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## MPTF OFFICE GENERIC ANNUAL PROGRAMME<sup>1</sup> NARRATIVE PROGRESS REPORT

REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2021

THIS REPORT COVERS TWO SUCCEEDING PROJECTS OF THE CAFI SECRETARIAT

<b>Programme Title &amp; Project Number</b>	<b>Country, Locality(s), Priority Area(s) / Strategic Results<sup>2</sup></b>																								
<ul style="list-style-type: none"> <li>• Programme Title:             <ol style="list-style-type: none"> <li>1) CAFI Direct Cost Technical Secretariat and 2) CAFI MPTF Secretariat -Direct</li> </ol> </li> <li>• Programme Number</li> <li>• MPTF Office Project Reference Numbers:<sup>3</sup> 00097460 and 00127868</li> </ul>	<p>Country/Region: Africa</p> <hr/> <p>Priority area/ strategic results:</p> <p>Sustainable Development (<a href="#">UNDP Strategic plan</a>)</p>																								
<b>Participating Organization(s)</b>	<b>Implementing Partners</b>																								
Organizations that have received direct funding from the MPTF Office under this programme: UNDP	UNDP																								
<b>Programme/Project Cost (US\$)</b>	<b>Programme Duration</b>																								
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<sup>1</sup> The term “programme” is used for programmes, joint programmes and projects.

<sup>2</sup> Strategic Results, as formulated in the Strategic UN Planning Framework (e.g. UNDAF) or project document.

<sup>3</sup> The MPTF Office Project Reference Number is the same number as the one on the Notification message. It is also referred to as “Project ID” on the project’s factsheet page the [MPTF Office GATEWAY](#)

<sup>4</sup> The MPTF or JP Contribution, refers to the amount transferred to the Participating UN Organizations, which is available on the [MPTF Office GATEWAY](#)

<sup>5</sup> The start date is the date of the first transfer of the funds from the MPTF Office as Administrative Agent. Transfer date is available on the [MPTF Office GATEWAY](#)

<sup>6</sup> As per approval of the original project document by the relevant decision-making body/Steering Committee.

<sup>7</sup> If there has been an extension, then the revised, approved end date should be reflected here. If there has been no extension approved, then the current end date is the same as the original end date. The end date is the same as the operational closure date which is when all activities for which a Participating Organization is responsible under an approved MPTF / JP have been completed. As per the MOU, agencies are to notify the MPTF Office when a programme completes its operational activities.

**Programme Assessment/Review/Mid-Term Eval.**

Assessment/Review - if applicable *please attach*

Yes  No Date: *dd.mm.yyyy*

Mid-Term Evaluation Report – *if applicable please attach*

Yes  No Date: *dd.mm.yyyy*

**Report Submitted By**

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- Title: Head of CAFI Secretariat
- Participating Organization (Lead): UNDP
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-

This report on the activities of the CAFI Secretariat provides an update on progress made by the CAFI Secretariat in 2021.

**This report serves as a report to both projects, the initial direct cost budget ([CAFI: Direct Cost - Technical](#) which started in 2015 and ended in 2021) and the new direct cost budget “[CAFI MPTF Secretariat – Direct Cost](#)”, which started in 2021 and will run until 2025.**

This report outlines the Secretariat’s progress towards the overarching goals set out in its [Terms of Reference](#)<sup>8</sup>, i.e. to:

- support the programming cycle through a proactive and strategic approach to accelerate implementation
- support monitoring and evaluation
- support the Executive Board (EB) in taking informed decisions, organize EB meetings and other meetings
- represent CAFI at meetings, side-events and regional fora
- support fund-raising efforts with the MPTF-Office and the EB, and support the MPTF-Office in the preparation and update of agreements between implementing agencies and CAFI
- ensure communications and knowledge management
- deliver efficient and effective operational processes (contract service providers and vendors)

This report has been structured around these main goals.

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<sup>8</sup> The link on new CAFI web site, as of May 2021, will be at [www.cafi.org/how-we-work](http://www.cafi.org/how-we-work)

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## Acronyms

AFD = French Development Agency  
CAFI = Central African Forest Initiative  
CBFP = Congo Basin Forest Partnership  
COP 26 = 26<sup>th</sup> Conference of the Parties (to the UNFCCC)  
CBFP = Congo Basin Forest Partnership  
COMIFAC = Central African Forests Commission  
CPIC = The Coalition for Private Investment in Conservation  
CIFOR = Center for International Forestry Research  
DRC = Democratic Republic of Congo  
EB = Executive Board  
EUR = euros  
Eoi = expression of interest  
FAO = Food and Agriculture Organization of the United Nations  
FONAREDD = National REDD+ Fund (of the DRC)  
GEF = Global Environment Facility INGOs = international non-governmental organizations  
GIZ = German Corporation for International Cooperation  
GRET = Group for Research and Technology Exchanges  
HACT = Harmonized Approach to Cash Transfer  
(I)NGO = (International) Non-Governmental Organisation  
IIED = International Institute for Environment and Development  
ID = Initiative Développement  
LOI = Letter of Intent  
MPTF-O = Multi Partner Trust Fund - Office  
MRV = Monitoring, Reporting and Verification  
NICFI = Norway's International Climate and Forest Initiative  
REDD+ = Reducing emissions from deforestation and forest degradation  
TNC = The Nature Conservancy  
IUCN = International Union for the Conservation of Nature  
UNDP = United Nations Development Programme  
UNFCCC = United Nations Framework Convention on Climate Change  
UK = United Kingdom  
M USD = million United States dollars

# 1. A Programming cycle that builds on policy dialogue

## Procedural

The CAFI Secretariat finalized major revisions of the [CAFI Terms of Reference](#), adopted in January and December 2021, and the elaboration of the [CAFI Manual of Operations](#), adopted in January 2021.

## Supporting the policy dialogue

To support the strategic dialogue between CAFI's partner countries and the Executive Board, the CAFI Secretariat provided support to representatives of the Executive Board and embassies in the region, held regular exchanges with partners countries and contributed to mobilizing political actors at a high level.

**Democratic Republic of Congo:** After months of negotiations between CAFI (DRC Working Group, CAFI Secretariat, embassies) and the DRC government and civil society, as well as several missions to the DRC (in February and September), working out the objectives, programming priorities and governance arrangements for a new partnership with the DRC, the Letter of Intent was agreed to in November 2021 during the COP 26 in Glasgow with a joint statement signed by President Tshisekedi of the DRC and Prime Minister Boris Johnson of the United Kingdom. In this renewed, ten-year partnership with 500 M USD in funding allocations over the first 5 years, CAFI funding is matched with very ambitious policy commitments by the DRC, with a focus on reducing and stabilizing forest loss based on scientific evidence, preserving the most valuable forest, and doing so by acting in partnership with all sectors of the economy and so in a coordinated manner. Objectives have been agreed to for the next 5 and 10-years with 2-year intermediate milestones. All objectives are structured across 8 thematic pillars.

In the context of these negotiations, the CAFI Secretariat supported and participated in meetings of the DRC's negotiation Task Force with members of the cabinet of the ministries of finance and environment, the FONAREDD and other external experts. Furthermore, the CAFI Secretariat prepared and participated in bilateral sectoral meetings with experts and civil society, in meetings between CAFI donor country ambassadors and the DRC government.

