



**KEMENTERIAN KEUANGAN**  
REPUBLIC INDONESIA

# **Practical Guide on Preparing Green Climate Fund (GCF) Concept Notes and Proposals**



Prepared by:  
Perspectives Climate Group (PCG)  
Landscape Indonesia

**Fiscal Policy Agency**  
**Ministry of Finance of the Republic of Indonesia**  
**NDA - GCF Indonesia**

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KEMENTERIAN KEUANGAN  
REPUBLIK INDONESIA



National Designated Authority  
Green Climate Fund  
Indonesia



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# Abbreviations

AE	Accredited Entities
AMA	Accreditation Master Agreement
APR	Annual Performance Report
ASEAN	Association of Southeast Asian Nations
BAPPENAS	Badan Perencanaan Pembangunan Nasional (The National Development Planning Ministry)
BKF	Badan Kebijakan Fiskal (The Fiscal Policy Agency)
CDM	Clean Development Mechanism
CN	Concept Note
CO <sub>2</sub>	Carbon Dioxide
CPD	Country Program Documents
DAE	Direct Access Entities
EE	Executing Entity
ESMS	Environmental and Social Management System
ESS	Environmental and Social Safeguards
EWP	Entity Work Program
FAA	Funded Activity Agreement
FOLU	Forests and Other Land-Use
FP	Funding Proposal
GCF	Green Climate Fund
GESI	Gender Equality and Social Inclusion
GHG	Greenhouse Gas
IAE	International Access Entities
IPAG	The Indigenous Peoples Advisory Group
IRMF	Integrated Results Management Framework
iTAP	Independent Technical Advisory Panel
KLHK	Kementerian Lingkungan Hidup Dan Kehutanan (Ministry of Environment & Forestry)
MRV	Measurement, Reporting, and Verification
NDA	National Designated Authority
NDC	Nationally Determined Contribution
NGO	Non-Governmental Organizations
NoL	No-Objection Letter
PKPPIM	Pusat Kebijakan Pembiayaan Perubahan Iklim Dan Multilateral (The Center for Climate Finance and Multilateral Policy)
PPF	Project Preparation Facility
QA/QC	Quality Assurance/Quality Control
RAN-API	National Action Plan for Climate Change Adaptation
RBM	Results-Based Management
REDD+	Reducing Emissions from Deforestation and Forest Degradation

RfP	Request for Proposals
RMF	The Risk Management Framework
RPJMN	Rencana Pembangunan Jangka Menengah (National Medium-Term Development Plan)
RPJPN	Rencana Pembangunan Jangka Panjang Nasional (National Long-Term Development Plan)
SAP	Simple Application Process
SRN-PPI	Sistem Registri Nasional Pengendalian Perubahan Iklim
ToC	Theory of Change
UNFCCC	The United Nations Framework Convention on Climate Change
VERRA	Verified Carbon Standard Association

# Purpose and Objectives

The Green Climate Fund (GCF) is the world's largest climate finance mechanism, supporting developing countries in addressing climate change through mitigation and adaptation projects. Accessing GCF funding requires well-structured proposals that align with GCF investment criteria, national priorities, and climate impact objectives alongside other considerations. A capacity gap assessment conducted in 2024 has revealed the main challenges faced by stakeholders in Indonesia when pursuing GCF applications. The most prominent challenge are capacity limitations in terms of knowledge on GCF requirements and the application process. This guide provides concise and comprehensive guidance on how to access and manage GCF resources effectively, tailored to the specific context of Indonesia. Targeted stakeholders include government actors, non-governmental organizations (NGOs), and the private sector. The guide was developed with close consultations and feedback with the relevant stakeholders. Additionally, this guide is available in English and Bahasa<sup>1</sup> to mitigate language barriers.

This guide provides a practical, step-by-step approach to developing successful GCF concept notes and proposals. It equips stakeholders with most essential knowledge, tools, and strategies to navigate the application process, with the aim of enhancing the quality and success rate of GCF funding applications. This guide is additionally accessible as an [interactive online tool](#). A practical approach is taken to structure the guide, where the reader can go through the entire guide to form a complete picture on the procedures and requirements of GCF applications, or to navigate through the major steps. While navigating through the guide, best practices and pitfalls are provided in text boxes across the guide. Due to the limited number of pages and the desired compactness of the document, coupled with the complexity and wealth of information required by GCF funding applications, the document had to focus on the essential aspects. However, the document contains numerous links to further information and resources where additional information can be found.

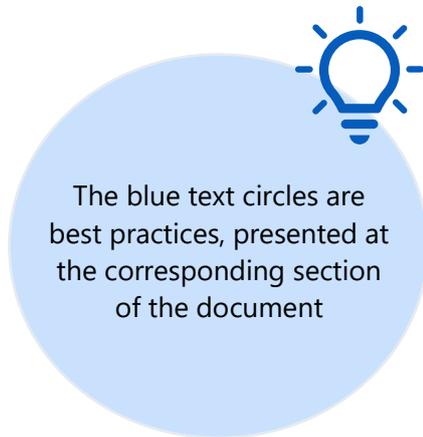
All applications to GCF need to comply with the same general GCF requirements and follow similar steps. However, certain elements differ from one country to another based on the specific country needs and diverse institutions involved. This guide is specifically targeted at proponents interested in applying for the GCF in Indonesia, and it presents the distinct needs and considerations that should be taken into account by and for Indonesian stakeholders.

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<sup>1</sup> See: [Practical guide in Bahasa](#)

# Icon Legend

Throughout the guide, different icons are used to visually simplify the information being presented. The following icons are used:

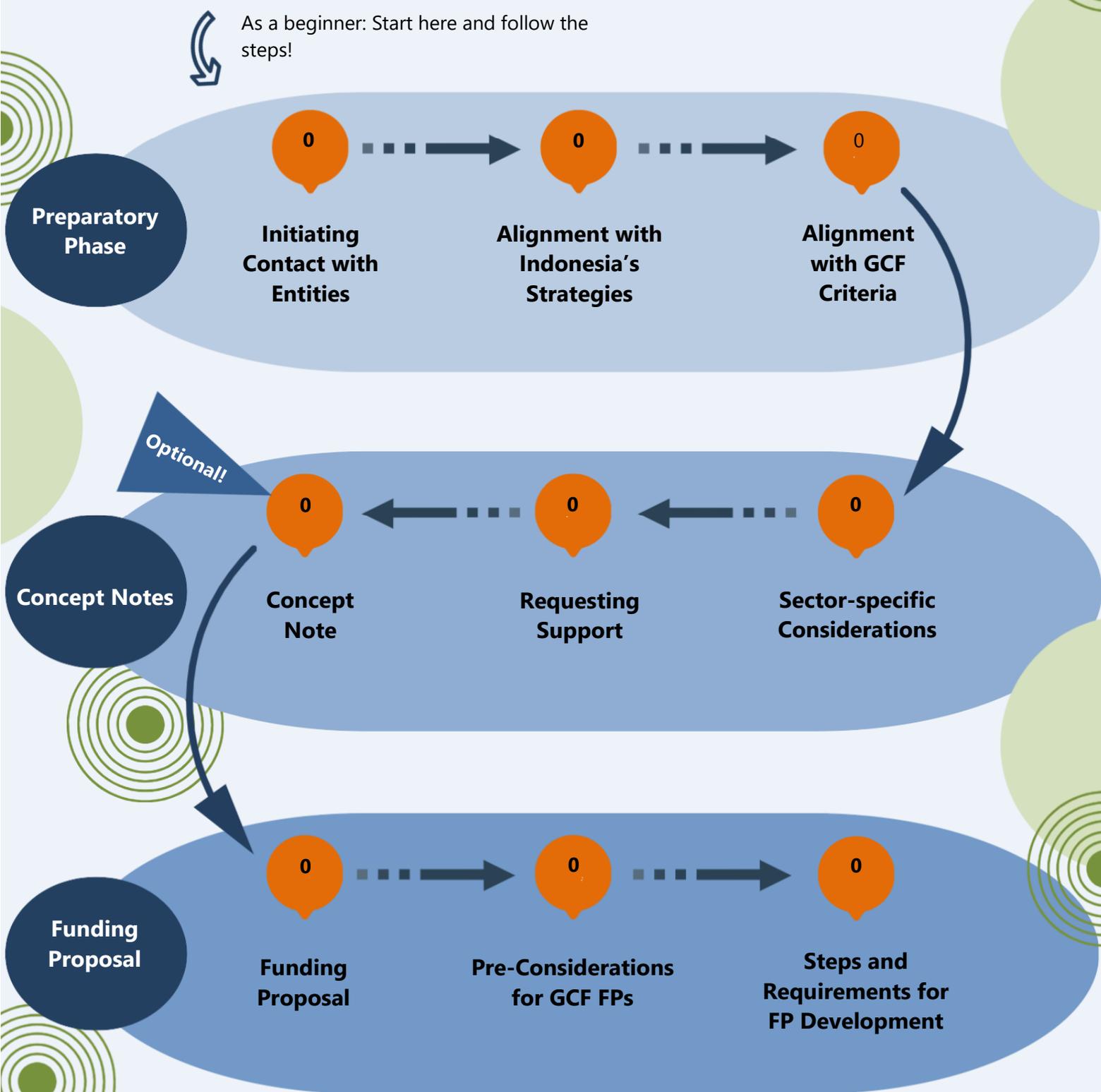


The text boxes link to other relevant websites or other knowledge products on the E-Learning Platform

