

Application Form – Registering as user



Adaptation Fund Accreditation Workflow

[Login](#)

Create a new applicant account

Country: *

Password: *

Confirm password: *

Password that is used for logging into the Adaptation Fund Accreditation.

Entity Name: *

Official name of the implementing entity

Entity Type: *

Endorsement Letter: *

Allowed extensions: pdf doc docx

Endorsement Letter from Designated Authority of the Country

▼ Primary Contact

Contact Name: *

Email: *

Telephone: *

Fax:

* required

- DA should provide contact details (especially email) of the applicant entity.
- The secretariat will send the link to the registration form above to this contact.
- The contact person at the identified NIE candidate should fill in this form to create a user name and be able to login into the system.

Application Form – Section I



Adaptation Fund Accreditation Workflow

[Logout](#)

You are registered as: NIE/RIE Applicant

Username: NIE001

Country: Senegal

Entity Name: Centre de Suivi Ecologique

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Accreditation Application for NIE001

Overview

Workflow and History

Accreditation Application Form



[Generate PDF](#)

Important remarks:

- Please fill out all of the background and contact information contained in Section I.
- For Sections II-IV, provide a description of how the organization meets the specific required capabilities and attach supporting documentation.
- Examples of the types of supporting documents that would provide evidence of meeting the Fund's fiduciary and management standards are included on the first line of each box in blue text.
- Once you complete all sections, please click on the tab "Workflow and History" tab above in order to submit to the secretariat.

SECTION I: Background/Contact

Nominated Entity (if NIE):	Centre de Suivi Ecologique
Invited Entity (if MIE):	
Address:	
Country:	Senegal
Postal Code:	
Telephone:	
Fax:	
Web Address:	
Contact Person:	
Telephone:	
Email:	

[Edit Section I](#)






Data should be entered by clicking here

Application Form – Section II, III and IV

SECTION II: Financial Management and Integrity

Specific Capability Required

- a) Legal status to contract with Adaptation Fund Board)
- b) Accurately and regularly record transactions and balances in a manner that adheres to broadly accepted good practices, and are audited periodically by an independent firm or organization;
- c) Managing and disbursing funds efficiently and with safeguards to recipients on a timely basis;
- d) Produce forward-looking financial plans and budgets

Required competency	Specific capability required	Description of Capability and Supporting Documents
Legal Status	Demonstration of necessary legal personality	<p>Examples/guidance: Documentation of legal status and mandate (please highlight the relevant paragraphs)</p> <p>Description:</p> <p>Supporting Documents:</p> <p> Edit Description (and/or Upload Documents)</p>
	Demonstration of legal capacity/authority and the ability to directly receive funds	<p>Examples/guidance: i) Same documentation or separate supporting documentation ii) List of foreign loan/donor funds handled over the last 2 years</p> <p>Description:</p> <p>Supporting Documents:</p> <p> Edit Description (and/or Upload Documents)</p>
Financial statements including Project Accounts statement and the provisions for Internal and External Audits	Production of reliable financial statements that are prepared in accordance with internationally recognized accounting standards	<p>Examples/guidance: Audited Financial Statements</p> <p>Description:</p> <p>Supporting Documents:</p> <p> Edit Description (and/or Upload Documents)</p>
	Production of annual externally audited accounts that are consistent with recognized international auditing standards	<p>Examples/guidance: i) External Auditor Reports ii) Audit Committee's Terms of Reference</p> <p>Description:</p> <p>Supporting Documents:</p> <p> Edit Description (and/or Upload Documents)</p>
	Demonstration of use of accounting packages that are recognised and familiar to accounting procedures in developing countries	<p>Examples/guidance: Name and brief description of accounting package used</p> <p>Description:</p> <p>Supporting Documents:</p> <p> Edit Description (and/or Upload Documents)</p>

User should click on "Edit Description"

Application Form – Section II, III and IV – Editing description

My Application

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Capability

OverviewEdit

Application:
NIE001

Required Capability:
Demonstration of legal capacity/authority and the ability to directly receive funds

Description of Capability:

Description of how the entity meets this particular capability should be entered in this text box.

