

BRIDGE

BRokering Innovation for
Decentralised climate finance &
Gender Equality

Training cycle

Training course number 1:

Introduction to the identification and stages of project preparation
for the development of local projects resilient to climate change

This work was carried out with the aid of a grant from:



Canada



Ministry of Foreign Affairs of the
Netherlands

through the Step Change initiative

Implemented by:



The University of
Yaoundé I



OPENING REMARKS



Local Governments
for Sustainability

AFRICA

BRIDGE

BRokering Innovation for
Decentralised climate finance &
GEnder Equality

01 September 2023 - 28 February 2027

Funded by IDRC as part of
the Step Change initiative





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Partners & stakeholders

FEICOM

The Special Council Support Fund for Mutual Assistance is a key player in the mobilisation and dispersal of funding for local climate action in Cameroon.

University of Yaoundé 1 & 2

Professor Pokam will coordinate the research work of the BRIDGE project and the links with other ongoing research work in Cameroon (e.g. CLARE).

Municipalities

Municipalities that have recently finalised their climate action plans using participatory approaches and are seeking climate funding to implement the inclusive adaptation actions in their plans (Kribi 1 and Yaounde 4).

30+ knowledge brokers

Several local NGOs and consultancies have been pre-identified as knowledge brokers for decentralised climate finance in Cameroon.



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Objectives

Improving access for local stakeholders (municipalities and partners) to increase funding for locally-led, gender-sensitive climate change adaptation actions in Cameroon, with lessons learnt shared to the Central African region:

- 1) **Build** the capacity of knowledge brokers and their networks to enable inclusive planning, project development and funding of locally-led and gender-sensitive climate adaptation actions.
- 2) **Identify and improve** the most appropriate mechanisms for mobilising funds for locally-led, gender-sensitive adaptation to climate change.
- 3) **Build** the capacity of knowledge brokers operating in Central Africa in order to improve access to and the implementation of funding for locally-led, gender-sensitive adaptation to climate change.



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Methods



A participatory, cross-disciplinary approach

Co-design of inclusive solutions to unlock climate finance for local action in Cameroon

The research component of the project involves the search for Master's students

Examples of activities: participative workshops, exchanges of knowledge between cities, etc.



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Expected impact

Context-specific adaptation interventions are implemented in a way that empowers local stakeholders, including women

- Capacity-building for over 30 brokers to mobilise climate financing: training, interactive mapping, etc.
- Improved/co-developed FEICOM funding mechanism for locally-led adaptation projects
- At least 4 community projects co-developed
- Knowledge extended to the Central African region: exchanges between cities, conferences, etc.

BRIDGE training programme on financing for gender-responsive adaptation

May-September 2024



Agenda for the first training session

- I. What** is a "bankable" climate project?
- II.** Stages in project preparation and available sources of funding
- III:** Integrating the gender dimension into all stages of the project cycle
- IV.** Overview of project preparation facilities and project selection and prioritisation criteria

Objectives of the session

- Understanding what a local climate project is
- Acquire knowledge of the stages in the cycle of local low-carbon projects that are resilient to climate change
- Define how to integrate the gender dimension into all stages of the project cycle?
- Understand the technical terms essential for preparing and implementing projects
- Learn about methodologies for prioritising climate and gender-sensitive projects
- Find out more about project preparation facilities
- Understanding the 'bankability' criteria used by public and private funders and investors



Some background information on climate projects

What is climate change?

Climate change is a phenomenon created by human activity that increases GHG emissions into the atmosphere and exacerbates the greenhouse effect.

The following slides are credited to
CoM SSA:

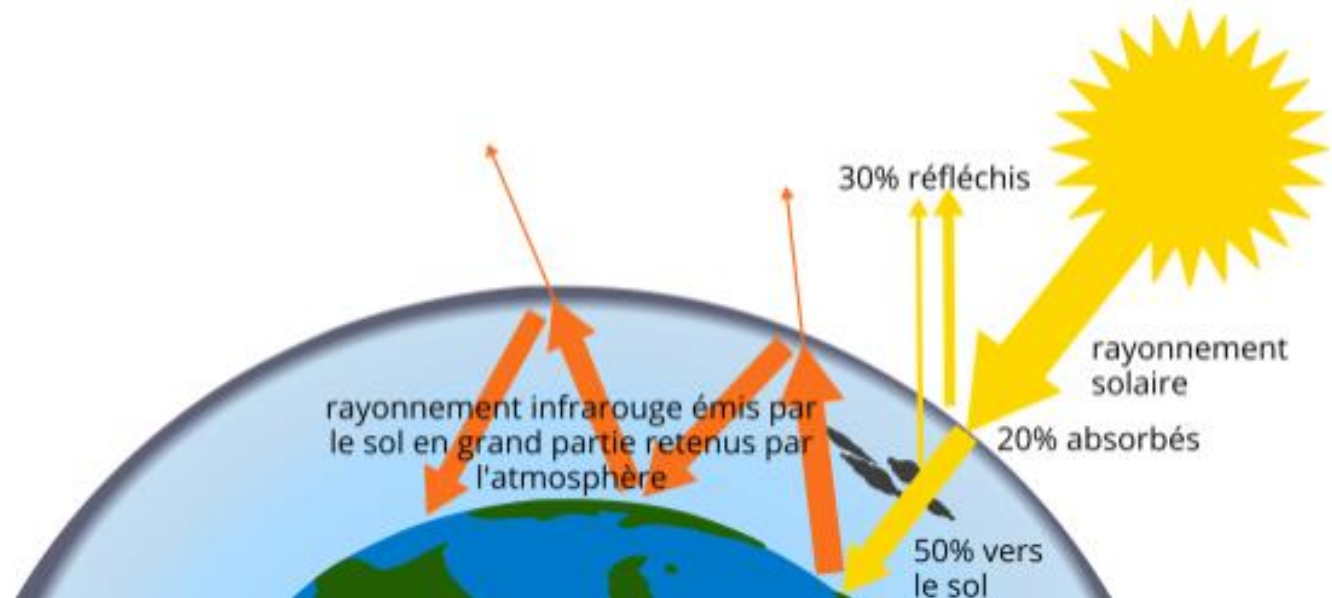


Convention des Maires
pour l'Afrique subsaharienne

Le programme est cofinancé par

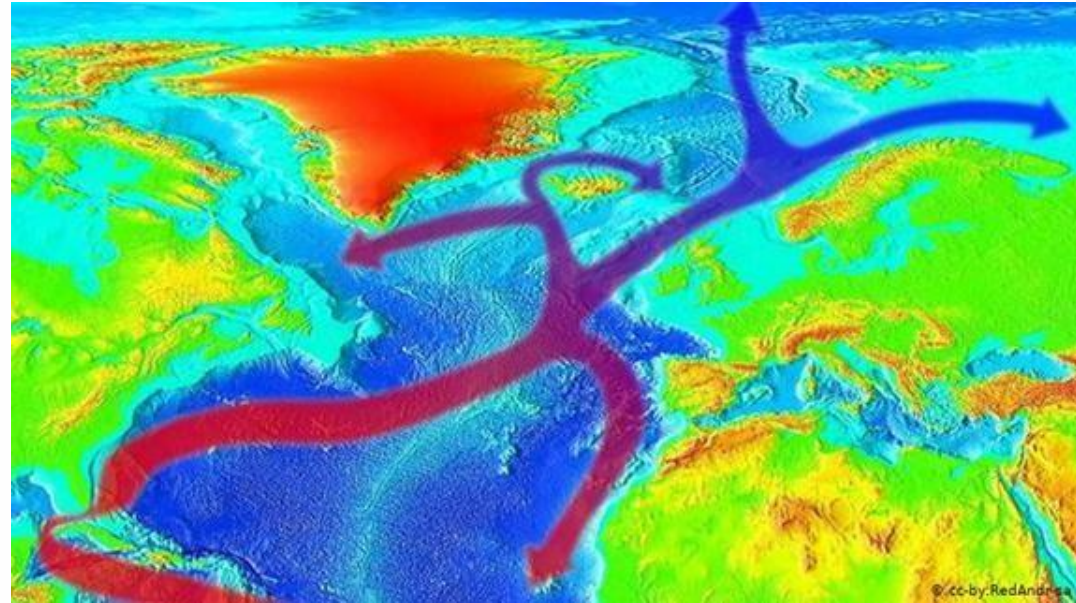
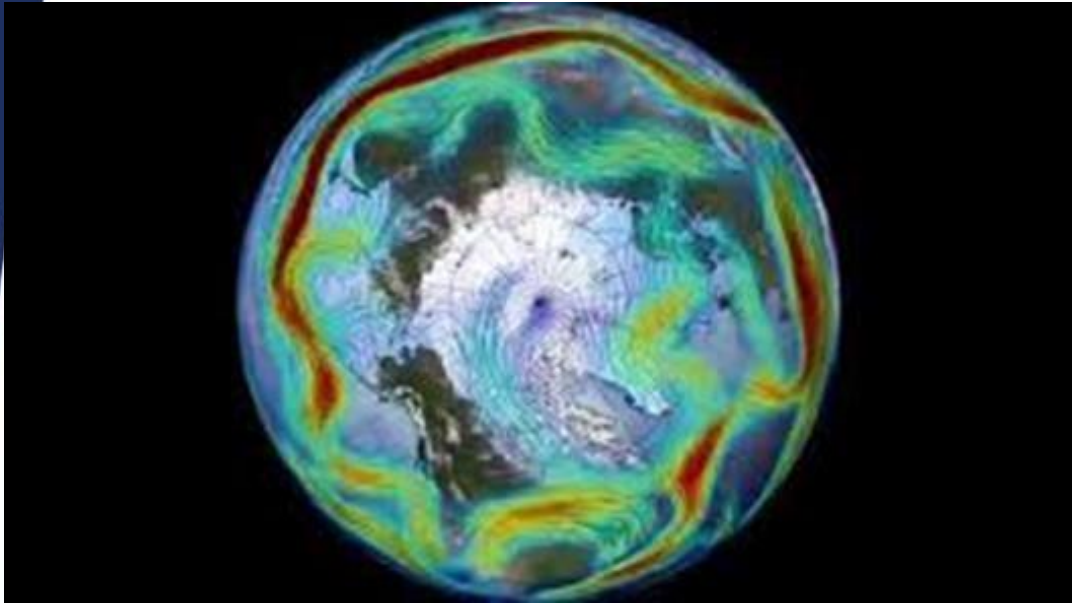


Union européenne



What are the effects of climate change?

