

Pan-African Civil Society FCPF Capacity Building Program on REDD+ Project (P155374)

Project Launch Mission, June 20-24, 2016

AIDE-MEMOIRE

I. Introduction

1. The World Bank conducted a launch mission of the Pan-African Civil Society FCPF Capacity Building Program on REDD+ Project (P155374) in Kenya on June 22-24, 2016. The mission was led by Nicholas Meitaki Soikan (Social Development Specialist, GCCFL) and comprised Joel Buku Munyori (Sr. Procurement Specialist, GGO01), Henry Amena Amuguni (Sr. FM Specialist, GGO31), Sandra Mazvita Kuwaza (Sr. Finance Assistant, WFALA), Rose Koli Jamhuri (Administrative Assistant, GWASA), and Ayala Peled Ben Ari (Operations Specialist/Consultant, GEN05).

2. The mission focused on work sessions with operational and fiduciary staff of the Pan African Climate Justice Alliance (PACJA), which is the recipient organization of the Small Recipient-Executed Trust Fund, and the project's implementing agency. On June 22, staff from PACJA participated in a procurement, financial management and disbursement training at the World Bank Nairobi office, and on June 24 a meeting was conducted with Mr. Joseph Ole Simel, Executive Director of the Mainyoto Pastoralists Integrated Development Organization (MPIDO), which implements the project for forest-dependent Indigenous Peoples (P155373), to discuss points of collaboration. See Annex 1 for the mission program and Annex 2 for a list of people met.

3. This Aide-memoire summarizes the main findings and agreements reached during the mission with the Recipient, as confirmed by PACJA and by World Bank management.

4. The mission wishes to express its deep appreciation and thanks to Mr. Mithika Mwenda, Secretary General of PACJA, and the staff of PACJA for hosting the mission and for the fruitful discussions.

II. Mission Objectives

5. The objective of the mission was to launch the project by providing procurement, financial management and disbursement training to the organization's fiduciary staff, discuss in detail the project's work plan and budgets, develop ToRs for consultancies, kick-start the call for proposals for sub-projects and provide any other needed operational support and guidance to the team, including on M&E and safeguards as directed in the project paper. See Annexes 3-7 for the results of these discussions.

III. Project Data

| | |
|---|----------------|
| Grant Amount | US\$356,440 |
| Approval Date | March 14, 2016 |
| Project Implementation Start Date/ Effectiveness Date | March 30, 2016 |
| Closing Date | June 30, 2018 |

| | | |
|---------------------|-------------|--|
| Project Objective | Development | Strengthen: (i) the knowledge of targeted southern civil society organizations and local communities of REDD+ Readiness at the national level and (ii) knowledge exchange at the regional level. |
| Components | | Component 1: National Capacity Building and Awareness Raising Component 2: Regional Exchange and Sharing of Lessons Learned Component 3: Management, M&E and Reporting |
| Implementing Agency | | Pan African Climate Justice Alliance (PACJA) |

IV. Background

6. The project is financed under the FCPF Capacity Building Program Phase 2, which was set up to ensure the active engagement and participation of REDD+ relevant stakeholders, including southern civil society organizations (CSOs) and local communities (LC) from FCPF participating countries in the LAC, African and Asia-Pacific regions. The beneficiaries of the project will be CSOs and LC in the 18 FCPF eligible countries in Africa, namely Burkina Faso, Cameroon, Central African Republic, Democratic Republic of Congo, Republic of Congo, Cote d'Ivoire, Ethiopia, Gabon, Ghana, Kenya, Liberia, Madagascar, Mozambique, Nigeria, Sudan, Tanzania, Togo and Uganda, which will be eligible to participate in regional learning and exchange activities. Of the 18 countries, CSOs and LC from Cameroon, Republic of Congo, Côte d'Ivoire, Ethiopia, Liberia, Madagascar, Mozambique, Nigeria, Sudan, Togo and Uganda will also be eligible to participate in national-level REDD+ capacity building activities through a competitive sub-projects mechanism.¹

7. The CSO and LC organizations that will implement sub-projects will be selected by PACJA with the support of an Evaluation Committee based on eligibility criteria that were agreed by representatives from the 11 participating countries and the World Bank. Regional activities will comprise a knowledge dissemination workshop, south-south exchanges and development of new REDD+ knowledge products of regional interest.

8. The project is an important instrument to catalyze effective civil society coalitions on REDD+, increase civil society's engagement in national REDD+ processes, and give them a window of opportunity to engage more strongly in national dialogues. Engagement with national processes will be interlinked with sub-projects to attach inputs with the desired impact. Sub-projects will also include some funding to conduct national workshops to self-select civil society representatives to participate in national REDD+ processes.

V. Key Findings, Conclusions and Agreed Next Steps

9. **PACJA is a leading regional REDD+ organization.** PACJA has a membership of more than 30 countries (also called chapters) which coordinate climate change related activities within their countries. The organization has recently adopted a new organizational strategy for capacity building for civil society members across Africa for the years 2016-2020, which includes a strong focus on gender, youth and coalition building. It is also regularly invited to advise donors in the

¹ These countries have been prioritized for national-level activities for the following reasons (i) their respective governments have signed Readiness Grant Agreements with the FCPF, thereby allowing the project to reinforce their REDD+ Readiness efforts; (ii) they are not beneficiaries of the Global Dedicated Grant Mechanism (DGM) for Indigenous Peoples and Local Communities project of the FIP; and (iii) they are countries at advanced stages to REDD+ phases, and which are piloting Emission Reduction projects/programs.

region on needed climate change actions through engagement with civil society. All these aspects are expected to facilitate and enhance the performance of the project and of PACJA as the implementing agency of this project. Of particular value is PACJA's gender focus given the project's strong emphasis on inclusion and participation of women in all project components and in the implementation structures.

10. **Mainstreaming of project activities.** PACJA's 2016-2020 strategy is closely aligned with the objective of the project and in fact has mainstreamed project activities into its own work program, ensuring synergies between projects and cross support of staff (e.g., an Advocacy and Networking Officer and a Finance and Administration Manager who will support the project but will not be paid for by the project). This increases the impact potential and efficiency of the project in comparison to a stand-alone operation.

