



APPLICATION GUIDELINES

April 2019

Contents

What is CTIF?.....	1
What is CTIF expected to achieve?	1
Who can apply?.....	2
What kind of technical assistance is available?	2
What is the expected size and scope of technical assistance to be provided under CTIF?.....	2
Examples of possible CTIF initiatives	3
How is technical assistance provided?	3
Pre-application assistance and communication	3
Application process.....	4
Annexes.....	5
Annex 1. Examples of CTIF supported initiatives.....	5
Annex 2. Assessment Criteria	Error! Bookmark not defined.
Annex 3. Expression of Interest Form.....	8
Annex 4. Application Form.....	11
Annex 5. Guidelines to Integrate Gender Equality and Inclusion Principles into a Technical Assistance Request	15
Annex 6. Guidelines to Integrate Environmental Sustainability Principles and Climate Change Adaptation into a Technical Assistance Request	18

What is CTIF?

The Canadian Trade and Investment Facility for Development (CTIF) is a seven-year, CDN \$11.6 million demand-driven program aligned with Canada's Feminist International Assistance Policy (FIAP) to support trade and investment-related policy reforms that promote women's empowerment and inclusive growth and have a high potential to reduce poverty in ODA-eligible developing countries in the Asia-Pacific region. CTIF provides technical assistance based on the needs identified by potential beneficiaries and according to an assessment process jointly administered by the CTIF team and Global Affairs Canada (GAC). Technical assistance is provided by independent suppliers that specialize in the specific services being requested by the beneficiary. CowaterSogema International (www.cowatersogema.com) and the Institute of Public Administration of Canada (www.ipac.ca) jointly implement CTIF on behalf of the Government of Canada.

What is CTIF expected to achieve?

➤ Regional level

Improved skills, knowledge and tools that support inclusive and sustainable growth, competitiveness and/or regional integration within CTIF-eligible regional institutions (e.g. ASEAN, SAARC, PIF).

➤ Government level

Increased ability of governments (national and local) to plan, develop and implement inclusive (especially gender-inclusive) policies, legislation, and regulations supporting increased market access for businesses, funding for quality infrastructure and/or access to finance.

➤ Civil society level

Increased capacity of civil society and private sectors organizations to engage with government institutions on policy issues (trade and investment) and/or infrastructure issues.

➤ Private sector

Increased capacity of private sector to take advantage of new opportunities from business growth, women's (including economic) empowerment, accessing markets and finance, and from responsible business conduct.

Who can apply?

Local governments, firms and civil society organizations* based in any developing country in the Asia-Pacific region eligible to receive official development assistance (ODA), as per the OECD Development Assistance Committee (DAC) List of ODA Recipients. Regional organizations are also eligible and can submit applications covering one or more ODA-eligible countries.

International organizations, including UN affiliated organizations and multilateral development banks, **are not eligible**.

*Civil society organizations include, but are not limited to, business development services providers, industry associations, cooperatives and chambers of commerce, research and development and academic institutions.

What kind of technical assistance is available?

Initiatives for which CTIF can provide technical assistance include, but are not limited to:

Advisory support
Trainings
Study tours
Policy research
Stakeholder engagement
Institutional development

CTIF does not provide grants or direct financial support to organizations. CTIF does not finance the purchasing of goods, capital equipment, construction costs or other non-service-related technical assistance.

What is the expected size and scope of technical assistance to be provided under CTIF?

A typical CTIF-approved application contains technical assistance requests valued in the CDN\$ 75,000-125,000 range, to be implemented over 3-6 months.

CTIF can also provide technical assistance of both smaller or larger size and scope. Please consult with the CTIF team about your technical assistance needs before submitting your Expression of Interest. They can assist you in tailoring your needs to both CTIF requirements and to the budget available for technical assistance during each programming year.

