

Readiness Proposal

with UNEP for the Kingdom of Swaziland

09 March 2018 | NDA Strengthening & 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

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. 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. 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, in particular to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult page 4 of the readiness guidebook for more information.

SECTION 1: SUMMARY	
1. Country submitting the proposal	<p>Country name: Kingdom of Swaziland</p> <p>NDA/FP contact person: Institution: Ministry of Tourism and Environmental Affairs (MTEA) Name: Mr Emmanuel Dlamini Position: Principal Secretary Email: ps_tourism@gov.sz or fasidlamini@gmail.com Tel: (+268) 2404 6162 Fax: (+268) 2404 1530 Cell: (+268) 7606 2805 Full Office address: Income Tax Building, Second Floor, Mhlambanyatsi Road, Mbabane, Swaziland Postal Address: P.O. Box 2652, Mbabane, H100 Swaziland</p>
2. Date of initial submission	08/12/2015
3. Last date of resubmission (if applicable)	N/A
4. Which entity will implement the Readiness and Preparatory Support project? (Provide the contact information if entity is different from NDA/focal point)	<p><input type="checkbox"/> National Designated Authority <input type="checkbox"/> Delivery partner X <input checked="" type="checkbox"/> Accredited entity</p> <p>Delivery Partner institution and contact person: Name of Institution: United Nations Environment Programme ("UN Environment") Name of Contact Person: Barney Dickson Position: Head, Climate Change Adaptation Unit Email: Barney.Dickson@unep.org Tel: +254 (0) 20 762 3545 Full Office address: UNON, Gigiri, Nairobi</p>
5. Title of the Readiness and Preparatory Support Proposal	Green Climate Fund Readiness Support for Swaziland
6. Brief summary of the request (200 words)	<p>The Kingdom of Swaziland is a small landlocked country with a population of about one million people, and is no exception to the experience of severe climate change impacts, such as droughts that result in food insecurity, with currently 29.5% of the population estimated to be food insecure (CFSR, 2015), floods (which took eight lives in March 2015) and increasing socio-economic vulnerabilities. Support from the Green Climate Fund is sought to address the challenge of climate change, enhance national capacities for overseeing climate finance through improved awareness and inclusive development of frameworks and proposals.</p> <p>The country is classified as a middle-income country and has limited access to resources from both the national budget and from bi/multilateral support for green economy initiatives. Through the years, the country has leveraged support through the Global Environment Facility (GEF) and development partners such UNDP, the Common Market for Eastern and Southern Africa (COMESA) and UNEP to address some of its climate change obligations, including National Communications (NCs) to the UNFCCC.</p> <p>The GCF Readiness support requested will, in complement to the readiness programme of the Africa Climate Change Fund (ACCF) described in this proposal, ensure that the capacity of the NDA is strengthened and develop a strategic engagement framework with the Fund to enable implementation of Swaziland's climate priorities over the long term.</p>
7. Total requested amount and currency	\$299,032
8. Anticipated duration	31/08/2017 – 31/07/2019 (24 months)

9. Is the country receiving other Readiness and Preparatory Support related to the GCF?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<p>This document represents the inception report for the readiness grant of \$300,000 approved by the GCF in February 2016. The submission of the inception report has been delayed due to negotiations pending between the GCF and the UN agencies. Further, the NDA of the Swaziland government changed its delivery partner from UNDP to UNEP in the interim.</p> <p>The country has also received funds from the Africa Climate Change Fund (ACCF) to enhance investment in climate resilience and low carbon development, through capacity building for climate finance and development of one project proposal.</p>

SECTION 2: COUNTRY READINESS LOGICAL FRAMEWORK

Please complete the table below, which enables a country to assess its readiness for the GCF and set targets for strengthening its readiness, including proposed outputs and activities to improve the country's readiness. For further guidance on completing the table, please refer to the guidebook "Accessing the GCF Readiness and Preparatory Support Programme".