11. **Collaboration between MPIDO and PACJA.** The mission participated in a meeting between MPIDO's Executive Director and PACJA's Secretary General to discuss points of collaboration between the two organizations. Collaboration is considered by both organizations an essential factor in ensuring stronger impact of both projects and maximizing resource effectiveness. One key decision was to divide sub-projects in the eleven participating countries between the two organizations, whereby countries with self-recognized forest-dependent IPs communities will be supported by MPIDO and countries without such communities will be supported by PACJA. The result will be a full coverage of capacity building sub-projects in all 11 countries, and an allocation of the maximum allowed funding to each sub-project (US\$50,000 to forest-dependent IP organizations and networks and US\$35,000 to civil society and local community organizations). The projects will jointly call for proposals and evaluate the proposals submitted, ensuring a uniform selection process and similar requirements from applicants.

12. **Regional knowledge activities.** Another point of collaboration may be PACJA's participation in MPIDO's inception workshop in September 2016, which will be attached to the FCPF PC 22 meeting in Accra, Ghana. PACJA's participation is expected to enhance its project's visibility to donors, government FCPF focal points, observers, PC members and other stakeholders, provide an opportunity for cross-learning and a platform for discussing the next UNFCCC COP. PACJA's own regional workshop may be attached to the 2017 African Ministerial Conference on the Environment (AMCEN) meeting (exact date to be determined). South-south exchanges will also be attached to other similar activities carried out by PACJA to increase resource effectiveness. In all cases, project funds will be managed and accounted for independently from other funding sources.

13. **Importance of communication.** PACJA recognizes the importance of communication to the success of its projects, and therefore it has in place a strong communication platform (the Pan-African Climate Change Media Network). In the coming weeks it will hire a full-time communication consultant who will review the strategy and complement it as needed with project-specific instruments and content. PACJA will seek a bi-lingual consultant (English/French) to ensure coverage of both Anglophone and Francophone audiences.

14. **Secretariat and Evaluation Committee.** The mission confirmed the composition of the Secretariat to include a part-time Program Coordinator (PACJA's Secretary General, who will oversee and support implementation), a full time Project Officer (who will ensure timely execution

of project activities, manage the secretariat and conduct M&E and reporting), a part-time Procurement Officer and a part-time Financial Management Officer. As mentioned, the Secretariat will receive cross-support from PACJA's Finance and Administration Manager and the Advocacy and Networking Officer, and technical support from a full-time bi-lingual communication consultant. The terms of reference for the Secretariat's staff were approved during the mission and are attached as Annex 7 of this aide memoire. As agreed during the stakeholder preparation workshop in 2015, PACJA's Continental Executive Committee will assign a group of experts to evaluate sub-project proposals. In the coming days, members of the Evaluation Committee will be contacted and their terms of engagement will be agreed upon with the Secretariat and the Bank.

Procurement Management

15. During the mission, project staff drawn from PACJA and MPIDO were provided with an overview of World Bank Financed Operations with specific focus on procurement procedures, procurement arrangements, Bank's review and implementation support requirements, records managements and procurement best practices. The mission further advised on the preparation of the Simplified Procurement Plan and provided templates for use by the recipients. A draft Procurement Plan for PACJA has been received and guidance provided for its improvement. The mission noted that there is need to separate from the Procurement Plan activities that are financed out of the Operating Costs budget since these activities are procured in accordance with the recipient's internal administrative procedures rather than Bank Procurement Procedures. The Procurement Plan should be kept simple, with clear activities and realistic but measurable timelines. Any updates to the Procurement Plan after its initial approval should be shared with the Bank for review and approval before commencing implementation.

16. The mission further indicated that procurement activities carried out by the recipients will be subject to post procurement review during follow-up missions and therefore emphasized the need for a complete and well-structured record keep for ease of access and review. The Bank is however available to provide any support to the project teams whenever required.

Financial Management

17. The project has adequate FM capacity under a qualified Finance Manager. The designated bank account has been opened and the project has developed a comprehensive FM manual as part of the operations manual. The Bank conducted capacity building training for the project team on June 22, 2016 in order to equip the team with the skills to commence implementation. The project team has also been provided with access to client connection/e-disbursement. The Bank FM team will continue to provide the necessary hand-holding as and when required by the project.

Safeguards

18. The project does not trigger any of the World Bank safeguards policies. Nonetheless, the Operational Manual incorporates mechanisms to ensure broad community support of submitted sub-grant proposals, active participation of key stakeholders, and access to a grievance redress mechanism at the levels of PACJA and the sub-grantees. The mission explained to PACJA's staff the environmental and social safeguard policies, and PACJA's responsibilities for ensuring that

selected sub-projects do not lead to negative environmental and social impact. The Project Officer will be responsible to ensure safeguards compliance of all project activities. The mission further discussed the project’s grievance redress mechanism, which will utilize PACJA’s “Website Complaint Window” and will rely on PACJA’s constitution, its chapters and guidance from World Bank where necessary (see the Operational Manual for a detailed description of the mechanism). All grievances and their resolution/management will be fully documented and communicated to the World Bank as soon as they emerge.

19. The project is an Environmental Assessment (EA) Category C (no EA needed) because there are no expected adverse environmental impacts of the project. The eligibility criteria for selection of sub-projects incorporate appropriate environmental and social actions that promote transparency, stakeholder participation, and public information disclosure.

VI. Monitoring of Indicators

20. The mission discussed the project results framework in detail with the recipient, including indicators and targets. Project M&E and reporting will be carried out by the Project Officer, who will work full-time for the project. With regard to results indicator No. 5 (*Examples of the participation of direct project beneficiaries in national REDD+ processes and structures*), the World Bank will actively support the monitoring and achievement of results by liaising with FCPF projects in the targeted countries, and with national focal points to seek information about increased participation of CSOs and LC in national processes. In the coming weeks, PACJA will establish the baseline for this indicator through its national chapters. Reporting will take place on a quarterly basis (within 45 days following a calendar quarter) in a simple and streamlined format that the Bank will agree on with the recipient. The next progress report will therefore be submitted by October 15, 2016 for the months June-August, 2016.

