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## **EU-GIZ Adapting to Climate Change and Sustainable Energy (ACSE) Programme**

### **Sub-regional Project Design Document (PDD) Training Workshop**

Tanoa Plaza, Suva, Fiji 28-30 October 2014 and Cliff Rainbow Hotel, Pohnpei, Federated States of Micronesia 4 – 6 November 2014

### **FREQUENTLY ASKED QUESTIONS**

- 1. What is the duration of the Project Design Development (PDD) phase?**  
Eight months is being assigned for the PDD phase (28 November 2014 – 31 July 2015).
- 2. When is the most likely starting time for the PDD phase?**  
GIZ hopes to put out calls for PDD preparations and submissions by 28 November 2014
- 3. When is the due date for the PDD submission?**  
30<sup>th</sup> of April 2015
- 4. Should the implementing partners be also involved in the PDD phase?**  
Yes. The implementing partner (if already identified by the country) should be involved in the PDD phase as well as the implementing phase of the project. Countries should contact preferred implementing partners now to discuss their involvement, if they have not already done so.
- 5. What is the proper procedure to be followed by the countries for the submission of PDDs?**  
All countries are to follow their own internal procedures for the development and endorsement of the PDD. Once agreed and endorsed at the national level, the PDD should be submitted to GIZ through the National Authorising Office of each respective country.
- 6. Who should sign the PDD at the national level before it is submitted to GIZ by the NAO?**  
The PDDs have to be signed off by:
  - (i) The proposed contracting party
  - (ii) The Ministry in charge of implementing the project if different from the contracting party
  - (iii) The national focal point for climate change and energy respectively
  - (iv) The NAO by letter of approval appended to the PDD to be submitted to GIZ
- 7. Who will undertake the PDD assessment?**  
The Regional Assessment Board (RAB)
- 8. What are the criteria for the assessment?**
  - (i) For the General Criteria, a “Yes” assessment must be met or the country will be required to resubmit.
  - (ii) A minimum of 50 points is required out of a total of 55 for a PDD to be approved based on the 1 point per question in the PDD template
  - (iii) The scoring criteria for PDDs can be found on page 93 in the guide.
- 9. How long will the assessment be?**  
The assessment will take two months. Following the assessment, the RAB will provide feedback to countries and suggest recommendations for improvements of PDDs, if applicable.
- 10. How many months will countries be given to re-draft their PDDs if recommendations have been given by RAB?**  
Approximately one month.

**11. Who are the main entities that can be involved in the PDD development and implementation phase of the project?**

- (i) **Lead National Agency (LNA)** – country’s Government department or ministry that is responsible for coordinating climate change adaptation and/or sustainable energy projects. The LNA will supervise project implementation and administration.
- (ii) **National Implementing Agency (NIA)** – the country’s Government department or ministry that will be responsible for the technical implementation of the project. This entity can be the same or different from the LNA
- (iii) **Implementing Partner (IP)** – an external organization that countries can choose to implement the project. The IP should have financial, procurement and administrative procedures that meet EU/GIZ requirements.
- (iv) **Project partner(s) (PP)** – Project partners are organizations that may provide advice and/or assist with on the ground implementation of the project. These partners can be sub-contracted to provide these services.
- (v) **Contracting Party (CP)** – The Contracting Party will have financial and management responsibility for implementing the agreed activities with the funding provide. CP can be the LNA, NIA or IP and must meet EU/GIZ criteria for finance, procurement and administration.

**12. If the country chooses a national entity and/or organization to be the contracting party for the project and has not met the EU/GIZ requirements, what is the criteria that EU/GIZ will assess the organization with?**

- (i) Established and verifiable organisation procedures
  - (ii) Organisation charts
  - (iii) Procedural manuals and working instructions
  - (iv) Staffing of established positions, number of professional staff, number of administration and finance staff
  - (v) Procurement rules meet GIZ and EU requirements (these must be submitted)
  - (vi) Previous financial audits
  - (vii) Previous project experience with GIZ (if relevant)
- More details are available on page 21 in the guide.

**13. Can the NAO sign the Financing Agreement with the Implementing Partner and GIZ?**

Yes. It is up to the countries to decide whether the NAO signs the Financing Agreement with the Implementing Partner and GIZ.

**14. Can GIZ provide feedback to the countries/consultants developing the PDDs during the PDD development stage?**

Yes. The EU-GIZ ACSE Programme team including the Coordinator and the advisers can provide guidance/feedback during the PDD development stage.

**15. Where can I find the Project Design Document (PDD) template and the Guide to the PDD?**

Copies will be communicated to all the fifteen countries by GIZ. Soft copies are also available online on the Pacific Climate Change portal ([www.pacificclimatechange.net](http://www.pacificclimatechange.net)) and a dropbox link with all the relevant documents will also be circulated to all stakeholders.

**16. What is the difference between “Replicability” and Scalability” sections in the PDD?**

Replicability of the project is when the projects can be duplicated/replicated at other possible project sites using the same design, etc.

Scalability of the project is when the project can be expanded/upgraded at the same or other project sites.

**17. In which cost category will the Management Fee charged by Implementing Partner be reflected in for the “Budget” in the PDD template?**

Implementing Partners cannot charge a lump sum management fee for the implementation of the project. The general costs have to be integrated in the respective cost category, e.g. salaries, transport (car, etc.), equipment, etc.

**18. What level of minimum environmental standards needs to be included in contracts with 3rd parties to deliver goods / services?**

National environmental standards/legislations will be adhered to by all parties in the delivery of goods and services.

**19. If only a single supplier/provider of any project good or services is available in the country, what procedure is to be followed in acquiring quotes and purchase of goods and services?**

The single supplier/provider is to sign a “Declaration of single provider” template which will be provided by GIZ and the invoice/receipt provided should have the name of the supplier/provider, contact person and details.

**20. In the case where supplier/providers cannot provide invoices/receipts with their contact details, what procedure should be followed?**

The In-Country Coordinator or the Implementing Partner or Lead National Agency should write down the details of the provider/supplier including the name of the company, contact person and details and them both sign on the invoice/receipt.