



GREEN
CLIMATE
FUND

Readiness Management System (Fluxx)

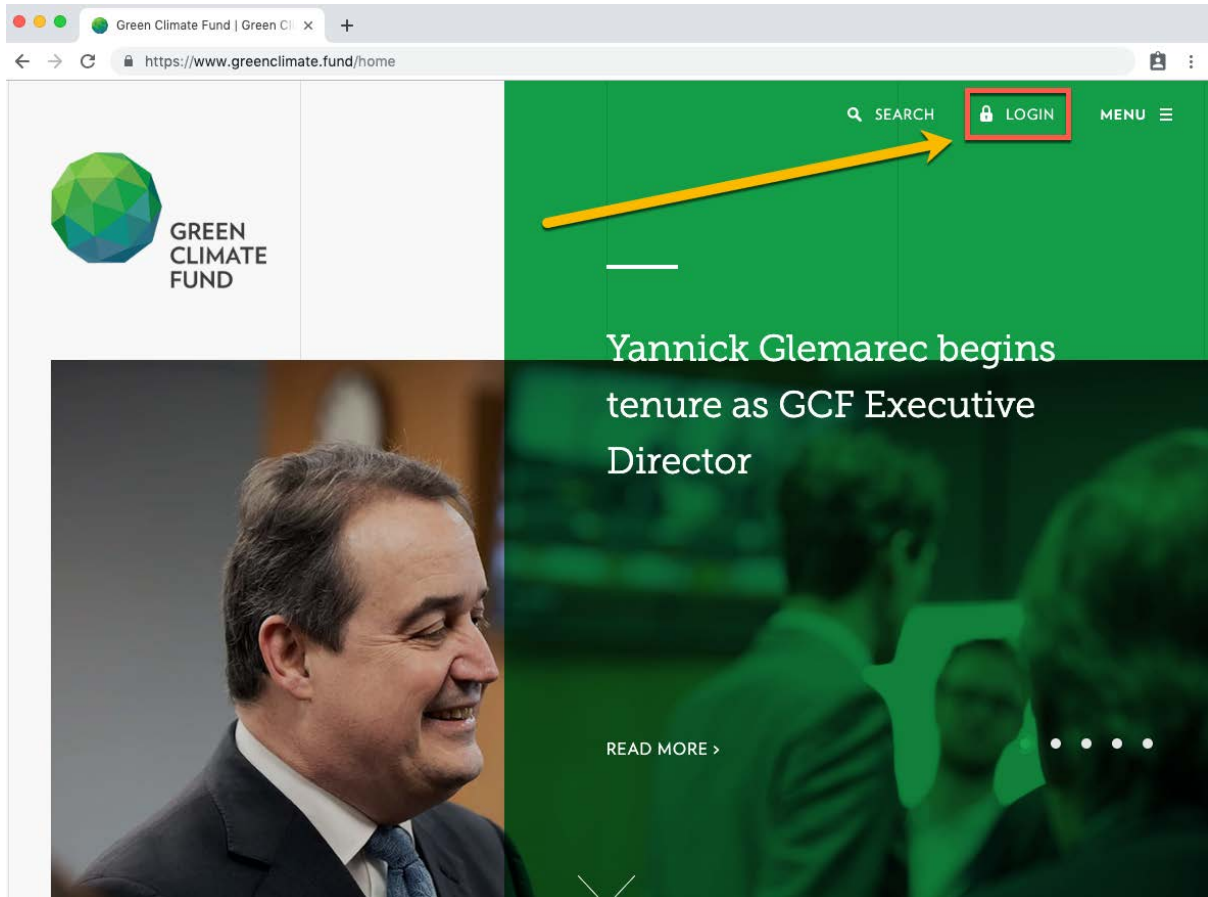
Instructions for uploading
readiness proposals

28 April 2020

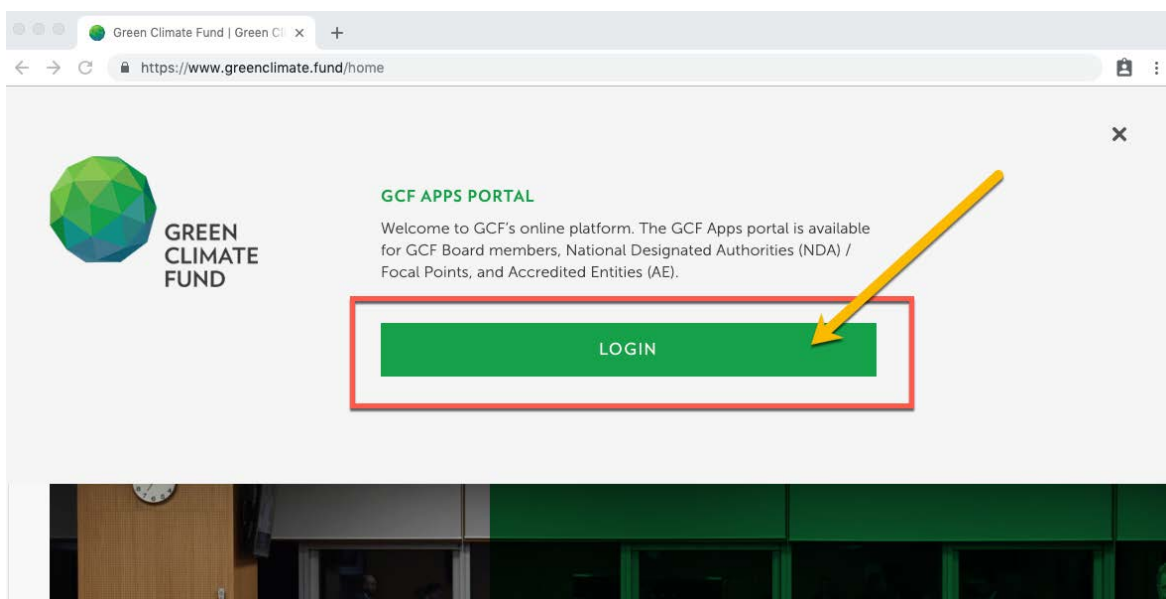
Working Document

I. Logging into the system

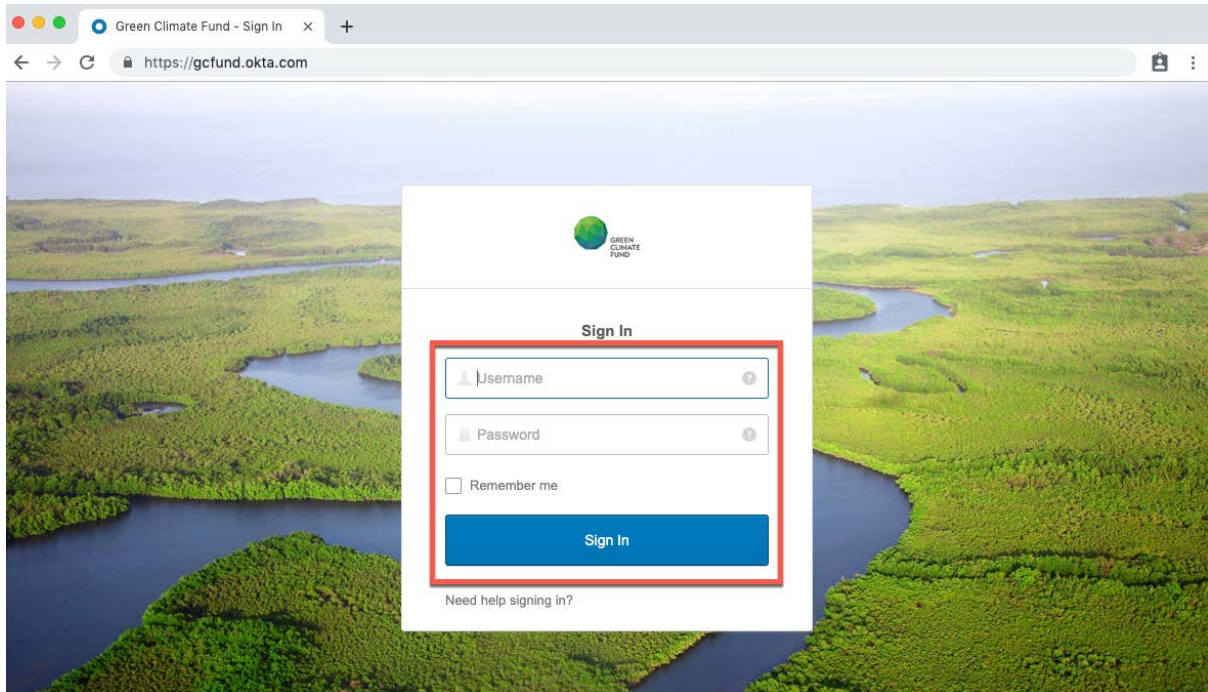
1. Go to Green Climate Fund website (<https://www.greenclimate.fund>)
2. Click 'LOGIN' menu on top



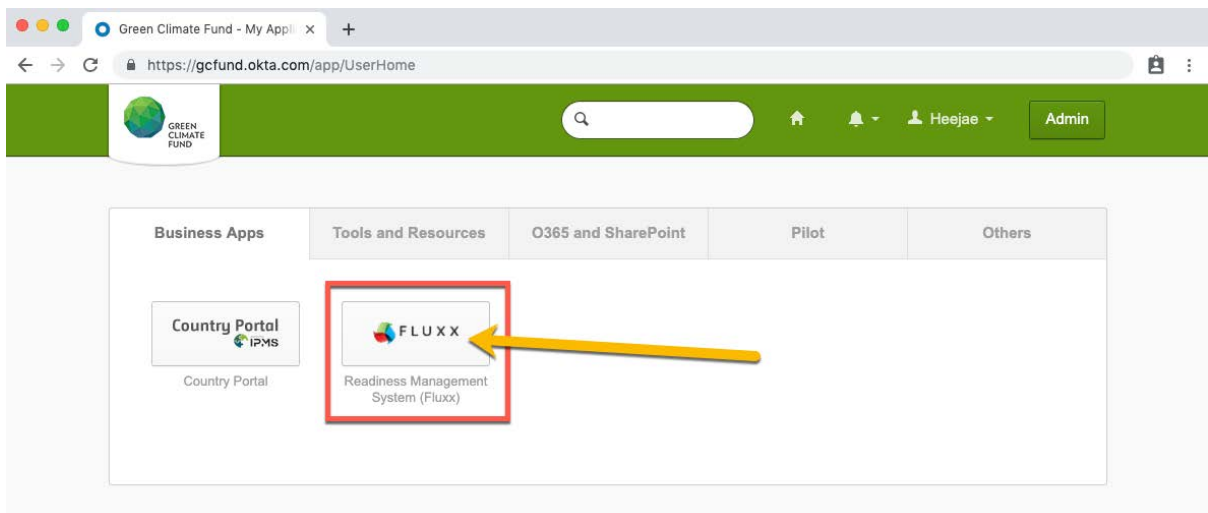
3. Click 'LOGIN'



4. Enter the username (i.e. ATG@country.gcfund.org) and password separately provided to access GCF Apps Portal, and click 'Sign In' button. If you do not remember the credential, please contact your regional desk team for support.