Supporting documentation that should be provided:
i) Same documentation or separate supporting documentation
ii) List of foreign loan/donor funds handled over the last 2 years

Supporting Documents:

Browse...Upload

Maximum file size: 50 MB

Browse...Upload

Maximum file size: 50 MB

Add another item

Save

All changes should be saved by clicking on this button

Application Form – Section II, III and IV – Editing description

Capability

Overview Edit

Application:

NIE001

Required Capability:

Demonstration of legal capacity/authority and the ability to directly receive funds

Description of Capability:

text

Once uploaded, the system will ask for a short description of the supporting document (e.g. Law No. XYZ establishing the entity and mandate).

Supporting documentation that should be provided:

- i) Same documentation or separate supporting documentation
- ii) List of foreign loan/donor funds handled over the last 2 years

Supporting Documents:



workshop_objectives.ppt
395.5 KB
application/vnd.ms-powerpoint

Description:

Relevant Page, Section and/or Paragraph: *

Clearly specify the relevant pages and paragraphs in each document that support the description entered

Remove






Maximum file size: 50 MB

The user should also specify the page, paragraph or section that are relevant for the demonstration of the capability.

Application Form – Submitting the application

Specific Capability Required

a) Competence to deal with financial mismanagement and other forms of malpractice

Required competency	Specific capability required	Description of Capability and Supporting Documents
Policies and Framework to deal with financial mismanagement and other forms of malpractices	Evidence/tone/statement from the top emphasising a policy of zero tolerance for fraud, financial mismanagement and other forms of malpractice by implementing entity staff or from any external sources associated directly or indirectly with the projects	<p>Examples/guidance: Provide evidence of a statement communicating such a policy of zero tolerance for fraud, financial mismanagement and other forms of malpractice</p> <p>Description:</p> <p>Supporting Documents:</p> <p> Edit Description (and/or Upload Documents)</p>
	Demonstration of capacity and procedures to deal with financial mismanagement and other forms of malpractice	<p>Examples/guidance: i) Provide copy of documented code of conduct/ethics applicable to the staff ii) Documentation establishing avenues for reporting noncompliance/violation/misconduct and business conduct concerns iii) Details of policies and procedures relating to managing conflict of interest and whistle blower protection</p> <p>Description:</p> <p>Supporting Documents:</p> <p> Edit Description (and/or Upload Documents)</p>
	Evidence of an objective investigation function for allegations of fraud and corruption	<p>Examples/guidance: i) The structure and process/ procedures within the organization to handle cases of fraud and mismanagement and undertake necessary investigative activities. ii) Data on cases of violation of code of conduct/ethics and frauds reported over last 2 years be provided in terms of number of cases, types of violations and summary of status/action taken. iii) Periodical oversight reports of the ethics function/ committee be attached for the last 2 years</p> <p>Description:</p> <p>Supporting Documents:</p> <p> Edit Description (and/or Upload Documents)</p>

 Continue to workflow and submit

Once completed, the form can be submitted by clicking on the button “**Continue to workflow and submit**” at the bottom of the page.

Application Form – Submitting the application



Adaptation Fund Accreditation Workflow

[Logout](#)

You are registered as: NIE/RIE Applicant

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Entity Name: Centre de Suivi Ecologique

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NIE001

[Overview](#)[Workflow and History](#)

Current state: **Started**

Comment:

A comment to put in the workflow log.

[Submit to Secretariat](#)

...and finally, the application can be submitted by clicking here

Workflow History

Date	Old State	New State	By	Comment
Thu, 04/05/2012 - 11:13	Started	Started	NIE001	Account created with a blank application
Thu, 04/05/2012 - 11:13	(creation)	Started	admin	

Thank you!

To receive login credentials, DA should
please email:

secretariat@adaptation-fund.org
rmjordan@thegef.org

(Marcelo Jordan, Accreditation Officer,
AFB sec)