



ADAPTATION FUND

AFB/PPRC.8/4
1 March 2012

Adaptation Fund Board
Project and Programme Review Committee
Eighth Meeting
Bonn, 14 March 2012

**GUIDANCE DOCUMENT FOR PROJECT AND PROGRAMME
PROponents TO BETTER PREPARE A REQUEST FOR
FUNDING**

I. Background

1. At the request of the Adaptation Fund Board (AFB) at its 15th meeting, the secretariat had prepared a document on the lessons learned so far, from the AF project/programme review process (AFB/PPRC.7/3). The document was based on the analysis of the 36 proposals submitted to the Fund from June 2010 to September 2011. It included an analysis of the key weaknesses identified during the technical reviews of the proposals, following the review criteria set by the AFB¹. From that analysis, it appeared that there was a need for additional guidance to the Implementing Entities on some of the review criteria, i.e. (i) whether the project/programme supports concrete adaptation actions, (ii) whether it is cost effective, (iii) the demonstration of the use of relevant national technical standards and (iv) the level of the consultation process for the design of the project/ programme.

2. Following the discussion on that report, the AFB requested the secretariat to:

- (a) *Prepare a short summary of the analysis contained in document AFB/PPRC.7/3 and to post it, together with the presentation made to the Project and Programme Review Committee at its seventh meeting, on the website of the Adaptation Fund;*
- (b) *Prepare a short and concise guidance document for project and programme proponents to better apprehend the different sections of the proposal template, and more specifically on;*
 - (i) *The demonstration that the project or programme supports concrete adaptation actions;*
 - (ii) *The demonstration of the cost effectiveness of the projects and programmes;*
 - (iii) *The use of relevant national technical standards by the projects and programmes;*
 - (iv) *The areas of vulnerability; and*
 - (v) *The stakeholder consultative process that is necessary to prepare the project and programme proposals.*
- (c) *Based on the guidance document referred to above, to consider the possibility of developing a specific template for project and programme concepts, with tailored guidelines on how to complete the mandatory sections.*

(Decision B.16/7)

3. The present document provides the guidance requested under point (b) of the above Board Decision. For the specific case of the “areas of vulnerability”, the following section discusses the definition of “vulnerability” and the relevance of providing guidance to project/programme proponents on this issue.

¹ See document [AFB.PPRC.7.3 “The Adaptation Fund Project Review Process: Lessons learned”](#).

II. Discussion on the determination of “areas of vulnerability”

4. The document on lessons learned ² presented an analysis on the different categories of “vulnerabilities” identified by the 36 proposals submitted as of September 2011, to the AF Board. These included flooding, drought, variability in precipitation, water scarcity etc. The methodology used for that analysis replicated the terms used in the proposals as is. It should be noted that many of these “vulnerabilities” are interrelated, most of them dealing with water related issues. For example, increased precipitation can cause floods, hurricanes, storms etc. Variation in precipitation can either lead to drought or floods and is related to water scarcity as well.

5. Following the presentation of this analysis to the 7th meeting of the AF Project and Programme Review Committee, more clarification on the “areas of vulnerability” was requested by the Committee members.

6. Vulnerability to climate change has been subject to different definitions³. However, the common classification of vulnerability factors distinguishes internal from external factors and socio-economic from biophysical factors.

7. According to IPCC, vulnerability is “a function of a system’s exposure and sensitivity to climatic stimuli and its capacity to adapt to their (adverse) effects” ⁴. This definition corresponds to that of an “outcome” (or end-point) vulnerability⁵, which “combines information on potential climate impacts and on the socio-economic capacity to cope and adapt”, as opposed to “contextual” (or starting-point) vulnerability, which is “determined exclusively by internal characteristics of the vulnerable system or community that determine its propensity to harm for a wide range of hazards”⁶.

8. Therefore, considering the definitions of vulnerability presented above, the “areas of vulnerability” as indicated in the document on lessons learned, should be considered as the different categories of identified causes of observed or expected climatic hazards, or potential biophysical impacts, in the project areas. It is worth mentioning that the socioeconomic and environmental impacts that could derive from the biophysical impacts, and which are often the principal drivers for a need to adapt, have not been taken into account in the analysis.

9. In this regard, it is the view of the secretariat that, to be in line with the country ownership principle of the Adaptation Fund, project/programme proponents should describe the causes of climatic hazards or potential biophysical impacts of climate change in the project/programme countries or targeted sites, based on the countries own vulnerability assessments and studies. This is also in line with current individual exercises from non Annex 1

² ibid

³ Füssel, 2009. Background note to the World Development Report 2010. *Review and quantitative analysis of indices of climate change exposure, adaptive capacity, sensitivity, and impacts*.