OUTCOMES ¹	BASELINE	TARGET	ACTIVITIES <i>(including key outputs or deliverables where applicable)</i>
1. Country capacity strengthened	0-8	0-8	
1.1 NDA/focal point lead effective co-ordination 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	1.1.1 Conduct an initial assessment (baseline) on the capacities of NDA to fulfil its role and functions. 1.1.2 Build the knowledge and capacity of the NDA on matters related to the Fund (e.g GCF priorities and processes, the NDA role and functions, stakeholder engagement and coordination, climate finance, fund management, project development and management, M&E and reporting systems, etc.); 1.1.3 Develop operational guidelines/manuals for the functioning of the NDA, including a procedure to establish an effective coordination mechanism 1.1.4 Procurement of basic office equipment; 1 desktop computer (approx 1000), 1 laptop (approx \$1500) 1 projector (approx \$500), 1 camera (approx \$500) and 1 printer (approx \$500) and other consumables such as station-ary and internet access
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	1.2.1 Develop a No Objection Procedure process which allows for broad stake-holder input through an iterative process of review of GCF proposals, 1.2.2 Develop review criteria for GCF proposals taking into account climate priorities, gender and social inclusivity factors; and 1.2.3 Publish and disseminate No Objection Procedure to stakeholders across the country and any international partners relevant for Swaziland;
1.3 Bilateral agreements between the country and the GCF executed	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	1.3.1 Support for Legal Consultant to review the bi-lateral agreement
1.4 Monitoring, oversight and stream-lining of climate finance	<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	1.4.1 Develop a comprehensive and integrated framework to monitor, and report, finance flowing toward climate change activities (both from international and domestic sources) 1.4.2 Build capacity across the relevant actors to provide more accurate and more harmonised information on climate finance
2. Stakeholders engaged in consultative processes	0-8	0-8	

¹ Based on decisions: B.08/10, annexes XII, XIII & XIV; B.08/11; B.11/10, annex I; B.12/20, annex I

<p>2.1 Stakeholders engaged in consultative processes</p>	<p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>2.1.1 Conduct a stakeholder mapping and develop clear stakeholder engagement process to ensure gender focused and socially inclusive involvement and effective participation of all stakeholders 2.1.2 Create awareness and knowledge among key/national stakeholders on the GCF and its operations (focusing this awareness and knowledge-building effort to the National Climate Change Committee (NCCC), which will serve as steering committee for the implementation of the readiness activities presented in this proposal); 2.1.3 Host a national dialogue on Swaziland’s climate priorities after concluding item 2.2.1 below to secure broad stakeholder support for the engagement with the GCF</p>
<p>2.2 Country programmes, including adaptation priorities, developed and continuously updated</p>	<p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>2.2.1. Review Swaziland’s national development strategies, frameworks, policies, existing and planned interventions and identify gaps and opportunities for a climate change integrated national investment trajectory coherent with GCF provisions and objectives, together with the review of necessary readiness capacities; 2.2.2 Building on the work under the ACCF project, develop a country programme among other things; develop a clear sense of Swaziland's climate investment priorities which are in line with the fund investment framework 2.2.3 Conduct a consultative review of the country programme developed in 2.2.2</p>
<p>2.3 Stakeholder consultations conducted with equal representation of women</p>	<p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>2.3.1 Develop specific stakeholder engagement guidelines to ensure gender and social inclusive factors are embedded in the NDA’s engagement in areas relevant to the objectives of the GCF, including consultations on the development of a country programme.</p>
<p>2.4 Annual participatory review of GCF portfolio in the country organized</p>	<p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>2.4.1 Conduct annual participatory reviews of the GCF project pipeline and portfolio with all stakeholders including disadvantaged groups such as the youth, women, local communities, etc. 2.4.2 1. Sharing information, experience and lessons learned with other countries in the region, e.g. through workshops, exchange visits, and/or online platforms</p>
<p>3. Direct access realized</p>	<p>0-8</p>	<p>0-8</p>	
<p>3.1 Candidate entities identified and nominated for accreditation</p>	<p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>3.1.1 Organise dialogues with prospective public and private sector entities that have potential to be accredited by the fund with an aim to raise awareness of the GCF accreditation process, fiduciary standards and environmental and social safeguards (ESS) 3.1.2 Issue a call for interested applicants and perform a short-listing gap assesment</p>
<p>3.2 Direct access entity accredited</p>	<p><input type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>3.2.1 Nominate an entity (or 2) for support to fill gaps in accreditation application and submit accreditation readiness support request</p>
<p>3.3 Entity/ies annual/multi-annual work programme developed</p>	<p><input type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	