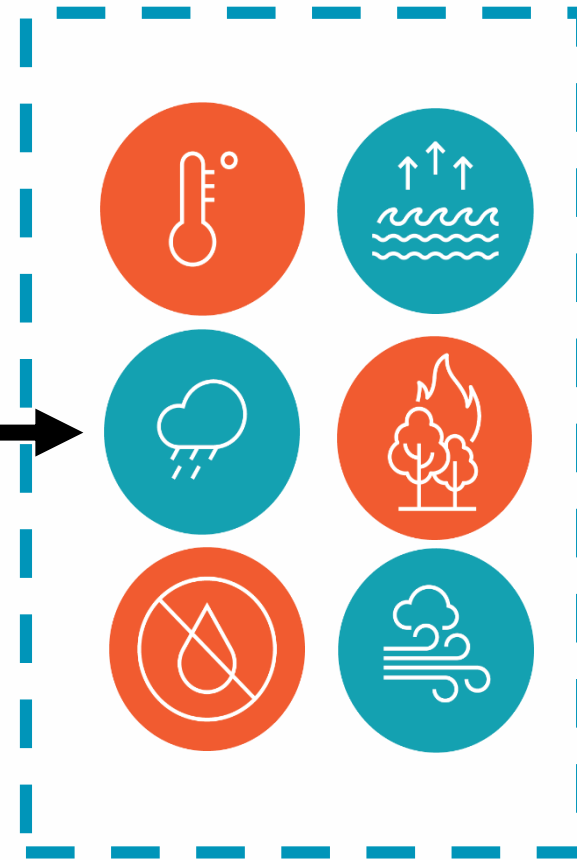
In addition to **rising temperatures**, **climate change is affecting** global **wind systems** and **ocean currents**, such as the **Jet Stream** (left) and **Gulf Stream** (right), which have determined our weather for centuries.



This can lead to **changes in weather patterns** such as shifts in rainy seasons, and more **extreme weather events** such as heavy rains or droughts.

What is the difference between **mitigation** and **adaptation**?

Tackling the processes behind climate change



Coping with the effects of climate change

Examples of ADAPTATION measures

- Preservation of ecosystems: changing crops, irrigation systems, etc.
- Install water-permeable pavements
- Rainwater harvesting
- Early warning systems
- Expanding the wastewater network
- Training fish farmers in modern, sustainable fishing methods
- Introduce improved water treatment and storage facilities
- Restoring degraded landscapes using native vegetation
- Promoting modern, climate-smart agricultural and fisheries technologies
- Supporting irrigation infrastructure and the efficient use of water



Examples of MITIGATION measures

Mitigation: Reducing or stabilising the quantity of GHG emissions released into the atmosphere.

Examples:

- Use renewable energy
- Public transport / Non-motorised transport
- Use energy-saving technologies
- Capture and use of landfill and digester gas
- Carbon sinks / plant sequestration





QUIZ:
Difference
between
adaptation
and mitigation
measures

Planting drought-resistant crops



A photograph showing several solar panels mounted on a metal frame in a rural village. In the background, there are traditional houses with conical thatched roofs made of dried grass or straw. The scene is set outdoors with trees and a clear blue sky. A black text box with white text is overlaid on the image.

Using solar panels



Planting trees

Begona Inarra

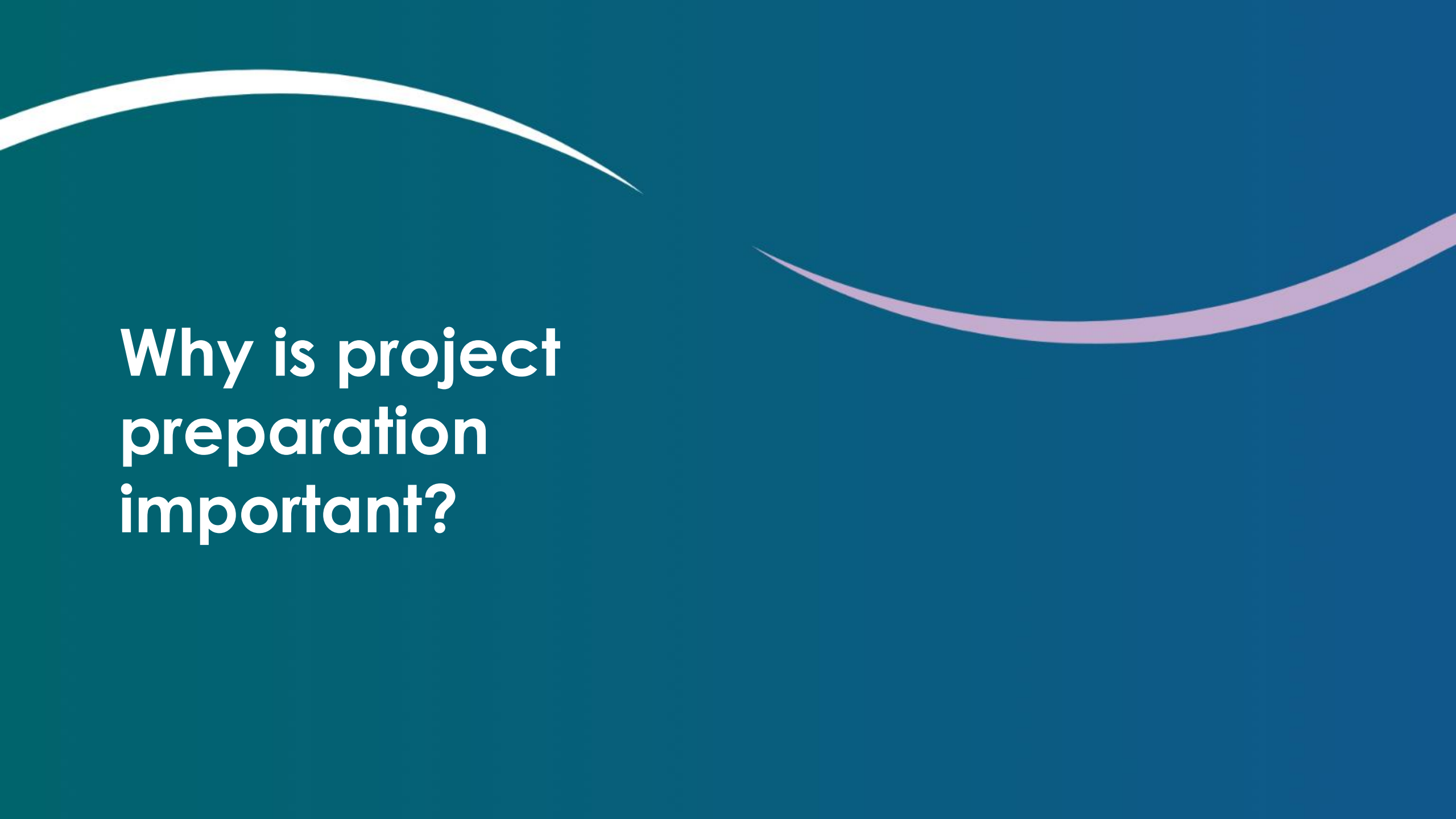
Why is financing local climate action urgently needed?

Climate **finance**

The United Nations Framework Convention on Climate Change defines climate finance as "finance that aims to **reduce emissions** and enhance sinks of greenhouse gases and to **reduce the vulnerability** of human and ecological systems to the adverse effects of climate change, while maintaining and increasing their resilience".

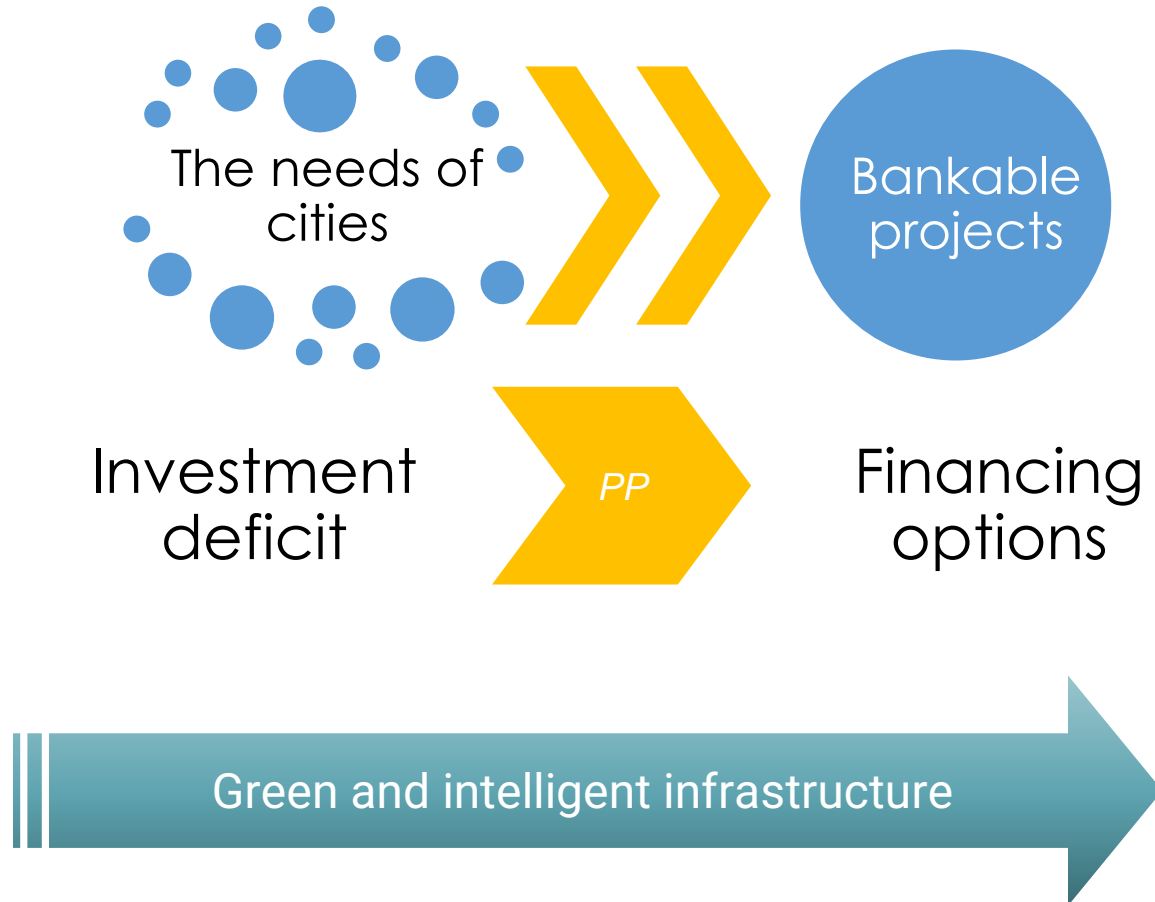
[CoM SSA climate finance course](#): An introductory guide to climate finance for African cities





**Why is project
preparation
important?**

What is project preparation?



