



Climate Change Division

**National Designated Authority (NDA) to the
Green Climate Fund (GCF)**

**No-Objection Procedure
to Appraise and Approve GCF Concept
Notes and Funding Proposals for Fiji**

January 2023

Provisional (Version 11)

Contents

| | |
|--|----|
| Acronyms and abbreviations | 3 |
| 1. Introduction | 4 |
| 2. Purpose of the No Objection procedure | 5 |
| 3. Communication of No Objection for funding proposals | 5 |
| 4. Dissemination of the no-objection procedure | 6 |
| 5. Fiji's LOS and NOL No objection procedure..... | 6 |
| 6. Project Preparation Facility (PPF) and PPF NOL..... | 7 |
| 7. Standard Operating Procedure for LOS and NOL steps | 8 |
| 7.1 NDA Secretariat Awareness raising on GCF opportunities and NDA No Objection procedure..... | 8 |
| 7.2 Concept note submission, appraisal and LOS issuance process (Figure 3) | 9 |
| 7.3 Funding Proposal submission, appraisal and NOL issuance process (Figure 4)..... | 14 |
| Annex 1. GCF Investment Criteria..... | 18 |
| Annex 2. Fiji NDA Template to appraise GCF Concept Notes | 19 |
| Annex 3. Guidance note for Assessment of GCF Concept Notes | 26 |
| Annex 4. Frequently Asked Questions | 32 |
| Annex 5. Confidentiality and Conflict of Interest Declaration | 34 |
| Annex 6. Letter of Request from AE/project proponent for LOS or NOL to the NDA of Fiji... | 36 |
| Annex 7. Acknowledgement Letter from NDA secretariat for the Request for LOS or NOL .. | 37 |
| Annex 8. Letter of Request from NDA for SWG consultative members to appraise the concept note or funding proposal | 38 |
| Annex 9. Letter of Thanks from NDA for SWG consultative members for appraisal support | 39 |
| Annex 10. Letter of Support (LOS) or No-objection Letter (NOL) template | 40 |
| Annex 11: Record of Communications with SWG | 41 |
| Annex 12. GCF Templates for Concept Notes, PPF and Funding Proposals | 42 |

Acronyms and abbreviations

| | |
|--------|--|
| AE | Accredited Entity |
| CCD | Climate Change Division |
| CN | Concept Note |
| DAE | Direct Access Entity (sometimes called national accredited entity) |
| FP | Funding Proposal (sometimes called Full Proposal) |
| GCF | Green Climate Fund |
| IAE | International Accredited Entity |
| LOS | Letter of Support |
| NOL | No Objection Letter |
| NDA | National Designated Authority |
| NDC | National Determined Contribution |
| PPF | Project Preparation Facility |
| SIDS | Small Island Developing State |
| SPREP | Secretariat of the Pacific Regional Environment Programme |
| SWG | Climate Finance Sector Working Group |
| UN | United Nations |
| UNFCCC | United Nations Framework Convention on Climate Change |

1. Introduction

This procedure document elaborates the steps and processes of the No-Objection Procedure of the Climate Change Division (CCD) in its role as the National Designated Authority (NDA) secretariat to the Green Climate Fund (GCF) and the Permanent Secretary to the Finance as the registered NDA.

The No-Objection Procedure is applied in order to appraise and approve Concept Notes (CN) and Funding Proposals (FPs)¹ for submission to the GCF.

The No-Objection Procedure consists of two mandatory steps, one step for the CNs and a second step for the FPs. These two steps are:

1. The Letter of Support (LOS) for CNs; and
2. The No Objection Letter (NOL) for FPs.

It is necessary for all CNs and FPs to follow these two steps in the process of developing concept notes (CN) and funding proposals (FP) to access and utilize GCF resources for Fiji.

The No-Objection Procedure in this document has been developed based on consultations within the CCD/NDA secretariat and with a broad range of stakeholders through the Climate Finance Sector Working Groups (SWGs) in 2020 and 2021, as well as taking into account international lessons learned and according to [GCF programming manual](#).

2. Purpose of the No Objection procedure

The purpose of the LOS and NOL procedure is to ensure consistency of CNs and FPs with the national development agenda as well as with climate related strategies, plans and country-demand-driven approaches and to facilitate a clear and transparent consultation and feedback process has been used.

Ultimately, the alignment of CNs and FPs to national development objectives will provide for effective public and private sector financing (both direct and indirect) by the GCF.

It is not mandatory to submit a GCF concept note but the Fiji's NDA secretariat strongly encourages project proponents to submit a concept note to go through the LOS ((**Error! Reference source not found.**)).

This provides an opportunity for the NDA secretariat and the GCF, as well as other key stakeholders, to provide initial feedback on the concept proposed. Directly developing a Funding Proposal is not recommended by the NDA secretariat.

The NOL step is mandatory for approval of all FPs submitted to the GCF. All FPs should first be submitted to the NDA secretariat and go through the No Objection procedure. If successful the NOL is issued by the NDA and included in the FP submission to the GCF.

3. Communication of No Objection for funding proposals

The NDA secretariat (CCD) will communicate to the Accredited Entity (AE)¹ their No Objection assessment with every submission for approval of an FP. The NOL, if approved, will be signed by the Permanent Secretary, as the NDA. The GCF Secretariat will formally acknowledge the receipt of the NOL to the NDA and respective AE.

In cases where FPs are submitted without being accompanied by a NOL, the GCF Secretariat informs the NDA that the proposal will not be processed for GCF Board consideration unless the NDA provides its No Objection. The NDA secretariat shall discuss the matter with the AE concerned and provide the NOL within 30 days of receiving this information, if the appropriate conditions have been met as per the No Objection procedure for the NOL as laid out in this document. After 30 days, the FP will be suspended, and the GCF Secretariat will notify the AE and the NDA.

The communication of a NOL by the NDA in line with the provisions of this procedure will imply that:

- a) The government has no-objections to the FP;
- b) The submitted FP is in conformity with the country's national priorities, strategies and plans and has undertaken the necessary consultations; and
- c) The submitted FP is in conformity with the relevant national laws and regulations, in accordance with the GCF's environmental and social safeguards.

¹ An Accredited Entity (AE) can be an international accredited entity, a regional accredited entity or a national accredited entity. National accredited entities are also known as Direct Access Entities (DAEs)

In order to enhance transparency all NOL communication will be made publicly available on the GCF website. The NDA secretariat (CCD) will also make publicly available their communications of LOS and NOL to AEs as soon as possible after being issued on the NDA Portal <https://fijiclimatechangeportal.gov.fj/>.

4. Dissemination of the no-objection procedure

The standard no objection procedure of GCF is available [here](#). The GCF guidance is therefore that before communicating their no objection to a FP, each country through the NDA secretariat will decide on its own nationally appropriate process for determining whether there are any objections to an FP being put forward according to the country's circumstances, capacities and existing processes and institutions.

The CCD as the Fiji NDA Secretariat has developed Fiji's own national procedure which follows the GCF guidance and is appropriate for Fiji and is presented within this No Objection Procedure document. The NDA secretariat (CCD) will share the procedure with the AEs and disseminate Fiji's through three main channels:

1. The Fiji Climate Change and NDA Portal (<https://fijiclimatechangeportal.gov.fj/>) where the GCF projects received will be listed and status reflected through regular updates to the listing;
2. The four Climate Finance Sector Working Groups I. Sustainable Livelihoods and Healthy Communities, II. Ecosystems and Ecosystem Services and Sustainable Land Management, III. Climate Resilient Infrastructure, Sustainable Energy, and Build Environment and IV. Sustainable transport(<https://fijiclimatechangeportal.gov.fj/nda/who-we-are/#wwa-nda-swg>)
3. Periodic communications to stakeholders at events and workshops and other communication channels.

5. Fiji's LOS and NOL No objection procedure

The outline below represents the current procedure for the LOS and NOL. This may be revised in future by the NDA secretariat on the basis of evolving needs and experience gained in its implementation. Any revision in the procedure will be communicated promptly to stakeholders using the channels as outlined above in section 4 as well as by email.

The Fiji no-objection procedure is divided into two steps:

1. Concept Note (CN) step – A Letter of Support (LOS) is issued for CNs to be submitted to the GCF. This ensures that AEs have informed the NDA secretariat of their intention to submit a CN to the GCF and provides a first screening to ensure alignment with

national priorities, the Fiji National Climate Finance Strategy², environmental and social safeguards, etc.

