



Annual Work Plan - Timeline

Duration: 1st June 2024 - 31st May 2025

GEF/UNIDO Project: Promotion of climate adaptation technology and business model innovations and entrepreneurship in Sierra Leone

Start date: 01-Jun-24

Project Activities	Deliverable	Project Year 1				Target completion date
		June-Aug 2024	Sept-Nov 2024	Dec-Feb 2024	Mar-May 2024	
		* A number in cell indicates the number of months targeted for completion from the start of the Work plan				
Inception Phase						
Activity 0.1: TORs for contracting PMU staff prepared and finalized	3 TORs prepared for key PMU positions	0.1				01-Jun-24
Activity 0.2: Tender notices for contracting key PMU staff published and applications received	3 tender announcements for key PMU positions published	0.5				15-Jun-24
Activity 0.3: Contracting key PMU of project staff completed, and contracts issued	3 contracts issued for key PMU positions	2				01-Aug-24
Activity 0.4: Project bank account opened	Project bank account opened	1				01-Jul-24
Activity 0.5: TORs prepared and finalized for SMEDA Project Execution and M&E Capacity Enhancement Immediate Action Work Plan (Activities 4.1.1.1 and 4.1.1.2)	2 TORs prepared for SMEDA Project Capacity Enhancement plan	1				01-Jul-24
Activity 0.6: Tender notices under SMEDA Project Execution and M&E Capacity Enhancement Immediate Action Work Plan published	2 tender announcements under SMEDA Project Capacity Enhancement Plan published	1				01-Jul-24
Activity 0.7: Contracting under SMEDA Project Execution and M&E Capacity Enhancement Immediate Action Work Plan completed, and contracts issued	2 contracts issued under SMEDA Project Capacity Enhancement plan	2				01-Aug-24
Activity 0.8: PMU staff onboarding, and PMU and SMEDA staff orientation completed	3 PMU staff oriented and fully onboarded	3				01-Sep-24
Activity 0.9: Detailed annual work plan finalized at task level	Detailed annual work plan finalized at task level	3				01-Sep-24
Activity 0.10: Project procurement plan completed	Project procurement plan completed	2.5				15-Aug-24
Activity 0.11: Inaugural PSC meeting (online and in-person) held and for approval of annual work plan at activity level (including the procurement plan) held approved	Innaugural PSC meeting for approval of Annual Work Plan held	2.5				15-Aug-24
Activity 0.12: MOUs / TORs for the first year implementing partners prepared and agreed (EPA, SLMet)	MOUs / TORs for the first year implementing partners prepared and agreed (EPA, SLMet)	3				01-Sep-24
Activity 0.13: TORs for first year subcontracts prepared and agreed (Climate KIC, PFAN, AECF, ESOKO, ColdHubs and Easy Solar)	TORs for the Year 1 subcontractors prepared and agreed (Climate KIC, PFAN, AECF, ESOKO, ColdHubs and Easy Solar)	3				01-Sep-24
Activity 0.14: Official project launch event with key stakeholders and PSC meeting held (in person)	Official project launch event with hey stakeholders held		4			01-Oct-24
Output 1.1.1						
Activity 1.1.1.1: Identify and develop tools to assess climate vulnerability and support the identification of appropriate adaptation solutions (TPS) for the WEF sectors	1. Tools identified and developed to assess climate vulnerability and support the identification of appropriate adaptation solutions (TPS) for the WEF sectors		5			01-Nov-24
	2. Guide for the tool developed.		6			01-Dec-24
Activity 1.1.1.2: Guide on the use of the developed tool	3. Ongoing support on the use of the tool throughout the project (1 week/per quarter).			9		01-Mar-25

