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## MALI CLIMATE FUND

### MALI CLIMATE FUND TECHNICAL SECRETARIAT DIRECT COST

<b>Project Title:</b> Mali climate fund technical secretariat Direct cost	<b>Recipient UN Organization(s):</b> UNDP
<b>Project Contact:</b> Mali Climat Fund, Ms. DIARRA Lala CAMARA, Coordinator	<b>Implementing Partner(s)</b> – Agence de l'Environnement et du Développement Durable (AEDD)
	<b>Project Location:</b> Bamako, Mali
<b>Project Description:</b> The Secretariat supports the fund Operational Steering Committee and is comprised of a Management Unit housed in the AEDD. The following narrative describes the functions/activities of the technical secretariat and its tentative budget proposed for the period 2021-2025.	<b>Total Direct Cost 2021-2025:</b> \$ 3 136 546.00
	<b>Proposed Project Start Date:</b> May 1 <sup>st</sup> 2021 <b>Proposed Project End Date:</b> April 31 <sup>st</sup> 2025

<b>Recipient Organization(s) - UNDP</b> Name: Alfredo Teixeira  Signature   Title: UNDP Resident Representative a.i  Date & Seal 11-Jun-2021 	
<b>Steering Committee Chair:</b> Name:   Signature  Name of Agency: Ministère de l'Environnement, de l'Assainissement, de l'Hygiène et du Développement Durable Date & Seal 11 JUN 2021 	

## **The Technical secretariat**

### **1. Overview**

The Mali Climate Fund was created on January 26, 2012; during the signing of the Memorandum of Understanding between the Government of the Republic of Mali and the MPTF office of the UNDP. Its creation aims to facilitate effective and efficient collaboration between the government of the Republic of Mali, Contributors, UNDP, and other stakeholders for the purposes of the implementation of the Mali Climate Fund.

The governance structures of the Climate Fund-Mali are:

#### **a. The Steering Committee**

The Steering Committee is the main coordination and governance mechanism of the Mali Climate Fund. It provides overall leadership, sets the strategic direction and supervision of the Mali Climate Fund, makes fund allocation decisions on all Fund activities evaluated by the Technical Secretariat and authorizes the Administrative Agent to release the funds. in favor of the various beneficiaries after endorsement by the Governmental Coordination.

It will perform the functions assigned to it in the Memorandum of Understanding and the Terms of Reference including final fund allocation decisions and overseeing the monitoring and evaluation of activities financed by the Climate Fund. It is chaired by the Minister in charge of the Environment, and comprises sixteen (16) ex officio members bringing together representatives of the Malian Government, Technical and Financial Partners, and Malian Civil Society.

#### **b. The Technical Secretariat**

The Technical Secretariat of the Mali Climate Fund is the executive arm of the Steering Committee. It coordinates planning, monitoring and evaluation activities. It is an impartial entity that provides administrative and technical support to the Steering Committee. It supports the Steering Committee, coordinates the daily activities of the Fund and is the coordinator of all activities.

The Technical Secretariat performs five functions:

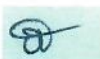
- administrative support,
- Support in the analysis of project and program proposals,
- Support in monitoring and evaluation,
- Support in Control and Monitoring-Reporting-Verification (MRV)
- External Communication.

The Technical Secretariat will also:

- ensure the follow-up of the Steering Committee meetings to ensure that the decisions are implemented, and, if necessary, report to the Steering Committee, and
- ensure liaison and coordination between the Steering Committee, Government

The main functions of the Secretariat are:

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- **to mobilize and channel all available resources mainly in response to climate change, at international or national levels,**
  - **to support all necessary actions within the framework of the National Climate Change Strategy and Policy and the framework for a green economy resilient to climate change;**
  - **to allow the Government of Mali easier access to all international environmental**
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**funds (Adaptation Fund; Green Fund; possible 'Fast Start' funding; REDD programs) by giving, to Through management in partnership with the United Nations, all assurances of compliance with fiduciary conditions and of monitoring, evaluation, and technical verification required within the framework of this funding;**

- **to facilitate permanent dialogue between Mali and its Technical and Financial Partners, around the priority programming of the financial resources mobilized for / by the Fund.**

#### **c. The Governmental Coordination Entity**

It is made up of a "government troika" made up of the Ministries of Economy and Finance, Foreign Affairs and International Cooperation and the Environment, Sanitation and Sustainable Development. It assumes, on behalf of the Government, full programmatic and financial responsibility for the activities implemented by the National Entities. The entity is represented by the Ministry in charge of the Environment.