The process of **defining** a project concept, **studying it** and **refining it** so that it is sufficiently solid to attract funding from public or private sources, thus becoming bankable.

A key element in the project delivery process.

It is also a means - from the outset - of pooling **the cooperative efforts and commitments** of a wide range of stakeholders (public and private investors, financial institutions).

Why is this important?


Project preparation enables the two key elements of bankability to be met:

IMPACT AND FINANCING

Preparing the project allows you to :

- 1. Develop the project story** (justification)
- 2. Guide key decisions** on technical design, costs, management options, risk mitigation measures, etc.
- 3. Build capacity**, and
- 4. Secure investor confidence**





**Project preparation
enables the preparation
of viable/bankable
climate projects that
meet the expectations of
funders and investors**

Preparing for investment goes beyond bankability



ELIGIBILITY

FINANCING

BANKING

LOAN FOR FINANCING

PROFITABILITY

Meet sponsors
criteria/fund and
demonstrate proven
impact

Ability to repay and
provide an acceptable
(credit) risk.

Ability to
generate an
attractive
risk/return profile

... But multiple
assessment
criteria

... But a
different risk
appetite and RoI

Factors influencing the bankability of local projects

PROJECT FEATURES

- Project costs
- Revenue generation
- Benefits/impacts of the project
- Risks

Project preparation

FACTORS AT CITY LEVEL

- The city's administrative and technical capacity
- Legal and financial fundamentals
- Political support

Factors for improvement:

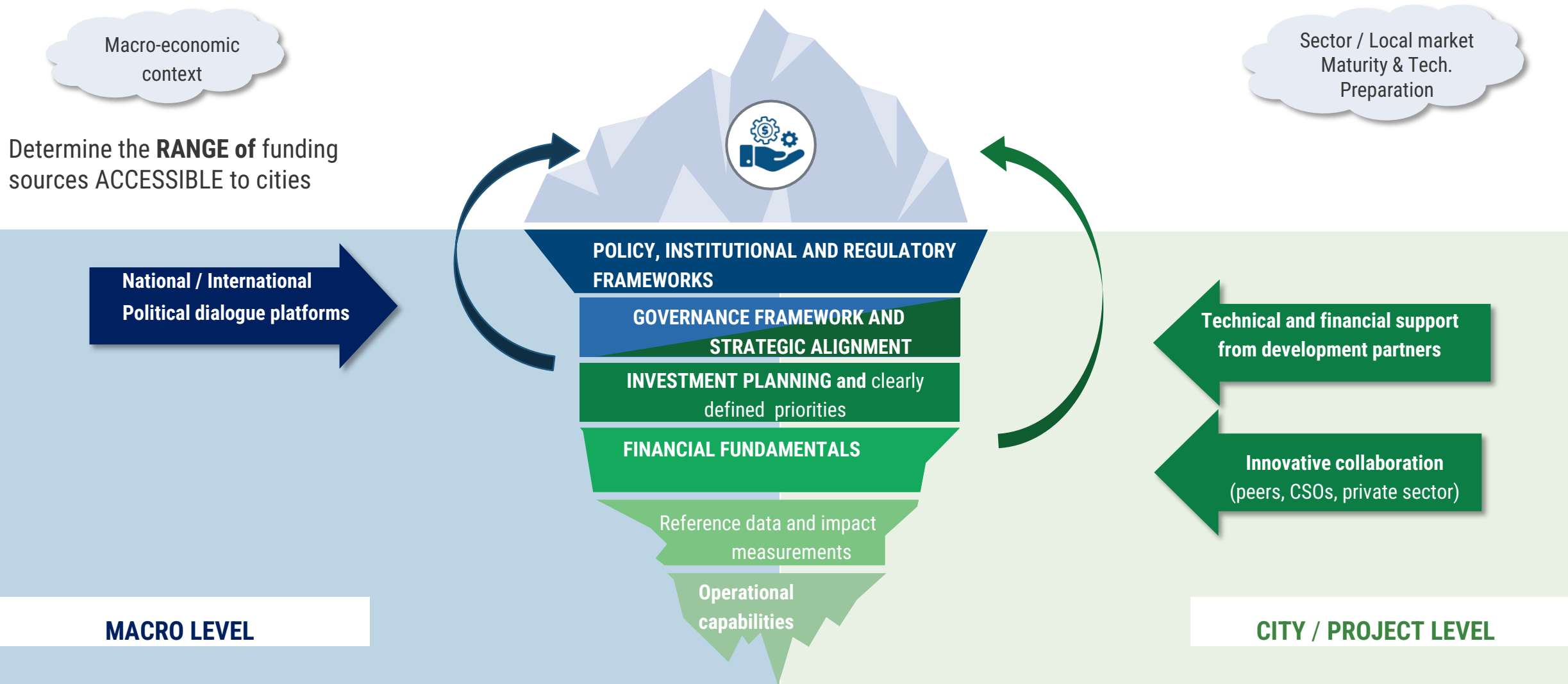
- Capacity building,
- Political partnerships

FACTORS AT NATIONAL LEVEL

- Exchange rate risk
- Intergovernmental communications
- Sufficient tax transfers

Supportive environment

The definition of investment readiness is based on multiple criteria and interdependent factors



Focus on the criteria and expectations of private players

Municipal and national government factors

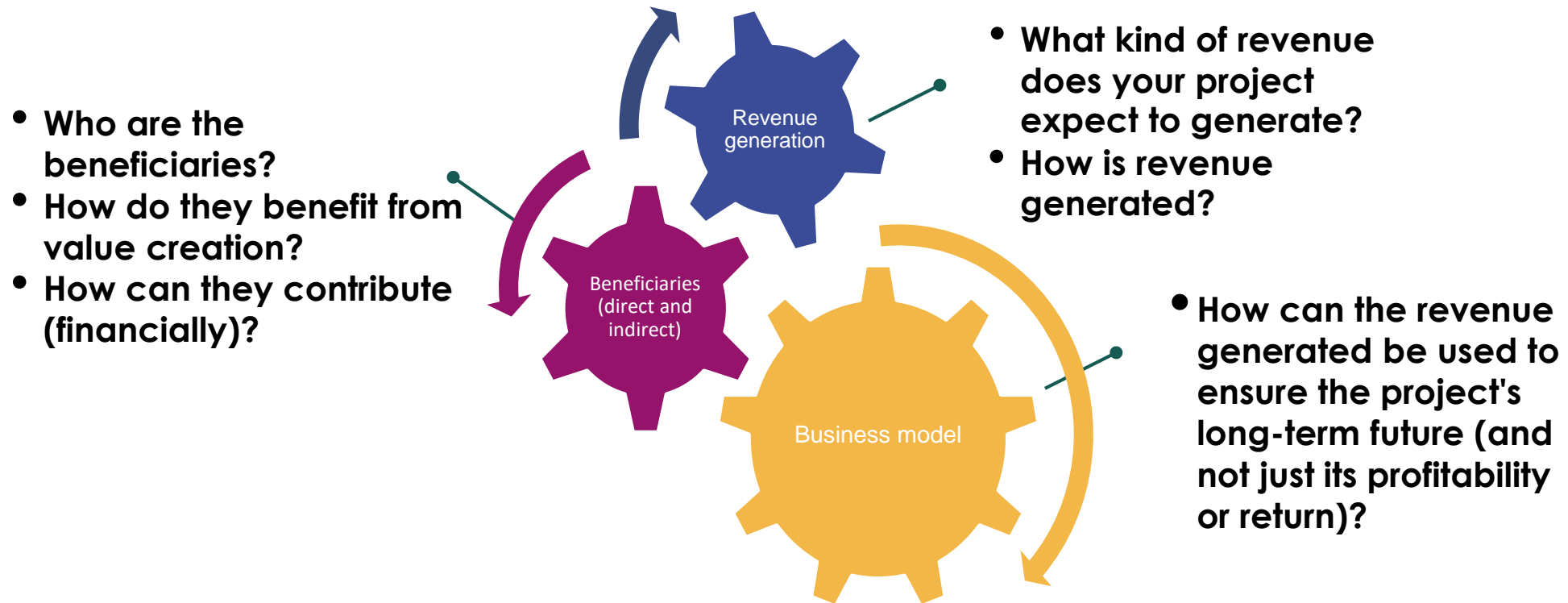
1. Stability and adequacy of the city's institutional and governance framework
2. Mature and solid legislation for investment in the city
3. Availability of a single, stable vehicle representing the city, with the possibility of contracting
4. Legal, economic and political support and relations with the national government
5. Testimonials from credit rating agencies on the city's investment quality
6. Predictability of city revenues
7. City's fiscal flexibility to modify fees/taxes
8. Availability of a large pipeline of investable projects
9. Availability of best practices in the city
10. Availability of legal, governance and regulatory systems to ensure that investments are protected and that a return is achieved.

Factors characterising the project

1. A clear vision of the project with the support of key stakeholders, including the public.
2. Availability of an initial investment from the city as a sign of public commitment to the project
3. Successful experience in generating value for investors in projects
4. Evidence of early private sector involvement during the preparation phase
5. Clear assessment of risks, sources of repayment and potential return on investment (RoI)

Source: [PricewaterhouseCoopers/PwC \(2019\)](#)

The aim of project preparation: to develop a solid business model



Interactive session

- What are the main challenges you face in Cameroon in preparing projects that are considered "bankable" by technical and financial partners?