Examples of possible CTIF initiatives

- Technical assistance to regional organizations and/or partner governments to design and implement policy, legal and regulatory frameworks designed to improve conditions for inclusive and sustainable trade and investment activities.
- Technical assistance to government and non-government partners in support of innovative financing instruments that leverage private sector participation in development, including initiatives that promote social entrepreneurship and green growth.
- Technical assistance to governments to harmonize regulations in key sectors (e.g. agribusiness, renewable energy) with regional trading partners in support of, for example, expanded supply chain arrangements.
- Technical assistance to non-government entities, such as the private sector (including female-owned businesses), to engage with government institutions on sustainable trade and investment issues.
- Support for innovative approaches, such as responsible business challenge mechanisms and green growth, to promote women's economic empowerment, as well as positive corporate behavior, including the adoption of internationally recognized environmental, occupational health and safety standards.

For other examples, please see **Annex 1**.

How is technical assistance provided?

CTIF provides technical assistance through contracting independent suppliers to deliver activities contained in the implementation plan of approved applications.

CTIF can also cover expenses for individuals to participate in conferences, study tours, and other activities approved through the application process.

The application form and assessment criteria are annexed to these guidelines and can also be found on the CTIF website (www.c-tif.ca). The application form is also available from the CTIF team directly or from a Global Affairs Canada representative in Canada's missions in the Asia-Pacific region.

Pre-application assistance and communication

Please review the materials provided on the CTIF website, including the FAQs section, promotional material and general information about the program. All pre-request questions or inquiries must be made in writing to info@c-tif.ca, the CTIF Regional Office in Jakarta, Indonesia.

Application process

Fill out the **EOI** form and submit it to CTIF via e-mail (info@c-tif.ca) or apply online.

After successfully passing the preliminary review, eligible applicants are invited to submit full applications. Fill out an **Application** form and submit it to CTIF via e-mail (info@c-tif.ca) or apply online.

CTIF team and Global Affairs Canada (GAC) evaluate the application.

Applications are either approved or the applicant is requested to revise the application based on recommendations provided by the CTIF team.

Once approved, the CTIF team and the applicant develop a detailed work plan and budget.

Based on final workplan and budget, the CTIF team procures technical expertise and deploys resources for implementation of approved applications.



Annexes

Annex 1. Examples of CTIF supported initiatives

- CTIF Programming Level: **Regional Level**
- Objective: Increase/support regional integration, competitiveness, and/or inclusive and sustainable growth

Example 1. ASEAN – Strategies on SME Development	Example 2. Pacific Island Community – The Pacific Energy and Gender Network
Objective: Support the implementation of the ASEAN Strategic Plan for SME Development 2016-2025	Objective: Increase the participation and engagement of women in energy-related initiatives at the national and regional level
Potential beneficiaries: Governments of Cambodia, Laos, Myanmar, and Vietnam and their respective business associations and other civil society organizations, and individual SMEs	Potential beneficiaries: Women professionals in local communities; women organizations; local non-governmental organizations (NGOs), CSOs; and small- and medium-sized enterprises (SMEs)
<p>Possible activities:</p> <ul style="list-style-type: none"> • Develop market information services on regional and global market opportunities for business associations to provide their members on a revenue-generating basis. • Provide training and advisory support to promote the integration of local SMEs into regional and global value/supply chains. • Support the development of appropriate e-commerce/digital strategies for SMEs in prioritized sectors. • Training and advisory support on the adoption of international technical, sanitary and phyto-sanitary standards to improve market access in prioritized regional markets. 	<p>Possible activities:</p> <ul style="list-style-type: none"> • Assess the energy needs of women to promote economic empowerment, access of firms to markets, financing and sustainable energy value-chains in the 16 DAC-eligible PICs. • Hold a regional conference for the Pacific Energy and Gender network to establish its new policy and develop a strategy to implement its strategic plan. • Revise the Pacific Energy and Gender strategic action plan 2009-2014 (PEG SAP), working in collaboration with CSOs, women’s groups, national policy makers, regional organizations and development partners in the Pacific. • Support the development of new initiatives and add value to existing initiatives relating to women’s empowerment, and market and financing access for energy-related TA. • Conduct awareness raising and advocacy activities to strengthen women’s involvement in the energy sector.