High level policy dialogues were also organized online:

- As part of the 18<sup>th</sup> CAFI Executive Board meeting, between H.E.M. Nicolas Kazadi (DRC Finance Minister), H.E.M. Hans Brattskar (Special Envoy of the Ministry of Climate and Environment of Norway), H.E.Ms Emily Maltman (Ambassador of the UK in DRC), H.E.M. Gunter Nooke (Personal representative of the German Chancellor for Africa), and H.E.M. Per Pharo (Director of NICFI).
- As part of the 19<sup>th</sup> CAFI Executive Board meeting, between the CAFI Executive Board and the DRC's Chief of Staff in the Ministry of Environment, Mr. Yves Kitumba, the Ministry of Finance's Deputy Chief of Staff, Ms. Ginette Muteta-Nzau and the Advisor to the Vice Prime Minister and Minister of Environment, Dr. Joe Malassi.

**Republic of Congo:** In June, as part of CAFI's 18<sup>th</sup> Executive Board meeting, the CAFI Secretariat organized a high-level session with Germany's ambassador in the Republic of Congo and the Republic of Congo's Permanent Secretary for the

coordination of the implementation of the Letter of Intent in the Republic of Congo. From September 26 to October 15, the CAFI Secretariat conducted a mission to Brazzaville, collecting data and analysis and meeting with key stakeholders to prepare for the annual review of the partnership. The CAFI Secretariat collaborated with the Republic of Congo's Permanent Secretary for the organization of the partnership Steering Committee (chaired by the Prime Minister), two meetings on September 16 and November 16, as well as a direct dialogue between the Interministerial Committee and the CAFI Executive Board on December 13. The latter led to the adoption of a joint resolution recommending action plans to improve delivery on the partnership's results and milestones.

**Gabon:** In June, the CAFI Secretariat organized a public event with Gabon's Minister of Forests, Oceans, Environment and Climate Change, the Norwegian Minister of Climate, Germany's ambassador to Gabon, the NICFI Director and Gabon's permanent Secretary of the National Climate Council to celebrate a historic 10-year results-based payment agreement between Gabon and CAFI worth 150 M USD. The first 17 M payment was made to Gabon for results obtained between 2016-2017 and represents the first time an African country received payments for forest emission reductions.

**Cameroon:** The CAFI Secretariat elaborated a phased approach to develop the partnership with Cameroon, combining pilot investments with support for the finalization of sectoral strategies and policy reforms to test feasibility and political will before deciding to enter a larger programming phase. A mission of the CAFI Secretariat in November to Yaoundé helped to obtain the government's agreement for a high-level steering of a future partnership, to develop a common understanding on the approach for the establishment of a pilot phase of the partnership, to identify an appropriate governance framework and coordination mechanism and to initiate exchanges on future pilot investments. As a result of this mission, the Minister for Economy, Land-Use Planning and Planning agreed to pilot and coordinate the future partnership with CAFI. The CAFI Secretariat coordinated closely with the Facilitator of the CBFP, Dr. Christian Ruck, before and during CBFP missions to Cameroon, that enabled CAFI's policy dialogue with Cameroon's authorities to be substantially pushed forward.

**Equatorial Guinea:** the CAFI Secretariat coordinated with the French Embassy in Malabo and the Ministries of Finance, Economy and Planification and the Ministry of Agriculture, Livestock, Forests and Environment to develop and finalize, with formal endorsement, the terms of reference for a call for expressions of interest.

**Central African Republic:** The CAFI Secretariat drafted the Call for Expression of Interest and reviewed the submissions received for the implementation of a new preparatory grant, approved by the board in November 2020, to support the Letter of Intent and prepare feasibility studies. AFD was selected as an implementing agency, a new project document was signed in April, but the project start was delayed until 2022.

### Participating in governance structure & supporting the development and submission of programme documents and programme portfolio documents

**At the regional level:** in April 2021, CAFI launched a regional call for expressions of interest (decision [EB.2021.03](#)) to develop a portfolio of scalable, innovative agricultural projects with operators that have demonstrated results on the ground around innovative agricultural approaches. The CAFI secretariat received and assessed fifteen expressions of interest. Two preparatory grants for International NGOs (One Acre Fund and Farm Africa) were approved by the Executive Board approved, and five other proposals submitted by CIFOR (DRC), GRET and Nature+ (DRC), PROFOREST/GTC (Republic of Congo), IIED (DRC), Rainforest Alliance (Cameroon) were pre-selected.

**In the Democratic Republic of Congo** through the organization of regular meetings between Norway (DRC Lead) and the FONAREDD Secretariat, the CAFI Secretariat provided policy and technical advice and support to FONAREDD to meet its pipeline development objectives. By participating in nine meetings of the FONAREDD Technical Committee, the CAFI Secretariat contributed to discussions and monitoring of the 16 operational programmes that CAFI funds through the Technical Committee of the DRC's National REDD+ Fund, FONAREDD. In an effort to centralize and make information easily accessible (with different access levels) to CAFI donors, Executive Board and the general public, the CAFI Secretariat continued to make related documentation available, with various levels of access, by meeting [here](#) and by programme [here](#). This means that a stakeholder looking for information on a specific programme may find all background documents (such as mid-term evaluations, technical notes and available deliverables) and recommendations of the Technical Committee in the folder dedicated to this programme on the CAFI Drive.

The CAFI Secretariat evaluated the request from FONAREDD for disbursement of a 6th sub-tranche of 11,241,961 M USD to FONAREDD and based on the Secretariat's recommendations, the Executive Board approved this funding (decision [EB.2021.17](#)) to support the implementation of programmes for land use planning, land tenure reform, sustainable agricultural management, civil society, demography, as well as for the provincial programme in Equateur province in the DRC. Furthermore, the CAFI Secretariat coordinated the consolidation of joint positions of the Board on programme approval and the next phase of the partnership (strategic framework and programming framework).

The CAFI Secretariat furthermore supported decision-making pertaining to the 11th Steering Committee of the FONAREDD<sup>9</sup>.

In the **Republic of Congo**, four programmes were approved in 2021 under the joint programming framework of the Letter of Intent.

- A programme (2 M US\$) aimed to operationalize the National Measurement, Reporting and Verification System (SYNA-MRV) with FAO was approved in June.
- A programme (1.5 M US\$) titled *Coordination project in support of the Prime Minister Office*, jointly supported by the United Nations Resident Coordinator Office in Brazzaville and CAFI, was approved in June.
- A programme (7 M US\$) to support the potential of sustainable wood energy (PROREP), implemented by FAO, was approved in November.
- A programme (1 M US\$) to support the promotion of improved cookstoves to alleviate the pressure on woodfuel sources in Brazzaville and Pointe-Noire, implemented by Initiative Développement (ID) was approved in November.

To advance this process, the CAFI Secretariat organized the independent evaluation of these programmes. The CAFI Secretariat also reviewed programme documents submitted by AFD on Land-Use Planning and on Improved Cook Stoves by the NGO Initiative-Développement.