Project preparation stages

Successive stages in project preparation

Stage 1

Development of
climate plans

Stage 2

Pre-feasibility
stage

Stage 3

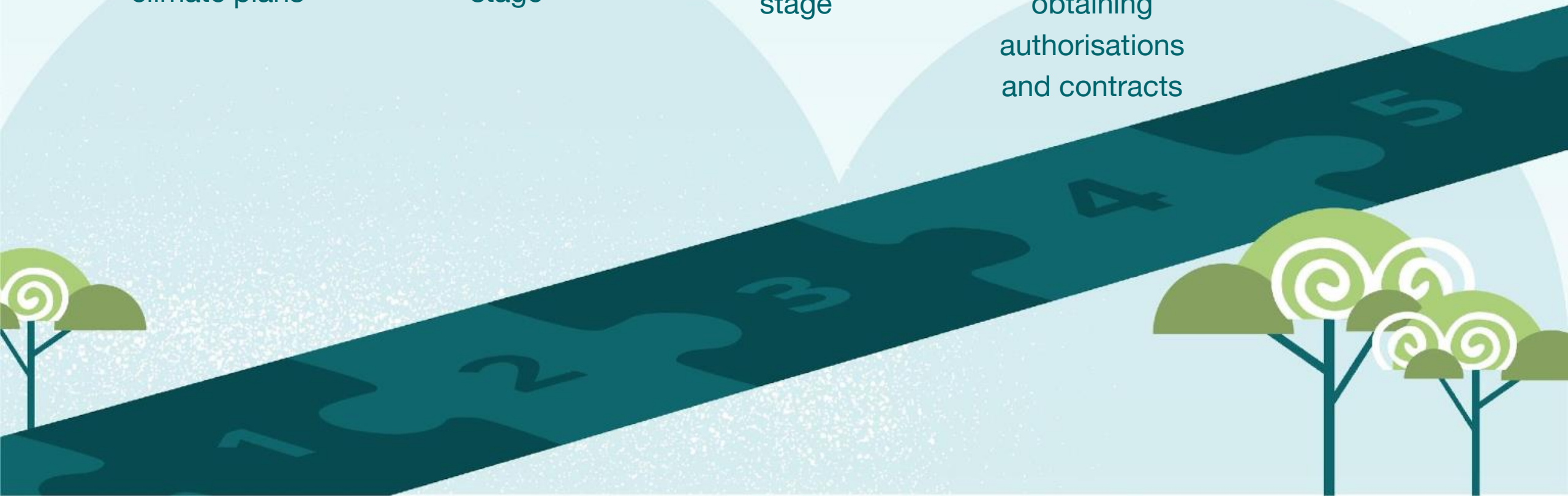
Feasibility
stage

Stage 4

Structuring:
obtaining
authorisations
and contracts

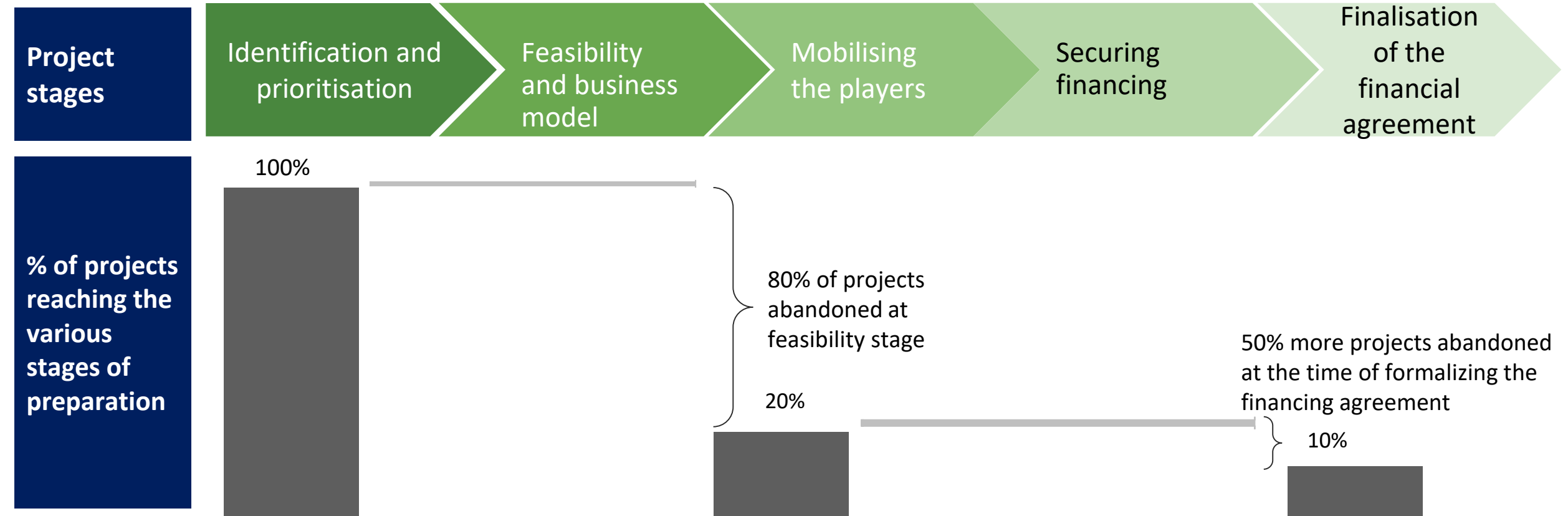
Stage 5

Implementation



The paradox of access to sources of finance to support your climate projects

Despite the funds available, the existence of project pipelines and the needs, few projects reach the stage of financial closure.



Types of financing available for preparing and implementing your project

Financing for project preparation

Up to 10% of total project costs

Supports the early stages of project development.

Covers costs such as feasibility studies, environmental assessments, technical design and capacity building.

Ensures that projects are well prepared, making them more attractive to investors and increasing the likelihood of successful implementation and long-term impact.

Access to financing

Financing for the implementation of your projects

Provides financing for specific initiatives, securing the necessary resources for planning, construction and operation.

Supports the practical implementation of projects, covering the costs of materials, labour, equipment and other operational expenses.

Achieving tangible results and desired objectives

A closer look at the successive stages in project preparation

Stage 1

Development of climate plans

Step 2

Pre-feasibility stage

Step 3

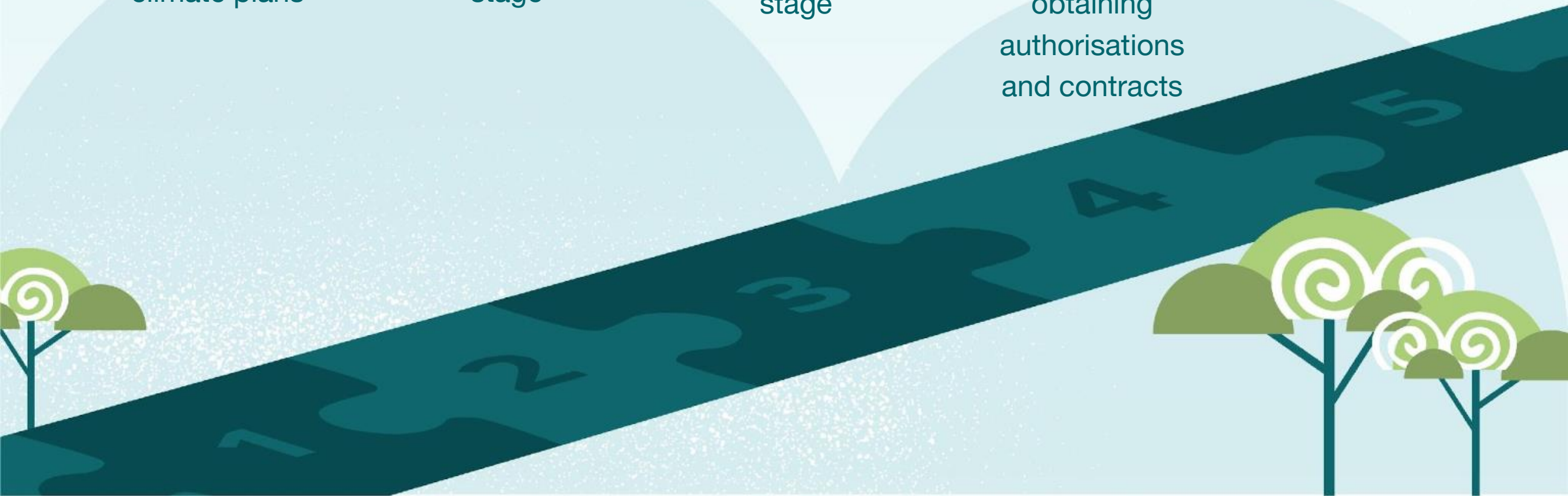
Feasibility stage

Step 4

Structuring:
obtaining
authorisations
and contracts

Step 5

Implementation



Step 1: Climate planning

Cities and partners are preparing their climate change plans or strategic documents in order to:

- Identify the main challenges
- Define a vision
- Prioritise projects and initiatives that can be developed



Stage 2: Pre-feasibility phase

Objective: to obtain an analysis of the technical feasibility and economic viability of a project.

Outcome: Preliminary outline of the project - or reasons why the initial idea is not feasible - or proposal for an alternative solution.

Contents:

- Technical description of the project
- Analysis of policy, legal and regulatory frameworks
- Identification of the legal and authorisation requirements for the project
- Draft timetable for the implementation/completion of the project
- Calculation of the project's economic viability (costs, revenue, etc.)/financial model
- Draft financing plan
- Risk analysis

Example: content of a pre-feasibility study on solid waste management



Surveys and data

- Data collection, social survey
- Waste characterisation survey (quantities, composition)
- Public satisfaction with current services and behavior.