Activity 1.1.1.3: Build capacity on the use of the developed tools & provide support on its use throughout the project	2 workshops implemented for 35 persons (incl. 10 from regions and PMU).				12	01-Jun-25
Activity 1.1.1.4: Needs assessment to identify the needs in terms of training on climate change and climate change adaptation TPS	Assessment on training needs on climate change and climate change adaptation TPS is completed		5			01-Nov-24
Activity 1.1.1.5: Development of the different curricula for the different target groups	Different curricula developed on adaptation topics for the target groups.			9		01-Mar-25
Activity 1.1.1.6: Delivery of three (3) capacity building/training courses to 60 different stakeholders (with 35% women participation target)	3 capacity building/training courses for a total of 60 different stakeholders (20 stakeholders per meeting, with 35% women)					(target completion in Y2)
Output 1.1.2						
Activity 1.1.2.1: Mapping of the national adaptation planning process and relevant stakeholders as well as the programmes/projects/ activities targeting directly or indirectly innovation, entrepreneurs and MSMEs across the WEF sectors	Mapping to identify and review the on-going processes and projects in the adaptation field completed.			7		01-Jan-25
Activity 1.1.2.2: Establish an Adaptation Innovation Platform and the Adaptation Innovation Website	1.Adaptation Innovation Platform established		4			01-Oct-24
	2.Adaptation Innovation website created and maintained, including i) the platform to launch the pre-accelerator, accelerator, advanced accelerator and post-accelerator programme and ii) the training to accelerators/incubators and SMEDA (activity 2.1.1.3, activity 2.1.1.5 , activity 2.1.3.1 , activity 2.2.1.1 , activity 2.2.2.1 , and iii) upload knowledge materials on lessons learnt (activity 4.1.2.3)			9		01-Mar-25
Activity 1.1.2.3: Establishment and testing and continuous improvement of the proposed integrated mechanism	Integrated Mechanism to drive innovation and entrepreneurship through continuous mapping of stakeholders, convening networks of expertise, developing people and capacity, leveraging financing, catalysing innovation and improvement of the business environment – established, tested and improved.				10	01-Apr-25
Activity 1.1.2.4: Development of a Manual on the implementation and operationalization of the integrated mechanism to promote adaptation, innovation and entrepreneurship	A manual for guidance on the development and establishment of the integrated mechanism developed.				12	01-Jun-25
Output 1.1.3						
Activity 1.1.3.1: Develop a climate data collection platform to facilitate the development of insurance schemes and awareness-raising for insurance companies on climate-risk insurance	Climate data collection Platform established at the SLMET and capacity is built at SLMET on the Platform				12	01-Jun-25
Output 1.2.1						
Activity 1.2.1.1: Needs for policy instruments to incentivize investment in innovation and deployment of climate change TPS assessed	Report on needs assessment of policy instruments in Sierra Leone			9		01-Mar-25
Activity 1.2.1.2: Develop four (4) policy recommendations for improvement of the business environment in Sierra Leone considering a gender perspective approach	Develop 4 recommendations/ proposals about instruments for improvement of business environment in Sierra Leone				11	01-May-25
Activity 1.2.1.3: Conduct one (1) national workshop to collect feedback on the proposed policy instruments (~60 people in the workshop)	1 national workshop to collect feedback on the proposed policy instruments (~60 people in the workshop completed).				12	01-Jun-25
Output 1.2.3						
Activity 1.2.3.1: Strengthening technology laboratory at EPA office in Bo to showcase innovative adaptation technologies	A technology laboratory at EPA office in Bo strengthened with specific measures to be agreed with PMU, to showcase innovative adaptation TPS and create continued market demand.				12	01-Jun-25
Activity 1.2.3.2: Information brochures on the adaptation technologies developed	At least 2 brochures developed as information dissemination materials on the innovative adaptation technologies being shown at the established testing lab at the EPA office and laboratory.				12	01-Jun-25
Output 1.2.4						