# Navigating Through the Guide

This figure can be used to navigate through the most essential sections of this practical guide, using hyperlinked section numbers. For a complete picture on all essential knowledge needed for high-quality proposals, it is recommended going through all sections, as it follows the chronological order of applications. However, if certain steps are already clear or if specific guidance is needed, the reader can skip forward in the guide.

The sections in the guide are separated into three phases: preparatory, concept note (CN), and funding proposal (FP) phases. The preparatory phase sections are the core essentials that must be taken into consideration while preparing CNs and FPs, and they include Indonesia-specific considerations. On the NDA website, more detailed guidance for sectoral considerations can be found under **Focus Sector Learning Modules** for selected priority sect.



# Preparatory Phase

The first step on the road towards receiving GCF funding is to identify or have a project idea that solves a real climate problem in Indonesia. While this guide is focusing on the application process, some aspects are essential to consider prior to engaging into developing a GCF application. The following sub-sections provide guidance on what considerations need to be considered before fully engaging in the application process. In addition, further information and links are provided to key sources that should be frequently checked when planning a GCF application.



Prior to navigating through this guide for proposal preparation, it is recommended to ensure institutional readiness and eligibility of your project idea. A survey tool has been developed for this purpose and is accessible on Indonesia's national designated authority (NDA) website ([link](#)). The tool will guide through questions, alongside clear explanations of the steps needed to help assessing readiness. This guide is written with the notion that the user has already confirmed their institutional readiness and project eligibility, and it expands beyond the information provided in the survey tool.

## Collaboration with Entities

Project proponents aiming at receiving GCF funding can only do so through collaboration with two main entities:

- **GCF NDA:** It is the official representative of the host country and the main interface between project proponents and the GCF. This authority is responsible for communication with the GCF, determining country priorities, and providing project proponents with documents as elaborated in Section: 0. Pre-requirements for GCF Application. The contact information of Indonesia's NDA can be found in Section 0 Additional Resources:.
- **Accredited Entities (AEs):** AEs are organizations accredited by GCF, eligible for submitting proposals to the GCF and are responsible for coordinating and implementing the projects in close coordination with the NDA. There are two types of AEs, **Direct Access Entities (DAEs)** that are nationally or regionally located, and **International Access Entities (IAEs)** who cover a wider reach, including national, multi-national, regional or international scopes.



It is recommended to check [Indonesia's Contacts page on the GCF website](#) for up-to-date DAEs list.

Contact must be established with the NDA and a suitable AE or DAE before a proposal is developed. The AE should be chosen based on location, project scale, thematic focus, financial instrument suitability, environmental and social risk category, sector expertise, and institutional capacity.



Follow the links to the DAE pages in the table to check suitable financial instruments for each DAE.

## Indonesia's DAEs

As of August 2025, Indonesia has two DAEs. While one is not bound to applying through the DAEs, Table 1 showcases the difference between Indonesia's DAEs, reflecting what type of projects they are better suited to

support. Sector expertise can be better determined by checking the list of documents under respective DAE pages on the GCF website, as hyperlinked in the table below.

**Table 1: Comparison between Indonesia's DAEs**

	<u>Kemitraan bagi Pembaruan Tata Pemerintahan</u>	<u>PT Sarana Multi Infrastruktur</u>
<b>Thematic focus</b>	Promotes sustainable governance and human rights with a focus on land use, forestry, and livelihoods. It aims to implement climate adaptation strategies, support community-based forest management, resolve land tenure conflicts, and strategies for reducing emissions from deforestation and forest degradation (REDD+).	Accelerates national infrastructure development through public-private partnerships and supports sustainable development and climate resilience by financing projects in water, renewable energy, transport, and agriculture to meet government infrastructure goals.
<b>Size</b>	Micro (project costs up to \$10M)	Medium (project costs between \$50M-250M)
<b>Environmental and social risk category</b>	Category C (minimal to no risks or impacts) <sup>2</sup>	Category A (significant risks and impacts)

Source: Authors based on (GCF 2025a; GCF 2025b)

In case a project idea does not fit to an existing AE, the organization acting as project proponent may apply for accreditation. To become a DAE, nomination needs to be obtained by an Indonesian NDA, while IAEs do not need such nomination. Additionally, when an AE submits a concept note, it must be indicated whether the project or program is part of their Entity Work Program (EWP). This program is created in coordination with the GCF's country programming division, and consistency is expected between EWPs and the projects presented by AEs.



The main steps to obtain accreditation as DAE can be found on the [GCF website](#). A [fast track](#) accreditation process is also possible.

## Alignment to Country Program

Country program documents (CPDs) are strategic documents developed by countries to reflect their priorities when engaging with the GCF, reflecting national climate strategies, targets and development goals. They affirm the alignment between proposals and national priorities, and ensure country ownership, which in turn supports projects' sustainability, relevance and effectiveness. CPDs are published on the GCF website<sup>3</sup>, and are periodically updated to reflect the newest priorities and knowledge. The most up to date CPD from Indonesia has been published in 2021<sup>4</sup> by the Center for Climate Finance and Multilateral Policy (Pusat Kebijakan Pembiayaan Perubahan Iklim dan Multilateral - PKPPIM), which is Indonesia's NDA, operating under the Fiscal Policy Agency (Badan Kebijakan Fiskal - BKF). It was developed based on the latest policy documents, and stakeholder consultations. While it is recommended to go through the CPD



Ensure alignment with the **latest version** of [Indonesia's country program with the GCF](#), as it is periodically updated.

<sup>2</sup> More information on risk categories can be found in: [Sustainability guidance note](#)

<sup>3</sup> See: [List of CPDs](#)

<sup>4</sup> See: [Indonesia's CPD](#)

thoroughly to ensure alignment with the concept and proposal, key points are summarized in this section.

The country's ultimate priorities include climate finance enhancement by improving fund distribution across priority sectors and strengthening government capacity in project development, alongside the improvement of coordination, strategic investment planning, and development of effective project pipelines. Engagement with the private sector is another priority, to link de-risking instruments with project pipelines to attract private investment, ensuring sustainable and effective climate funding. Indonesia's climate governance framework is mapped in the CPD alongside key financial institutions, highlighting establishments for coordinating and implementing national priorities.

Aside from the direct priorities, there are several documents that outline Indonesia's mitigation, adaptation and development plans and policies. Some of the most relevant documents, as mentioned in the CPD of 2023 are:

- [Enhanced Nationally Determined Contribution \(NDC\)](#), 2022
- [National Long-Term Development Plan \(Rencana Pembangunan Jangka Panjang Nasional - RPJPN\)](#), 2005-2025
- [National Medium-Term Development Plan \(Rencana Pembangunan Jangka Menengah - RPJMN\)](#), 2020-2024
- [National Action Plan for Climate Change Adaptation \(RAN-API\)](#)



Take latest and new policies or regulations into account beyond the latest Country Program Document.