- CTIF Programming Level: **Government Level**
- Objective: Increase the ability of national and local governments to plan, develop and implement inclusive (especially gender-inclusive) policies, legislation, and regulations that improve access to markets and finance, expand private investment, and increase funding for infrastructure

Example 3. SME export diversification in Bhutan	Example 4. Promoting agricultural exports in Cambodia
Objective: Partner with the EU-Bhutan Trade Support project to increase the capacity of Bhutan to implement its national trade and development strategy, with a particular focus on addressing gaps in programming in this multi-year donor project	Objective: Support the implementation of the Action Plan from the July 2018 meeting of the China-Cambodia Trade and Economic Joint Committee
Potential beneficiaries: Government departments, business associations, individual MSMEs	Potential beneficiaries: Trade and trade-related departments of the Government, particularly those implications in agricultural development, food safety, and health standards
<p>Possible activities:</p> <ul style="list-style-type: none"> • Training, study tours, and advisory support on how to design, develop and implement priority trade and investment policy and regulatory reforms • Training and advisory support on SME competitiveness in the horticultural and handicraft sectors. • Development of policy briefs to support consensus-building activities for the implementation of a more inclusive and sustainable trade and development strategy. 	<p>Possible activities:</p> <ul style="list-style-type: none"> • Provide training, advisory support and policy advice in the design, development and implementation of improvements to the sanitary and phyto-sanitary (SPS) standards of the Government of Cambodia. • Regional workshop on practical ways for Cambodia to meet, if not exceed, international SPS standards. • Advisory support to promote improvements in Cambodia’s SPS system in China and other key export destinations for agricultural products.

- CTIF Programming Level: **Civil society level**
- Objective: Increase the capacity of civil society organizations to engage with government institutions on trade, investment and infrastructure issues

Example 5. Nepalese Chamber of Commerce and Industry

Objective: Support the development of services and advisory support offered by the Nepalese Chamber to its 900 enterprise members and the 105 local chambers of commerce it represents

Potential beneficiaries: Local and national business associations; individual firms

Possible activities:

- Provide training, advisory support and policy advice in the design, development and implementation of improvements to the sanitary and phyto-sanitary (SPS) standards of the Government of Cambodia.
- Regional workshop on practical ways for Cambodia to meet, if not exceed, international SPS standards.
- Advisory support to promote improvements in Cambodia’s SPS system in China and other key export destinations for agricultural products.

- CTIF Programming Level: **Private sector**
- Objective: Support MSMEs, especially women-owned MSMEs, and private sector organizations to take advantage of opportunities from a changing trade and investment policy and regulatory landscape, including access to markets and finance, and to adopt sustainable and responsible business practices

Example 6. Promoting agricultural exports from Fiji


Objective: Support the implementation of the Fiji 2020 Agriculture Sector Policy Agenda on expanding markets for agriculture exports

Potential beneficiaries: Farmer associations and coops, community villages, related government agencies

Possible activities:

- Technical studies to assist stakeholders (e.g. farmer associations) to better understand market access related issues.
- Facilitate industry coordination around export development.
- Promote public-private partnerships to address identified issues.
- Facilitate development of prioritised planning for export industries.
- Developing systems and procedures to improve compliance and quality in export pathways.
- Building capacity of public and private sectors to gain, maintain and improve presence in international markets.

Annex 2. Expression of Interest Form

 Canadian Trade and Investment Facility for Development	
Applicant Information	
Name of Institution / Organization:	
Registered legal entity number:	
Legal status, year and place of registration (for non-government applications only):	
Office address and phone:	
Email:	
Contact person and title:	
Date of submission:	
Proposed name for TA:	
Expected start date:	
Expected completion date:	
How did you learn about the Facility?	<input type="checkbox"/> Canadian Mission <input type="checkbox"/> website <input type="checkbox"/> social media <input type="checkbox"/> other (please specify) _____
<p>We hereby declare that all information submitted in this EOI is true. We understand that in the event of misinformation in the application document or other documents requested by the CTIF TA request may result in the dismissal of the application.</p> <p>Name of the Head of Organization</p> <p>Signature Date</p>	

1. Eligibility

1.1. CTIF Programming area

Identify CTIF programming area for the Technical Assistance request.