VII. Next Steps

21. An implementation support mission is proposed for September 2016 attached to the FCPF PC meeting in Accra, Ghana.

| ACTION | Responsibility | BY WHEN? |
|---|--------------------|------------------------------|
| Component 1 | | |
| Develop a sub grant selection format and send to WB | PACJA | June 30, 2016 [completed] |
| Develop a sub-grant reporting format and send to WB | PACJA | August 15, 2016 |
| Develop a sub-grant proposal form and send to WB | PACJA | July 28, 2016 [completed] |
| Develop a standard sub-grant MOU/agreement and send to WB | PACJA | August 15, 2016 |
| Component 2 | | |
| Discuss participation in FCPF PC22 meeting in Ghana Accra | PACJA | July 15, 2016 [completed] |
| Develop a FM/procurement/disbursement training session for sub-grantees to be presented during inception workshop together with MPIDO | PACJA/MPIDO /WB | August 19, 2016 |

| Component 3 | | |
|--|-------|--------------------------------------|
| Open a KES project account | PACJA | June 30, 2016 <i>[completed]</i> |
| Activate Client Connection (both Liaisons to follow online instructions in World Bank email sent to them), add Client Connection users and fill in advance request and submit through Client Connection. | PACJA | June 30, 2016 <i>[completed]</i> |
| Send PACJA a proposed progress report format | WB | July 1, 2016 <i>[completed]</i> |
| Ensure fiduciary training to project officer | WB | August 15, 2016 |
| Hire a communication consultant following WB no objection to TORs | PACJA | August 15, 2016 |
| Finalize establishment of project webpage attached to PACJA website, with links and information | PACJA | July 30, 2016, <i>[completed]</i> |
| Send communication strategy to the WB | PACJA | August 15, 2016 |
| Contact Evaluation Committee members and agree on terms of work; forward names and contacts to WB | PACJA | August 15, 2016 |

LIST OF ANNEXES

Annex 1: Mission Program

Annex 2: List of People Met

Annex 3: Project Work plan

Annex 4: Project Budget

Annex 5: Sub-grant Call for Proposals

Annex 6: Sub-grant Selection Criteria and Proposal Format

Annex 7: Secretariat Staff Terms of Reference

Annex 1: Mission Program

| Date | Time | Entity | Location |
|------------------------------------|-------------------------------|--|--|
| Monday June 20, 2016 | 9:00 – 17:00 | <ul style="list-style-type: none"> - Meeting with MPIDO management and introduction of mission program - Review of Project Paper: beneficiaries, components, implementation arrangements, Results Framework, M&E and reporting - Review of the Grant Agreement - Review of Operational Manual: sub-project selection process, safeguards, grievance redress mechanism - Review and discussion of project communication and knowledge management | MPIDO Offices |
| Tuesday June 21, 2016 | 9:00 – 17:00 | <ul style="list-style-type: none"> - Review of 2 year work plan - Drafting of call for proposals - Review of 2 year budget - Review of ToRs for Secretariat staff and consultancies - Drafting of sub-project selection templates - Review of Technical Advisory Committee status and operationalization - Conclusion and next steps | MPIDO Offices |
| Wednesday June 22, 2016 | 9:00-13:00 14:00-17:00 | <ul style="list-style-type: none"> - Financial management, disbursement and procurement training to PACJA and MPIDO administrative staff and project coordinators. - Joint discussion on areas of collaboration between the two projects | World Bank Offices, Delta Center, Menengai Road, Upper Hill |
| Thursday June 23, 2016 | 9:00 – 17:00 | <ul style="list-style-type: none"> - Meeting with PACJA management and introduction of mission program - Review of Project Paper: beneficiaries, components, implementation arrangements, Results Framework, M&E and reporting - Review of the Grant Agreement - Review of 2 year work plan | PACJA Offices |

| | | | |
|---------------------------------|--------------|--|----------------------|
| | | - Review of 2 year budget | |
| Friday June 24, 2016 | 8:00 – 14:00 | <ul style="list-style-type: none"> - Drafting of ToRs for Secretariat staff and consultancies (e.g., consultant to support proposal review) - Drafting of call for proposals - Meeting with MPIDO Executive Director - Conclusion and next steps | PACJA Offices |

Annex 2: List of People Met

| NAME | TITLE | CONTACT INFORMATION |
|-------------------------|--|---|
| 1 – MPIDO | | |
| Mr. Joseph Ole Simel | Executive Director | jolesime12002@yahoo.co.uk |
| Ms. Anne Samante | Finance Officer | annesamante@yahoo.com |
| Mr. Daniel Ole Sapit | Program Coordinator and FCPF Observer | dolesapit@gmail.com |
| Mr. Elijah Toirai | Information and Knowledge Management Officer | Elijah.toirai@mpido.org/sentoire@gmail.com |
| Mr. Saitoti Matipei | Procurement Officer | Saitoti.matipei@mpido.org |
| 2 – PACJA | | |
| Mr. Mithika Mwenda | Secretary General | mithika@pacja.org |
| Ms. Ann M. Gitonga | HR, Procurement and Admin Officer | kobia@pacja.org |
| Ms. Fathiya Abdulmajid | Finance and Admin Manager | fathiya@pacja.org / fmajidalbakry@yahoo.com |
| Mr. Alex Maingi Kitongi | Finance Officer | alex@pacja.org |
| Mr. Robert M. Kithuku | Advocacy and Networking Officer | muthami@pacja.org / robertmuthami@gmail.com |
| Mr. Jacob Kirimi | REDD+ Program Officer | |

Annex 3: Project Workplan

| Project Development Objective: To strengthen (i) The Knowledge of targeted Southern Civil Society Organizations and Local Communities of REDD+ Readiness at the national Level (ii) Knowledge Exchange at the Regional Level | | 2016-2018 | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------|-----------|---|---|---|---|---|---|-------|---|---|---|---|---|---|-------|---|---|---|---|---|---|---|---|---|---|
| Project Activities | | Month | | | | | | | Month | | | | | | | Month | | | | | | | | | | |
| | | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J |
| Components and Activities: | Persons Responsible | | | | | | | | | | | | | | | | | | | | | | | | | |
| Component I: National Capacity Building and Awareness Raising | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub-Component 1.1 Implementation of Capacity Building and Awareness Activities | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compilation of Database of Learning Materials & Translation to different languages (as needed) | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Call/Request for Proposals | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activities proposed & approved for support | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contracting the implementing partners | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervision & Implementation Support | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Progress Reports from Partners | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub-Component 1.2 Support and Empowerment of CSO networks | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meetings btwn CSO's for selection of representatives(In-country) and traing of selected representatives | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Establish baseline of CSO participation in REDD+ processes in the component I countries | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Component II: Regional Exchange and Sharing Lessons Learnt | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SubComponent 2.1: Regional Learning and Exchange | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organize and implement a Regional knowledge & experiences sharing forum attached to AMCEN or any other regional meeting | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| South-South exchanges | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub-Component 2.2 Dissemination of Knowledge Products and Lessons Learnt | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Learnt, Best practices,Case study research, policy briefs etc | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Component III: Management, M&E and Reporting | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monitoring and evaluation | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quartely Progress Reporting to the World Bank | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Submit completion report to the world Bank | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Submit IFRs (Financial Reports) to the World Bank | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operationalize a grievance redress system/mechanism | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extend external auditor's Contract | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| Submission of Year 2 Work Plan and Budget to World Bank | PACIA | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOTE: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. Submission of External audit report: Sixth month after each year end | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Submission of interim financial report: within 45 days after the end of the quarter | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. Submission of annual workplan: End of year 1 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Addressing grievances: Throughout the project lifiespan | | | | | | | | | | | | | | | | | | | | | | | | | | |