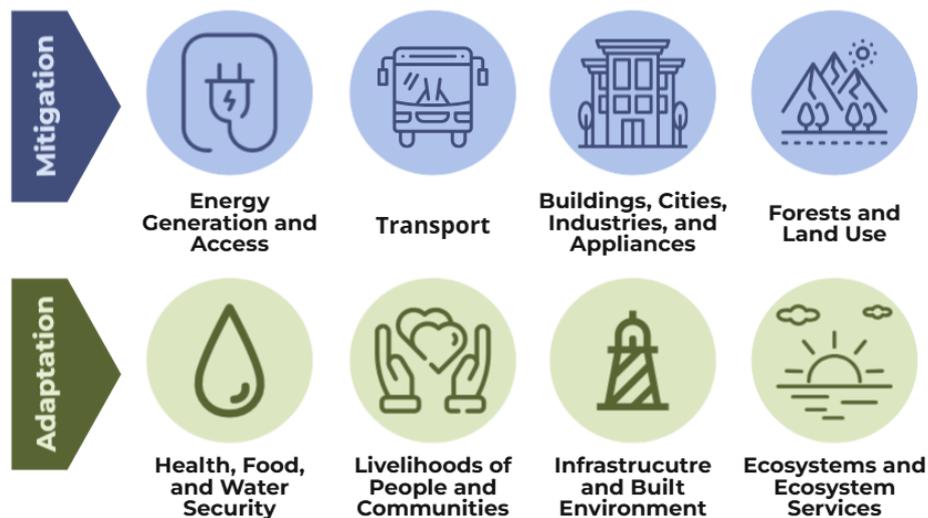
## Alignment with GCF Criteria

When planning a funding application to GCF, one should be aware of what the GCF is looking for and focusing at. To improve the quality of proposals, thus increase the chances of obtaining funding, the project idea should be closely aligned with GCF's areas of interest, and should match the fund's investment policies, strategies and guidelines.

## GCF Focus Areas

The GCF aims to fund projects that support both mitigation and adaptation efforts, with the aim to split their financing equally between the two impact areas. They have set four result areas under each of the impact areas, as listed in Figure 1, striving for lowering emissions and increasing climate resilience. Proposals to be submitted for funding must fall under one or more of the result areas. Indonesia's CPD proposes thematic priorities in-line with the GCF's results areas and the country's priority sectors as listed in the NDC<sup>4</sup>.

**Figure 1: GCF Result Areas**



Source: Authors bases on (GCF 2025c)

## GCF Investment Framework

The allocation of GCF’s funds is determined based on a transparent set of investment policies, strategies, targets and guidelines, which can be elaborately found on GCF’s Investment framework page<sup>5</sup>. The most relevant elements of the framework are those in control of project proponents while planning their projects, which is presented in the investment criteria, summarized in Table 2. The GCF’s investment criteria and corresponding indicators can be used as a framework, under which project proponents can build, structure, and justify their project ideas, as well as to back claims made within the project’s CN and FP. The indicators can be linked to measurable project impacts, and to strengthen the planned outcomes. A proposal that is aligned with GCF’s core goals has a higher likelihood to obtain funding.

**Table 2: Indicators of application of GCF's investment criteria**

Criteria	Aim	Indicators
<b>Impact potential</b>	Achievement of GCF’s result areas	<ul style="list-style-type: none"> <li>Emission reductions over lifetime</li> <li>Changes in disaster impacts and clarity on beneficiaries of the project</li> </ul>
<b>Paradigm shift potential</b>	Sustainable development beyond the single project	<ul style="list-style-type: none"> <li>Planned long-term, scalable impact backed by theory of change (ToC) model</li> </ul>
<b>Sustainable development potential</b>	Co-benefits for achieving sustainable development goals	To identify at least one co-benefit in any two areas of: <ul style="list-style-type: none"> <li>Economic: Job creation, poverty alleviation, and financial inclusion</li> <li>Social: Improved health, education, and energy access</li> <li>Environmental: Enhanced quality of air, water, and biodiversity</li> <li>Gender: Reducing gender inequality, and empowering women</li> </ul>
<b>Needs of the recipient</b>	Financing needs of country	<ul style="list-style-type: none"> <li>Financial, economic, and institutional barriers of country to accessing climate finance, and how they are met through concept solution</li> </ul>

<sup>5</sup> See: [Investment policies, Investment strategy and portfolio targets, and Investment guidelines](#)

<b>Country ownership</b>	Ability and willingness to implement the proposal	<ul style="list-style-type: none"> <li>• Alignment with national plans and targets</li> <li>• Engagement with national stakeholders</li> </ul>
<b>Efficiency and effectiveness</b>	Soundness of economic and financial plans	<ul style="list-style-type: none"> <li>• Effectiveness indicated in cost-per-ton carbon dioxide (CO<sub>2</sub>) and rate-of-return</li> <li>• Mobilizing co-financing</li> <li>• Including sector best-practices</li> </ul>

The indicators are assessed against specified elements that further clarify what the GCF seeks for their investment. A list of elements per criteria can be found on the GCF website<sup>6</sup>.

## Environmental and Social Safeguards (ESS)

Another goal of the GCF is the protection of local communities and ecosystems in any activity it supports, ensuring environmental and social safeguards (ESS). The Environmental and Social Management System (ESMS) is set to identify, mitigate, and monitor potential risks of that nature as well as to improve future performance of funded projects and find ways to deal with accidental harms, as set in the GCF decision document<sup>7</sup>. AEs are responsible for implementing safeguards, and they are assessed on this ability during the accreditation process, as they must establish systems to avoid harm. The rights of indigenous people are also safeguarded alongside vulnerable and marginalized groups, where these groups are considered an essential stakeholder in any planned or implemented strategy and activity. The Indigenous Peoples Advisory Group (IPAG) has been established with the goal of facilitating discussions and coordination between project proponents, the GCF and the entities in-between to support equitable development. The list of members of the group and the most recent information can be found on the Indigenous Peoples' webpage<sup>8</sup>.

## Gender Equality and Social Inclusion (GESI)

With the goal of equitable development, GCF recognizes that gender equality is a necessity, and so it is a prioritized topic within the fund's strategy. The GCF's Gender Equality and Social Inclusion (GESI) Policy and Action Plan<sup>9</sup> as well as the Gender policy<sup>10</sup> can be accessed through the GCF website. Some of the main points to consider during planning and implementing project activities are as follows:

- Gender considerations must be an integral part of every stage of project development
- Gender and social assessments must be done during planning, addressing regional gender issues and exploring opportunities for positive change
- AEs must set gender and social inclusion action plans that include gender-responsive activities, targets, budgets, etc.

These aspects are important to take into consideration regardless of the sector of the concept, as they apply to any project to be funded by GCF. The gender action plans of already-funded projects can be accessed through the GCF website to serve as examples<sup>11</sup>.

<sup>6</sup> See: [Initial Investment framework: activity-specific sub-criteria and indicative assessment factors](#)

<sup>7</sup> See: [ESMS - Environmental and Social Policy](#)

<sup>8</sup> See: [IPAG](#)

<sup>9</sup> See: [GCF's GESI Policy and Action Plan](#)

<sup>10</sup> See: [GCF's Gender Policy](#)

<sup>11</sup> See: [Projects' Gender Action Plans](#)

# Sectoral Considerations

Some considerations and requirements will differ based on the sector in which the project idea falls. This guide focuses on the main requirements of the Forests and Other Land-Use (FOLU), Energy, Water, and Food sectors, as they present the priority sectors for Indonesia. Some general requirements are consistent regardless of the sector of the project, such as the alignment of the project with national strategies, with GCF focus areas, its fulfilment of ESS and GESI aspects, and the planned implementation of a system to monitor, report, verify, evaluate and learn from the project within its planning, lifetime, and post-implementation stages. Sector-unique aspects include:

- Forest sector: The REDD+ mechanism, and result-based payments
- Energy sector: Energy efficiency measures, and renewable energy barriers
- Water: Climate science data identification, and assessment of risks
- Food: Capacity building and community engagement

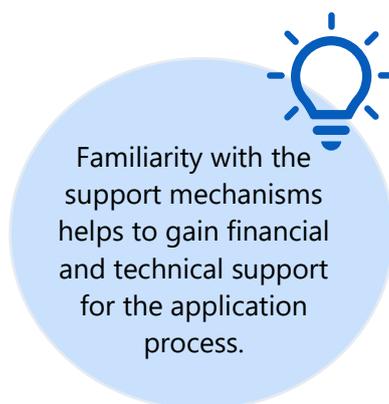
More sector-specific information can be found in Indonesia's CPD (Section: 0. Alignment to Country Program)<sup>4</sup>. Additionally, the GCF has established paradigm shifting pathways and action points across their strategic plans for each of their sectors. A summary of these points as well as full sector-specific documents with more details can be found on the GCF website<sup>12</sup>.