Activity 1.2.4.1: Four (4) adaptation clusters are created and nurtured in Sierra Leone	Four (4) adaptation clusters are created and nurtured in Sierra Leone				12	01-Jun-25
Output 2.1.1						
Activity 2.1.1.1 Design the Pre-Acceleration Programme	Pre-Acceleration Programme designed				10	01-Apr-25
Activity 2.1.1.2 Carry out at least two (2) rounds of train the trainers' programme for four (4) incubators/accelerators	At least two (2) rounds of train the trainers' programme for four (4) incubators/accelerators is carried out.				12	01-Jun-25
Activity 2.1.1.3 Prepare the platform to launch the Pre-Accelerator Workshop for MSMEs, entrepreneurs and start-ups	Platform to launch the Pre-Accelerator Workshop for MSMEs, entrepreneurs and start-ups prepared.				12	01-Jun-25
Activity 2.1.1.4 Outreach and communication	Outreach and communication for the Pre-Accelerator Workshop for MSMEs, entrepreneurs and start-ups implemented.				12	01-Jun-25
Activity 2.1.1.5 25 MSMEs, entrepreneurs and start-ups register in the Pre-Accelerator Workshop	25 MSMEs, entrepreneurs and start-ups register in the Pre-Accelerator Workshop					(target completion in Y2)
Output 2.1.2						
Activity 2.1.2.1 Develop Sierra Leone Adaptation Incubator/Accelerator Programmes	Adaptation Incubator/Accelerator Programmes designed				12	01-Jun-25
Activity 2.1.2.2 Train incubators/ accelerators run the annual competitions of the different programmes under the Sierra Leone Adaptation Incubator/Accelerator program	8 Incubators/ accelerators trained to run the annual competitions of the different programmes under the Sierra Leone Adaptation Incubator/Accelerator programmes with yearly refresher course (3 different types of annual competitions: Incubator/ Accelerator, Advanced-Accelerator and Post-Accelerator; in 4 regions of Sierra Leone).					(target completion in Y2)
Output 2.1.3						
Activity 2.1.3.1: Launch an Open Innovation Adaptation call for the Accelerator and select target entrepreneurs, start-ups and MSMEs	Open Innovation Adaptation call for the Accelerator and select target entrepreneurs, start-ups and MSMEs launched (targeting 32 MSMEs to be selected and aiming 35% women participation)				11	01-May-25
Activity 2.1.3.2: Conduct one cycle per year of the Incubator/Accelerator Programme targeting the four regions	1.Host the annual climate adaptation technology innovation and entrepreneurship accelerators competition (Activity 2.1.3.2), targeting ~6 MSMEs per year				11	01-May-25
	2.The selected Incubator/Accelerator Companies conduct 1 cycle per year of the Accelerator Programme targeting the four regions					(target completion in Y2)
Output 2.1.4						
Activity 2.1.4.1 Pairing established regional/ international enterprises with local entrepreneurs	At least 3 (three) regional adaptation companies with interest to enter the Sierra Leone market or the ones already operating in the country intending to expand its adaptation business – supported to overcome the institutional, technological, market, information barriers which currently limit adaptation investment in Sierra Leone and paired with local entrepreneurs (indicators to be agreed with PMU).					(target completion in Y2)
Output 2.2.1						
Activity 2.2.1.1 Launch an Open Innovation Adaptation call and select target entrepreneurs, start-ups and MSMEs for the Advanced Accelerator Programme	Open Innovation Adaptation call for the Advanced Accelerator and select target entrepreneurs, start-ups and MSMEs launched (targeting 9 MSMEs to be selected and aiming 35% women participation)				11	01-May-25
Output 2.2.2						
Activity 2.2.2.1 Launch an Open Innovation Adaptation call and select target entrepreneurs, start-ups and MSMEs to go through the post-Acceleration phase	Open Innovation Adaptation call for the Post Accelerator and select target entrepreneurs, start-ups and MSMEs launched (targeting 7 MSMEs to be selected and aiming 35% women participation)				11	01-May-25
Output 2.2.3						

Activity 2.2.3.1 Design the Climate Adaptation Venture Fund to enable de-risking and leverage public and private investment towards adaptation technologies	Climate Adaptation Venture Fund to enable de-risking and leverage public and private investment towards adaptation technologies designed (including extensive stakeholder consultations)					(target completion in Y2)
Output 3.1.2						
Activity 3.1.2.1: Development of methodologies and guidebooks for the assessment and quantification of adaptation and resilience benefits	Methodologies and guidebooks for the assessment and quantification of adaptation and resilience benefits developed.				10	01-Apr-25
Output 3.1.3						
Activity 3.1.3.1: Engage PFAN to provide four (4) virtual workshops to train local FSPs	Four (4) 1-day virtual workshops delivered to train local FSPs.				10	01-Apr-25
Activity 3.1.3.3: Establish a robust network with 10-15 national financial institutions and funds	A network with 10-15 national financial institutions and funds established or capacitated.				10	01-Apr-25
Output 3.2.1						
Activity 3.2.1.1: Appropriate risk mitigation instruments and climate smart investment planning tools jointly developed for FSPs	Appropriate risk mitigation instruments, financial reporting and climate smart investment planning tools jointly developed for FSPs and become available.				11	01-May-25
Activity 3.2.1.2: FSPs are trained on the developed tools	FSPs and SMEDA are trained on the developed tools.				12	01-Jun-25
Output 3.2.2						
Activity 3.2.2.1: Design innovative financial products and services adapted to the needs of the most vulnerable populations	Innovative financial products and services adapted to the needs of the most vulnerable populations designed.				12	01-Jun-25
Output 4.1.1						
Activity 4.1.1.1: The PMU will receive online training on the UNIDO standards for monitoring and reporting of processes and procedures and in consistency with the GEF Monitoring Policy.	<ul style="list-style-type: none"> 1.1.Rapid assessment Summary on SMEDA financial accounting and management system with emphasis on UNIDO / GEF 1.2.List of specific updates / changes needed to the accounting software of SMEDA; as well as new / updated accounting tools (including Chart of Accounts and financial templates) reflecting SMEDA operations and Project requirements; 1.3.SMEDA procedure for processing and documentation of payment requests (documentation required, limits, filing, etc.) 1.4.SMEDA procedure for bank statements reconciliation; 1.5.SMEDA procedure for Inventory and Insurance register and operation; 1.6.In-house on the job training of SMEDA financial manger on IPSAS standards and UNIDO / GEF financial reporting requirements; 1.7.Assessment of possibility to configure IFMIS system and recommended action plan to achieve this. 1.8.SMEDA financial accounting software updated / upgraded 1.9.SMEDA Financial manager certified in IPSAS. 				3	01-Sep-24

