

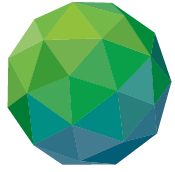
GREEN  
CLIMATE  
FUND

# GCF REGIONAL DIALOGUE

with MIDDLE EAST & NORTH AFRICA

**Rabat, Kingdom of Morocco**  
24–28 June 2024





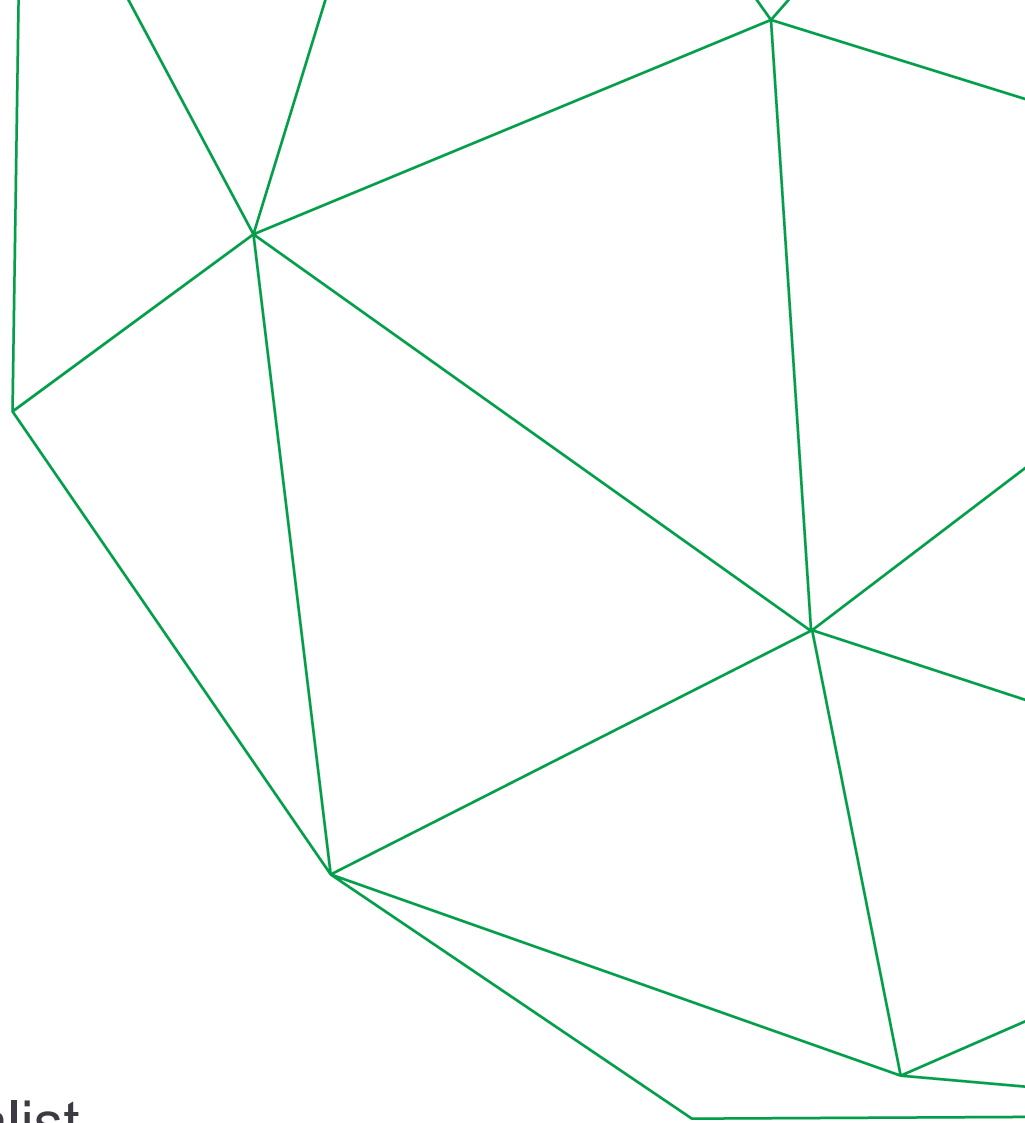
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GCF REGIONAL DIALOGUE  
with MIDDLE EAST & NORTH AFRICA

