

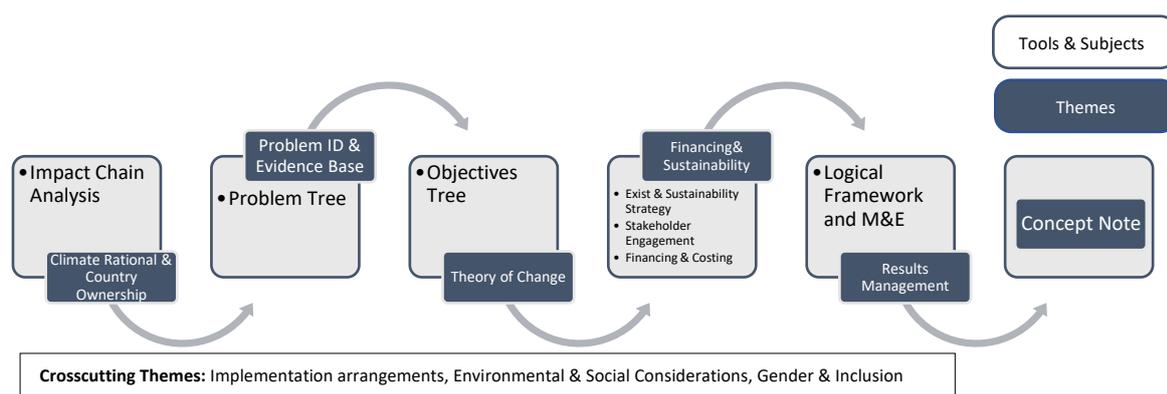
## Advanced Training: Developing Concept Notes for the Green Climate Fund Concept including via the Simplified Approval Process

January 18-22, 2021 | Virtual

### Background

In November 2019, the Regional Resource Centre for Asia and the Pacific at the Asian Institute of Technology (AIT RRC.AP) held an introductory training on concept note development for the Green Climate Fund (GCF) including via the Simplified Approval Process (SAP). The event was possible thanks to financial support from the Ministry of Environment of Japan (MoEJ). With a focus on the GCF SAP, the training introduced a cohort of officers representing Nationally Designated Authorities (NDAs), Accredited Entities (AEs) including those in the process of accreditation, and project developers on early-stage project formulation tools, to support the development of bankable concept notes.

Building on previous experience conducting early-stage project preparation training activities since 2016<sup>1</sup>, the training was convened as the first stage of a capacity building programme to be complemented by remote mentoring and a follow-up, advanced training to support independent concept note elaboration work. The advanced training aims to encourage and accompany project teams to finalise concept note drafts by further elaborating on themes and subjects not covered during the initial training, as depicted below.



The advanced virtual training will invite project development teams from the same countries and cover additional considerations and exercises to develop a quality proposal. Participating teams will be welcomed to consult with resource persons on draft and already-submitted concept notes.

<sup>1</sup> The AIT RRC.AP has engaged over 900 stakeholders from nearly 40 countries in the Asia-Pacific region in various capacity building and knowledge-sharing activities on climate action planning and project formulation. These efforts have contributed to the recognition of AIT by climate financiers including the Adaptation Fund, which lists the Institute in its Network of Providers of Readiness Support (2017), and the Green Climate Fund, which lists AIT in its Communities of Practice (2019).

## Training Objectives

To strengthen the capacity of officers from, National Designated Authorities (NDAs), Direct Access Entities (DAEs), and their nominated project developers from countries eligible for GCF support in developing ready-for-submission GCF Concept Notes including for the Simplified Approval Process (SAP).

### Expected Results:

After the advanced training, country teams are expected to acquire practical skills and know-how to complete a draft of a GCF Concept Note for a climate change adaptation project, particularly for the SAP, including the following:

1. Environmental and Social Risk assessment (Annex 1)
2. Sustainability and Exit Strategy (C.3)
3. Draft Monitoring and Evaluation (B.2)

Each country team is expected to elaborate at least one climate change adaptation GCF SAP Concept Note as initiated during the introductory training and submit an advanced draft close to a submission-ready stage.

## Target participants

The AIT RRC.AP will invite representatives from the countries invited to the introductory training, including officers from the respective NDA, DAEs (candidate and nominated are also eligible), and key stakeholders identified by the DAE and NDA.

Participant teams are expected to demonstrate progress in their climate change adaptation project/programme idea, reflective of the corresponding GCF Country Programmes, AE work programmes, GCF Country Briefs, or equivalent national climate change documents as available. Country teams may also bring already-submitted GCF Concept Notes, for further revisions.

## Instructional approach

This workshop will be conducted completely in a virtual format via Zoom and MS Teams and other online collaboration tools. Respecting social distancing and local health recommendations, country teams are encouraged to coordinate conducting team work together in the same location if possible. The workshop will feature three types of engagement:

	<b>Plenary Sessions</b>	Days will begin with a thematic presentation covering new themes customized for Concept Note development via the Simplified Approval Process of the GCF. The topics complement the subjects and tools covered in the introductory training. At the end of the day, participants will be convened for a report back session following independent team work to share their results for peer review and discussion. Given time limitations, not all country teams may be given time to share their work during the live sessions.
	<b>Independent Team Work</b>	Country teams will be tasked to work together in completing group exercises relating to the topics covered during the morning session. When possible and following covid-19 recommendations, participants are encouraged to work together in person. A dedicated country channel via MS Teams will allow participants and facilitators to communicate and collaborate in real-time.
	<b>Virtual Clinic</b>	As in the introductory training, optional virtual “clinic” consultations will be available for teams to schedule one on one virtual consultations with the lead trainer and resource persons. Mentoring and guidance on each team’s specific project idea and concept note can be sought following advanced sign-up.