Activity 4.1.1.2: Design M&E Framework	<p>2.1 Assessment with recommended improvements to enhance implementation of the Project completed.</p> <p>2.2. Consolidated M&E Framework for the Project, including monitoring process, evaluation process, reporting process, methodology for impact assessment and timelines;</p> <p>2.3. Tools and templates for M&E Framework implementation in line with UNIDO standards and GEF Monitoring Policy;</p> <p>2.4. Recruitment of key Project positions: National Project Coordinator, Project Assistant, PR / Marketing Expert and M&E Expert.</p> <p>2.5. Two in-person trainings to SMEDA on (i) M&E Framework and (ii) Reporting requirements and practices delivered for those involved in the implementation of the Project and the M&E.</p> <p>2.6. SMEDA staff training policy and Staff training plan developed;</p> <p>2.7. SMEDA procurement system and procedures with procurement thresholds, usage of software, filing and trusted suppliers database updated.</p> <p>2.8. Online training on the UNIDO standards for monitoring and reporting of processes and procedures and in consistency with the GEF Monitoring Policy</p> <p>2.9 SMEDA and Project staff trained on areas identified in climate adaptation technologies and business model innovations in Sub-Sahara Africa.</p> <p>2.10 Gender mainstreaming action plan approved by UNIDO and presented to the PSC members.</p> <p>2.11 Monitoring and Evaluation Framework integrating Project Results Framework, ESMP, Gender Mainstreaming Action Plan and Stakeholder Engagement Plan - approved by UNIDO and presented to the PSC members.</p>	3				01-Sep-24
Activity 4.1.1.3 Online and in-person training session for those involved in the implementation of the project and the M&E	Online/in-person training sessions (1/2 day) for incubators/accelerators and other stakeholders on the M&E Plan delivered		6			01-Dec-24
Activity 4.1.1.4: M&E Framework implementation	Data on M&E Framework implementation collected and reported, PMU mobility ensured with 1 project vehicle and 4 region-based motorbikes and procurement support to PMU is provided.				12	01-Jun-25
Output 4.1.2						
Activity 4.1.2.1: Develop the Sierra Leone Adaptation Project communication strategy to increase the visibility of the project's success stories lessons learnt, adaptation TPS of the project	Project communication strategy to increase the visibility of the project's success stories lessons learnt, adaptation TPS of the project developed.		6			01-Dec-24
Activity 4.1.2.2: Develop supporting documents and knowledge materials to capacitate national stakeholders	Supporting documents and knowledge materials to capacitate national stakeholders and knowledge materials are developed.					(target completion in Y5)
Activity 4.1.2.3: Develop and upload knowledge materials on the Adaptation Innovation website to communicate lessons learnt and best practices	Supporting documents and knowledge materials are uploaded to the Adaptation Innovation website to communicate lessons learnt and best practices.					(target completion in Y5)
PMU Operations						
Activity PMU1: Recruit National Project Coordinator (NPC) - PMU	PMU National Project Coordinator (NPC) recruited	2				01-Aug-24
Activity PMU2: Recruit Project Assistant (PA) – PMU	PMU National Project Assistant (NPA) recruited	2				01-Aug-24
Activity PMU3: Recruit PR/Marketing Expert (PRME) – PMU	PMU PR/Marketing Expert (PRME) recruited	2				01-Aug-24
Activity PMU4: Travel to meetings, workshops, etc.	Travel to project meetings, workshops, etc. covered.				12	01-Jun-25
Activity PMU5: PMU office supplies	PMU office costs covered				12	01-Jun-25