#### **d. Participating United Nations Organizations**

The participating United Nations organizations prepare and submit to the Technical Secretariat of the Climate Fund, project and program proposals in their areas of technical and thematic expertise. These proposals will be analyzed by the Technical Secretariat and submitted to the Steering Committee for approval.

Each Participating United Nations Organization will report on its implementation and financial performance to the Steering Committee in accordance with the provisions of the "Memorandum of Understanding" report signed with the Administrative Agent.

#### **e. National Participating Organizations**

Through the Governmental Coordination Entity and the Technical Secretariat, the National Entities prepare project and program proposals and submit them to the Steering Committee for approval after study by the Technical Secretariat.

Based on the instructions of the Steering Committee and following a capacity assessment, especially fiduciary standards, the Administrative Agent transfers the approved funding to the National Entities which will carry out the activities according to the procedures to be adopted by the Steering Committee in agreement with donor donors and the UNDP MPTF Office.

#### **f. The Administrative Agent**

The Office of Multi-Partner Funds acts on behalf of the Government as Administrative Agent (AA) whose functions include:

- Establishment of the Fund: help set up a results management framework, help design the fund's governance framework and financial architecture and develop the fund's legal instruments;
- Fund administration: receiving contributions on the basis of pre-negotiated agreements with a large number of financial contributors; disburse funds to Participating Organizations according to the instructions of the Steering Committee;
- monitoring of funds received, and submission of consolidated financial and programmatic reports;
- Fund start-up advisory services: In addition to fund administration services, the multi-partner fund office also provides on-demand advisory services to enable funds to start up quickly and efficiently.

The government and UNDP will consult closely on management and other support services provided, in accordance with the memorandum of understanding signed between the two parties.





**The resources of the Mali Climate Fund** will be used to cover the direct and indirect costs of projects and programs managed by the Governmental Coordination Entity (ECG), the National Participating Organizations (OPN), the Participating United Nations Organizations (OPNU) as well as **the direct costs related to the administration of the Mali Climate Fund**, the Technical Secretariat, and the required assessments of the Fund as a whole.

Within the UNDP country office, technical expertise will be mobilized to support coordination and interaction between UNDP, the Mali Climate Fund and the MPTF. Also, international expertise will be recruited to support the management issues of the fund during the first two years of this phase to make the fund more operational.

## **2. Structure**

The secretariat is based on a Management Unit hosted by the Environment and Sustainable Development Agency (AEDD). It is established with the following functions, as appropriate.

### **❖ Coordinator**

Under the direct supervision of the Director of AEDD, the coordinator coordinates the following activities:

- Development of the Monitoring and Evaluation Framework for the Mali Climate Fund;
- Development of the Strategic Annual Investment Plan of the FCM;
- Development of the AWPB of the ST-FCM;
- Development or adaptation the format of the Annual Work Plan and Budget (AWPB) which must be used by the funded projects;
- Ensures that each funded project develops its AWPB;
- Consolidating the AWPB of all funded projects;
- Development or adapts the Fund's monitoring and evaluation methods and tools;
- Ensures that the Participating Organizations produce and transmit to the ST-FCM data relating to the progress of their projects;
- Ensures that the data collection sheets or any other data collection and evaluation forms are correctly used by projects;
- Collecting the data collected by those responsible for the funded projects and consolidates them;
- Control of the quality of the data transmitted by the projects;
- Collect of activity reports (Semi-Annual and Annual) of funded projects;
- Preparing periodic consolidated activity reports (Semi-Annual, Annual);
- Dissemination of periodic activity reports and all other products resulting from M&E activities;
- Acting as an interface with the outside world;
- capitalization of data and information;
- Surveys and studies led by the Technical Secretariat within the framework of the M&E of the Mali Climate Fund.

