

# CCCA TRUST FUND – ITS AIMS AND SCOPES

Orientation Workshop

30 April 2012

CCCA Trust Fund Secretariat

Presented by Tin Ponlok, Head of TFS

**Cambodia Climate Change Alliance (CCCA)**

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# WHAT IS THE CCCA TRUST FUND?

CCCA Trust Fund...

is a “financing mechanism” which channels donor funds to CC projects that contribute to overall CCCA Programme objectives

The Trust Fund provides finances to all CCCA activities (projects and the running of the CCCA TF Secretariat)

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# MANAGEMENT OF THE TRUST FUND

- UNDP is the designated Trust Fund Manager for the current CCCA Phase – this means that grant agreements will be signed between UNDP and grantees, and funds are release from UNDP.
- Gradual shift to Government ownership & management
- Future phases will aim to use Govt systems
- CCCA TF Secretariat – day-to-day management of the Trust Fund and an interface with applicants and grantees

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# AIMS OF THE TRUST FUND

Support climate change capacity building and awareness raising at national, subnational and sectoral levels

A “pilot” mechanism to prepare Cambodia for future upscaled CC finances (both in terms

of funds management and implementation)

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# SCOPES OF CCCA TF ACTIVITIES

CCCA Trust Fund is interested in projects that will address the needs in:

1. Capacity building & institutional strengthening
2. Mainstreaming of CC into national/sub-national/sectoral policies, strategies and programmes
3. Raising awareness and preparedness

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# SCOPES OF CCCA TF ACTIVITIES (CONT'D)

- 4. Contributing knowledge to Climate Change Knowledge Management and Learning Platform (to be established by CCCA)
- 5. Promoting replication of best practices in climate change adaptation

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# EXPECTATIONS

Projects that are supported by the CCCA Trust Fund are expected to produce practical inputs and lessons learned to benefit the whole CC community in terms of:

- **Capacity building** – coordination, fund management, implementation ...
- **Policy Development** - national & subnational levels
- **Awareness raising** on potential impacts and adaptation measures
- **Knowledge Management** - sharing products and best practices

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## NEXT STEPS

- CCCA Trust Fund will operate until mid-2014 to collect lessons learned on funds management and implementation of pilot CC activities.
- During the current phase, the design of the future financing mechanism will be explored (with increased national ownership, and potential to manage increased funds from domestic & external sources)

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# 2<sup>nd</sup> Call for Proposals

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Presented by Keo Piseth, TFS M&E Team Leader

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# 2<sup>nd</sup> Round

- An Open Call for Proposals
- Invites organisations to design project concepts that contribute to capacity building in climate change adaptation

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# Emphasis

- Capacity building/institutional strengthening of Government entities in the priority sectors
- Climate Change adaptation
- Includes practical field demonstrations that contribute to capacity building

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# Difference to 1<sup>st</sup> Call for Proposals

- Same priority sectors as the 1<sup>st</sup> Call for Proposals but explicit efforts to include various cross-cutting issues
- Field demonstration is now a required component within the project scope

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# Difference to 1<sup>st</sup> Call for Proposals

- Special note to line ministries

As specified in the Call document, line ministries that are going to receive financial support from the CCCA to develop sectoral strategies can still submit concept notes under the 2<sup>nd</sup> Call, but must ensure that there is no duplication of activities.

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# Concept Note requirements (1)

Max of 7 pages for the body texts & simple budget (i.e. 7 pages do not include attachments)

4 attachments:

- Workplan
- Eligibility Profile (Applicant)
- Partners information
- A copy of NGO registration (if applicant is an NGO)

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# Concept Note requirements (2)

- Please use the Template that is provided as Annex A to the Grants Application Guidelines
- Please observe guidance on each section of the Concept Note – especially the length of each section
- Please make sure that all required documentation is provided. Use the checklist in Annex A before submitting.

