

CAW Call for Proposals: User Guide

Call for proposals under the Technical Assistance sub-window of the Climate Action Window

The screenshot shows the top navigation bar with a language dropdown menu set to 'EN', a 'Log In' link, and a green 'Register' button. Below the navigation bar are the logos for the African Development Bank (Banque Africaine de Développement and African Development Bank) and the African Development Fund (Fonds Africain de Développement). The main content area is titled 'Call for Proposal' and contains two columns. The left column has the heading 'ADF Climate Action Window : Technical Assistance Sub-Window Call for Proposals' and an 'Introduction' section. The right column features a green 'APPLY' button and a table with the following information:

APPLY
Opens
Nov 13 2024 06:30 AM (GMT)
Deadline
Feb 5 2025 11:59 PM (GMT)

Connectez-vous à l'application si vous êtes déjà inscrit ou si vous souhaitez vous connecter en utilisant votre compte Google. Cliquez sur 'Connexion'.

Choose the language of your choice either English or French


Register on the platform using your email address. Click 'REGISTER'.

This is the first page you will see when you click on the Call for Proposals page

Log in to the Application

IF YOU DO NOT HAVE AN ACCOUNT:

Register with



OR

First name


Last name


Email

Password


Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).




I'm not a robot 
reCAPTCHA
Privacy - Terms



IF YOU ALREADY HAVE AN ACCOUNT:



Log in with


  

OR

Email

Password

[Forgot your password?](#)



Starting your Application



ADF Climate Action Window : Technical Assistance Sub-Window Call for Proposals

Introduction

Nine out of ten of the world's most vulnerable countries are in Africa (Climate Vulnerability Index 2022). Africa is not only the most climate-exposed region of the world, but also the least climate-resilient region, with the lowest climate readiness. Fragile and Transition states are among the most vulnerable and have the weakest adaptation

[APPLY](#)

Opens

Nov 13 2024 06:30 AM (UTC)

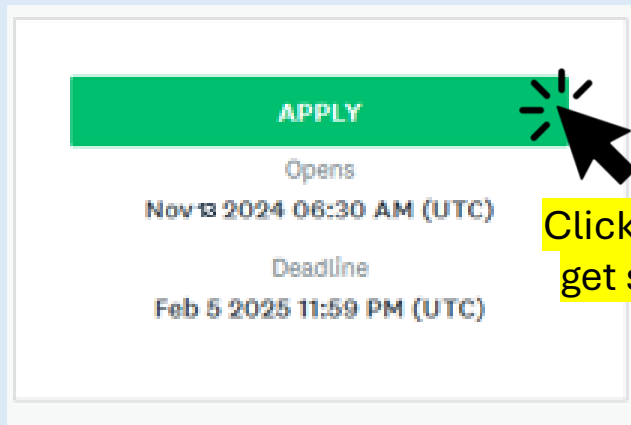
Deadline

Feb 5 2025 11:59 PM (UTC)

Click “APPLY”
to start your
application for the
Mitigation Sub-Window
of the CAW”

Do not forget to submit
your application before
the **deadline**

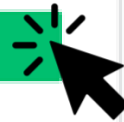
You are now ready...