### **❖ Expert in Project and Program Analysis**

Under the responsibility of the Coordinator of the Technical Secretariat of the Mali Climate Fund, the project and program analysis expert, coordinates the mechanism for analyzing programs and projects submitted for financing by the Fund. He provides the secretariat for the Selection and Analysis Commission and participates, in conjunction with the Expert in charge of Monitoring and Evaluation, in the review, supervision and control of projects and programs financed by the Fund. The expert is responsible for the following:





- help define the criteria for the selection and analysis of programs and projects submitted for financing from the Mali Climate Fund;
- prepare and organize Calls for Proposals for Programs and Projects to be submitted for financing from the Fund, in collaboration with the entire Technical Secretariat;
- work closely with project leaders to raise their awareness and train them so as to comply with the procedures of the Mali Climate Fund, in particular with regard to the adjustment of the duration of projects and programs, the revision of budgets, and / or the modification of content;
- contribute to the revision of the Strategic Investment Plan; particularly in terms of the hierarchy of objectives, indicators and monitoring mechanisms;
- prepare ToRs for training to be organized for project leaders.
- ensure the pre-examination with the entire Technical Secretariat of the programs and projects submitted for financing by the Fund;
- prepare and organize, in conjunction with the entire Secretariat, the meetings of the Project and Program Selection and Analysis Committee;
- serving as the Secretariat of the Selection and Analysis Commission, and preparing the commission's report;
- contribute to the production of a summary with recommendations to facilitate the Steering Committee's examination of the programs and projects submitted for financing from the Fund;
- contribute to the continuous improvement of the entire program and project analysis system;
- Participate in the preparation of periodic technical reports of the Technical Secretariat of the Mali Climate Fund;

#### ❖ *Monitoring and Evaluation Expert*

Under the responsibility of the Coordinator of the Technical Secretariat of the Mali Climate Fund, the expert ensures the coordination of the Monitoring and Evaluation mechanism of Programs and Projects Financed by the Mali Climate Fund. As such, he must prepare and implement the supervision, control and review of projects and programs financed by the Fund in conjunction with the other members of the Technical Secretariat. The expert provides the following functions:

- contribute to the revision of the Strategic Investment Plan; particularly in terms of the hierarchy of objectives, indicators and monitoring mechanisms;
- collaborate in the development of the general framework for monitoring and evaluation of funded projects and programs, including periodic reviews of projects and programs, participatory impact evaluations, monitoring of processes and operations and workshops on lessons to be learned lessons learned;
- contribute to the definition of the content and mode of presentation of activity reports;
- contribute to the process of defining performance issues and essential parameters for monitoring the performance of projects and programs financed by the Fund and comparing them with expected results;
- examine the socioeconomic data of the project or program area, and determine whether they can constitute satisfactory baseline data for the impact assessment, if necessary identify the gaps to be filled;
- define the framework of a baseline survey, its cost as well as that of a needs assessment, if applicable;



- contribute to the selection and analysis of projects and programs subject to financing from the Fund, in particular by ensuring that all projects and programs financed include internal monitoring and evaluation components and a reporting system;
- coordinate the preparation of the AWPB of the Technical Secretariat in conjunction with the other members of the Technical Secretariat;
- work closely with project leaders to raise their awareness and train them so as to respect the procedures of the Mali Climate Fund, in particular with regard to the adjustment of the duration of projects and programs, the revision of budgets, and / or the modification content;
- prepare ToRs for supervision and evaluation missions of projects and programs in the field;
- prepare and organize, in conjunction with the entire Secretariat, supervision and monitoring and evaluation missions of projects and programs financed by the Fund
- contribute to the continuous improvement of the entire monitoring and evaluation system of the Mali Climate Fund;
- Participate in the preparation of periodic technical reports of the Technical Secretariat of the Mali Climate Fund;

❖ ***Expert in Control and Monitoring-Reporting-Verification (MRV)***

Under the responsibility of the Coordinator of the Technical Secretariat of the Mali Climate Fund, the incumbent is responsible for the Control and Monitoring-Reporting-Verification (MRV) of the Climate Fund. It must ensure that each activity of the Fund is subject to the required standards and procedures in terms of accountability and transparency, including financial control and program performance, evaluation and reporting. compliance with internationally accepted standards. The expert realizes the following activities:

