

APPLICATION GUIDELINES

June 2020

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What is CTIF?

The Canadian Trade and Investment Facility for Development (CTIF) supports trade and investment policy reforms that promote sustainable inclusive growth and women's economic empowerment in developing countries in the Asia-Pacific region.

It provides technical assistance to governments and organizations based on their needs. While the majority of technical assistance will be provided by Canadian experts, third-country experts could be sourced when Canadian expertise is not available. Cowater International and the Institute of Public Administration of Canada jointly implement CTIF on behalf of the Government of Canada.

CTIF will run for 7 years (2018-2025) with a total programming budget of CAD\$ 11.6million.

Who can apply?

National and local governments, private sector companies and civil society organizations* who are based in developing countries from the Asia-Pacific region eligible to receive official development assistance (ODA) can apply to CTIF. The full list of ODA-eligible countries can be found [here](#).

Asia-Pacific based regional organizations are 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, women's business organizations, research and development and academic institutions.

What does CTIF offer?

CTIF supports its beneficiaries through technical assistance such as, but not limited to:

**Advisory support
Trainings
Study tours
Policy research
Stakeholder engagement
Institutional strengthening**

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 CTIF-supported projects?

A typical CTIF-approved application contains a technical assistance request valued at an average of CDN\$ 150,000, to be implemented over 6-12months.

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-supported projects

- Technical assistance to regional organizations and/or partner governments to design and implement policy, legal and regulatory frameworks aiming to make trade and investment activities more inclusive and sustainable.
- 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 women's economic development, 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 women-owned businesses) and non-governmental organizations (NGOs), 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 and labour standards.

For other examples, please go to the project website at www.c-tif.ca

How is CTIF support provided?

CTIF provides technical assistance through contracting independent experts 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, environmental and gender equality guidelines 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 Canadian 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 Terms of Reference (TOR) for the technical assistance.

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



What can CTIF achieve for different types of organizations?

➤ Regional level

Improve skills, knowledge and tools that support inclusive and sustainable growth, competitiveness and/or regional integration for regional institutions (e.g. ASEAN, SAARC, PIF).

➤ Government level

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

➤ Civil society level


Increase the capacity of civil society and private sectors organizations representing the full range of society to engage with government institutions on trade and investment policy issues and/or infrastructure issues.

➤ Private sector

Increase the capacity of the private sector to take advantage of new opportunities from business growth, women's economic empowerment, market and finance access, and responsible business conduct.

Annexes

Annex 1. Expression of Interest Form

|  Canadian Trade and Investment Facility for Development | |
|---|--|
| General 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 project: | |
| Expected start date: | |
| Expected completion date: | |
| How did you learn about CTIF? | <input type="checkbox"/> Canadian Mission <input type="checkbox"/> website <input type="checkbox"/> social media <input type="checkbox"/> other (please specify) Click or tap here to enter text. |
| <p>We hereby declare that all information submitted in this EOI is true. We understand that misinformation provided in the application document or other documents requested by CTIF may result in the dismissal of the application.</p> <p>Name of the head of organization Click or tap here to enter text.</p> <p>Signature: Click or tap here to enter text. Date: Click or tap to enter a date.</p> | |