- Category 1 – Trade and regional integration
- Category 2 – Inclusive trade and investment policy development and implementation
- Category 3 – Business services and other service sectors development
- Category 4 – Infrastructure development
- Category 5 - Financial sector development
- Category 6 – Trade and gender
- Category 7 – Trade and sustainable development/climate change

NOTE: Other programming areas may also be eligible if the applicant can demonstrate that the request is consistent with the overall objectives of the CTIF. Please consult the CTIF team if you are unsure about whether your programming area is eligible.

1.2. Location: Eligible Countries

CTIF programming can take place in any DAC-eligible country in the Asia-Pacific region. Identify the country or countries that are the focus of the intervention. Please consult the most current DAC-eligibility list: <http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm>

2. Description of Technical Assistance Needs

2.1. Request Background (maximum 300 words)

- **Problem/issue to be addressed.** Describe the problem that the request is expected to address, referencing the programming area from Section 1 above.

- **Policy issues to be addressed.** Describe the trade and/or investment policy issue that is the focus of the intervention and explain the problem to be addressed by the intervention.

- **Development dimension.** Describe how the request addresses the development priorities of the CTIF – poverty reduction and women’s empowerment.

2.2. Request Description (maximum 500 words)

- **Request summary.** Describe the technical assistance requested, including main activities and target audience. **(Technical assistance will be provided by independent experts contracted by CTIF).**
- **Beneficiaries.** Describe the individuals and organizations who will benefit directly and indirectly from the assistance.
- **Anticipated results after TA is implemented.** Describe the tangible and measurable results that can be expected from a successful implementation of this TA.

Annex 4. Application Form

CTIF Canadian Trade and Investment Facility for Development	
Applicant Information	
Name of Institution / Organization: (see “Definitions” section for eligibility)	
Registered legal entity number:	
Legal status, year and place of registration (for non-government applications only):	
Office address and phone number	
Email:	
Contact person and title:	
Date of submission:	
Proposed name for TA:	
Expected start date:	
Expected completion date:	
How did you learn about the Facility?	<input type="checkbox"/> Canadian Mission <input type="checkbox"/> website <input type="checkbox"/> social media <input type="checkbox"/> other (please specify)_____
<p>We hereby declare that all information submitted in this application is true. We understand that in the event of misinformation in the application document or other documents requested by the CTIF TA request may result in the dismissal of the application.</p> <p>Date:</p> <p>Name of the Head of Organization:</p> <p>Signature:</p>	

1. Eligibility
1.1. CTIF Programming Area
<p>Identify CTIF programming area for the Technical Assistance request.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 – Trade and Regional Integration <input type="checkbox"/> Category 2 – Inclusive trade and investment policy development and implementation <input type="checkbox"/> Category 3 – Business Services and other Service Sectors Development <input type="checkbox"/> Category 4 – Infrastructure Development <input type="checkbox"/> Category 5 - Financial Sector Development <input type="checkbox"/> Category 6 – Trade and Gender <input type="checkbox"/> Category 7 – Trade and Sustainable Development/Climate Change <p>NOTE: Other programming areas may also be eligible if the applicant can demonstrate that the request is consistent with the overall objectives of the CTIF. Please consult the CTIF team if you are unsure about whether your programming area is eligible.</p>
1.2. Location: Eligible Countries
<p>CTIF programming can take place in any DAC-eligible country in the Asia-Pacific region. Identify the country or countries that are the focus of the intervention. Please consult the most current DAC-eligibility list: http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm</p>
2. Description of Technical Assistance Needs
2.1. Request Background (maximum 300 words)
<ul style="list-style-type: none"> • Problem/issue to be addressed: Describe the problem that the request is expected to address, referencing the programming priority and sub-priority from Section 1 above. • Policy issues to be addressed: Describe the trade and/or investment policy issue that is the focus of the intervention and explain the problem to be addressed by the intervention. • Development dimension: Describe how the request addresses the development priorities of the CTIF – poverty reduction and women’s empowerment.
2.2. Request Description (maximum 500 words)
<ul style="list-style-type: none"> • Request summary. Describe the technical assistance requested, including main activities and target audience. (Technical assistance will be provided by independent experts contracted by CTIF).