Annex 4: Project Budget

| Project Activites | | | | | Amount- | % |
|------------------------|--|------|------|-----------|----------------|-------------|
| 1.0 | Component I: National Capacity Building and Awareness Raising | | | | 226,300 | 63% |
| 1.1 | Sub-Component 1.1 Implementation of Capacity Building and Awareness Activities | | | | | |
| 1.1.1 | Compilation of Database of Learning Materials & Translation to different languages (as needed) | | | | - | |
| 1.1.2 | Call/Request for Proposals | | | | - | |
| 1.1.3 | Activities proposed & approved for support | | | | 14,300 | |
| 1.1.4 | Contracting the implementing partners | | | | 2,400 | |
| 1.1.5 | Supervision & Implementation Support | | | | 24,600 | |
| 1.1.6 | Progress Reports from Partners | | | | - | |
| 1.1.8 | Selected Receptients | | | | 175,000 | |
| 1.2 | Sub-Component 1.2 Support and Empowerment of CSO networks | | | | | |
| 1.2.1 | Meetings btwn CSO's for selection of representatives(In-country) and traing of selected representatives | | | | 10,000 | |
| 2.0 | Component II: Regional Exchange and Sharing Lessons Learnt | | | | 75,500 | 21% |
| 2.1 | SubComponent 2.1: Regional Learning and Exchange | | | | | |
| 2.1.1 | Organize and implement a Regional knowledge & experiences sharing forum attached to AMCEN or any other regional meeting | | | | 42,500 | |
| 2.1.2 | South-South exchanges | | | | 19,000 | |
| 2.2 | Sub-Component 2.2 Dissemination of Knowledge Products and Lessons Learnt | | | | | |
| 2.2.1 | Development and publication of IEC materials, Lessons Learnt, Best practices,Case study research, policy briefs etc | | | | 14,000 | |
| 3.0 | Component III: Management, M&E and Reporting | | | | 54,640 | 15% |
| 3.1.0 | M&E and Reporting | | | | | |
| 3.1.1 | External Auditors Fee | 100% | 2500 | per Year | 2 | 5,000 |
| 3.2.0 | Management | | | | | |
| 3.2.1 | Project Coordinator | 5% | 3000 | Per Month | 24 | 3,600 |
| 3.2.2 | Project Officer | 100% | 650 | Per Month | 24 | 15,600 |
| 3.2.3 | Finance | 15% | 2000 | Per Month | 24 | 7,200 |
| 3.2.4 | Procurement/Logistics | 25% | 600 | Per Month | 24 | 3,600 |
| 3.2.5 | Communication Consultant | 100% | 500 | Per Month | 24 | 12,000 |
| 3.2.6 | Office Support Costs-Office Rent,utilities,Communications costs,local transport,printing & Stationery,Repair & Maintenance,Bank charges) | 100% | 318 | Per Month | 24 | 7,640 |
| TOTAL COST-US\$ | | | | | 356,440 | 100% |

Annex 5: Sub-grant Call for Proposals



Mainyoto Pastoralist Integrated
Development Organization
*For Human Rights & Empowerment
of Marginalized Pastoralist communities*

Pan-African Civil Society and Forest-Dependent Indigenous Peoples FCPF Capacity Building Program on REDD+ Projects

Call for Proposals for capacity building and awareness raising Actions for southern civil society, local communities and forest-dependent indigenous peoples on REDD+ in Africa, 30th June 2016, Nairobi, Kenya

Background

The Forest Carbon Partnership Facility (FCPF) of the World Bank is a global partnership of governments, businesses, civil society and indigenous peoples² from Africa, Latin America and the Caribbean, and the Asia-Pacific regions, with financial contributors from both the public and private sectors. The main focus of the FCPF is on laying the ground for REDD+ activities, and piloting performance-based payment systems by, among others, increasing the capacity of forest-dependent indigenous peoples, civil society and local communities to participate in REDD+ decision making at national and regional levels. The FCPF is funding a Capacity Building Programme in the three regions; in the Africa region it will be implemented by the Pan African Climate Justice Alliance (PACJA) and the Mainyoto Pastoralists Integrated Development Organization (MPIDO).

PACJA³ is an African Civil Society Coalition working across 45 African countries and whose Secretariat is located in Nairobi, Kenya. PACJA has been selected by the FCPF to implement a project to strengthen the knowledge of targeted southern Civil Society Organizations (CSOs) and local communities to effectively engage in REDD+ processes at the national level and enhance knowledge exchange at the regional level.

² The World Bank Operational Policy on Indigenous Peoples describes the term "Indigenous Peoples" in a generic sense to refer to a distinct, vulnerable, social and cultural group possessing the following characteristics in varying degrees: (a) self-identification as members of a distinct indigenous cultural group and recognition of this identity by others; (b) collective attachment to geographically distinct habitats or ancestral territories in the project area and to the natural resources in these habitats and territories; (c) customary cultural, economic, social, or political institutions that are separate from those of the dominant society and culture; and (d) an indigenous language, often different from the official language of the country or region. A group that has lost "collective attachment to geographically distinct habitats or ancestral territories in the project area" because of forced severance remains eligible for coverage under this policy. Ascertaining whether a particular group is considered as "Indigenous Peoples" for the purpose of this policy may require a technical judgment. For more information go to <https://policies.worldbank.org/sites/ppf3/PPFDocuments/090224b0822f89d5.pdf>

³ www.pacja.org

MPIDO⁴ is an indigenous peoples organization based in Kenya which has been selected by the FCPF to implement a similar project to raise African forest-dependent indigenous peoples' communities' awareness of climate change and REDD+, and build their capacity to engage in actionable plans at the national level and enhance knowledge exchange at the regional level.