⁴ IPCC. *Climate Change 2007: Climate Change Impacts, Adaptation, and Vulnerability*. Cambridge University Press, Cambridge, 2007.

⁵ O'Brien et al., 2007. *Why different interpretations of vulnerability matter in climate change discourses*. *Climate Policy*, 7:73–88.

⁶ Füssel, 2009. Background note to the World Development Report 2010. *Review and quantitative analysis of indices of climate change exposure, adaptive capacity, sensitivity, and impacts*.

countries parties of the UNFCCC of periodically producing national communications on climate change, which include information on those countries' identified vulnerabilities.

III. Guidance for project and programme proponents to better apprehend the different sections of the proposal template

10. This guidance was prepared following the request from the AF Board to provide additional guidance to project/programme proponents and to take into account the numerous policy documents relating to project/programme design and implementation that have been developed. It is based on the "Instructions for preparing a request for project or programme funding from the Adaptation Fund" document that is attached as an annex to the AF request for project/programme funding template, and has revised it accordingly. The updated document is attached as an annex to the present document.

11. To comply with point (c) of Decision B.16/7 above, the document provides instructions that are relevant to both project/programme concepts and fully-developed project/programme documents. In addition, specific guidance is provided in the case of fully-developed project/programme documents [and regional projects/programmes].

IV. Recommendation

12. The secretariat invites the PPRC to consider making the following recommendations to the Board:

- (a) To approve the revised "Instructions for preparing a request for project or programme funding from the Adaptation Fund"; and
- (b) To instruct the secretariat to post the revised "Instructions for preparing a request for project or programme funding from the Adaptation Fund" document as a separate guidance document in the AF website.

INSTRUCTIONS FOR PREPARING A REQUEST FOR PROJECT OR PROGRAMME FUNDING FROM THE ADAPTATION FUND

Project and programme proposals must be clear on the adaptation challenge to be addressed, the objective(s), what the project/programme will deliver when, how and by whom. Clear baselines, milestones, targets and indicators should be included to ensure progress and results can be measured⁷. Programmes will generally be more complex and will require greater oversight and management which should be properly explained under Implementation Arrangements for programmes.

DATE OF RECEIPT. Please leave this space on the top right of the page blank. The Adaptation Fund Board Secretariat will fill in the date on which the proposal is received at the Secretariat.

ADAPTATION FUND PROJECT ID. Please leave this space on the top right of the page blank. The Adaptation Fund Board Secretariat will assign a number to your project/programme internally.

PART I: PROJECT / PROGRAMME INFORMATION

CATEGORY: Please specify which type of project you are proposing. The two options are:

- A) SMALL-SIZED PROJECT/PROGRAMME.** Proposals requesting grants up to \$1 million.
- B) REGULAR PROJECT/PROGRAMME.** Proposals requesting grants of more than \$1 million.

A programme will generally fulfil the following criteria: A series of projects which could include small-size projects or regular projects aimed at achieving an outcome that is otherwise not achievable by a single project. Projects under a programme would have synergies in their objectives and implementation. A programme may also cover more than one sector and geographic location [or country border, in the case of a regional programme]. Programmes

⁷ For detailed guidance on project indicators, targets and baselines, please consult the "[AF Results Framework and Baseline Guidance – Project level](#)" document

usually engage multiple partners / stakeholders and are able to achieve a greater degree of cost-efficiency through coordination and feedback of the programme's components.

COUNTRY/IES: Please insert the name of the country requesting the grant. [Please note that regional projects / programmes should mention all the participating countries.]

TITLE OF PROJECT / PROGRAMME: Please enter the title of the proposed project / programme.

TYPE OF REQUESTING ENTITY: Please specify which type of Implementing Entity the project/programme will be managed by. The three options are:

- A) NATIONAL IMPLEMENTING ENTITY**
- B) MULTILATERAL IMPLEMENTING ENTITY**
- C) REGIONAL IMPLEMENTING ENTITY**

NAME OF IMPLEMENTING ENTITY: Please specify the name of the Implementing Entity

EXECUTING ENTITY(IES). Please specify the name of the organisation(s) that will execute the project/programme funded by the Adaptation Fund under the oversight of the Implementing Entity.

AMOUNT OF FINANCING REQUESTED. Please fill the grant amount (in US Dollars equivalent) requested from the Adaptation Fund for this proposal.

PROJECT / PROGRAMME BACKGROUND AND CONTEXT. Provide brief information on the problem the proposed project/programme is aiming to solve. Outline the economic, environmental and social development context in which the project/programme would operate. Present the most reliable climate change scenarios for the period of time relevant from the point of view of the expected impact of the project/programme, and their expected impacts on the target region and communities at large and especially on the sector to be addressed by the project/programme. Discuss existing uncertainty in the available climate change scenarios. Provide a map of the target areas. For the case of a programme, the analysis will be more complex, focusing on how climate change is expected to affect multiple stakeholders, sectoral and/or economic activities within a well defined region.