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## Programme Overview

<b>Day 1</b>	<b>Opening, Country Updates, and Recap</b>
<b>Day 2</b>	<b>Environmental and Social Considerations</b> Conducting environmental and social risk assessments, including gender and stakeholder considerations. <i>Virtual Clinic</i>
<b>Day 3</b>	<b>Project / Programme Sustainability</b> Designing an exit strategy, and planning towards implementation. <i>Virtual Clinic</i>
<b>Day 4</b>	<b>Articulating the Project/Programme</b> Honing the project/programme description towards a clear logical framework, minding monitoring and evaluation considerations <i>Virtual Clinic</i>
<b>Day 5</b>	<b>Next Steps</b>

08:00 - 08:30

Plenary @ Zoom

## Opening Remarks and Introductions

Welcome remarks and introductions of training participants

Naoya Tsukamoto, Regional Resource Centre for Asia and the Pacific, AIT

Yuko Hoshino, Ministry of Environment Japan

Demetrio Innocenti, Green Climate Fund Secretariat

Keith Bettinger, Lead Trainer

08:30 – 08:45

Plenary @ Zoom

## Workshop overview and logistics

Overview of the virtual training, expectations and logistics.

Jonathan Brenes

08:45 – 09:00

Break

09:00 – 10:00

World Café @ Zoom

## Country updates and introduction of concept notes

Participants will be tasked to share their insights, experience, and updates towards developing concept notes via virtual breakout rooms. Afterwards, a spokesperson will be asked to reportback on a summary of discussions.

10:00 - 10:30

Break

10:30 - 11:00

Plenary @ Zoom

## Recap of Introductory Training

A recap of the early-stage project preparation tools covered during the introductory training, including climate impact analysis, GCF investment criteria, and building a theory of change.

Keith Bettinger

11:00 – 13:00

Independent Team Work @ MS Team

## GCF Insights and Independent writeshop

Participants will be given the opportunity to review a short series of brief GCF videos on concept note development. Teams will also be asked to review exercises from the introductory training and work collaboratively in making any revisions to the theory of change.

**Virtual Clinic** consultations will be made available following prior registration.

12:00 – 13:00

Plenary @ Zoom

## Optional: The Climate Evidence Base

A deep dive into building a strong climate reasoning in a concept note.

Keith Bettinger

END OF DAY 1

**08:30 – 09:30**

Plenary @ Zoom

**Environmental and Social Risk Factors and Considerations**

A recap of GCF SAP Concept Note ESS requirements towards completing Annex 1 of the SAP concept note.

**Gender Equity, Diversity, and Social Inclusion (GEDSI)**

An overview of insights to mainstream gender and social inclusion in a project/programme's concept note.

Keith Bettinger

**09:30 – 09:45**

Break

**09:45 – 12:00**

Independent Team Work @MS Teams

**Exercise: GEDSI**

Country teams will be tasked to review and assess their project idea and theory of change through the lenses of gender equity, diversity, and social inclusion.

**Virtual clinic** consultations will be made available following prior registration.

**12:00 - 13:00**

Plenary @ Zoom

**Reportback**

Reportback by a selection of country teams including expert and peer feedback.

END OF DAY 2

**08:30 - 09:30**

Plenary @ Zoom

**The GCF Investment Criteria**

A review of the GCF approach to making investment decisions for climate change adaptation

**Project / Programme Exit Strategy and Sustainability**

An introduction of concepts, considerations, good and bad practice, and GCF guidelines and requirements

Ketih Bettinger

**09:30 - 09:45**

Break

**09:45 - 12:00**

Independent Team Work @ MS Teams

**Exercise: Investment Criteria & Project/Programme Sustainability**

Project teams will be instructed to draft and report on their exit and sustainability strategy.

Virtual Clinic consultations will be made available following prior registration.

**12:00 – 13:00**

Plenary @ Zoom

**Report back**

Report back by a selection of country teams including expert and peer feedback.

END OF DAY 3

**08:30 – 09:30**

Plenary @ Zoom

**Logical Framework & Monitoring and Evaluation**

This session will introduce the logical framework and good practices including examples and lessons from other projects. Considerations on build a logical framework following the theory of change while building monitoring and evaluation indicators.

Zoom

**09:30 – 09:45**

Break

**09:45 – 12:00**

Independent Team Work @ MS Teams

**Exercise: Logical Framework & Monitoring and Evaluation**

Instructions will be provided for teams to outline their project/programme's logical framework. Preparation of group presentation.

Virtual Clinic consultations will be made available following prior registration.

**12:00 – 13:00**

Plenary @ Zoom

**Report back**

Report back by a selection of country teams including expert and peer feedback.

END OF DAY 4

**08:30 - 09:30**

Plenary @ Zoom

**Next Steps**

A discussion of necessary steps and any further guidance needed by project teams towards advancing their concept notes to a submission-ready stage.

Keith Bettinger

**09:30 - 09:45**

Break

**09:45 - 10:15**

Plenary @ Zoom

**Country Presentations**

Report back from country teams on draft concept notes and remaining steps to reach a submission-ready stage. Resource person and peer feedback.

**10:15 - 10:30**

Break

**10:30 - 11:00**

Plenary @ Zoom

**Country Presentations**

Report back from country teams on draft concept notes and remaining steps to reach a submission-ready stage. Resource person and peer feedback.

**11:00 - 11:30**

Plenary @ Zoom

Closing

End of Training