Evaluation of the sector

- Level and quality of existing services,
- Assessment of land availability and suitability for waste management.
- Measure the level of adoption of the circular economy



Climate assessment

- Climate risk and vulnerability assessment.
- Estimation of carbon footprint and GHG emissions/reductions



Environmental and social due diligence

- Socio-economic impact assessment
- Environmental due diligence (condition of existing landfill, need to clean up and reclaim existing contaminated soil, risk assessment of proposed alternatives)



Technical options

- Possibility of a regional facility?
- Need local collection points and transfer stations?
- Design of recycling and landfill facilities in accordance with international standards.
- Preliminary designs



Capacity and governance

- Political, legal and regulatory analysis
- Assessment of institutional and capacity gaps.
- Management capabilities, O&M requirements
- Need for public education programmes



Financial and economic analysis

- Valuation of economic benefits
- Estimates of project costs and financial viability (sector operating costs, collection tariffs and their application, anticipated tariff for electricity generated - if W2E)



Link to funding / implementation

- Project implementation and organisational arrangements
- Potential sources of funding : PPP, IFI, government, etc.



Stakeholder consultations

- Throughout the process

Stage 3: Feasibility phase

Subject: Identification of the most viable economic and operating model for the project

Result: Concrete description and calculation of financial transactions during operations (business plan) and concrete description and calculation of the infrastructure financing and ownership model.

Contents:

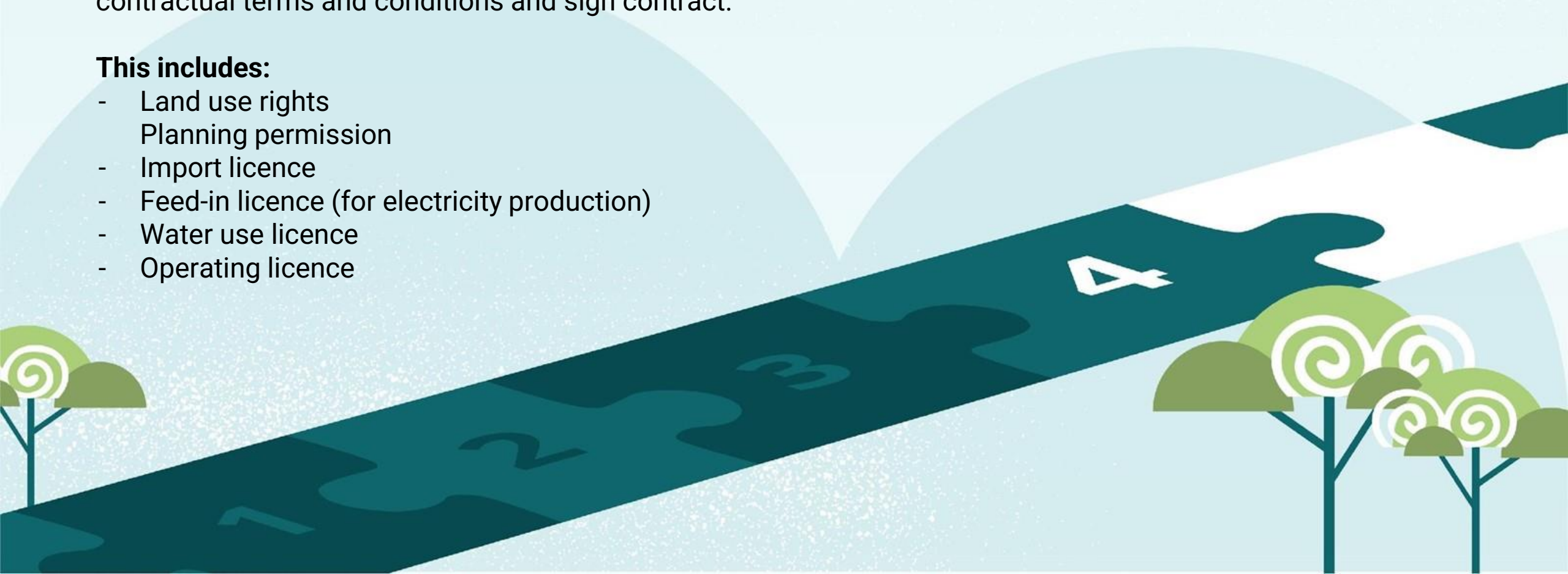
- Environmental assessment
- Design of the financing model: financial flows (tariffs, contractual agreements, repayment flows, etc.)
- Study of the financial capacity of the main stakeholders: municipality, operator (e.g. available budget, creditworthiness for loans)
- Analysis of available sources of financing
- Additional analysis of the legal framework if necessary (e.g. for PPP models)
- Design of the operational model
- Infrastructure ownership structure (BOT, B00, etc.)

Stage 4: Structuring phase: obtaining authorisations and concluding contracts

Objective/Result: Obtain all licences and permits legally required for construction and operation, negotiate contractual terms and conditions and sign contract.

This includes:

- Land use rights
Planning permission
- Import licence
- Feed-in licence (for electricity production)
- Water use licence
- Operating licence



Stage 5: Implementation

The final stage is project implementation, during which the infrastructure project is built and implemented.



Stakeholders involved in the development project



Sub-national entity



Governments



Transaction advisor



Project promoters



Financial donor



Technical experts



Financial experts



Knowledge brokers



PPF



Private investors



Contractors



**Buyers/
beneficiaries**

Types of financing available for preparing and implementing your project

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Access to financing

Financing for the implementation of your projects

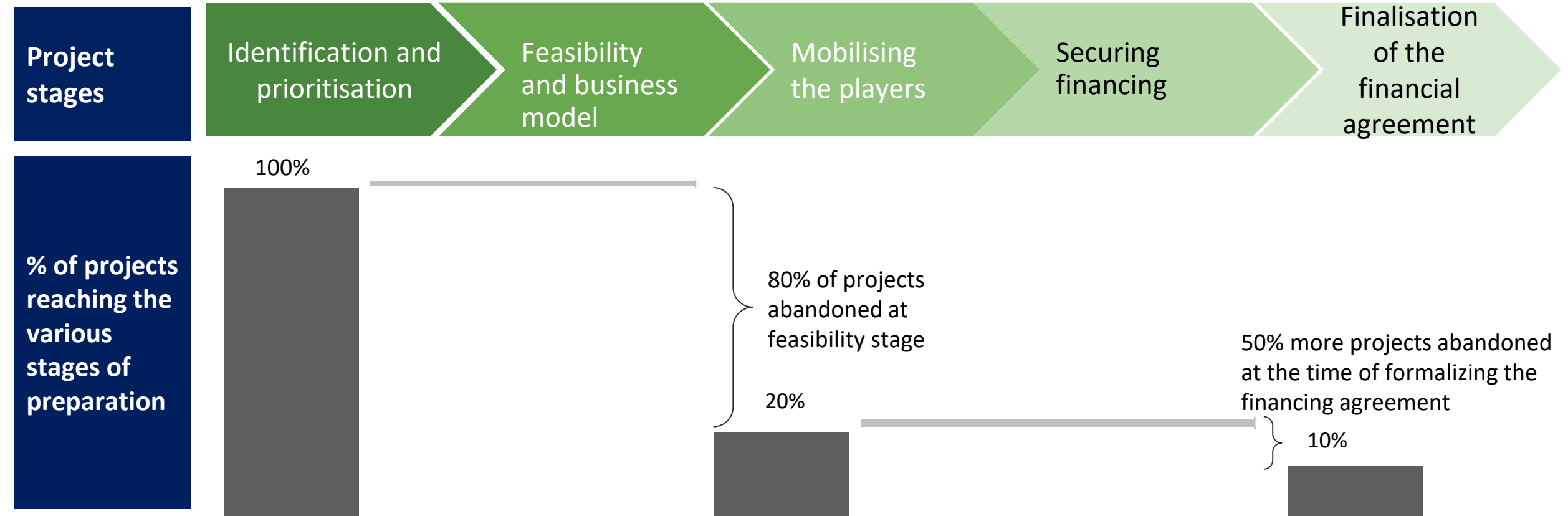
Provides financing for specific initiatives, ensuring the necessary resources for planning, construction and operation.

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Achieving tangible results and the desired objectives.

The paradox of access to sources of finance to support your climate projects

Despite the funds available, the existence of project pipelines and the needs, few projects reach the stage of financial closure.





III.

**Integrating the gender
dimension into all stages
of the project cycle**

Key concepts

Gender

The social attributes and opportunities associated with being male or female.

Gender equality

Equal rights, responsibilities and opportunities for women and men, taking into account their different interests, needs and priorities, and by recognising the diversity of different groups of women and men.