3.4 Funding proposals through enhanced direct access modality approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4. Access to finance	0-8	0-8	
4.1 Structured dialogue between the NDA/Accredited Entities and the GCF Secretariat organized	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4.2 Country programmes, concept notes, including on adaptation, developed that implement high-impact priorities identified in INDCs and other national strategies or plans	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4.3 Project/programme preparation support, including for adaptation, to develop funding proposals provided	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4.4 Funding proposals, including for adaptation, that are aligned with country priorities approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5. Private sector mobilization	0-8	0-8	
5.1 Private sector engaged in country consultative processes	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5.2 Enabling environment for crowding-in private sector investments at national, regional and international levels exists	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5.3 Funding proposals for private sector projects/programmes, including for adaptation, approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5.4 Funding proposals under the Private Sector Facility programmes (small- and medium-sized enterprises and mobilizing funds at scale) submitted and approved	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
TOTAL	0-40	0-40	

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 (*maximum 500 words*)

Swaziland ratified the UNFCCC on 7th October 1996 and subsequently ratified the Kyoto Protocol on the 13th January 2006. In line with the UNFCCC, the initial and second National Communications (NC) have been prepared and submitted in 2002 and 2012, respectively. In addition, coherent to the post 2020 climate regime, the country submitted its Intended National Determined Contributions (INDCs) to the UNFCCC Secretariat its INDCs on Sep 29th 2015
<http://www4.unfccc.int/submissions/INDC/Published%20Documents/Swaziland/1/Swaziland's%20INDC.pdf>.

With support from COMESA and UNDP, the National Climate Change Committee (NCCC) – which will serve as a steering committee for the implementation of the readiness activities presented in this proposal, as further described below – facilitated an inclusive development of the National Climate Change Policy (NCCP) and the National Climate Change Strategy and Action. These strategies identified the GCF as a support mechanism for climate change adaptation and mitigation undertaking in the country. The NCCC currently prioritises both the development of this readiness proposal and National

Adaptation Plan proposal to the Green Climate fund and the alignment of these proposals to the Africa Climate Change Fund (ACCF)² climate readiness project.

Swaziland is focusing on the GCF and the NDA will ensure complementarity between GCF Readiness activities, the NAP project activities and the ACCF project activities. The NDA will also ensure that the necessary awareness and national capacities are in place for efficient utilisation of resources, including by ensuring direct access of the country and its entities to climate funds, working with UNDP as a delivery partner.

In addition to GCF-supported NAP work, the NDA will also aim to develop synergies (to avoid duplication) with other relevant on-going projects and country initiatives to enable an efficient exchange of information between projects and full use of their results. These will include:

- (1) the Intended Nationally Determined Contributions (INDCs) and any related subsequent project,
- (2) the Third National Communication (TNC),
- (3) Lower Usutu Swaziland Irrigation Project (LUSIP)- GEF project and Climate Change Adaptation (CCA) water sector project,
- (4) GEF-funded Strengthening the National Protected Areas Systems of Swailand (SNPAS) project,
- (5) Technology Needs Assessment,
- (6) National Emergency Response Mitigation and Adaptation Response Plan (NERMAP), etc.

Swaziland also aims to identify an entity to nominate for GCF accreditation and to align it with the GCF's accreditation guiding framework, including through the strengthening of its fiduciary standards as may be necessary, thereby affording the country a direct access channel to Climate Funds.

The MTEA has experience in engaging with various multilateral and national institutions in coordinating climate change activities. However, as the GCF is a new multilateral fund, the NDA lack the necessary capacities to perform all the responsibilities required to effectively engage with the GCF, and facilitate the engagement of stakeholders in the country with the GCF. In this context, the readiness support will be used to augment and strengthen the capacities of the NDA to leverage greater participation of different stakeholders at national level, including the private sector, and support appropriate oversight of fund activities at the country level, particularly through the national climate change committee with its different sub committees.