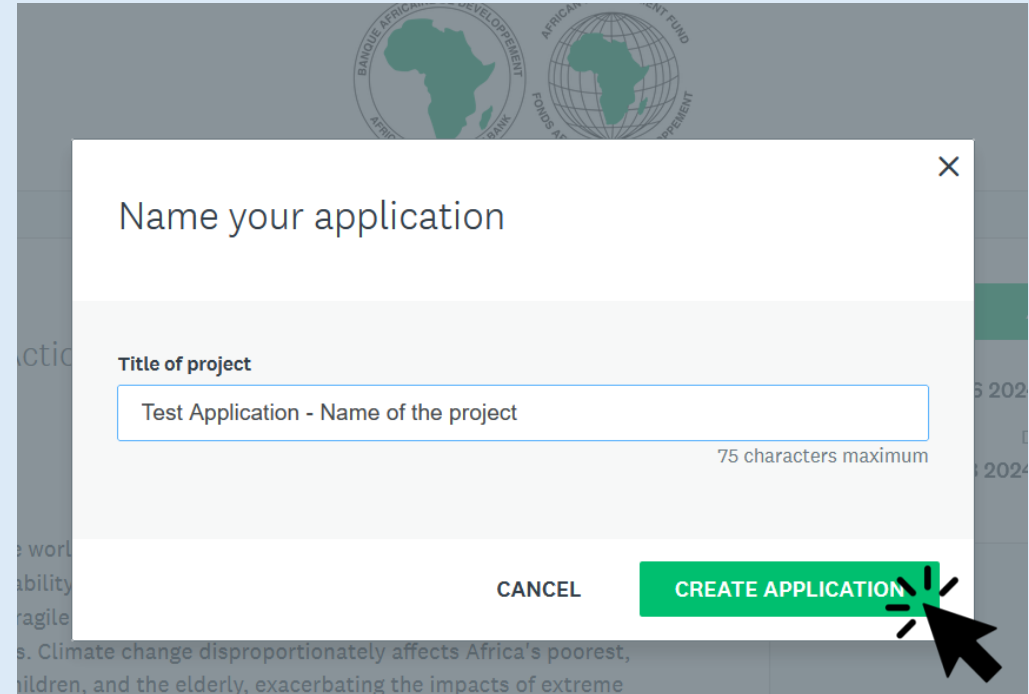
APPLY

Opens
Nov 13 2024 06:30 AM (UTC)

Deadline
Feb 5 2025 11:59 PM (UTC)



Click here to
get started



Name your application

Title of project

75 characters maximum

CANCEL CREATE APPLICATION



A box opens asking to
name your application. Hit
'Create application' once
you enter your name

Stage 1: Eligibility Form | Start your Application

0 of 1 tasks complete

Last edited: Nov 10 2024 08:22 PM (UTC)

REVIEW SUBMIT

Deadline: Feb 5 2025 11:59 PM (UTC)

ADF Climate Action Window : Te... [↗](#) Preview ...

Test Application - Name of the Project

ID: 0000000009 Status: editing ongoing

APPLICATION ACTIVITY

Your tasks

 Complete this questionnaire 

Click here to complete the information on the project

Stage 1: Eligibility Form | Read important notice

Review the Frequently Asked Questions (FAQ), and the Guidance Note before beginning the application. You can contact the CAW Secretariat at climateactionwindow@AFDB.ORG at least 2 weeks before the closing date of the call for proposals.

Please note that we will only respond to email queries that are not already addressed in the FAQ and guidance notes. We appreciate your understanding and cooperation in consulting these resources first.

Complete this questionnaire

Task instructions [Hide](#)

Complete the following required information. Kindly take note of the links to relevant documents embedded in this questionnaire.

CAW Technical Assistance Sub-window Eligibility questions

0%

Important Notice

Dear Applicant, please note that we will only respond to email queries that are not already addressed in the FAQ and Guidance note.

Kindly confirm by ticking below that you have fully read the Guidance note and FAQ.

I have read and understood this important notice

SAVE & CONTINUE EDITING NEXT

Read the important notice and tick the box

Click here to confirm that you have read the important notice

Stage 1: Eligibility Form | Complete the required information

Provide the complete information for your application

ADF Climate Action Window : Technic...
Test Application - Name of the Project
ID: 0000000009 | Status: editing ongoing

Complete this questionnaire

0 of 1 tasks complete

Last edited: Nov 10 2024 08:25 PM (UTC)

REVIEW SUBMIT

Deadline: Feb 5 2025 11:59 PM (UTC)

Complete this questionnaire

Task instructions [Hide](#)

Complete the following required information. Kindly take note of the links to relevant documents embedded in this questionnaire.

CAW Technical Assistance Sub-window Eligibility questions

Entity/Ownership 20%

1.1 Name of lead institution

For AfDB Departments, state the name of the department

1.2 What type of institution is the lead institution?

- Government Ministries, Department, Agencies, State Owned Enterprises
- African Development Bank Departments
- Non-Governmental Organizations
- Community Based Organizations
- Regional Economic Communities of Africa
- Regional Climate Center
- River Basin Organisation
- Other (none of the above)

Start filling the form with complete information about your project”



Stage 1: Eligibility Form | Complete the required information

1.1 Name of lead institution

If it is an AfDB Department, state the name

Rural Electrification Agency of Country

1.2 What type of institution is the lead institution?

- Government Ministries, Department, Agencies, State Owned Enterprises
 - African Development Bank Departments
 - Non-Governmental Organizations
 - Community Based Organizations
 - United Nations Organization
 - Regional Economic Communities of Africa
 - Regional Climate Center
 - River Basin Organisation
 - Other (none of the above)
- Clear

