



ADAPTATION FUND

Regional Accreditation Workshop For Latin America & Caribbean Region

**Panama City, Panama
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Understanding the Accreditation Toolkit and its use



Accreditation Toolkit

This is a practical “How-To” guide, for countries to assist them in the accreditation process for their National Implementing Entity (NIE).

Accreditation Toolkit

This toolkit includes a number of tools and resources for countries to use when they start the accreditation process for a NIE, including forms, practical case studies and step-by-step-assistance to support a successful conclusion to the accreditation process. This toolkit is primarily intended for use by the institutions and staff of:

- 1. Designated Authority
- 2. Potential NIEs
- 3. Government officials
- 4. Civil society
- 5. Multilateral agencies (that assist with dissemination of information on the accreditation process).



Accreditation Toolkit

- Two interactive modules have been developed to help entities become accredited with the Adaptation Fund.
- The first can be accessed through www.adaptationfund.org/NIE/toolkit, and the second through a USB flash drive provided by the Adaptation Fund Board Secretariat.

Accreditation Toolkit

Highlights of the Toolkit

- Assist countries to understand the accreditation process ;
- Guide countries step by step to prepare and submit an accreditation application;
- Provide online assistance on standards required by the Adaptation fund;
- Provide case studies and sample review sheets from completed and ongoing accreditation applications;
- Provide access to a number of tools to ensure successful completion of the accreditation process of an NIE.

Accreditation Toolkit

- Easy Navigability;
- One stop shop for all reference material for accreditation of an NIE;
- Easy roadmap to guide applicants through a self-generated checklist to ensure all supporting documents are attached;
- Explanation of basic requirements and terms;
- An online application form and checklist for ease of submission;
- Document checklist to ensure all required documents for the application are attached with a warning feature if documents are missing;
- Offline, electronic version will be available through USB Flash Drive.



Accreditation Toolkit

How to get started

1. Type in www.adaptation-fund.org/NIE/toolkit in your Internet browser. Or click on the toolkit icon in the USB flash drive directory. The toolkit supports all browsers including Internet Explorer, Firefox and Safari.
2. You will be requested to choose one of two browsing options: a basic mode or a guided mode. The basic mode offers all content for browsing at your convenience. The guided mode offers content in a sequential, controlled manner. Please select one of these two options.
Please note: The toolkit is designed to guide you through the various processes of NIE accreditation, and therefore it follows a linear logic. The first time you access the toolkit, it is advised that you choose the guided mode. However, both options are available for your convenience.



Accreditation Toolkit

3. Once you have completed the 2 modules, you can choose from an optional Quiz to test your knowledge, the NIE application form and a checklist to help you gather all necessary documents to submit with your country's application form.

Accreditation Toolkit

Tools Section

1. Share the toolkit using Facebook, Twitter and email;
2. Adjust the font of the toolkit to your screen size;
3. Switch browsing modes from guided to basic or vice versa;
4. Download the toolkit as a PDF file for ease of access;
5. Access all authoritative documents, approved by the Adaptation Fund Board, related to the accreditation process.

Accreditation Toolkit

Features of the Toolkit

1. Two modules separated to highlight different processes required to complete the accreditation process for countries;
2. Examples in the standards section of the toolkit are based on ongoing and past evaluations of actual applications and therefore provide a good basis for putting together an application process;
3. Case studies are also based on real life examples;
4. A quiz which will not be shared with anyone;
5. The online application once completed can be printed or saved as a PDF file to forward to the Secretariat;
6. A document checklist assists the user in putting together the supporting documents for the application that gives a warning if required documents are not attached;



Accreditation Toolkit

Summary of the Accreditation Process

- One of the innovative features of the Adaptation Fund is direct access for eligible countries. In order to provide direct access, the Adaptation Fund requires national legal entities nominated by countries to meet the fiduciary standards adopted by the Board and to be accredited as National Implementing Entities (NIE).
- Any organization that will implement Adaptation Fund projects must submit an application for accreditation providing documentation that it meets the fiduciary standards of the Adaptation Fund:
 - **Financial Integrity and Management;**
 - **Institutional Capacity;**
 - **Transparency and Self-investigative Powers.**



Accreditation Toolkit

Step 1: After identifying an appropriate NIE, the potential Implementing Entity submits an accreditation application to the Adaptation Fund Board Secretariat, providing a description of how the organization meets the specific fiduciary standards, and attaching supporting documentation

Step 2: The Secretariat collects documentation, reviews its completeness, and submits it to the Accreditation Panel for its Review within 15 days

Accreditation Toolkit

Step 3: Panel may request additional information or clarification from the organization.

- a) Panel may suggest to the Board that an on-site visit and/or observation of the organization is required (would need AF Board approval)
- b) Panel may suggest that technical support needs to be provided to an applicant to improve its capacities in order to attain accreditation (would need AF Board approval)

Step 4: Accreditation Panel makes formal recommendation to the Adaptation Fund Board

Step 5: The Adaptation Fund Board makes a final decision on whether or not to accredit.