2. Funding Proposal (FP) step – A No Objection Letter (NOL) is issued for FPs to be submitted to the GCF. This is a more in-depth assessment of the proposed project, to ensure alignment, safeguards, consultations, and other national level requirements, including legal and regulatory requirements have been met. In addition a No Objection Letter is issued for Project Preparation Facility (PPF) (See [Section 6](#) for further details).

The overall flow of the LOS and NOL two-step procedure to appraise and approve no objection for CNs and FPs respectively and proceed towards project funding and implementation is presented in Figure 1.

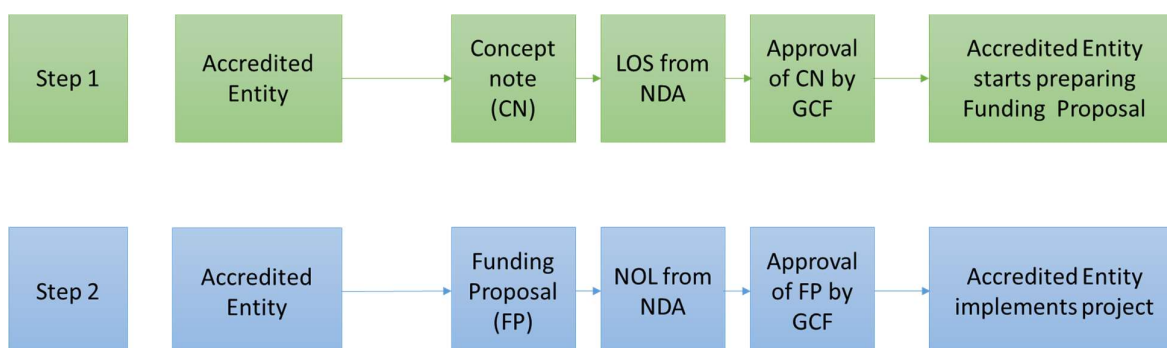


Figure 1: Fiji's steps in the no objection procedure for the LOS and NOL issuance

6. Project Preparation Facility (PPF) and PPF NOL

The Project Preparation Facility (PPF) is a grant, repayable grant and equity and technical assistance facility available from GCF to support AEs to develop their CN into an FP. A simplified PPF process is available for grants under 300K USD. In order to access the PPF, a CN must be prepared or be previously approved by GCF, and, a specific PPF NOL issued by the NDA, to accompany the submission of the CN and request for PPF support to the GCF. Note, that the NOL for a PPF application is different from the NOL letter for FPs.

Further information on the PPF requirements is available here: <https://www.greenclimate.fund/projects/ppf>.

An AE (or a project proponent in collaboration with an AE) can submit a CN to the NDA to get the LOS, receive GCF approval of the CN and then move to the FP step without applying for the PPF. Applying to the PPF is optional and dependent on whether an AE needs this support to develop its FP. If applying for the PPF the process is to submit the CN to the NDA first to receive the PPF NOL. All three documents CN, PPF NOL and PPF request are sent as a package to GCF for consideration. Once GCF approves, the PPF is provided and the FP is developed.

In both cases once the FP is developed, it must be submitted to the NDA for step 2 of the no objection procedure and receive the NOL before being submitted to the GCF. The two options, with and without PPF are shown in Figure 2 below.

² <https://fijiclimatechangeportal.gov.fj/wp-content/uploads/2022/05/Fijis-National-Climate-Finance-Strategy.pdf>

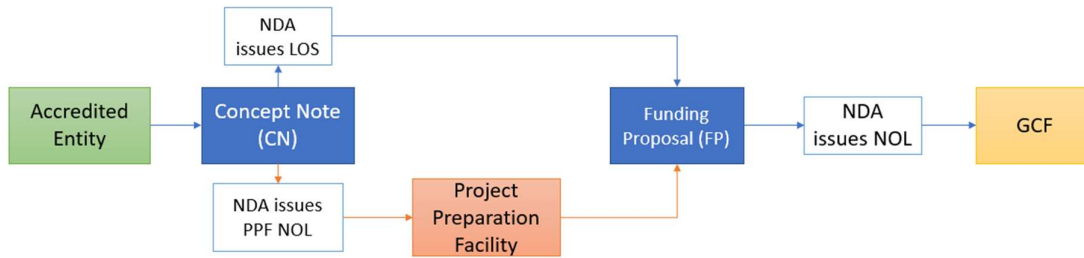


Figure 2: Flow of steps from Concept note to Full proposal with and without the Project Preparation Facility

7. Standard Operating Procedure for LOS and NOL steps

The Standard Operating Procedure for the appraisal and approval of concept note and funding proposals in Fiji are based on the following steps.

7.1 NDA Secretariat Awareness raising on GCF opportunities and NDA No Objection procedure

1. The NDA Secretariat (CCD) raises awareness to the public, private, civil society and other partners on GCF opportunities through the Fiji Climate Change & NDA Portal (<https://fijiclimatchangeportal.gov.fj/>), meetings, workshops, events and social media.
2. AEs or project proponents are encouraged to:
 - i. Discuss with NDA secretariat on any initial project ideas they may have;
 - ii. Formulate project proposals that are well aligned with the national and sectoral development and climate priorities of Fiji e.g., Climate Change Act, National Development Plan³, National Climate Finance Strategy⁴, NDC Investment Plan for Energy Efficiency and Transport, Low Emission Development Strategy⁵ and the National Adaptation Plan⁶;
 - iii. ‘Pitch’ their project ideas to the NDA (CCD) and the consultative members of the SWG so that advice and comments can be given at a very early stage;
 - iv. Adhere to timelines so as to ensure effective flow of communication between AE and NDA and unnecessary delays in submissions to GCF. Consult with the NDA Secretariat on the No Objection Procedure in any case that is unclear to the AE.; and

³ <https://www.fiji.gov.fj/getattachment/15b0ba03-825e-47f7-bf69-094ad33004dd/5-Year-20-Year-NATIONAL-DEVELOPMENT-PLAN.aspx>

⁴ <https://fijiclimatchangeportal.gov.fj/wp-content/uploads/2022/05/Fijis-National-Climate-Finance-Strategy.pdf>

⁵ https://fijiclimatchangeportal.gov.fj/wp-content/uploads/2022/01/Fiji_Low-Emission-Development-Strategy-2018-2050.pdf

⁶ https://fijiclimatchangeportal.gov.fj/wp-content/uploads/2022/01/Fiji_National-Adaptation-Plan.pdf

- v. Consult and collaborate with relevant line ministries and get a letter of support prior to submission of the Concept note to the NDA to ensure that the line ministry / key stakeholders / partners are aware of the concept note and are supportive.
3. NDA will ensure that there is an appropriate balance of project ideas coming through between mitigation and adaptation.
 4. The NDA may invite AEs/project proponents to present their ideas at SWG consultative meetings so that the AE/project proponent can gain early / informal feedback and the SWG can gain an understanding of the proposed idea before CN submission.
 5. If the project ideas are deemed as 'promising with no or little duplication' with existing initiatives, then the NDA will encourage the project proponent to develop the concept note using the [GCF latest concept note template](#).
 - The NDA secretariat can provide advice, on request, and will make the project proponents aware of the GCF CN template, the LOS process and the NDA appraisal template for CNs which will be used to assess CNs before issuing a LOS.
 - The NDA secretariat directs AEs and project proponents to identify wherever possible which section of the concept note covers each criterion in the NDA appraisal template (see Annex 2) to make the appraisal process faster.