Following the launch of a call for expression of interest to strengthen environmental governance in the Republic of Congo, the CAFI Secretariat assessed in 2021 three expressions of interest received from the World Bank, GIZ and UNDP. The CAFI Secretariat published a second Call for Expression of Interest for the implementation of a programme to support Civil Society Engagement, with submissions received on 18 December and reviewed over end of 2021 and early 2022.

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<sup>9</sup> Which did not take place and was replaced with a email decision-making process

In **Gabon**, the CAFI Secretariat reviewed a programme proposal submitted by The Nature Conservancy in forest certification, which subsequently was approved for funding by the Executive Board later in the year. The Secretariat participated in two programme steering committee meetings (CAFI 1 & 2), resulting in the approval of annual workplans and budgets and coordinated regular bipartite and tripartite calls between the government, the French Development Agency (AFD), The Nature Conservancy (TNC) and CAFI to discuss project implementation progress and progress towards the milestones. The Secretariat also supported the development of four programmes to be funded under CAFI 3 (results-based payments) and to be approved in 2022. In **Equatorial Guinea**, the CAFI Secretariat prepared and coordinated inputs for a call for Expression of Interest (Eoi) to identify a capable implementing agency to support the policy dialogue and conduct studies to identify preliminary data and the most suitable relevant opportunities in the land-use and forestry sector for a potential future collaboration. The Call for Eoi was ultimately launched in January 2022.

**Regional:** The CAFI Secretariat participated and provided guidance in the Steering and Technical Committees of the FAO-led “Trends and Driver's study”. Furthermore, the CAFI Secretariat organized a review and independent evaluation of IUCN’s Regional Nature+ Accelerator programme that was approved by the Executive Board later in the year, to attract private finance for conservation projects, with the CAFI Secretariat in its governance structure.

#### Independent evaluation of investment programmes and milestones

In Gabon, the Secretariat organized the independent evaluation the milestones of the Letter of Intent (Land Use Planning and Forest Monitoring), to be concluded in Q1 2022.

#### INGO access to the CAFI Fund: diversifying our pool of expertise - from theory to practice

Based on CAFI’s new Terms of Reference, which grant international non-governmental organizations access to the CAFI trust fund, and according to the procedures described in the Fund’s Manuel of Operations, the CAFI Secretariat carried out assessments of IUCN (Regional Program), TNC (Gabon Certification), One Acre Fund and Farm Africa (as part of the DRC EOI on Innovative Agriculture). The results were positive and all four INGOs were granted access to the CAFI Trust fund. To facilitate INGO access to the CAFI Trust Fund, the Secretariat developed an assessment tool with a questionnaire on social and environmental safeguards, transparency, monitoring and reporting, evaluation and accountability.

The CAFI Secretariat supported the MPTF-Office in the preparation and updating of CAFI’s agreements with implementing agencies and INGOs, such as The Nature Conservancy, IUCN, One Acre Fund and Farm Africa.

In total, nine Fund Transfer Requests were approved in 2021 and nine approved programme documents were signed by the CAFI Secretariat on behalf of the CAFI Executive Board.

#### Funding transfers

The CAFI Secretariat prepared the following fund transfer requests. Their status at end 2021 is presented below.

Country	Recipient organization	Status
Gabon	The Nature Conservancy (TNC)	The project document for the Forest Certification Program in Gabon (CAFI 2) was approved by the EB in November and TNC was granted access to the CAFI Trust Fund. The Fund Transfer Request is expected to be finalized in 2022, once the NUNO agreements with TNC are signed.

DRC	Farm Africa	A HACT-assessment of Farm Africa was conducted in November. Based on the positive outcome, the project document for a preparatory grant with a focus on innovative agriculture was approved by the EB in December and Farm Africa was granted access to the Trust Fund. The Fund Transfer Request is expected to be finalized in 2022, once the NUNO agreements with Farm Africa are signed.
	One Acre Fund	A HACT-assessment of One Acre Fund was conducted in November. Based on the positive outcome, the project document for a preparatory grant with a focus on innovative agriculture was approved by the EB in December and One Acre Fund was granted access to the Trust Fund. The Fund Transfer is expected to be finalized in 2022, once the NUNO agreements with One Acre Fund are signed.
	National REDD+ Fund (FONAREDD)	The request to transfer the funds for the 6 <sup>th</sup> sub-tranche to FONAREDD was approved in December and the transfer of funds is expected to happen in early 2022.
Republic of Congo	FAO	The project document for the MRV project was approved in June. The Fund Transfer Request was approved in November and the funds were transferred to FAO a few days later.  The project document for the sustainable wood energy project was approved by the EB in November, but the signature postponed to 2022. The transfer of funds is expected for early 2022.
	UNDP	The project document for the Coordination support project (PAC) was approved by the EB in June. The Prime Minister, UNDP and the UN Resident Coordinator signed the document in September. The Fund Transfer Request was approved in December and the funds were transferred in December.
	Initiative Développement	The project document for the Lituka project (supporting the distribution of improved cookstoves in Brazzaville and Pointe Noire) was approved by the EB in November, however ID's accreditation to the CAFI Trust Fund was paused to give the organization time to develop their environmental safeguards policy.
Regional	IUCN	The project document for the program "CPIC Conservation Finance Initiative" was approved by the EB in September and IUCN was granted access to the trust fund in November. The transfer of funds to IUCN is expected for early 2022, once the project document and the NUNO agreements are signed.
Coordination	CAFI Secretariat	The project document of the CAFI Secretariat's direct costs was approved by the EB in June and the amended project document signed in July. The Fund Transfer Request was submitted to MPTF at the end of December and the transfer of funds is expected for early January 2022.

Finally, the CAFI Secretariat coordinated with the MPTF-O and the AFD the reimbursement of the preparatory grant for **Cameroon** to the CAFI account, a grant of 475,000 USD that had not been disbursed.

## 2. Monitoring and Evaluation: improved reporting and clearer guidance

### Country level evaluations

In the **Democratic Republic of Congo**, the CAFI Secretariat supported the final evaluation of the National Forest Monitoring System Program, which came to an end on June 30. Furthermore, as per its participation in nine DRC FONAREDD Technical Committee, the Secretariat reviewed the independent evaluation and recommendations for the programme to support civil society and supported the mid-term evaluation of the provincial programme Mai-Ndombe, as well as for the Land Use Planning Reform Program.

An annual review of the partnership with **Gabon** was organized virtually from 18-21 May with participation from governmental partners, implementing agencies (AFD and UNDP), civil society, private sector and CAFI (represented by Norway and the CAFI Secretariat). The objectives were to follow-up on results and achievements of milestones and to discuss recommendations ahead of the independent verification of the LOI milestones later this year. The annual review concluded with a high-level discussion between H.E Lee White, Gabon's Minister of Water, Forests, Sea and the Environment, and Per Pharo, NICFI's Director. The discussion focused on the need to identify mechanisms to allow high-forest/low-deforestation (HFLD) countries such as Gabon to receive REDD+ finance. TERE was contracted to carry out the independent verification of the milestones of the Gabon Letter of Intent between June and December 2021, serving as a basis to evaluate the release of the 2<sup>nd</sup> tranche of funding to the CAFI 1 –programmes. The verification resulted in an assessment grid on the level of achievement for each milestone and a narrative progress report is expected to conclude in the first quarter of 2022 and include measures taken to address delays and recommendations.