PROJECT / PROGRAMME OBJECTIVES. List the main objectives of the project/programme. The objectives have to be aligned with the Adaptation Fund Results Framework and, in the case of fully-developed project/programme documents, specify this alignment at outcome level. For the case of a programme, this is likely to involve multiple objectives by stakeholder / sector / region, based on an overall strategic plan at the regional, national or local level.

PROJECT / PROGRAMMES COMPONENTS AND FINANCING. Please fill out the table presenting the project components, activities, expected concrete outputs, and their corresponding budgets to accomplish them. For fully-developed project/programme documents, the budget is required at the output level. Please also indicate the budget for execution costs and project cycle management fee. For the case of a programme, individual components are likely to refer to specific sub-sets of stakeholders, regions, [countries, in the case of a regional programme,] and/or sectors that can be addressed through a set of well defined interventions / projects.

[In the case of a regional project/programme, an explanation of how the budget counts towards the country caps should be provided and the additional funds available for the regional project or programme should be included.]

The aforementioned terms are defined below to facilitate the process of completing the table:

PROJECT / PROGRAMME COMPONENTS. The division of the project/programme into its major parts; an aggregation of set of activities.

ACTIVITIES. Actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilized to produce specific outputs. For the case of programmes, list the types and number of projects that the programme will support.

MILESTONES / TARGETS. Milestones help with regular monitoring of progress towards the target. Targets indicate the desired result at the end of the project.⁸

INDICATORS – What is going to be measured to assess if targets are met?⁹

EXPECTED CONCRETE OUTPUTS. The product, capital goods and services which result from a development intervention relevant to the achievement of outcomes.

EXPECTED OUTCOMES. The change in conditions, or intended effects of an intervention, usually brought about by the collective efforts of partners. Outcomes are achieved in the short to medium term.

AMOUNT (\$). Indicate grant amounts in US dollars by project/programme components.

⁸ Please see document "[AF Results Framework and Baseline Guidance – Project level](#)"

⁹ Ibid

PROJECT / PROGRAMME EXECUTION COST¹⁰. The main items supported by the Adaptation Fund for project management including consultant services, travel and office facilities, etc.

TOTAL PROJECT / PROGRAMME COST. This is the sum of all project/programme components requesting Adaptation Fund Board approval.

IMPLEMENTING ENTITY PROJECT CYCLE MANAGEMENT FEE¹¹. This is the fee that is requested by an Implementing Entity for project cycle management services.

AMOUNT OF FINANCING REQUESTED. This amount includes the total project cost plus the project cycle management fee.

PROJECTED CALENDAR. Please indicate the dates of the following milestones for the proposed project.

START OF PROJECT / PROGRAMME IMPLEMENTATION The date on which project becomes effective. For AF projects/programmes, the date of the inception workshop or similar is considered the start date of the project.

MID-TERM REVIEW. The date on which the Implementing Entity completes its mid-term review of the project/programme. Mid-Term Review is required for projects with duration of over three years.¹²

PROJECT / PROGRAMME CLOSING. Project/programme closing is set as six months after Project/Programme Completion. This is the date on which Implementing Entity completes disbursement from the grant and may cancel any undisbursed balance in the grant account.

FINAL EVALUATION. The date on which the Implementing Entity completes the final evaluation report, normally two months after project/programme completion but in any case, no later than nine months after project/programme completion.

PART II: PROJECT / PROGRAMME JUSTIFICATION

A. Describe the project / programme components, particularly focusing on the concrete adaptation activities of the project, and how these activities contribute to climate resilience. For the case of a programme, show how the combination of individual projects will contribute to the overall increase in resilience.

¹⁰ Please note that project/programme execution costs should not be more than 9.5% of the total budget requested, before the implementing entity fees.

¹¹ The project cycle management fees should not be more than 8.5% of the total budget requested. For more information on these fees, see document [“Administrative and execution costs: Analysis of current rules and comparison of practices with other funds”](#)

¹² Please see document [“AF Results Framework and Baseline Guidance – Project level”](#)

Describe how the activities will help with adaptation to climate change and improve climate resilience. For the case of a programme, show how the combination of individual projects will contribute to the overall increase in resilience. Decision 10/CP.7 establishing the Adaptation Fund stipulates that it shall finance concrete adaptation projects and programmes. In the [AF Operational Policies and Guidelines](#), a concrete adaptation project is defined as “a set of activities aimed at addressing the adverse impacts of and risks posed by climate change. The activities shall aim at producing visible and tangible results on the ground by reducing vulnerability and increasing the adaptive capacity of human and natural systems to respond to the impacts of climate change, including climate variability. Adaptation projects/programmes can be implemented at the community, national, regional and transboundary level. Projects/programmes concern activities with a specific objective(s) and concrete outcome(s) and output(s) that are measurable, monitorable, and verifiable.”

