

Pilot training programme in Flood and Drought Management Tools for climate Resilience and GCF Concept Note Development

Deliverable 2 (Activity 1) Workshop report

Phnom Penh, 17-20 September 2018



Prepared for UNFCCC Climate Technology Centre and Network
Represented by Jaime Revenaz-Webbe and Emma Hannula

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Project manager	Sílvia Rodrigues Saavedra Leirião
Quality supervisor	Gareth James Lloyd
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EXECUTIVE SUMMARY

Many countries have gone through Nationally Determined Contributions (NDC), National Adaptation Plan (NAP), Technology Needs Assessment (TNA) and Technology Action Plan (TAP) processes but have yet to undertake climate change actions capable of realizing transformative change. Key challenges are the lack of skills and knowledge in identifying specific technology needs and how they can be applied, as well as problems with articulating and designing project proposals that meet the demands of potential donors. The CTCN Pilot Training Programme on Flood and Drought Management Tools for Climate Resilience and Concept Note Development aims to help address this situation.

In phase 1 of the assistance, carefully selected workshop participants from qualifying countries receive applied technical training on how to use freely available flood and drought tools. These tools and training not only address high priority needs, they also serve to help participants develop their own draft Concept Notes for possible further development and submission to the Green Climate Fund. These notes are based on the format used by the Green Climate Fund as part of its Simplified Approval Process for projects with a value of up to USD10 million.

In phase 2 of the assistance, for a limited period, technical experts offer to provide support to countries to help them further develop and advance their Concept Notes. This support includes feedback on drafts in the form of written reviews and revisions, as well as adjustments to roadmaps for submission and approval. Care is taken to ensure that ownership and responsibility of the Concept Notes rests firmly with the national authorities, and not the assisting organizations.

Phase 3 of the support envisions ongoing support through an online community of practice, in order to facilitate South-South learning, and ensure that Programme outcomes are sustainable and transferable.

In order to test the concept, phases 1 and 2 are being piloted in collaboration with the government of Cambodia. This report covers the national workshop, which is phase 1 of the assistance, where, between September 17th-20th, a total of 37 participants from seven government organizations were trained in flood and drought tools and how to prepare GCF Concept Notes. The main outputs from the workshop were three nationally-owned draft GCF Concept Notes that address relevant flood and drought-related issues. National authorities have accepted an offer of support from the technical experts that will help them refine and possibly consolidate notes in the coming two months.

Phase 1 is regarded as a success by all concerned. The vast majority of participants found the course contents and execution to range from “good” to “excellent”, with all participants stating that they would recommend the course to others. The facilitators believe there to be significant value in this type of combined training, with strong potential for replicability in qualifying countries. Final observations and recommendations related to phases 1 and 2 will be captured in a final report to CTCN, which is due by 30th November 2018.



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ACRONYMS

AE	: Accredited entity (of the GCF)
CCA	: Causal chain analysis
CCCA	: Cambodia Climate Change Alliance
CHIRPS	: Climate Hazards Group InfraRed Precipitation with Station Data
CNMC	: Cambodia National Mekong Committee
CTCN	: Climate Technology Centre and Network
EE	: Executing entity (of the GCF)
ESS	: Environmental and Social Screening
GCF	: Green Climate Fund
GSSD	: General Secretariat of the National Council for Sustainable Development
IWA	: International Water Association
MAFF	: Ministry of Agriculture, Forestry and Fisheries
MoE	: Ministry of Environment
MoWRAM	: Ministry of Water Resources and Meteorology
NCDM	: National Committee for Disaster Management
NCSD	: National Council for Sustainable Development
NDA	: National Designated Authority (for the GCF)
NDC	: Nationally Determined Contributions
NDE	: National Designated Entity (for CTCN)
PCA	: Project Cooperation Agreement
SAP	: Simplified approval process
SG	: Secretary General
TRMM	: Tropical Rainfall Measuring Mission
UNFCCC	: United Nations Framework Convention on Climate Change
UNIDO	: United Nations Industrial Development Organization

1 Introduction

A 4-days training seminar on *'Flood and Drought Management Tools for Climate Resilience and GCF Concept Note Development'* was held in Phnom Penh on 17-20 September 2018. The session was organized in support of Climate Technology Centre and Network (CTCN) in collaboration with Ministry of Environment, Cambodia, and the National Council for Sustainable Development, and was implemented by UN Environment-DHI and DHI (Denmark).