Overview

REDD+ is the acronym used to describe an agenda for reducing emissions from deforestation; reducing emissions from forest degradation; foster conservation; sustainable management of forests; and enhancement of forest carbon stocks. It was conceived under the United Nations Framework Convention on Climate Change (UNFCCC) 16th Conference of the Parties (COP16) in Cancun in 2010.

Scope of Capacity Building Actions and Geographic Focus

Selected eligible REDD+ capacity building Actions will be financed by PACJA and MPIDO. The Actions will benefit forest-dependent indigenous peoples, civil society, local communities and their representative organizations and networks, preferably through national coalitions, of the following countries: **Cameroon, Republic of Congo, Côte d'Ivoire, Ethiopia, Liberia, Madagascar, Mozambique, Nigeria, Sudan, Togo and Uganda.**

The following are some of the Actions that will be considered for financing and other support:

- (a) Actions that catalyze, strengthen coordination and coalition building among forest-dependent indigenous peoples, civil society, local communities and the government agencies responsible for REDD+, leading REDD+ processes and increasing effective participation in the management and implementation of REDD+ nationally, including through a process of self-selection of representatives.
- (b) Actions that enhance the understanding of climate change and REDD+ and its impacts on forest-dependent indigenous peoples, civil society and local communities, especially in regards to land tenure and livelihoods.
- (c) Studies, analytical reports and reviews that explore forest-dependent indigenous peoples, civil society and local communities' respective roles, responsibilities and interests related to climate change mitigation and adaptation.
- (d) Actions that support monitoring of national REDD+ activities.

Selected Actions will support capacity building workshops, studies and analytical documents, reviews and awareness raising fora. Proposals can be a combination of these instruments and may be targeted at the national and/or sub-national levels. Actions will be aligned with their respective country's REDD+ visions and

⁴ www.mpido.org

plans. Actions which demonstrate strong involvement of women and youth will be given priority.

All Actions will be conducted in culturally appropriate languages respecting the rights, traditional and culture of targeted forest-dependent communities and their rights to free, prior and informed consultation leading to broad community support in accordance to the World Bank Operational Policy on Indigenous Peoples, OP 4.10.

*The selected Actions will each receive grants ranging **between USD 35,000 and USD 50,000.***

Application Process and Deadline

Eligible forest-dependent indigenous peoples' organizations and civil society organizations and networks from the above list of countries are called to submit project proposals to MPIDO and PACJA, to be considered for financing by the project:

Applicants that self-identify themselves as civil society organizations, civil society networks and local communities should submit their proposals to cbp@pacja.org

Applicants that self-identify themselves as forest-dependent indigenous people's organizations and networks should submit their proposals to cbp@mpido.org

Please visit www.pacja.org and www.mpido.org for further information on the application and selection process, including criteria for selection, a proposal application form, and a timetable.

Action proposals should be submitted on or before **30th July, 2016.**

Annex 6: Sub-grant Selection Criteria and Proposal Format

Pan-African Civil Society FCPF Capacity Building Program on REDD+ Project And Pan-African Forest Dependent Indigenous Peoples FCPF Capacity Building Program on REDD+ Project

PROJECT SELECTION CRITERIA

Each proposed project shall be required to satisfy all of the following criteria to be considered for funding:

1. Projects are proposed by Forest-Dependent Indigenous Peoples organizations/networks, or civil society organizations/networks or Local Communities' organizations/networks.
2. Proposing entity and project are located in one of the 11 eligible countries: Cameroon, Republic of Congo, Côte d'Ivoire, Ethiopia, Liberia, Madagascar, Mozambique, Nigeria, Sudan, Togo, Uganda.
3. Has proof of legal status at the country where project will take place.
4. Extent of representation of communities targeted by the proposed project.
5. Has the necessary managerial, technical and financial qualifications and experience to carry out the Project.
6. Has an organizational bank account, procurement, human resource and safeguards compliance (social and environmental) capacities aligned with the guidelines of the project's operational manual.
7. Has prepared an acceptable budget and workplan for the project.
8. Has an ability to communicate with PACJA and/or MPIDO, network with national and regional partners, and communicate with communities targeted by the proposed project in relevant languages.
9. Has a grievance redress mechanism in place and demonstrated capacity to address grievances.
10. Proposed activities focus on capacity building and knowledge generation for the benefit of Forest-Dependent Indigenous Peoples or CSOs and Local Communities and are aligned with the overall objective of strengthening the knowledge of targeted Forest-Dependent Indigenous Peoples or CSOs and Local Communities of REDD+ Readiness at the national level.
11. Activities are aligned with a recipient country's agreed engagement strategies with the World Bank regarding climate change, REDD+ and the forestry sector among others.
12. Activities include national capacity building workshops in line with related initiatives on REDD+.

13. The proposal ensures active and proportionate participation of women and youth (including scheduling of meetings that take account of restrictions on women's time and travel for cultural and workload reasons), and includes activities that build their capacities and awareness in appropriate methods.
14. Proposals show how the support will be leveraged to attract additional financial support (cash or in-kind).
15. Proposals include a plan of operation and a description of the methodology for the planned activities.
16. Availability of qualified personnel assigned to the implementation and monitoring of the project.
17. The proposed project is economically, financially and technically feasible, and environmentally sound.
18. Clear Monitoring & Evaluation plan

**Pan-African Civil Society
FCPF Capacity Building Program on REDD+ Project
And
Pan-African Forest Dependent Indigenous Peoples FCPF Capacity
Building Program on REDD+ Project**

PROJECT APPLICATION TEMPLATE

GENERAL INFORMATION

| | |
|---|--|
| Name of the organization | |
| Project title | |
| Project goal | |
| Project location <Indicate: Country, District/sub-region, Town/village > | |
| Name of communities to be reached by the project | |
| Language/s used by the targeted communities | |
| Do the above communities self-identify as forest-dependent Indigenous Peoples? <Indicate: yes/no> | |
| Project timeline/duration | |
| Requested funding (USD) <Note: The selected Actions will each receive grants ranging between USD 35,000 and USD 50,000 > | |

| Applicant's contact details | |
|--|--|
| Contact person (at least two individuals) | |
| Telephone number (at least two telephone numbers) | |
| Email address (at least two email addresses) | |
| Postal address | |
| Physical address | |

| | |
|-------|--|
| ***** | |
|-------|--|

| Organisation details | |
|---|--|
| Date of registration | |
| Registration number | |
| Country of Registration & Authority Registered with | |
| Annual income/budget for the last three years (<i>indicate each year separately</i>) | |
| Existing managerial, financial and technical qualifications and experience to carry out the proposed project | |
| Availability of organizational bank account, financial management system and experience preparing financial management statements | |
| Organization's ability to communicate in the local language/s of targeted communities | |
| Existing grievance redress mechanisms (for accepting and managing complaints and for receiving feedback from beneficiaries) | |

Any change in the addresses, phone numbers, fax numbers and in particular e-mail or contact persons, must be notified in writing to the PACJA & MPIDO.