| | |
|--|--|
| <p>CTIF Canadian Trade and Investment Facility for Development</p> | |
| <p>1. Eligibility</p> | |
| <p>1.1. CTIF Programming area</p> | |
| <p>Identify the CTIF programming area associated with your project:</p> <p><input type="checkbox"/> CTIF Immediate Outcome 1110: Improved capabilities of regional organisations to support climate-smart and gender and socially inclusive growth, competitiveness, and economic integration in the Asia-Pacific region.</p> <p><input type="checkbox"/> CTIF Immediate Outcome 1120: Increased ability of national and local governments to plan, develop, implement and measure policies, legislation and regulations supporting climate-smart and gender and socially inclusive trade and investment.</p> <p><input type="checkbox"/> CTIF Immediate Outcome 1210: Increased capacity of CSOs and private sector organisations (firms and associations) to engage with government institutions on climate-smart and gender and socially inclusive trade, infrastructure, and investment issues.</p> <p><input type="checkbox"/> CTIF Immediate Outcome 1220: Increased capacity of CSOs & PSOs to support their constituencies in areas such as business growth, women’s economic empowerment, market access, access to finance, and responsible business conduct.</p> | |
| <p>1.2. Location: Eligible Countries</p> | |
| <p>CTIF programming can take place in any country in the Asia-Pacific region eligible for official development assistance (ODA). You can consult the most current ODA-eligibility list here.</p> <p>Please identify the country or countries that are the focus of the request. Click or tap here to enter text.</p> | |
| <p>2. Description of Project</p> | |
| <p>2.1. Background (maximum 300 words)</p> | |
| <ul style="list-style-type: none"> • Problem/issue to be addressed: Describe the problem that the project is expected to address, referencing the programming area from Section 1 above. Click or tap here to enter text. • Policy issues to be addressed: Describe the trade and/or investment policy issue that is the focus of the project. Click or tap here to enter text. • Development dimension: Describe how the project addresses the development priorities of the CTIF – poverty reduction and women’s empowerment. Click or tap here to enter text. • Other donor activities: Describe other supported activities, if any, that have taken place in this area. Click or tap here to enter text. | |
| <p>2.2. Description of project (maximum 500 words)</p> | |

- **Project summary.** Describe the technical assistance requested, including main activities and target audience. **(Technical assistance will be provided by independent experts contracted by CTIF).**
Click or tap here to enter text.
- **Beneficiaries.** Describe the individuals and organizations who will benefit directly and indirectly from the project. Include sex-disaggregated information if available
Click or tap here to enter text.
- **Anticipated results after the project is implemented.** Describe the tangible and measurable results that can be expected from a successful implementation of this project.
Click or tap here to enter text.

Annex 2. 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 project: | |
| 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) Click or tap here to enter text. |
| <p>We hereby declare that all information submitted in this application form is true. We understand that misinformation provided in the application document or other documents requested by CTIF may result in the dismissal of the application.</p> <p>Date: Click or tap to enter a date.</p> <p>Name of the head of organization: Click or tap here to enter text.</p> <p>Signature: Click or tap here to enter text.</p> | |

| |
|--|
| 1. Eligibility |
| 1.1. CTIF Programming Area |
| <p>Identify CTIF programming area for the Technical Assistance request.</p> <p><input type="checkbox"/> CTIF Immediate Outcome 1110: Improved capabilities of regional organisations to support climate-smart and gender and socially inclusive growth, competitiveness, and economic integration in the Asia-Pacific region.</p> <p><input type="checkbox"/> CTIF Immediate Outcome 1120: Increased ability of national and local governments to plan, develop, implement and measure policies, legislation and regulations supporting climate-smart and gender and socially inclusive trade and investment.</p> <p><input type="checkbox"/> CTIF Immediate Outcome 1210: Increased capacity of CSOs and private sector organisations (firms and associations) to engage with government institutions on climate-smart and gender and socially inclusive trade, infrastructure, and investment issues.</p> <p><input type="checkbox"/> CTIF Immediate Outcome 1220: Increased capacity of CSOs & PSOs to support their constituencies in areas such as business growth, women’s economic empowerment, market access, access to finance, and responsible business conduct.</p> |
| 1.2. Location: Eligible Countries |
| <p>CTIF programming can take place in any country in the Asia-Pacific region eligible for official development assistance (ODA). You can consult the most current ODA-eligibility list here.</p> <p>Please identify the country or countries that are the focus of the request.</p> <p>Click or tap here to enter text.</p> |
| 2. Description of Project |
| 2.1. Background (maximum 300 words) |
| <ul style="list-style-type: none"> • Problem/issue to be addressed: Describe the problem that the project is expected to address, referencing the programming area from Section 1 above. Click or tap here to enter text. • Policy issues to be addressed: Describe the trade and/or investment policy issue that is the focus of the project. Click or tap here to enter text. • Development dimension: Describe how the project addresses the development priorities of the CTIF – poverty reduction and women’s empowerment. Click or tap here to enter text. • Other donor activities: Describe other supported activities, if any, that have taken place in this area Click or tap here to enter text. |
| 2.2. Description of project (maximum 500 words) |
| <ul style="list-style-type: none"> • Project summary. Describe the technical assistance requested, including main activities and target audience. (Technical assistance will be provided by independent experts contracted by CTIF). Click or tap here to enter text. • Beneficiaries. Describe the individuals and organizations who will benefit directly and indirectly from this project. Provide sex-disaggregated information as available. |