The training session took place under the Pilot Training Programme on Flood and Drought Management Tools for Climate Resilience and GCF Project Proposal Development (pilot in Cambodia). This report outlines the key objectives, outcomes and experiences from the training activities in Cambodia, as per deliverables under Activity 1 of the PCA.

2 Background

Many countries have gone through the Nationally Determined Contribution (NDC), National Adaptation Plan (NAP), Technology Needs Assessment (TNA) and Technology Action Plan (TAP) processes but have yet to undertake climate change actions capable of realizing transformative change. Key challenges are the lack of skills and knowledge in identifying specific technology needs and how they can be applied, as well as problems with articulating and designing project proposals that meet the demands of potential donors.

The aim of this hands-on training programme supported by the CTCN is to introduce country stakeholders to practical flood and drought management tools relevant to their needs, and to help further their skills and expertise in developing Green Climate Fund (GCF) project concept notes that may support project implementation on the ground. Particular emphasis is placed on learning about the GCF Simplified Approval Process (SAP) concept note preparation, as this is considered to represent a good opportunity for qualifying countries to receive required support.

As a follow-up to the training activities, the workshop participants are offered mentoring to help further develop the concept notes initiated during workshop, for a limited period.

This pilot training in Cambodia is being used to test the approach of this type of capacity building. Thus, in addition to the direct technical training activities, it will help gather experiences and feedback on the proposed approach for potential follow up training activities in other countries.

It is important to note that, apart from providing technical training, this programme is specifically geared towards building local capacity for GCF project concept note preparation, and is not a project preparation service per se. While mentoring assistance is made available to help provide a minimum level of post-workshop follow-up assistance, the country and appointed local staff is the sole owner of any draft Concept Notes and is responsible for any final submissions to the GCF.

The Climate Change Technology Centre and Network (CTCN)

The CTCN (www.ctc-n.org) is the technology transfer agent of the UNFCCC. The CTCN is co-hosted by UN Environment and UNIDO. It promotes the accelerated transfer of environmentally sound technologies for low carbon and climate resilient development at the request of developing countries, by providing technology solutions, capacity building and advice on policy, legal and regulatory frameworks tailored to the needs of the individual countries.

The Green Climate Fund (GCF)

The GCF (www.greenclimate.fund) was established in 2010 within the framework of the UNFCCC in order to assist developing countries in adaptation and mitigation practices to counter climate change. The objective of the GCF is to support projects, programmes, policies and other activities in developing country signatories of the UNFCCC using thematic funding windows.

The *Simplified Approval Process (SAP)* of the GCF was introduced in 2017 as a '*fast-track*' to grants in support of clearly beneficial CC adaptation initiatives (with negligible adverse social and environmental impacts) with a maximum budget of USD10M. The process involves preparation of a concise '*concept note*' (including an environmental and social screening check list) (see Annex C), to be vetted and endorsed by the GCF National Designated Authority (MoE in case of Cambodia).

The Flood and Drought Portal

The Flood and Drought Management Tools Project is funded by the Global Environment Facility (GEF), and is implemented by UN Environment, with DHI and the International Water Association (IWA) as executing agencies. The project has developed the Flood and Drought Portal, which is available online from the Internet (www.flooddroughtmonitor.com). The Portal provides free and open access to a wealth of climate data from various sources, including (but not limited to) the CHIRPS (Climate Hazards Group InfraRed Precipitation with Station Data) (daily rainfall since 1981 covering the Earth between 50°S and 50°N latitude with a 0.05° resolution), and the TRMM (Tropical Rainfall Measuring Mission) (1997-2015). Also, the Portal provides user-friendly facilities for data management, analysis and presentations, as well as issue analysis (impacts and causes); causal chain analysis (CCA); the Water Resources Issues Method (WRIAM); and related mapping and reporting.