# Concept Note and Funding Proposal Development: Document Requirements

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**Rabat, Kingdom of Morocco**  
24–28 June 2024



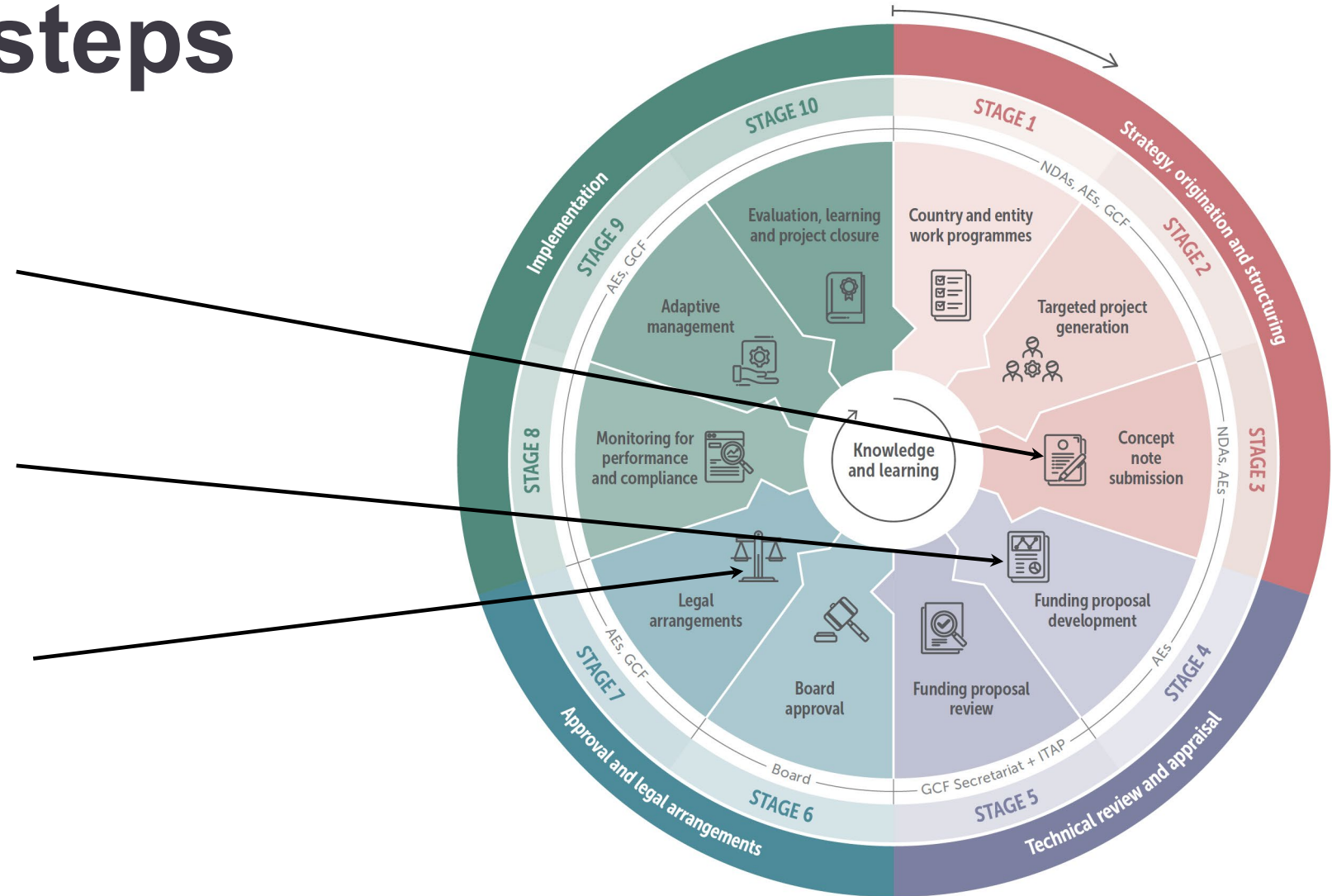
# Three key steps



Concept Note

Funding Proposal

Legal Agreement



# 1. Concept Note (CN)

## CONCEPT NOTE

Submitted by either the AE or the NDA

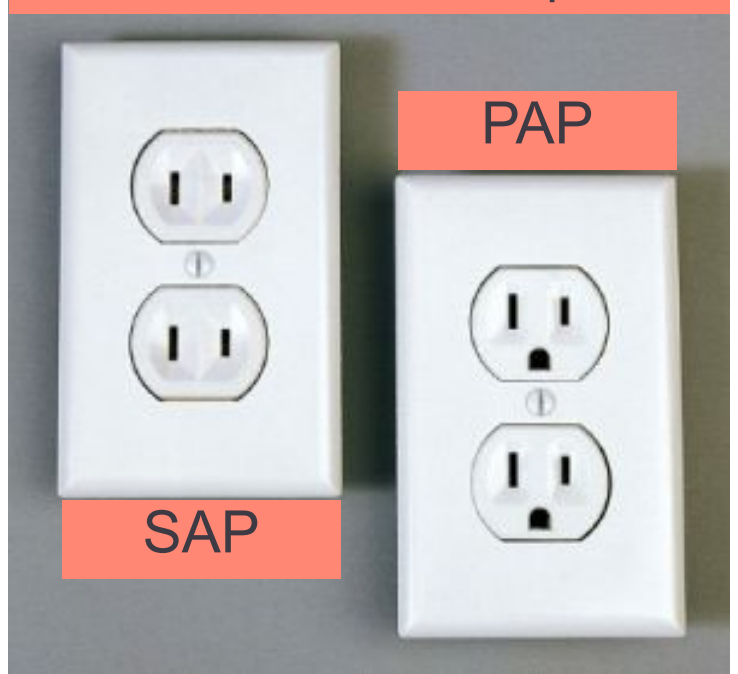
Contains basic project information

Annexes are optional

The CN should provide the following information:

- A brief climate context and baseline;
- A project description, including project components;
- The project size, suggested financial instruments and other financial information;
- Brief information on how the concept note meets the GCF investment criteria; and
- Information on engagement with the NDA(s) and relevant stakeholders.

Select the correct template



# Annexes to Concept Note

## Optional annexes :

- Map indicating the location of the project/programme
- Diagram of the theory of change
- Economic and financial model with key assumptions
- Pre-feasibility study, if applicable
- Evaluation report of previous project(s), if any
- Results of E&S risk screening.

## Need not be provided :

- Project logical framework
- Detailed budget
- Project appraisal report



GCF DOCUMENTATION

PROJECTS

## Concept Note

Project/Programme Title: \_\_\_\_\_

Country(ies): \_\_\_\_\_

National Designated  
Authority(ies) (NDA): \_\_\_\_\_

Accredited Entity(ies) (AE): \_\_\_\_\_

Date of first submission/  
version number: [YYYY-MM-DD] [V.0]

Date of current submission/  
version number: [YYYY-MM-DD] [V.0]



Please submit the completed form to [fundingproposal@gcfund.org](mailto:fundingproposal@gcfund.org),  
using the following name convention in the subject line and file name:  
"CN-[Accredited Entity or Country]-YYYYMMDD"

