will be carried out through the country's own relevant coordination mechanism and institutional arrangements, with the participation of other government agencies, as well as representatives from civil society and private sector as the NDA deems relevant, to ensure chosen priorities are fully aligned with national plans and strategies and adequately includes inputs from consulted stakeholders.

5.1 Budget Plan

Please add rows for Outcomes, Outputs and Cost Categories as required. Additional budget categories may be added by manually typing them on the Budget Category sheet.

Outcomes	Activities	Budget Categories <small>choose from the drop-down list</small>	Detailed Budget (in US\$)				Total Budget <small>(per outcome)</small>	Total Budget <small>(per sub-outcome)</small>	Disbursement Plan							
			Unit	# of Unit	Unit Cost	Total Budget <small>(per budget category)</small>			6m	12m	18m	24m	30m	36m		
Outcome 1: DAE's Work Programme is aligned with Country Programme	Sub-outcome 1.1: DAE capacity is increased to respond effectively to the Country Programme	1.1.1 NDA-MINAM-Profonanpe meetings	Workshop/Training	W/Day	6	100.00	600.00	255,650.00	255,650.00	300.00	300.00					
		1.1.2 Internship between environmental funds	Professional Services – Companies/Firm	Lumpsum	1	12,000.00	12,000.00				12,000.00					
			Travel - International	Specialists	6	2,000.00	12,000.00				12,000.00					
		1.1.3 Institutional management effectiveness audit	Professional Services – Companies/Firm	Lumpsum	1	18,000.00	18,000.00				13,000.00	5,000.00				
			Workshop/Training	Workshops	4	2,500.00	10,000.00				5,000.00	5,000.00				
			Travel – Local	Staff members	6	1,500.00	9,000.00				4,500.00	4,500.00				
			Office Supplies	Lumpsum	1	100.00	100.00				50.00	50.00				
		1.1.4 ISO 9001 course	Workshop/Training	Staff members	2	3,000.00	6,000.00				6,000.00					
		1.1.5 Project design course	Workshop/Training	Staff members	3	5,050.00	15,150.00				15,150.00					
		1.1.6 Climate change finances	Workshop/Training	Staff members	1	4,000.00	4,000.00				4,000.00					
		1.1.7 Procurement course	Workshop/Training	Staff members	3	1,200.00	3,600.00				3,600.00					
		1.1.8 Transparency and accountability procedures improvement	Travel – Local	Staff members	12	750.00	9,000.00				9,000.00					
			Workshop/Training	Workshops	1	3,800.00	3,800.00				3,800.00					
			Office Supplies	Lumpsum	1	100.00	100.00				100.00					
			Consultant - Individual - Local	Specialists	1	5,000.00	5,000.00				5,000.00					
		1.1.9 Statistics for monitoring	Workshop/Training	Staff members	2	1,200.00	2,400.00				2,400.00					
		1.1.10 Impact evaluation workshop	Travel - International	Specialists	1	2,000.00	2,000.00					2,000.00				
			Consultant - Individual - International	Specialists	1	8,000.00	8,000.00					8,000.00				
			Workshop/Training	Workshops	1	2,500.00	2,500.00					2,500.00				
			Consultant - Individual - Local	Translator	2	1,500.00	3,000.00					3,000.00				
			Office Supplies	Lumpsum	1	100.00	100.00					100.00				
		1.1.11 ESS workshop	Travel – Local	Staff members	12	750.00	9,000.00				9,000.00					
			Workshop/Training	Workshops	1	3,800.00	3,800.00				3,800.00					
			Office Supplies	Lumpsum	1	100.00	100.00				100.00					
			Consultant - Individual - Local	Specialists	2	4,000.00	8,000.00				8,000.00					
		1.1.12 Gender safeguards guidebook	Consultant - Individual - International	Specialists	1	12,000.00	12,000.00				6,000.00	6,000.00				
			Travel - International	Specialists	1	3,000.00	3,000.00					3,000.00				
			Workshop/Training	Workshops	1	3,800.00	3,800.00					3,800.00				
			Travel – Local	Staff members	12	750.00	9,000.00					9,000.00				
			Office Supplies	Lumpsum	1	100.00	100.00					100.00				
		1.1.13 CC events	Travel - International	Events	2	8,000.00	16,000.00				8,000.00	8,000.00				
			Workshop/Training	Events	2	400.00	800.00				400.00	400.00				
1.1.14 GIS	IT Equipment	Laptop	1	5,500.00	5,500.00		5,500.00									
	IT Equipment	Software license	1	5,000.00	5,000.00		5,000.00									
	Workshop/Training	Staff members	4	300.00	1,200.00		1,200.00									
1.1.15 TEC	Consultant - Individual - Local	Specialists	5	5,000.00	25,000.00		10,000.00	15,000.00								
1.1.16 Translations	Professional Services – Companies/Firm	Lumpsum	1	3,000.00	3,000.00		1,500.00	1,500.00								
1.1.17 Communication material	Professional Services – Companies/Firm	Communication material	3	8,000.00	24,000.00		16,000.00	8,000.00								
1.2 Sub-outcome						-	-									
1.3 Sub-outcome						-	-									