On the e-learning platform under **Focus Sector Learning Modules** further sector specific information, considerations, links and videos are provided.

## Additional Support

The GCF provides support and assistance during different points of the application process. The support can be of technical or financial nature, and is usually provided by the GCF directly, through its Secretariat, or through the NDA. Table 3 summarizes the most common types of support that can be obtained at different stages.



**Table 3: Examples of financial and technical support by GCF to project proponents**

Type of support	Stage	Nature of support	Access
<b><u>Readiness and Preparatory Support</u></b>	Before project implementation, including for DAE accreditation process.	Up to \$1M over a 4-year period, in addition to capacity building and advisory.	The template to request support and further guides are available on: <a href="#">Key resources</a>
<b><u>Project Preparation Facility (PPF) Support</u></b>	While preparing for the funding proposal, before submission.	Up to \$1.5M per applicant which might require repayment, in addition to technical support by specified firms.	The steps are listed on the GCF website in the PPF page: <a href="#">Process</a> .

<sup>12</sup> See: GCF sectoral guides [Summary](#), and sector-specific documents: [Forests and Land-Use](#), [Energy Efficiency](#), [Energy Access and Power Generation](#), [Water Security](#), [Health & Wellbeing](#), and [others](#).

<b>Capacity-Building and Training</b>	All stages.	Capacity activities.	building	Various events and activities, published on the GCF website and provided by AEs and NDA.
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The GCF has recently updated its readiness strategy, which points to the necessity of periodically checking for further updates. The most recent update added further support, such as recruiting a local expert to directly support the country while interacting with the GCF Secretariat throughout different stages. More information can be found on the hiring process on GCF’s readiness & preparatory support page<sup>13</sup>. The GCF provides a document to guide countries to access readiness support according to the latest updated strategy (GCF 2024).

## Request for Proposals (RfPs)

Proposals can be submitted at any time, but when they follow a specific request for proposals (RfP), the submission timeline should match with that timeline. RfPs are periodically changing calls that cover specific sectors or result areas, and their funding comes from a specific budget<sup>14</sup>.



## Pre-requirements for GCF Application

Before starting to develop a GCF CN or FP, it is highly recommended to make oneself familiar with the GCF requirements and assess to what extent the project idea and the institution that intends to develop and submit the application, is ready and eligible for applying for GCF funding.



The eligibility survey tool available on the GCF e-learning platform of Indonesia’s NDA website provides a questionnaire with further information to assess the institutional readiness and project eligibility before further application steps should be considered.

Key aspects include but are not limited to: Established contact with the AE, sector-specific knowledge and expertise, organizational capacity, and alignment to the aspects discussed in the sections of this guide. Additionally, before any document is submitted to the GCF, a no-objection letter (NoL) must be issued by the NDA, and the letter must accompany the submission. In the case of projects that span multiple countries, each country must issue a NoL of its own. More information on how to obtain the NoL and the template to be used can be found on GCF’s website<sup>15,16</sup>.

## Key Institutions and their Roles

During the preparatory and application phases to the GCF, project proponents need to contact various institutions and intermediaries. To streamline the process, Table 4 lists key entities in the Indonesian

<sup>13</sup> See: [GCF Placements](#)

<sup>14</sup> See: [RfPs live page](#)

<sup>15</sup> See: [No-objection procedure](#)

<sup>16</sup> See: [NoL template](#)

context. Please note that some institutions may change throughout the years, with the official GCF website as the main source of up-to-date information.

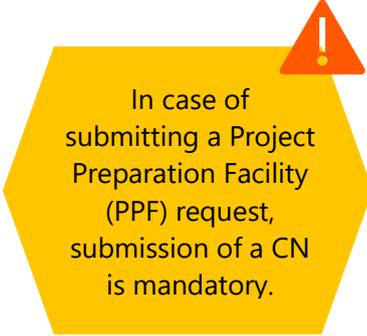
**Table 4: Key entities at play during the GCF application in Indonesia**

<b>Entity</b>	<b>Role within the GCF Process</b>
<b>BKF under the Ministry of Finance</b>	Serves as Indonesia’s NDA. Acts as the interface between the country and the GCF, provides NoLs, and supports with readiness and PPF.
<b>Kemitraan bagi Pembaruan Tata Pemerintahan and PT Sarana Multi Infrastruktur</b>	Indonesia’s DAEs. Support in preparing and submitting concept notes and financial proposals. Can act as Executing Entities (EEs), supervise, manage, and monitor projects.
<b>Sistem Registri Nasional Pengendalian Perubahan Iklim (SRN-PPI) registry</b>	National web-based registry run by the Ministry of Environment & Forestry (Kementerian Lingkungan Hidup dan Kehutanan – KLHK) for mitigation and adaptation actions, carbon pricing activities, and measurement, reporting, and verification (MRV). Through the registry, the state can track actions aligned with NDC goals through registered activities.
<b>KLHK</b>	National focal point to the UNFCCC, responsible for operating the SRN-PPI registry.
<b>National Development Planning Ministry (Badan Perencanaan Pembangunan Nasional - BAPPENAS)</b>	The government body that formulates the national development plan RPJMN 2025-2029 (Rencana Pembangunan Jangka Menengah Nasional, and co-leads climate planning with KLHK.

After the preparatory steps are considered and fulfilled, the planned project concept can be transferred into the second phase of the process: The CN phase. In the following section, considerations for writing concept notes are presented, along with the steps required during that phase of the application process.

# Concept Notes

Before preparing a FP for a project, a CN that serves as a short summary of the planned project proposal can be prepared and submitted. This is considered a strategic and practical step. The GCF encourages concept notes because they allow for preliminary feedback from the Secretariat or relevant technical experts. This section explores considerations to decide whether a CN should be submitted or not, and highlights some of the required steps and resources if one decides to proceed.



In case of submitting a Project Preparation Facility (PPF) request, submission of a CN is mandatory.

## Key Considerations

It is not mandatory to submit a CN before the full proposal, but it is recommended due to the benefits this process offers. The GCF Secretariat reviews CNs and provides recommendations and feedback on the content and clarifies whether further elaboration is needed before the concept can be considered aligned with the GCF investment criteria. This can be very valuable to strengthen the concept, build higher quality proposals, and save time and resources during the funding proposal process.

## Steps and Requirements

Project proponents prepare the CN with an AE, in coordination with the NDA. The CN is to be filled in a digitized template and submitted by the AE through a designated portal. Full information about the required information to be submitted in the CN can be found in the CN user guide<sup>17</sup>. In this section, key information from the CN template is explained with the corresponding section number, but to form a complete picture, the full CN user guide should be consulted. This information must be concise and fully relevant.

- **Cover page:** General project information. The template requests information about the project or program such as the title, country, NDA, AE, dates of first and/or current submission, association with public or private organizations, etc.
- **A.1. Project or program:** If the endeavor includes multiple related projects or a range of activities, it is a program. Otherwise, it is a project.
- **A.5. Indicate the result areas for the project/program:** Out of the eight GCF result areas (See section: 0. GCF Focus Areas), one to four areas must be chosen that are covered by the project or program. They can cover both mitigation and adaptation aspects. Consequently, the project would be considered a cross-cutting concept.
- **A.10. Type of financial instrument(s) requested for the GCF funding:** Estimate the costs of the project's expenses, the funding amount and instrument(s) to be requested from the GCF, co-financing, and whether PPF is requested, or other institutes supported the project preparation, along with justifications.
- **A.11. Estimated duration of project/program:** The expected duration of funds' disbursement, the repayment period, and the number of years over which the project is expected to create impacts.



To NOT have the CN or proposal published for public, please indicate confidentiality.

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<sup>17</sup> See: [CN User Guide](#).

- **A.18. Is the CN included in the EWP:** The engagement between project proponents, AEs, NDAs, and stakeholders where applicable.
- **B. Project/program information:** Project objectives, alignment with country priorities, EEs and implementing partners, main barriers to be addressed, characteristics of the market or sector in which the project is planned, etc.
- **B.2. Project/program description (including objectives):** A Theory of Change (ToC) model should be used to showcase the transformational impact of the project on the development pathway and the benefits it will bring. It will demonstrate how the barriers will be addressed alongside the expected risks.
- **C.3. Sustainability and replicability of the project:** Long-term sustainability post project implementation, including methods for monitoring.

