

# Training Programme on Green Climate Fund Concept Note Development including through the Simplified Approval Process

18-22 November 2019

The Sukosol Bangkok Hotel, Bangkok, Thailand

## Background

The Regional Resource Centre for Asia and the Pacific, an outreach centre of the Asian Institute of Technology, works to empower developing countries to turn climate action ideas into bankable project concept notes by facilitating early-stage project preparation. This is achieved through the delivery of a variety of capacity-building activities including comprehensive and tailored training programmes, coaching and mentoring support, knowledge building and sharing events, and the provision of knowledge products.

RRC.AP has accrued valuable experiences and insights by engaging over 900 stakeholders from nearly 40 countries throughout the Asia-Pacific region. By focusing efforts on the Adaptation Fund and the Green Climate Fund, RRC.AP has been able to deliver consistent, targeted, and up-to-date support to developing countries and other stakeholders. This effort is marked by AIT's induction into the *Network of Providers of Readiness Support* by the Adaptation Fund on 10 August 2017 and as a pioneering member to the framework for *Communities of Practice* by the Green Climate Fund (GCF) on 23 February 2019.

## Training Objectives

To strengthen the capacity of Direct Access Entities (DAEs), National Designated Authorities (NDAs), and project developers designated by DAEs or NDAs from countries eligible for GCF support in developing GCF Concept Notes including for the Simplified Approval Process (SAP).

### Expected Results:

Throughout the capacity-building engagement, country teams are expected to be fully engaged from the preliminary training until the advanced training. Through such engagement, participants will acquire practical skills and know-how by developing the following:

1. GCF Concept Notes including for SAP
2. Climate Reasoning
3. Problem and Objectives Tree Analysis
4. Roadmap for follow-up activities

Each country team is expected to fully elaborate their GCF SAP Concept Notes throughout the capacity-building engagement that culminates in May 2020 and submit them to the GCF Secretariat for feedback.

## Target participants

The RRC.AP will engage project team members including DAEs (candidate and nominated are also eligible), NDAs, and stakeholders identified by the DAE and NDA.

It is necessary that a country team brings to the capacity building programme a climate change adaptation project idea that is identified in respective GCF Country Programmes, AE work programmes, GCF Country Briefs, or equivalent national climate change document. Additionally, country teams may bring to the training Concept Notes that have been submitted to the GCF Secretariat, has received guidance, and requires further revision.

## Programme Overview

<b>Day 1</b>	<b>Training Overview and Country Presentations</b>
<b>Day 2</b>	<b>Understanding the project problem</b> Building the evidence base for the climate reasoning and project problem <i>Evening Clinic</i>
<b>Day 3</b>	<b>Setting the project and fund level objectives</b> Setting project objectives and marking project scope and limitation <i>Evening Clinic</i>
<b>Day 4</b>	<b>Formulating a Theory of Change</b> Designing the intervention. Formulating components and activities <i>Evening Clinic</i>
<b>Day 5</b>	<b>Way Forward</b>

### Evening Clinics

Evening clinics are optional one on one 30-minute sessions from 6:00 - 8:00 pm where the lead trainer and resource persons will be available to provide tailored mentoring and address specific questions relating to each teams' specific project idea. On the day of the training, a sign-up sheet will be made available at the training venue and teams can book an evening clinic session.

08:30 - 09:00

Registration

09:00 - 09:45

Session 1: Plenary  
**Opening Session**

Welcome remarks and introductions of training participants

**Speakers** Mr Naoya Tsukamoto, Regional Resource Centre for Asia and the Pacific, AIT  
Mr Demetrio Innocenti, Green Climate Fund  
Mr Keith Bettinger, Lead Trainer

09:45 - 10:00

Session 2: Plenary  
**Training Overview**

Organisation, expectations from the training and trainees, and reference materials.

Jonathan Brenes, AIT

10:00 – 10:30

Introductions and Group Photo

10:30 - 10:45

Coffee Break

10:45 - 11:45

Session 3: Plenary  
**In Context: Green Climate Fund and Simplified Approval Process**

Mandate of the Green Climate Fund, an overview of investment criteria, and SAP.