1.0 ORGANIZATIONAL BACKGROUND

Brief description of the applicant, key objectives, relevant activities and relevant achievements (Maximum 500 words)

2.0 PROJECT SUMMARY

Brief overview of the applicant's project (Goal, Objectives, Activities and Results) (Maximum 1000 Words)

3.0 PROBLEM ANALYSIS AND STATEMENT

Explain the problem the Project intends to address (as relevant to the scope of the funding) and the anticipated changes to the broader community (Maximum 750 words)

4.0 PROJECT GOAL AND OBJECTIVES

The goal of the project and objectives (Objectives should be SMART) (Maximum 250 words)

5.0 PROJECT BENEFICIARIES

Please provide the total number of project beneficiaries (Disintegrated data – Women, Men and Youth) who will directly benefit from the project (Maximum 100 words)

6.0 DETAILED PROJECT ACTIVITIES

Outline the key activities in every objective stated above, including methodologies and instruments of the project (Maximum 500 words)

The following are some of the Actions that will be considered for financing and other support:-

- (a) Actions that catalyze, strengthen coordination and coalition building among forest-dependent indigenous peoples, civil society, local communities and the government agencies responsible for REDD+, leading REDD+ processes and increasing effective participation in the management and implementation of REDD+ nationally, including through a process of self-selection of representatives.
- (b) Actions that enhance the understanding of climate change and REDD+ and its impacts on forest-dependent indigenous peoples, civil society and local communities, especially in regards to land tenure and livelihoods.
- (c) Studies, analytical reports and reviews that explore forest-dependent indigenous peoples, civil society and local communities' respective roles, responsibilities and interests related to climate change mitigation and adaptation.
- (d) Actions that support monitoring of national REDD+ activities.

Selected Actions will support capacity building workshops, studies and analytical documents, reviews and awareness raising fora. Proposals can be a combination of these instruments and may be targeted at the national and/or sub-national levels. Actions will be aligned with their respective country's REDD+ visions and plans. Actions which demonstrate strong involvement of women and youth will be given priority.

All Actions will be conducted in culturally appropriate languages respecting the rights, traditional and culture of targeted forest-dependent communities and their rights to free, prior and informed consultation leading to broad community support in accordance to the World Bank Operational Policy on Indigenous Peoples, OP 4.10.

7.0 EXPECTED PROJECT RESULTS

Highlight the expected results of this project in a qualitative (description) or quantitative (number of percentage) way (Maximum 500 words)

8.0 PERFORMANCE INDICATORS AND TARGETS

Highlight the verifiable indicators used for measuring the expected results and the end-of-project targets. Ensure indicators are measurable and targets are realistic (Maximum 5 indicators; Maximum 500 words)

9.0 PROJECT SUSTAINABILITY

Demonstrate if and how the project will maintain its operations, services and benefits after funding ends. Assess potential negative environmental and/or social impacts of the project (Maximum 1500 words)

10.0 PROJECT MONITORING AND EVALUATION

Give a clear description of how the project will be monitored in the course of implementation and how the evaluation will be carried out (Maximum 500 words)

11.0 PROJECT MANAGEMENT TEAM

Please provide the management and fiduciary structure and key responsibilities in the implementation of the project (Maximum 250 words).

12.0 PROJECT BUDGET

All budgets should be submitted using the budget template in Appendix A. The project budget should indicate the total cost of the project and budget outline. Each activity line should have the related cost indicated. *(Please indicate the cost per unit and quantity to demonstrate how you arrive at the total).*

Guidelines on allowable and disallowable cost

Grantees shall only incur allowable expenses in line with the approved detailed budget. To be allowable, costs must:

- Be reasonable, in nature and amount. A cost is considered reasonable if it would be incurred by a prudent person in the conduct of similar types of activities;
- Be necessary for the performance of the project activities;
- Be allocable (of benefit to the project), directly or indirectly;
- Be less any discounts given (lowest possible price);
- Be broken down to the relevant cost details (lump sum costs are not allowed)
- Be accorded consistent treatment i.e. costs of the same nature should be treated in the same way;
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a charge to other projects in the current or prior period;
- Be adequately documented;
- Be supported by original documents including quotes from suppliers and receipts; and
- Be a reasonable proportion of total costs, if the cost is a shared cost. Examples of costs that would be considered unallowable include:
 - Fines and penalties – costs of fines and penalties resulting from violations of, or failure by the Grantee to comply with the laws;
 - Costs of fundraising;
 - Interest on loans or losses due to currency exchange rate;
 - Pre-award costs – costs incurred before the agreed project start date;
 - Stand-alone operational costs e.g. rent and salaries;
 - Costs for capacity building, training, awareness creation and related activities if they do not pertain to critical activities within the project;
 - Costs relating to political activities;
 - Costs relating to religious/faith based activities unless such projects benefit a broader community irrespective of religious belief; and
 - Costs related to activities that may negatively impact people and the environment

All disallowed expenses will be refunded to PACJA/MPIDO by the grantee before subsequent disbursements are made.

13.0 PROJECT IMPLEMENTATION, MANAGEMENT PLAN AND WORKPLAN

This section should contain information on how the project will be delivered. It should describe the project activities indicating how the objectives will be accomplished; what will be done, who will do it and when will it be done.

This information should be presented in the form of a work plan using the template in Appendix B.