The support requested from the GCF will build the necessary national capacity to undertake GCF-related activities and enable national institutional capacity to implement and handle GCF projects and programmes. The ACCF and GCF readiness support programme will also enable the NDA to develop the tools and provide the platforms for broad dissemination of information relevant to improve the country's access to international climate finance, particularly the GCF.

² The ACCF readiness proposal focuses on Enhancing Climate Finance Readiness for Low Carbon and Climate Resilient Development in Swaziland through capacity building of potential project developers and development of an investment plan.

SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT

4.1. Budget Plan

Please provide a breakdown of cost estimates and implementation schedule analysed according to the activities suggested in Section 2. Please feel free to replicate this table on Excel spreadsheet if needed.

OUTCOMES (same as in section 2)	ACTIVITIES ³ (same as in section 2)	TOTAL COST (per activity)	COST CATEGORIES				EXPENDITURE AND IMPLEMENTATION SCHEDULE (add columns if >24 months)			
			Consultants	Travel	Workshops/ Trainings	Others	6m	12m	18m	24m
e.g. 1.1 NDA/focal point lead effective coordination mechanism ⁴	1.1.1 Conduct an initial assessment (baseline) on the capacities of NDA to fulfil its role and functions.	\$25,500	\$21,000		\$4,500		\$20,000	\$5,500		
	1.1.2 Build the knowledge and capacity of the NDA on matters related to the Fund (e.g GCF priorities and processes, the NDA role and functions, stakeholder engagement and coordination, climate finance, fund management, project development and management, M&E and reporting systems, etc.);	\$22,000	\$11,000	\$5,000	\$6,000		\$6,000	\$8,500	\$5,000	\$2,500

³ As Delivery Partner for this Readiness proposal, UN Environment will always comply with its obligations under the *Framework Readiness and Preparatory Support Agreement* signed between UN Environment and the GCF. For the sake of clarity and for information to the GCF, the Ministry of Tourism and Environmental Affairs (NDA) will be executing part of the Readiness activities using the grant proceeds requested in this proposal, corresponding to:

- i. the total amounts indicated in this budget plan for activities: 1.1.4; 1.1.5; 1.2.2; 2.1.1; 2.1.2; 2.1.3; 2.2.3; 2.3.1 and 2.4; and
- ii. an amount to cover project management costs to be incurred by the NDA, also as indicated in this budget plan.

UN Environment, as the Delivery Partner, will be responsible for the implementation of the activities under this readiness and preparatory support proposal, and will monitor the execution of the above activities in accordance with its obligations under the Framework Readiness and Preparatory Support Agreement.

⁴ One senior international consultant will be engaged at a daily rate of USD 500 for a total of 89 working days to support activities 1.1.1, 1.1.2, and 1.1.3.

	1.1.3 Develop operational guidelines/manuals for the functioning of the NDA, including a procedure to establish an effective coordination mechanism	\$14,500	\$12,500		\$2,000		\$10,000	\$3,000	\$1,500	
	1.1.4 Sharing information, experience and lessons learned with other countries in the region, e.g. through workshops, exchange visits, and/or online platforms	\$9,500		\$8,500		\$1,000		\$4,000	\$3,000	\$2,500
	1.1.5 Procurement of basic office equipment; 1 desktop computer (approx 1000), 1 laptop (approx \$1500) 1 projector (approx \$500), 1 camera (approx \$500) and 1 printer (approx \$500) and other consumables such as stationary and internet access	\$5,000				\$5,000	\$5,000			
1.2 No objection procedure established and implemented ⁵	1.2.1 Develop a No Objection Procedure process which allows for broad stake-holder input through an iterative process of review of GCF proposals, and	\$20,000	\$16,000	\$2,000	\$2,000		\$10,000	\$5,000	\$5,000	
	1.2.2 Publish and disseminate the letter of no Objection process to stakeholder across the country any international partners relevant to Swaziland	\$5,500	\$1,000	\$1,000	\$3,000	\$500		\$3,000	\$2,500	

⁵ One senior international consultant engaged for a total of 34 working days to support implementation of activities 1.2.1 and 1.2.2