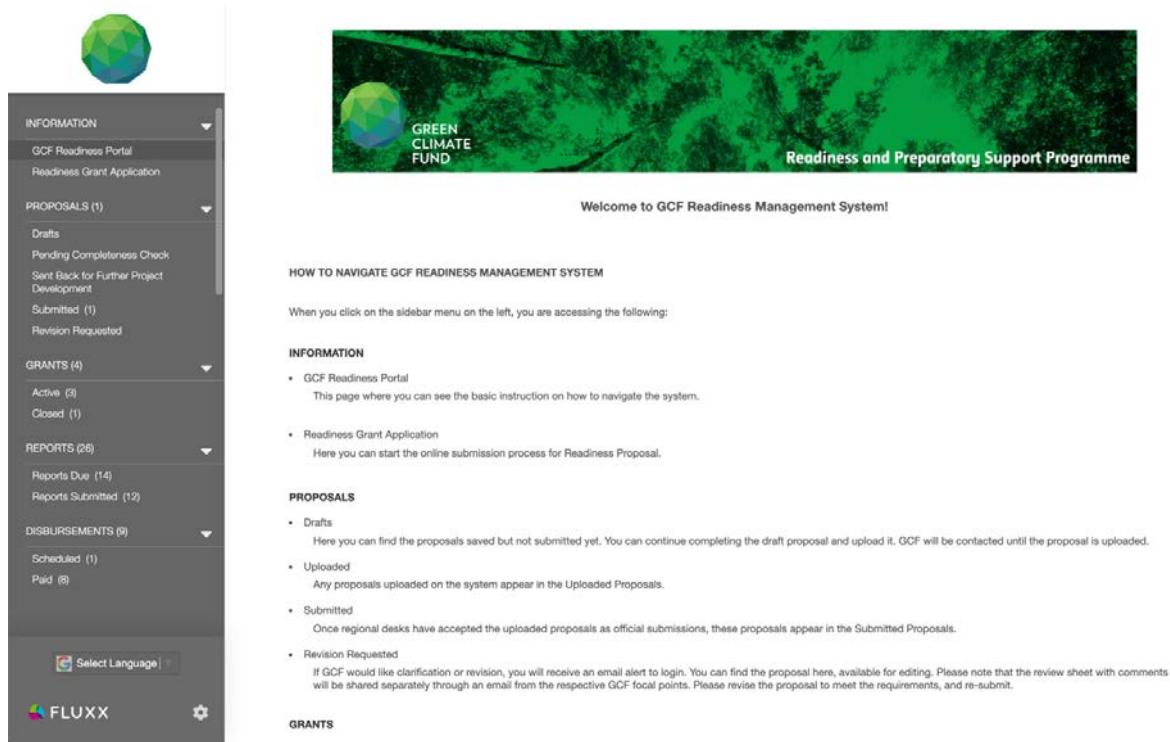


5. Click the 'Fluxx' icon to access Readiness Management System



II. Uploading Readiness Proposal via Fluxx System

6. Read through the instruction on the landing page.



INFORMATION

- GCF Readiness Portal
- Readiness Grant Application

PROPOSALS (1)

- Drafts
- Pending Completeness Check
- Sent Back for Further Project Development
- Submitted (1)
- Revision Requested

GRANTS (4)

- Active (3)
- Closed (1)

REPORTS (28)

- Reports Due (14)
- Reports Submitted (12)

DISBURSEMENTS (9)

- Scheduled (1)
- Paid (8)

Select Language

FLUXX

GREEN CLIMATE FUND

Readiness and Preparatory Support Programme

Welcome to GCF Readiness Management System!

HOW TO NAVIGATE GCF READINESS MANAGEMENT SYSTEM

When you click on the sidebar menu on the left, you are accessing the following:

INFORMATION

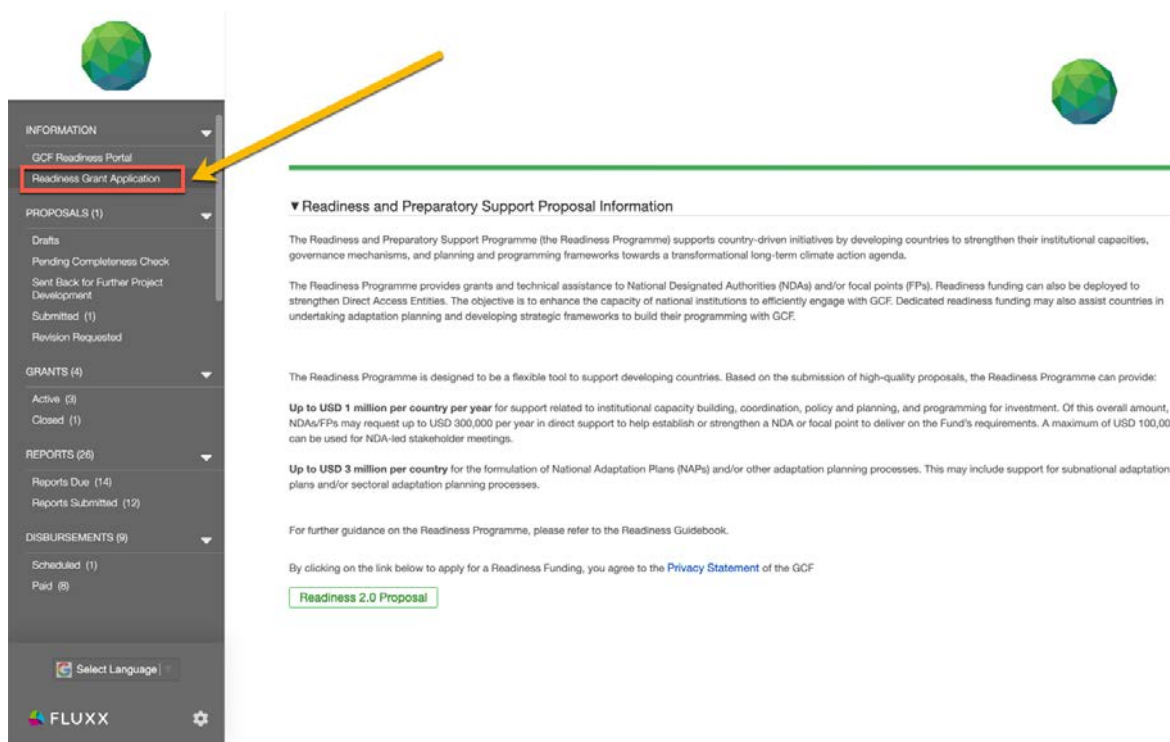
- GCF Readiness Portal
This page where you can see the basic instruction on how to navigate the system.
- Readiness Grant Application
Here you can start the online submission process for Readiness Proposal.

PROPOSALS

- Drafts
Here you can find the proposals saved but not submitted yet. You can continue completing the draft proposal and upload it. GCF will be contacted until the proposal is uploaded.
- Uploaded
Any proposals uploaded on the system appear in the Uploaded Proposals.
- Submitted
Once regional desks have accepted the uploaded proposals as official submissions, these proposals appear in the Submitted Proposals.
- Revision Requested
If GCF would like clarification or revision, you will receive an email alert to login. You can find the proposal here, available for editing. Please note that the review sheet with comments will be shared separately through an email from the respective GCF focal points. Please revise the proposal to meet the requirements, and re-submit.

GRANTS

7. Click 'Readiness Grant Application' menu on the left navigation menu



INFORMATION

- GCF Readiness Portal
- Readiness Grant Application**

PROPOSALS (1)

- Drafts
- Pending Completeness Check
- Sent Back for Further Project Development
- Submitted (1)
- Revision Requested

GRANTS (4)

- Active (3)
- Closed (1)

REPORTS (28)

- Reports Due (14)
- Reports Submitted (12)

DISBURSEMENTS (9)

- Scheduled (1)
- Paid (8)

Select Language

FLUXX

Readiness and Preparatory Support Proposal Information

The Readiness and Preparatory Support Programme (the Readiness Programme) supports country-driven initiatives by developing countries to strengthen their institutional capacities, governance mechanisms, and planning and programming frameworks towards a transformational long-term climate action agenda.

The Readiness Programme provides grants and technical assistance to National Designated Authorities (NDAs) and/or focal points (FPs). Readiness funding can also be deployed to strengthen Direct Access Entities. The objective is to enhance the capacity of national institutions to efficiently engage with GCF. Dedicated readiness funding may also assist countries in undertaking adaptation planning and developing strategic frameworks to build their programming with GCF.

The Readiness Programme is designed to be a flexible tool to support developing countries. Based on the submission of high-quality proposals, the Readiness Programme can provide:

Up to USD 1 million per country per year for support related to institutional capacity building, coordination, policy and planning, and programming for investment. Of this overall amount, NDAs/FPs may request up to USD 300,000 per year in direct support to help establish or strengthen a NDA or focal point to deliver on the Fund's requirements. A maximum of USD 100,000 can be used for NDA-led stakeholder meetings.