- **Beneficiaries.** Describe the individuals and organizations who will benefit directly and indirectly from this assistance.
- **Anticipated results after TA is implemented.** Describe the tangible and measurable results that can be expected from a successful implementation of this TA.

2.3. Request Rationale (maximum 200 words)

- **Strategic Fit.** Describe the link between the request and the strategic priorities of the government or civil society organization making the request.
- **Effectiveness.** Explain how implementation of the TA will make a tangible contribution to your organization and/or country and improvement to the situation described in Sections 2.1 and 2.2.

2.4. Beneficiaries (maximum 150 words)

- **Main beneficiaries.** Describe the individuals and organizations that are targeted to benefit directly from this technical assistance.
- **Other beneficiaries.** Describe how other individuals and organizations may indirectly benefit from the technical assistance.

2.5. Gender Equality and Women’s Economic Empowerment (maximum 300 words)

All requests must be aligned with CTIF’s gender equality strategy (see Annex 5) at each level of development and implementation.

- **Design and development.** Describe and explain how stakeholders, particularly those promoting women’s economic empowerment, were engaged in the design and development of the TA. Explain how gender-based analysis was undertaken and considered in TA design.
- **Implementation.** Describe and explain how gender barriers are being addressed by the request and how gender-equality objectives are being integrated across all TA activities.
- **Results.** Describe and explain how women and/or girls will benefit from the TA activities and how increased gender equality will be achieved as a result of the implementation of the request. Be specific about practical and measurable results.

3. Sustainability
3.1. Feasibility (Maximum 200 words)
<ul style="list-style-type: none">• Capacity to participate. Describe the capacity of the direct beneficiaries of the TA to both participate in the implementation of the TA and benefit from the results of the TA. • Mitigating strategies. Identify any potential risks or scenarios in which the TA may be fully implemented. Describe proposed mitigating strategies to ensure that the TA is implemented successfully within the expected timeline.
3.2. Sustainability (maximum 150 words)
<ul style="list-style-type: none">• Sustainability strategy. Describe how your organization expects the results of the TA to be replicated beyond the timeline of the TA. Provide specific examples where possible. • Strategy effectiveness. Explain the effectiveness of your sustainability strategy, relative to other possible strategic options that you considered.
3.3. Environmental Sustainability (maximum 150 words)
<ul style="list-style-type: none">• Describe how the proposed TA activities support environmental sustainability and climate change adaptation and mitigation actions. • Describe how the proposed TA activities will manage any negative environmental effect.

Annex 5. Guidelines to Integrate Gender Equality and Inclusion Principles into a Technical Assistance Request

These Guidelines are to assist the applicant in developing a technical assistance request using the CTIF expression of interest and the full application forms.

Why was this document developed?

- To support Canada's commitment to gender equality and women's empowerment under its Feminist International Development Assistance Policy (FIAP) and the UN commitment to the Sustainable Development Goals (SDGs), especially Goal number 5 on Gender Equality and Goal number 8 on Inclusive Economic Growth.
- To contribute to women's economic empowerment as an entry point for women's empowerment and gender equality, as well as inclusive economic growth.
- To provide a checklist for assessing applications.

What is gender equality?

Gender equality refers to the equal rights, responsibilities and opportunities of women and men, girls and boys.

What is inclusion ?

Inclusion entails providing equitable opportunities for economic participants, with benefits accruing to every section of society, and implementing processes reducing social exclusion and inequality. It requires analyzing the different needs and interests of the many different groups within society (women, men, poor people, people with disabilities, youth, and all social classes) as well as the impact of policies and initiatives to then develop interventions that respond to these needs. It includes recognizing the effects of intersectionality (i.e., the layering of multiple forms of marginalization or discrimination).

Why do gender equality and inclusion need to be mainstreamed into technical assistance requests?

- To ensure the effectiveness of TA delivery through the applied analysis of problems, policy issues, development challenges, and the needs of beneficiaries from a gender equality and inclusion perspective.
- To identify and address relevant issues, target appropriate beneficiaries, and develop suitable strategies to achieve intended results.
- To support the design of CTIF initiatives that promote equality, ensuring both women and men from different backgrounds including the poor and disabled can benefit from these initiatives.