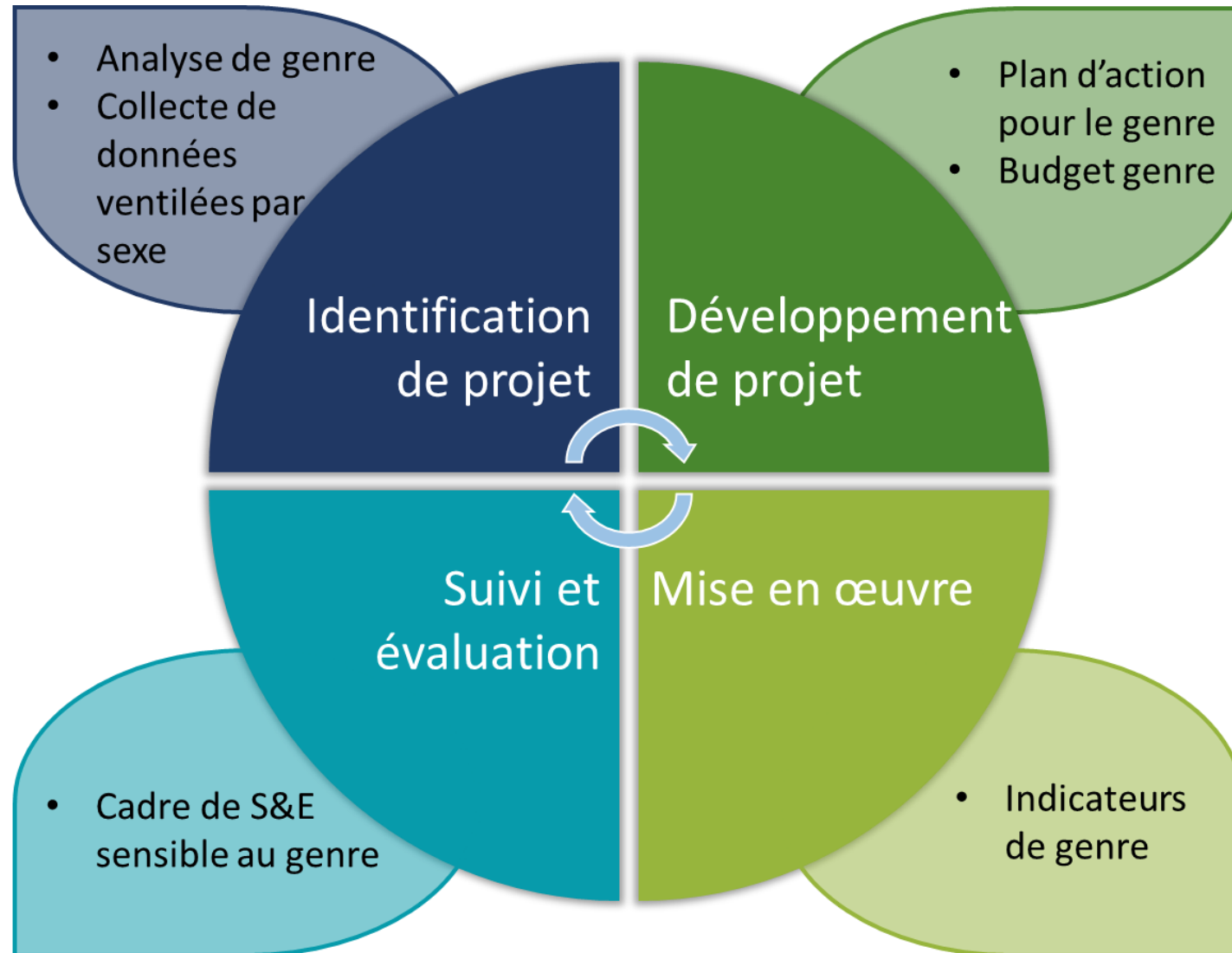
Gender integration

A strategy to promote gender equality.
Ensure that gender perspectives and attention to the goal of gender equality are at the heart of all activities.

Degree of integration of gender into a project

Négatif au genre	Renforce les stéréotypes négatifs ou cause des dommages.
Neutre au genre	Aucune attention porte aux inégalités de genre.
Sensible au genre	Prend en considération le genre, les données sont variées par sexe.
Répondant au genre	Les besoins et capacités différenciés sont pris en comptes.
Transformatif par rapport au genre	Les causes des inégalités de genre sont adressées, les structures de pouvoir et normes sociales sont visées.

Gender integration throughout the project cycle



Focus on gender analysis

- At the start of project design to ensure that the project 1) **understands** the existing gender inequalities in the project context, and 2) **addresses** these differentiated needs to help reduce these inequalities
- Determine whether there are any **forms of** legal, political, economic, social, cultural or other **discrimination** in the sector targeted by the project
- **Recommend** the most important measures that the project should implement in order to prevent or combat the worsening of the gender inequalities identified
- Calling on **gender expertise**
- Ensure that a gender-sensitive **participatory approach** is adopted



Example: Gender analysis for a coastal community resilience project in Liberia





IV. Overview of project preparation facilities

What are Project Preparation Facilities (PPF)?

- Organisations, projects or institutions that **help cities to develop** bankable, investment-ready projects.
- They support activities during the project preparation phase **to successfully link a project to funding**.
- A PPF can provide **technical and/or financial support**. PPFs can provide a wide range of support depending on the stage and sector of a project.

For each PPF, the database provides :

- Eligibility criteria
- Type of support offered
- Application process



ABOUT MEMBERS PR

HOME > RESOURCES > PROJECT PREPARATION RESOURCE DIRECTORY

Project Preparation Resource Directory

<https://citiesclimatefinance.org/project-preparation-resource-directory/>

PPF intervention procedures

Allocating direct funding to local players, knowledge brokers and intermediaries

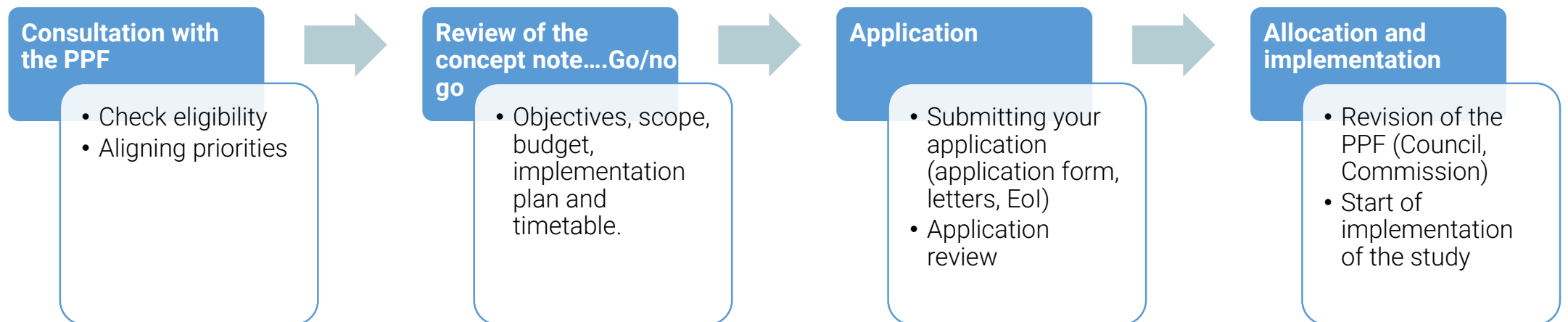
Example: EU programmes, IKI grants : EU programmes, IKI grants
Advantage: control over technical and financial management, management of activities provided directly by the community
Challenge: complex management and reporting processes, difficulties in identifying and recruiting qualified experts

Provision of technical assistance and expertise

Example: CICLIA, Gap Fund, UMDF, IMIF TAF
Advantages: simplified management and procedures, mobilisation of experts by the partner
Challenge: loss of control over the process, no additional funding to recruit the chosen experts, etc.

PPF eligibility criteria

- **The eligibility** of a project will differ for each financier, with different criteria for selecting projects.
- **Start checking ...**
 - if you come from an eligible country,
 - whether cities can apply or whether this has to be done via another body (e.g. the national government),
 - which sectors are eligible,
 - which stages are covered and which activities are eligible,
 - if the fund is linked to an institution (e.g. a development bank),
 - what is the application deadline (if applicable).



A wide range of facilities for preparing projects, some of which solely focused on climate change

AFRICA50

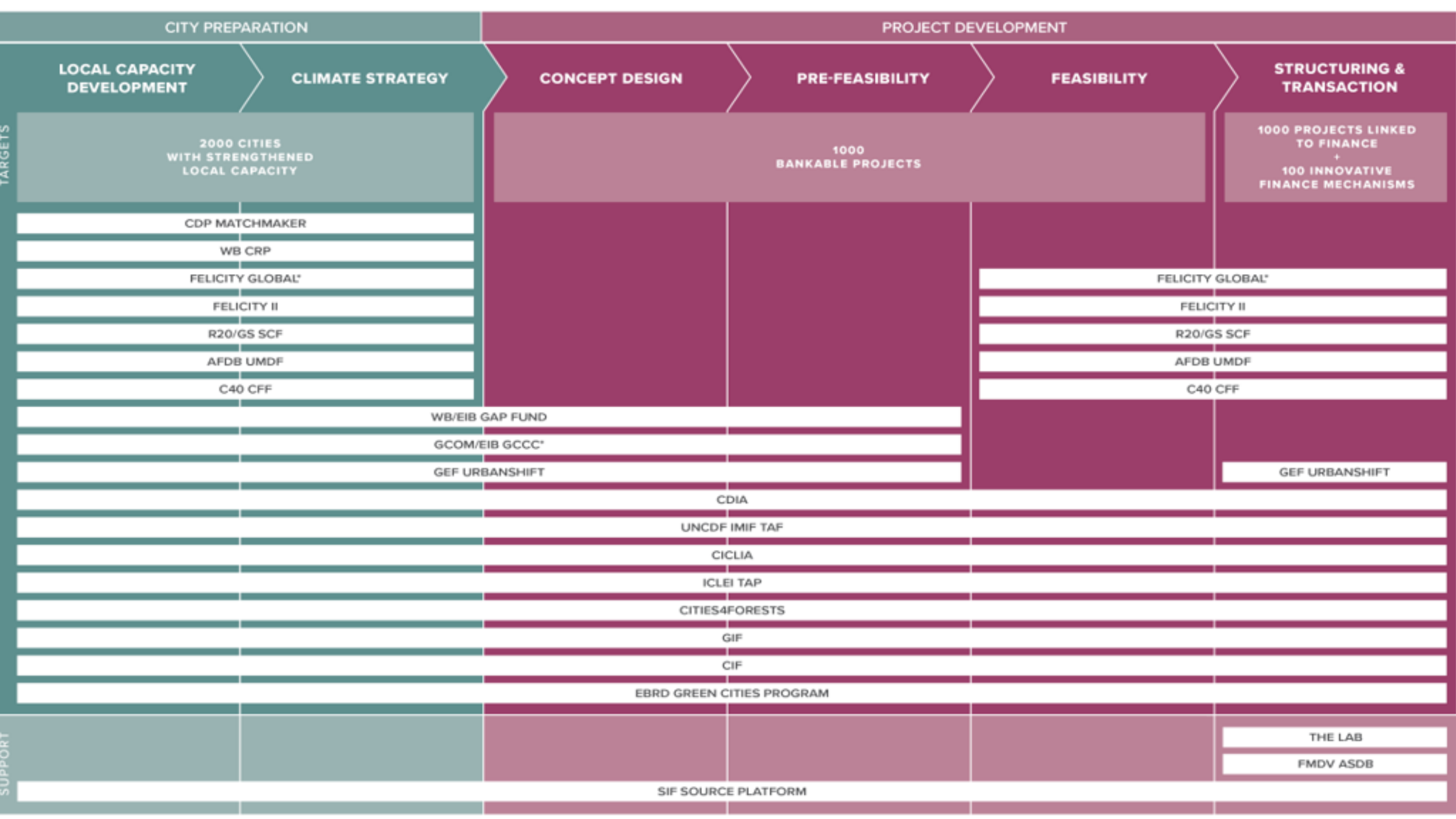


DISTRICT ENERGY IN CITIES INITIATIVE



The International Municipal Investment Fund





The Urban and Municipal Development Fund (UMDF)