SAVE & CONTINUE EDITING

NEXT

AfDB, UN, Government MDAs and intergovernmental organisations do not need to submit organisation registration details

1.1 Name of lead institution

If it is an AfDB Department, state the name

Karungu NGO

1.2 What type of institution is the lead institution?

- Government Ministries, Department, Agencies, State Owned Enterprises
 - African Development Bank Departments
 - Non-Governmental Organizations
 - Community Based Organizations
 - United Nations Organization
 - Regional Economic Communities of Africa
 - Regional Climate Center
 - River Basin Organisation
 - Other (none of the above)
- Clear

1.3 Is your institution legally registered?

- Yes
 - No
- Clear

In Which country ?

Ghana

Provide Registration Number

12345678

Provide Date of Registration

Feb 01 2018

SAVE & CONTINUE EDITING

NEXT



NGOs and CBOs are required to share details of their organization's registration details




Stage 1: Eligibility Form | Completing the application

	Names	Amount (USD)
Co-financer 1	<input type="text" value="CAW"/>	<input type="text" value="950000"/>
Co-financer 2	<input type="text" value="Global Environmental F"/>	<input type="text" value="450000"/>
Co-financer 3	<input type="text"/>	<input type="text"/>
Co-financer 4	<input type="text"/>	<input type="text"/>
Co-financer 5	<input type="text"/>	<input type="text"/>

Attach the evidence of this cofinancing.

1. .docx  

 Upload another file

Are you submitting your application in French or English?

English French

Clear

It is crucial to ensure that all sections of the form are properly filled out and that the submission is supported with relevant materials and documentations.

Click once you have entered all information

Stage 1: Eligibility Form | Need to edit your application?

The screenshot displays a web application interface for a questionnaire. On the left, a sidebar contains a 'Back to application' link, the project name 'ADF Climate Action Window : Technic...', and a 'Test Application - Name of the Project' with ID '0000000009' and status 'editing ongoing'. Below this is a task card for 'Complete this questionnaire' with a progress bar showing '1 of 1 tasks complete' and a 'Last edited' timestamp of 'Nov 10 2024 08:32 PM (UTC)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, along with a 'Deadline: Feb 5 2025 11:59 PM (UTC)'. The main content area shows the questionnaire title 'Complete this questionnaire' with a completion date and time. A 'Task instructions' section is followed by a dropdown menu with options 'Download', 'Reset', and 'Edit'. A yellow callout box with a black arrow points to the 'Edit' option, containing the text 'Click here to edit your application before submitting'. Below the dropdown, the questionnaire content includes a section for 'CAW Technical Assistance Sub-window Eligibility questions' with an 'Important Notice' and a confirmation step: 'I have read and understood this important notice'. The next section is 'Entity/Ownership' with a sub-section '1.1 Name of lead institution' and a prompt: 'For AfDB Departments, state the name of the department'.

Stage 1: Eligibility Form | Review & submit your eligibility form

The screenshot shows a web interface for reviewing and submitting an eligibility form. On the left sidebar, there is a 'Back to application' link, project details for 'ADF Climate Action Window : Technic...', and a 'Complete this questionnaire' button with a green checkmark. Below this is a progress bar showing '1 of 1 tasks complete' and a 'Last edited' timestamp. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, with yellow callouts and arrows pointing to them. The main content area shows a 'Complete this questionnaire' header with a green checkmark and a document icon, followed by a 'Task instructions' section with a 'Hide' link. A dropdown menu is open over the 'Task instructions' section, containing 'Download', 'Reset', and 'Edit' options. The main content also includes a section for 'CAW Technical Assistance Sub-window Eligibility questions' with an 'Important Notice' and a 'Responses Selected' section where the user has indicated they have read and understood the important notice. The form includes a section for 'Entity/Ownership' and a label for 'of lead institution'.

← Back to application

ADF Climate Action Window : Technic...

Test Application - Name of the Project

ID: 0000000009 | Status: editing ongoing

Complete this questionnaire

1 of 1 tasks complete

Last edited: Nov 10 2024 08:32 PM (UTC)

REVIEW

SUBMIT

Deadline: Feb 2025 11:59 PM (UTC)

Complete this questionnaire

Completed Nov 10 2024 08:32 PM (UTC)

Task instructions [Hide](#)

Complete the following required information. Kindly take note of the links to documents embedded in this questionnaire.