Additional documents can be submitted to support the CN, including ToC diagram, economic and financial model, pre-feasibility study, environmental and social risk screening results, etc.

## Project Impacts

As a central aspect of the CN, the expected impacts of project implementation and its performance should be estimated in alignment with the GCF investment framework (see section: 0. GCF Investment Framework). This is crucial because it lays the foundation for a credible, compelling, and fundable proposal.

The framework indicates sub-criteria, to be included in correspondence with each of GCF’s six investment criteria, as briefly listed in Table 5. At least **one sub-criteria** must be considered for each criterion, noting that some of them might not be applicable to every project. However, there are four core sub-criteria that each project must respond to. Those cells are **highlighted in blue**. One is free to provide information beyond the required sub-criteria to further strengthen the concept.

For estimating the project’s greenhouse gas (GHG) impact, a recognized methodology should be used and indicated. It is recommended to use an established, high-quality methodology, such as those developed and applied under the Clean Development Mechanism (CDM) by the United Nations Framework Convention on Climate Change (UNFCCC) or the Verified Carbon Standard Association (VERRA)<sup>18</sup>. The CN is meant to provide a preliminary estimate of the expected impacts. To delve deeper into the details of the impacts’ criteria and sub-criteria, please consult the elaborated requirements of the FP in section: 0. Funding Proposal.

**Table 5: GCF mitigation and adaptation investment sub-criteria for concept notes**

Criteria	Sub-criteria
<b>Impact potential</b>	<b>Mitigation:</b> The emissions reduced or avoided annually in tons CO <sub>2</sub> equivalent. <b>Adaptation:</b> Direct and indirect beneficiaries, as a total number and in relevance to population.
<b>Paradigm shift potential</b>	Innovation, scaling-up and replication potential, knowledge sharing potential, sustainable continuation of outcomes beyond project lifetime, benefits to local frameworks, and support for climate-resilient development. All with corresponding plans where appropriate.

<sup>18</sup> See: [CDM Methodologies](#), [Verra methodologies](#).

<b>Sustainable development potential</b>	Forecasted environmental, social and economic benefits in addition to health and GESI considerations.
<b>Needs of the recipient</b>	Project's benefits to the country and beneficiaries in relation to their vulnerability.
<b>Country ownership</b>	Alignment with country priorities and strategy, AEs ability to implement the project, and the engagement with stakeholders and their feedback.
<b>Efficiency and effectiveness</b>	Based on economic and financial analysis: The total investments cost per ton CO <sub>2</sub> equivalent reductions over project lifetime, and the leveraged finance resulting from GCF's investment, separated for public and private sources.

After having completed all sections of the CN, a checklist provided by GCF can be used to ensure all relevant information is provided<sup>19</sup>. The feedback and recommendations received from the GCF Secretariat might help project proponents proceed with the FP preparation.



Some elements of the checklist are not mandatory but would improve the application.

<sup>19</sup> See: [CN checklist](#)

# Funding Proposal

This section will walk through the most important considerations for preparing the mandatory funding proposal, as well as describe the main sections in the proposal template.

## Pre-considerations for GCF Funding Proposals

Before engaging into a proposal development, please ensure familiarity with the aspects covered under Section: 0. Preparatory Phase and the criteria that a GCF proposal must fulfill to obtain GCF funding. It is recommended to assess whether the project would be eligible to use the simplified application process (see Section 0. Simple Application Process (SAP)) and to make oneself familiar with the monitoring and reporting requirement for GCF projects (see Section: 0. Monitoring and Reporting). This will help to effectively start the engagement in developing a FP.



It is recommended that the paragraphs in the FP body are numbered, to allow for clearer and more rapid feedback.

## Simple Application Process (SAP)

If the project fulfills certain conditions, project proponents would be eligible to apply through a simple application process (SAP), which facilitates simpler access to GCF finance, and faster process from application to implementation. The GCF's SAP guide can be consulted to better understand the SAP benefits to the application and how it can be used<sup>20</sup>. The general eligibility conditions are:

- The project has significant potential for positive climate impact
- The requested funding from GCF is no more than \$25M
- The project has minimal to no environmental and social risks



To ensure the fulfillment of all the requirements of SAP CN and FP, go through the [evaluation checklist](#).



Check and ensure using the latest versions of guidelines and templates.

If the project is eligible for SAP, simplified templates and documents can be used, where simpler questions need to be filled in fewer pages. The GCF Secretariat recommends that the SAP FP be no more than 20 pages in length. The SAP templates can be found on the GCF website<sup>21</sup>, and they are distinct from regular templates. The GCF provides SAP-specific guidance for FP preparation<sup>22</sup>, as well as SAP sector-specific guidance<sup>23</sup>. Please note that the mandatory and suggested Annexes to be submitted with the SAP FP are fewer than those for a regular FP, and are listed in page 11 of the SAP FP template, along with their relevant links<sup>21</sup>.

<sup>20</sup> See: [Programming guidelines for the SAP](#)

<sup>21</sup> See: SAP [templates and annexes](#).

<sup>22</sup> See: [SAP FP preparation guidelines](#)

<sup>23</sup> See: SAP technical guidelines for sectors: [Forests and Land-Use](#), [REDD+](#), [Energy Efficiency for Industry and Appliances](#), [Renewable Energy](#), [Water Security](#), [Cities and Climate Change](#), and [All sectors in a Compendium](#).

<sup>24</sup> See: [SAP Review Toolkit](#)

# Monitoring and Reporting

Ensuring the effective implementation and disbursement of GCF investments requires frequent monitoring of desired outcomes and impacts, and their continued alignment with GCF's goals. To this end, a results-based management (RBM) approach is applied. Under the RBM, there is an operational framework called the integrated results management framework (IRMF), which is designed to guide AEs to monitor and evaluate the progress of projects funded by the GCF. The framework measures and tracks all outcomes, impacts of the project as well as sustainable development impacts and co-benefits. The IRMF with specific indicators it applies are further explained in the official policy document as published by GCF<sup>25</sup>, and how it is being applied in the results handbook<sup>26</sup>. The results handbook guides on the monitoring, reporting and evaluation of the results from GCF-funded projects through elaborating on the IRMF's structure and reporting processes. It can be used to design and implement monitoring systems, and to guide on reporting. Projects that have obtained funding using SAP are required to report using special SAP-specific annual performance report (APR)<sup>27</sup>, which simplifies the monitoring process.



Get familiar with the IRMF to ensure alignment between the concept and the desired progress in GCF investments.

## Steps and Requirements for FP Development

The AE is responsible for coordinating and submitting the FP and ensuring that all requirements are met, but the FP is typically developed in close coordination with other project proponents, such as governmental entities, implementing entities, local bodies, etc. In this section, the steps and considerations for developing a FP are explained, while keeping in mind that some of the steps may occur in parallel or overlap. For more information on the specific steps required, please consult the GCF programming manual<sup>28</sup>.

## Project Scoping

To identify the scope of the project, a problem statement needs to be determined, which addresses the problem that the project endeavors to overcome. The sequence of events that constitute the implementation of the project and the specific activities that follow, presented in the ToC, begins with the determined problem statement. When selecting the scope of the project, it is essential to consider the possible risks that could arise during the project planning and implementation. Consult section: **Error! Reference source not found.. Error! Reference source not found.** for an overview of common risks, and ways to mitigate them.



Define the project scope as soon as possible. Any changes to it will require changes to other aspects of the FP.

<sup>25</sup> See: [Integrated results management framework](#)

<sup>26</sup> See: [Integrated results management framework: Results Handbook](#)

<sup>27</sup> See: [Reporting guidelines for the SAP](#)

<sup>28</sup> See: [GCF Programming Manual](#)

# Due Diligence

As the FP gets developed, AEs are responsible for due diligence on aspects including the viability of the project, compliance with all GCF criteria and standards (as covered in Section: 0. Alignment with GCF Criteria), alignment with legal requirements, and available capacities of involved proponents, among other aspects. This includes evaluating the project activities, and ensuring their cohesion with the country's strategy, the GCF's frameworks, and alignment with key stakeholders. At the end of the initial due diligence, all design elements should be ready, including ESS and GESI assessments, risk assessments, monitoring and reporting plans aligned with IRMF, and all necessary analyses including technical, financial, etc. In addition, detailed plans and processes for consultations with relevant stakeholders should be ready at an early stage, to facilitate the inclusion of their feedback into project plans. This process must be closely aligned with ESS and GESI considerations to ensure inclusion of all the relevant proponents.