As per the Letter of Intent with the **Republic of Congo**, the CAFI Secretariat prepared and supported the annual review of the partnership in the second semester of 2021. To evaluate the achievement of the milestones in the Letter of Intent, the CAFI Secretariat conducted a mission to Brazzaville (26 September – 15 October) and supported the Permanent Secretariat, a technical body under the Prime Minister's office established to follow-up and support the partnership's governance bodies, in the preparation of the annual review report. The report was then reviewed and validated by the steering committee and the CAFI Executive Board, before a direct exchange between the CAFI EB and the government was organized on 2 December and recommendations on how to achieve the milestones of the LOI were adopted.

### Clearer and streamlined guidance

The CAFI Secretariat developed new programme document and reporting templates and annexed these to the CAFI's Manual of Operations, to help collect data and ensure that programme frameworks are of sufficient detail and quality to provide usable information to CAFI. For the 2020 reporting exercise, the CAFI Secretariat reviewed and assessed the results of more than 15 different programmes documented by implementing agencies in the annual programme reports, and on this basis monitored programme delivery rate and reported back to the Executive Board on programme financial delivery.

### Quality reporting

The CAFI Secretariat prepared and finalized the [CAFI Fund 2020 Consolidated report](#) and a briefer summary ([CAFI Highlights](#)). The report included the results of the third Gender assessment, coordinated with the DRC's FONAREDD Secretariat. The CAFI Secretariat updated the risk management dashboard, which was [adopted by the EB](#).

A socio-environmental safeguards assessment and monitoring process for INGOs was developed by the CAFI Secretariat and adopted by the board in the decision [EB.2021.30](#), revising CAFI's Trust Fund Terms of Reference and Manual of

Operations and introducing a new Annex 7 and 7A on the socio-environmental assessment and quality assurance tool, which implementing agencies use to self-report.

### 3. Productive and decisive Executive Board

#### Two virtual Executive Board meetings

In 2021, the CAFI Secretariat prepared, organized, facilitated and documented (internally and externally) two meetings of the CAFI Executive Board. Due to the COVID-19 protracted pandemic, both meetings were organized in a virtual format.

The 18th CAFI Executive Board meeting took place from June 21 to June 25. The Executive Board adopted eight decisions during this meeting, advancing CAFI's work around programming in the Republic of Congo, the Democratic Republic of Congo and Equatorial Guinea.

The 19<sup>th</sup> Executive Board meeting was organized in two parts, on October 19-20 and November 23-24. The first part focused on the new partnership with the Democratic Republic of Congo, the second part on programming in other countries as well as on internal strategic questions related to the management of the CAFI Trust Fund. During this meeting the Board adopted ten decisions.

In total, adding intersessional decisions, the CAFI Executive Board adopted 31 decisions in 2021, listed in the table below, a record since the establishment of the Fund. As per its rules, decisions were translated and published online on CAFI's website as soon as agreed by the Board and, for country-specific decisions, as soon as they are communicated to the authorities. Most important, the CAFI Secretariat took action based on the Executive Board's requests. The table below tracks the follow-up to Executive Board decisions

Decision, hyperlink in English, date of adoption	Translated decision	Topic	Follow-up items addressed to the Secretariat	Status of follow-up
<a href="#">EB.2021.01</a> , adopted Intersessionally on 14/01/2021	<a href="#">French</a>	Revised Terms of Reference and Manual of Operations	1) Reach out to participating UN Organizations receiving CAFI funds to inform them of the possibility of Board membership, enquire if they are interested and report back to the EB during the next EB call. 2) Requests the CAFI Secretariat and the MPTF-O to start the process of transferring the Secretariat to MPTF-O and keep the Executive Board updated on the progress.	Completed
<a href="#">EB.2021.02</a> Adopted Intersessionally on 12/02/2021	<a href="#">French</a>	Gabon National Investment Framework	None	N/A

<a href="#">EB.2021.03</a> , adopted Intersessionally on 02/04/2021	<a href="#">French</a>	Call for EoI on agriculture	1) Launch a call for expressions of interest covering all CAFI partner countries, with a special focus on countries where small-scale agriculture has been identified as a key driver of forest loss. 2) Share with the Executive Board and CAFI partner Governments, after the closing of the call, the submissions and recommendations to inform the final decision of the Executive Board.	Completed
<a href="#">EB.2021.04</a> , adopted Intersessionally on 18/05/2021	<a href="#">French</a>	RoC – Agency Selection - Programme on Environmental and Social Control	None	N/A
<a href="#">EB.2021.05</a> , adopted Intersessionally on 18/05/2021	<a href="#">French</a>	RoC - Fast start wood energy plantations & MRV Programmes	Together with FAO, consider the (i) CAFI recommendations included in the decision; (ii) recommendations transmitted by the CAFI Secretariat in a synthesis note; (iii) the comments and recommendations of the independent reviewer, and submit the completed comments matrix provided by CAFI along with the revised documents.	Completed
<a href="#">EB.2021.06</a> , adopted Intersessionally on 25/06/2021	<a href="#">French</a>	Approval of Secretariat Direct Cost project document	None	N/A
<a href="#">EB.2021.07</a> , Adopted @EB 18, virtual 25/06/2021	<a href="#">French</a>	Monitoring, reporting and risks	1) Propose training and guidance to the implementing agencies on safeguards reporting, and undertake a performance review of the quality of the safeguards reporting 2) Make sure that the 2021 CAFI Annual report targets a wider audience. 3) Anticipate human resources needs and keep the EB continuously updated on potential capacity constraints 4) Organize by September 2021 a dedicated technical meeting on options for results-	Partial – 1), 2), 3), completed 4)postponed

			based financing at programme level (output payments) and increased cost-efficiency.	
<a href="#">EB.2017.08</a> , adopted intersessionally on 25/06/2021	<a href="#">French</a>	Regional– CPIC Conservation Finance Initiative – PRODOC review	<ol style="list-style-type: none"> <li>1) Review and approve verification modalities for the disbursement conditions for the second tranche of funding for the IUCN’s regional programme.</li> <li>2) Work together with IUCN to ensure alignment with CAFI’s Terms of Reference.</li> <li>3) Provide the CAFI EB with an assessment of information requested under point 6 in the Decision, so that the EB can re-evaluate the relevance of the project according to CAFI’s Terms of Reference.</li> </ol>	Completed
<a href="#">EB.2021.09</a> , adopted @EB 18, virtual 25/06/2021	<a href="#">French</a>	Equatorial Guinea - Call for EoI	Gather final recommendations from the Government of Equatorial Guinea, circle back to the EB and when a final consensus is reached, launch the call for Expression of Interest at the nearest possible time to identify a capable implementing agency to support the policy dialogue between CAFI and the government of Equatorial Guinea and conduct studies to identify preliminary data and the most suitable relevant opportunities in the land use and forestry sector for a potential future collaboration partnership between CAFI and Equatorial Guinea.	Completed
<a href="#">EB.2021.10</a> , adopted @EB 18, virtual 25/06/2021	<a href="#">French</a>	Republic of Congo – Coordination project	<ol style="list-style-type: none"> <li>1) Submit the project document to the MPTF-O for fund transfer.</li> <li>2) Make sure that the Steering Committee of the project takes into account any recommendations from the Steering Committee of the CAFI-RoC Partnership for the development and approval of the annual workplans.</li> </ol>	Completed
<a href="#">EB.2021.11</a> , adopted @EB 18, virtual 25/06/2021	<a href="#">French</a>	Republic of Congo – Approval of SYNA MNV	<ol style="list-style-type: none"> <li>1) Ensure that the requested changes are satisfactorily completed before the signature of the Programme Document.</li> <li>2) Verify the achievement of the following conditions to release the second tranche by the Multi-partner Trust Fund (MPTF) Office: <ol style="list-style-type: none"> <li>i) Ensuring availability of recent, transparent data and their accessibility to the public, especially to enable stakeholders to monitor and evaluate LoI objectives and impacts on</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1) completed</li> <li>2) to be done when second tranche is requested</li> <li>3) completed</li> <li>4) to be done when the first technical</li> </ol>