2. Outcome	2.1 Sub-outcome							-	-								
	2.2 Sub-outcome							-	-								
3. Outcome	3.1 Sub-outcome							-	-								
	3.2 Sub-outcome							-	-								
Total Outcome Budget										255,650.00	146,400.00	109,250.00	-	-	-	-	
Project Management Cost (PMC) Up to 7.5% of Total Activity Budget		PMC 1	Consultant - Individual - Local	W/Day	90	72.00	6,480.00	19,173.00	Percentage of PMC requested: 7.5%								
		PMC 2	Consultant - Individual - Local	W/Day	64.2084	72.00	4,623.00										
		PMC 3	Consultant - Individual - Local	W/Day	30	63.00	1,890.00										
		PMC 4	Consultant - Individual - Local	W/Day	20	84.00	1,680.00										
		PMC 5	Audit Fee	Lumpsum	1	4,500.00	4,500.00										

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Breakdown (per budget category)	Total (per budget category)
Audio Visual & Printing	-
Audit Fee	4,500.00
Consultant - Individual - International	20,000.00
Consultant - Individual - Local	55,673.00
Professional Services – Companies/Firm	57,000.00
IT Equipment	10,500.00
Office Supplies	500.00
Travel - International	33,000.00
Travel – Local	36,000.00
Workshop/Training	57,650.00
0	-
0	-
0	-
0	-
0	-
Total Outcome Budget + PMC	274,823.00

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Total Outcome Budget		255,650.00
Project Management Cost (PMC)	7.5% requested	19,173.00
Contingency	1% requested	2,748.00
<hr/>		
Sub-Total (Total Outcome Budget + Contingency + PMC)		277,571.00
Delivery Partner Fee (DP) - Up to 8.5% of the Sub-Total		23,594.00
<hr/>		
Total Project Budget (Total Activity Budget + Contingency + PMC + DP)	\$	301,165.00