The training in use of the tools available through the Flood and Drought (F&D) portal forms central part of the training activities in Cambodia. The tools available are instrumental in supporting informed flood and drought planning and management, particularly in data scarce locations. Furthermore, the F&D portal can be used to support the preparation of the GCF concept notes by helping to generate necessary analyses and datasets to substantiate project proposals.

3 Objectives

The objective of the Pilot Training Programme on Flood and Drought Management Tools for Climate Resilience and Concept Note Development in Cambodia is twofold:

- 1) To increase country knowledge and capacity in flood and drought management tools for increased climate resilience, as well as Green Climate Fund project proposal processes;
- 2) To test the training approach in view of potential follow up activities in other countries.

The pilot training workshop in Cambodia addressed the above two objectives by providing the participants with user-level skills in:

- applying the Flood and Drought Portal (www.flooddroughtmonitor.com) tools; and
- filling the GCF Simplified Approval Process (SAP) project concept note template. (www.greenclimate.fund/how-we-work/sap).

As part of the pilot training programme activities, the participants are developing draft GCF SAP Concept Notes for possible further development and submission to the Green Climate Fund. These notes will be based on the format used by the Green Climate Fund as part of its new Simplified Approval Process for projects with a value of up to USD10 million (<https://www.greenclimate.fund/how-we-work/funding-projects/simplified-approval-process>). The course facilitators will provide their feedback on the draft concept notes during, and following workshop, as per the agreed timeline.

4 Participation

The practical organisation of the training workshop in Cambodia was supported and endorsed by the Ministry of Environment in Cambodia. The ministry was also in charge of the logistics of the workshop, as well as identifying and inviting the relevant participants to attend the training.

Workshop was attended by junior, mid-level, senior and executive representatives from national organizations involved in climate change adaptation and disaster risk reduction: a total of 40 persons (including 4 facilitators/presenters and 3 support staff), 35 percent of which were female.

The following organizations were represented in the workshop:

CCCA - Cambodia Climate Change Alliance
CNMC - Cambodia National Mekong Committee
GSSD - General Secretariat of the National Council for Sustainable Development
MAFF - Ministry of Agriculture, Forestry and Fisheries
MoE - Ministry of Environment
MoWRAM - Ministry of Water Resources and Meteorology
NCDM - National Committee for Disaster Management; and
NCSD - National Council for Sustainable Development.

UN Environment-DHI and DHI staff participated as facilitators/ presenters.

A list of participants is attached as Annex A.

5 Proceedings

The seminar was opened by HE Dr. Tin Ponlok, SG, GSSD.

The seminar covered two related topics:

- The *Flood and Drought Portal*, with its various applications and facilities: Issue analysis – impacts and causes; causal chain analysis (CCA); the Water Resources Issues Method (WRIAM); use of indicators for describing floods and drought in Cambodia; the water indicator facility of the Portal; the data and information facility, with examples from Cambodia; and the reporting tool;

and

- the Simplified Approval Process (SAP) of the Green Climate Fund: Introduction to the SAP concept note (see Annex C); eligibility criteria; identification of potential projects; environmental and social screening (ESS); and drafting of the concept note (Sections A, B and C, and the ESS).

The use of the Portal was demonstrated by hands-on application exercises conducted in six small groups of participants.

In parallel, during the seminar, three working groups worked to identify relevant project topics for submission to the GCF. After identification and agreement on priority projects, the three groups worked their way through drafting SAP concept notes for a specific candidate projects, with guidance provided by the facilitators.



Figure 1 Group work

A training course evaluation form was distributed and completed by all participants. Finally, attendance certificates were distributed at the end of the seminar, and the seminar was closed by HE Dr. Vann Monyneath, Deputy SG, GSSD.

The full programme of the training workshop is attached as Annex B.