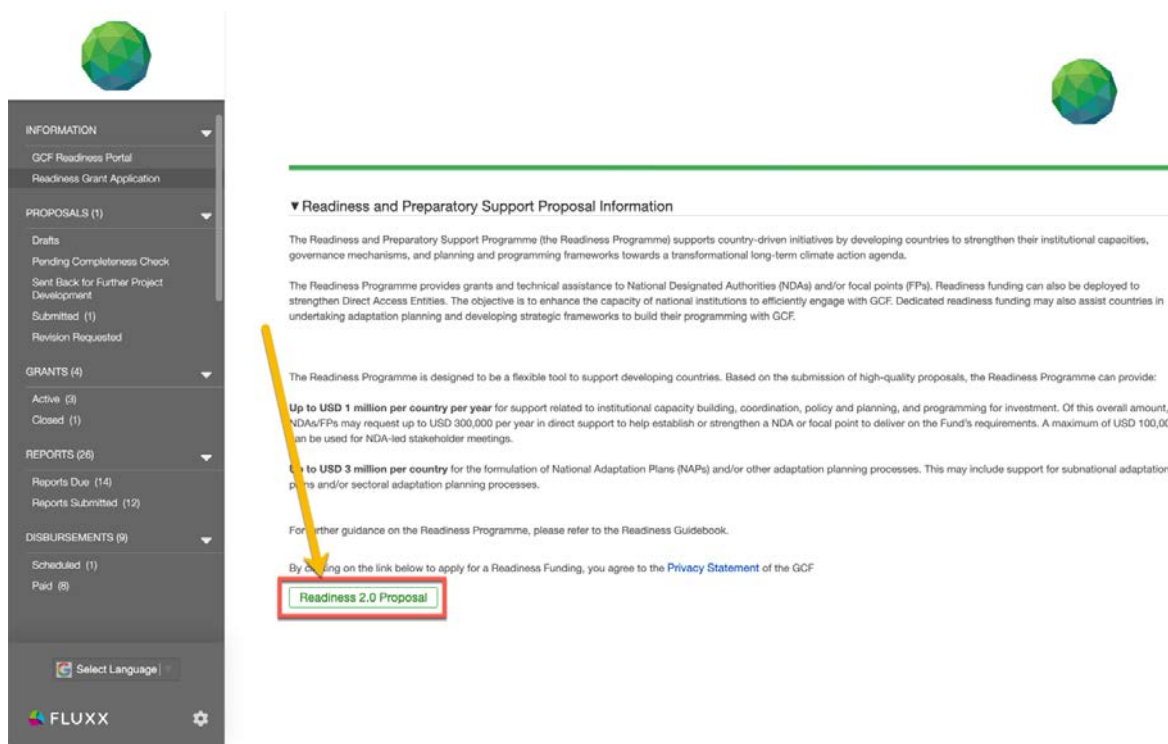
Up to USD 3 million per country for the formulation of National Adaptation Plans (NAPs) and/or other adaptation planning processes. This may include support for subnational adaptation plans and/or sectoral adaptation planning processes.

For further guidance on the Readiness Programme, please refer to the Readiness Guidebook.

By clicking on the link below to apply for a Readiness Funding, you agree to the [Privacy Statement](#) of the GCF.

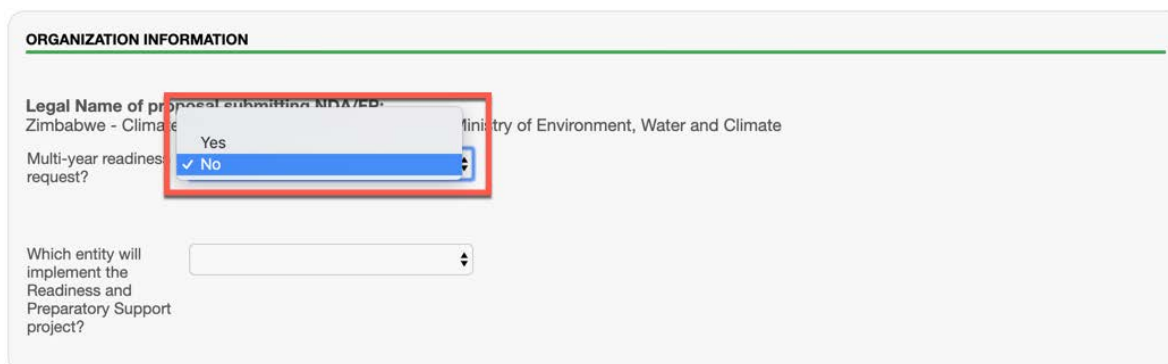
[Readiness 2.0 Proposal](#)

- Read through the guide and click either 'Readiness 2.0 Proposal' to start uploading your readiness proposal to the system.



- Please note that the system will ask you to upload the full proposal in word and excel documents, and the online form will capture the minimum summary information of the proposal only.

- Proposal submission details section will be auto filled when you upload the form. So let's just start with 'Organization Information' section: First, select 'Yes' or 'No' on whether the proposal is multi-year readiness request.



11. Select the entry who will implement the project.

ORGANIZATION INFORMATION

Legal Name of proposal submitting NDA/FP:
Zimbabwe - Climate Change Management Department, Ministry of Environment, Water and Climate

Multi-year readiness request?

Which entity will implement the Readiness and Preparatory Support project?

<input checked="" type="checkbox"/>	NDA/FP
<input type="checkbox"/>	Delivery Partner

12. If Delivery Partner will implement, additional field will pop-up for you to enter the contract information of the DP.

ORGANIZATION INFORMATION

Legal Name of proposal submitting NDA/FP:
Zimbabwe - Climate Change Management Department, Ministry of Environment, Water and Climate

Multi-year readiness request?

Which entity will implement the Readiness and Preparatory Support project?

Applicant: Please fill out the information on the delivery partner in the table below.

	Delivery Partner Information
Name of Delivery Partner Institution	<input type="text" value="ABC Foundation"/>
Delivery Partner Primary Contact Name	<input type="text" value="Mr. John Doe"/>
Primary Delivery Contact Email	<input type="text" value="john.doe@abcfoundation.test.com"/>

13. Please indicate contact email addresses in contact information section. You may include up to 10(ten) email addresses which would be used for the system to send you the automated alert messages including: proposal upload, submission receipt, request for proposal review and revision, etc. If you do not enter the email address, system will not be able to communicate with your organization.

CONTACT INFORMATION

Please indicate any email addresses via which your organization wishes to to receive proposal submission related alert emails from GCF.

Contact Email 1	<input type="text" value="youremail@email.com"/>
Contact Email 2	<input type="text" value="anotheremail@test.com"/>
Contact Email 3	<input type="text" value="yetanother@test.com"/>
Contact Email 4	<input type="text"/>
Contact Email 5	<input type="text"/>
Contact Email 6	<input type="text"/>
Contact Email 7	<input type="text"/>
Contact Email 8	<input type="text"/>
Contact Email 9	<input type="text"/>
Contact Email 10	<input type="text"/>

14. Continue with 'Proposal Summary' section. Fill in Project Title and Amount Requested in USD.

READINESS PREPARATORY SUPPORT PROPOSAL SUMMARY

Project Title	<input type="text" value="Your project title here"/>
Amount Requested in USD	<input type="text" value="\$100,000"/>

15. In Documents section, please click green plus button next to the document name to upload: 1) Proposal word file, 2) Budget excel file. Please note that you cannot proceed with proposal submission if those documents are not uploaded.

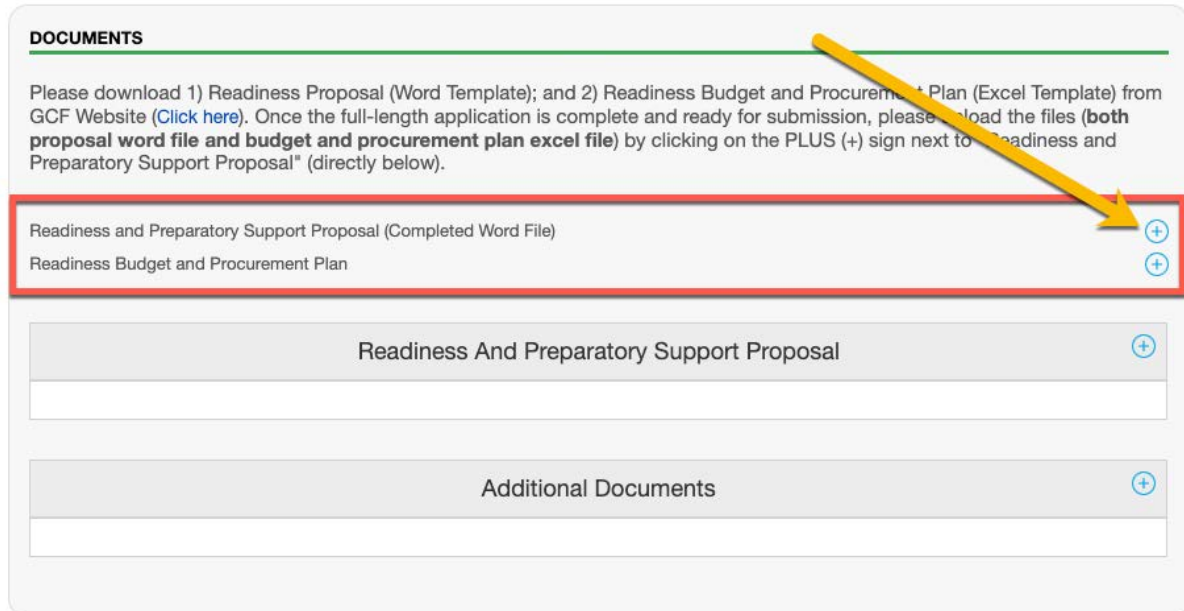
DOCUMENTS

Please download 1) Readiness Proposal (Word Template); and 2) Readiness Budget and Procurement Plan (Excel Template) from GCF Website ([Click here](#)). Once the full-length application is complete and ready for submission, please upload the files (**both proposal word file and budget and procurement plan excel file**) by clicking on the PLUS (+) sign next to "Readiness and Preparatory Support Proposal" (directly below).