Budget Note	Detailed Description
Example - "A"	Example - One national consultant (climate change specialist) for 30 working days @ \$500 per day for activity 1.1.1, 1.1.2
1.1.1 NDA-MINAM-Profonanpe meetings	Costs include meals, materials and logistics coverage for 6 meetings throughout the year.
1.1.2 Internship between environmental funds	A coordination will be done with partner environmental funds of the region to determine where will the internship be. Profonanpe's specialists will visit the environmental fund to learn from their procedures and analyze which institutional aspects can be internally improved from their experience. Costs include: (i) Environmental fund's services (ii) International round tickets (US\$ 1,000 per person * 6 people) and local transportation, accommodation and meals (US\$ 400 per day per person * 5 days * 6 people).
1.1.3 Institutional management effectiveness audit	Costs include: (i) Hire a company to carry out an ESMS auditing on institutional management effectiveness following GCF requirements, and present the results and suggestions to Profonanpe staff in order to improve their capacities. (ii) Logistics for 4 workshops of 2 days each, which are expected to be held throughout the year in the frame of the audit, in order to: (1) provide inputs for the consultancy; (2) present initial findings; (3) present final findings; and (4) internally assess if suggestions from the audit were applied. The workshops will be held in a conference room in a hotel in Lima and the costs also include coffee breaks. (iii) Participation of project coordinators and/or specialists (6 people) base out of Lima in 2 of the 4 workshops. The costs consider round tickets, local transportation, accommodation and meals (US\$ 750 each visit per person * 2 visits = US\$ 1,500). (iv) Material for the workshop.
1.1.4 ISO 9001 course	Approximately 2 staff members from Profonanpe will be enrolled in an ISO 9001 training course in order to apply the good practices required by the certification and have the tools to determine the usefulness and benefits to request the certification.
1.1.5. Project design course	Approximately 3 staff members from Profonanpe will be enrolled in a training course for 'climate change project design'.
1.1.6 Climate change finances	Approximately 1 staff members from the Directorate of Administration and Finance of Profonanpe will be enrolled in an training course of 'Climate change finances'.
1.1.7 Procurement course	Approximately 3 staff members from Profonanpe will be enrolled in a specialization course to improve institutional capacities for procurement of goods and services.
1.1.8 Transparency and accountability procedures improvement	A 3 days workshop will be held in Lima to improve transparency and accountability internal procedures. Profonanpe's staff and project teams will participate (approximately 45 people). Costs include: (i) Local round tickets, local transportation, accommodation and meals for 12 people. (ii) Conference room in a hotel in Lima, including coffee breaks. (iii) Materials for the workshop. (iv) A consultant specialized in the subject that will help as facilitator.
1.1.9 Statistics for monitoring	Approximately 2 staff members from Profonanpe will be enrolled in a specialization course to increase their capacity in applied statistics for monitoring and evaluation.
1.1.10 Impact evaluation workshop	A 3 days workshop will be organized in order to train Profonanpe's staff in impact evaluation methods to better report project's results. The DAE will contact the IEU of the GCF and invite them to participate if possible. Costs include: (i) International round tickets, local transportation, accommodation and meals for the international consultant to be hired. (ii) The consultant specialized in impact evaluation, who will be in charge of conducting the workshop. (iii) Logistics for a 3 days workshop for approximately 20 people, to be held in a conference room in a hotel in Lima. The costs also include coffee breaks. (iv) Translator services. (v) Materials for the workshop
1.1.11 ESS workshop	A 3 days workshop will be held in Lima to exchange experiences in safeguards implementation during project execution. Profonanpe's staff and project teams will participate (approximately 45 people). Costs include: (i) Local round tickets, local transportation, accommodation and meals for 12 people. (ii) Conference room in a hotel in Lima, including coffee breaks. (iii) Materials for the workshop. (iv) Safeguards specialists that will help as facilitators.
1.1.12 Gender safeguards guidebook	Costs include: (i) Hire an international gender specialist to develop the guidebook and present the final deliverable to Profonanpe staff in order to explain its implementation. (ii) International round ticket, local transportation, accommodation and meals for the consultant, in order to present the final deliverable. (iii) Logistics for a 2 days workshop to be held in a conference room in a hotel in Lima, including coffee breaks. (iv) Local round tickets, local transportation, accommodation and meals for 12 people. (v) Material for the workshop.
1.1.13 CC events	2 members of Profonanpe will participate in 2 international Climate Change related events, such as congresses, conventions or seminars. Costs include: (i) 2 round tickets for each person, local transportation, accommodation and meals. (ii) Registration fees for 2 people per event.
1.1.14 GIS	Profonanpe requires the equipment and GIS software to have an installed capacity to prepare its projects maps. This will facilitate the preparation of project proposals, reports and communication materials. Staff members will also require capacity building to refresh their knowledge on its use.
1.1.15 TEC	Profonanpe's procedure for projects and sub-projects, prepared for the upgrade process, set the Technical Evaluation Committee (TEC) which is an independent instance whose function is to review, evaluate and recommend the selection of proposals to be financed through or by Profonanpe. It is formed by at least five members that include: (i) a specialist in project management; (ii) a specialist in climate change and biological diversity; (iii) a specialist in the tender's subject area; (iv) a specialist in environmental safeguards; and (v) a specialist in social and gender safeguards. The current budget will allow the conformation of the first TEC.
1.1.16 Translations	Institutional and project's related documents are constantly required to be translated to either English or Spanish. Having both versions of the various documents, facilitate Profonanpe's staff daily tasks, coordination with stakeholders, reporting to the GCF and dissemination through social media and Profonanpe's web page. Costs included in this activity are for hiring professional translation services.