## Executing Entities (EEs)

To implement the proposed project, the proposal must specify who the EEs are. The AE itself can act as an EE, or another entity can be given this role and the responsibility of utilizing GCF funds for executing the project. In any case, it is the responsibility of the AE to ensure that the EE(s) have sufficient capacity and experience for implementing the project according to policies specified by the AE. The AE must ensure that all the requirements agreed on prior to the funding disbursement are met, as there will be no direct contract between the GCF and the EE.

## Filling the FP Template

Before filling the FP template, it is recommended to check the GCF website for the latest FP template version<sup>29</sup>. The GCF programming manual should be consulted as it is the most comprehensive document by the GCF, providing very detailed information about each section of the template<sup>28</sup>. As the IRMF has been introduced after the programming manual of 2020, a separate document has been published to provide guidance on IRMF-related matters<sup>30</sup>. If a CN was already filled for the same project, it may be re-used for some of the elements in the FP. The FP template is split into eight sections, with brief annotations on what to fill in. Please consult the FP section within the GCF programming guide document for further information on how to fill the FP template<sup>28</sup>. In the following further clarifications and guidance on key sections of the FP template are provided.

### Section A: Project /Program Summary

- When indicating which result area(s) are covered by the project, include a percentage of the GCF and co-financing contributions to those result areas. The project's impacts in these areas need to be reported, as summarized in Table 2 and Table 5.
- Section D and the feasibility or market study can be filled from the Annexes first before estimating the expected mitigation and adaptation outcomes here. If the project only covers mitigation or adaptation outcomes, the other space can be left blank.



It is recommended to fill the summary section at the end of the proposal development.

<sup>29</sup> See: [FP Template](#)

<sup>30</sup> See: [Guidance note to support the completion of the IRMF elements of the revised FP template](#)

- The project size is determined by the funding from both GCF and co-financing.

## Section B: Project /Program Information

When providing information about the design, structure and elements of the project, use clear and concise language. Use numbered elements and bullet points where needed to improve clarity or to describe the relation to specific aspects (e.g. how the activities of the project will overcome existing barriers).

For the climate context, problems and needs intended to be addressed with the project, as well as its most likely climate trajectory should be described. Mention the mitigation and/or adaptation impact as a result of the project's development.

The ToC should be closely aligned with the project /program description, and with the logical framework in Section E. It includes the steps and causal chains of the project, including 5 categories, namely **inputs** (Finances and human effort), **activities** (technical and non-technical measures), leading to **outputs/results**, which are the consequences of project activities. The changes that result from the outputs/results are the **outcomes** that are leading to the **impacts** (total changes presented in the GCF result areas).



Changing the project scope (e.g. activities, measures, impacts) while developing the FP, often leads to inefficiencies and delays in the FP development.

Consult the accreditation master agreement (AMA) which was signed between the AE and the GCF before going through implementation arrangements. This agreement is the legal contract between the AE and GCF, and it contains the terms and conditions for project funding<sup>31</sup>.

For GCF it is important that the funding provided has a long-term impact on transformational change in the sector. When planning the exit strategy, consider activities to ensure long-term sustainability such as including local partners, especially for capacity building and implementation, use financing mechanisms that can operate even after the GCF project ends and consult closely with beneficiaries.

## Section C: Financing Information

- When specifying the amount of financing requested, multiple financing instruments can be used and blended.
- In addition to filling in the tables provided, a financing arrangement section must be filled to mention any additional sources of funding beyond the GCF's financing. This includes e.g. support, or benefits the project will receive when implemented including tax exemptions, guarantees, land, facilities, etc. This extends to support that cannot be monetarily quantified.
- It may be recommendable to fill Section E before filling the table on financing by component, where components are the outcomes of the logical framework. It is possible that multiple institutions support the same outputs.
- The "Financing by component" section must match the funding percentages mentioned in the "result areas" section covered under Section A.



Seek to increase co-financing and leveraging private sector finance to maximize the impact of GCF funds.

<sup>31</sup> See: [Accreditation master agreement](#)



In Indonesia, private sector is less likely to fund adaptation. Ensure the financial planning is realistic.

## Section D: Expected Performance Against Investment Criteria

Table 2 and Table 5 of this guide cover the GCF's investment criteria, and the indicators that enable linking between the project performance and the criteria. Not all indicators are mandatory to be met by the project. Rather, they indicate how closely the project is expected to perform alongside the investment criteria. This section is aligned with the criteria and accompanying indicators.

- If the proposed project falls under one of the sectors covered by GCF's sectoral guides, visit section: 0. Sectoral Considerations to better understand how the project can support GCF's sector-specific paradigm shift pathways. In this section, it is important to include the scalability and replicability of the project, the potential to transfer lessons learned for future climate interventions, and potential to attract private sector investment.
- To demonstrate the project's support on sustainable development and demonstrate its co-benefits.
- The needs of recipient can include benefiting vulnerable communities and support of institutional sustainability.

## Section E: Logical Framework

The logical framework (log-frame) should be closely aligned with the ToC and with the IRMF. The log-frame connects between the achievement of intended results and sustaining them, while removing barriers and capturing opportunities.

The table for (GCF impact level) is meant to capture how the project contributes to paradigm shift by assessing the scale of impacts as a result of the project, the replicability of the investment results in other sectors or regions, and sustainability of the project results beyond the end date. For each of the three dimensions, the baseline should be specified to provide a basis for comparison with the target scenario and project's contribution. For the GCF outcome level, re-visit IRMF indicators in the [results handbook](#)<sup>26</sup> to determine which of them needs to be monitored for the project outcomes. There is a separate table for outcomes that are not covered in the IRMF-related tables. In this table, project-specific indicators can be set to be monitored. It is encouraged to monitor co-benefits, if any.

## Section F: Risk Assessment and Management

The risks to be mentioned include financial, legal, technical, operational, and other risks, along with the measures that are planned to be taken to mitigate them. For each risk, the probability needs to be given between low and high, and the same for the impact. Several key areas need to be evaluated, including the risk that the project may not achieve its intended climate and development goals, risks associated with the terms of funding, the risks in relation to the GCF, and compliance risks with GCF policies and legal requirements. For detailed information about the GCF's risk management policies and guidelines, visit the corresponding framework page and document<sup>32</sup>.



Conduct final internal review and QA/QC of FP and all Annexes to ensure consistency and alignment across all documents.

## Section G: GCF Policies and Standards

<sup>32</sup> See: [The risk management framework \(RMF\)](#), and [Risk guidelines for funding proposals](#)

This section considers ESS and GESI policies, in addition to other assessments, plans, and management instruments developed in accordance with the GCF policies, as listed in the section's descriptions in the template. The environmental and social risk assessment should be accompanied by the measures planned to mitigate the stated risks at any stage they may occur.

## Section H: Annexes

There are 14 mandatory annexes to be submitted alongside the FP, and 8 optional annexes, in addition to any other documents deemed important by the project proponents. Please note that depending on the type of project, more annexes could be mandatory. Find the full list in the FP template, accompanied by links to the templates for the Annexes that must be used where applicable<sup>29</sup>.

## FP Review and Approval



Ensure consistency in the information and figures between the FP and annexes before the formal submission

Once the FP is submitted through the designated portal, the GCF secretariat sets up a team suitable to the nature of the FP to review it. As a first step, the completeness of the documents including all Annexes, is checked alongside an initial review. In case any documents are missing or incorrectly submitted, the AE will be informed and given a chance to re-submit. The review process follows various steps, including feedback and questions to the AE. Many different teams within the GCF secretariat are involved in this process, and the AE must respond to any questions, clarifications or comments and make the needed adjustments to the FP.

After the secretariat finalizes their review and feedback, an independent technical advisory panel (iTAP) performs technical appraisal. This stage of the review includes conference calls with the AE for further questions and comments to be clarified by the AE. The iTAP may request further studies, calculations, or analyses to be conducted as they see necessary. The FP must receive endorsement from both the secretariat and the iTAP to proceed to the GCF Board. GCF has recently updated its procedure to speed up the review process. If a CN is submitted, the duration between CN screening and finishing the subsequent FP evaluation (ready for GCF Board submission for approval) is aimed to last 9 months (GCF 2025d). Within this duration, project proponents can work on developing the FP based on the feedback received on the CN. Developing an FP is estimated to take 6-18 months, based on the size and complexity of the project (GIZ 2017). This makes the total time needed from concept to Board approval vary between approximately 1-2.5 years.