CAW Technical Assistance Sub-window Eligibility questions

Important Notice

Dear Applicant, please note that we will only respond to email queries that are not already addressed in the FAQ and Guidance note.

Kindly confirm by ticking below that you have fully read the Guidance note and FAQ.

Responses Selected:

I have read and understood this important notice

Entity/Ownership

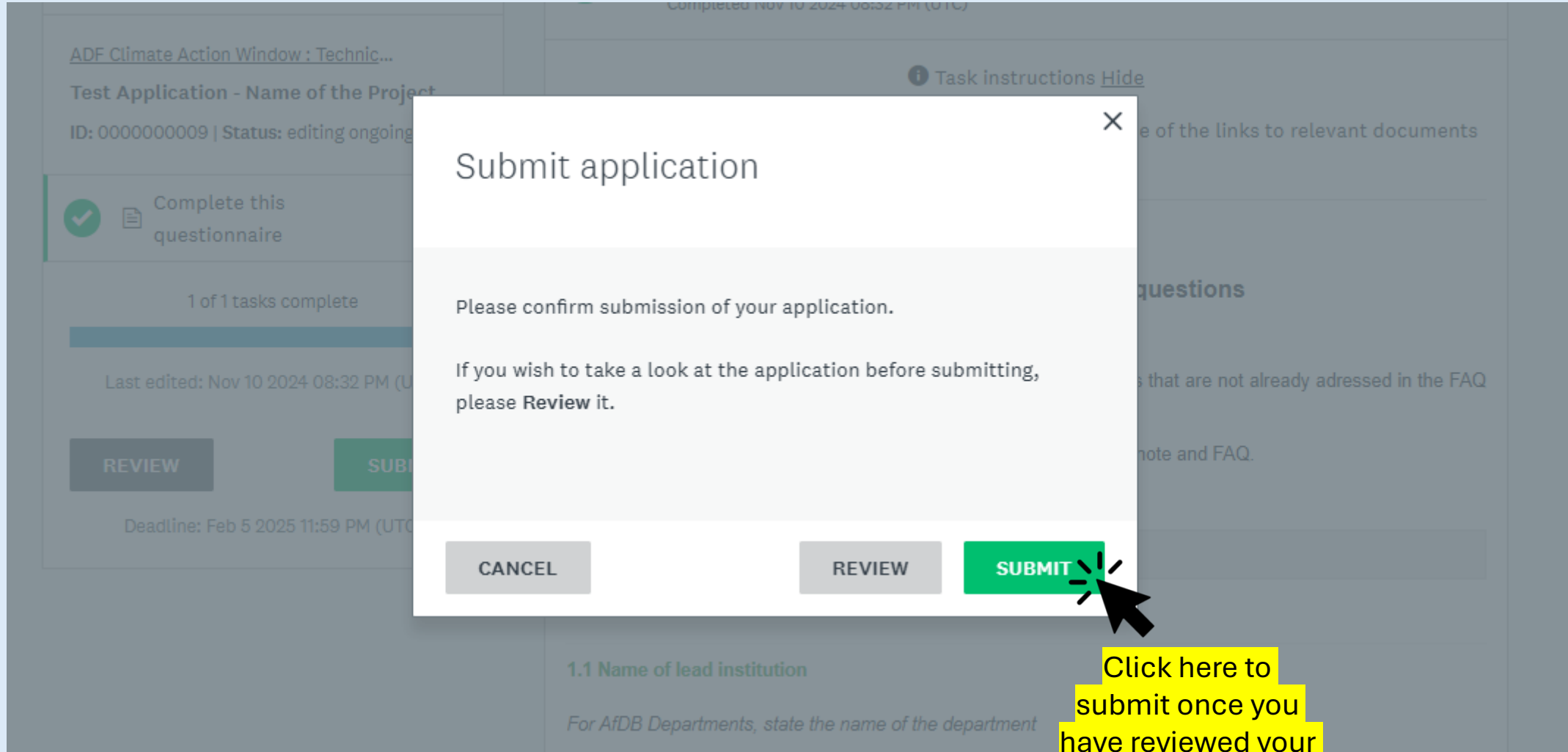
of lead institution

For AfDB Departments, state the name of the department

Click here to review your application

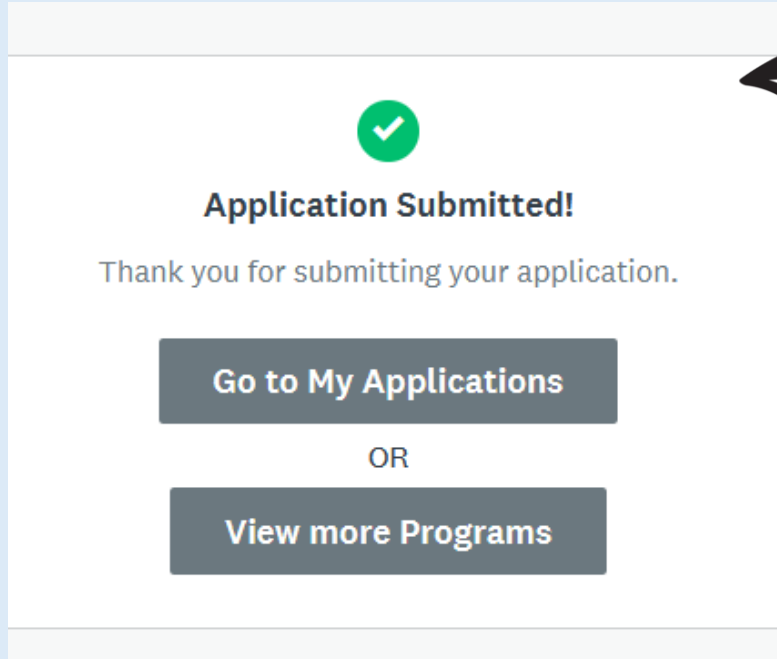
The, Click here to submit your application

Stage 1: Eligibility Form | Submit eligibility form



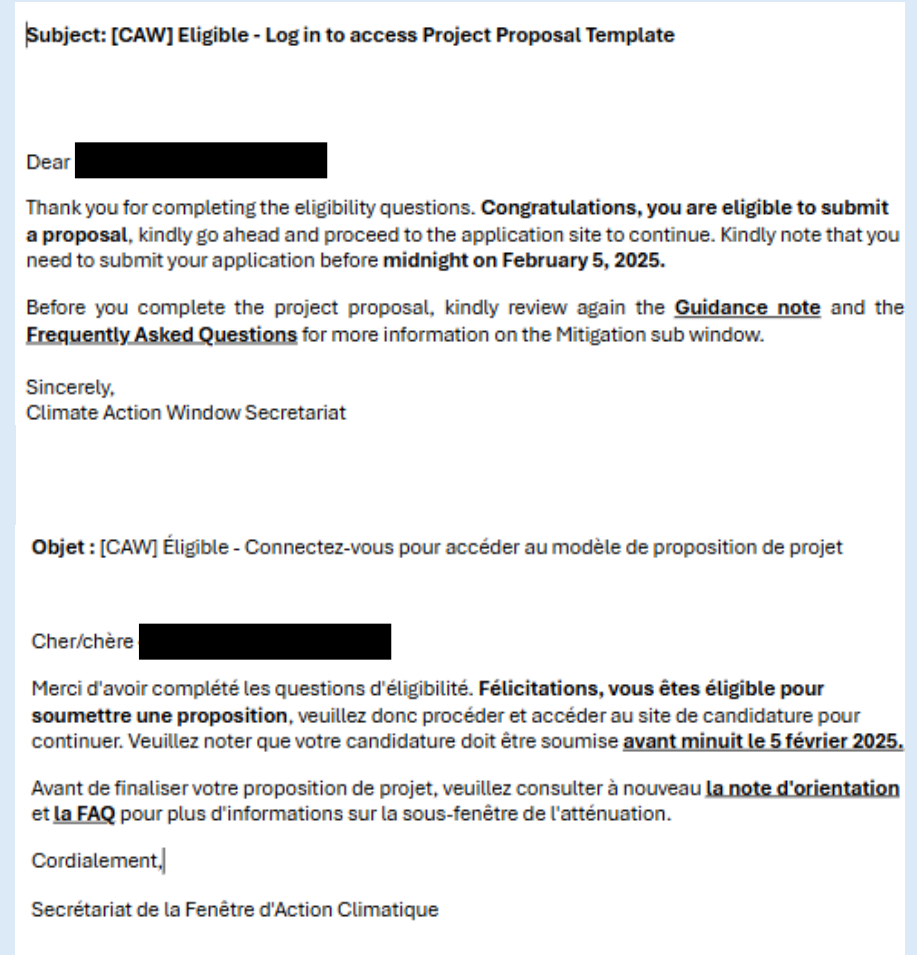
Click here to submit once you have reviewed your eligibility form entries