1.1.17 Communication material	Communication materials are constantly required to disseminate Profonanpe and projects' achievements. Costs included in this activity are to design and print an infographic for Wetlands project and information sheets of Profonanpe's climate change related projects. Moreover, tutorial videos are thought to be prepared to facilitate the use of Profonanpes's technical and administrative system and tools, by every project executor.
PMC 1 - 4	<p>Profonanpe will assigned the following staff members to implement the proposed activities.</p> <p>1 - One Program officer who will act as the project coordinator. This person is expected to spend one fourth of her working hours throughout the year. She will be in charge of writing terms of references, organizing training courses, oversee the fulfilment of all planned activities, review products prepared by consultants and prepared reports for the GCF, among others.</p> <p>2 - Communications specialist who will be in charge of organizing workshops by coordinating with service providers and of preparing the planned communication materials. This person is expected to spend around one sixth of her working hours throughout the year.</p> <p>3 - DDS assistant who will act as the project assistant by spending around 30 days along the year dedicated to this proposal, mostly during the preparation of the larger workshops.</p> <p>4 - Safeguard specialists who will spend approximately 20 days coordinating with the consultants to be hired for the ESS workshop and for the preparation of the Gender safeguards guidebook. She will also be responsible of reviewing the consultants' deliverables.</p> <p>Other management cost will be considered in the delivery partner fee. These include the services provided by the administrative area of Profonanpe, in charge of procurement, accountability, and treasuring, among other. The fee also includes the time spend by the Director of Development and Supervision who will monthly assess the advances made. Finally, the fee will contribute to cover maintenance expenses, including communication services which will be required for the implementation of this proposal.</p>
PMC 5	An audit fee will be hired specifically to audit this grant and to prepare the corresponding report.

Budget Categories
Audio Visual & Printing
Audit Fee
Consultant - Individual - International
Consultant - Individual - Local
Professional Services – Companies/Firm
IT Equipment
Office Supplies
Travel - International
Travel – Local
Workshop/Training

Indicate additional budget categories

5.2 Procurement Plan

For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in Section 3, 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 and provide a full procurement plan for the entire duration of the implementation period if available at this stage.

