



Capacity Development for NDA on Resource Mobilization and Climate Finance Windows



Paro, Bhutan | 5 - 7 November 2025

1. Background

As part of the Green Climate Fund (GCF) Readiness Project **BTN-RS-006**, the Department of Macro-Fiscal and Development Finance (DMDF), in its capacity as the National Designated Authority (NDA) to the GCF, conducted a three-day workshop to review and finalize the Standard Operating Procedures (SOPs). The workshop aimed to strengthen institutional clarity, streamline processes, and enhance coordination mechanisms in line with GCF requirements and national systems.

2. Objectives of the Workshop

The primary objectives of the workshop were to:

- Review and refine the draft SOPs for DMDF as the NDA to the GCF;
- Ensure alignment of procedures with national policies and GCF guidelines;
- Clarify roles, responsibilities, and workflows within DMDF;
- Incorporate feedback from relevant officials for improved operational efficiency; and
- Finalize the SOP document for adoption and implementation.

3. Workshop Overview

The workshop was held in Paro from 5 to 7 November 2025 and was attended by officials from DMDF/NDA and RSPN. The sessions were structured to allow for detailed chapter-by-chapter review, group discussions, and collective validation of the SOP document.

4. Proceedings of the Workshop

Day 1 (5 November 2025):

The workshop commenced with opening remarks and an overview by the Chief of the Department. The first day focused on the Development Coordination Manual, covering key chapters including institutional arrangements, project identification and formulation, appraisal and approval processes, execution and management, monitoring and evaluation, and project completion. Participants engaged in detailed discussions to refine procedural steps and ensure clarity and coherence across chapters. The day concluded with a holistic review of the sections discussed.

Day 2 (6 November 2025):

The second day focused on the **Standard Operating Procedures for Debt Management**. Discussions covered the introduction, functions of the Department, external loan contracting, and recording of financing agreements. Additional sessions addressed external resource mobilization and fund withdrawal processes, including the integration of fund flow SOPs from development partners. The day concluded with discussions on external debt servicing mechanisms.

Day 3 (7 November 2025):

The final day continued the review of debt management SOPs, focusing on medium-term debt management strategy, recoveries and on-lending, debt reporting, and data administration. The workshop concluded with a comprehensive review of the entire SOP document, incorporating final inputs and achieving consensus on key provisions.

5. Key Outcomes

- The SOP document for DMDF as the NDA to the GCF was thoroughly reviewed and refined.
- Clearer delineation of roles, responsibilities, and workflows was achieved.
- Integration of best practices and alignment with GCF requirements and national systems was strengthened.
- Consensus was reached on key procedural aspects, paving the way for finalization and adoption of the SOPs

6. Participation

The workshop was attended by officials from DMDF/NDA and RSPN, including program officers, planning officers, and Finance Officers, who actively contributed to the review and validation process.

7. Conclusion and Next Steps

The workshop successfully achieved its objectives of refining and finalizing the SOPs for DMDF as the NDA to the GCF. The finalized document will serve as a critical operational guide to enhance efficiency, transparency, and coordination in managing GCF-related processes.

As a next step, the finalized SOP document will be formally endorsed and disseminated for implementation. Continued capacity building and periodic reviews are recommended to ensure the SOPs remain responsive to evolving requirements.



