



## Selection of implementing agencies and programs in countries without a national fund

Adopted at EB 11 in Brussels, 30 November 2018

### EB.2018.16

Whereas [Executive Board Decision EB.2018.14](#) changed the Terms of Reference of the CAFI Trust Fund to allow the development of more than one program and the use of the more than one implementing agency in countries without a national fund, the CAFI Executive Board (EB) decides to establish the following modalities for selecting programs and implementing agencies.

1. **Step 1: the CAFI Secretariat prepares programming notes** for each program idea identified in the NIFs and selected as priority for CAFI. The EB will decide which program ideas are priority to CAFI and instruct the Secretariat to develop the programming notes. Programming notes will be developed and reviewed through the lifetime of the country programming cycle based on programming needs and available funding. Once approved by the EB, they will be posted on CAFI website. The programming notes:
  - a. Will be based on consultations led by the Secretariat with the Government, EB members and eligible agencies
  - b. May require a pre-feasibility study to be conducted by the Secretariat
  - c. Will contain the following information:
    - i. Proposed geographic scope
    - ii. Proposed expected results
    - iii. Evaluation of whether a request for proposals is necessary based on the following criteria
      1. Presence of more than one eligible agency with capacity to implement such programs (size of program, thematic focus)
      2. Interest expressed by more than one eligible agency to implement such programs
      3. Existence of co-funding

4. Ongoing programming efforts conducted by one eligible agency
  5. Any other issue the EB and Government will deem appropriate and request the Secretariat to include
    - iv. In case a request of proposal is necessary, recommendation on the criteria to be used to assess expressions of interest
    - v. Approximative funding envelop required
    - vi. Approximative time required for programme development and implementation
    - vii. List of entities consulted
    - viii. Any other issue the EB will deem appropriate
  - d. Will be approved by the EB
2. **Step 2: Based on the programming notes approved by the EB, the program documents will be developed** either by
- a. **direct selection** (if the programming note does not recommend a RFP). In this case preparatory funding can be awarded to selected agency to conduct a feasibility study and develop the program to be submitted to the EB for approval. The preparatory funding will be approved by the EB.
  - b. Or a two-step **request for proposal** process:
    - i. Expression of interest to be submitted by interested and eligible agencies with a few basic criteria to allow the selection of the agency
    - ii. Based on the expression of interest one agency will be selected by the EB, in consultation with the Government, and preparatory funding can be awarded to selected agency to conduct a feasibility study and develop the program to be submitted to the EB for approval
3. **Step 3: Independent assessment** of program documents (no change in the TORs)
4. **Step 4: As appropriate, a small technical committee** could advise the EB through the whole decision-making process:
- a. Members: experts from CAFI Secretariat roster and/or designated by CAFI EB members, EB members (if available and interested), CAFI Secretariat, national experts
  - b. Roles and responsibility: Review, provide recommendations and assess upon request the programming notes, the Terms of reference of the feasibility or prefeasibility studies, deliverables of the studies, project documents before their approval by the EB
5. **Step 5: Approval by EB of programs** presented jointly by the Government and implementing agency.