			<p>a yearly basis; ii) Ensuring full databases access during the entire programme to experts recruited by CAFE and/or through the CAFE-RoC Partnership Coordination Support Programme to perform analysis deemed necessary to reach the objectives of the Letter of Intent.</p> <p>3) Sign the Programme document on behalf of the EB.</p> <p>4) Take on the role as representative on the Steering Committee and the Technical Committee of the programme.</p>	committee is held
<a href="#">EB.2021.12</a> , adopted @EB 18, virtual 25/06/2021	<a href="#">French</a>	Republic of Congo – Fast start wood energy plantations & Improved Cook Stoves	<p>1) Upon reception of the revised programme document, to draft and discuss with FAO and GRET a list of requirements to be met by the programme to access the second tranches.</p> <p>2) Proceed with the HACT assessment to confirm ID eligibility to access CAFE fund in accordance with CAFE revised terms of reference and manual of operation endorsed by decision EB.2021.01</p>	<p>Ongoing</p> <p>1) When 2<sup>nd</sup> tranche</p> <p>2) Ongoing Refer to EB.2021.25 as programmes were subsequently split</p>
<a href="#">EB.2021.13</a> , adopted @EB 18, virtual 25/06/2021	<a href="#">French</a>	Innovative agriculture – first appraisal of submissions received	<p>1) Collaborate with the agencies on the elaboration of technical and financial proposals.</p> <p>2) Proceed with the HACT assessment to confirm One Acre Fund and Farm Africa’s eligibility to access CAFE fund in accordance with CAFE revised Terms of Reference and Manual of Operations endorsed by Decision EB.2021.01.</p> <p>3) Engage with CAFE country partners to confirm their interest and participation to the selected programmes before grant appraisal by the CAFE Executive Board.</p>	Completed
<a href="#">EB.2021.14</a> , adopted Intersessionally on 21/09/2021	<a href="#">French</a>	Approval of the IUCN Programme document “CPI Conservation Finance Initiative”	<p>1) Take on the role as representative on the Steering Committee of the programme.</p> <p>2) Participate in the Experts Board.</p> <p>3) Sign the programme document on behalf of the EB.</p>	Completed

<a href="#">EB.2021.15</a> , adopted Intersessionally on 21/10/2021	<a href="#">French</a>	Gabon – Approval of CAFI 2 implementing agency transfer	None	N/A
<a href="#">EB.2021.16</a> , adopted @ EB 19, virtual 21/10/2021	<a href="#">French</a>	Capacity of the CAFI Secretariat	None	N/A
<a href="#">EB.2021.17</a> , adopted Intersessionally on 21/10/2021	<a href="#">French</a>	DRC Funding allocation	Share the decision with the FONAREDD Technical Committee as well as with the Implementing Agencies and national counterparts in charge of the programmes listed in the FONAREDD funding request.	Completed
<a href="#">EB.2021.18</a> , adopted Intersessionally on 02/11/2021	<a href="#">French</a>	DRC Letter of Intent (with annex)	None	N/A
<a href="#">EB.2021.19</a> , adopted Intersessionally on 06/11/2021	<a href="#">French</a>	Gabon LOI 3 <sup>rd</sup> addendum	None	N/A
<a href="#">EB.2021.20</a> , adopted Intersessionally on 16/11/2021	<a href="#">French</a>	RoC - Approval of PROREP (wood energy)	1) Ensure that the requested modifications are satisfactory before signing the programme document. 2) Take responsibility for recruiting and organizing the independent review of the programme document. 3) Take on the role as representative on the Steering Committee of the programme. 4) Sign the programme document on behalf of the EB.	Completed
<a href="#">EB.2021.21</a> , adopted Intersessionally on 16/11/2021	<a href="#">French</a>	Roc – Restricted AMI for civil society	Publish a second Call for Expression of Interest for the implementation of the programme, restricted to agencies that have expressed their interest in CEI 2020/01/CONGO, to support civil society engagement, so that they are able to revise their initial proposal in consideration of the guidance developed in the programme’s revised Terms of Reference.	Completed
<a href="#">EB.2021.22</a> , adopted Intersessionally on 24/11/2021	<a href="#">French</a>	Approval of IUCN Access to the CAFI Trust Fund	None	N/A

<a href="#">EB.2021.23</a> , adopted @EB 19, virtual 24/11/2021	<a href="#">French</a>	CAFI Chair	None	N/A
<a href="#">EB.2021.24</a> , adopted @EB 19, virtual 24/11/2021	<a href="#">French</a>	Innovative agriculture: Approval of preparatory grants to One Acre Fund and Farm Africa	Ensure that the EB's comments are addressed in a revised version of the programme document before it is submitted to the MPTF-O for fund transfer. Together with implementing organizations, develop an assurance plan that integrates recommendations for the HACT assessment. Sign the programme document on behalf of the EB.	Completed
<a href="#">EB.2021.25</a> , adopted @EB 19, virtual 24/11/2021	<a href="#">French</a>	Republic of Congo: approval of Lituka programme on improved cookstoves	1) Together with ID, conduct an assessment of socioenvironmental safeguards in accordance with the CAFI Operations Manual and to prepare an assurance plan to incorporate recommendations from the safeguards assessment and the HACT (Harmonized Approach to Cash Transfers) assessment. 2) Take on the role as representative on the Steering Committee of the programme. 3) Sign the programme document on behalf of the EB.	Ongoing
<a href="#">EB.2021.26</a> , adopted @EB 19, virtual 24/11/2021	<a href="#">French</a>	Assessment of cost-efficiency and effectiveness of CAFI funded programmes	1) Develop terms of references for conducting a review of expenditures in CAFI programmes. 2) Present the Terms of references for approval to the Executive Board, for adoption before the end of the year.	Ongoing 1): completed 2): awaiting final feedback to present decision to the EB
<a href="#">EB.2021.27</a> , adopted @EB 19, virtual 24/11/2021	<a href="#">French</a>	Gabon – Approval of TNC access to the CAFI Fund	None	N/A
<a href="#">EB.2021.28</a> , adopted @EB 19, virtual 24/11/2021	<a href="#">French</a>	Gabon – TNC PRODOC	1) Submit it to the MPTF-O for fund transfer of 4,473,391,80 USD to cover provisional budgets for the first 2 years of implementation, as per the programme's work plan. 2) Sign the programme document on behalf of the Executive Board.	Completed
<a href="#">EB.2021.29</a> , adopted Intersessionally on	<a href="#">French</a>	EoI Innovative agriculture: 2 <sup>nd</sup> appraisal and	1) Proceed with the HACT assessment to confirm implementing organizations' eligibility to access CAFI fund in accordance	Completed