For whom is the toolkit intended?

- All CTIF potential beneficiaries, including governments, regional institutions, universities, NGOs, business institutions, and Micro-, small and medium enterprises (MSME).
- The reviewers of applications submitted by the applicants.

How can gender equality and inclusion be mainstreamed into technical assistance requests?

Technical Assistance (TA) requests/applications require a strong and integrated approach to addressing gender equality issues. This document can be used to help ensure your requests will meet the requirements for a gender equal and inclusive approach.

- 1. Identify the priority and sub-priority areas in the TA request.** Is it a women's economic empowerment initiative or gender mainstreamed initiative? A women's economic empowerment initiative supports women's groups to develop their businesses and to address the obstacles they face. A gender mainstreamed initiative promotes inclusive economic growth or other priorities to promote trade and investment while thoroughly integrating gender dimensions into the design. To ensure that the TA initiative applies an inclusive approach, it is necessary to analyse social differences that currently limit access of some categories of women and men within the priority and sub-priority areas.
- 2. Provide a gender and social exclusion analysis as part of the background to the TA request.** Do you have a clear understanding of gender-related challenges, needs, and opportunities related to TA objectives? Gender and social exclusion analysis should be provided as part of the background to the application. To inform the analysis, participatory techniques should be used to consult with different groups: women, men, differently abled, youth, policy makers, etc. to map the challenges they face and get an understanding of how unequal power relations shape issues for different groups. Disaggregate data and analysis by sex, age, socio-economic status and other relevant social variables (e.g. ethnicity, caste, religion) as much as possible.
- 3. Beneficiaries.** Are the beneficiaries disaggregated by sex, age, location, economic status and other relevant variables? Do women's organization derive benefit from the proposed initiative? If so, how do they benefit directly or indirectly? Terms such as children¹, youth² or people do not provide clarity on who we are actually talking about. Refer specifically to girls, boys, young women, young men, disabled women etc. when describing beneficiaries, decision-makers, service providers, authorities, training participants etc.
- 4. Results.** What are the gender equality results? How will the proposed TA initiative contribute to increasing gender equality and empowering women? Similarly, what will be the social inclusion results? How will the proposed TA initiative contribute to improving social inclusion? Describe and explain how women and/or girls will benefit from TA activities and how increased gender equality will be achieved as a result of the implementation of the requested TA support. Describe in a disaggregated fashion how other groups will benefit from increased inclusion. Be specific about practical and measurable results.
- 5. Gender equality and women's economic empowerment principles.** How will gender equality and women's economic empowerment principles be applied in designing and developing the TA application? Describe how stakeholders, particularly those promoting women's economic empowerment, were engaged in the design and development of the

¹ Children (both girls and boys) are persons under 18 years old (Please refer to the Convention on the Rights of the Child)

² Youth (young women and young men), according to the UN definition, are persons between 15 to 24 years old. For the purposes of CTIF, however, youth are considered as persons between 18 to 24 years old.

application. Explain how gender-based analysis was undertaken and considered in TA initiative design. Describe how gender barriers are addressed in the request and how gender equality objectives are integrated across TA activities.

- 6. Identify risks and plan mitigation strategies.** Identify risks in consultation with stakeholders, including women, men, girls and boys and other relevant parties, including environmental (e.g. floods), social (e.g. resistance from communities to gender equality or social inclusion), structural (e.g. resistance from the government organizations or government officers), and political (e.g. upcoming elections). Plan how to mitigate these risks and develop mechanisms to monitor risks on an ongoing basis.

Ask the following questions to determine if a TA request has mainstreamed gender equality and incorporated an inclusive approach

- Are the beneficiaries disaggregated by sex, age, location, economic status and other relevant variables?
- Do women's organizations benefit from the TA initiative?
- Are gender and social inclusion issues described in the background to the request?
- Do the proposed actions or activities address gender and inclusion issues?
- Does the results statement contribute to increased equality?
- Do the results contribute to promote women's empowerment?
- Were women consulted in the development of the TA initiative design?
- Were women and men from different groups (e.g. ethnic, socio-economic status, geographic) consulted in the development of the TA initiative design?
- Are gender barriers addressed in the design and implementation of this TA initiative?
- Are the potential risks faced in implementing gender equality and an inclusive approach identified?
- Does the TA request describe how to mitigate the risks?