Click or tap here to enter text.

- **Anticipated results after the project is implemented.** Describe the tangible and measurable results that can be expected from a successful implementation of this project.

Click or tap here to enter text.

2.3. Project rationale (maximum 200 words)

- **Strategic fit.** Describe the link between the project and the strategic priorities of the government or civil society organization making the request.

Click or tap here to enter text.

- **Effectiveness.** Explain how implementation of the project will make a tangible contribution to your organization and/or country and improvement to the situation described in Sections 2.1 and 2.2.

Click or tap here to enter text.

2.4. Beneficiaries (maximum 150 words)

- **Main beneficiaries.** Describe the individuals and organizations that are targeted to benefit directly from this project. Disaggregate beneficiary information by sex and other relevant criteria.

Click or tap here to enter text.

- **Other beneficiaries.** Describe how other individuals and organizations may indirectly benefit from the project.

Click or tap here to enter text.

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

All projects must be aligned with CTIF’s gender equality strategy (see Annex 3) 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 project. Explain how gender-based analysis ¹was undertaken and considered in the design phase.

Click or tap here to enter text.

- **Implementation.** Describe and explain how gender barriers are being addressed by the project and how gender-equality objectives are being integrated across all project activities.

Click or tap here to enter text.

- **Results.** Describe and explain how women and/or girls will benefit from project activities and how increased gender equality will be achieved as a result of the implementation of the project. Be specific about practical and measurable results.

Click or tap here to enter text.

3. Sustainability

3.1. Feasibility (Maximum 200 words)

- **Capacity to participate.** Describe the capacity of the direct beneficiaries to both participate in the implementation and benefit from the results of the project.

Click or tap here to enter text.

- **Mitigating strategies.** Identify any potential risks or scenarios in which the project may not be fully implemented. Describe proposed mitigating strategies to ensure that the project is implemented successfully within the expected timeline.

¹ Gender based analysis is a process “for examining the potential impacts of policies, programs or initiatives on diverse groups of women and man, girls and boys”. Gender based analysis identifies the varied roles played by women and men, girls and boys in the household, community, workplace, political processes, and economy. These different roles usually result in women having less access than men to resources and decision-making processes, and less control over them. (GAC Manual for Gender Equality Training- Gender Equality Tools for Development Projects)

Click or tap here to enter text.

3.2. Sustainability (maximum 150 words)

- **Sustainability strategy.** Describe how your organization expects the results of the project to be replicated beyond the timeline of the project. Provide specific examples where possible.
Click or tap here to enter text.
- **Strategy effectiveness.** Explain the effectiveness of your sustainability strategy, relative to other possible strategic options that you considered.
Click or tap here to enter text.

3.3. Environmental Sustainability (maximum 150 words)

All projects must be aligned with CTIF's Environmental Sustainability Strategy (See Annex 4) at each level of development and implementation

- **Design and development.** Describe and explain how the proposed TA has consulted stakeholders and documents promoting environmental sustainability and climate change management so that these issues are well integrated in the design of the TA proposal.
Click or tap here to enter text.
- **Implementation.** Describe and explain how the TA implementation will support environmental sustainability and climate change adaptation and mitigation actions and at the same time avoid any negative environmental risk (if any).
Click or tap here to enter text.
- **Results.** Describe and explain how the proposed TA will benefit the environment and contribute to sustainable and inclusive development.
Click or tap here to enter text.

