



ENHANCED INTEGRATED FRAMEWORK (EIF)

PROCEDURES FOR MAINSTREAMING SUPPORT

The procedures below detail the process to be followed for the submission for approval of EIF Mainstreaming Support.

1. **Letter of request from the government:** a letter of request for Mainstreaming Support from the government, by the EIF Focal Point (FP) or where national procedures demand, by the controlling officer of the coordinating ministry, should be sent to the ES, copied to the TFM, including the Mainstreaming Support Request form (in Annex 1).

At this point in time, it is assumed that the MIE would be an EIF Core /Partner Agency. The EIF Partner Agencies and the TFM have entered into Partnership Agreements meant to facilitate the implementation of this modality, and the ES/TFM will verify that the Agency has the capacity to carry out the work as part of their project appraisal process. Under EIF Partner Agency implementation, the selected Agency manages the overall Mainstreaming Support process based on agreed TOR and in close collaboration and agreement with the EIF Country government. A task team leader (a government official, preferably from the NIU) should also be nominated to manage the process, act as the point of contact and be responsible for the overall implementation of the process.

If an MIE has not yet been identified, assistance can be obtained from the ES and TFM in its identification and selection upon request.

Should the government wish to undertake this project themselves or through another entity, they should first consult with the ES and TFM.

The ES and the TFM, after reviewing the proposal from their respective substantive and fiduciary perspectives, will decide whether to endorse this request and designation of the MIE.

2. **Letter from the ES to the government and the selected MIE:** the ES will send a letter to the government, copying the proposed MIE (once it has been selected and that selection is endorsed by the ES and the TFM) and the TFM, stating the request for Mainstreaming Support is acceptable to the ES and the TFM and asking them to prepare the documentation necessary for the next steps in collaboration with the MIE, namely:
 - (a) Terms of Reference, including accountability and fiduciary arrangements for the outcome of the Mainstreaming Support;
 - (b) a budget; and
 - (c) a work plan.

The letter will highlight that, to ensure ownership, the government should be consulted in the preparation of these documents. The letter will also specify the budget threshold (US\$200,000) for Mainstreaming Support.

3. **Preparation of the documentation:** the Main Implementing Entity (MIE) will then prepare the documents listed above, in collaboration with the government, and the MIE and/or government will

submit them to the ES and the TFM. These documents should be reviewed and endorsed by the Focal Point before submission to the ES and the TFM.

4. **ES/TFM appraisal:** the ES and the TFM will undertake a desk appraisal of the documentation and prepare a summary page and short recommendations, as applicable, for the submission for approval to the ED (or, as applicable, the EIF Board) for approval.
5. **Approval:** The Mainstreaming Support request of up to this amount (USD 200,000) will be submitted for approval to the ED. Once approved by the ED, the ES will send the corresponding letter of approval to the TFM, based on the EIF Board delegation of authority to the ED, notifying the TFM of the approval and requesting them to proceed with an agreement with the MIE.
6. **Legal agreement:** following the approval of the Mainstreaming Support request, the TFM will enter into an applicable legal agreement with the MIE, share a copy with the government, and subsequently release the first disbursement, as specified in the agreement and according to the ES/TFM recommendations. The legal agreement will specify the disbursement calendar (a maximum of two disbursements given the size of the project, an initial and a final, to be approved by the FP) and the applicable project milestones.

ANNEX 1 –MAINSTREAMING SUPPORT REQUEST FORM

Mainstreaming Support Request Form	
A.1. Country:	
A.2. Request by (institution):	
B.1. Proposed topic and scope, including detailing the problem to be resolved:	
B.2. Link to DTIS and other development strategies	
B.3. Proposed starting date:	
B.4. Proposed duration:	
B.5. Intended use and expected outcome	
C.1 Tentative budget (US\$):	
D.1 Proposed Main Implementing Entity (MIE):*	
<p>D.2. Justification for MIE:</p> <p><i>Including expectations and reasons for choice of the MIE, and selection method when applicable.</i></p> <p><i>If the MIE proposed by the government is new to the EIF, some additional information on the MIE (legal status, background, experience with this type of work) should be provided, as well as the value added of the MIE to the activity, experience in the country, etc.</i></p>	

* If an MIE has not yet been identified, assistance may be obtained from the ES and TFM in its identification and selection upon request.