GCF

11:45 - 13:00

Lunch Break

13:00 - 13:20

Session 4: Plenary  
**Asia Pacific Adaptation Information Platform (AP-PLAT)**

An overview of the AP-PLAT, its functions particularly in climate change projections, toolkits for adaptation planning and impact assessment, and a variety of climate information datasets.

Takeshi Abe, Ministry of Environment, Japan

13:20 - 14:00

Session 5: Plenary  
**The landscape of Climate Finance**

A discussion on the landscape of climate financing and potential sources of project co-financing.

Keith Bettinger, AIT

14:00 - 15:15

Session 6: Plenary  
**Presentations of Project Ideas**

Country context, vulnerabilities and impacts, current understanding of the problem

15:15 - 15:30

Coffee Break

15:30 – 17:10

Session 7: Plenary  
**Presentations of Project Ideas (continued)**

08:30 - 09:00	<b>Registration</b>
09:00 - 09:45	<p><b>Session 8: Plenary</b> <b>Establishing the Climate Rationale</b></p> <p>The session focuses on understanding the project problem through a climate change lens and its importance in justifying for climate financing.</p> <p style="text-align: right;">Keith Bettinger, AIT</p>
09:45 - 10:30	<p><b>Session 9: Plenary</b> <b>What matters in a GCF proposal (including SAP proposals)</b></p> <p>The session will discuss the main elements that GCF is looking at when reviewing funding proposals. Samples from submitted GCF Concept Notes and Funding Proposals including SAP will also be discussed.</p> <p style="text-align: right;">GCF</p>
10:30 - 10:45	<b>Coffee Break</b>
10:45 - 12:00	<p><b>Session 10: Group Exercise 1</b> <b>Impact Chain Analysis Exercise</b></p> <p>Instructions will be provided. This exercise aims to map the causal chain from global climate drivers, physical footprints or hazards, pathways, to localized impact to establish the climate baseline of the project problem.</p> <p style="text-align: right;">Keith Bettinger, AIT</p>
12:00 - 13:00	<b>Lunch Break</b>
13:00 - 14:30	<p><b>Session 11: Group Exercise 1</b> <b>Impact Chain Analysis Exercise (continued)</b></p> <p>Continuation of group work and preparation of group presentation.</p>
14:30 - 15:15	<p><b>Session 12: Plenary</b> <b>Problem and Objectives Tree</b></p> <p>Similar to the climate rationale, the session focuses on understanding a project problem through a broader lens that will highlight developmental problems and potential co-benefits.</p> <p style="text-align: right;">Keith Bettinger, AIT</p>
15:15 - 15:30	<b>Coffee Break</b>
15:30 - 17:00	<p><b>Session 13: Group Exercise 2</b> <b>Problem Tree Exercise</b></p> <p>Instructions will be provided. This exercise aims to identify and map the non-climate causes and provide a holistic understanding of the project problem.</p> <p style="text-align: right;">Keith Bettinger AIT</p>
18:00 – 20:00	<b>Evening Clinic</b>
20:00–21:00	<p><b>Webinar: Optional</b> <b>Decoding GCF B.24 &amp; GPIC2019</b></p> <p>This live webinar is organized and hosted by E Co. and will discuss emerging insights from the GCF Private Investment for Climate conference (GPIC2019), and the GCF 24<sup>th</sup> Meeting of the Board (B.24) held recently. The webinar will also share 'Top 5 climate finance knowledge gaps' as identified by key stakeholders, from E. Co's 13th GCF insight report.</p>