7.2 Concept note submission, appraisal and LOS issuance process (Figure 3)

1. The AE/project proponent must give the NDA secretariat a **minimum 6 weeks written notice** of its intention to submit a concept note for appraisal and LOS issuance via e-mail and via the Fiji Climate Change & NDA Portal <https://fijiclimatechangeportal.gov.fj/contact-us/>.
2. The AE or project proponent prepares the project concept note and submits it to the NDA (CCD) via the email provided on the Fiji Climate Change & NDA Portal <https://fijiclimatechangeportal.gov.fj/contact-us/>. The e-mail should include as a minimum:
 - a. The subject/title of the e-mail should include the words "Submission of GCF concept note and request for LoS"
 - b. The main content should identify the AE and/or the project proponent (if different) and any other partners
3. The NDA secretariat (CCD) acknowledges the receipt of the CN (via e-mail – see sample letter in Annex 7) and starts the review (appraisal) process which covers the steps laid out in Figure 3 and includes:

- a. **Completeness check.** The NDA Secretariat (CCD Climate Finance Unit) conducts completeness check of the concept note to make sure all parts of the GCF CN Template are correctly filled in and the information provided is clear. **(1 week)**
- b. If the concept note is incomplete, it will be returned to EE, DAE or IAE with a request for clarification/additional information.
- c. **Appraisal/review.** If the concept note is complete, then CCD will request the relevant units and working groups for the concept note to be appraised 1) each relevant unit within the CCD as decided by the Director of CCD and 2) the consultative members of the appropriate Sector Working Group (with the relevant line Ministries and sector experts as members). The appraisal uses the NDA Appraisal template in Annex 2 and guidance in Annex 3 and is based on the GCF investment criteria. Each criteria is references the section of the CN appraised. This appraisal can take place via written procedure and/or one or more meetings as needed and arranged by the NDA secretariat **(minimum 4 weeks – maximum 6 weeks)**
- d. In parallel with the appraisal above, and in order to ensure that the CN complies with national and GCF environmental and social safeguards (ESS) criteria the CCD will request appraisal of all CNs by the entities that have the authority in Fiji to make such assessments: 1) the Department of Environment and 2) the Ministry of Women, Children and Poverty Alleviation. They will also have a review time of a minimum of **4 weeks and maximum of 6 weeks.**
- e. All evaluators must declare any perceived conflicts of interest to the NDA secretariat and if needed may be asked to withdraw from evaluating the concept note in question. Evaluators may be asked to sign a Non-Disclosure Agreement if requested by the AE/project proponent. A template for Declaration of Conflict of Interest and Confidentiality is provided in Annex 5.
- f. All evaluators will use the NDA Appraisal template form in Annex 2 and submit their recommendations to CCD.
- g. The NDA secretariat will consider passing on (anonymised) feedback received from the SWG (s) to the project proponents for the purpose of strengthening their project design. The AE/Project proponent may also request this feedback from the NDA. If the feedback is given, the SWG (s) and all other evaluators will be notified.
- h. An open communication supported with clear audit trails and feedback loops will be maintained between the NDA secretariat and the consultative members of the SWG to ensure continual improvement.

4. CCD compiles all the recommendations received, develops a summary and submits this to the NDA with a recommendation to approve or not approve the concept note. The NDA reviews the recommendations and performs the following **(1 week)**:
 - a. If the concept note is approved, the NDA will issue a Letter of Support (LoS) to the AE or project proponent (see sample in Annex 10). The letter will include a paragraph stating that all subsequent amendments to the concept note after the LoS has been issued must be made known to the NDA secretariat (CCD) in writing.
 - b. If the concept note is not approved, the NDA secretariat will inform the AE/project proponent and provide a clear explanation. The NDA secretariat may also provide the anonymised comments from the appraisal (see c-g above)
5. The AE/project proponent may then decide to revise and re-submit the CN or withdraw the concept note.
6. To avoid delay and to be in keeping with efficient use of resources of all the actors involved in this process, **each concept note will be limited to 2 rounds of appraisal**. If approval has not been received after 2 rounds of appraisal, the NDA secretariat recommends that the CN is withdrawn from consideration for the GCF.
7. Each review of a concept note will take a minimum of **6 week and maximum of 8 weeks**.
8. Each approved Concept Note will be published on the NDA Portal with LOS displayed.
9. The AE submits the Concept Note to the GCF with the LOS attached.
10. If the concept note is considered favourably by the GCF, then GCF will encourage the AE/project proponent to prepare for a full GCF Funding Proposal using the GCF template available at GCF website.

Additional notes:

- **The NDA secretariat must give at least 4 weeks' notice to the SWG group(s) that will be solicited depending on the thematic area of the CNs to be appraised.** This period is mandatory to enable participants to prepare and set aside time (see template for letter from NDA to SWG requesting appraisal support in Annex 8).
- The NDA secretariat with advice from the SWGs may provide feedback to project proponents on stakeholders they need to consult with as part of their full proposals.
- SWG group(s) is/are allowed, with the approval of the NDA secretariat, to co-opt sectoral technical experts (potentially from outside the consultative SWG) to join an appraisal session if the SWG consider that additional expertise is needed for a particular project appraisal, or there is a pipeline of projects that will be submitted to the NDA secretariat and additional capacity is needed.

- Periodic training will be organized by NDA secretariat for CN evaluators on how to use this appraisal template.
- E-copies of the concept notes to be provided by the NDA secretariat to the SWG to make it faster to conduct an appraisal on the computer with the use of keywords and the search function on word and pdf. The e-copies will only be delivered once an NDA and Conflict of Interest declaration have been signed by the evaluators (Annex 5).

LETTER OF SUPPORT STEP – CONCEPT NOTE STAGE (MIN 6 WEEKS – MAX 8 WEEKS)

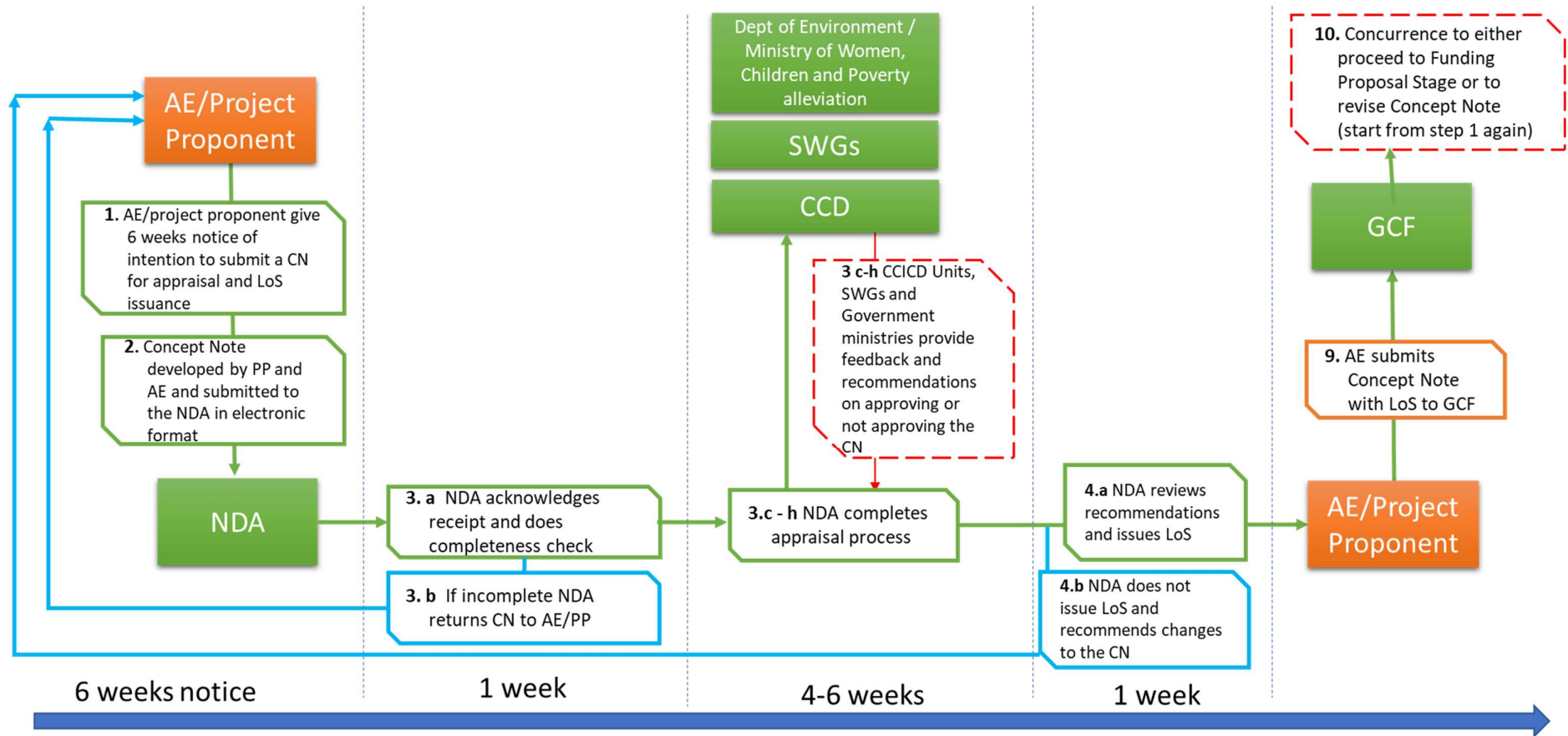


Figure 3: Letter of Support procedure to appraise and approve GCF Concept Notes in Fiji

7.3 Funding Proposal submission, appraisal and NOL issuance process (Figure 4)

Once GCF has indicated that the CN should proceed to Funding Proposal development (see point 10 above), the AE in partnership with implementing partners as appropriate prepares the GCF full Funding Proposal using the GCF Funding Proposal Template. The process for NOL issuance is given below.