26/11/2021		request to go forward for 3 Eols	with CAFI revised ToR and manual of operation endorsed by the decision EB.2021.01. 2) Engage CAFI country partners to confirm their interest and participation to the selected programmes before grant appraisal by the CAFI Executive Board.	
<a href="#">EB.2021.30</a> , adopted Intersessionally on 17/12/2021	<a href="#">French</a>	Adoption of revised Trust Fund Terms of Reference and Manual of Operations	1) Ensure that the language in the assessment tool is clear on the evidence-base to be submitted to CAFI and subject to the evaluation (policies, guidance, templates, reports etc.). 2) Include in the assessment some objectivity in selecting case study documents for review, including considering interviews to complement document review, to produce a more robust pool of information in the accreditation process. 3) Present to the EB for non-objection a template for the final product, to ensure agreement on contents and that it is actionable for the EB when making a decision about accreditation. 4) Invite the EB to review the accreditation process after 12 months, in order to adjust if necessary.	Ongoing 1), 2) and 3): completed 4): for action at the end of 2022
<a href="#">EB.2021.31</a> , adopted Intersessionally on 21/12/2021	<a href="#">French</a>	CAFI Secretariat	None	N/A

#### Other support to the EB

The Secretariat also provided strategic advice and prepared notes and briefings for communication and fund-raising purposes. The CAFI Secretariat prepared, documented and facilitated the meetings of the DRC Country working group, [established in 2020](#). This working group met 26 times in 2021, i.e more than twice a month, with an acceleration in frequency in the months prior to the signature of the Letter of Intent.

Other working groups (RoC, Equatorial Guinea) were initiated and will be formalized in 2022.

## 4. Fund mobilisation: a record year

The CAFI Secretariat supported fund-raising efforts of the CAFI MPTF with the MPTF-Office and the Executive Board.

In September, during the [Tropical Forest Symposium in Berlin](#), Germany announced a significant new effort to protect the world's second-largest forest by contributing an additional 125 million EUR (some USD 148 million) to the CAFI Fund,

making it one of the most significant contributions. Furthermore, Belgium and the United Kingdom (UK) announced their financial contribution to CAFI. Belgium contributed 3 million euros for 2021 and intends to at least keep this level of funding until 2024. The United Kingdom announced a contribution of 32 million pounds over the 2021-2026 period. Overall, in 2021 alone, donors deposited 182.3 million USD to the CAFI Trust Fund, as such:

- Germany deposited 92.5 million USD
- Norway deposited 73.3 million USD
- The Netherlands deposited 9 million USD
- France deposited 3.6 million USD
- Belgium deposited 3.4 million USD
- The Republic of Korea deposited 443.000 USD

## 5. Communications and Knowledge Management - a new and fresher profile

### A new web site

In early 2021, the CAFI Secretariat developed and launched a new website ([www.cafi.org](http://www.cafi.org)), increasing transparency and access to country and programme information and the CAFI portfolio. The web site keeps the features of the previous one, but allows easier navigation, a fresher design and additional features including

- 28 new pages with background and results for each CAFI-funded programme in both languages, hence providing easy access to CAFI’s investments and results.
- Eight thematic pages, corresponding to CAFI’s outcomes, developed and updated with results.
- Graphs added to showcase commitments per countries and sector

[Fifteen news articles](#) were published on the web site in two languages, surpassing the objective of 12 articles per year.

Data <sup>10</sup>	2017	2018	2019	2020	2021 <sup>11</sup>
Users	7934	10,322	15,917	18,778	15,822
Sessions	14,344	16,286	23,223	28,132	22,329
Page views	39,647	39,056	51,955	61,447	40,678
Average session duration	3.24 minutes	2.40 minutes	2.25 minutes	2.17 minutes	1.38 min
Pages visited / viewer	2.76	1.58	2.24	1.50	1.87
User per month	661	860	Lowest:1000 ; highest : 2800	Lowest : 1212 (April); highest ; 2213 (October)	Lowest: 221 (June) Highest : 2947

<sup>10</sup> All numbers from Google analytics

<sup>11</sup>

The overall figures are overall slightly down from 2020 and similar to 2019 levels, likely due to the transitioning to the new web site.



Figure 1 & 4: Users by countries - Extracted from Google Analytics, 1 Jan to 31 Dec 2021

For the first time, a Central African country ranks top in terms of visitors' origins, trading positions with the United States. Others' ranking remain relatively similar to previous years, with the notable exception of China appearing in the top 10.

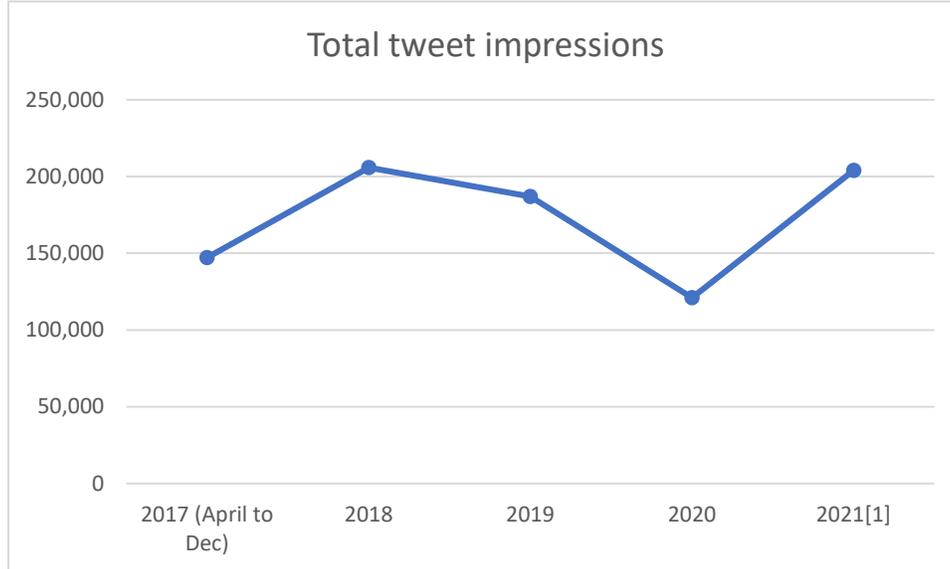
### Reaching social media objectives

The CAFI Secretariat reached its objectives of 2000 followers on Twitter by 31 December 2021.

Data	2017 (April to Dec)	2018	2019	2020	2021 <sup>12</sup>
Number of followers	285	588	1022	1373	2004
Total tweet impressions	147,122	205,800	187,000	121,000	204,600

After a dip in 2020, tweet impressions grew back to their 2018 levels.