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# Deadline

- 1 June 2012 – no later than 5pm
- Hand-delivery to the CCCA Trust Fund Secretariat at MoE, Phnom Penh
- One set of hard copy with a CD-ROM or USB flash containing the soft copies

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# Selection process timelines

Selection & approval process, followed by Capacity Assessment (of selected organisations), contractual arrangements and funds transfer will take through to the end of 2012.

Applicants should expect to start the projects from January 2013.

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# Inquiries

Please contact CCCA Trust Fund Secretariat  
at

[secretariat@camclimate.org.kh](mailto:secretariat@camclimate.org.kh)

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# Key Features of Grants Application Guidelines

Orientation Workshop

30 April 2012

CCCA Trust Fund Secretariat

Presented by Ma Chansethea, Deputy  
Director of Climate Change Department,  
TFS Finance Team Leader

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# Introduction

- The Guidelines have been recently updated.
- To respond to the 2<sup>nd</sup> Call for Proposals, please use the Version 2 (April 2012)

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# Terminology

- **Applicant:** Lead organisation in the project that will sign the grant agreement, receives funds and reports on the use of funds.

Only 1 Applicant per each project.

- **Partner:** organisation(s) which will implement the project with the applicant.

One project can have multiple partners.

- **Grantee:** Once the applicant is selected to receive funds from the CCCA Trust Fund, the applicant becomes a “Grantee”.

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# PART I: Key conditions

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# Eligibility Criteria (1)

Following organisations can be either **applicants** or **partners**

- Government institutions (both at national and sub-national levels)
- International Organisations (e.g. UN)
- NGOs
- Research institutions/universities

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# Eligibility Criteria (2)

## Partnership requirement:

- If an organisation, which is not a Government institution, wants to be an applicant, it must partner with relevant Government institution(s)
- A Government institution can be an applicant on its own, or in partnership with other organizations

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# Note on Government involvement

- Multiple Government institutions can be involved in a given project – for instance, multiple line ministries/agencies, or multiple provincial departments.
- However, only one institution can be represented as the applicant.

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# Eligibility Criteria (3)

- A private company is not eligible as an applicant.
- A private company can be engaged as a partner, only as long as the applicant organisation of the project can run a procurement process to engage services of a private company based on acceptable procurement procedures.

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# Different scenarios for application

- 1) Government institution applies on its own
- 2) Government institution applies with non-government partner(s)
- 3) NGO, UN, research/university applies with Government partner(s)

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# Note on indirect costs

- CCCA Trust Fund does not accept any indirect costs to be charged to the project by the applicant or the partners. This includes any institutional fee of UN organisations.
- Applicants and partners should fully appraise this condition before applying for CCCA Trust Fund.

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# Eligible projects

CCCA Trust Fund can support :

- Full financing of a new project
- Co-financing of a new project
- Financing of new component(s) within existing projects

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# Co-financing

Organisations participating in the project (i.e. Applicant & partners) are “encouraged” to provide co-financing in forms of :

- cash (e.g. contributions from other donors)
- In-kind (e.g. Staff, equipment, premises, etc...)

Applicants will be asked to describe/quantify them in the project proposal

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# Grant size & duration

- Maximum amount that can be requested by one project to the CCCA Trust Fund is US\$300,000.
- However, when a CSO is acting as applicant, it can apply only up to US\$150,000
- Project duration: Max 15 months

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# Other key conditions

- Eligible and ineligible costs – Please read (pp5-6)
- Mandatory elements for project implementation – Please read Section 8. Grant Conditions (pp 13-14) carefully especially on project staffing, oversight arrangements and audit requirements.

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# PART II: Selection Process

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# 2-step approach

Selection process is divided into 2 steps:

1. **Concept Note appraisal**
2. **Full Project Proposal appraisal**

Only those applicants who have passed the 1<sup>st</sup> step will be invited to participate in the 2<sup>nd</sup> step.

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# Concept Note appraisal

Key objective of Concept Note appraisal:

- Screening against eligibility criteria
- If eligibility criteria are not met, the projects will not be considered further

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# Full Project Proposal development

- Through invitation only
- 8 weeks of preparation
- Full details of project concept, implementation arrangements and breakdown of costs
- No financial support will be provided by the CCCA Trust Fund for the preparation of full project proposals.