1.3 Bilateral agreements between the country and the GCF executed ⁶	1.3.1 Support for Legal Consultant to review the bi-lateral agreement	\$6,000	\$6,000					\$6,000		
1.4 Monitoring, oversight and streamlining of climate finance	1.4 .1 Develop a comprehensive and integrated framework to monitor, and report, finance flowing toward climate change activities (both from international and domestic sources)	\$29,000	\$21,000	\$4,000	\$4,000			\$10,000	\$12,000	\$7,000
	1.4.2 Build capacity across the relevant actors to provide more accurate and more harmonised information on climate finance	\$6,000	\$3,000	\$1,000	\$2,000				\$3,000	\$3,000
2.1 Stakeholders engaged in consultative processes ⁷	2.1.1 Conduct a stakeholder mapping and develop clear stakeholder engagement process to ensure gender focus and socially inclusive involvement and effective participation of all stakeholder.	\$7,500	\$3,000	\$1,500	\$3,000		\$3,000	\$3,000	\$1,500	
	2.1.2 Create awareness and knowledge among key/national stakeholders on the GCF and its operations, focusing this awareness and knowledge-building effort to the National Climate Change Committee (NCCC), which will serve as steering committee for the implementation of the readiness activities presented in this proposal	\$9,000	\$3,000	\$1,000	\$5,000		\$2,000	\$3,000	\$2,500	\$1,500
	2.1.3 Host a national dialogue on Swaziland's climate priorities after concluding item 2.2.1 below to secure broad stakeholder support for the engagement with the GCF ⁸	\$5,000		\$1,000	\$4,000				\$5,000	

⁶ One senior international consultant engaged for 54 working days to support implementation of activities 1.3.1, 1.4.1, and 1.4.2.

⁷ Under the guidance of the senior international consultant, one senior national consultant will be engaged at a daily rate of USD 300 for 20 working days to support activities 2.1.1, 2.1.2, and 2.1.3.

⁸ Two- 2 days national dialogue stakeholder workshop attended by approximately 50 participants under activities 2.1.3.

2.2 Country programmes, including adaptation priorities, developed and continuously updated ⁹	2.2.1. Review Swaziland’s national development strategies, frameworks, policies, existing and planned interventions and identify gaps and opportunities for a climate change integrated national investment trajectory coherent with GCF provisions and objectives, together with the review of necessary readiness capacities;	\$25,000	\$18,000	\$3,000	\$4,000		\$10,000	\$7,000	\$4,000	\$4,000
	2.2.2 Building on the work under the ACCF project, develop a country programme among other things; develop a clear sense of Swaziland's climate investment priorities which are in line with the fund investment framework.	\$10,000	\$7,000	\$3,000			\$2,000	\$5,000	\$3,000	
	2.2.3 Conduct a consultative review of the country programme developed in 2.2.2	\$9,000	\$2,000	\$2,000	\$5,000			\$5,000	\$3,000	\$1,000
2.3 Stakeholder consultations conducted with equal representation of women ¹⁰	2.3.1 Conduct stakeholder dialogues and consultation workshops: Organising trainings, workshops and consultations with relevant non-state actors from the civil society (including representatives of indigenous people, youth groups and women), academia and private sector (micro, small, medium enterprises) in areas relevant to the objectives of the GCF, including consultations on the development of a country programme.	\$14,031.75	\$5,000	\$4,000	\$5,031.75		\$5,000	\$3,000	\$3,000	\$3,031.75
2.4 Annual participatory review of GCF portfolio in the country organized	2.4 Conduct annual participatory reviews of the GCF project pipeline and portfolio with all stakeholders including disadvantaged groups such as the youth, women etc.	\$11,000	\$4,000	\$2,000	\$5,000			\$5,500		\$5,500

⁹ One senior international consultant engaged for 50 working days to support activities under 2.2.1 and 2.2.2

¹⁰ One senior national consultant engaged for 36 working days to support activities 2.2.3, 2.3.1 and 2.4. Three, two-day consultative workshops attended by approximately 50 participants under activities 2.2.3, 2.3.1 and 2.4.