Annex 6. Guidelines to Integrate Environmental Sustainability Principles and Climate Change Adaptation into a Technical Assistance Request

These guidelines are to assist the applicant in filling out the full application form for a technical assistance request.

Why was this document developed?

- To support Canada's commitment to environmental sustainability principles and climate change risk management.
- To provide guidance for the applicant in understanding the Government of Canada's environmental screening process as it is required for all of Global Affairs Canada's (GAC) international development assistance initiatives. The environmental screening process is an integral part of the GAC's Environmental Integration Process (EIP).

What is the environment and environmental effects?

In order to guide the identification, mitigation and reporting of environmental effects, the following definitions will be used:

The Environment is defined as the components of the Earth, which includes:

- Land, water and air, including all layers of the atmosphere;
- All organic and inorganic matter and living organisms; and
- Interacting natural systems (ecosystems) that include the above.

Environmental Effects are defined as:

- Any change that the TA initiative may cause to the environment, including the effect of any such change on health and socioeconomic conditions, on physical and cultural heritage, on the current use of land and resources for traditional purposes by aboriginal persons, or on any structure, site or thing that is of historical, archaeological, paleontological or architectural significance; and
- Any change to the TA initiative that may be caused by the environment.

Why are environmental sustainability principles and climate change adaptation needed to be integrated into the Technical Assistance (TA) request?

They should be integrated in order to:

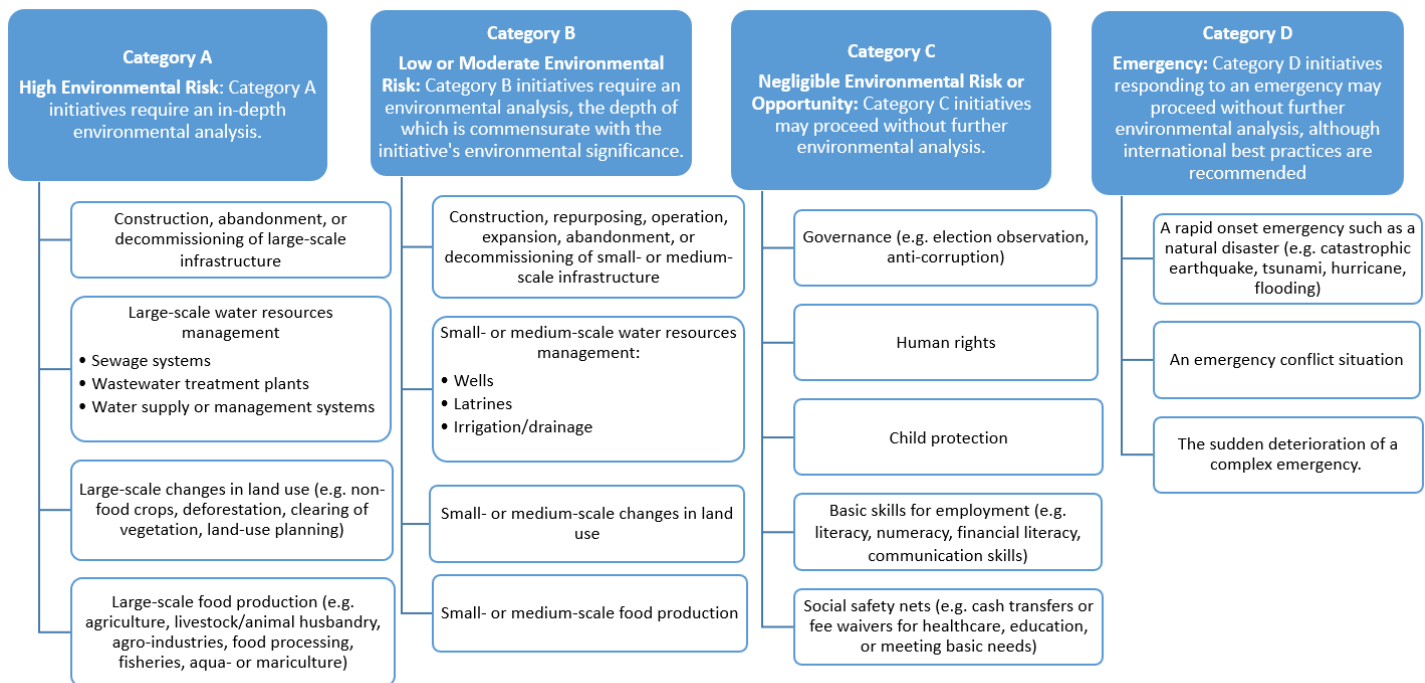
- promote sustainable development;
- multiply the beneficial effects on the environment, health, and society;
- promote participation by the local population early in the planning process;
- be more acceptable to local populations and various stakeholders;
- clarify linkages between ecosystems, society, and economics;
- clarify environmental and social problems at the outset, thereby making it possible to alleviate or mitigate them, while avoiding delays and additional costs; and