1. The AE should give the NDA secretariat a minimum of 8 weeks written notice of the intent to submit an FP to the NDA and request a NOL.
2. The AE submits the Full Proposal (FP) to the NDA secretariat (CCD) via the email provided on the Fiji Climate Change & NDA Portal <https://fijiclimatechangeportal.gov.fj/contact-us/>. The e-mail should include as a minimum:
 - a. The subject/title of the e-mail should include the words “Submission of GCF Funding Proposal and request for NOL”
 - b. The main content should identify the AE and any other partners
 - c. The e-mail should list the documents attached to the e-mail so the NDA secretariat can check that everything has been received
3. The NDA secretariat acknowledges the receipt of the FP and starts the review process as shown in Figure 4.
 - a. **Completeness check.** The NDA Secretariat conducts a completeness check to make sure all parts of the FP are correctly filled out and according to the GCF FP Template and annexes, supporting documents have been submitted, and information provided is clear **(1 week)**
 - b. If the FP is incomplete, then the NDA Secretariat will return the FP to the DAE/IAE and request for additional documents/clarifications.
 - c. **Appraisal/review.** Similarly, to the CN appraisal if the FP is complete, then CCD will request the relevant units and working groups for the FP to be appraised 1) each relevant unit within the CCD as decided by the Head of CCD and 2) the consultative members of the appropriate Sector Working Group(s) (with the relevant line Ministries and sector experts as members). The appraisal uses the NDA Appraisal template in Annex 2 and guidance in Annex 3 and is based on the GCF investment criteria. Each criteria references the section of the CN being appraised. The appraisal can take place via written procedure and/or one or more meetings as needed and arranged by the NDA secretariat **(minimum 5 weeks – maximum 7 weeks)**
 - d. In parallel with the appraisal described in (c) above, in order to ensure that the FP complies with national and GCF environmental and social safeguards (ESS) criteria the CCD will request appraisal of all FPs by the entities that have the authority in Fiji to make such assessments: 1) the Department of Environment

and 2) the Ministry of Women, Children and Poverty Alleviation as part of the environmental and social safeguards for GCF projects. They will also have a review time of (minimum 5 weeks – maximum 7 weeks)

- e. All evaluators must declare any perceived conflicts of interest to the NDA and if needed may be asked to withdraw from evaluating the FP in question. Evaluators may be asked to sign a Non-Disclosure Agreement if requested by the AE/project proponent. Declaration of Conflict of Interest and Confidentiality template is provided in Annex 5.
 - f. All evaluators will use the FP Appraisal template form and submit their recommendations to CCD. This form is under development and will be similar to the CN appraisal form in Annex 2.
 - g. The NDA will consider passing on (anonymised) feedback received from the SWG(s) to the project proponents for the purpose of strengthening their project design. The AE/Project proponent may also request this feedback from the NDA. If the feedback is given, the SWG(s) and all other evaluators will be notified.
 - h. An open communication supported with clear audit trails and feedback loops will be maintained between NDA and the SWG(s) to ensure continual improvement.
4. CCD compiles all appraisals and recommendations, summarises outcomes and submits to the NDA with a recommendation to approve or not approve. The NDA reviews the recommendations and accordingly: **(2 weeks)**
- a. If the FP is approved, the NDA will issue a No Objection Letter (NOL) to the AE. The letter will include a paragraph stating that all subsequent amendments to the FP after the NOL has been issued must be made known to the NDA (CCD) in writing.
 - b. If the FP is not approved, the NDA will inform the AE/project proponent and provide a clear explanation according to the feedback and recommendations received during the appraisal process. The NDA may also provide the anonymised comments from the appraisal (see c-g above)
5. The AE/project proponent may then decide to revise and re-submit the CN or withdraw the concept note.
6. To avoid delay and make efficient use of resources of all the actors involved in this process, each concept note will be limited to 2 rounds of appraisal. If approval has not been received after 2 rounds of appraisal, the NDA recommends that the CN is withdrawn from consideration for the GCF.
7. Each review of a concept note will take a minimum of 6 week and maximum of 8 weeks.
8. Each approved FP will be published on the NDA Portal with NOL displayed.

9. The AE submits the FP to the GCF with the NOL attached.

10. The FP will then go through the standard GCF approval process as laid out on the GCF website.

Additional notes:

- **The NDA secretariat must give at least 6 weeks written notice to the SWG group (s)** on what FP(s) will be appraised before an appraisal session/process so participants can prepare and set aside time (see template for letter from NDA to SWG requesting appraisal support in Annex 8)
- SWG group(s) is/are allowed, with the approval of the NDA, to co-opt sectoral technical experts (potentially from outside the consultative SWG) to join an appraisal session if the SWG considers that additional expertise is needed for a particular project appraisal or there is a pipeline of projects that will be submitted to the NDA and additional capacity is needed.
- The NDA secretariat may consider to seek and if available deploy additional resources for selected SWG members to be able to devote full-time attention to fast-track FP appraisal as the documents to be reviewed are substantial. The NDA may also decide to seek technical assistance to support this process in various ways should resources be available.
- Periodic training will be organized by the NDA secretariat for FP evaluators on how to use this appraisal template.
- E-copies of the FPs to be provided by the NDA to the SWG to make it faster to conduct an appraisal on the computer with the use of keywords and the search function on word and pdf. The e-copies will only be delivered once an NDA and Conflict of Interest declaration have been signed by the evaluators (Annex 5).

NO OBJECTION LETTER (NOL) STEP – FUNDING PROPOSAL (MIN 8 WEEKS – MAX 10 WEEKS)