<sup>12</sup> All dates as of 31 December



### Ensuring media engagements to help shape the global discourse

The CAFI Secretariat provided background information to journalists<sup>13</sup>, upon request, on CAFI’s activities with its partner countries, enhancing the overall narrative and accuracy of CAFI’s actions and approach, particularly on the occasion of the Gabon announcement (June) and before and after the conclusion of the new partnership with the DRC (October-November), due to increased attention and media presence by International NGOs. These off the record conversations are useful to convey CAFI’s approach and have - at times - served to balance opposite views in the global discourse.

The CAFI Secretariat organized media engagement about [the first results-based payment transferred to Gabon](#), that was largely relayed in the national and international press<sup>14</sup>. This announcement was doubled with a public Zoom online with the Gabon’s Minister of Forests, Water and the Environment in June 2021.

While media outreach was organized to publicize [the signing of the Joint Declaration on the 2<sup>nd</sup> Letter of Intent between CAFI and the DRC](#) in November, this did not generate significant international media coverage, eclipsed by larger Congo Basin and Forests announcements made on the same day at COP-26 and not benefiting from press conference at COP-26, as the event was held as a closed-door signature between the UK for CAFI and the DRC. Regional coverage was however satisfying.

<sup>13</sup> Including Climate Home news (Global), Bistandsaktuelt (Norway), Le Monde (France), National Geographic (Global), BBC (UK), the Independent (UK), Sky news (UK), Radio France International (Francophone countries), Mongabay (global), Research paper for Rights and resources Initiative.

<sup>14</sup> Notably the BBC : <https://www.bbc.com/news/world-africa-57567829>, Mongabay <https://news.mongabay.com/2021/07/gabon-becomes-first-african-country-to-get-paid-for-protecting-its-forests/>, Euronews <https://www.euronews.com/green/2021/06/23/gabon-is-the-first-african-country-to-get-paid-for-reducing-carbon-emissions>, but also regional publications <https://afro.news/2021/06/22/gabon-receives-first-payment-for-reducing-co2-emissions-under-historic-cafi-agreement/>, [https://www.energyvoice.com/renewables-energy-transition/ccs/africa-ccs/332056/cafi-support-gabons-carbon/?plan\\_id=](https://www.energyvoice.com/renewables-energy-transition/ccs/africa-ccs/332056/cafi-support-gabons-carbon/?plan_id=)

Finally, the CAFI Secretariat authored [a book chapter](#) in the much-read, free online book “ [Central African forests Forever](#)”, edited by Meindert Brouwer and featuring both technical and social aspects of the Central African forests and an exceptional collection of photographs.

Such dialogue as repeated ahead of the CAFI 19<sup>th</sup> Board meeting.

Inputs were also provided for research papers by GIZ and the Rights and resources Initiative.

## 6. Safeguards and risk management

### Risk management

Risks identified for the CAFI Secretariat extracted from the CAFI Risk Dashboard are related to operational and implementation risks, notably:

- decrease in informal information flow, due to the CAFI Secretariat taking all necessary steps to limit the risks of exposure and transmission of COVID-19: this risk has decreased compared to 2021 as the CAFI Secretariat team has learned how to collaborate more efficiently while working from home, but remains high
- transitioning from BPPS to the MPTF-O, including learning the new procedures and ways of working of the MPTF-O : this risk has materialized in 2021 and is expected to decrease in 2022
- understaffing of the CAFI Secretariat in 2021: this risk has decreased with two new hires, but remains elevated. It is expected to decrease in 2022.

### Gender

The CAFI Secretariat has made efforts to ensure gender balance in the public events it organized, to the extent possible when certain levels of participation are required such as ministers.

### Transparency and integrity

All members of the CAFI Secretariat have taken UNDP’s mandatory trainings on prevention of, and response to, sexual exploitation, abuse and harassment (SEAH) as well as on fraud and corruption within the past two years. Consultants on long term contracts are also required to take (and pass) these trainings.

### Complaints management

As per annex 2 of the [Manual of Operations](#) adopted in 2021, CAFI has a complaints management system that complements implementing organizations’ systems. Designed to “empower and reinforce national processes and respect the rules and regulations of implementing agencies”, the system specifies that action at CAFI level should not be taken except in cases where CAFI has exclusive competence (such as an EB decision). When complainants exhausted procedures offered by the implementing organizations, they can address a complaint to the EB using the contact information provided on the CAFI web site<sup>15</sup>. **No complaints were received in 2021.**

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<sup>15</sup> Here : <http://www.cafi.org/who-we-are/how-we-work>

## 7. Strategic partnerships and exchanges

### Congo Basin Forest Partnership

One priority of the German CAFI presidency is to foster the collaboration with the Congo Basin Forest Partnership (CBFP).

One first example was the adoption of the new terms of reference of CAFI, which made the CBFP a permanent observer to the CAFI Executive Board.

Second, it was agreed to closely coordinate participation in the international conferences of 2021, notably the Berlin Tropical Forest Symposium and the UNFCCC COP-26 in Glasgow. The CAFI Secretariat liaised closely with the CBFP to ensure that the Congo Basin's role in the mitigation of global climate change and for the conservation of biodiversity was adequately represented.

At COP 26, CAFI co-financed the Pavilion COMIFAC-Congo Basin Initiatives. The CAFI Secretariat planned and prepared two side events at the Pavilion. The first event was organized on November 2 to launch the cooperation with IUCN in the framework of the "CPIC – Conservation Initiative", and the second event on November 3 to present the early results of the regional drivers of deforestation & degradation study financed by CAFI. At COP-26 The CAFI Secretariat also supported a ministerial-level event, organized by the UK and COMIFAC.

As mentioned above, the CAFI Secretariat coordinated closely with the Facilitator of the CBFP, Dr. Christian Ruck, before and during CBFP missions to the Central African region to ensure that coordinated messages are delivered by donors to the governments in Central African partner countries. Through this support from the CBFP, CAFI's policy dialogue with Cameroon's authorities was substantially pushed forward.

The CBFP Facilitator was also instrumental in leveraging his position to ensure a signature of the Letter of Intent between the DRC and CAFI.

### China

Throughout 2021, the members of the CAFI Executive Board expressed their interest to organize a meeting with Chinese authorities and diplomatic representatives of Central African partner countries in Beijing to present CAFI and its added value. The CAFI Secretariat prepared a concept note, outlining target audience, objectives, and proposed partners from Chinese government. A first call with China's National Forestry and Grassland Administration (NFGA) took place in June to refine the idea of organizing a round-table event in Beijing further. NFGA showed great interest in setting up a structured and organized dialogue with CAFI that would take place at least two or three times a year. Before moving forward, NFGA would like to scope out the interest of Central African countries in setting-up such a dialogue. This workstream will be continued throughout 2022.

### Non-governmental partners

Online events were organized in 2021 to facilitate exchanges between the Executive Board and International NGOs

On April 14, the CAFI Secretariat organized a webinar focusing on the DRC forest sector in which several NGOs participated, such as Rainforest Foundation Norway, Greenpeace and CODELT.