- enhance the environmental awareness and management skills of Canadian and host country partners.

What are the Environmental Integration Process (EIP) and Screening Process?

Adhering to the Environmental Integration Process (EIP) for GAC’s international assistance initiatives, CTIF will use an environmental screening tool to evaluate all TA requests. The screening process will assess each request under four categories³:

1. **Category A: High Environmental Risk.** Category A initiatives will require an in-depth environmental analysis.
2. **Category B: Low or Moderate Environmental Risk or any Environmental Opportunity.** Category B initiatives will require an environmental analysis.
3. **Category C: Negligible Environmental Risk or Opportunity.** Category C initiatives may proceed without further environmental analysis.
4. **Category D: Emergency.** Similar to Category C, Category D initiatives responding to an emergency may proceed without further environmental analysis.



How can environmental sustainability and climate change be mainstreamed into technical assistance requests?

Most of the requests submitted by an applicant are expected to fall either into **Category B** (requires environmental analysis) or **Category C** (does not require environmental analysis).

³ https://international.gc.ca/world-monde/funding-financement/screening_tool-outil_examen_prealable.aspx?lang=eng

Category B (requires an environmental analysis):

An applicant is requested to provide the following preliminary environmental analysis information in the full application form (*Under 3.2 Environmental Sustainability*):

- List of TA activities requested in the application;
- Identify environmental effects and their significance⁴ (high significance, medium significant, low/not significant) for each activity and preliminary analysis of environmental and climate change effects triggered by TA activities (positive or negative);
- Provide preliminary analysis of mitigation and/or enhancement measures;
- Plans for reporting and follow up.⁵

Category C (does not require an environmental analysis):

Although an applicant will not be required to prepare an environmental analysis, they will need to include best practices to enhance positive environmental effects. In order to do this, the following information should be provided:

- List of TA activities requested in the application; and
- List of efforts to enhance positive environmental effects (examples include preparing environmental and climate change modules, environmental sessions as part of the training/capacity building, or both modules and training sessions into capacity building or institutional strengthening activities, simple resource management such as energy saving, paperless approach, and paper reuse efforts, etc.)

Ask the following questions to determine if a TA request has mainstreamed environmental sustainability and climate change risk management.

- Are the activities to be conducted clear?
- What are they?
- What are the possible environmental effects (positive or negative) of conducting the activities?
- Have the mitigation and/or enhancement measures correctly been identified and described?
- Have reporting and follow up activities been briefly described?

⁴ The effect of an initiative can be considered significant if, for example:

- it causes permanent damage to a scarce natural resource or one that has ecological or socio-economic importance (e.g. water, soil, forests, fisheries, a traditional way of life);
- it takes place in a particularly sensitive area (e.g. near a source of drinking water, a protected site or a steep slope that is vulnerable to erosion);
- it directly affects the health of the population (e.g. toxic substances released into the ground or directly into waterways).

“Not significant” means there are little or no possible environmental damages as a result of conducting an activity.

⁵ *Reporting* means how frequent the applicant plans to report environmental aspects of the request and the person responsible to do it. *Follow up* is the actions conducted by applicant to respond to any environmental issues during request implementation.