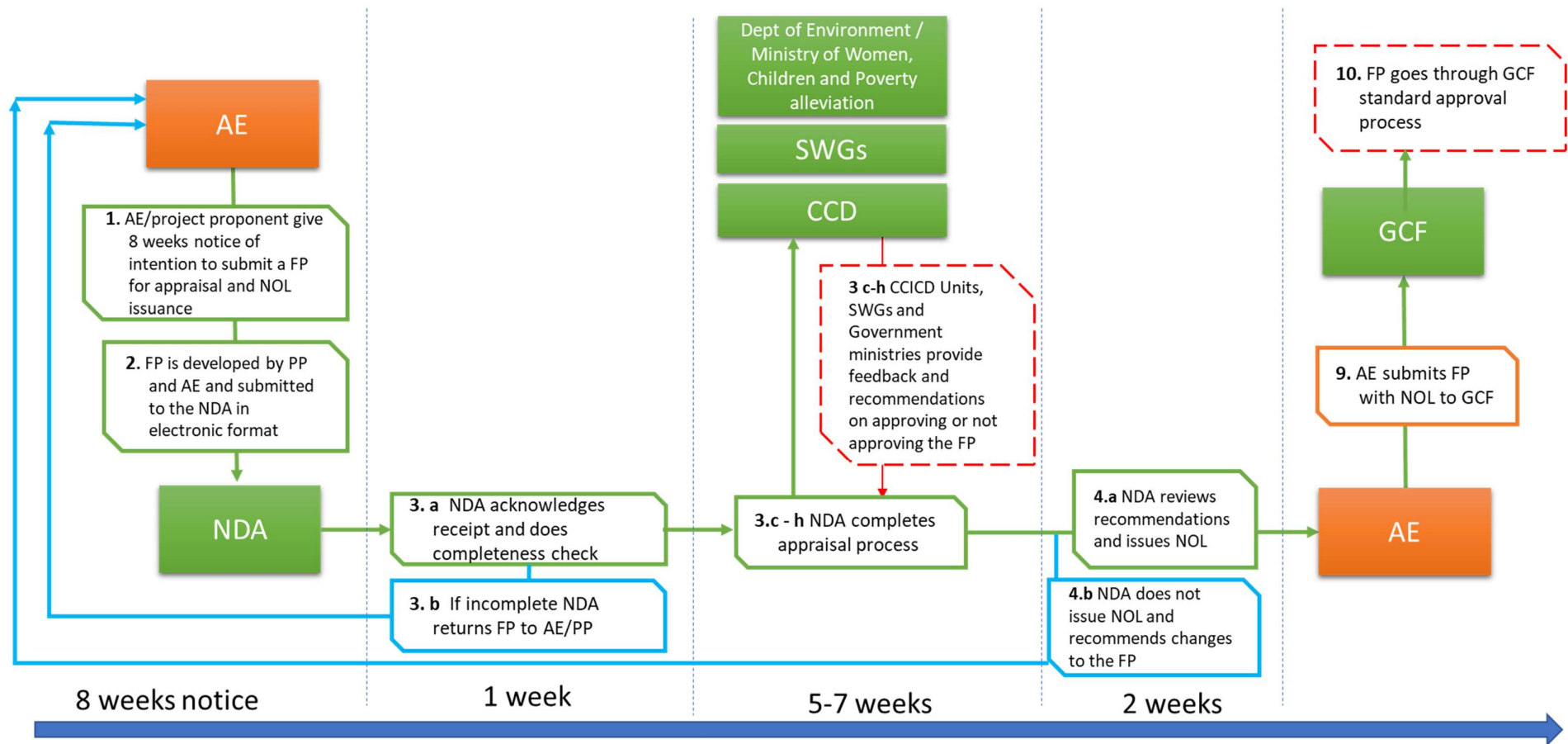


Figure 4: No Objection Letter procedure to appraise and approve GCF funding proposals in Fiji

Annex 1. GCF Investment Criteria

| | |
|-----------------------------------|---|
| Impact potential | Potential to contribute to achievement of Fund's objectives and result areas |
| Paradigm shift potential | Catalyze long-term impact beyond a one-off investment |
| Sustainable development potential | Wider economic, environmental, social (gender), health co-benefits |
| Country ownership | Degree to which the project fits within the beneficiary country's existing policies, climate strategies and institutions |
| Efficiency & effectiveness | Economic (and financial) soundness, as well as cost-effectiveness and leveraging of co-financing |
| Responsive to needs of recipients | Vulnerability and financing needs of beneficiary country and extent to which the project addresses vulnerable groups |

Annex 2. Fiji NDA Template to appraise GCF Concept Notes

Evaluators from the Consultative members of the SWGs (including line ministries) will use the template in this Annex to appraise Concept Notes (CNs) submitted to the NDA secretariat by AEs/project proponents. Guidance notes on how to complete the appraisal template is available in Annex 3.

GCF Concept Note Appraisal Form

Guidance note is available

| |
|---|
| NDA Project № <i>[completed by NDA]</i> |
| National Development code/Project № |
| Donor/MoE file № |

A. Project details

| | |
|-----------------------------------|--|
| Project Title: | |
| GCF Thematic area(s): | |
| Accredited Entity (AE): | |
| Project Partners: | |
| Total Budget (USD): | |
| Date of submission: | |
| Date acknowledgement sent: | |
| Date(s) of assessment: | |
| Date of response to AE: | |

B. Assessment

| Criteria of the Fiji NDA (including the six GCF investment criteria) | Guiding questions | Relevant section in the GCF CN Template | Proceed? If conditional, you must add comments | Comments / Justification for assessment |
|--|---|--|---|---|
| 1. Project rationale | 1.1 Does the project have a satisfactory rationale? | A.19 on summary and B.1. Project description | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |
| | 1.2 Is there sufficient evidence to support this, e.g., survey, report, pre-feasibility study, market analysis, scaling up of proven and viable technologies? | Project rationale – problem and solution statement | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |
| Score: | | | | |
| 2. Project objective against the baseline | 2.1 Has the objective of the project been clearly defined? | B.2. Project objective against the baseline | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |
| | 2.2 Is the project likely to improve the baseline scenario? | Gender and social inclusion considerations | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |
| Score: | | | | |
| 3. Impact Potential (GCF investment criteria) | 3.1. Mitigation: Does the project contribute to a shift to low-emission sustainable development pathways e.g., CO ₂ e reduced due to the project, and/or cost effectiveness, i.e., total | B.3 Impact potential - performance against the investment criteria | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |
| Score: | | | | |

| Criteria of the Fiji NDA (including the six GCF investment criteria) | Guiding questions | Relevant section in the GCF CN Template | Proceed? If conditional, you must add comments | Comments / Justification for assessment |
|--|--|--|--|---|
| | <p>project cost compared to CO₂e reduced</p> <p>3.2. Adaptation: contribution to increased climate-resilient sustainable development e.g., number of direct/indirect beneficiaries, and/or beneficiaries relative to total population, total area benefited.</p> | | | |
| <p>4. Paradigm shift potential (GCF investment criteria)</p> <p>Score:</p> | <p>4.1. Does the project have the potential to catalyse impact in the long term, and beyond the scope of the proposed project (potential for scaling-up and replication of the project, knowledge and learning, contribution to regulatory frameworks, policies and public planning, mobilisation of other actors, market development and transformation)?</p> | <p>B.3 Paradigm shift – Expected performance against the investment criteria</p> | <p>Yes <input type="checkbox"/></p> <p>Conditional <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | |

| Criteria of the Fiji NDA (including the six GCF investment criteria) | Guiding questions | Relevant section in the GCF CN Template | Proceed? If conditional, you must add comments | Comments / Justification for assessment |
|---|---|---|--|---|
| <p>5. Sustainable development potential (GCF investment criteria)</p> <p>Score:</p> | <p>5.1. Does the project have substantial context specific economic, social, environmental and gender-sensitive development impact co-benefits? (examples include improved public health, improved energy security and improved forest ecosystem health)</p> | <p>B.3 Expected performance against the investment criteria</p> | <p>Yes <input type="checkbox"/></p> <p>Conditional <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | |
| <p>6. Needs of the recipient (GCF investment criteria)</p> <p>Score:</p> | <p>6.1. Does the project reduce the level of exposure to climate risks and the degree of vulnerability, and address the needs and vulnerability of the beneficiary population or sector? Has a vulnerability assessment been conducted?</p> <p>6.2. Does the project describe the country's financial, economic, social and institutional needs and the barriers to accessing domestic (public), private and other international sources of climate-related finance and</p> | <p>B.3 Expected performance against the investment criteria</p> | <p>Yes <input type="checkbox"/></p> <p>Conditional <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | |

| Criteria of the Fiji NDA (including the six GCF investment criteria) | Guiding questions | Relevant section in the GCF CN Template | Proceed? If conditional, you must add comments | Comments / Justification for assessment |
|---|---|--|---|---|
| | outline how the proposed intervention will address the identified needs and barriers? | | | |
| 7. Country ownership (GCF investment criteria) Score: | 7.1. Is there evidence of country ownership, coherence with existing policies, capacity to implement the project and engagement with relevant stakeholders? | B. 3 Expected performance against the investment criteria | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |
| 8. Efficiency and effectiveness (GCF investment criteria) Score: | 8.1. Is the project economically and financially sound, taking into consideration the total funding requested, financing already or expected to be secured, any potential revenues and in-kind contributions? | B.3 Expected performance against the investment criteria | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |
| 9. Consultation and multi-stakeholder engagement Score: | 9.1. Has the project undertaken sufficient consultation by taking into consideration and involving all relevant stakeholders (including donors, private sector, provinces, local communities, and civil society)? | B.4. Engagement among the NDA, AE, and/or other relevant stakeholders in the country | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |

| Criteria of the Fiji NDA (including the six GCF investment criteria) | Guiding questions | Relevant section in the GCF CN Template | Proceed? If conditional, you must add comments | Comments / Justification for assessment |
|--|--|--|---|---|
| 10. Potential overlaps / duplication, to be resolved (and suitability of location) Score: | 10.1. Is the project duplicating existing work? 10.2. Is it proposed that the project be implemented in an area that has already been supported by another project with same/similar activities? | C.2 on Justification | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |
| 11. Exit Strategy Score: | 11.1. Is there an exit strategy and evidence that the project activities can be maintained after project funding? 11.2. Have the maintenance and cost implications for the Government been sufficiently outlined? | C.3. Sustainability and replicability of the project (exit strategy) | Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No <input type="checkbox"/> | |

C. Recommendation

| | |
|-------------------------------------|--|
| <p>Conclusion / Comments</p> | <p>Total score:</p> <p>Comments:</p> |
| <p>Recommendation</p> | <p><input type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Recommended with Amendments</p> <p><input type="checkbox"/> Not recommended</p> <p>Date:</p> |

| Evaluator names | Signatures |
|------------------------|-------------------|
| | |
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| | |

Annex 3. Guidance note for Assessment of GCF Concept Notes

This guidance is to be used in conjunction with the Fiji NDA GCF Concept Note Appraisal Template in Annex 2.