14.0 PROJECT CO- FINANCING

Co-funding refers to an arrangement where one project is funded by multiple donors. In this case, the applicant will need to clearly indicate the amount to be funded by PACJA/MPIDO and that to be funded by other donors.

| Donors | Amount of funding (USD) |
|---|-------------------------|
| Funds requested from PACJA/MPIDO | |
| Donor 2 – Specify name, project title, focus of project and timeframe of co-financing | |
| Donor 3 – Specify name, project title, focus of project and timeframe of co-financing | |

| | |
|---------------|--|
| Total funding | |
|---------------|--|

15.0 PARTICIPATION OF WOMEN AND YOUTH

Indicate how the project will ensure active and proportionate participation of women and youth in project-funded actions (Maximum 500 words)

Appendix A: Project Budget

Please refer to the guidance notes and definitions below when filling the budget template

| BUDGET | | | | | |
|------------------------------------|------------------------|-------------------------------|---------------|----------------------|--------------|
| Organisation name | | | | | |
| Project title | | | | | |
| Project Period | | | | | |
| Total amount for the project (USD) | - | | | | |
| | | | | | |
| Objective Description | Activity** description | Details/ budget justification | Units/ Number | Unit cost/Rate (USD) | Amount (USD) |
| Objective 1 | Activity 1.1 | | | | |
| | | | | | |
| | | | | | |
| | Total for activity 1.1 | | | | - |
| | Activity 1.2 | | | | |
| | | | | | |
| | | | | | |
| | Total for activity 1.2 | | | | - |
| | Activity 1.3 | | | | |
| | | | | | |

| | | | | | |
|--|-------------------------------|--|--|--|---|
| | | | | | |
| | Total for activity 1.3 | | | | - |
| | Activity 1.4 | | | | |
| | | | | | |
| | Total for activity 1.4 | | | | - |
| Total for Objective 1 | | | | | - |
| Objective 2 | Activity 2.1 | | | | |
| | | | | | |
| | | | | | |
| | Total for activity 2.1 | | | | - |
| Total for Objective 2 | | | | | - |
| TOTAL | | | | | - |
| | | | | | |
| Guidance notes | | | | | |
| 1. Please fill in the name of the organisation, project title and project period in the sections above. | | | | | |
| 2. Please indicate the objectives' headings and list the corresponding activities and details of the activities. | | | | | |
| 3. Please state the number of units, unit rates and total amounts for the whole project period in USD | | | | | |

| | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Activity 2.3 | | | | | | | | | | | | | | | | |
| Objective 3: | | | | | | | | | | | | | | | | |
| Activity 3.1 | | | | | | | | | | | | | | | | |
| Activity 3.2 | | | | | | | | | | | | | | | | |
| Activity 3.3 | | | | | | | | | | | | | | | | |
| Objective 4: | | | | | | | | | | | | | | | | |
| Activity 4.1 | | | | | | | | | | | | | | | | |
| Activity 4.2 | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Guidance notes | | | | | | | | | | | | | | | | |
| 1. Please shade in the months in which the activity described will occur. | | | | | | | | | | | | | | | | |
| 2. Please align months' titles with the proposed project timeframe | | | | | | | | | | | | | | | | |
| 3. This workplan should use the same numbering of objectives and activities as detailed in the project budget | | | | | | | | | | | | | | | | |
| 4. Use various colours (some find it helpful) or simply black or grey. | | | | | | | | | | | | | | | | |
| 5. Please note that this workplan is intended to provide as much detail as possible of the expected work to be completed in the proposed period, and the time in which activities will occur. | | | | | | | | | | | | | | | | |
| 6. Please provide a reasonable timeline for the expected dates for the completion of the proposed project | | | | | | | | | | | | | | | | |
| 7. Please insert additional rows, and columns as necessary, and remove unnecessary rows if needed. | | | | | | | | | | | | | | | | |
| 8. Please note that your workplan needs to be reviewed by PACJA and MPIDO for approval | | | | | | | | | | | | | | | | |
| 9. Definitions: | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| *Activity: The processes that an organisation will carry out | | | | | | | | | | | | | | | | |
| **Responsibility: The person/s in charge of carrying out the task should be indicated | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

Appendix C: Results/Activities Matrix

| OBJECTIVE | ACTIVITIES | EXPECTED RESULTS (Outputs/Outcomes) | INDICATORS AND END-OF-PROJECT TARGETS | HOW RESULTS WILL BE MONITORED AND EVALUATED |
|-------------|------------|--|--|--|
| Objective 1 | | | | |
| | | | | |
| | | | | |
| Objective 2 | | | | |
| | | | | |
| | | | | |
| Objective 3 | | | | |
| | | | | |
| | | | | |

*Please use the same objective numbering as in the budget and workplan.

Annex 7: Secretariat Terms of Reference

1) Program Coordinator

Purpose of the Programme Coordinator Position

The Program Coordinator will be responsible for the supervision of the project.

Duties and Responsibilities

- Manage all the Secretariat staff, and consultants hired to support the Secretariat, including the Project Officer, Procurement Officer, Financial Management Officer and Communication consultant.
- Supervise implementation of the project in all aspects in accordance with World Bank guidelines, and the project documents.
- Supervise and ensures work plans are developed and updated on a periodical basis in agreement with the World Bank.
- Supervise and advise on the planning and design of all project activities.
- Brief the World Bank team and PACJA Continental Executive Committee of project progress on a regular basis.
- Represent the project in national and regional meetings
- Advise the Secretariat as needed

Level of Effort

The Project Coordinator, who is the PACJA Secretary General, will devote 5% of his time to the project for the duration of the project. He will report to PACJA's Continental Executive Committee.

2) Project Officer

Purpose of the Project Officer Position

To manage the implementation of the Pan-African Civil Society FCPF Capacity Building Program on REDD+ Project whose main objective is to strengthen the knowledge of targeted southern civil society organizations and local communities of REDD+ Readiness at the national level and strengthen knowledge exchange at the regional level.

Functions of the Project Officer

- To oversee timely implementation of project work plans in consistency with approved project documents.
- To coordinate the work of the Project secretariat.
- Carry out monitoring, evaluation and reporting of the project in accordance with agreed timeliness.