Readiness and Preparatory Support Proposal (Completed Word File)	+
Readiness Budget and Procurement Plan	+

Readiness And Preparatory Support Proposal

Additional Documents



16. Click 'Add files' to upload documents from your computer.

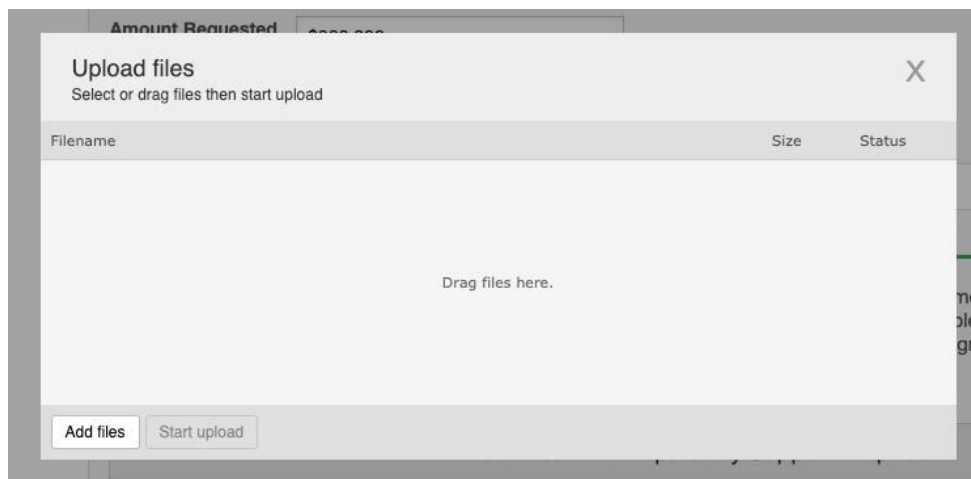
Amount Requested: \$300,000

Upload files X

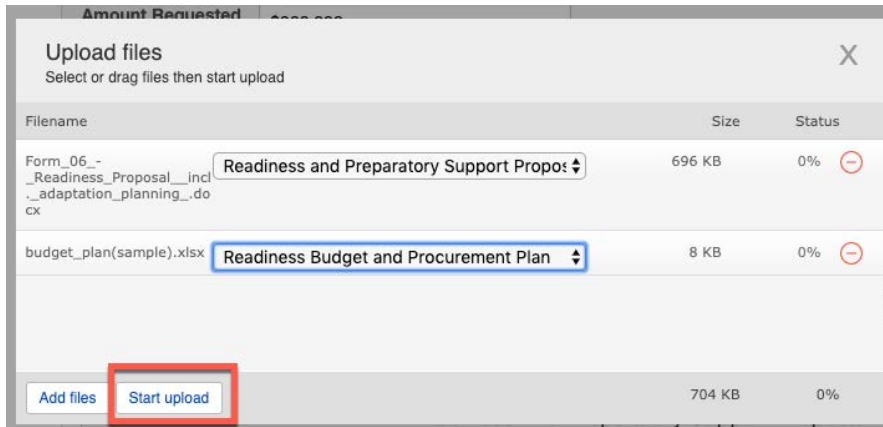
Select or drag files then start upload

Filename	Size	Status
Drag files here.		

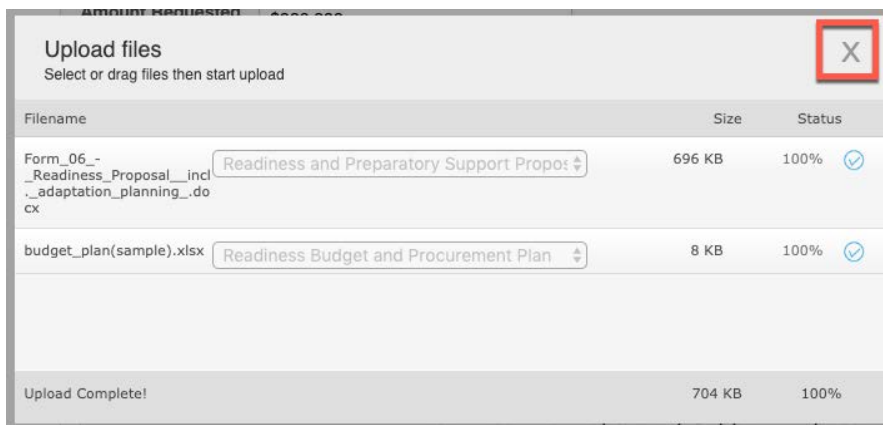
Add files Start upload



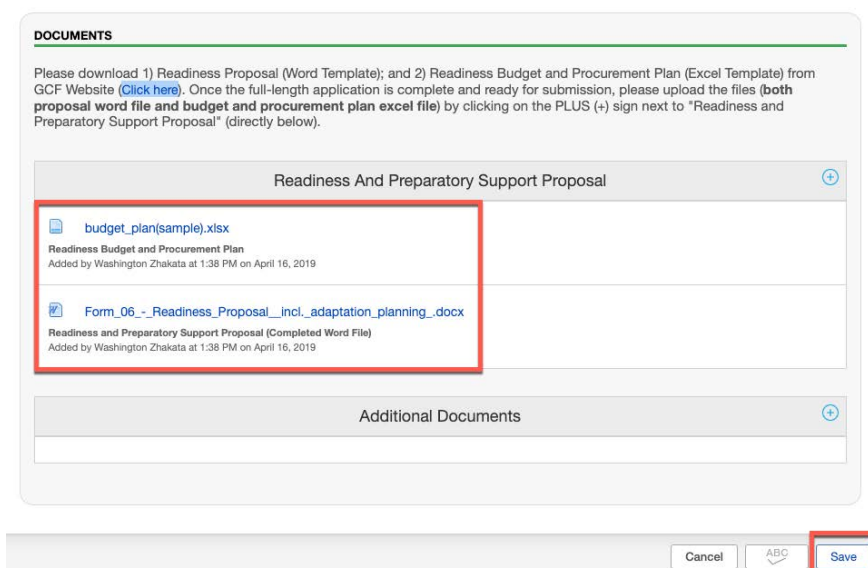
17. Click 'Start upload' button



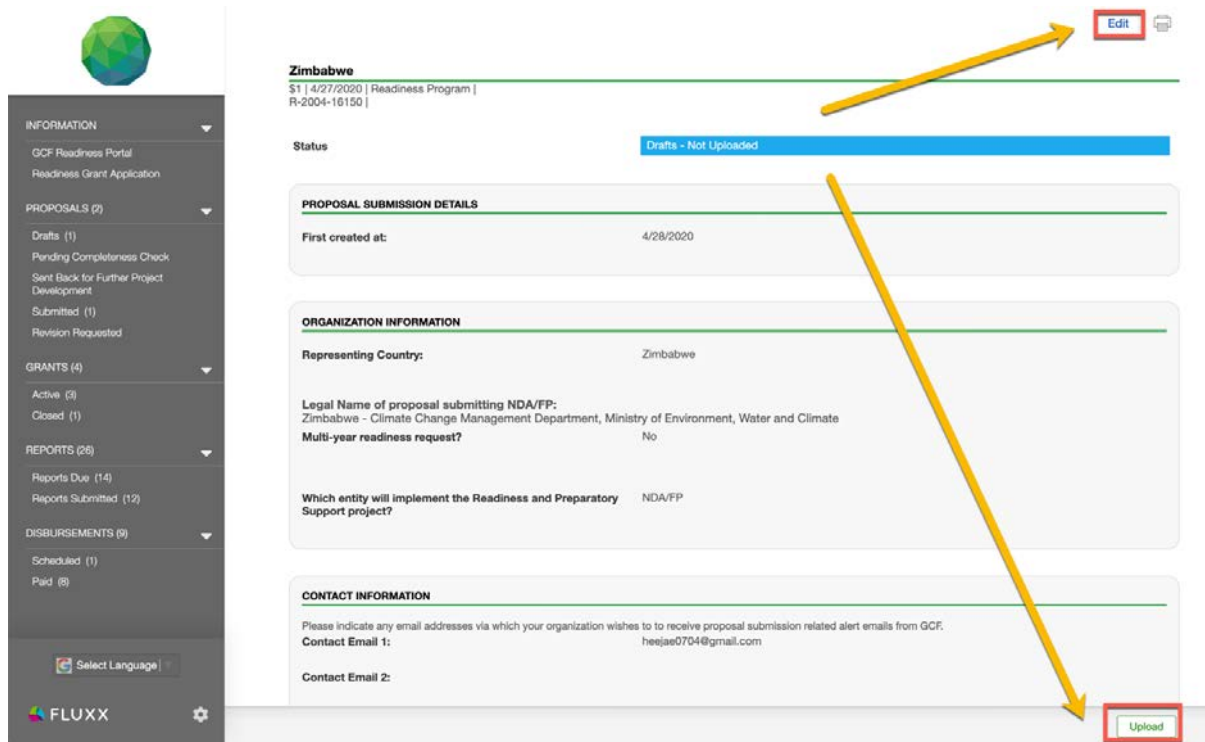
18. Once the upload is completed, click 'X' mark at the top-right corner of the pop-up window to close.



19. You will be able to see the list of the files uploaded in the system. Click 'Save' to store the progress.



20. Now you can see the status is 'Draft – Not Uploaded.' You can either further edit the form by clicking 'Edit' button at the top or upload the proposal to GCF for the completeness check by GCF regional team by clicking 'Upload' button at the bottom.