Annex 3. Guidelines to Integrate Gender Equality 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) Action Areas 1 (gender equality and the empowerment of women and girls) and 3 (growth that works for everyone) and the UN commitment to the Sustainable Development Goals (SDGs), especially Goal number 5 on Gender Equality. (See <https://www.international.gc.ca/gac-amc/campaign-campagne/iap-pai/index.aspx?lang=engespecially>)
- To ensure that CTIF contributes to 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. Canada supports women and girls to ensure they develop their skills, accede to decision-making positions and fully take part in the economic growth of their communities. Canada also promotes social inclusion, labour rights, the right to own property and access to financing for women. Growth that works for everyone seeks a positive impact on people regardless of sex, race, ethnicity, national or ethnic origin, colour, religion, language, sexual orientation, gender identity, age, ability or any other aspect of identity, while paying attention to the differential impact of policies and initiatives on marginalized and vulnerable women and girls, men and boys.

Why does gender equality need to be addressed in technical assistance (TA) 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 women's empowerment 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 people with disabilities can benefit from these initiatives.

For whom are these Guidelines 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 addressed in 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 responsive 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 responsive initiative? A women's economic empowerment initiative supports women's businesses and groups to develop their businesses and to address the obstacles they face. A gender responsive initiative promotes inclusive economic growth or other priorities to promote trade and investment while thoroughly integrating gender dimensions into the design. It is also 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 equality 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 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, people with disabilities, 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 as well as age, socio-economic status and other relevant social variables (e.g. ethnicity, caste, religion, gender identity, sexual orientation) as much as possible.
- 3. Beneficiaries.** Are the beneficiaries disaggregated by sex, age, location, economic status and other relevant variables? Do women's businesses or organization derive benefit from the proposed initiative? If so, how do they benefit directly or indirectly? Generic terms such as children², youth³ 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 across different social groups? How will the proposed TA initiative contribute to improving 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. 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 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 and women's empowerment objectives are integrated across TA activities.

² Children (both girls and boys) are persons under 18 years old (Please refer to the Convention on the Rights of the Child)

³ 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.

6. **Identify risks and plan mitigation strategies related to gender equality, social inclusion and women's empowerment.** Identify risks in consultation with stakeholders, including women, men, girls and boys and other relevant parties, including environmental (e.g. differential impacts of climate change), social (e.g. resistance from communities to gender equality or women's empowerment), structural (e.g. capacity limitations of 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 addressed gender equality and women empowerment in an inclusive manner

- Are the beneficiaries disaggregated by sex, age, location, economic status and other relevant variables?
- Do women's businesses and organizations benefit from the TA initiative?
- Is the finding of the gender analysis described in the background to the request?
- Do the proposed actions or activities address gender equality and women's empowerment?
- Does the results statement contribute to increased equality?
- Do the results contribute to promote women's empowerment?
- Were women and women's organizations consulted in the development of the TA initiative design?
- Were women and men from different groups (e.g. ethnic, socio-economic status, age, geographic) consulted in the development of the TA initiative design?
- Are gender barriers and discrimination 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 4. Guidelines to Integrate Environmental Sustainability and Climate Change considerations 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 integrating environmental sustainability and climate change considerations into TA request and also to briefly describe the Government of Canada's environmental screening process as an integral part of the GAC's Environmental Integration Process (EIP).
- To emphasize that CTIF-supported projects are expected to provide positive opportunities to enhance the environment and support climate change mitigation and adaptation actions. The project's potential negative impacts, if any, will be addressed through environmental mitigation efforts.

In order to support the above objectives, CTIF will strive to mainstream environmental and climate-risk (ECR) into all of its activities. Environment and climate risks and opportunities will need to be considered during the design, implementation, monitoring and evaluation of all project initiatives. This includes the respect for both the Canadian Environmental Assessment Act (CEAA) and national environmental laws and regulations in the implementation of all project initiatives.

