



# PROJECT IDENTIFICATION FORM (PIF)

**PROJECT TYPE: (choose project type)**

**THE LEAST DEVELOPED COUNTRIES FUND FOR CLIMATE CHANGE (LDCF)<sup>1</sup>**

**Submission Date:**

**GEFSEC PROJECT ID<sup>2</sup>:**

**GEF AGENCY PROJECT ID:**

**COUNTRY(IES):**

**PROJECT TITLE:**

**GEF AGENCY(IES):** (select), (select), (select)

**OTHER EXECUTING PARTNER(S):**

**GEF FOCAL AREA:** Climate Change

INDICATIVE CALENDAR (mm/dd/yy)	
Milestones	Expected Dates
Work Program (for FSP)	
CEO Endorsement/Approval	
Agency Approval Date	
Implementation Start	
Mid-term Review (if planned)	
Project Closing	

## A. PROJECT FRAMEWORK

Project Objective:								
Project Components	Indicate whether Investment, TA, or STA <sup>b</sup>	Expected Outcomes	Expected Outputs	Indicative LDCF Financing <sup>a</sup>		Indicative Co-Financing <sup>a</sup>		Total (\$) c = a+b
				(\$ a)	%	(\$ b)	%	
1.								
2.								
3.								
4.								
5.								
6.								
7. Project management								
<b>Total project costs</b>				A0		B0		0

<sup>a</sup> List the \$ by project components. The percentage is the share of LDCF and Co-financing respectively to the total amount for the component.

<sup>b</sup> TA = Technical Assistance; STA = Scientific & Technical Analysis

## B. INDICATIVE CO-FINANCING FOR PROJECT BY SOURCE AND BY NAME (in parenthesis) if available, (\$)

Sources of Co-financing	Type of Co-financing	Project
Project Government Contribution	(select)	
GEF Agency(ies)	(select)	
Bilateral Aid Agency(ies)	(select)	
Multilateral Agency(ies)	(select)	
Private Sector	(select)	
NGO	(select)	
Others	(select)	
<b>Total co-financing</b>		<b>B0</b>

<sup>1</sup> This template is for the use of LDCF Adaptation projects only.

<sup>2</sup> Project ID number will be assigned initially by GEFSEC. If PIF has been submitted earlier, use the same ID number as PIF.

**C. INDICATIVE FINANCING PLAN SUMMARY FOR THE PROJECT (\$)**

	Previous Project Preparation Amount (a) <sup>3</sup>	Project (b)	Total c = a + b	Agency Fee
LDCF		A		
Co-financing		B		
<b>Total</b>	0	0	0	0

**D. FOR MULTI AGENCIES/COUNTRIES (IN \$)<sup>1</sup>**

GEF Agency	Country Name	(in \$)		
		Project (a)	Agency Fee (b) <sup>2</sup>	Total (c) c=a+b
(select)				
<b>Total LDCF Resources</b>		0	0	0

<sup>1</sup> No need to provide information for this table if it is a single country and/or single GEF Agency project.

<sup>2</sup> Relates to the project and any previous project preparation funding that have been provided and for which no Agency fee has been requested from Trustee.

**PART II: PROJECT JUSTIFICATION**

- A. STATE THE ISSUE, HOW THE PROJECT SEEKS TO ADDRESS IT, AND THE EXPECTED ADAPTATION BENEFITS TO BE DELIVERED:**
- B. DESCRIBE THE CONSISTENCY OF THE PROJECT WITH NATIONAL/REGIONAL PRIORITIES/PLANS:**
- C. DESCRIBE THE CONSISTENCY OF THE PROJECT WITH LDCF ELIGIBILITY CRITERIA AND PRIORITIES:**
- D. OUTLINE THE COORDINATION WITH OTHER RELATED INITIATIVES:**
- E. DESCRIBE ADDITIONAL COST REASONING:**
- F. INDICATE THE RISK THAT MIGHT PREVENT THE PROJECT OBJECTIVE(S) FROM BEING ACHIEVED AND OUTLINE RISK MITIGATION MEASURES:**
- G. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT:**
- H. JUSTIFY THE COMPARATIVE ADVANTAGE OF GEF AGENCY:**

<sup>3</sup> Include project preparation fundings that were previously approved and exclude PPGs that are awaiting for approval.

**PART III: APPROVAL/ENDORSEMENT BY OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)**

**A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT:**

(Please attach the [country endorsement letter\(s\)](#) or [regional endorsement letter\(s\)](#) with this template).