The Purpose of this Guidance note

This guidance note provides a simple approach to appraise GCF CN by scoring the CN against 11 criteria which are derived from the 6 GCF criteria (see Annex 1). For further details and more information on GCF grants and criteria, please see:

<https://www.greenclimate.fund/document/programming-manual>

Steps to complete the GCF CN appraisal template

The following two steps outline how to use the appraisal template.

1. Score a concept note.

- a. Read through the concept note.
- b. Refer to Table 1 Guidance notes below
- c. Assign a **Score from 1 to 5** (the guidance is for each Yes score 5; Conditional = 3 and No = 1, however the evaluator may also score 4, 2 and 0) against each criterion (add up scores if needed).
- d. Sum up all of the values in the **Total** column together to arrive at the **Total Evaluation Score** at the bottom of the table.
- e. For group appraisals there is consensus on the final score. You may do this through a team discussion and/or invite experts within a sector to advise in order to assist in decision-making. If there are differences in opinion, these can be recorded in the comments section.
- f. A list of Frequently Asked Questions is included in Annex 4.

2. Conclusion and recommendations.

After scoring each concept note, determine whether it is Recommended, Recommended with Amendments or Not Recommended. Indicative guidance is given as follows (Max score = 70; Median score = 42 and lowest score = 14:

- i. Score of above 56 = Recommended (with or without Amendments)
- ii. Score of between 55 to 28 = Recommended with Amendments
- iii. Score of 27 or less = Not Recommended

Table 1: Guidance note to appraise GCF CN

| Criteria | Relevant section in the GCF CN Template | Guiding questions | Guidance notes to complete each section |
|--|--|---|---|
| 1. Project rationale | A.19 on summary and B.1. Project description Project rationale – problem and solution statement | 1.1 Does the project have a satisfactory rationale? | 1.1 Are the reasonings sufficiently clear that this is a climate-related project? Are the problem statement and climate rationale, objective and selected implementation approach, including executing entity (s) and other implementing partners clearly summarized? Or is this just purely a development project that can be funded with Ordinary Development Aids (ODA) or national budget or bilateral donor? See Annex 2 for more detailed explanation. |
| | | 1.2 Is there sufficient evidence to support this, e.g., survey, report? | 1.2 What are the sources of evidence e.g., pre-feasibility study, market analysis? Has a strong climate vulnerability and risk assessment been conducted based on past (20 years), current and future climate trends (50 years)? How do the interventions address the (i) vulnerabilities and impacts and adaptation need and (ii) greenhouse gas emissions profile and mitigation need of Fiji? |
| 2. Project objective against the baseline | B.2. Project objective against the baseline Gender and social inclusion considerations | 2.1 Has the objective of the project been clearly defined? 2.2 Is the project likely to improve the baseline scenario? | 2.1 and 2.2. Is there a clear Theory of Change that enable a shift in the development pathway toward a more low-emissions and/or climate resilient direction, in line with the GCF’s goals and objectives? Are the expected set of outputs and activities able to address the barriers identified that will lead to the expected outcomes? Have gender and equity considerations been taken into account? |

| | | | |
|------------------------------------|---|---|---|
| | | | <p>Is the climate rationale clear enough to describe the benefits of the proposed investment relative to the consequences of not making any investments?</p> <p>Have the key financial and operational risks and their mitigation measures been identified at this stage?</p> |
| 3. Impact Potential | B.3 Impact potential - performance against the investment criteria | <p>3.1 Mitigation: Does the project contribute to a shift to low-emission sustainable development pathways e.g., CO₂e reduced due to the project, and/or cost effectiveness, i.e., total project cost compared to CO₂e reduced</p> <p>3.2 Adaptation: contribution to increased climate-resilient sustainable development e.g., number of direct/indirect beneficiaries, and/or beneficiaries relative to total population, total area benefited.</p> | <p>3.1 Has robust ex-ante and ex-post GHG calculations based on UNFCCC approved methodologies been used?</p> <p>Has a different methodology been used? If so, is it clearly explained and justified?</p> <p>What is the cost per tCO₂e saved or avoided?</p> <p>3.2 How many direct and indirect beneficiaries will be impacted? Is there a positive impact on gender and vulnerable groups?</p> <p>How many is this relative to total population?</p> <p>How many locations or how large a geographic location receives benefits?</p> |
| 4. Paradigm shift potential | B.3 Paradigm shift - Expected performance against the investment criteria | <p>4.1 Does the project have the potential to catalyse impact in the long term, and beyond the scope of the proposed project (potential for scaling-up and replication of the project, knowledge and learning, contribution to regulatory frameworks, policies and public planning, mobilisation of other actors,</p> | <p>4.1 Review the narratives on</p> <p>i. Scalability and replicability: Are the adaptation and mitigation interventions robust and viable enough for scaling up and replication to other areas?</p> <p>ii. Knowledge sharing and management: How are the lessons learned being converted into best practices and knowledge and communication products and services for sharing and learning?</p> <p>iii. Enabling environment: What enabling environment has been created to sustain the change for long term impact? E.g., access to competitive financial</p> |

| | | | |
|---|--|---|--|
| | | market development and transformation)? | credits and services, new marketing channels, climate information and advisories and gender responsive extension service? iv. Regulatory framework created: Will the project leads to new policies or regulatory framework? E.g., building code, standard and label v. Innovation: What new technical or financial innovations will the CN promote? |
| 5. Sustainable development potential | B.3 Expected performance against the investment criteria | 5.1 Does the project have substantial context specific economic, social, environmental and gender-sensitive development impact co-benefits? (examples include improved public health, improved energy security and improved forest ecosystem health) | 5.1 Review the co-benefits of the CN based on following benefits: i. Economic: Are there any evidence of income and savings improved, livelihoods diversified, green employment promoted? ii. Social and social inclusion: Will the beneficiaries enjoy better health, access to safe water, energy, gender and social inclusion, gender responsive capacity development programme? iii. Environment: Will the project bring about improved air and/or water quality, improved soil quality and improved biodiversity and ecosystem services? |
| 6. Needs of the recipient | B.3 Expected performance against the investment criteria | 6.1 Does the project reduce the level of exposure to climate risks and the degree of vulnerability, and address the needs and vulnerability of the beneficiary population or sector? Has a vulnerability assessment been conducted? 6.2 Does the project describe the country's financial, economic, social and institutional needs and the barriers to accessing domestic (public), private and other international sources of climate-related finance and outline how the proposed | 6.1 For adaptation/cross-cutting projects only: What is the scale and intensity of exposure to climate risks for the beneficiary country and groups, which could include the exposure of people, social or economic assets or capital to climate-induced risks? 6.2 - Does the proposal clearly describe financial, economic, social and institutional needs and barriers? - Absence of alternative sources of financing: Are the barriers that have created the lack of alternative funding sources been addressed in the project? -Needs for strengthening institutions and implementation capacity: Are there opportunities to strengthen institutional and implementation capacity of relevant institutions? - Are the barriers which will be addressed clearly identified? Is it clear how each barrier will be addressed? |