Zimbabwe
\$1 | 4/27/2020 | Readiness Program | R-2004-16150 |

Status: Drafts - Not Uploaded

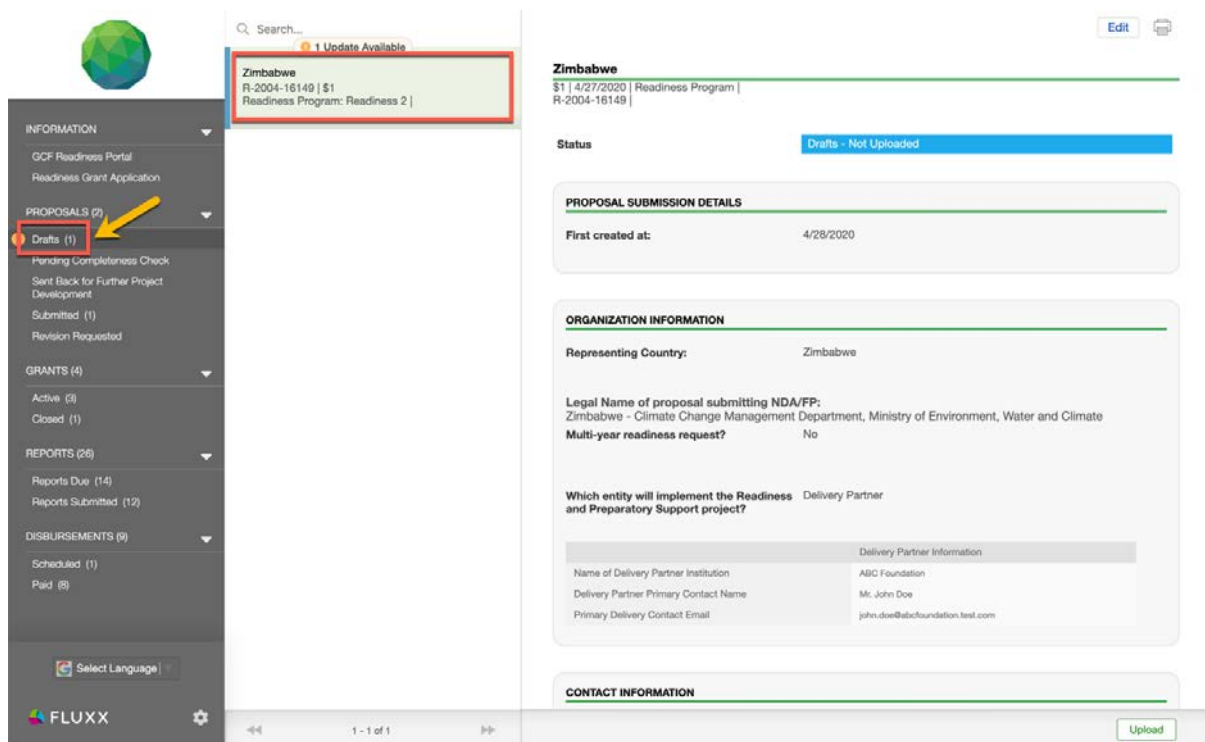
PROPOSAL SUBMISSION DETAILS
First created at: 4/28/2020

ORGANIZATION INFORMATION
Representing Country: Zimbabwe
Legal Name of proposal submitting NDA/FP: Zimbabwe - Climate Change Management Department, Ministry of Environment, Water and Climate
Multi-year readiness request? No
Which entity will implement the Readiness and Preparatory Support project? NDA/FP

CONTACT INFORMATION
Please indicate any email addresses via which your organization wishes to receive proposal submission related alert emails from GCF.
Contact Email 1: heejae0704@gmail.com
Contact Email 2:

Buttons: Edit (top right), Upload (bottom right)

21. If you do not upload at this time, you can always find the draft proposal in 'Proposals' - 'Drafts' from the left navigation menu.



Zimbabwe
R-2004-16149 | \$1 | Readiness Program: Readiness 2 |

Zimbabwe
\$1 | 4/27/2020 | Readiness Program | R-2004-16149 |

Status: Drafts - Not Uploaded

PROPOSAL SUBMISSION DETAILS
First created at: 4/28/2020

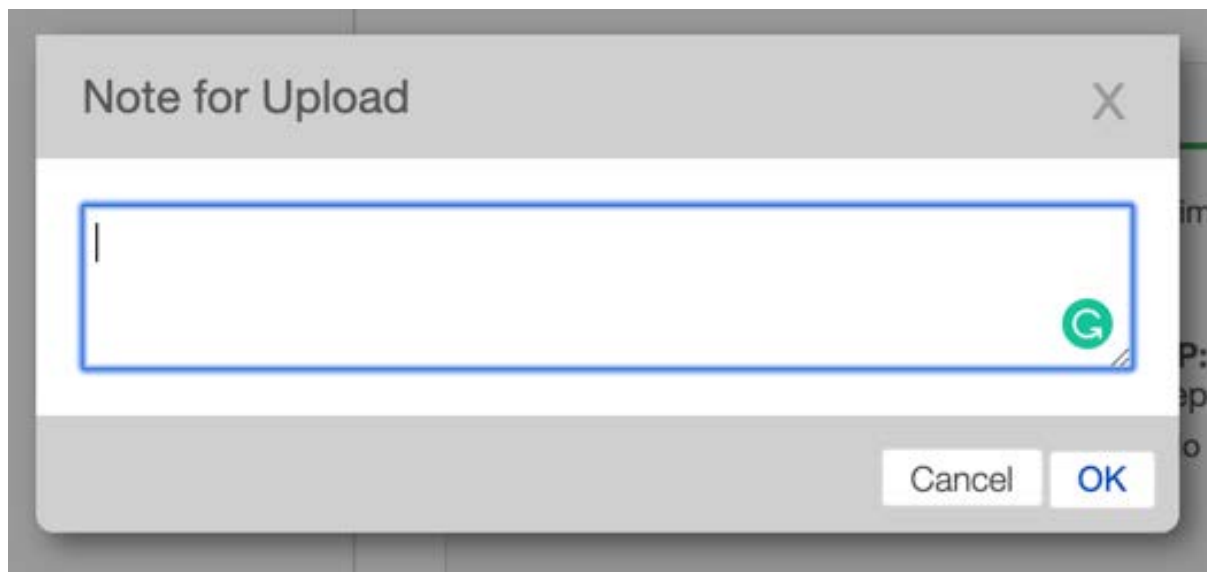
ORGANIZATION INFORMATION
Representing Country: Zimbabwe
Legal Name of proposal submitting NDA/FP: Zimbabwe - Climate Change Management Department, Ministry of Environment, Water and Climate
Multi-year readiness request? No
Which entity will implement the Readiness and Preparatory Support project? Delivery Partner

Delivery Partner Information
Name of Delivery Partner Institution: ABC Foundation
Delivery Partner Primary Contact Name: Mr. John Doe
Primary Delivery Contact Email: john.doe@abcfoundation.test.com

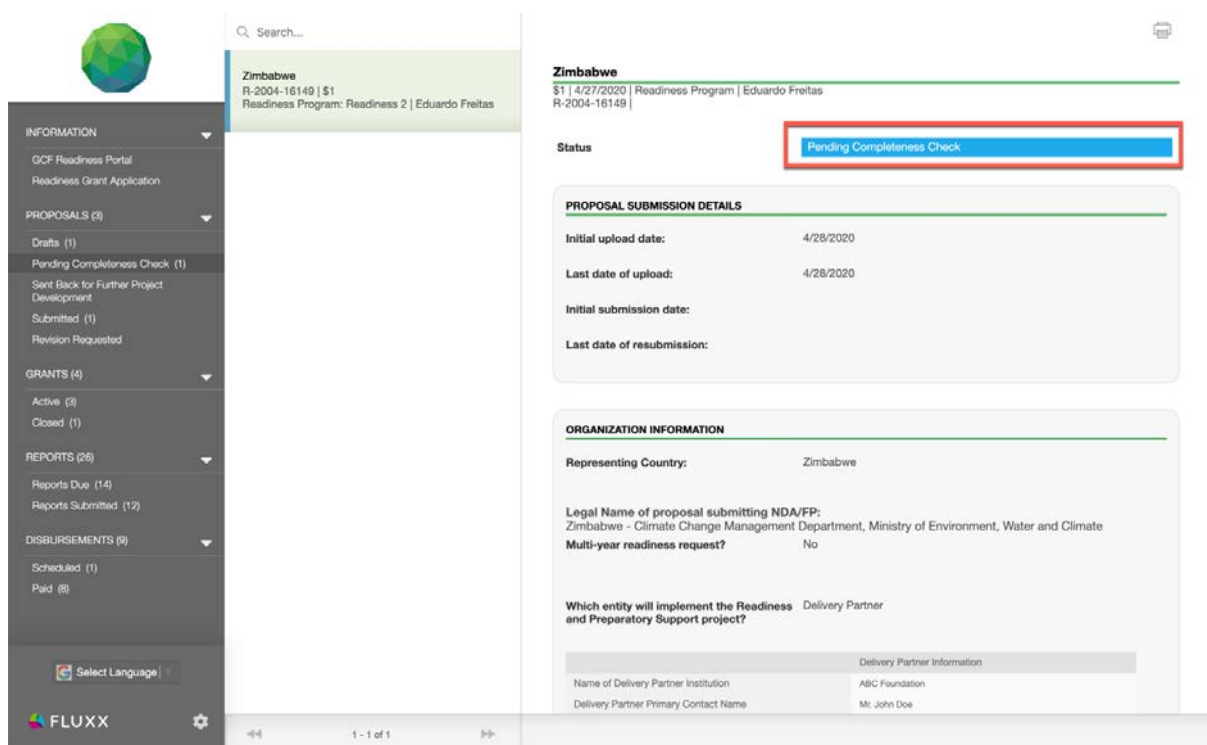
Buttons: Edit (top right), Upload (bottom right)

Navigation: Drafts (1) (highlighted in red box)

22. When uploading proposal, optionally you can make comments in 'Note for Upload' or you can skip the comment and click 'OK' button.



23. Now you can see the status has been changed to 'Pending Completeness Check', and you will also receive notification email from GCF informing the system registered your proposal successfully.