**READINESS AND PREPARATORY SUPPORT
PROPOSAL TEMPLATE**

3.1 Candidate entities identified and nominated for accreditation ¹¹	3.1.1 Organise dialogues with prospective public and private sector entities that have potential to be accredited by the fund with an aim to raise awareness of the GCF accreditation process, fiduciary standards and environmental and social safeguards (ESS)		\$5,500	\$3,500		\$2,000		\$3,000	\$2,500		
	3.1.2 Provide support to institutions who are interested in applying for accreditation to the Fund.		\$14,000	\$13,000			\$1,000		\$8,000	\$6,000	
Sub – Total:			253,032	150,000	39,000	56,532	7,500	73,000	79,500	64,500	36,032
PROJECT MANAGEMENT	Project coordinator (part time ≈ 40%)	7,400	\$12,900		1,000		\$11,900 (including audit)	\$2,000	\$4,000	\$4,000	\$2,900
	Finance and admin assistant (part time≈40%)	3,500									
	Audit	1000									
	PSC meetings (1 meeting per year,	1000									
CONTINGENCY (UP TO 5% OF TOTAL ACTIVITIES)			\$5,828				5,828	\$1,228	\$1,533	\$1,533	\$1,533
DELIVERY PARTNER FEE (UP TO 10% OF TOTAL ACTIVITIES)			\$27,272				27,272	6818	6818	6818	6818
TOTAL¹²			299,032	150,000	40,000	56,532	52,500	83,046	91,851	76,851	47,283

¹¹ One senior international consultant engaged for 7 working days to support activities 3.1.1

4.2. Procurement Plan						
REFERENCE	PROCUREMENT DESCRIPTION	PROJECTED COST (US\$)	PROCUREMENT METHOD	ESTIMATED START DATE	PROJECTED CONTRACTING DATE	THRESHOLDS (Min-Max monetary value for which indicated procurement method must be used)
Goods and Non-Consulting Services						
Activity 1:						
1.1.5	Laptop Computer	1,500	Shopping (3 quotes min., award to lowest)	Month 1	Month 3	Maximum threshold is USD 10,000/- yearly by commodity class
1.1.5	Desktop Computer	1,000	Shopping (3 quotes min., award to lowest)			
1.1.5	Projector	500	Shopping (3 quotes min., award to lowest)	Month 1	Month 3	Maximum threshold is USD 10,000/- yearly by commodity class
1.1.5	Printer	500	Shopping (3 quotes min., award to lowest)	Month 1	Month 3	Maximum threshold is USD 10,000/- yearly by commodity class
1.1.5	Stationary	600	Shopping (3 quotes min., award to lowest)	Month 1	Month 3	Maximum threshold is USD 10,000/- yearly by commodity class
1.1.5	Internet Access	400	Shopping (3 quotes min., award to lowest)	Month 1	Month 3	Maximum threshold is USD 10,000/- yearly by commodity class
1.4, 2.2, 2.3, 2.4	Printing	3,500	Shopping (3 quotes min., award to lowest)	4 weeks prior to required service	1 week prior to required service	Maximum threshold is USD 10,000/- yearly by commodity class
All activities where applicable	Workshops (Venue and Refreshments) <i>[aggregated, single workshop expected to be as listed in activity plan above of less than 5,000 per event]</i>	54,500	Shopping (3 quotes min., award to lowest)	4 weeks prior to required service	1 week prior to required service	Formal procurement for any single award above USD 40,000/- (none expected)



**READINESS AND PREPARATORY SUPPORT
PROPOSAL TEMPLATE**

SUB-TOTAL		62,500				
Consultancy Services						
International Consultant(s)						
1.1a-c, 1.2a, 1.4a-b, 2.2a-c, 2.3a	International consultant recruited at a daily rate of USD 500 to provide technical backstopping to national consultants (recruited at a daily rate of USD 300) and National Designated Authority	71,000	Open-tender (established systems contract) HR Rules Apply	Month 1	Month 3	Formal procurement for awards above USD 40,000/-
National Consultant(s)						
1.1, 1.2, 1.4	National Consultant NDA Support	21,500	Open-tender (3 bids min.) HR Rules Apply	Month 1	Month 3	No minimum or maximum threshold, required on all procurements of this type
1.3	Legal Consultant to arrange bi-lateral agreements	6.000	Open-tender (3 bids min.) HR Rules Apply	Month 1	Month 3	No minimum or maximum threshold, required on all procurements of this type
2.1, 2.3, 2.4	Stakeholder Engagement Consultant	12,000	Open-tender (3 bids min.) HR Rules Apply	Month 1	Month 3	No minimum or maximum threshold, required on all procurements of this type
2.2	Strategic Programming Consultant	10,000	Open-tender (3 bids min.) HR Rules Apply	Month 1	Month 3	No minimum or maximum threshold, required on all procurements of this type
3.1	Accreditation consultants	19,500	Open-tender (3 bids min.) HR Rules Apply	Month 1	Month 3	No minimum or maximum threshold, required on all procurements of this type
PMU	Audit Consultant	1000	Open-tender (3 bids min.) HR Rules Apply	Month 1	Month 3	No minimum or maximum threshold, required on all procurements of this type
SUB-TOTAL		141,000				
TOTAL		203,500				