NAME	POSITION	MINISTRY	DATE ( <i>Month, day, year</i> )

**B. AGENCY(IES) CERTIFICATION**

This request has been prepared in accordance with LDCF policies and procedures and meets the LDCF criteria for project identification and preparation.					
Agency Coordinator, Agency name	Signature	Date ( <i>Month, day, year</i> )	Project Contact Person	Telephone	Email Address

## LDCF PIF Preparation Guidelines

**Unlock instruction:** The template, by default, is locked to allow the pull-down menu to function. However, in order to access the various documents through the hyperlink, the template has to be in an unlocked form. To unlock the template follow this path: Go to **View > Toolbars > Forms**. You will then see a pop up menu like this.



Click on the right-most icon (a lock) to unlock.

When inputting information in the fields in the template, please use the “locked” mode.

**Length of PIF Submission:** We recommend the PIF to be as short as possible (4-8 pages), excluding Part III of the template.

**Submission date:** This is important so that Secretariat can keep track of the business standard calculation. Please put in the date that you actually submit the document to GEFSEC.

### **PART I: PROJECT IDENTIFICATION**

The first part is the project core information and standard selections are provided to the extent possible for ease of preparation.

**Indicative Calendar:** All the dates are expected dates and subject to change as new developments unfold. The purpose of these dates is to have an approximate timeline for the project. For example, the expected CEO endorsement date for FSPs will be included in the PIF clearance letter from CEO to the Agencies. When deciding the date on CEO endorsement, please follow the project cycle paper provisions of not exceeding 22 months from PIF/work program approval by Council. For MSP approval date, the maximum is 12 months from the time the PIF is approved by CEO. The GEF Management Information System will be sending alerts to the Agencies about a month prior to the dates indicated in the letter to alert Agencies of the impending deadlines. It is therefore advisable that should there be any delay in the milestone dates in the endorsement/approval letter, Agencies should inform GEFSEC immediately and seek GEF CEO's concurrence to the new dates/milestones. For all other dates on the template (i.e. Agency approval, Mid-term review, etc.), Agencies should inform GEFSEC of any deviation from those indicated in the PIF template so that the GEFSEC database could be updated to reflect the changes. Agencies should also indicate any change in the milestone dates in its annual implementation reports submitted to GEFSEC. In order to avoid confusion on the various terms under the Indicative Calendar section, please refer to the definitions below:

**GEF Agency Approval** - The date on which the GEF Agency Board or Management approves the Grant proposal. This is equivalent to the WB's Board approval date, UNDP's Project Document's signature date, or IFAD's approval date.

**Implementation Start** - The date on which project becomes effective and disbursement can be requested. This is the equivalent to the WB's grant/legal agreement effectiveness date and UNDP's Project Document Signature Date. This is also the trigger date for the Trustee to allow Agencies to apply for disbursement.

**Project Closing** - This is the date when all project activities are financially committed, but not necessarily all disbursements completed. Generally, Agencies provide a grace period of 6 months, or more, for final disbursement after project closing, but the sums paid may not be increased from the amounts originally committed. Agencies should submit a report to GEFSEC and the Trustee on the financial closure of the project.

A. **Project Framework:** The main objective of the section is to sketch out the overall design of the project and to provide information about what the LDCF grant will finance in relation to other sources of funding.

Since many agencies utilize their own terminology for project design, it is important to clarify what the Secretariat is asking for under each heading. The definitions are based on those developed by OECD/DAC, *Glossary of Key Terms in Evaluation and Results-Based Management* (2002).<sup>4</sup>

**Project Objective** (refers to OECD/DAC *development objective*): intended impact contributing to adaptation benefits via one or more development interventions.

---

<sup>4</sup> The full glossary in English, French and Spanish is posted on the following website:  
<http://www.oecd.org/dataoecd/29/21/2754804.pdf>

**Outcomes:** The likely or achieved short-term and medium-term effects of an intervention's outputs (e.g. reduced risk of famine due to improved and climate-resilient farming practices; improved access to drinking water due to climate-resilient water harvesting techniques; and regulations approved to reduce impact of climate change)

**Outputs:** The products, capital goods and services which result from a development intervention, and are relevant to the achievement of outcomes. Outputs should be as concrete as possible at this stage; if it is not possible to give a discrete number for quantitative outputs providing a quantitative range would be helpful (e.g. 10 to 30 staff trained to operate and maintain an early warning system, data capture in 3-5 regions of coastal lowlands).

