

Updated project and programme cycle

This document is as adopted by the Board and contained in annex IV to decision B.17/09, paragraph (n).



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Table: Updated project and programme activity cycle

KEY STAGES AND INDIVIDUAL STEPS		ACTOR(S)	RESPONSIBILITY AND TASK
I. Country, regional and/or accredited entity programmes			
1.1	Submission and compilation of country programmes	National designated authority (NDA) or focal point (FP) Secretariat	<ol style="list-style-type: none"> 1. Submit country programme, including a national adaptation plan or voluntary adaptation plan and appropriate elements of countries' nationally determined contributions, to the Secretariat. 2. NDAs may request support from the Readiness and Preparatory Support Programme under the readiness activity areas outlined in decision B.13/32. 3. NDA/FP may inform the Secretariat of preferred AEs that will implement programmes and projects under the country programme. 4. The Secretariat will compile country programmes and submit this to the Board for its information.
1.2	Submission and compilation of accredited entity work programme	Accredited entity (AE) Secretariat	<ol style="list-style-type: none"> 1. AEs will submit annual and/or multi-annual work programmes to the Secretariat 2. AEs will develop annual and/or multi-annual programmes in consultation with NDAs/FPs 3. The Secretariat will compile AE work programmes to be submitted to the Board for information and discussion.
1.3	Structured dialogues	Secretariat, NDAs/FPs and AEs	In accordance with the strategic plan, the Secretariat will host an annual strategic dialogue at the regional level in each region.
II. Generation of programme or project funding proposals			
2.1	Strategic approaches	NDA, Secretariat and AEs	<ol style="list-style-type: none"> 1. Based on the country and AE work programmes, countries will identify priorities, analyse financial needs and gaps and identify partners to design and implement funding proposals. 2. The Secretariat would provide support to NDAs/FPs and direct access entities to conduct the process for pipeline origination through strategic approaches.
2.2	Requests for proposals	Board, Secretariat	The Board may periodically approve requests for proposals to guide the development of the GCF portfolio in specific areas in accordance with the initial strategic plan.
2.3	Regular call for funding proposals	Secretariat	<ol style="list-style-type: none"> 1. The Secretariat will publish regular calls for funding proposals on the GCF website, as directed by the Board. 2. NDAs/FPs and AEs may submit funding proposals to the Secretariat in response to requests for proposals, as well as funding proposals included in country and AE work programmes, which would be subject to the proposal approval process.

III. Concept note (Voluntary)			
3.1	Concept note submission	AE, NDA/FP	<ol style="list-style-type: none"> 1. The NDAs/FPs and/or AEs submit the concept note to the Secretariat. 2. In accordance with the country ownership guidelines and relevant decisions, AEs are encouraged to engage NDAs/FPs prior to the submission of concept notes. 3. The Secretariat acknowledges the submission of the concept note, and updates the concept note pipeline accordingly.
3.2	Concept note confirmation	AE, NDA/FP	On receipt of a concept note submission from an accredited entity, the Secretariat will seek confirmation from the national designated authority or focal point that the concept note fits under national priorities and country ownership.
3.3	Concept note pipeline	Secretariat	The Secretariat will present an updated concept note pipeline prior to each Board meeting.
3.4	Feedback and recommendations on the concept note	Secretariat, NDA/FP, AE	In consultation with the NDA/FP, the Secretariat will provide feedback and recommendations to the AE, and advises if the concept is endorsed, not endorsed with possibility of resubmission or rejected.
3.5	Project preparation and development support	AE, Secretariat	<ol style="list-style-type: none"> 1. The Project Preparation Facility (PPF) will support project and programme preparation requests from all accredited entities, especially direct access entities, for projects in the micro to small size category. 2. The NDA/FP will submit the no-objection letter related to the PPF request through the Accredited Entity. 3. AEs submit proposals based on the PPF application template. 4. The Secretariat will report to the Board at each meeting on the pipeline of PPF requests received, approved and under implementation. 5. The Secretariat will report on the progression of concept notes receiving PPF support to funding proposals submitted and approved by the Board. 6. Funding proposals developed with PPF resources should be submitted to the Board within two years of PPF approval unless sufficient justification for an extension is provided.
IV. Funding proposals			
4.1	Full proposal pipeline	Secretariat	The Secretariat will update the information on the GCF portfolio prior to each Board meeting and publish it on the GCF website.
4.2	No-objection letter	NDA/FP	The NDA or FP will provide a no-objection letter, in line with the GCF transparent no-objection procedure in accordance with decision B.08/10.
4.3	Funding proposal submission to the Secretariat	AE, Secretariat	<ol style="list-style-type: none"> 1. The full funding proposal submitted to the Secretariat. 2. The Secretariat acknowledges the submission of the documentation. 3. The Secretariat reviews the funding proposals for completeness of documentation.