6 Main outcomes

The main outcomes of the workshop include following:

- Participants were trained in the use of the flood and drought management tools available via the Flood and Drought Management portal, through presentations but also practical hands-on exercises. The knowledge of the tools to plan for, and extract data for the floods and droughts will make a contribution to the technical capacity of the local staff.
- During the 4 day workshop, participants identified 3 potential GCF SAP project concept note topics and initiated work on filling the SAP templates, with guidance from the workshop facilitators.

The main criteria for project topic identification were:

- Local relevance and priority based on the expertise of participants working within the domain of climate, and flood and drought planning in the country (agreed through discussions in the groups representing a variety of professionals and corresponding national organisations)
- Correspondence of the proposed activities with the findings of the issue analysis exercise (identification of the main issues in relation to floods and droughts in the country and their direct and root causes).

The three potential project concept note topics identified during the workshop were as follows:

Group 1: Integrated flood management in Kandal Province (coordinated by CNMC)

Group 2: Capacity-building on climate change adaptation of crops exposed to flood and drought in Kampong Thom Province (coordinated by GSSD)

Group 3: Capacity-building on climate change adaptation in Prey Veng Province (coordinated by MoE)

A coordinator was assigned for each group (in the brackets above), and contact information was shared, to facilitate communication about further development of the concept notes after completion of the seminar. The facilitators explained that they would remain available for coaching and guidance for a limited period of time following the workshop.

7 Participants' feedback

The vast majority of participants found the course contents and execution to range from good to excellent. The most interesting training topics according to participants was the Data and Information application of the portal, followed by the issue analysis and automated report generation of the portal. All participants that undertook evaluation would recommend the course to others.

Overview of participant responses to key questions can be seen below.

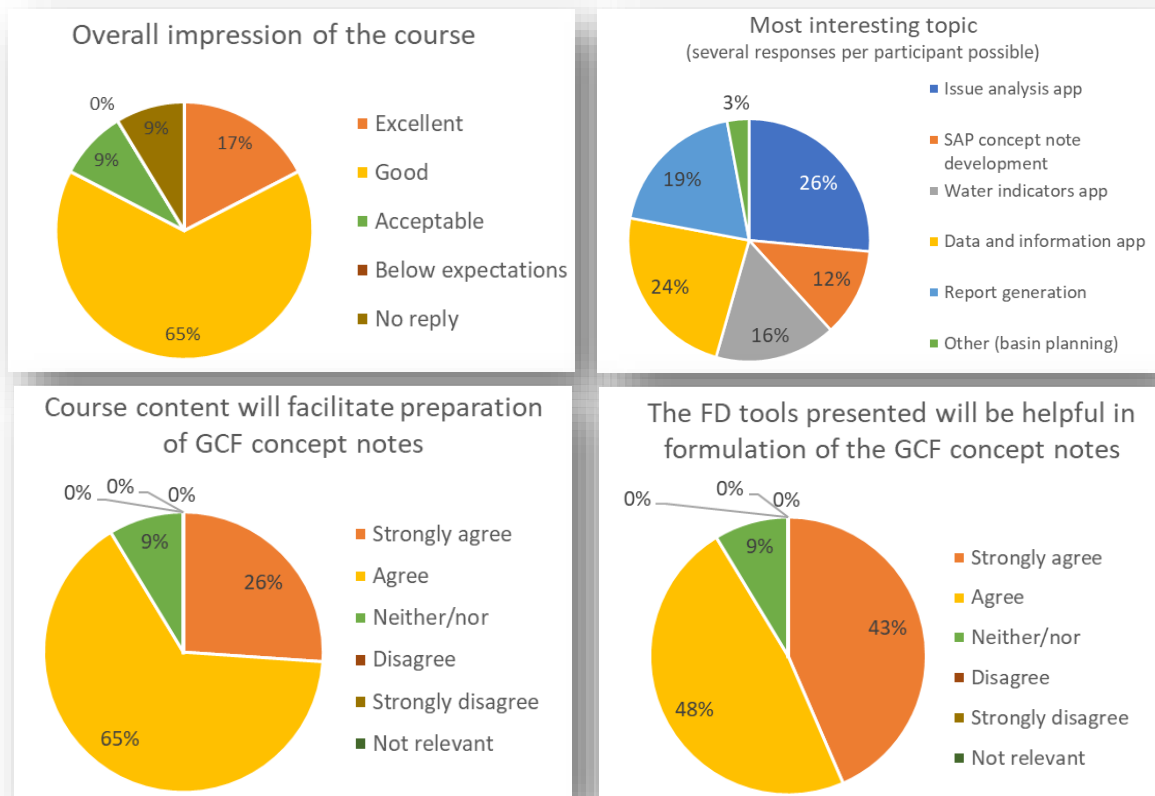


Figure 2 Overview charts of feedback from participants collected via evaluation forms