Stage 1: Eligibility Form | Confirm submission



You will see this confirmation message after you have submitted your eligibility form

You will also receive an email notification regarding the eligibility status of your application. If your application is ineligible, it ends here. If eligible, you can proceed to Stage 2



Stage 2: Project Proposal Submission | Download template

0 of 1 tasks complete



Last edited: Nov 10 2024 08:35 PM (UTC)

REVIEW

SUBMIT

Deadline: Feb 5 2025 11:59 PM (UTC)

ADF Climate Action Window : Te... [↗](#)

[Preview](#) [⋮](#)

Test Application - Name of the Project

ID: 0000000009 Status: Complete your PPT

APPLICATION

ACTIVITY

Your tasks



[Download PPT and complete offline](#)



Previous tasks



[Complete this questionnaire](#)

Completed on: Nov 10 2024 08:32 PM (UTC)





Click here to find the link to download the project proposal template (PPT)

Stage 2: Project Proposal Submission | Download template

[← Back to application](#)

ADF Climate Action Window : Technic...
Test Application - Name of the Project
ID: 0000000009 | Status: Complete your PPT



 Download PPT and complete offline 

0 of 1 tasks complete

Last edited: Nov 10 2024 08:35 PM (UTC)

REVIEW **SUBMIT**

Deadline: Feb 5 2025 11:59 PM (UTC)

 Download PPT and complete offline 

Dear Applicant, download the Project Proposal Template (PPT); complete it offline and upload it on this platform. Remember to refer to both guidance note and FAQs as you fill out the PCN.

Mark this task as completed once you have downloaded the PCN Template to then access the next step where you will be able to upload your completed PCN.

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

Download

Click here to download project proposal template

You can also click here to download project proposal template

Stage 2: Project Proposal Submission | Download template

The screenshot displays a user interface for a project proposal submission. On the left, a sidebar contains a navigation menu with a 'Back to application' link, project details for 'ADF Climate Action Window : Technic...' (ID: 0000000009), and a task titled 'Download PPT and complete offline'. Below the task is a progress bar showing '0 of 1 tasks complete', the last edit time 'Nov 10 2024 08:35 PM (UTC)', and buttons for 'REVIEW' and 'SUBMIT'. A deadline of 'Feb 5 2025 11:59 PM (UTC)' is also shown. The main content area features a heading 'Download PPT and complete offline' and a message: 'Dear Applicant, download the Project Proposal Template (PPT); complete it offline and upload it on this platform. Remember to refer to both guidance note and FAQs as you fill out the PCN.' Below the message, it states: 'Mark this task as completed once you have downloaded the PCN Template to then access the next step where you will be able to upload your completed PCN.' At the bottom of the main area are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. A mouse cursor is pointing at the 'MARK AS COMPLETE' button.

After downloading the project proposal template (PPT), click here to move to the next page

Stage 2: Project Proposal Submission | Download template

ADF Climate Action Window : Technic...

Test Application - Name of the Project
ID: 0000000009 | Status: Complete your PPT

- Download PPT and complete offline
- Upload your completed Project Proposal Template

1 of 2 tasks complete

Last edited: Nov 10 2024 09:07 PM (UTC)

REVIEW SUBMIT

Deadline: Feb 5 2025 11:59 PM (UTC)

Download PPT and complete offline
Completed Nov 10 2024 09:07 PM (UTC)

Dear Applicant, download the [Project Proposal Template \(PPT\)](#); complete it offline and upload it on this platform. Remember to refer to both guidance note and FAQs as you fill out the PCN.

Mark this task as completed once you have downloaded the PCN Template to then access the next step where you will be able to upload your completed PCN.

Complete the project proposal template offline

After finalizing the project proposal and combining all supporting documents into a single file, click here to go to the next page to upload your project proposal.