Item	Item Description	Estimated Cost (US\$)	Procurement Method	Thresholds (Min-Max monetary value for which indicated procurement method must be used)	Estimated Start Date	Projected Contracting Date
Goods and Non-Consulting Services						
Example - Office Equipment	#of laptop, # of printer	5,000.00	e.g. Open tender	\$5,000 - \$10,000		
			e.g. Shopping			
			e.g. Direct Procurement			
1.1.4 ISO 9001 training	ISO 9001 training course for 2 people.	6,000.00	Shopping by obtaining quotations from at least three suppliers	> \$1,000 < \$50,000	1-Jul-2019	1-Aug-2019
1.1.5 Project design course	Specialization course for climate change project design for 3 people.	15,150.00	Shopping by obtaining quotations from at least three suppliers	> \$1,000 < \$50,000	1-Jul-2019	1-Aug-2019
1.1.6 Climate change finances	Specialization course in climate change finances for 1 person.	4,000.00	Shopping by obtaining quotations from at least three suppliers	> \$1,000 < \$50,000	1-Jul-2019	1-Aug-2019
1.1.7 Procurement training	Specialization course for procurement of goods and services for 3 people.	3,600.00	Shopping by obtaining quotations from at least three suppliers	> \$1,000 < \$50,000	1-Jul-2019	1-Aug-2019
1.1.9 Statistics for monitoring training	Applied statistics for monitoring and evaluation course for 2 people.	2,400.00	Shopping by obtaining quotations from at least three suppliers	> \$1,000 < \$50,000	1-Jul-2019	1-Aug-2019
1.1.14 GIS training	GIS training course for 4 people.	1,200.00	Shopping by obtaining quotations from at least three suppliers	> \$1,000 < \$50,000	1-Jul-2019	1-Aug-2019
1.1.1 /1.1.3/1.1.8/1.1.10/ 1.1.11/1.1.12/1.1.13 Workshops	Workshops will be held in conference rooms in hotels in Lima, that will vary according of the number of people. The only workshops that will be at Profonampe are related to the periodic meetings with the NDA and MINAM, therefore the costs include meals, materials and other logistics. All workshops that are held at conference rooms include coffee breaks.	25,300.00	Shopping by obtaining quotations from at least three suppliers	> \$1,000 < \$50,000	1-Jul-2019	1-Aug-2019
1.1.3/1.1.8/ 1.1.10/1.1.11/1.1.12 Office supplies	Materials for every workshop.	500.00	Direct procurement	< \$1,000	1-Jul-2019	1-Aug-2019
1.1.3/1.1.8/1.1.11/1.1.12 Travel local	Local round tickets, local transportation, accommodation and meals for 42 people to attend workshops in Lima (US\$ 750 each visit per person).	36,000.00	Direct procurement	< \$1,000	1-Jul-2019	1-Aug-2019
1.1.2/1.1.10/1.1.12/1.1.13 Travel international	International round tickets, local transportation, accommodation and meals for 2 people that will come once to Peru, for 2 staff members of Profonampe that will travel twice to CC events out of Peru, and for 6 staff members of Profonampe that will visits an environmental fund within the region.	33,000.00	Direct procurement	< \$1,000	1-Jul-2019	1-Aug-2019
1.1.14 IT equipment	Laptop and GIS software.	10,500.00	Shopping by obtaining quotations from at least three suppliers	> \$1,000 < \$50,000	1-Jul-2019	1-Sep-2019
Sub-Total (US\$)		\$ 137,650.00				
Consultancy Services						
Example - International Consultant	Climate Change Specialist	40,000.00	Open tender	\$20,000 - \$50,000		
Example - Local Consultant	Project Coordinator	25,000.00	Open tender	\$20,000 - \$50,001		
1.1.2 Professional services of international company	A coordination will be done with partner environmental funds of the region to determine where will the internship be.	12,000.00	Direct procurement	N/A	1-Feb-2020	1-Jun-2020
1.1.3 Professional services of a national firm	Firm that conducts an ESMS auditing on institutional management effectiveness.	18,000.00	Quality- and cost-based selection (QCBS)	< \$50,000	1-Aug-2019	1-Sep-2019
1.1.8 Individual local consultant	1 national consultant specialized in transparency and accountability.	5,000.00	Selection based on consultants' qualifications (CQS)	< \$50,000	1-Nov-2019	1-Dec-2019
1.1.10 Individual international consultant	1 international consultant specialized in Impact Evaluation.	8,000.00	Selection based on consultants' qualifications (CQS)	< \$50,000	1-Feb-2020	1-Mar-2020
1.1.10 Individual local consultants	2 translators for the 3 days Impact Evaluation Workshop.	3,000.00	Quality- and cost-based selection (QCBS)	< \$50,000	1-Feb-2020	1-Mar-2020
1.1.11 Individual local consultants	2 national specialists that facilitate the ESS internal workshop.	8,000.00	Selection based on consultants' qualifications (CQS)	< \$50,000	1-Sep-2019	1-Oct-2019
1.1.12 Individual international consultant	1 international consultant specialized in Gender Safeguards.	12,000.00	Selection based on consultants' qualifications (CQS)	< \$50,000	1-Oct-2019	1-Nov-2019
1.1.15 Individual local consultants	5 national consultant specialized in (i) project management; (ii) climate change and biological diversity; (iii) the tender's subject area; (iv) environmental safeguards; and (v) social and gender safeguards.	25,000.00	Selection based on consultants' qualifications (CQS)	< \$50,000	1-Oct-2019	1-Nov-2019
1.1.16 Professional services of a national company	Professional services for documents' translation.	3,000.00	Quality- and cost-based selection (QCBS)	< \$50,000	1-Jul-2019	1-Sep-2019
1.1.17 Professional services of a national company	Professional services for developing communication materials.	24,000.00	Quality- and cost-based selection (QCBS)	< \$50,000	1-Jul-2019	1-Sep-2019
PMC 5 - Professional services of a national firm	Audit firm to assess funds received from the Readiness support.	4,500.00	Quality- and cost-based selection (QCBS)	< \$50,000	2-May-2020	1-Jun-2020
Sub-Total (US\$)		\$ 122,500.00				