Specific Tasks and Responsibilities

A) Oversee timely implementation of project work plans in consistency with approved project documents

- Familiarize oneself with the approved work plan and budget and ensure their timely implementation in accordance with the project documents (Grant Agreement, Project Paper and approved Operational Manual).
- Supervise implementation of the national Actions (sub-grants and consultancies).
- Develop and update the work plan on a periodical basis in agreement with the World Bank.
- Assist in the planning and design of all project activities through preparation of terms of reference, activity descriptions and call for proposal process.
- Attend and brief national and international meetings as relevant.
- Support and supervise the capacity building and awareness raising activities of all CSO networks using existing and newly developed knowledge products.
- Facilitate liaison between national networks and the respective national REDD+ focal points, FCPF civil society observers and governmental committees for climate change.
- Facilitate dialogues between national networks within selected Participating Countries through workshops and meetings around key REDD+ themes.
- Brief the Secretary General and the Project Manager of project progress on a regular basis.
- Supervise the consultants assigned to carry out project activities.

B) Coordinate the work of the Project Secretariat

- Coordinate closely with the Admin and FM Manager to ensure timely financial management, audit and procurement activities of the project.
- Provide briefing and lead secretariat meetings.
- Assist in development and implementation of a robust regional platform for information exchange and knowledge sharing between CSO networks of all 18 FCPF member countries as well as other national and regional REDD+ processes and climate change fora.
- Oversee the timely updating of the Operational Manual following World Bank no-objection.

C) Carry out monitoring, evaluation and reporting of the project in accordance with agreed timelines

- Develop and implement an M&E system, including collection of baseline and information for all project indicators.
- Prepare and submit quarterly progress reports to the World Bank, including evaluation of project progress in accordance with the project results framework, disbursement rate, challenges, risks and next steps.

Level of effort

This is a full time position for the duration of the project.

Reporting

The Project Officer will directly report to the Secretary General of PACJA.

3) Procurement Officer

Purpose of the Procurement Officer Position

The Procurement Officer will be responsible for the timely procurement for the project, in line with the project documents, i.e., the Grant Agreement, the Project Paper and the Operational Manual.

Duties and Responsibilities

- To ensure that World Bank and PACJA procurement guidelines and procedures, as appropriate, are adhered to throughout the project period.
- Lead the preparation and implementation of procurement plans.
- Responsible for the procurement of consultants, non-consulting services, goods, operating cost, training, workshops and sub-grants, and maintenance of inventory records.
- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
- Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations.
- Generate and maintain the project Pre-qualified Vendor database.
- Generate and maintain comprehensive price list for goods, services and equipment purchased during implementation and completion of the project.
- Maintain procurement filing system for easy access of documentation both electronic and hard copy
- Keep track of contracted suppliers deliverables and maintain the data base of the same.
- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.

Deliverables Expected

- Project simplified procurement plan and if needed – a Year 2 procurement plan.
- Pre-qualified Vendor database.
- Comprehensive price list for goods, services and equipment purchased during implementation and completion of the project.
- Procurement filing system for easy access of documentation both electronic and hard copy
- Database of contracted suppliers' deliverables.

Level of effort

The Procurement Officer will devote 25% of her time to the project for the duration of the project.

Reporting

The Procurement Officer will report to the Finance and Administration Manager.

4) Finance Officer

DUTIES AND RESPONSIBILITY

The Finance Officer will be responsible for:

- 1) Developing and maintaining the project budget.
- 2) Accounting, including recording and reflecting fully, accurately and in a timely manner the funds that are allocated.
- 3) Funds flow and disbursement made to support project implementation.
- 4) Internal control systems to ensure the funds are spent for the purpose intended and that proper procedures are put in place to safeguard assets and project resources
- 5) Financial reporting, including the submission of quarterly IFRs and submission of annual financial statements for audit.
- 6) Ensuring accounts are submitted in a timely manner to the auditor for audit, updating audit ToRs on an annual basis, and responding to all audit queries.
- 7) Ensuring audit reports and management letters are submitted to the World Bank within a 6 months period, all in accordance with the grant agreement on an ongoing basis.
- 8) Ensure the use of World Bank Financial Management and Disbursement guidelines procedures in line with the Grant Agreement.

Additional specific tasks are as follows:

- Ensure in coordination with the relevant project staff, that the project expenses are incurred consistent with grant agreement and budget.
- Provide financial advice to all Secretariat staff for effective project implementation.
- Support the Project Officer in proposal writing, and budget preparation and monitoring.
- Analyze and recommend on the status and feasibility of future spending based on the approved budget, work plan and procurement plan.
- Track all purchase requests from sources to payment.
- Monitor expenditures, planned costs, committed costs and identify cases of budgets over-spent to provide relevant information and advice to the budget holders for informed management decisions.
- Ensure accurate and timely financial reporting to donors as per required regulations.
- Ensure that the Secretariat consistently meets World Bank guidelines and procedures for financial management and disbursement.

Level of Effort

The Finance Officer will devote 15% of his time to the project, for the duration of the project.

Reporting

The Finance Officer will report to the Finance and Administration Manager.

5) Communication and Knowledge Management Consultant

Scope of Work

The Communication and Knowledge Management Officer shall be responsible to (i) design and implement the project's communication strategy to reach both French and English speaking audiences; and (ii) monitor communication/feedback/grievances sent to PACJA via the project's website and ensure the transfer of the information to the Secretariat for action.

Detailed Description of Duties and Tasks

1. Update and expand as needed PACJA's communication strategy to suit the communication needs of the project.
2. Develop communication tools as prescribed by the updated communication strategy, in both English and French
3. Develop a project webpage with content that provides information on the project, including sub-grants application and selection processes, timelines, and templates; information on project events; links to relevant websites and documents; relevant information on REDD+ and CSOs, etc., in both English and French.
4. Oversee and update in a timely manner the project webpage as per the daily activities.
5. Compile a list of relevant training and education materials on REDD+ and update/adjust existing ones for the purpose of the project in both English and French.
6. Provide briefing and IT support as necessary during project-related meetings.
7. Help prepare and attend national, regional and international meetings as relevant and as required and keeps records of all proceedings be it in discs, documentaries and photographs.
8. Participate in all local activities, including field visits as per the schedule of work in coordination with the Project Officer.
9. Translate oral and written text as required by the project.

Deliverables Expected

1. A database of existing educational and training material on REDD+.
2. An up and running project web page with updated information (in French and English).
3. Social media platforms used to communicate on project issues (in French and English).

An updated communication strategy, and developed communication material and instruments (in French and English).

Duration and Frequency

This is a consultancy role for the duration of the project.

Reporting Lines

The Communication and Knowledge Management Officer will report to the Program Coordinator, PACJA's Secretary General.