



## **Training Programme on Developing Project Proposals on Climate Change Mitigation**

### **-Concept Note-**

Organized by

**Regional Resource Centre for Asia and the Pacific  
Asian Institute of Technology**

In collaboration with

**Institute for Global Environmental Strategies**

Under the umbrella of

**Climate Change Asia**

With financial support of

**Ministry of the Environment, Japan**

## Background

The Regional Resource Centre for Asia and the Pacific (RRC.AP), an institute-wide center of the Asian Institute of Technology (AIT), conducted a Low Carbon Technology assessment from July 2015 to February 2016 in partnership with the Institute for Global Environmental Strategies (IGES) and with the generous financial support from the Ministry of Environment, Japan. The aim of this assessment was to promote the transfer and application of low-emission technologies in selected Southeast Asian countries and contribute to the reduction of greenhouse gas (GHG) emissions. It was found that one of the major barriers to the diffusion of low-emission technologies was limited access to financial resources.

The current phase of the project, from July 2016 to February 2017, aims to strengthen the capacity of government agencies of selected Asian countries to access international climate finance, in particular for projects focusing on technologies for climate change mitigation. Having consulted the target countries, RRC.AP has designed a training programme covering a detailed introduction to the process of developing bankable project proposals complemented by hands-on exercises. In response to the needs expressed by the target countries, the training programme will focus exclusively on project proposals for the Green Climate Fund (GCF).

The GCF, after its initial capitalization of approximately USD 10 billion, represents one of the largest international sources of mitigation and adaptation finance. The GCF is expected to further grow, because of regular resource mobilization efforts planned to commence in 2017. The GCF (along with the GEF) has been entrusted to serve as an operating entity of the financial mechanism of the UNFCCC and the 2015 Paris Agreement. The Conference of the Parties to the UNFCCC in its decision 1/CP.21 strongly urged developed country Parties to scale up their level of financial support to enable pre-2020 action in developing countries, with a concrete roadmap to achieve the goal of jointly providing USD 100 billion annually by 2020 for mitigation and adaptation. This mobilization goal was reaffirmed in the Marrakech Action Proclamation of November 2016.

Along with the Adaptation Fund, the GCF allows for and promotes direct access, which means that projects can be developed, managed and implemented entirely by national accredited entities. Few other international climate finance institutions allow for this. While other international climate finance institutions typically involve project preparation completed or managed by international or donor entities, GCF direct access modality requires full project preparation capacity at national levels. GCF funding proposals also need to be closely aligned to national policy priorities, induce pro-adaptation and pro-mitigation paradigm shifts, and have significant economic, environmental and social co-benefits. Because of these features, a systematic strengthening of project development capacities at national (beneficiary country) levels is of paramount importance. The present pilot training programme is one of the first GCF proposal development training tools worldwide.

The programme covers the following topics:

- Module 1 – Understanding GCF operations from a project development point of view;
- Module 2 – Developing a GCF Project Concept Note: elaboration of a logical framework, defining result areas and choosing a suitable Accredited Entity;
- Module 3 – Developing a GCF Project Concept Note: complying with the GCF Investment Framework;
- Module 4 – Developing a GCF Project Concept Note: elaboration of implementation arrangements, ensuring stakeholder engagement, complying with regulatory requirements, and carrying out risk analysis;
- Module 5 – Developing next steps (road map) to allow for finalizing the draft GCF Concept Note and elaborating a Full Funding Proposal.

## Objectives and outcomes

The overall objective of the training programme is to contribute to the proliferation of clean technologies and the advancement of low-emission climate-resilient development by establishing a cadre of skilled personnel in Asia able to prepare bankable projects, and access and utilise international climate finance.

The expected results and outcomes of the training programme:

- Participants will have improved their understanding of the operational procedures and policies of the GCF;
- Participants will have learned about the process of a project concept development and the subsequent steps towards project approval;
- Several groups of participants will have developed outlines of a GCF Project Concept Note;
- Participants will be in a position to further develop the GCF Concept Note outlines at their respective agencies and disseminate the acquired knowledge to relevant colleagues;
- Lessons learned from the use of new training materials prepared for the programme will be applied to revise and refine these materials for future training events of a similar nature.

## Target Participants

The training programme targets staff from government agencies responsible for, and involved, in various capacities, in the development of project proposals, in particular for submission to the GCF. The selection of appropriate participants was carried out in consultation and cooperation with relevant national institutions, which were visited during October 2016 and further approached during November 2016.

## Dates

12 to 16 December 2016

## Venue

Hotel Gran Sukhumvit, Bangkok, Thailand

## Course content

The training programme is divided into five modules delivered over five days.

The first module focuses on presentations and exercises that are expected to result in a detailed understanding of the GCF operational policies and procedures from a project development point of view.

