

Readiness and Preparatory Support Proposal

How to complete this document?

- A Readiness Guidebook is available to provide information on how to access funding under the GCF Readiness and Preparatory Support programme. It should be consulted to assist in the completion of this proposal template.
- This document should be completed by National Designated Authorities (NDAs) or focal points with support from their delivery partners where relevant.
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- Information on the indicative list of activities eligible for readiness and preparatory support and the process for the submission, review and approval of this proposal can be found on pages 11-13 of the guidebook.
- For the final version submitted to GCF Secretariat, please delete all instructions indicated in italics in this template and provide information in regular text (not italics).

Where to get support?

- If you are not sure how to complete this document, or require support, please send an e-mail to countries@gcfund.org. We will aim to get back to you within 48 hours.
- You can also complete as much of this document as you can and then send it to countries@gcfund.org. We will get back to you within 5 working days to discuss your submission and the way forward.

Note: Environmental and Social Safeguards and Gender

Throughout this document, when answering questions and providing details, please make sure to pay special attention to environmental, social and gender issues, particularly to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult page 7 of the readiness guidebook for more information.

SECTION 1: SUMMARY	
1. Country submitting the proposal	<p>Country name:</p> <p>Name of institution representing National Designated Authority (NDA) or Focal Point:</p> <p>Name of NDA/Focal Point: Position:</p> <p>Telephone: Email:</p> <p>Full office address:</p>
2. Date of initial submission	DD/MM/YYYY
3. Last date of resubmission	DD/MM/YYYY <i>(if applicable)</i>
4. Which entity will implement the Readiness and Preparatory Support project?	<p><input type="checkbox"/> National Designated Authority <input type="checkbox"/> Accredited Entity <input type="checkbox"/> Delivery Partner</p> <p><i>(Please provide contact information if the implementing partner is not the NDA/focal point)</i></p> <p>Name of institution:</p> <p>Name of official: Position:</p> <p>Telephone: Email:</p> <p>Full Office address:</p>
5. Title of the Readiness support proposal	
6. Type of Readiness support sought	<p><i>Please select one option below (one box or circle)</i></p> <p><input type="checkbox"/> Readiness</p> <ul style="list-style-type: none"> <input type="radio"/> Establishing and strengthening national designated authorities or focal points <input type="radio"/> Strategic frameworks, including the preparation of country programmes <input type="radio"/> Support for accreditation and accredited direct access entities <p><input type="checkbox"/> Adaptation Planning</p>
7. Brief summary of the request	<p><i>Please include a brief description of the general readiness context; specific readiness challenge; solution/outcome identified; how GCF Readiness support activities will advance this solution; and how this change will be visible over time. (200 words maximum)</i></p>
8. Total requested amount and currency	<p><i>Please provide amount in Euros (€) or US dollars (US\$) only.</i></p>
9. Anticipated duration	<p><i>Please specify duration in multiples of six months.</i></p>



Please complete the table below by including proposed outcomes, baseline situations, the targets for implementation period, and the activities to be undertaken, including key outputs or deliverables. Please add rows for additional outcomes as needed. For further guidance on completing the table, please refer to the guidebook “Accessing the GCF Readiness and Preparatory Support Programme”, including specific Outcomes to select from.

[illegible]



SECTION 3: ADDITIONAL INFORMATION

Please explain how this grant will help deliver on the country's readiness needs as identified above and build on institutions, processes or existing work already underway in the country. Please refer to the Guidebook for more specific information on completing this section.

[illegible]

4.2. Procurement Plan						
<p><i>For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in section 2, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below. Also, please feel free to replicate this table on Excel spreadsheet if needed.</i></p>						
ITEM	ITEM DESCRIPTION	ESTIMATED COST (US \$)	PROCUREMENT METHOD	THRESHOLDS <i>(Min-Max monetary value for which indicated procurement method must be used)</i>	ESTIMATED START DATE	PROJECTED CONTRACTING DATE
Goods and Non-Consulting Services						
			e.g. Open tender			
			e.g. Shopping			
			e.g. Direct Procurement			
SUB-TOTAL (US \$)						
Consultancy Services						
SUB-TOTAL (US \$)						
TOTAL COST (US \$)						

4.3. Disbursement schedule

Specify the proposed schedule for requesting disbursements from the GCF, including amounts and periodicity. For amounts requested, keep to multiples of USD 5,000, and for periodicity, specify whether it's quarterly, bi-annually or annually only.

4.4. Additional information

This box provides an opportunity to include further explanations related to the budget, procurement plan and disbursement schedule, including any details on the assumptions to justify costs presented in the budget.

SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

5.1. Please attach an “implementation map” or describe how funds will be managed by the NDA/FP or delivery partner

If the entity implementing the readiness support is not an accredited entity of the GCF, please complete the [Financial Management Capacity Assessment \(FMCA\)](#) questionnaire and submit it with this proposal.

5.2. Other relevant information

This box provides an opportunity to include any important information you wish to bring to the attention of the GCF Secretariat, but did not have an opportunity to provide in the sections above.