On June 17, ahead of its 18th board meeting, the CAFI Executive Board organized [a virtual dialogue](#) with international NGOs active in or campaigning on the Central African region. The meeting brought together 14 board members and observers and 13 representatives from major environmental and governance international NGOs - namely Environmental Investigation Agency, FERN, Greenpeace Africa, Rainforest Norway, Rainforest Foundation UK,

Transparency International, Wildlife Conservation Society, World Wildlife Fund to discuss and debate the challenges facing CAFI and its partner countries and opportunities to address them.

## Challenges and lessons learned

The covid-2019 pandemic and associated travel restrictions limited the ability to go on missions, where informal intelligence is often gathered. This gap is partially filled with information shared by CAFI's network of donors Embassies.

The transition from UNDP's BPPS to the MPTF-O caused some operational delays.

The capacity of the CAFI Secretariat was a recurring concern of the Executive Board. While recruitments were finalized for two programmatic experts in 2021, the CAFI Secretariat is not yet staffed at the needed level to alleviate pressure on its members. A number of additional recruitments are planned in 2022.

## Conclusion

The CAFI Fund and has expanded, with enhanced dialogue with all partner countries, more programmes in new countries, and additional donors. With the transition to a new Unit at UNDP (the MPTF Office) concluded in 2021, the staffing of the CAFI Secretariat is to continue in 2022. With increased human resources capacities and streamlined processes, the CAFI Secretariat shall be able to deliver results associated with the growing workload that comes with Fund expansion.

## Annex A: List of public deliverables

NB: The majority of documents produced by the CAFI Secretariat are internal to the CAFI Executive Board.

- CAFI web site
  - [Board decisions](#)
  - [Information about whistleblower mechanisms](#)
  - Complaint information
- Public reports of EB meeting : [EB 18](#), [EB 19](#)

## Annex B: Roles and responsibilities of the CAFI Secretariat

As per the Terms of Reference of the Central African Forest Initiative, a Secretariat supports the CAFI Trust Fund based in Geneva. It is composed of staff specifically recruited for this purpose by the UN MPTF-Office and it will draw on the expertise of the implementing organizations (World Bank, FAO or International Cooperation Agencies etc.) on a case-by-case basis. The Secretariat provides the following support functions:

### 1. Support the programming cycle

1.1. Support the development, revision and submission of National Investment Frameworks (NIFs) including the facilitation of dialogue between the country, the Executive Board (EB) members and observers.

1.2. Organize independent reviews of NIFs.

1.3. Support strategic dialogue between the country and the CAFI EB, including for example:

1.1.1. to support the development of the Letter of Intent (LoI);

1.1.2. to support other means of collaboration among the countries that are signatories to the Joint Declaration, as well as organizations relevant in the Central African region.

1.2. Support the development and submission of programme documents and programme portfolio documents for countries for funding channeled directly from CAFI to the implementing organizations including

1.2.1. the facilitation of dialogue between the countries and the CAFI EB and

1.2.2. the completeness check of submitted documents.

1.3. Support the assessment and approval of the programme documents funded through an MPTF administered national fund by participating in the decision-making bodies as appropriate and decided by the Executive Board

1.4. Organize independent evaluation of investment programmes for funding channeled directly from CAFI to the implementing organizations

1.5. Organize the evaluation of the access of international non-governmental organizations to the fund together with the MPTF-O

- 1.6. Prepare the Investment Strategy of the CAFI Fund and update the EB regularly including cofinancing by GCF, blended model or other co-financing and result based payment etc.
- 1.7. Develop a Fundraising strategy and support implementation
- 1.8. Prepare the Annual cash management plan
- 1.9. Approve Fund Transfer Requests (FTR) and sign approved programme document on behalf of CAFI EB after its approval by the EB
- 1.10. Approve project preparation grants as per the Trust Fund Terms of reference and the relevant EB decision approving the terms of reference of the call for expressions of interest or call for ideas and report back to the EB on approved grants.

## **2. Support Monitoring and Evaluation**

- 2.1. Support the EB in monitoring and evaluation of the achievement of the milestones in the LOI
- 2.2. Participate in the monitoring of the portfolio for programme s funded through an MPTF-administered national fund
- 2.3. Organize and implement the assurance plans under the Harmonized Approach to Cash Transfer (HACT) framework for cash transfers to other implementing organizations
- 2.4. Prepare progress reporting (annual, provisional and final) by consolidating Implementing Organization reports through the M&E scorecards and other tasks specified in the M&E framework.
- 2.5. Review financial reporting (annual and final) by Implementing Organization reports through the M&E scorecards.
- 2.6. Monitoring program delivery rate and report back to the Executive Board on programme performance.
- 2.7. Review and approve project budgetary revision requested by agencies below 25%.
- 2.8. Submit to the EB budgetary revision above 25% over the allocated total budget or if there are substantial changes in the programme document as described under Programme and budget revisions section of the MOP below
- 2.9. Approve installments of payment based on agency performance, programme document and annual workplans approved by the EB (see section on Reporting)
- 2.10 Coordinate programmatic closure of Fund and potential request for programme extension with the MPTF-O, the EB and implementing organizations.
- 2.11. Monitoring and risk management through the risk management dashboard.
- 2.12. Gender monitoring
- 2.13. Coordinate with the implementing organizations on reporting related to sexual exploitation, abuse and harassment by consolidating information in the reports provided by the implementing organizations and by preparing quarterly updates to the Executive Board based on feedback received from the implementing organizations.
- 2.14. Coordinate with the implementing organizations on misuse of fund allegation reporting as per the Legal framework of the Trust Fund and consolidate information at the fund level from the reports provided by the implementing organizations and by preparing quarterly updates to the Executive Board based on feedback received from the implementing organizations.
- 2.15. Consolidate Cancun Safeguards reporting at the fund level as per the TORs of the Trust Fund

2.16. Oversee the complaints management mechanism of the fund

2.17. Consolidate information on complaints management mechanisms and whistleblower protection mechanisms of the implementing organizations

2.18. Organize mid-term and end-term independent evaluations of the Fund's performance.

**3. Support the EB and organize EB meetings including the annual meetings to be held in Partner Countries specifically:**

3.1. Prepare documents

3.2. Organize logistics

3.3. Prepare EB meeting reports

3.4. Document EB decisions

3.5. Other support to EB as requested by the EB Chair (strategic advice, preparing notes, briefings for communication, fund-raising, board decision or other purposes).

**4. Other support tasks**

4.1. Support MPTF-Office in the preparation and update of agreements between implementing agencies and CAFI.

4.2. When called upon by the EB, represent CAFI (attend meetings, side-events, regional fora)

4.3. Support fund-raising efforts of the CAFI MPTF with the MPTF-Office and the Executive Board

**5. Communications and Knowledge Management**

5.1. Liaise with:

5.1.1. EB members

5.1.2. Countries affiliated to the Joint Declaration

5.1.3. Potential partners

5.1.4. Civil society and non-governmental stakeholders in Congo Basin countries

5.1.5. Implementing organizations

5.1.6. Other relevant stakeholders and interested parties

5.2. Maintain website and other communication tools.

5.3. Support knowledge management and South-South cooperation as set out in the Joint Declaration.

**6. Contract necessary service providers and vendors.**

**7. Adaptive management: continuously update any tools and processes based on internal and external evaluations and requests from the EB.**