Specifically, this ECR Mainstreaming Strategy is to develop commitment and capacity for ECR management within CTIF activities by mainstreaming environmental sustainability and climate risk assessment. As a general principle and where relevant to each project initiative, CTIF-supported activities will be aligned with the United Nations SDG objectives, the principles of the Paris Accord, Canada's Feminist International Assistance Policy (FIAP), Pan-Canadian Framework on Clean Growth and Climate Change, and other international environmental agreements and obligations to which Canada and Asia-Pacific partners are signatories.

There are many opportunities that could be considered under CTIF to promote these principles and objectives in the context of national and regional trade and investment policy reform. These include:

- Supporting the design and development of national trade and investment policy and legal frameworks that integrate sustainable trade and investment objectives;
- Policy reforms that promote the protection of biodiversity and protected areas in the context of infrastructure projects;
- Integrate more sustainable water resources management and watershed management practices in national fisheries policies;
- Integrate more responsive pollution control and waste management regulations into domestic economic reforms;
- Promote renewable resource development services to proving MSME businesses;
- Reduce CTIF -related CO₂ emissions and adapt CTIF activities to climate change;
- Promote green procurement, green building principles, greener technologies, and ECR best practices to reduce the potential for cumulative effects;

- Promote knowledge sharing about best ECR practices;
- Engage all stakeholders in ECR management;
- Monitor, evaluate, and report on any CTIF -related ECR mitigation and adaptation outcomes during routine monitoring and evaluation.

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.

What are the environmental sustainability principles that guide CTIF TA request?

CTIF will apply the sustainability principles in the implementation of its activities, especially in responding to the TA request/proposal from the regional, national, and local entities. These are:

1. Precautionary approach

The CTIF will avoid supporting request or proposal that have too much scientific uncertainty and controversy and have irreversible damage to the environment, including those listed under the negative list projects⁴.

2. Ecological integrity and biological diversity

The CTIF will make sure that the investment made will be managed in such a way that will respect the “do good approach” in which ecological integrity and biological diversity will be maintained and enhanced, including through green and low carbon development.

3. Climate change responsiveness

Climate change adaptation and mitigation should be an integral part of any request or proposal supported by the CTIF. Some actions include energy conservation and efficiency, clean energy technology and innovation,

4. Equity and quality of life

Ensure equity of opportunity for everyone, particularly the poorest and most vulnerable members of the community, including women and girls, and seek to create a good quality of life for everyone.

5. Efficiency

Ensure that resource efficiency will be maximized both within CTIF project and with partners countries or institutions. CTIF will also support investment in renewable energy that will contribute to green and low carbon development.

6. Good Governance

Ensure the TA request are developed through public participation in democratic and transparency decision making process.

⁴ Negative list projects are those that can create significant environmental, social, health, and/or safety issues.

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
- Support women’s leadership and decision making in climate change mitigation and adaptation efforts, resilience-building and sustainable natural resource management.
- Ensure that the government’s climate-related planning, policy-making and financing acknowledge the particular challenges faced by women and girls.
- Support employment and business opportunities for women in the renewable energy sector.
- enhance the environmental awareness and management skills of Canadian and host country partners.

What are the Environmental Integration Process (EIP) and Screening Process? (For internal use only).

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 categories⁵:

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).

For any TA request/proposal, an applicant is requested to provide the following preliminary environmental analysis information in the full application form (*Under 3.2 Environmental Sustainability*):

⁵ https://international.gc.ca/world-monde/funding-financement/screening_tool-outil_examen_prealable.aspx?lang=eng

- List of TA activities requested in the application;
- Identify opportunities to support and enhance environmental sustainability and climate change considerations in the TA proposal and, when relevant, provide preliminary analysis of environmental and climate change risks triggered by TA activities.
- At the very minimum, please include practices to enhance positive environmental effects, for example: 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?
- Have related stakeholders consulted during the preparation of the TA proposal?
- Have opportunities to enhance environmental sustainability and climate risks management been included?
- In case of possible risks related environmental sustainability and climate change, have they been identified and described, including their mitigation measures?
- Have benefits to the environment been identified and described?