- contribute to the revision of the Strategic Investment Plan; particularly in terms of the hierarchy of objectives, indicators and control and MRV mechanisms;
- coordinate with the other members of the Technical Secretariat the mobilization of resources from the International Climate Funds (Adaptation Fund, Green Climate Fund);
- facilitate implementation compatible with new international MRV requirements, where contributions are associated with global funds (e.g., the Green Fund)
- ensure the supervision of the financial management of the Fund, including by requesting financial audits of National Entities if necessary, by third parties;
- contribute to the definition of the content and mode of presentation of activity reports;
- contribute to the process of defining performance issues and essential parameters for monitoring the performance of projects and programs financed by the Fund and comparing them with expected results;
- contribute to the selection and analysis of projects and programs subject to financing from the Fund, in particular by ensuring that all projects and programs financed take into account MRV from the design of the project until its implementation;
- provide practical advice to project leaders and other stakeholders on how to take MRV into account in projects;
- contribute to the preparation of the AWPB of the Technical Secretariat in conjunction with the other members of the Technical Secretariat;
- prepare ToRs for capacity building trainings for members of the Technical Secretariat in MRV;
- contribute to the organization of supervision, monitoring and evaluation missions of projects and programs financed by the Fund;





- ensure consistency and / or collaboration between the Mali Climate Fund and other national programs;
- ensure coordination and consistency with other relevant initiatives to fight against Climate Change linked to the UNFCCC, the United Nations Convention on Biological Diversity (CBD), the United Nations Convention on the Fight against Desertification (UNREDD), the United Nations Collaborative Program on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (UNREDD) and the REDD + initiative;
- Participate in the preparation of periodic technical reports of the Technical Secretariat of the Mali Climate Fund

❖ ***Expert in charge of External Communication***

Under the responsibility of the Coordinator of the Technical Secretariat of the Mali Climate Fund, the expert coordinates the Communication of the Mali Climate Fund. As such, he must coordinate and implement the Fund's Communication Strategy in conjunction with the other members of the Technical Secretariat. He realizes the following activities:

- Prepare and implement the Fund's Communication Strategy in relation to the other members of the Secretariat;
- Prepare and implement the Communication plan of the Climate Fund, in particular by ensuring good media coverage of the activities of the Mali Climate Fund.
- Coordinate the design, implementation and administration of the Mali Climate Fund website;
- collaborate in the development of the general framework for monitoring and evaluation of funded projects and programs, including periodic reviews of projects and programs, participatory impact evaluations, monitoring of processes and operations and workshops on lessons to be learned lessons learned;
- contribute to the definition of the content and mode of presentation of activity reports;
- contribute to the selection and analysis of projects and programs submitted for financing from the Fund;
- contribute to the preparation of the AWPB of the Technical Secretariat in conjunction with the other members of the Technical Secretariat;
- contribute to the preparation and organization of supervision and monitoring and evaluation missions of projects and programs financed by the Fund in conjunction with all members of the Secretariat;
- contribute to the continuous improvement of the entire Mali Climate Fund communication system;
- Participate in the preparation of periodic technical reports of the Technical Secretariat of the Mali Climate Fund.

❖ ***Administrative and Financial Assistant***

Under the responsibility of the Coordinator of the Technical Secretariat of the Mali Climate Fund, the assistant:

- carry out the accounting and financial activities of the Technical Secretariat
- assist the Technical Secretariat in carrying out all administrative tasks, and in the logistical organization of activities relating to the missions assigned to it;

As such, he must follow the accounts of the Technical Secretariat, participate in the preparation of the operating budget and calls for proposals in connection with the other members of the Technical Secretariat.

The civil servant staff of the Mali Climate Fund benefits from bonuses and allowances, the amounts of which are fixed by a decision of the Director General of AEDD and approved by the Steering Committee.

In addition, communication costs will be paid to all staff of the Mali Climate Fund Secretariat (including contractual staff).

When required and upon request of the OSC, the unit will recruit consultants for specific/short term tasks or missions. The unit structure can be reviewed and adjusted by the Operational Steering Committee as per needs and budget availability.