In terms of recommendations, following remarks and suggestions for improvements were received from participants:

- Several participants commented on the duration of the course – it was suggested to increase the course length, in view of being able to include in depth training on the various tools of the portal;
- More training in GIS, statistics for reports and scientific publications;
- Contents of the SAP training relevant, but could use more time and in depth training on this specific topic;
- More training on GIS tools for processing raster data that can be retrieved from the FD portal;
- The training sessions on the SAP concept note development were short, and could be expanded. Issue with engaging all participants in the group in the SAP exercises;
- More training on SAP - focusing on criteria that make for a successful application;
- Including training on modelling the projections of climate change;
- Repeating the course in other provinces;
- Providing sample documents of successful GCF concept notes;
- Making the training course available to university students.

Overall, majority of participant comments suggest need for a longer course duration or repeat of the course to be able to look at each of the tools, as well as the SAP concept note in more detail.

Further improvements of the course (based on several evaluations that were marked as neutral (thus not good or excellent) could include revision of the course materials in view of clarity, and

increasing the time assigned to group discussions and practical exercises. One suggestion included distributing PowerPoints in advance of the workshop.

Participant evaluation forms can be provided upon request.

8 Facilitators' feedback

Observations and recommendations related to the lessons learnt from this pilot programme, including the technical support period, will be captured in the final report, which is due by 30 November 2018. However, some broad initial findings include:

- **Concept qualified (so far) with strong potential for replicability:** There is significant value in combining this type of applied technical training with related concept note preparation. Both are highly interesting and relevant for participants; and combining the two in a single offering is a strong package. Current indications are that there is strong potential for replicating this type of support to other countries with similar “qualifying criteria”. Financing would potentially be an issue. However, countries with access to GCF Readiness funding could be offered the opportunity to channel some of these funds towards this support programme.
- **Managing expectations:** It is important to have a high level of clarity on what the programme does and does not offer e.g. GFC concept note development and submission is the sole responsibility of the national government represented by the National Designated Authority (NDA), and no other organization/s. This has not been an issue in Cambodia.
- **NDA and NDE buy-in and alignment:** There is high value in helping to facilitate the buy-in and alignment of the National Designated Authority (NDA) and the National Designated Entity, both for the execution of the support, but also for the further development and submission of any GFC Concept Notes. It is too early to say whether this has been achieved in Cambodia.
- **Appropriate participants:** Most participants had very relevant roles for the flood and drought management portal training, increasing the potential for continued use of the tools after training and the completion of the pilot programme. Furthermore, very good representation of different ministerial departments was achieved, which meets the goals of exposure to the data and methods the portal uses, necessary for the effective management of cross-cutting phenomena such as floods and droughts.
- **Participant engagement:** Throughout the workshop, the participants remained engaged, both in the practical exercises in the smaller groups, as well as the drafting of the concept notes. Particularly, the approach to split all days in practical tools exercises – followed by condensed work on the concept notes in the afternoon – worked well allowing participants to incorporate the new information from the technical training into the development of the concept notes on the same day.