Stage 2: Project Proposal Submission | Upload your proposal

[← Back to application](#)

[ADF Climate Action Window : Technic...](#)

Test Application - Name of the Project

ID: 0000000009 | Status: Complete your PPT

Download PPT and complete offline

Upload your completed Project Proposal Template [>](#)

1 of 2 tasks complete

Last edited: Nov 10 2024 09:07 PM (UTC)


[REVIEW](#) [SUBMIT](#)

Deadline: Feb 5 2025 11:59 PM (UTC)

Upload your completed Project Proposal Template ⋮

i Task instructions [Hide](#)

Dear Applicant, upload your completed Project Proposal Template (PPT). Before uploading your concept save it as **the title of your project and name of the lead institution** (i.e. Title_Name of Institution_PCN)



[ATTACH FILE](#)

[Show accepted forma](#)

Click here to attach and upload your project project proposal

[MARK AS COMPLETE](#)

Stage 2: Project Proposal Submission | Change Project Proposal

ADF Climate Action Window : Technic...

Test Application - Name of the Project
ID: 0000000009 | Status: Complete your PPT

Download PPT and complete offline

Upload your completed Project Proposal Template

1 of 2 tasks complete

Last edited: Nov 10 2024 09:07 PM (UTC)

REVIEW SUBMIT

Deadline: Feb 5 2025 11:59 PM (UTC)

Upload your completed Project Proposal Template

Task instructions [Hide](#)

Dear Applicant, upload your completed Project Proposal Template (PPT). Before uploading your concept save it as the title of your project and name of the lead institution (i.e. Title_Name of Institution_PCN)

ATTACH FILE

[Show accepted formats](#)

YouthADAPT_CAW PPT
Filename: YouthADAPT_CAW_PPT.docx Added: Nov 10 2024

Edit
Preview
Remove
Download

Click here to preview the project proposal you uploaded.

Click here to change the project proposal before marking it as complete. Review your project proposal carefully to ensure it is correct before final submission. Once marked as complete, the submission is final and cannot be changed.

Stage 2: Project Proposal Submission | **Submit your proposal**

[← Back to application](#)

ADF Climate Action Window : Technic...

Test Application - Name of the Project
ID: 0000000009 | Status: Complete your PPT

Download PPT and complete offline

Upload your completed Project Proposal Template [>](#)

1 of 2 tasks complete

Last edited: Nov 10 2024 09:07 PM (UTC)


[REVIEW](#) [SUBMIT](#)

Deadline: Feb 5 2025 11:59 PM (UTC)

Upload your completed Project Proposal Template




i Task instructions [Hide](#)

Dear Applicant, upload your completed Project Proposal Template (PPT). Before uploading your concept save it as **the title of your project and name of the lead institution** (i.e. Title_Name of Institution_PCN)



[ATTACH FILE](#)

[Show accepted formats](#)

   Added: Nov 10 2024

[MARK AS COMPLETE](#)

Click "Mark as complete" once you have reviewed and finalized your project proposal. After this, the submission is final and cannot be changed.



Stage 2: Project Proposal Submission | **Submit your proposal**

[← Back to application](#)

ADF Climate Action Window : Technic...
Test Application - Name of the Project
ID: 0000000009 | **Status:** Complete your PPT

Download PPT and complete offline

Upload your completed Project Proposal Template

2 of 2 tasks complete

Last edited: Nov 10 2024 09:12 PM (UTC)

REVIEW **SUBMIT**

Deadline: Feb 5 2025 11:59 PM (UTC)

Upload your completed Project Proposal Template ...
Completed Nov 10 2024 09:12 PM (UTC)

Task instructions [Hide](#)

Dear Applicant, upload your completed Project Proposal Template (PPT). Before uploading your concept save it as **the title of your project and name of the lead institution** (i.e. Title_Name of Institution_PCN)

██████████.T ...
Filename: Y██████████PT.docx Added: Nov 10 2024

Click **SUBMIT**

Stage 2: Project Proposal Submission | Confirm submission

ADF Climate Action Window : Technic...
Test Application - Name of the Project
ID: 0000000009 | Status: ongoing validation

Submitted: Nov 10 2024 09:12 PM (UTC)

0 of 0 tasks complete

Upload your completed Project Proposal Template
Completed Nov 10 2024 09:12 PM (UTC) Read only

Task instructions [Hide](#)

Dear Applicant, upload your completed Project Proposal Template (PPT). Before uploading your concept save it as the title of your project and name of the lead institution (i.e. Title_Name of Institution_PCN)

Filename: Y[REDACTED]PT.docx Added: Nov 10 2024

You can confirm that your project proposal has been submitted by checking that the status here says "Submitted."