Once the FP is submitted to the Board, they may ask further questions and request clarifications. The AEs must always provide timely answers, and in this stage, the answers must be provided within 1 week. In some cases, the AE must attend a consultation meeting with the Board to provide direct clarification. Additionally, a representative of the AE should attend a session within the Board meeting for any further clarifications. If all conditions have been met and all doubts clarified, the Board approves the proposal. If any elements remain missing, the Board approval could be contingent upon modifications that they request. In all cases, the secretariat informs the AE and NDA of the Board's decision, and in the case of a positive decision, legal arrangements are pursued.

## Legal Procedures

Once the FP is approved by the board, the GCF sets the terms and conditions around funding the project in a legal contract called the Funded Activity Agreement (FAA), to formalize the funding process with the AE. Before the FAA is signed, negotiations can occur between the GCF and the AE, until a contract is

agreed on by both parties. Up to 6 months can pass between the FAA execution date and the first disbursement of funds, as there is often a set of conditions in the FAA to be met by the AE within this period (GCF 2020).

## Successful Examples

Projects that have been approved by the GCF can be found on GCF's online project portfolio<sup>33</sup>, often with project-specific documents including the approved FP, ESS report, gender action plan and assessment, and for projects that are under implementation, annual performance reports. It can be greatly beneficial to browse through successful project documents while preparing a new FP to learn from successful examples. The following box briefly showcases such a successful project from Indonesia, with a recent date of approval in 2022.



### **Project FP196: Supporting Innovative Mechanisms for Industrial Energy Efficiency Financing in Indonesia with Lessons for Replication in other ASEAN Member States**

**Focus:** Indonesia, with potential for replication in countries of the Association of South East Asian Nations (ASEAN).

**Challenges:** High GHG emissions from the energy sector, hindered by financial, regulatory, and technical barriers.

**Goal:** Enable Indonesia's transition to a low-carbon economy.

**Scope:**

- **Financial:** Energy efficiency financing through local intermediaries (USD 100 million).
- **Regulatory:** Develop de-risking mechanisms (USD 1.58 million).
- **Demand:** Technical assistance for market readiness (USD 3.42 million).

**Outcome:** Reduce 3.14 million tons of CO<sub>2</sub>, increase energy efficiency, and strengthen the market.

**Duration:** 10 years implementation, 20 years lifespan.



[Funding Proposal](#)

<sup>33</sup> See: [GCF Project Portfolio](#)

To expand the opportunity of learning, it can be helpful to learn from projects based in countries that face similar challenges as Indonesia.



### Project FP138: ASER Solar Rural Electrification Project

**Focus:** Senegal's rural electrification using solar mini-grids.

**Challenges:** 58% of rural Senegal lacks electricity, relying on expensive and hazardous energy sources like kerosene and fuelwood.

**Goal:** Electrify 1,000 isolated villages, providing access to energy for 38,917 households.

**Components:**

- **Technical Assistance:** Build local capacities and promote gender inclusivity.
- **Installations:** Solar-powered mini-grids with battery storage and public lighting.
- **Incentives:** Support social services and productive uses through financial incentives and micro-financing.

**Outcome:** Electrification of rural areas, emission reduction (1.13 million tons of CO<sub>2</sub>), and improved livelihoods through energy access.

**Duration:** 5 years implementation, 25 years lifespan.



[Funding Proposal](#)

## Criteria

To evaluate the FP, the GCF has set transparent guidelines that can be found on the website<sup>34</sup>. Other checklists available on the website may be outdated, as the GCF template and policies are continuously changing. In addition to the publications referred to in this practical guide, the criteria to evaluate FPs is expected to stay aligned with the GCF's up-to-date documents and guidelines.

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<sup>34</sup> See: [Evaluations at GCF](#)

# References

GCF (2020): GCF Programming Manual: An introduction to the Green Climate Fund project cycle and project development tools for full-size projects, <https://www.greenclimate.fund/document/programming-manual>

GCF (2024): Initial Guide for Countries to Access Readiness Support, <https://www.greenclimate.fund/sites/default/files/document/2-guide-countries-access-readiness-support-20240922.pdf>

GCF (2025a): Kemitraan bagi Pembaruan Tata Pemerintahan (Partnership for Governance Reform) (Indonesia), <https://www.greenclimate.fund/ae/kemitraan>

GCF (2025b): PT Sarana Multi Infrastruktur (Indonesia), <https://www.greenclimate.fund/ae/ptsmi>

GCF (2025c): Areas of work: Themes and Result Areas, <https://www.greenclimate.fund/themes-result-areas>

GCF (2025d): Access Funding: Efficient GCF, <https://www.greenclimate.fund/projects/access-funding>

GIZ (2017): Guidebook: Writing a Green Climate Fund Funding Proposal, [https://current-future.org/wp-content/uploads/2017\\_GIZ\\_GCF-Funding-Proposal-Guidebook.pdf](https://current-future.org/wp-content/uploads/2017_GIZ_GCF-Funding-Proposal-Guidebook.pdf)

# Annex I: Links and Resources

The links and resources included in the footnotes of the practical guide are listed and hyperlinked in this annex for ease of accessibility. Please note that the GCF periodically updates their guiding documents and templates. The most up-to-date documents are always the ones found on the official GCF website.

1. [Interactive practical guide in English and Bahasa.](#)
2. [Sustainability guidance note](#): This document outlines the different risk categories for projects and provides guidelines on how to assess and manage potential risks. This is relevant for GCF funding eligibility.
3. [List of CPDs](#): Under "Submitted programs", there is a list of the available CPDs for GCF, for understanding the national priorities and their alignment with GCF funding opportunities. In this list, the most up-to-date CPDs can be found.
4. [Indonesia's CPD](#): This CPD is specific to Indonesia, and it details the country's climate action priorities and how they align with GCF's funding programs. As of publishing this guide in 2025, the latest update of CPD has been in 2023.
5. [Investment policies, Investment strategy and portfolio targets, and Investment guidelines](#): These guides on the GCF website help to understand the strategic alignment of a project with GCF's financial criteria and priorities.
6. [Initial Investment framework: activity-specific sub-criteria and indicative assessment factors](#): This framework helps applicants understand the specific criteria used to evaluate investment proposals.
7. [ESMS - Environmental and Social Policy](#): This policy provides guidelines on the ESS required for GCF funding.
8. [IPAG](#): The IPAG provides advisory support to ensure that projects respect the rights and interests of Indigenous peoples.
9. [GCF's GESI Policy and Action Plan](#): This policy outlines the steps GCF is taking to integrate GESI into its projects. It is vital for projects that seek GCF funding to demonstrate alignment with these principles.
10. [GCF's Gender Policy](#): The Gender Policy outlines the gender policy and action plan, incorporating them into investment criteria.
11. [Projects' Gender Action Plans](#): These documents outline how different submitted projects plan to integrate gender-sensitive measures, ensuring contribution to gender equality in their outcomes.
12. GCF sectoral guides [Summary](#), and sector-specific documents: [Forests and Land-Use](#), [Energy Efficiency](#), [Energy Access and Power Generation](#), [Water Security](#), [Health & Wellbeing](#), and [others](#): Sector-specific documents offer detailed guidance for developing GCF proposals in key sectors, providing insights on sector priorities and funding criteria for each area.
13. [GCF Placements](#): This webpage provides details on GCF funding placements, outlining where funds are allocated and how to access the support.
14. [RfPs live page](#): This webpage is for up-to-date RfPs, allowing applicants to stay updated on current GCF funding opportunities.
15. [No-objection procedure](#): This document explains the procedure by which a national government gives formal approval for GCF funding proposals.
16. [NoL template](#): The NoL template is a standardized format required for GCF submissions, ensuring that applicants meet national approval requirements for their projects.