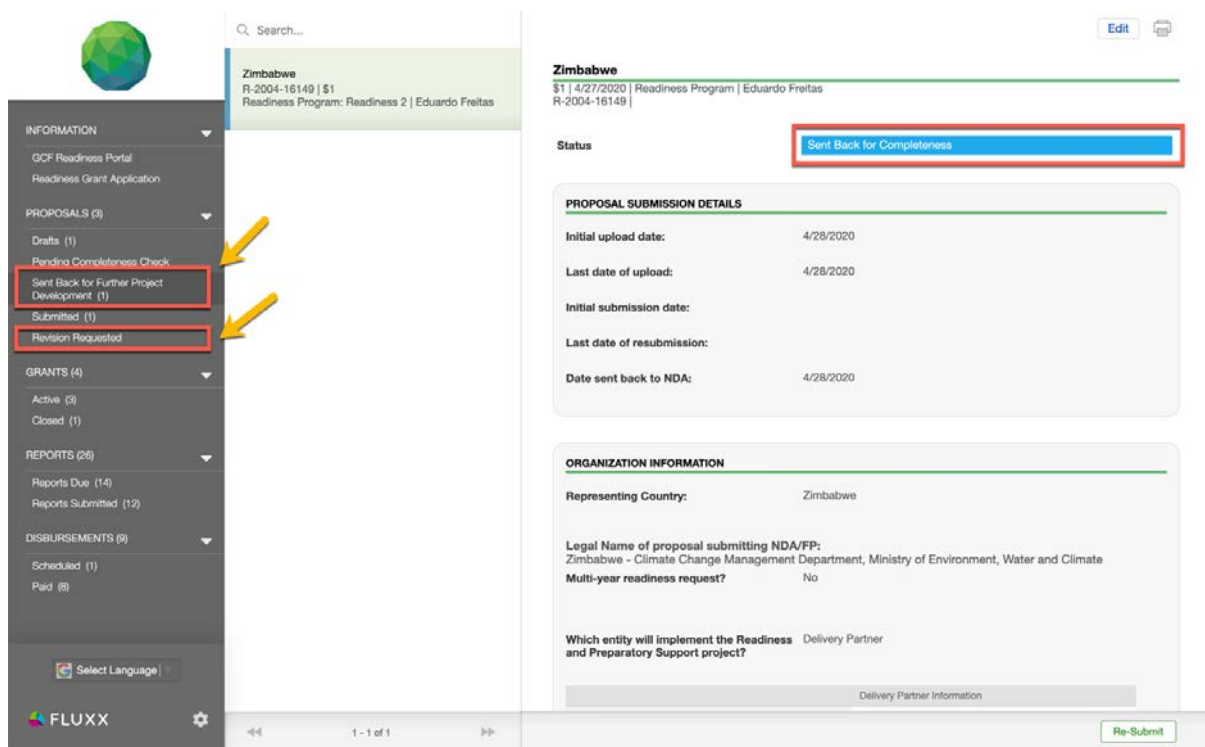


24. As explained in Readiness Guidebook, the proposal will be reviewed for the completeness check, and the proposal will be registered as an official submission only when it is deemed to be completed. GCF may ask you to revise the proposal if it is not deemed as complete yet. Please read the next section on how to re-upload the revised proposal in the system.

III. Revising and Re-uploading / Re-submitting the Proposal

25. GCF runs through completeness check for all uploaded proposals and conducts internal review for complete and officially submitted proposals. In both cases, when revisions are required, you will receive an email notification informing that your proposal is sent back to you with GCF’s comments on recommended clarification and revisions.

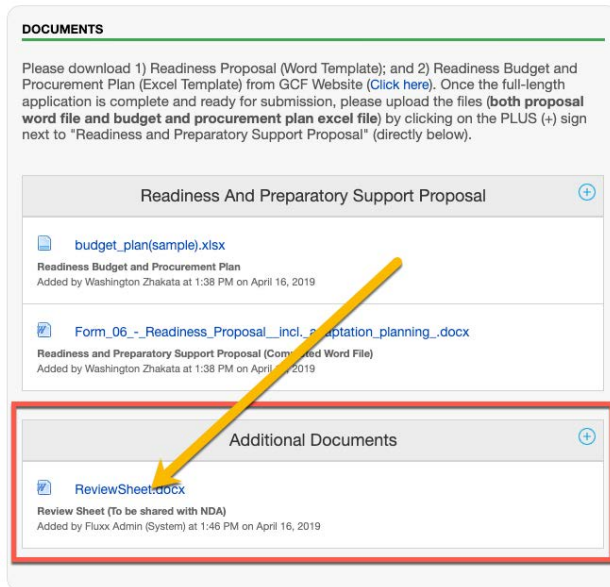
26. There are two locations, according to the status of the proposal, you can find the proposals with the pending your revision and re-upload. Return to Readiness Management System to check either ‘Sent Back for Further Project Development’ or ‘Revision Requested’ to access the proposal.



27. When the proposal is under ‘Sent Back for Further Project Development’, the proposal needs your revision before it is considered as an official submission.

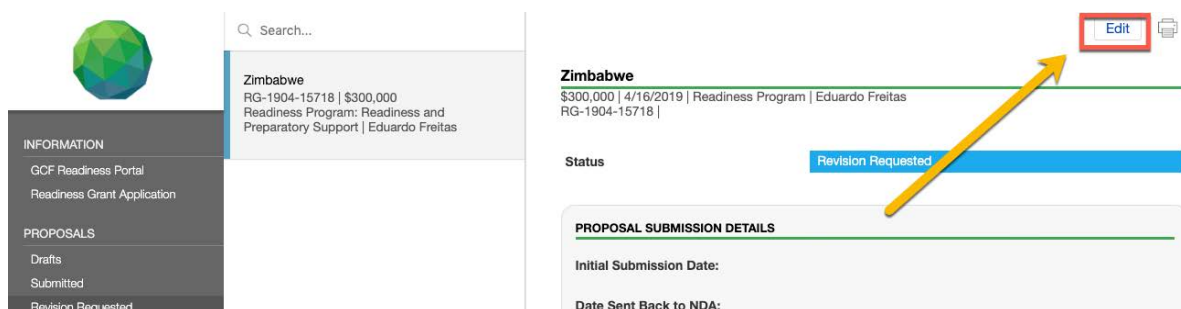
28. When the proposal is under ‘Revision Requested’, the proposal is deemed as complete and officially submitted, but there are areas identified to be revised, further explained or clarified from thorough GCF internal review process before it is approved.

29. Scroll down to the documents section and click review sheet document to download and check review comments.

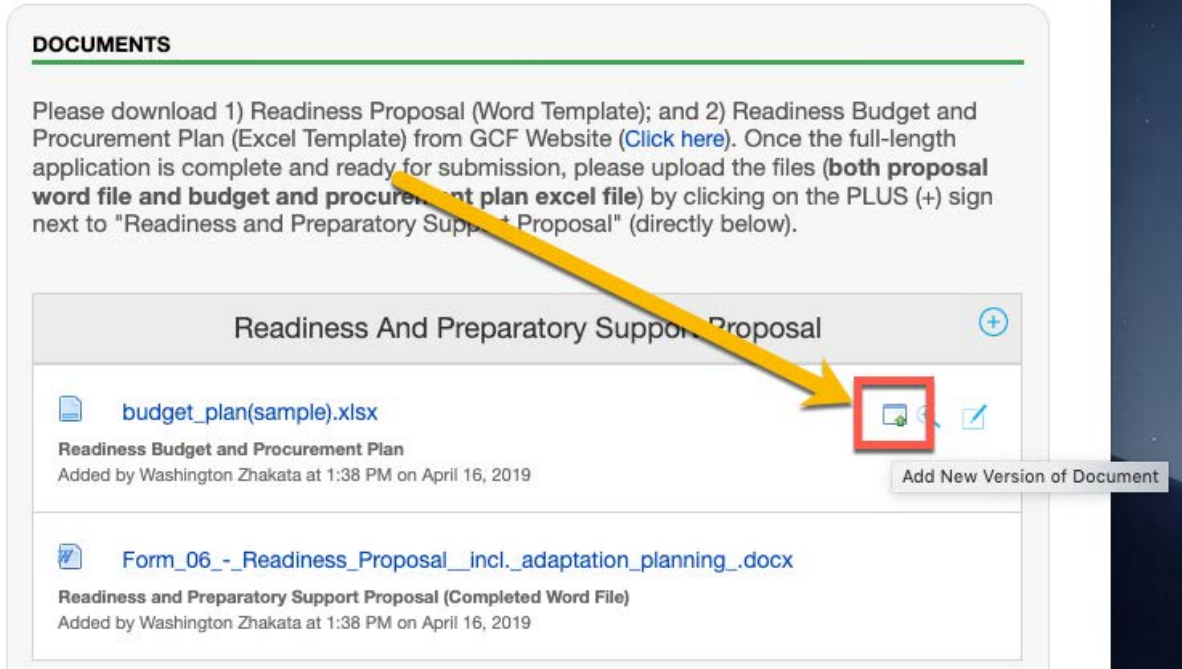


30. Please read through the review sheet and make necessary changes in your readiness proposal documents. When you have the revised documents ready, please come back to the system and continue going through the below steps.

31. If there are any changes in Delivery Partner, Project Title or Requested Amount, you would need to edit the form to revise the proposal summary info. Click 'Edit' button at the top of the proposal to do that.




32. To upload the revised documents, go to the document section, and click “window with arrow” shaped icon next to the document. This icon allows you to upload the new version of document.




DOCUMENTS

Please download 1) Readiness Proposal (Word Template); and 2) Readiness Budget and Procurement Plan (Excel Template) from GCF Website ([Click here](#)). Once the full-length application is complete and ready for submission, please upload the files (**both proposal word file and budget and procurement plan excel file**) by clicking on the PLUS (+) sign next to "Readiness and Preparatory Support Proposal" (directly below).