9 Next steps

Contact information was exchanged between the three working groups and the UN Environment-DHI team. The following next steps were outlined and agreed on as part of the post-workshop follow up activities:

1. DHI to discuss with MoE (the National Designated Authority for the GCF) how to proceed with the draft concept notes – e.g. the need for prioritization, merging,

expansion of the proposed activities in view of national priorities and other ongoing activities in the selected provinces – 10 October 2018

2. Working groups to share the next iteration of the concept notes with facilitators for feedback – 20 October 2018
3. DHI to review and provide comments to the draft concept notes – 30 October 2018
4. Potential face-to-face meeting with the three dedicated groups for finalization of the concept notes (**tentatively mid- November 2018**) – *subject to fund availability*;
5. DHI to submit final comments on the concept notes to the working groups;
6. DHI to submit the latest advanced versions of the draft concept notes to the CTCN, along with final deliverables under activity 2 of the PCA – **30 November 2018**.

The completion and submission of concept notes to the NDA at MoE is the responsibility of the designated responsible persons within each group, and to be decided by the country. Should these be submitted to the GCF NDA the last step would be NDA acceptance and submission to the Green Climate Fund. These last steps are under the purview and responsibility of the country.

Annex A: List of participants

Opening speaker

HE Dr. Tin Ponlok, SG, GSSD M

Closure address

HE dr. Vann Monyneath, Dty. SG, GSSD M

Speakers, facilitators

(by order of alphabet)

Maija Bertule, UN Environment-DHI F

Silvia Leirião, DHI F

Jens Erik Lyngby, UN Environment-DHI M

Tue Kell Nielsen, DHI M

Stakeholder representatives, trainees

(by order of alphabet)

Am Phirum, Dty Director, GDA/MAFF M

Bak Bunna, Dty Director, MoWRAM M

Bun Dalin, Officer, MoE/ PA F

Chan Mithona, Vice Chief Officer, MoE M

Chhay Khom, Vice Chief Officer, DCC/GSSD M

Chhuon Socheata, Officer, DGE F

E Sophanna, Officer, GDA M

Heang Phallin, Officer, DST/GSSD F

Huot Khim, Vice Chief Officer, DAPF/GSSD F

Huot Syradeth, Vice Chief Officer, MoE/ EPA F

Kang Vanda, Official, DCC/GSSD M

Keo Ratana, Vice Chief Officer, DAFF M

Kum Veasna, Dty Director, GDKE M

Ma Chansethea, Director, DAPF/GSSD M

Mao Saohorn, Head of Office, NCDM M

Meas Reaksa, Official M

Mun Doungnimol, Vice Chief Officer, DGE F

Mun Duong Ratanak, Chief Officer, BoD M

Neab Samneang, Vice Chief Officer, MoE	M
Ngoun Yemvedtey, student, Royal University of Phnom Penh	F
Nou Phearath, Vice Chief Officer, MoE	M
Oeurn Panchakneat, Dty Director, DAPF/GSSD	F
Oeurn Pangnavit, Vice Chief Officer, DGE/GSSD	F
Phon Rasy, Official, DGIS	M
Prak Cheatho, Dty. Director General, GDA	M
Ro Channarith, Official, GDNCP	M
Ros Soraksa, Chief Officer, DST	M
Sak Samol, Technical Officer, CNMC	M
Seang Sonyta, Officer, DAPF	F
Sin Samnop, Official, CNMC	M
Soth Kimkolmony, Dty Director, NCDM	M
Tang Sophat, Office Chief, MOWRAM	M
Ung Soeun, Coordination Officer, CCCA	M
Van Dina, Chief Officer, DAPF	F
Virak Monivottey, Official, DAPF/GSSD	F
HE Watt Botkosol, Dty Secretary General, CNMC	M

Annex B: Programme

Day 1, 17 September 2018

9:00: Welcome remarks, by Ms. Oeurn Panchakneat, dty director, DAPF/GSSD

9:10: National anthem



Figure 3 From the opening session

9:15: Welcome and introduction, by Mr. Jens Erik Lyngby, UN Environment-DHI

9:20: Opening speech: Context and background; vision and opportunities for improved climate change resilience in Cambodia, by HE Dr. Tin Ponlok, SG of GSSD

9:40: Group photo and coffee break



Figure 4 Group photo

10:10: Presentation of participants

10:15: Overview of the programme: The Flood and Drought Portal, and preparing the SAP concept note, by Mr. Jens Erik Lyngby, UN Environment-DHI