Modules 2-4 focus on moderated group work aimed at developing key aspects and contents of a GCF Project Concept Note proposal and supplemented by plenary discussions to further strengthen and develop group work outcomes. The participants will get to know and use key benchmark information during these modules, including the GCF's Concept Note User Guide, the GCF Investment Framework, the GCF Results and Performance Management Frameworks, as well as text and argumentation used in various GCF Funding Proposals already approved. This practical approach is expected to provide a solid basis for successful development of project preparation skills and valuable learning that can be replicated and shared with colleagues in relevant organizations.

Module 5 focuses on moderated group work, resulting in the participants developing a road map to finalize the GCF Concept Note and to ensure that a Full GCF Funding Proposal can be elaborated thereafter in a realistic and efficient manner, minimizing and rationalizing transaction costs.

Participants from several countries will attend the training programme. Participants from the same country will be encouraged to work as a group on the development of a draft Project Concept Note. The expectation is that this approach will result in several draft Concept Notes.

Based on the above approach, the participants are expected to be in a good position to further develop the Concept Note into a Full Funding proposal after the training programme. As a result of this training, the participants are expected to acquire the knowledge and tools to develop additional funding proposals in the future.

A training manual taking into account lessons learnt and feedback from the participants of this pilot training programme, can be prepared for future use in targeted project development training at national and subnational levels throughout Asia and worldwide.

## Provisional Agenda

**12 December 2016**

### Module 1 – Understanding GCF operations from a project development point of view

0830-0945	<b>Opening ceremony, introductory remarks</b>
0945-1000	<b>Introduction of the training programme, pre-course evaluation, group picture</b>
1000-1015	Coffee break
1015-1100	<p><b>Session 1: GCF unique features, governance and revenues</b></p> <p>Exercise and trainer presentation</p> <p><i>This session will focus on the mission and governance of the GCF, including how the GCF fits in and differs from other international climate finance sources.</i></p>
1100-1145	<p><b>Session 2: GCF access, accreditation, fit for purpose, environmental and social standards, roles of accredited entities</b></p> <p>Exercise and trainer presentation</p> <p><i>This session will focus on what project developers need to understand about the roles and requirements of Accredited Entities.</i></p>
1145-1300	Lunch
1300-1345	<p><b>Session 3: GCF investment strategy/framework</b></p> <p>Exercise and trainer presentation</p> <p><i>This session will focus on the criteria and policies used by the GCF to appraise funding proposals.</i></p>
1345-1430	<p><b>Session 4: GCF Proposal Approval Process, role of NDAs and GCF financial instruments</b></p> <p>Exercise and trainer presentation</p> <p><i>This session will focus on how project ideas are being called for, how proposals will be approved, which financial instruments are available and what is required to get a no-objection letter from the respective National Designated Authority.</i></p>
1430-1445	Coffee break
1445-1530	<p><b>Session 5: Lessons Learned from current GCF Project Pipeline; Results and Performance Measurement Framework</b></p> <p>Exercise and trainer presentation</p> <p><i>This session will focus on features of typical GCF projects already approved or currently in the GCF's project pipeline, as well as indicators that should be used in proposal design and implementation.</i></p>
1530-1630	<b>Presentation by a representative of the GCF Secretariat, followed by Q&amp;A</b>
1630-1645	<p><b>Session 6: Discussion and organization of group work to follow on day 2 focusing on concept note design</b></p> <p>Moderated discussion</p> <p><i>This session will focus on organizing group work to be carried out on day 2.</i></p>
1645-1700	<p><b>Day 1 training evaluation</b></p> <p>Participants to fill in a one-page evaluation form</p> <p><i>This item aims at receiving feedback on participants' perception of the training day.</i></p>
1800-2030	<b>Reception dinner</b>

## 13 December 2016

### Module 2 – Developing a GCF Project Concept Note: Elaboration of logical framework, choice of result areas, choice of Accredited Entity

0845-0915	<b>Results of day 1 training evaluation</b> Presentation; brief plenary discussion of how to accommodate feedback
0915-1000	<b>Session 7: Introduction to GCF Project Concept Note and Full Funding Proposal Templates</b> Trainer presentation <i>This session will introduce the structures and logics of the GCF templates for Concept Notes and Funding Proposals.</i>
1000-1245	<b>Session 8: Elaboration of logical framework for proposed GCF projects</b> Presentation followed by moderated group work <i>This session will focus on groups developing one logframe per group/project, if necessary, using the problem tree method to facilitate the work.</i>
	Coffee break (intermittent during group work)
1245-1330	Lunch
1330-1515	<b>Session 9: Presentation and discussion of choice of accredited entities and logical frameworks</b> Group presentation, followed by moderated plenary discussion <i>This session will focus on providing feedback to selected logframes elaborated during session 8.</i>
	Coffee break (intermittent during group work)
1515-1600	<b>Session 10: Choice of result areas and Accredited Entities for proposal</b> Moderated plenary discussion <i>This session will focus on providing further feedback to selected logframes elaborated during session 8, with particular reference to result area and AE choices.</i>
1600-1700	
1700-1715	<b>Day 2 training evaluation</b> Participants to fill in a one-page evaluation form <i>This item aims at receiving feedback on participants' perception of the training day.</i>