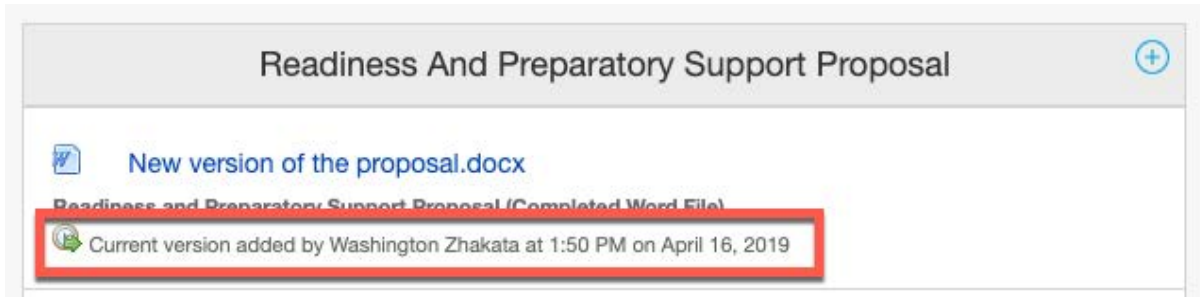
Readiness And Preparatory Support Proposal

 [budget_plan\(sample\).xlsx](#)
Readiness Budget and Procurement Plan
Added by Washington Zhakata at 1:38 PM on April 16, 2019


 [Form_06_-_Readiness_Proposal__incl._adaptation_planning_.docx](#)
Readiness and Preparatory Support Proposal (Completed Word File)
Added by Washington Zhakata at 1:38 PM on April 16, 2019


Add New Version of Document

33. Once you upload the new version, the list will have the clock shaped icon.

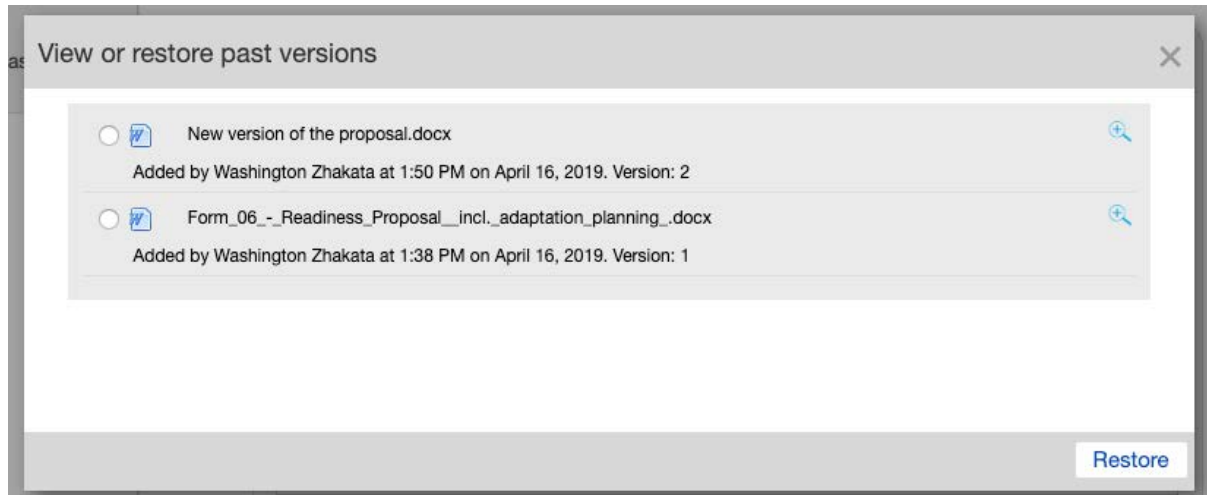


Readiness And Preparatory Support Proposal

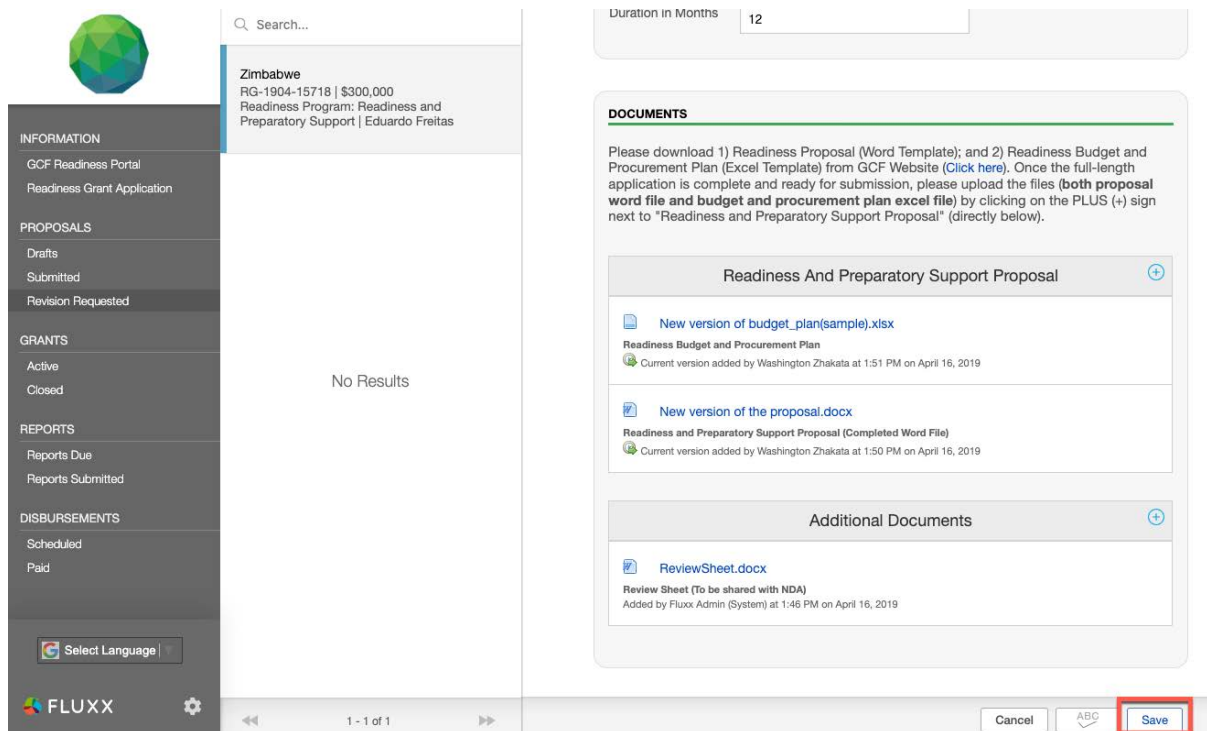
 [New version of the proposal.docx](#)
Readiness and Preparatory Support Proposal (Completed Word File)

 Current version added by Washington Zhakata at 1:50 PM on April 16, 2019

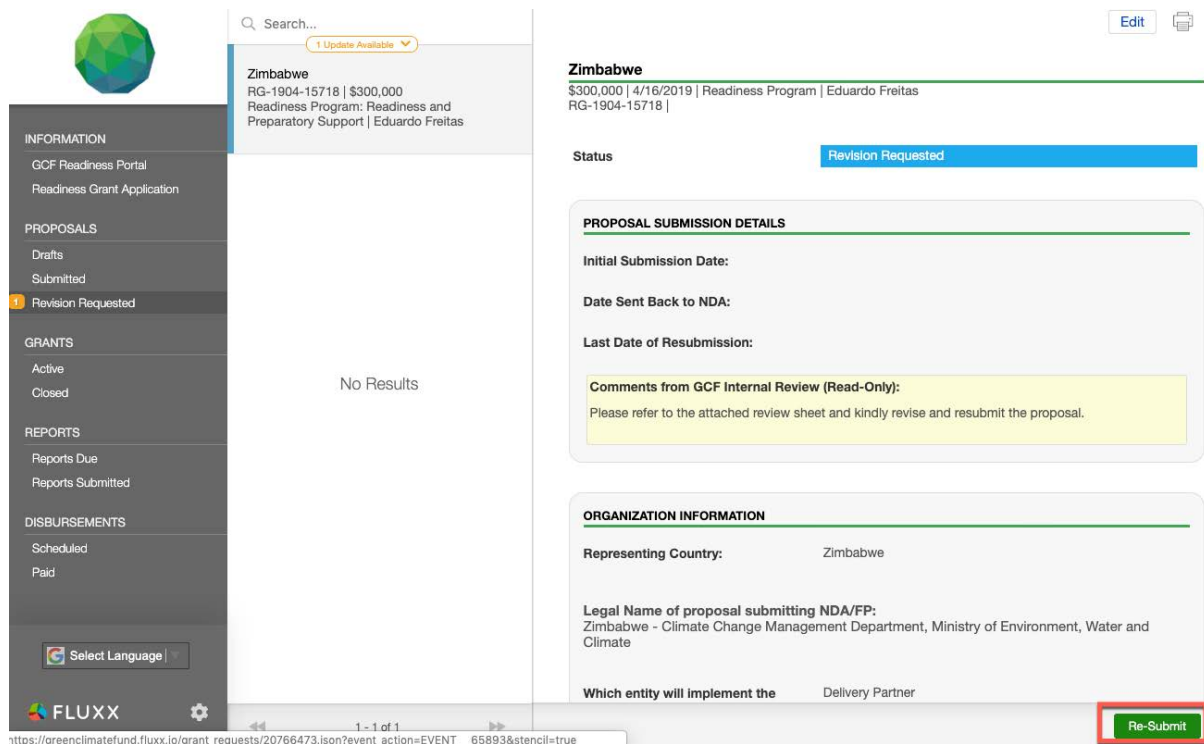
34. When you click the icon, you can access all the previous versions of the document.



35. Once you upload all the new versions of documents and revised the online form accordingly, click 'Save' button to save your progress.