- **Description:** Established in 2019 by the AfDB, the UMDF provides financial and technical assistance to national and local governments to improve governance, planning, and prepare investments in sustainable urban development for cities to become more resilient to climate change, liveable and productive, supporting national socio-economic development and poverty reduction.
- **Intervention sectors:** urban governance and infrastructure, essential services, climate resilience and low-carbon urban development, gender-inclusive growth, participation of women and marginalised groups in urban planning and governance, equal access for men and women to resilient infrastructure and basic services, as well as training opportunities. Since its inception, the UMDF has funded a wide range of projects, from training sessions in Togo to the creation of a major knowledge product on intermediate cities, launched at Africities.
- **4 specific programmes:**
 - **African Cities Programme:** supports cities in action planning, capacity building, project identification and preparation as part of an intensive two-year process to implement investments.
 - **Project Preparation Programme:** provides financial or technical assistance to accelerate the maturation of high-impact urban infrastructure projects.
 - **Access to Financing for Municipalities Programme:** transaction-based technical assistance support for cities to improve their solvency and capacity to invest in sustainable urban development.
 - **African Cities Network:** stimulating knowledge transfer, learning and exchange between peers. As members of the Network, cities share their experiences, best practices and lessons learned from concrete cases.
- **Process:** Requests for technical or financial assistance should be addressed to the Bank (contact the AfDB, its country offices or the UMDF) by means of a letter of request and the submission of a project application. Project proposals must be supported by the relevant local and national authorities and aligned with the AfDB's global and country strategies. Templates are available [here](#). Once received, the proposal goes through a review and quality control process.
- **Contact:** umdf@afdb.org



City Climate Finance Gap Fund (Gap Fund)



- **Description:** The City Climate Finance Gap Fund (or "Gap Fund") aims to help cities in low- and middle-income countries transition to low-carbon, climate-resilient pathways in line with the goals of the Paris Agreement.
- **Sectors:** Urban mobility; Energy efficiency and small-scale renewable energy projects; Solid waste management; Water and sanitation management; Greening of urban areas and nature-based solutions; Green buildings; Adaptation to climate vulnerabilities; Affordable and energy-efficient housing; Multi-sectoral and regional investment programmes.
- **Type of support provided:** The Gap Fund provides a range of technical assistance and capacity building to support climate-smart planning and investment in cities in developing and emerging countries. The Gap Fund's technical support is limited to the preparatory and preliminary phases of projects (e.g. support to cities in strategic planning, pre-feasibility phases of a project).
- **Eligibility criteria:**
 - Cities, local authorities and financial intermediaries
 - Projects must be located in low- or middle-income countries
 - The applicant must be a city or local authority. The question of the city taking ownership of the project is very important.
 - The project must be located in an urban area or be functionally linked to an urban area.
 - The project must have strong climate action potential.
 - The Gap Fund will preferably support projects that form part of annual or multi-annual structural programmes between the EIB and the World Bank and the sector ministry concerned.
 - The chances of a project being selected for Adjustment Fund support also increase if the EIB, the World Bank or the GIZ have a track record in the sector or type of project, or if they have already worked with the city in the past.
- **The process:**
 1. Download and complete the expression of interest form: <https://www.citygapfund.org/sites/default/files/2023-11/city-gap-fund-form-fr.pdf>
 2. Submit the expression of interest form online <https://www.citygapfund.org/apply-for-support>

Transformative Actions Program (TAP)

- **Description:** TAP is ICLEI's global initiative to help local and regional governments transform their net-zero and resilient development infrastructure concepts into mature, robust and bankable projects ready for financing and implementation.
- **Type of support provided:** Technical assistance and capacity building; partnership building; business case development; marketing the project to private investors; technical assistance to support project definition.
- **Eligibility criteria:**
 - Local and sub-national governments, or their partners
 - Projects at a very early stage of development/idea.
 - Requests from local authorities or their partners
 - Quantification of the benefits for the climate
 - Proving political support
 - Demonstrate alignment with local, national and international objectives
 - Holistic approach
 - List and quantify co-benefits
 - Potential for scale-up and reproducibility
 - List of potential risks and mitigation plan
 - References and demonstration of a strong commitment by the parties involved
- **The process:**
 - Applying to TAP: Every year, TAP organises a number of calls for applications. Once the application process is open, candidates can apply and register or log on to access the application form: <https://tap-potential.org/apply/>
 - Deadline: **31 October 2024, form available [HERE](#)**

National development Banks/financial intermediaries as catalysts for project preparation solutions: the case of FEICOM

- National banks and local authority financing institutions are working on **catalyst** projects for financing climate-smart urban infrastructure
 - **Platforms providing a pipeline of bankable infrastructure projects** to attract investment from multilateral banks and the private sector
 - **Capacity-building** to improve access to various sources of funding
 - **Dedicated fund** to help NDBs prioritise resources
 - **Mobilisation of resources**, via staff dedicated to the specific needs of the cities and the project (PPF, TA)
 - **Accreditation by the International Climate Fund**, which strengthens the capacity of NDBs to support green infrastructure projects
 - **Green/sustainable bonds** to support green urban infrastructure projects



Discussion

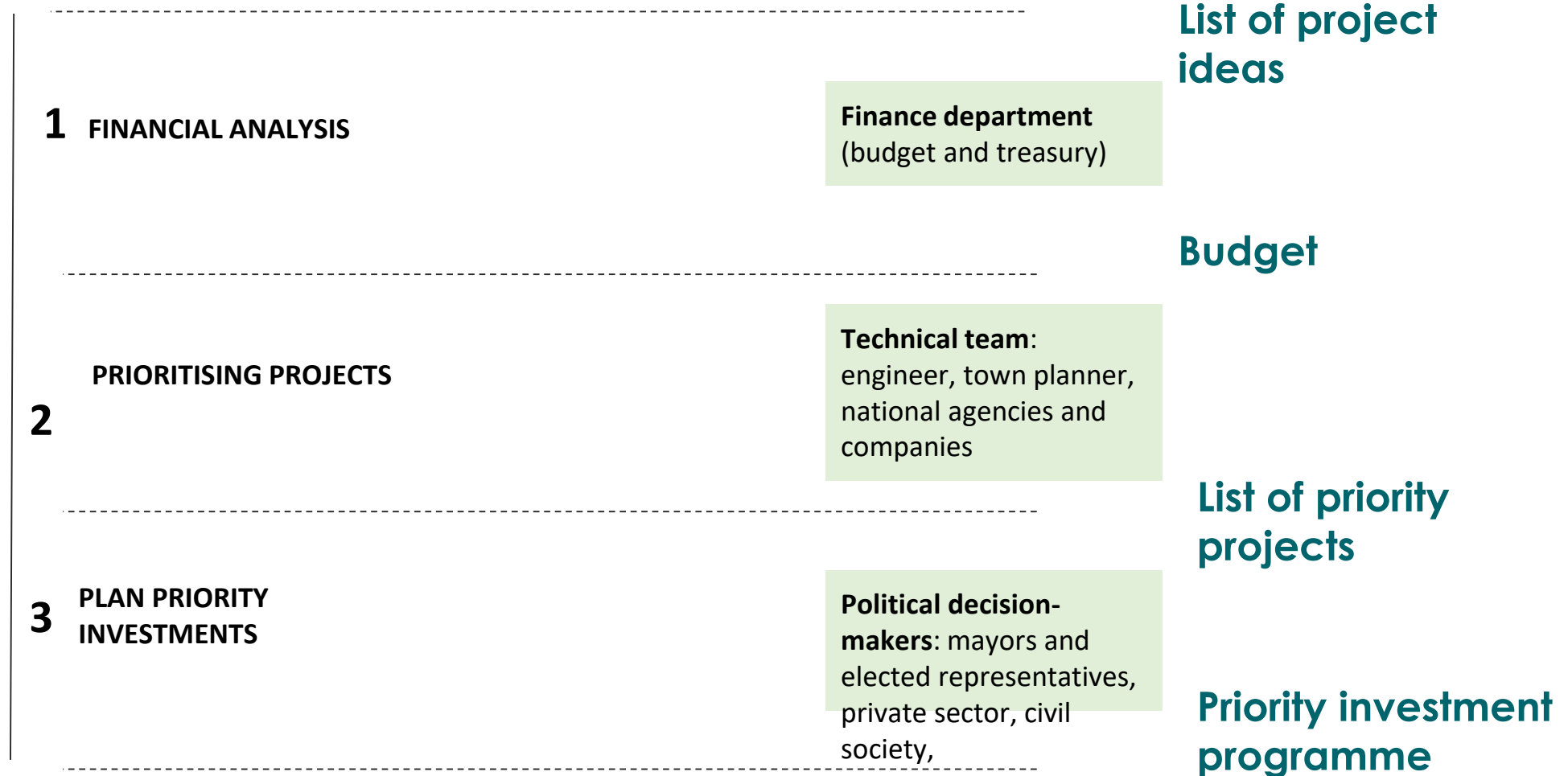
What tools and services does FEICOM offer to help cities prepare their projects?