**14 December 2016**

**Module 3 – Developing a GCF Project Concept Note: Investment Framework compliance**

0715-0745	<b>Results of day 2 training evaluation</b> Presentation; brief plenary discussion of how to accommodate feedback
0745-0930	<b>Session 11: Continuation of proposal design – Elaboration of main points responding to the GCF’s investment criteria</b> Presentation followed by moderated group work <i>This session will focus on groups developing and formulating arguments to respond to the GCF’s investment criteria, including impact; paradigm shift; sustainable development; recipient needs; ownership; as well as effectiveness and efficiency criteria. Apart from using GCF guidelines, the participants will also consider relevant text and examples of approved GCF projects.</i>
	Coffee break (intermittent during group work)
0930-1045	<b>Session 12: Presentation and discussion of investment criteria group work</b> Group presentation, followed by moderated plenary discussion <i>This session will focus on providing feedback to selected group presentations.</i>
1045-1100	<b>Day 3 training evaluation</b> Participants to fill in a one-page evaluation form <i>This item aims at receiving feedback on participants’ perception of the training day.</i>
1100-1900	<b>Field visit</b> to showcase clean technology examples.

## 15 December 2016

### Module 4 – Developing a GCF Project Concept Note: Implementation arrangements, stakeholder engagement, market overview, regulatory requirements, risk analysis

0845-0915	<b>Results of day 3 training evaluation</b> Presentation; brief plenary discussion of how to accommodate feedback
0915-1100	<b>Session 13: Continuation of proposal design – Elaboration of main points responding to the GCF’s requirements for implementation arrangements and stakeholder engagement</b> Presentation followed by moderated group work <i>This session will focus on groups developing and formulating arguments to respond to the GCF’s requirements for implementation arrangements and stakeholder engagement. Apart from using GCF guidelines, the participants will also consider relevant text and examples of approved GCF projects.</i>
	Coffee break (intermittent during group work)
1100-1215	<b>Session 14: Presentation and discussion of group work focusing on implementation arrangements and stakeholder engagement</b> Group presentation, followed by moderated plenary discussion <i>This session will focus on providing feedback to selected group presentations.</i>
1215-1315	Lunch
1315-1500	<b>Session 15: Continuation of proposal design – Elaboration of main points responding to the GCF’s requirements for risk analysis, market overview, regulation, taxation and insurance issues</b> Presentation followed by moderated group work <i>This session will focus on groups developing and formulating arguments to respond to the GCF’s requirements for risk analysis, market overview, regulation, taxation and insurance issues. Apart from using GCF guidelines, the participants will also consider relevant text and examples of approved GCF projects.</i>
	Coffee break (intermittent during group work)
1500-1645	<b>Session 16: Presentation and discussion of group work focusing on risk analysis, market overview, regulation, taxation and insurance issues</b> Group presentation, followed by moderated plenary discussion <i>This session will focus on providing feedback to selected group presentations.</i>
1645-1700	<b>Day 4 training evaluation</b> Participants to fill in a one-page evaluation form <i>This item aims at receiving feedback on participants’ perception of the training day.</i>



## 16December 2016

### Module 5 – Next steps (road map)

0845-0915	<b>Results of day 4 training evaluation</b> Presentation; brief plenary discussion of how to accommodate feedback
0915-0945	Session 17: <b>GCF readiness assistance for funding proposal development</b> Presentation <i>This session will focus on the requirements and procedures to receive assistance from the GCF for further project preparation, i.e. development of Full Funding Proposals, including background documents required for Full Funding Proposals, such as feasibility study, Environmental and Social Impact assessment, etc.</i>
0945-1200	Session 18: <b>Elaboration of a road map on how to complete the Concept Note and corresponding Full Funding Proposal</b> Moderated group work <i>This session will focus on groups producing road maps for completing the Concept Note elaborated so far, applying for GCF Project Preparation Facility support, as well as Full Funding Proposal development, including required background documentation such as feasibility studies, environmental and social impact assessments. In addition, aspects such as how to procure, select and manage professional project developers, roles of Government and other institutions, etc. will be included.</i>
	Coffee break (intermittent during group work)
1200-1300	Lunch
1300-1530	Session 19: <b>Presentation, discussion and finalization of road maps</b> Group presentation, followed by moderated plenary discussion and finalization of road maps <i>This session will focus on providing feedback to group presentations as well as finalizing the road maps produced.</i>
	Coffee break (intermittent during group work)
1530-1545	Session 20: <b>Final training evaluation</b> Participants to fill in a two-page evaluation form <i>This item aims at receiving written feedback on participants' perception of the overall training workshop.</i>
1545-1615	Session 21: <b>Closing plenary discussion on usefulness of the pilot training programme and how its content, materials and approach can be improved and refined for future training events of a similar nature</b> Moderated discussion
1615-1700	<b>Award of training certificates to participants</b>  <b>Closing ceremony</b>