## 2. Funding Proposal (FP)

TABLE 7. COMPLETENESS CHECKLIST

ANNEX	LIST OF SUPPORTING DOCUMENTS	IS THE DOCUMENT PROVIDED?
ANNEX 1	NDA no-objection letter(s) (template provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 2	Feasibility study and, if applicable, market study	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 3	Economic and/or financial analyses in spreadsheet format	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 4	Detailed budget plan (template provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 5	Implementation timetable, including key project/programme milestones (template provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 6	Environmental and social safeguards report: <input type="checkbox"/> Report(s) corresponding to category A or B; or I-1 or I-2: <input type="checkbox"/> ESIA <input type="checkbox"/> ESMP <input type="checkbox"/> ESMS <input type="checkbox"/> Others (resettlement action plan, resettlement policy framework, Indigenous peoples plan, Indigenous peoples planning framework, stakeholder engagement/management plan) <input type="checkbox"/> ESS report disclosure form (category A, B or C; or I-1, I-2 or I-3) (form provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 7	Summary of consultations and stakeholder engagement plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 8	Gender assessment and project-/programme-level action plan (template provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 9	Legal due diligence (regulation, taxation and insurance)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 10	Procurement plan (template provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 11	Monitoring and evaluation plan (template provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 12	AE fee request (template provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ANNEX 13	Co-financing commitment letter, if applicable (template provided)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
ANNEX 14	Term sheet, including a detailed disbursement schedule and, if applicable, repayment schedule	Yes <input type="checkbox"/> No <input type="checkbox"/>

Use the completeness checklist for the list of supporting documents (22 Annexes)

Review guidance, and use the template if provided

Ensure all documents are complete, meet the requirements, and coherent

# Funding Proposal- Annexes

- **Annex 1: National designated authority no-objection letter(s):** signed no-objection letter from the national designated authority (NDA) of each country.
- **Annex 2: Feasibility study and, if applicable, market study:** necessary to determine whether the proposed project is feasible and implementable
  - An assessment of the various options;
  - Alternative scenarios and a clear recommendations;
  - Reasons for choosing these interventions; and
  - Explanation of the project structure and activities.
- For scaling up of projects/programmes - previously funded, existing studies, mid-term or final project evaluations, or data used for those prior activities could be updated and used.
- **Annex 3: Economic and/or financial analysis:** assess the viability of the project/programme and mobilize adequate resources from GCF, AEs, governments, financial institutions, project sponsors and/or other co-financiers.
- **Annex 4: Detailed budget plan:** breakdown by type of expense, including project staff and consultants, travel, goods, works, services and construction costs. Each budget line should clearly identify the source of financing and the proposed financial instrument, and should be supported by the assumptions made in order to arrive at the budget figures, in the form of budget notes.
- **Annex 5: Implementation timetable, including key project/programme milestones:** implementation timetable shows the key milestones of the project/programme



# Minimum requirement: Initial FP Package

Highly encouraged to submit all relevant annexes with the initial submission.

- Feasibility study;
- Project appraisal report (if applicable);
- Detailed budget;
- ESS reports;
- Gender assessments and project-/ programme-level action plans;
- Draft term sheet;
- Evaluation report of baseline projects (if applicable);
- NOL;
- Co-financing or commitment letter(s);
- Project implementation timetable; and
- Economic and/or financial analysis.





# Information Discloser

Disclose ESS-related risks in projects/programmes

Two separate disclosure requirements:

- (i) public disclosure via the website of the AE and in locations convenient to affected peoples; and
- (ii) notification sent to Board members and active observers via the Secretariat.

Both obligations must be fulfilled for the project proposal to be presented to the Board.

Public FP and Annexes are also publicly disclosed.

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ESS CATEGORY	ESS REPORTS	DISCLOSURE DEADLINE <sup>a</sup>
Category A	ESIA and ESMP	At least 120 calendar days in advance of the decision by the board of the AE or the GCF Board, whichever occurs first
Category I-1	ESMS	
Category B	ESIA and ESMP	At least 30 calendar days in advance of the decision of the board of the AE or the GCF Board, whichever occurs first
Category I-2	ESMS	
Category C	N/A	N/A
Category I-3		

# 3. Funding Activity Agreement; FAA

FAA requirements:

- Final term sheet
- Certificate of Internal Approval
- Final funding package





# Thank you