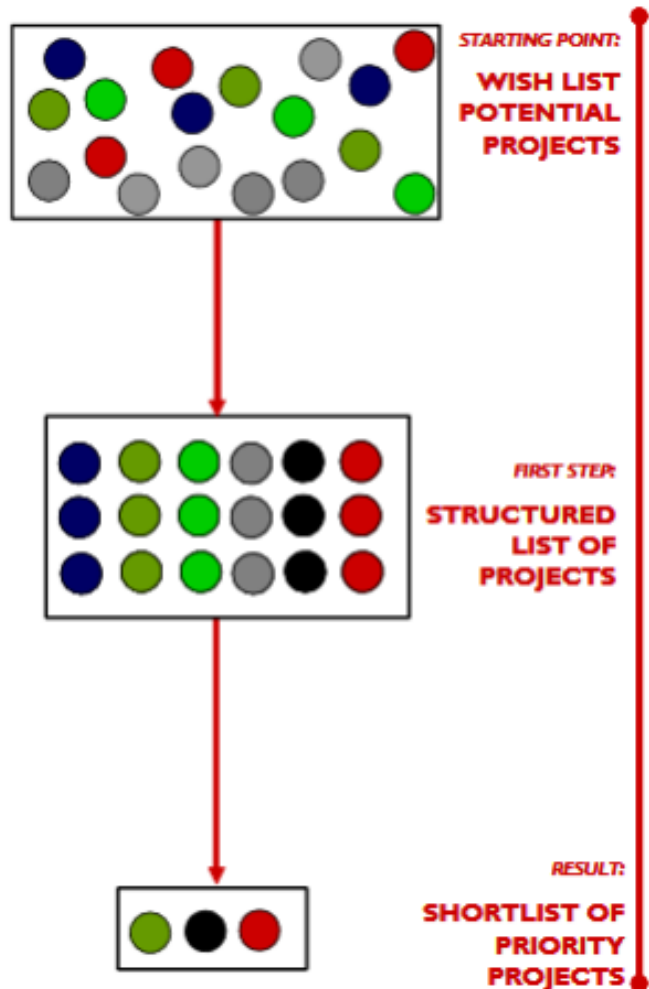
V.

**How do you prioritise your
climate projects?**

Prioritisation in several stages, drawing on a range of expertise



Stages and parties involved in the prioritisation process



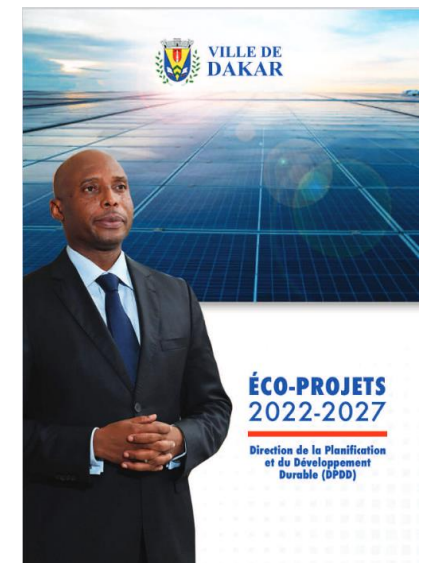
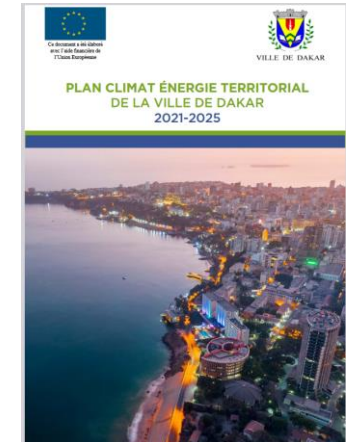
Project ideas

Analysis of the mandate
Results of preliminary assessments
(climate plan)
Understanding the activities carried out
by potential partners

Identification of a structured list of projects

A series of criteria ranked in
order of importance and a
prioritisation process in
collaboration with technical and
financial partners

Prioritisation and selection of projects








Prioritisation criteria vary depending on the context

Identify the most relevant criteria for assessing your projects


1. Potential for local ownership
2. Environmental impact
3. Social impacts (gender, ownership, inclusiveness)
4. Economic impact
5. Technical feasibility
6. Economic and financial feasibility
7. Political commitment at various levels

A wide range of online prioritisation tools

INDEX		# OF QUESTIONS	LOWEST SCORE	HIGHEST SCORE
	<p>PROJECT PURPOSE; This index looks into the necessity of the project compared to other proposed projects, the point of reference being the stated city development objectives. It tries to identify those projects of strategic importance for the development of the locality, so it factors in the consequences of delaying the project and the status of the existing services. Additional points can be earned by those projects that have an impact beyond the municipal boundaries, that have a multiplier effect on other sectors or that are indispensable for other facilities and services.</p>	7	0 norm.= 0	21 norm.=10
	<p>PUBLIC RESPONSE; This index gives an idea about the public desirability of the project from the perspective of different user groups and stakeholders in society. It looks into the political support within the administration and whether there has been articulated positive or negative response from resident groups, NGO's or the public at large. The question whether there has been a form of public consultation may seem an obvious one, but is an essential element in any planning process that is worth paying special attention to. Finally a local 'champion' or campaigner for the project can <i>make or break</i> the image of the project in the media and among the greater public and is therefore an influential factor in the equation.</p>	8	-7 norm.= -3	22 norm.=10
	<p>ENVIRONMENTAL IMPACT; This index gives an indication of the impact of the project on the environment locally and within the urban region/regional ecosystem. Distinguishing between direct and indirect impact it identifies the potential environmental benefits and costs of the project and gives higher scores to those projects that make an improvement to living standards, public health and a green environment.</p>	5	-7 norm.= -4	15 norm.=10

	<p>SOCIO-ECONOMIC IMPACT; This index scores the qualities of the project for the society socially and economically. It filters out those projects that improve the quality of life for citizens. Projects with an explicit pro-poor focus get more points. Also those projects that create employment locally or have a positive contribution to the local or regional economy receive a higher ranking. Further it is important that the project delivers value for money and does not burden certain groups in society with charges they cannot afford.</p>	9	-6 norm.= -2	26 norm.=10
	<p>FEASIBILITY OF IMPLEMENTATION; This index gives an idea of the likelihood that the proposed project will actually be implemented. The reason for asking these questions is to advance the thinking about sources of funding, budget implications and implementation capacity of the administration and also to avoid so called '<i>white elephant</i>' projects. It also identifies if there are any external factors that may negatively impact the outcome of the proposed project.</p>	10	-6 norm.= -1	29 norm.=10

Source: CDIA, 2009



VI.
**Tips for writing your
concept notes**

Concept note - Essential elements

1. Highlight the need to implement:

Problem to be solved/how/approach
rationale/technology

2. Emphasise the desire to implement:

Mentioned in a planning document? Budget
and staff to be allocated at least in order to
operate and maintain?

3. Draw as much as possible on existing experience, data and studies

e.g. pilots, market analysis.

4. Present an economic/operational model that could work realistically

Outline the main risks and how they could
be mitigated.

5. Analysis of the project environment:

regulations, administrative processes,
population readiness, etc.

6. Preparing for implementation :

Availability of necessary
materials/resources/skills? Location
identified?

7. ESG

Environmental, social and gender aspects

Conceptual phase - development of a climate rationale

Example 1: Solid waste management

1. Building the story:

- Due to CC, extreme precipitation events are more frequent
- Inadequate waste collection and treatment means that waste accumulates in the sewers. This increases the risk of flooding in the event of extreme rainfall.
- The flooded area risks being contaminated by waste.

1. Demonstrate the veracity of the story by providing data:

- Historical rainfall data showing a difference in rainfall patterns; if possible, provide models that confirm this trend
- Historical flood data (number of floods and size of flooded area)
- Description of current waste management and evidence that waste is blocking the drainage system.

1. Useful indicators:

- How many hectares of land/households would not be flooded in the event of extreme rainfall if the project were implemented?

Project concept note template (1/3)

Project name :	Name
Location:	City, Country
Manager:	Indicate the name of the organisation(s) developing or behind the project If the project is to be undertaken by a consortium, list all members.
Contact details :	Provide the name and contact details (e-mail address and telephone number) of at least two key people involved in the proposal.
Project description :	Briefly describe the infrastructure/service to be provided by the project, its intended location, scope and structure, key stakeholders, etc.
Project phase :	Idea/concept note/feasibility/pilot
Justification and objective of the project :	<p>Describe the purpose and need for the project (see mitigation/adaptation): why does the project need to be implemented? If applicable, what is the development plan behind the project? Share any research carried out or data collected.</p> <p>Explain the benefits of the chosen solution in relation to the mitigation/adaptation objectives: how will the project be innovative, transformative and/or have an impact on achieving the desired objectives. Describe the social, economic and/or environmental benefits expected from the project. Share any research carried out or data collected.</p>

Project concept note template (2/3)

Project results :	Identify the quantifiable results of the project, in terms of facilities built, services provided, etc. (e.g. size of facility built, number of people or households served, amount of clean water or electricity provided).
Impact of the project:	<p>Choose the relevant areas of impact from the following:</p> <p>Mitigation - Reducing emissions from: access to energy, energy efficiency and clean energy production; low-emission transport; buildings, cities, industries and appliances; forestry and land use; waste disposal.</p> <p>Adaptation - Increasing the resilience of : Most vulnerable people and communities; Health and well-being; Food security and agriculture; Water security and sanitation; Infrastructure and built environment; Ecosystem and ecosystem services</p>
Estimated quantified impact:	<p>Estimated impact on mitigation: in tCO₂eq over the product's lifetime</p> <p>Estimated impact of adaptation: number of direct beneficiaries and % of base population</p> <p>[This must be adapted to the requirements of the SPP or donors].</p>
Co-benefits of the project:	Education, local economic development, safety, indigenous communities/cultural preservation, gender equality and youth development

Project concept note template (3/3)

Alignment with local and national priorities:	<p>Indicate the local plans or policies on which this project is based.</p> <p>Briefly indicate how the proposal aligns with the national priorities of the recipient country(ies) (e.g. NDC submitted to UNFCCC/National Climate Strategies/Nationally Appropriate Mitigation Actions/National Development Plan/National Adaptation Plan). These priorities will be detailed below.</p> <p>Describe how ownership by national stakeholders will be ensured. Mention related ongoing or planned national/regional initiatives and how coordination and complementarity will be ensured.</p>
Regulations and approvals:	<p>List all regulations, statutes, registrations and approvals required to implement the project (e.g. community engagement, local content requirement for material, environmental impact assessment, network impact assessment, etc.).</p>



Questions and answers



**Thank you for
your time!**

Blondel Silenou: blondel.silenou@iclei.org

Melissa Kerim: mkerim@gcomprojectsupport.org

Lucy Lavirotte: lucy.lavirotte@iclei.org