17. [CN User Guide](#): This guide provides step-by-step instructions on how to complete a GCF Concept Note.
18. [CDM Methodologies](#), [Verra methodologies](#): These methodologies guide applicants in demonstrating their estimation of projects' impacts in reducing emissions, or their compliance with established standards.
19. [CN checklist](#): This checklist ensures that applicants submit all required elements in a Concept Note, reducing the chances of errors or omissions in the application process.
20. [Programming guidelines for the SAP](#): These guidelines provide information on how to develop projects under the Simplified Approval Process (SAP).
21. [SAP templates and annexes](#): The SAP templates and annexes provide the necessary documentation for applicants to prepare their funding proposals under the SAP.
22. [SAP FP preparation guidelines](#): This document guides applicants through the steps of preparing a FP under the SAP, detailing the requirements and expectations for approval
23. SAP technical guidelines for sectors: [Forests and Land-Use](#), [REDD+](#), [Energy Efficiency for Industry and Appliances](#), [Renewable Energy](#), [Water Security](#), [Cities and Climate Change](#), and [All sectors in a Compendium](#): These guidelines offer sector-specific advice on preparing proposals for SAP funding, ensuring that projects are tailored to the needs and goals of each sector.
24. [SAP Review Toolkit](#): This toolkit helps applicants understand how GCF reviews proposals under the SAP, providing a clearer insight into the evaluation process and how to strengthen a proposal.
25. [Integrated results management framework](#): This framework outlines how to manage and measure the results of GCF-funded projects, helping applicants to structure projects for monitoring and evaluation.
26. [Integrated results management framework: Results Handbook](#): This document provides detailed guidelines on how to track and report the outcomes and impacts of projects to demonstrate effectiveness.
27. [Reporting guidelines for the SAP](#): These guidelines help AEs accurately complete the SAP APR template, ensuring all relevant information meets GCF standards.
28. [GCF Programming Manual](#): The Manual provides comprehensive information on GCF's programming processes and policies, offering applicants an in-depth understanding of how to navigate the funding application process
29. [FP Template](#): This template is key for applicants preparing full funding proposals, ensuring that all necessary components are included and formatted according to GCF standards.
30. [Guidance note to support the completion of the IRMF elements of the revised FP template](#): This document helps applicants understand how to complete the IRMF elements in the FP template.
31. [AMA](#): This document outlines the agreement between GCF and AEs, which is necessary for entities seeking to manage GCF funds and implement projects in Indonesia
32. [The risk management framework \(RMF\)](#), and [Risk guidelines for funding proposals](#): These resources provide guidance on identifying, assessing, and mitigating risks within funding proposals.
33. [GCF Project Portfolio](#): This webpage lists all the projects approved by GCF, with the possibility to filter for specific results. Through the respective project pages, project-specific documents can be accessed.
34. [Evaluations at GCF](#): This section helps applicants understand how their projects will be assessed and what criteria will be used to determine their success.

## Additional Resources:

- [NDA contact information](#): This page lists the official contact details for Indonesia's NDA, serving as the key government liaison for climate finance coordination and communication with GCF, in addition to the latest contact information and a list of relevant entities for GCF-related matters in Indonesia.
- [Entity accreditation forms](#): This resource hub provides the forms, and documents necessary for organizations seeking accreditation with the GCF, including the existing AEs' AMAs and nomination letters.
- [iLearn Online Training by GCF](#): This platform offers interactive online courses covering essential topics such as developing funding proposals for SAP, ToC, gender considerations, and other key aspects relevant to engaging with the GCF.
- [Kemitraan bagi Pembaruan Tata Pemerintahan](#) and [PT Sarana Multi Infrastruktur](#): Indonesia's DAEs, as of mid-2025.

# Annex II: Common Mistakes to Watch Out For

When planning and preparing to apply to GCF, there are several best practices that should be followed, and common pitfalls to be avoided to ensure an efficient process with high chances for success. The following list summarizes the lessons learned from this practical guide document:

- **Check for updated information:** It is recommended to regularly check the GCF website for updated information, especially regarding Indonesia's CPD and DAEs.
- **Consider which of the available DAEs to apply with:** When selecting a DAE, ensure matching sectoral expertise, scale of project and suitable financial instruments.
- **Familiarity with support mechanisms:** Familiarity with the available support mechanisms is key to gaining both financial and technical support during the application process.
- **Stay updated on RfPs:** Being aware of active RfPs, published on GCF website, will help to identify funding opportunities suitable for potential projects.
- **Confidentiality consideration:** If the CN or proposal is not intended to be published publicly, confidentiality should be indicated at the time of submission.
- **Checklist elements:** In the checklists provided by GCF for a CN or proposal, some elements are not mandatory. However, including them can greatly improve the perceived quality of an application.
- **Paragraph numbering in funding proposals:** It is recommended that the paragraphs in the proposal body are numbered, to allow for clearer and more rapid feedback.
- **Evaluation checklist:** To ensure the fulfilment of all the requirements of SAP CN and FP, go through the [evaluation checklist](#).
- **Familiarity with the IRMF:** Familiarity with the IRMF is essential to ensure alignment between the concept and desired progress in GCF investments.
- **Define project scope early:** The project scope should be defined as soon as possible. Any changes to the scope will require adjustments to other aspects of the proposal.
- **Consistency in information:** Ensure that the information and figures in the CN or proposal align consistently with those in the annexes before submission.
- **Use the latest guidelines and templates:** Always use the most recent versions of guidelines and templates when preparing your proposal.
- **Complete the summary section last:** It's recommended to complete the summary section of the proposal after the main body is finished. This ensures it accurately reflects the content of proposal.
- **Be cautious with changes to project scope:** Changes to the project scope (e.g., activities, measures, impacts) during the FP development often led to inefficiencies and delays.

- **Maximize co-financing and leverage private sector finance:** Seek to increase co-financing and leveraging private sector finance to maximize the impact of GCF funds. This will help make your project more appealing and sustainable.
- **Private sector involvement:** In Indonesia, private sector is less likely to fund adaptation. Ensure the financial planning is realistic, considering the challenges in securing private sector involvement.
- **Conduct final review and quality control:** A final internal review and Quality Assurance/Quality Control (QA/QC) of the FP and all annexes should be conducted to ensure consistency and alignment across all documents.
- **Revisit the completed template:** Once the template is completed, it should be read through again to ensure consistency and alignment between all sections and annexes.

# Annex III: Risk Management

Effective risk management and flexibility planning are crucial for the success of projects seeking GCF funding, especially in regions like Indonesia. Applicants should carefully assess potential environmental, social, and financial risks, and develop strategies to address them. A few examples of such risks with suggestions to mitigate them are given in Table 6.

**Table 6: Common risks and ways to mitigate them**

Type of Risk	Ways to prepare for the risks	Methods to reduce risks
<b>Climate risks</b>	When considering the project location, assess the climate vulnerability of the area, and consider potential risks including floods, droughts, etc.	Consider ways to be prepared for the expected climate risks. For example, by making use of trusted adaptive technology, and climate-resilient structure.
<b>Financial risks</b>	Consider market volatility, in particular in response to planned market changes, and exchange rate fluctuations. Additionally, prepare for delays in securing the planned co-financing.	Ensure diversified financing sources and blended finances. Additionally, consider financial planning with the different market scenarios in mind.
<b>Social risks</b>	Consider how the project might negatively influence different social groups in the region, including job losses, unfair repercussions to marginalized groups, or other social conflicts.	With reference to the ESS plan, conduct thorough stakeholder consultations with the social groups being influenced by the project, to find timely solutions.

*Source: Authors' elaboration*

Additionally, it is essential to do project planning with flexibility in mind, and to test ideas through small pilots before scaling. Pilots can help to show whether the project's scope or location need adjustment, and whether new partners are needed to support in areas where additional capacity is required. Maintain an adaptive and flexible approach to be prepared for new risks as needed, to ensure long-term resilience and success.



**KEMENTERIAN KEUANGAN**  
REPUBLIC INDONESIA

**NDA** | National Designated Authority  
**GCF** | Green Climate Fund  
Indonesia

NDA-GCF Indonesia Secretariat  
Fiscal Policy Agency  
Ministry of Finance of the Republic of Indonesia  
Gedung R.M. Notohamiprodjo Building, Lantai 5  
Jl. Dr Wahidin Raya No. 1  
Jakarta Pusat 10710

Telepon: (021) 3483 1678  
E-mail: [ndagcf-indonesia@fiskal.kemenkeu.go.id](mailto:ndagcf-indonesia@fiskal.kemenkeu.go.id)