10:35 : Introduction to the CTCN, by Ms. Maija Bertule, UNEP-DHI

- 10:50 : The Flood and Drought Portal (www.flooddroughtmonitor.com): Scope, facilities and applications; the use of indicators; 3 pilot basins (Volta and Lake Victoria Basins in Africa, and Chao Phraya Basin in Thailand),
by Ms. Silvia Leirião, DHI
- 11:10 : User registration by the participants, and initial testing of the Flood and Drought Portal, *by Ms. Silvia Leirião, DHI*; group work
- 12:00 : Lunch break
- 13:30 : Issue analysis – impacts and causes; causal chain analysis (CCA); the Water Resources Issues Method (WRIAM); selection of an issue, *by ms. Silvia Leirião, DHI*; group work
- 14:50 : Wrap-up, *by Ms. Silvia Leirião, DHI*
- 15:05 : Coffee break
- 15:30 : Introduction to the SAP concept note; eligibility criteria; identification of potential projects; environmental and social screening (ESS),
by Mr. Jens Erik Lyngby, UN Environment-DHI
- 16:00 : Identification of candidate projects for SAP preparation: Group work
- 16:55 : Presentation of candidate projects:
- Group 1: Capacity-building on CC adaptation of crops exposed to flood and drought in Kampong Thom Province
- Group 2: Capacity-building on CC adaptation in Prey Veng Province
- Group3: Integrated flood management in Kandal Province
- 17:10 : Session adjourned

Day 2, 18 September 2018

- 9:00 : Reflections on Day 1 proceedings, *by Ms. Silvia Leirião, DHI*
- 10:00 : Coffee break
- 10:20 : Use of indicators for describing floods and drought in Cambodia,
by Ms. Maija Bertule, UNEP-DHI
- 10:40 : Using the Water Indicator app. of the Flood and Drought Portal: Group work
- 12:00 : Wrap-up, *by Ms. Maija Bertule, UNEP-DHI*
- 12:10 : Lunch break
- 13:20 : Understanding the near-real-time data from the Flood and Drought Portal; the Data and Information app., with examples from Cambodia and hands-on exercises, *by Ms. Silvia Leirião, DHI*
- 15:00 : Coffee break
- 15:20 : How to complete the SAP Concept Note Section A (project/ programme information) and Annex 1 (ESS screening check list),
by Mr. Jens Erik Lyngby, UN Environment-DHI
- 16:00 : Completion of SAP Concept Note Section A for the identified candidate projects: Group work
- 17:00 : Session adjourned

Day 3, 19 September 2018

- 9:00 : Group presentations of SAP Section A for the identified concept notes
- 9:45 : Coffee break
- 10:10 : Data origin and coverage, and data processing, using the Flood and Drought Portal: Climate (rainfall, temperature, evapotranspiration); vegetation; soil moisture; socio-economics; aggregate indicators, *by Ms. Silvia Leirião, DHI*
- 10:40 : Questions and answers; discussion
- 10:50 : The use of key climate information from the Flood and Drought Portal: Group work
- 11:55 : Wrap-up, *by Ms. Silvia Leirião, DHI*
- 12:05 : Lunch break
- 13:30 : The use of key climate information from the Flood and Drought Portal: Group work continued, *by Ms. Silvia Leirião, DHI*
- 14:55 : Main conclusions on portal data usage and wrap-up, *by Ms. Silvia Leirião, DHI*
- 15:10 : Coffee break
- 15:30 : How to complete the SAP Concept Note Section B (project/ programme details), *by Mr. Jens Erik Lyngby, UN Environment-DHI*
- 15:45 : Bullet points for the SAP Concept Note Section B for the identified candidate projects: Group work
- 17:00 : Session adjourned