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# Project Proposal Appraisal

- Detailed review by experts to see if issues identified with the concept notes have been fully addressed
- CCCA Board will make the final decision on selection of projects.
- Upon approval, Project Proposal will be finalised as a Project Document
- UNDP will engage with selected partners to finalise the terms of the agreement

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# OBSERVATIONS FROM 1<sup>ST</sup> CALL FOR PROPOSALS

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Orientation Workshop

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CCCA Trust Fund Secretariat

Presented by Yem Sokha, M & E Officer

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# Purpose of the presentation

- To share some observations made by the CCCA Trust Fund Secretariat on the concept note submitted under the 1<sup>st</sup> Call for Proposals to provide some ideas and tips for the future applicants...

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# 1. Completeness of documentation

- It is important that all the required elements of the Concept Note, such as the project workplan and budget, and the relevant attachments are included in the submission.
- Failure to provide a complete set of documents will mean that the applicants will not be considered for funding.

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## 2. Too much documentation

- Some concept notes were excessively over the page limit set by the guidelines.
- Some concept notes included documents (such as a full CV of past projects and assessment reports) which were not required.
- Providing a thick set of documents will not help you pass the first step.

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# 3. Listing two applicants

- There were few cases where the submission was made “jointly” by two organisations i.e. two organisations were put forward as applicants.
- This will not be accepted by the CCCA Trust Fund. Only one applicant per project.

# 4. Submitting an existing project

- There were few cases where applicants submitted concept notes either i) based on existing projects or ii) recycling the concept notes submitted to other donors – sometimes not even considering linkage to climate change or other CCCA requirements such as partnerships and capacity building.
- Building on existing ideas is fine, but please respond to specific requirements of the Call.

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# 5. Linkage to priority needs (1)

- Many of the concept notes included vague and generic statements about gaps and needs  
e.g. Government officials not familiar with climate change adaptation measures  
e.g. local communities not aware of climate change impacts...
- It is important to substantiate why you believe an intervention is needed with more concrete data (drawing on assessment reports, existing literature etc...)

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## Cont... (2)

- Many concept notes were weak in terms of how to approach **capacity building/institutional strengthening of Government institutions** – involvement of Government counterparts were often either nominal or limited to joining M & E activities

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# Cont... (3)

- Involvement of beneficiaries and other stakeholders in the project design was not obvious in many concept notes. Consultations will need to take place before the full project proposal is put together.

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# 6. Soundness of partnerships (1)

- Some NGOs submitted concept notes without any Govt partners – this will immediately get a fail.
- There were other examples where multiple organisations were participating in a project and all the letters of support were provided, but the texts did not provide a coherent picture of how the partnerships would work.



# Cont... (2)

- It is important that partnership “**makes sense**” – it should be clear to readers why a certain organisation is taking the “applicant” role and why others are partners. What each of the organisations is bringing/contributing, what are the comparative advantages of having a mix of organisations etc...

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# Cont... (3)

Partnerships are not just...

- Govt-NGO(s)
  - Govt-UN
  - Govt-UN-NGO(s)...
- 
- For example, one of the ongoing project has established a Govt-Govt partnership linking two different parts of MAFF. This approach is possible within the same ministry or across different ministries.

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# 7. Considering Climate Change

- Many concept notes tried to treat Climate Change as a distinct challenge and therefore came up with a stand alone project which only addresses threats from Climate Change.
- CCCA considers addressing climate change in a **poverty reduction/development** context.
- Important to 'mainstream' climate change as one of the range of risks that threaten a community and try to look at building a resilient community which can also deal with climate change impacts, along with other threats.

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# 8. learning & policy impacts

From CCCA perspective, it is important for each project to clearly define :

- what it hopes to learn that can be shared with a wider group of practitioners
- what policy impacts the project could make

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