08:30 - 09:00	Registration
09:00 - 09:40	<p>Session 14: Group Exercise 2 <b>Problem Tree Exercise (continued)</b></p> <p>Continuation of group work and preparation of presentations for exercise 1 and 2.</p>
09:40 - 10:40	<p>Session 15: Plenary <b>Presentations of Group Work</b></p> <p>Feedback from resource persons, questions, peer-to-peer feedback</p>
10:40 - 10:45	Coffee Break
10:45 - 12:00	<p>Session 16: Plenary <b>Presentations of Group Work</b></p> <p>Feedback from resource persons, questions, peer-to-peer feedback</p>
12:00 - 13:00	Lunch Break
13:00 - 13:30	<p>Session 17: Plenary <b>Introduction to Enhanced Direct Access</b></p> <p>This session will introduce the Enhanced Direct Access (EDA) request for proposals (RfP), which enables greater country ownership for climate action via Direct Access Entities (DAEs).</p> <p style="text-align: right;">GCF</p>
13:30 - 15:15	<p>Session 18: Group Exercise 3 <b>Objectives Tree Conversion and Exercise</b></p> <p>Instructions will be provided. This exercise aims to identify project-level objectives by converting the problem tree results as well as to identify the GCF fund-level outcomes, impacts, and paradigm shift objective.</p> <p style="text-align: right;">By Keith Bettinger, AIT</p>
15:15 - 15:30	Coffee Break
15:30 - 17:00	<p>Session 19: Plenary <b>Samples of Adaptation Solutions</b></p> <p>Case studies of climate problems, objectives, and chosen interventions. Participants will be invited to share experiences of previous climate change adaptation projects.</p> <p style="text-align: right;">GCF, Peter King (IGES), and Participants (optional)</p>
18:00 - 20:00	<b>Evening Clinic</b>

08:30 - 09:00

Registration

09:00 – 09:45

Session 20: Plenary

**Setting the Context and Baseline**

This session will discuss considerations to provide a strategic context and setting a socioeconomic baseline in a project proposal.

Keith Bettinger, AIT

09:45 – 10:30

Session 21: Plenary

**Developing a Theory of Change**

The session will discuss what a theory of change is in the context of project design and how the identified objectives can be used to structure the project components, activities, and sub-activities into a coherent causal chain of interventions.

Keith Bettinger, AIT

10:30 – 10:45

Coffee Break

10:45 – 12:00

Session 22: Plenary

**Theory of Change Exercise**

This exercise aims to identify a robust chain of interventions grouped into components and consisting of activities and sub-activities that are designed to accomplish the objectives previously identified in exercise 3.

12:00 - 13:00

Lunch Break

13:00 - 14:00

Session 23: Group Exercise 4

**Theory of Change Exercise (continued)**

Continuation of group work and preparation of presentations for exercise 3 and 4.

14:00 - 15:15

Session 24: Plenary

**Presentations of Group Work**

Feedback from resource persons, questions, peer-to-peer feedback (25mins max per group)

15:15 - 15:30

Coffee Break

15:30 – 17:10

Session 25: Plenary

**Presentations of Group Work (continued)**

Feedback from resource persons, questions, peer-to-peer feedback (25mins max per group)

18:00 - 20:00

Evening Clinic

08:30 - 09:00

Registration

09:00 - 09:30

Session 26: Plenary

**Adaptation Planning: A case study of the Lao PDR Power Sector**

This session will share insights from vulnerability assessment and resilience action planning for the power sector in Lao PDR, as an example of the interconnectedness between climate adaptation and other projects.

Maythiwan Kiatgrajai, USAID Clean Power Asia

09:30 - 10:30

Session 27: Plenary

**Mainstreaming Gender Considerations**

The session will provide an overview of gender considerations for adaptation projects and focus on key concepts and guidelines for mainstreaming gender in GCF climate change adaptation projects.

Kyoko Kusakabe, AIT

10:30 - 10:45

Coffee Break

10:45 - 11:45

Session 28: Plenary

**Road Mapping Exercise**

Setting incremental milestones that will guide the efforts of teams after the preliminary training as well the mentoring support by AIT towards the advanced training in May 2020.

Jonathan Brenes, AIT

11:45 - 13:00

Lunch Break

13:00 - 13:20

Session 29: Group Exercise

**Mentoring Plan**

What is expected from trainees and trainers beyond the training and means of communication.

Jonathan Brenes, AIT

13:20 - 14:30

Session 30: Plenary

**Closing and Awarding of Certificates**

End of Training