| | | | |
|---|---|--|--|
| | | intervention will address the identified needs and barriers? | |
| 7. Country ownership | B. 3 Expected performance against the investment criteria | 7.1 Is there evidence of strong country ownership, alignment with existing policies, capacity to implement the project and engagement with relevant stakeholders? | <p>7.1 Is the CN well aligned with national and sectoral development and climate goals and priorities? e.g., 5-Year & 20 Year National Development Plan (2017-2036), NDC Investment plan, LEDS, NAP.</p> <p>What evidence is there of capacity within the AE and EE(s) to implement the project (number of staff in relevant positions, past experience, etc.)?</p> <p>What evidence is there of consultations with different stakeholder groups?</p> |
| 8. Cost Efficiency and effectiveness | B.3 Expected performance against the investment criteria | 8.1 Is the project economically and financially sound, taking into consideration the total funding requested, financing already or expected to be secured, any potential revenues and in-kind contributions? | <p>8.1 Has financial and economic analyses been conducted or to be conducted in the Feasibility phase to develop the full proposal?</p> <ul style="list-style-type: none"> • What is the estimated cost per tCO2 eq. (total investment cost/expected lifetime emission reductions)? • What is the expected volume of finance to be leveraged as a result of the GCF's financing, disaggregated by public and private sources? • What is the ratio of co-financing? • Financial viability and other financial indicators: FIRR (Financial Internal Rate of Return) vs. EIRR (economic). • Justification of need for request and whether the financing should be grant, repayable grant or equity. If for PPF and this results in a feasible project with income generation potential, the PPF amount financed by the GCF should be repayable at financial close of the funded activity. • Application of best practices and degree of innovation: How the best available technologies and/or best practices are considered and applied? |

| | | | |
|--|--|---|---|
| <p>9. Consultation and multi-stakeholder engagement</p> | <p>B.4. Engagement among the NDA, AE, and/or other relevant stakeholders in the country</p> | <p>9.1 Has the project undertaken sufficient consultation by taking into consideration and involving all relevant stakeholders (including donors, private sector, provinces, local communities, and civil society)?</p> | <p>9.1 How many stakeholder consultations have been conducted? Who are the stakeholders that have been consulted?</p> |
| <p>10. Potential overlaps / duplication (and suitability of the project location)</p> | <p>C.2 on Justification</p> | <p>10.1 Is the project duplicating existing work? 10.2 Is it proposed that the project be implemented in an area that has already been supported by another project with same/similar activities?</p> | <p>10.1 and 10.2 Check against the list of baseline projects that have been implemented, being implemented or being planned for Fiji e.g., Fiji Climate Programme Snapshot Report, CCD concept notes database.</p> |
| <p>11. Exit Strategy / sustainability</p> | <p>C.3. Sustainability and replicability of the project (exit strategy)</p> | <p>11.1 Is there an exit strategy and evidence that the project activities can be sustained after project funding? 11.2 Have the maintenance and cost implications for the long-term operation of the project been sufficiently outlined? Have the ongoing costs to the operator/Government/others been explained and is there a mechanism proposed or already in place to cover these costs in the long-term?</p> | <p>11.1 What will happen to the project after the GCF funding has ended? 11.2 Have all unintended consequences been accounted for? Is there clear explanation on how the project/programme sustainability will be ensured in the long run, particularly how operation and maintenance costs will be covered in the case of infrastructure? How will sustainability and continued proper functioning of the project be monitored after the project/programme is implemented? For non-grant instruments (Loans, etc), is there clear explanation of how the capital invested will be repaid and over what duration of time?</p> |

Annex 4. Frequently Asked Questions

Q: Who will approve the proposal? Does the SWG approve or only provide advice and recommendations on the proposal?

A: The SWG will only provide technical advice and recommendations to improve the concept note and funding proposal. Approval of a proposal can only be done by GCF with endorsement from the NDA through the issuance of a NOL.

Q: What will be the monitoring of how advice from the SWGs is considered by the NDA?

A: There will be a record kept of communication to and from the SWG and NDA secretariat. NDA secretariat will acknowledge and respond to SWG advice.

Q: Is there a need for agreement on advice from the SWG?

A: There is no need for agreement, all opinions/voices need to be heard so differences in views can be noted in the SWG advice/notes/recommendations back to the NDA. So, there is no need for a vote or agreement on things.

Q: Will the SWG consultative meetings always be conducted in joint sessions with the other SWGs or will there be sector specific consultative meetings in the future?

A: It depends on the nature of the topic. For projects that are cross-cutting, members of the relevant SWGs will be invited to a joint meeting to assess CN and FP.

Q: Do we need to sign a confidentiality declaration form every time there's an appraisal session?

A: Yes, as the documentation shared will be specific each time and a specific confidentiality agreement will be needed, with details of the date, topic, documents shared and purpose of the appraisal session.

Q: What is the difference between a climate change project and a purely development project?

A: This is a difficult question which has caused much debate, controversy and even confrontation within the development community and GCF (even at GCF Board Meetings!). Many people feel that the size of countries like Fiji and the proven vulnerability of SIDS to climate change, creates a situation where every development project is a climate change project and vice versa. However, GCF requires that every project must demonstrate how it is making a difference to climate change mitigation and/or adaptation. For mitigation, it is relatively easier to show the difference – if the project is making a significant reduction in CO₂ emissions (relative to the country's overall emissions) then it is clearly a climate change project. For adaptation, the distinction is harder to make. A project must show that it is addressing a climate change impact that is clearly documented and proven to be happening. So a question to ask is – is the problem due to climate change, or are there other underlying causes also creating this problem (which the project aims to solve). If there are other causes, which is the dominant one? Is it climate change? Then the project is a climate change project. If climate change is not the dominant cause of the problem but is contributing, then is GCF funding being requested to respond to all the different underlying causes, or to address specifically the solution for the climate change part of the impact? Perhaps

with other financing to cover non-climate change issues. Then the project could still seek funding from GCF, but not for all of its activities.

Q: Are the accredited entities aware of the new structure in terms of LoS/NOL pathway if they're putting in a proposal?

A: Yes, to some degree they are aware of the new changes to the LoS/NOL process, but the plan is to present the revised procedures at the open SWG meetings and create more awareness around it.

Q: Will the SWGs also be appraising concept notes from other Pacific Island Countries?

A: No, the 4 SWGs will only be appraising concept notes submitted to the Fiji NDA.

Annex 5. Confidentiality and Conflict of Interest Declaration

For External Experts supporting the National Designated Authority to the Green Climate Fund

| | |
|-----------------------------|--|
| To | The National Designated Authority (NDA) of Fiji to the GCF |
| From | <i>External Experts (insert name)</i> |
| Activity | <i>Specify activity</i> |
| Role in the activity | <i>Describe role, e.g. Assessor of Concept Notes</i> |

Purpose

This form is targeted at recording specific information regarding the above-mentioned activity and the participating external experts' potential interests with regard to this activity.

The intent of recording this information is to ensure that the activity is carried out in a transparent manner. Please note the form will be retained by the National Designated Authority as part of the documentation of the process followed for the activity. It will not be shared other than for audit purposes.

Conflict of Interest Declaration (please record an 'X' as applicable)*

| | Yes | No | Potentially |
|---|-----|----|-------------|
| Do you have any actual, potential or perceived conflicts of interest in relation to this activity? | | | |
| Do you have any personal interest in the activity/projects? (e.g. you or a close relative or friend own shares in a company involved) | | | |
| Do you have any personal obligations, loyalties or bias that could influence the way you participate in the activity and make recommendations? (e.g. a close relationship with an employee of the companies involved) | | | |

*Actual conflict of interest is where you already have a conflict. Potential conflict of interest is where the conflict is about to happen or could happen. Perceived conflict of interest is where other people might reasonably think you are not being objective.

If you have answered yes or potentially to the any of the above questions, please provide details here

Confidentiality Declaration

I, the undersigned, hereby declare that I will not disclose any information to any third party deriving from the documents received from the National Designated Authority before or during the activity or the discussions taking place with regard to the activity.

All of the activity/meeting discussion and material (written and electronic) are confidential and I agree to keep the information safe. I agree to hold in trust and confidence any information or documents (“confidential information”) disclosed to me, and further agree that it shall be used only for the purposes of the above activity and shall not be disclosed to any third party. I also agree not to retain copies of any written information obtained.

Confidential information shall not be disclosed to any employee or expert unless they agree to execute and be bound by the terms of this Declaration. This declaration must be signed by each and every individual, and submitted to the National Designated Authority by e-mail, before receiving the documents related to the activity from the National Designated Authority.