4.4	Information disclosure	AE, Secretariat	In accordance with the comprehensive information disclosure policy of the GCF as in force.
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V. Secretariat analysis and independent technical assessment and recommendations to the Board			
5.1	Analysis and recommendation to the Board	Secretariat	<ol style="list-style-type: none"> 1. The Secretariat will carry out necessary and appropriate second-level due diligence. 2. The Secretariat will assess compliance with the GCF interim environmental and social safeguards, Gender policy, financial policies and any other policies promulgated by the Board, in addition to the performance of the project or programme against activity-specific criteria.
5.2	Independent assessment	TAP, AEs	<ol style="list-style-type: none"> 1. The independent Technical Advisory Panel (TAP) will conduct technical assessment of the performance of the project or programme against activity-specific criteria, as defined in the initial investment framework (decision B.09/05). 2. The TAP will present the outcome of its technical assessment and its recommendations on each funding proposal. 3. The Secretariat facilitates the response from AEs to the assessment and recommendations from the TAP. 4. The TAP assessment and the AEs responses will be published on the GCF website.
5.3	Submission of documentation to the Board	Secretariat	<ol style="list-style-type: none"> 1. The Secretariat will only submit to the Board for its consideration those funding proposals whose approval has been recommended by the independent Technical Advisory Panel and the Secretariat. 2. The Secretariat will submit the following documentation to the Board: <ol style="list-style-type: none"> (i) The final funding proposal as submitted by the AE (ii) The Secretariat's assessment of compliance with safeguards and policies and performance of the project or programme against activity-specific criteria. Proposals that best achieve GCF objectives will be selected based on selection process methodologies to be approved by the Board (iii) A summary of the second-level due diligence carried out by the Secretariat (iv) A cover note containing: the funding recommendation by the Secretariat; and a summary of the proposal and the underlying assessments with respect to the activity-specific criteria (v) The assessment of the TAP and responses from AEs (standard practice since the fourteenth meeting of the Board).
VI. Board decision			

6.1	Board decision	Board	<ol style="list-style-type: none"> 1. The Board takes a decision to: <ol style="list-style-type: none"> (i) Approve the funding proposal; or (ii) Provide an approval that is conditional on modifications to project or programme design or subject to availability of funding; or (iii) Reject the funding proposal.
6.2	Post approval follow-up	Secretariat	<ol style="list-style-type: none"> 1. The Secretariat will inform the AE and the NDA/FP of the Board's decision and the next steps in relation to the approval conditions. 2. The decision is recorded by the Secretariat and communicated to the Interim Trustee. 3. In the case of rejection, the Secretariat will inform the NDA/FP (decision B.04/04) that, in accordance with decisions B.06/09 and B.13/24, they may request reconsideration of the funding decision via the independent Redress Mechanism.
6.3	Implementation of Board conditions	Secretariat	The Secretariat will report to the Board at each meeting on the status of implementation of the approval conditions, and identify any matters that require further Board action.
VII. Legal arrangements for approved proposals			
7.1	Funded activity agreement	Secretariat with AE	<ol style="list-style-type: none"> 1. The Secretariat will work with AEs to conclude any necessary legal arrangements between the GCF and the AE. 2. Legal agreements are signed by the Executive Director and the AE. 3. The Interim Trustee is notified. 4. The NDA/FP is informed of the outcome of the funded activity agreement.
7.2	Letter of commitment	Interim Trustee	The Interim Trustee provides a letter of commitment, subject to the availability of funding.
7.3	Funding proposal conditions	Secretariat, AE, Board	The Secretariat will assess the conditions attached to funding proposals and, in the event any such condition is considered by the Secretariat to be inconsistent with GCF policies, the Secretariat will make a recommendation to the Board for further guidance and pending such guidance, the relevant condition shall be deemed not to apply (decision B.16/02).



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