### 3. Budget

The budget required to perform the functions of the secretariat (management unit) is **(\$) 3 136 546**. It will be used for the period of June 2021 to May 2025 and will cover **the direct costs related to the administration of the Mali Climate Fund**, the Technical Secretariat, and the required assessments of the Fund as a whole.

See Annex I for Budget details per year and unit cost.

The Finance and Budget Network approved the above harmonized expense categories for interagency reporting effective 1 January 2012 in decision 54 at the 12th FDN session<sup>[1]</sup>. This was further confirmed by the HLCM and the CEB in their 20th sessions in later 2010. For detailed explanation on the definitions of each category, refer to Annex A.

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<sup>[1]</sup> 12<sup>th</sup> Session of the Finance & Budget Network Minutes- CEB/2010/HLCM/FB/30.



**ANNEX A - Detailed Descriptions of Revised Harmonized Expense Categories**

The following definitions are as per the F&BN WG paper, which form part of the approved decision

<b>Annex A: UNDP Budget categorie</b>							
	<b>Activities</b>	<b>Total amount</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>A.1: Staff and other personnel costs</b>							
A.1.1	Bonuses and allowances for public servants	125 900	24 300	25 400	25 400	25 400	25 400
A.1.2	Salary, Tax and Social Expenses	209 439	27 039	45 600	45 600	45 600	45 600
<b>Total Staff and other personnel costs</b>		<b>335 339</b>	<b>51 339</b>	<b>71 000</b>	<b>71 000</b>	<b>71 000</b>	<b>71 000</b>
<b>A.3: Equipment, Vehicles and Furniture including Depreciation</b>							
A.3.1	Computer equipment, office equipment and rolling equipment	183 400	66 000	59 800	24 100	12 900	20 600
A.3.2	Vehicles and Furniture including Depreciation	35 000	3 600	11 800	10 600	2 400	6 600
<b>Total Equipment, Vehicles and Furniture including Depreciation</b>		<b>218 400</b>	<b>69 600</b>	<b>71 600</b>	<b>34 700</b>	<b>15 300</b>	<b>27 200</b>
<b>A4: Contractual Services</b>							
A.4.1	Strengthening the governance of the Climate Fund	159 400	61 400	62 000	12 000	12 000	12 000
A.4.2	Capacity building	432 775	58 920	78 661	93 854	116 306	85 033
A.4.3	Purchasing goods and services as part of the project and program selection process	167 622	22 946	37 616	34 722	40 509	31 829
A.4.4	Implementation of the communication strategy and plan	537 506	63 633	103 770	101 888	148 657	119 559
A.4.5	International consultant to support the management issues with the fund	100 000	40 000	60 000			
<b>Total Contractual Services</b>		<b>1 397 303</b>	<b>246 899</b>	<b>342 047</b>	<b>242 464</b>	<b>317 472</b>	<b>248 421</b>
<b>A.5: Travel</b>							
A.5.1	Supervisory missions for running projects and exchange trips	597 938	88 461	144 259	133 162	132 591	99 465
<b>Total Travel</b>		<b>597 938</b>	<b>88 461</b>	<b>144 259</b>	<b>133 162</b>	<b>132 591</b>	<b>99 465</b>
<b>A.3: General Operating and Other Direct Costs</b>							
A.3.1	Operating expenses	382 371	52 580	85 746	79 150	92 341	72 554
<b>Total General Operating and Other Direct Costs</b>		<b>382 371</b>	<b>52 580</b>	<b>85 746</b>	<b>79 150</b>	<b>92 341</b>	<b>72 554</b>
<b>TOTAL DIRECT COST OF THE ACTION</b>		<b>2 931 351</b>	<b>508 879</b>	<b>714 652</b>	<b>560 476</b>	<b>628 704</b>	<b>518 640</b>
<b>INDIRECT COST (7%)</b>		<b>205 195</b>	<b>35 622</b>	<b>50 026</b>	<b>39 233</b>	<b>44 009</b>	<b>36 305</b>
<b>TOTAL ELIGIBLE COSTS B6:I32OF THE ACTION</b>		<b>3 136 546</b>	<b>544 501</b>	<b>764 678</b>	<b>599 709</b>	<b>672 713</b>	<b>554 945</b>