36. Click 'Upload' or 'Submit' button (depending on the status of your proposal) to send the revised proposal to GCF.

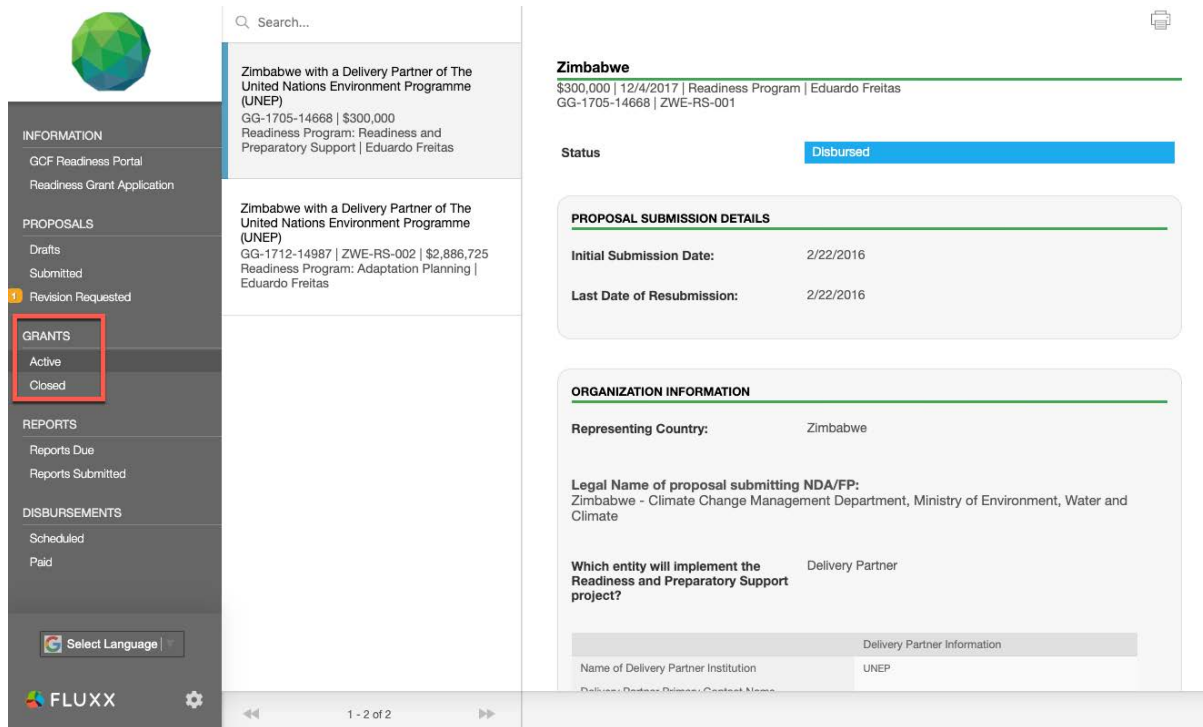


The screenshot displays the Green Climate Fund (GCF) portal interface. On the left is a dark sidebar menu with categories: INFORMATION (GCF Readiness Portal, Readiness Grant Application), PROPOSALS (Drafts, Submitted, Revision Requested), GRANTS (Active, Closed), REPORTS (Reports Due, Reports Submitted), and DISBURSEMENTS (Scheduled, Paid). A 'Select Language' button is at the bottom of the sidebar. The main content area features a search bar and a '1 Update Available' notification. Below this, a proposal for Zimbabwe is listed with details: RG-1904-15718 | \$300,000, Readiness Program: Readiness and Preparatory Support | Eduardo Freitas. The status is 'Revision Requested'. The 'PROPOSAL SUBMISSION DETAILS' section includes fields for Initial Submission Date, Date Sent Back to NDA, and Last Date of Resubmission, along with a yellow box containing internal review comments: 'Comments from GCF Internal Review (Read-Only): Please refer to the attached review sheet and kindly revise and resubmit the proposal.' The 'ORGANIZATION INFORMATION' section shows the representing country as Zimbabwe and the legal name as 'Zimbabwe - Climate Change Management Department, Ministry of Environment, Water and Climate'. The delivery partner is listed as 'Which entity will implement the Delivery Partner'. At the bottom right, a 'Re-Submit' button is highlighted with a red border. The URL at the bottom of the browser is 'https://greenclimatefund.fluxx.io/grant_requests/20766473.json?event_action=EVENT__65893&stencil=true'.

37. Once uploaded/submitted, the status of the proposal will be changed to reflect the latest status, and you will receive an automated acknowledgement email from the system.

IV. Grants, Reports and Disbursements information

38. From the left navigation menu, you can check the status of on-going and completed readiness Grants, Reports and Disbursements.



GRANTS

- Active
- Closed

Zimbabwe with a Delivery Partner of The United Nations Environment Programme (UNEP)
 GG-1705-14668 | \$300,000
 Readiness Program: Readiness and Preparatory Support | Eduardo Freitas

Zimbabwe with a Delivery Partner of The United Nations Environment Programme (UNEP)
 GG-1712-14987 | ZWE-RS-002 | \$2,886,725
 Readiness Program: Adaptation Planning | Eduardo Freitas

Zimbabwe
 \$300,000 | 12/4/2017 | Readiness Program | Eduardo Freitas
 GG-1705-14668 | ZWE-RS-001

Status Disbursed

PROPOSAL SUBMISSION DETAILS

Initial Submission Date: 2/22/2016
Last Date of Resubmission: 2/22/2016

ORGANIZATION INFORMATION

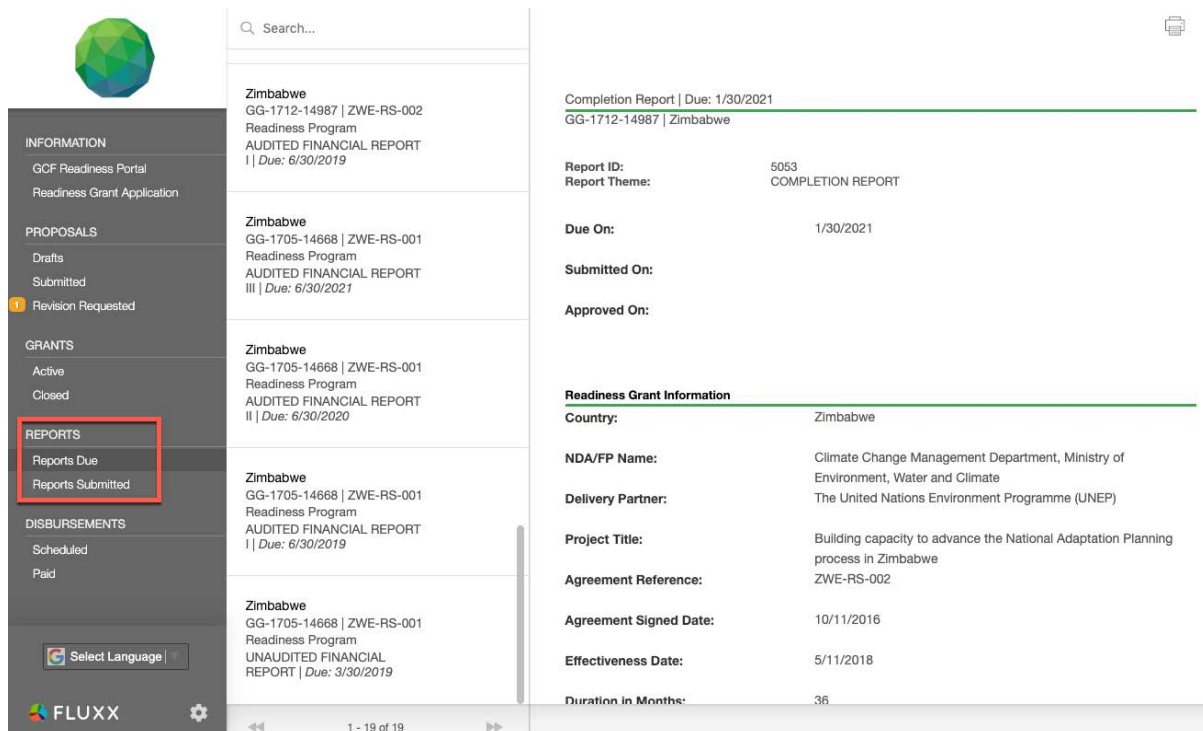
Representing Country: Zimbabwe

Legal Name of proposal submitting NDA/FP:
 Zimbabwe - Climate Change Management Department, Ministry of Environment, Water and Climate

Which entity will implement the Readiness and Preparatory Support project? Delivery Partner

Delivery Partner Information

Name of Delivery Partner Institution	UNEP
Delivery Partner Primary Contact Name	



REPORTS

- Reports Due
- Reports Submitted

Zimbabwe
 GG-1712-14987 | ZWE-RS-002
 Readiness Program
 AUDITED FINANCIAL REPORT I | Due: 6/30/2019

Zimbabwe
 GG-1705-14668 | ZWE-RS-001
 Readiness Program
 AUDITED FINANCIAL REPORT III | Due: 6/30/2021

Zimbabwe
 GG-1705-14668 | ZWE-RS-001
 Readiness Program
 AUDITED FINANCIAL REPORT II | Due: 6/30/2020

Zimbabwe
 GG-1705-14668 | ZWE-RS-001
 Readiness Program
 AUDITED FINANCIAL REPORT I | Due: 6/30/2019

Zimbabwe
 GG-1705-14668 | ZWE-RS-001
 Readiness Program
 UNAUDITED FINANCIAL REPORT | Due: 3/30/2019

Completion Report | Due: 1/30/2021
 GG-1712-14987 | Zimbabwe

Report ID: 5053
Report Theme: COMPLETION REPORT

Due On: 1/30/2021

Submitted On:

Approved On:

Readiness Grant Information

Country: Zimbabwe

NDA/FP Name: Climate Change Management Department, Ministry of Environment, Water and Climate

Delivery Partner: The United Nations Environment Programme (UNEP)


Project Title: Building capacity to advance the National Adaptation Planning process in Zimbabwe

Agreement Reference: ZWE-RS-002


Agreement Signed Date: 10/11/2016

Effectiveness Date: 5/11/2018

Duration in Months: 36



Q Search...



	<p>\$813,275.00 The United Nations Environment Programme (UNEP) ZWE-RS-002 (Due at: 5/30/2020) <i>State: Contingent</i></p>	<p><u>\$813,275.00</u> Due on May 30, 2020 ID: 4238 Payment: 3 of 3</p>
	<p>\$1,195,925.00 The United Nations Environment Programme (UNEP) ZWE-RS-002 (Due at: 5/30/2019) <i>State: Contingent</i></p>	
	<p>\$89,323.00 The United Nations Environment Programme (UNEP) ZWE-RS-001 (Due at: 5/30/2020) <i>State: Contingent</i></p>	
	<p>\$89,323.00 The United Nations Environment Programme (UNEP) ZWE-RS-001 (Due at: 5/30/2019) <i>State: Contingent</i></p>	

SUMMARY INFORMATION

Disbursement Order: 3rd disbursement

Date of Disbursement Request Submission:

Scheduled Disbursement Date : 5/30/2020

Amount Due: \$813,275.00

Country: Zimbabwe

Reference number of the grant agreement: ZWE-RS-002

Grant Agreement Type: Framework Agreement

Organization Payee: The United Nations Environment Programme (UNEP)

Payment Type:

Payment Description:

DISBURSEMENTS

- Scheduled
- Paid

Select Language

FLUXX

1 - 4 of 4

V. Support

39. Please contact your regional desk assistants for any questions and issues.