READINESS AND PREPARATORY SUPPORT PROPOSAL TEMPLATE

PAGE 16 OF 18 | Ver. 20 March 2017

Overall financial management and procurement of goods and services under this readiness and preparatory support proposal will be guided by UN Environment's regulations, rules, policies and procedures, as well as its programme manual. Further, procurement of goods and services will follow the general principles stated under clause 7 of Framework Readiness and Preparatory Support Grant Agreement (Framework Agreement) between Green Climate Fund (GCF) and UN Environment. UN Environment will comply with its obligation under clause 7(a) of the Framework Agreement, which states "The procurement of Goods and Services for Approved Readiness Support Proposals, whether by the Delivery Partner or by a third party, shall be done in accordance with the rules, policies and procedures of the Delivery Partner".

For this readiness and preparatory support proposal, services of a technical nature will be recruited, or acquired, and directly managed by UN Environment, in consultation with GCF's National Designated Authority (NDA) of Swaziland. Recruitment and management of consultants will be in accordance with UN Environment rules, policies and procedures. UN Environment will coordinate with Swaziland NDA to procure goods and services in delivering activities at national level [for example meetings, workshops, etc.] in accordance with the agreed procurement management plan and will be in accordance with UN Environment rules, policies and procedures.

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.

UN Environment, as the Delivery Partner for this Readiness and Preparatory Support Proposal, will submit requests for disbursement for approved proposals to the GCF in accordance with the Framework Readiness and Preparatory Support Grant Agreement between the GCF and UN Environment. Disbursement requests will be signed by the authorised representative of the UN Environment and will include details of the bank account into which the grant will be deposited. UN Environment, the Delivery Partner for this R&P Support Proposal for Swaziland, will administer the grant disbursed by the GCF in accordance with UN Environment's regulations, rules, and procedures including maintenance of records of grant, disbursements and expenditure. UN Environment will follow the disbursement schedule as per the Framework Readiness and Preparatory Support Grant Agreement between the GCF and UN Environment.

UN Environment will allocate the grant proceeds as appropriate, in accordance with its obligations under clause 5 (Use of Grant Proceeds by the Delivery Partner) of Framework Readiness and Preparatory Support Grant Agreement between Green Climate Fund (GCF) and UN Environment.

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.

SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

5.1. 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.

UN Environment will manage the funds for the activities under this readiness agreement. UN Environment will agree on a plan with the Swaziland NDA to monitor the implementation of the activities using the grant proceeds. However, UN Environment will be responsible for the implementation of the activities under this readiness and preparatory support proposal.

UN Environment, through its Ecosystem Division, will be responsible for overall coordination, oversight of the implementation of activities and evaluation of the project, which will be done in coordination with the Project Steering Committee (PSC) and a national Project Manager (PM). A UN Environment Programme Officer (PO) will be responsible for project supervision to ensure consistency with GCF and UN Environment policies and procedures. The functions of the PO will include, but will not be limited to the following: i) participating in the Annual Project Steering Committee (PSC) meetings; ii) facilitating the mid-term and final evaluations; iii) clearing the Progress Reports and Project Implementation Reviews; and iv) undertaking the technical review of project deliverables v) providing input to periodic readiness portfolio reporting to GCF; vi) preparing requests for disbursements etc..

UN Environment will submit interim and final progress reports to the GCF in accordance with the terms of the Framework Readiness and Preparatory Support Grant Agreement between Green Climate Fund (GCF) and UN Environment.

5.2. 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.