The **Project Component** is simply the division of the project into its major parts; an aggregation of a set of concrete activities (e.g. . capacity building, including institutional capacity; policy reform; investments in climate-resilient technologies and/or interventions at the sectoral level).

The indicative financing of the project should be broken down by Project Component. For each component also indicate whether it is of investment in nature, technical assistance, or scientific and technical analysis.

The percentage under the indicative LDCF and co-financing is the percentage of LDCF or co-financing to the total amount for the component, i.e. the amount listed under LDCF and Co-financing for a particular component will add up to 100% of the component total.

- B. Indicative Co-financing for the project by source and by name (in parenthesis) if available, (\$): Indicate the estimated sources of co-financing by the co-financing source categories listed in the first column. Sources indicated are general categorization of co-financiers at this stage. However, if more specific information on the names of co-financiers is available, please include the names after the category (in parenthesis). In the column on types of co-financing, please pull down menu to select whether the co-financing is a grant, soft loan (or concessional loan according to OECD classification), hard loan, guarantee, in-kind contribution or unknown at this stage. Total co-financing in this table should match the co-financing total shown in the last column of Table C.
- C. Indicative Financing Plan Summary for the Project (\$). Provide the total indicative SCCF grant and co-financing amounts. Please note that the co-financing amounts do not receive an Agency fee. Total in the Project column (last row, 3<sup>rd</sup> column) should match the total project costs amount in Table A (the last column by last row). In the project preparation column, please include only preparation funding received previously either through PDF-A or PDF-B in the second column. No new PPG amount should be included. In providing Agency fee amount, especially in Table B where there is split between/among Agencies, the rule is that total amount should not exceed 10% following the Fee Policy provisions. If for whatever reason the amount is less than 10%, please provide explanation since we will follow whatever amount Agency requested as long as it is within the 10% limit. The explanation should be included in the cover letter that accompanies the submission of PIF to GEFSEC.
- D. For Multi Agencies/countries: This table provides the share of the project amount by Agency and country. For single country and single Agency implemented projects, this table could be skipped. Total LDCF Resources amount indicated in this table must match the LDCF total shown in the last column of Table B. No PPG amount should be included in this table as this will be completed in a separate PPG request template.

## **PART II: PROJECT JUSTIFICATION**

- A. Self-explanatory.
- B. Answer the question by stating if the proposed project is consistent with country priorities and how it builds on ongoing programs, policies and political commitments. Responding to this question will also show country ownership of this project.
- C. Describe the project's consistency with the LDCF eligibility criteria and priorities.
- D. Describe the coordination with other GEF agencies, organizations, and stakeholders involved in related initiatives; if similar projects exist in the same country/region, including GEF projects, report on synergies/complementarity with this proposal and demonstrate that there is no duplication.
- E. Describe additional cost reasoning for the project. LDCF support to adaptation projects follows the "additional cost" principle which distinguishes those projects from the usual GEF projects which are funded on the basis of incremental costs. The costs associated with meeting additional adaptation needs imposed on the country by the effects of climate change can be supported by the GEF through the LDCF. The cost associated with baseline development activities (that would occur anyway, also in the absence of climate change) are supported by co-financiers. The objective is to

describe what would happen without LDCF support and how the adaptation benefits would be generated? Justification for the requested LDCF grant as it relates to the achievement of decreased vulnerability and/or increased adaptive capacity to the adverse effects of climate change.

- F. Self-explanatory.
- G. The objective is to ensure that the selected adaptation measure is the least-cost option. If the cost-effectiveness analysis is not available at the time of PIF submission, outline the steps that project preparation would undertake to present cost-effectiveness at CEO endorsement.
- H. Use the matrix of comparative advantage as a guide (a link to the paper is provided). If the GEF Agency is within the comparative advantage matrix, there is no need to respond to this section. However, if the Agency has good reason to implement the project even though it is outside the comparative advantage matrix for the particular type of project that it is proposing, the Agency should provide justification in this section.

**PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(CIES).**

- A. Record of endorsement of GEF Operational Focal Point (s) on behalf of the government. Agencies could add fields to this section if more than two countries are involved in the project. There are two types of endorsement letters linked to this section: one for regular projects while the other for regional projects, basically to provide a section where detailed information regarding the allocation of the project amount by focal area, by Agency and by country is provided.
- B. GEF Agency(ies) Certification: This section provides Agency's certification to the submission as well as contact information for project.