Day 4, 20 September 2018

- 9:00 : Group presentations on the SAP Concept Note Section B
- 9:25 : Indicators for flood assessment and flood forecast in the Flood and Drought Portal, *by Ms. Silvia Leirião, DHI*
- 10:05 : Coffee break
- 10:25 : Using the flood indicators of the Flood and Drought Portal: Group work
- 11:05 : The reporting tool in the Flood and Drought Portal, *by Ms. Silvia Leirião, DHI*
- 11:20 : Using the reporting tool in the Flood and Drought Portal: Group work
- 11:50 : Wrap-up on the reporting tool in the Flood and Drought Portal, applied for Cambodia, *by Ms. Silvia Leirião, DHI*
- 12:00 : Lunch break
- 13:30 : How to complete the SAP Concept Note Section C (indicative financing/ cost information), *by Mr. Tue Kell Nielsen, DHI*
- 13:45 : Bullet points for the SAP Concept Note Section C for the identified candidate projects, and completion of draft concept notes: Group work
- 15:00 : Coffee break

- 15:30 : Next steps: Upgrading of the draft concept notes, aiming at submission to the National Designated Authority (MoE) and then to the GCF, by Mr. Jens Erik Lyngby, UN Environment-DHI
- 15:35 : Group presentations of the draft concept notes: Ms. Huot Syradeth, vice chief officer, MoE/ EPA (Group 1); ms. Heang Phallin, officer, DST/GSSD (Group 2); and ms. Bun Dalin, officer, MoE (Group 3)
- 16:10 : Questionnaire survey of the participants' evaluation of the training seminar
- 16:25 : Closure addresses, by Mr. Jens Erik Lyngby, UN Environment-DHI, and Ms. Oeurn Panchakneat, Deputy Director, DAPF/GSSD
- 16:35 : Closure address, by HE Dr. Vann Monyneath, Deputy SG, GSSD
- 16:40 : Distribution of attendance certificates, by HE Dr. Vann Monyneath, Deputy SG, GSSD, Mr. Jens Erik Lyngby, UN Environment-DHI, and Ms. Silvia Leirião, DHI



Figure 5 Group photo

- 16:50 : Session adjourned

Annex C: The GCF SAP Concept Note Template Outline

(www.greenclimate.fund/how-we-work/sap)

- | | | |
|-----------|--|-------------------|
| A | PROJECT/ PROGRAMME INFORMATION | (max. 1 page) |
| A.1 | Project or programme | |
| A.2 | Public or private sector | |
| A.3 | Indicate the result areas for the project/programme | |
| A.4 | Estimated mitigation impact
(tonnes CO2 equivalent over lifespan) | |
| A.5 | Estimated adaptation impact
(number of direct beneficiaries and % of population) | |
| A.6 | Indicative total project cost (GCF + co-finance) | |
| A.7 | Indicative GCF funding requested | (max 10 mio. USD) |
| A.8. | Type of financial instrument requested for the GCF funding | |
| A.9 | Estimated duration of project/ programme | |
| A.10 | Estimated project/ Programme lifespan | |
| A.11 | Is funding from the Project Preparation Facility needed? | |
| A.12 | Confirm that the overall ESS category is ' <i>minimum to no risk</i> ' | |
| A.13 | Provide rationale for the ESS categorization | (100 words) |
| A.14 | Has the concept note been shared with the NDA? | |
| A.15 | Confidentiality | |
| A.16 | Project/Programme rationale, objectives and
approach of programme/ project | (max 100 words) |
| B | PROJECT/ PROGRAMME DETAILS | (max. 3 pages) |
| B.1 | Context and baseline | (max. 1 page) |
| B.2 | Project / programme description | (max. 1 page) |
| B.3 | Expected project results aligned with
the GCF investment criteria | (max. 1 page) |
| C. | INDICATIVE FINANCING/ COST INFORMATION | (max. 2 pages) |
| C.1 | Financing by components | (max 1/2 page) |
| C.2 | Justification of GCF involvement | (max 1/2 page) |
| C.3 | Sustainability and replicability of the project (exit strategy) | (max. 1/2 page) |
| C.4 | Stakeholders engagement in the project or programme | (max 1/2 page) |
| C.5 | Monitoring and evaluation and reporting plans | (max 1/4 page) |
| D | ANNEXES | |
| | <ul style="list-style-type: none"> • Environmental and social screening (ESS) check list • Location map (as applicable) • Evaluation report of previous project (as applicable) | |