Your declaration

I confirm that the above details with regard to both Conflict of interest and Confidentiality are correct to the best of my knowledge and I make this declaration in good faith.

| | |
|------------------------------|---------------|
| Signed | Date |
| Name | Title |
| Company /Organisation | e-mail |

Annex 6. Letter of Request from AE/project proponent for LOS or NOL to the NDA of Fiji

To:

Permanent Secretary & Fiji NDA to the GCF
Ministry of Finance, Strategic Planning, National Development and Statistics
Suva

[date]

Re: Request for the Letter of Support (LOS) or No-objection Letter (NOL) (delete one) for the Concept note or Funding proposal (delete one) for the GCF regarding [name of project]

Dear Madam, Sir,

We refer to the above project as included in the concept note, PPF proposal or funding proposal (select one) submitted by (Name of AEs or EEs) to the NDA on [date].

The undersigned would like to request for the NDA to review the concept note, PPF proposal or funding proposal (select one) and issue to us a Letter of support or No-objection Letter (delete one) if the government of Fiji has no-objection to the concept note, PPF proposal or funding proposal (select one).

We believe this project as included in the concept note or funding proposal is:

- i. in conformity with the national priorities, strategies and plans of Fiji;
- ii. in accordance with the GCF's environmental and social safeguards; and
- iii. in conformity with relevant national laws and regulations.

We will inform NDA of any subsequent changes made to the concept note or funding proposal (delete one) after submission to GCF.

We acknowledge that this LOS or NOL will be made publicly available on the NDA portal.

Should you need further information, please do not hesitate to contact us.

Kind regards,

[full name]

[title]

Name of AEs or project proponent

Annex 7. Acknowledgement Letter from NDA secretariat for the Request for LOS or NOL

To: Name of AE or project proponent

[place], [date]

Re: Letter of Acknowledgement for the request for Letter of Support (LOS) or No-objection Letter (NOL) (delete one) for the Concept note, PPF proposal or Funding proposal (select one) for the GCF regarding [name of project]

Dear Madam, Sir,

We refer to the above project as included in the concept note, PPF proposal or funding proposal (select one) that was submitted by (Name of AEs or EEs) to the NDA secretariat on [date].

The undersigned acknowledge the receipt of the request for the LOS or NOL (delete one) for the above project. The NDA secretariat will now conduct a completeness check. If the documentation received is complete, the Government of Fiji will provide feedback within 6-8 weeks of receipt of this request.

The Government of Fiji will contact you should we need further information from you.

If there is no-objection to this project then a LoS or NOL (delete one) will be issued by the Government of Fiji and this will be made publicly available at the NDA portal.

The NDA secretariat of Fiji is here to support you and please do contact us should you need further information

Kind regards,

NDA secretariat of Fiji

Annex 8. Letter of Request from NDA for SWG consultative members to appraise the concept note or funding proposal

To: Consultative member of SWG

[place], [date]

Re: Letter of Request for Consultative members of the SWG to appraise the Concept note, PPF Proposal or Funding proposal (select accordingly) for the GCF regarding [name of project]

Dear Madam, Sir,

We refer to the above project as included in the concept note or funding proposal that was submitted by (Name of AEs or EEs) to the NDA on [date].

The undersigned would like to humbly call upon your expertise to appraise the concept note or funding proposal using the appraisal template as attached in Annex 1.

The Government of Fiji anticipates that the process will be completed over a period of 6-8 weeks between [date] and [date].

If you accept to support the appraisal of this concept note or funding proposal, please sign the Declaration of Conflict of Interest and Confidentiality in Annex 2 and return it to XXXX [name, e-mail].

Upon receipt of your signed declaration the concept note/funding proposal will be e-mailed to you and the NDA secretariat will be in touch to make arrangements for the appraisal process.

Taking into consideration your recommendations from the appraisal process, the NDA secretariat will decide whether to approve or not approve the concept note / funding proposal and a Letter of Support or No-objection Letter (delete one) will be issued by the Government of Fiji.

The LOS or NOL (delete one) will be made publicly available at the NDA portal.

Please do contact us should you need further information.

Kind regards,
NDA secretariat of Fiji

Annex 9. Letter of Thanks from NDA for SWG consultative members for appraisal support

To: Consultative member of SWG

[place], [date]

Re: Letter of thanks for Consultative members of the SWG for appraisal of the Concept note (CN) or Funding proposal (FP) (delete one) for the GCF regarding [name of project]

Dear Madam, Sir,

We refer to the above project as included in the CN or FP that was submitted by (Name of AEs or EEs) to the NDA on [date].

The undersigned would like to take this opportunity to thank the consultative member of the SWG for taking their precious time and effort to appraise the above CN or FP (delete one) and the recommendations that were provided.

Your suggestions and feedback have been anonymised and passed on to the AE / project proponent [*only include this sentence if relevant*]

Kind regards,

NDA secretariat of Fiji

Annex 10. Letter of Support (LOS) or No-objection Letter (NOL) template

To: The Green Climate Fund (“GCF”)

Cc: AE / project proponent

[place], [date]

Re: Letter of Support for Concept note or No Objection Letter for Project Preparation Facility (PPF) proposal or No Objection Letter for Funding proposal (select accordingly for the GCF for [name of Accredited Entity] regarding [name of project]

Dear Madam, Sir,

We refer to the project titled [name of project] in Fiji as described in the concept note, PPR proposal or funding proposal (select accordingly) submitted by (Name of AE or EE) to us on [date].

The undersigned is the duly authorized representative (Name of NDA, PS of the Ministry), NDA of Fiji.

Pursuant to GCF decision B.08/10, the content of which we acknowledge to have reviewed, we hereby communicate our no-objection to the project as included in the concept note or funding proposal (delete one).

By communicating our no-objection, it is implied that:

- (a) The government of Fiji has no-objection to the project as included in the concept note / PPF proposal / funding proposal (select accordingly);
- (b) The project as included in the concept note / PPF proposal/ funding proposal (select accordingly);is in conformity with the national priorities, strategies and plans of Fiji;
- (c) In accordance with the GCF’s environmental and social safeguards, the project as included in the concept note / PPF proposal/ funding proposal (select accordingly) is in conformity with relevant national laws and regulations.

We also confirm that our national process for ascertaining no-objection to the PPF proposal /project (select one) for issuance of this Letter of Support / No Objection letter (select accordingly) has been duly followed.

We wish to state that should the AE [insert name] wish to change any aspects of the concept note / PPF proposal / funding proposal (select accordingly), the NDA of Fiji should be informed in writing.

We acknowledge that this letter will be made publicly available on the GCF website.

Kind regards,

[full name]

[title]

NDA of Fiji

Annex 11: Record of Communications with SWG

This Record of Communication table or similar can be used by the NDA to keep track of communications with the consultative SWG as an auditable trail. This Record of Communication should be made available to any member of the consultative SWG on request and be shared periodically at consultative SWG meetings.

Record of Communication of the NDA secretariat (CCD) to the Consultative SWG

| Date | From / To | Subjection of Communication | Any attached documents, action or follow-up requirements | Notes |
|------|-----------|-----------------------------|--|-------|
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Annex 12. GCF Templates for Concept Notes, PPF and Funding Proposals

GCF has developed dedicated templates for Concept Notes and full Funding Proposals that Accredited Entities and National Designated Authorities should use for submission to the Secretariat.

GCF Concept Note User's Guide

[Concept Note template](#)

[Funding Proposal template](#)

[Annex 1: No objection letter template](#)

[Annex 4: Detailed budget plan template](#)

[Annex 5: Implementation timetable template](#)

[Annex 6: ESS disclosure report template](#)

[Annex 8: Gender assessment and action plan template](#)

[Annex 10: Procurement plan template](#)

[Annex 11: Monitoring and evaluation plan template](#)

[Annex 12: Accredited Entity fee request budget template](#)

[Annex 13: Co-financing commitment letter template](#)

[Annex 15: Evidence of internal approval template](#)

[Annex 17: Multi-country project/programme information template](#)

[Temporary annex: Co-financing policy requirements](#)

[Request template for extension of deadline for fulfilment of conditions prior to FAA execution](#)

The templates for Accredited Entities (AE) applying for support under the Project Preparation Facility (PPF) are available here:

<https://www.greenclimate.fund/projects/ppf/resources>