The project objective has to be aligned with the Adaptation Fund Results Framework. The project/programme activities should align with its overall goal and objectives hence ensuring the cohesion of the components among themselves. It should be distinguished from a “business-as-usual” development or environmental protection project by clearly demonstrating that the proposed adaptation measures are suited or adequate for the identified climate threats. The project/programme proposal should therefore explain the project rationale in relation to the climate scenario(s) outlined in the background and context section. Finally, the non-climatic barriers to achieving the project objective, whenever relevant, should be taken into account when designing the project/programme.

For a fully developed proposal, the activities will have to be detailed to a sufficient level and their appropriateness in responding to the threats posed by the likely climate scenarios should be outlined in detail in the background and context section and quantified in terms of magnitude and uncertainty. The description should include information on project location and scope, and should have clearly defined activities including technical specifications, where appropriate. For a fully developed proposal, the alignment with Adaptation Fund fund-level objectives has to be specified at the project/programme outcome level as described in the document “AF Results Framework and Baseline Guidance – Project level”.

[In the case of regional projects/programmes, the activities that are country specific will have to be outlined. Also, the proposal should demonstrate how it is providing added value through the regional approach, compared to implementing similar activities in each country individually.]

B. Describe how the project / programme provides economic, social and environmental benefits, with particular reference to the most vulnerable communities, and vulnerable groups within communities, including gender considerations.

The proposal should include information on the expected beneficiaries of the project/programme, with particular reference to the equitable distribution of benefits to

vulnerable communities, households, and individuals. [In the case of a regional project/programme, the information will have to be country-specific, when relevant.]

For a fully developed proposal, the estimated benefits will have to be quantified, whenever possible. In addition, if there is any concern of negative development or maladaptation in any of these areas, relevant evidence would need to be referenced, with specific studies if necessary. In that case, based on an Impact Assessment, the proposal should describe how it addresses possible threats, risks of maladaptation or imbalances caused in a wider region, or upstream/downstream to other communities and ecosystems.

C. Describe or provide an analysis of the cost-effectiveness of the proposed project / programme.

The proposal should provide a logical explanation of the selected scope and approach. The cost effectiveness should also be demonstrated from a sustainability point of view.

For a fully developed proposal, a clear description of alternative options to the proposed measures should be provided, to allow for a good assessment of the project/programme cost effectiveness. The proposal should compare to other possible interventions that could have taken place to help adapt and build resilience in the same sector, geographic region, and/or community. Quantitative estimates of cost-effectiveness are required only where feasible and useful.

[For a regional project/programme, the proposal should demonstrate how the regional approach supports cost-effectiveness.]

D. Describe how the project / programme is consistent with national or sub-national sustainable development strategies, including, where appropriate, national or sub-national development plans, poverty reduction strategies, sector strategies, national communications, or national adaptation programs of action, or other relevant instruments, where they exist.

The relevant plans and strategies have to be identified. This includes as a minimum the most important adaptation-related plans and strategies and the most important relevant sectoral plans and strategies in the country.

For a fully developed proposal, the compliance of the project/programme with the relevant plans and strategies has to be explained in detail.

E. Describe how the project / programme meets relevant national technical standards, where applicable, such as standards for environmental assessment, building codes, etc.

The relevant national technical standards need to be identified, and compliance stated in a logical manner. These standards include Environmental Impact Assessments (EIAs), building codes, water quality regulations, and sector-specific regulations. Regarding EIAs, depending on the sector and the size of the project, the category of impact assessment or management strategy that the project is expected to trigger will have to be outlined.

For a fully developed proposal, compliance with relevant technical standards needs to be explained in detail, addressing environmental assessments, building codes, and land use or tenure regulations, as required by national legislation. If one specific activity of the project/programme requires compliance with technical standards, the legal source of the requirement, the steps taken to comply with it and the nature of the authorization/clearance granted for the project to be implemented will have to be explained. A proposal cannot be recommended for approval, if the project has yet to receive technical clearances, in accordance with national legislation, for core parts of the project design. If technical clearance is pending for a minor part of the project design (either for a part that is included from the start or for any part that is to be included during implementation through a participatory planning arrangement), it should be mentioned in the document and the project design must include clear procedures for a fallback option. Finally, in considering compliance with national technical standards, the time required to get clearance using national procedures may be as important a factor as compliance itself, as lengthy procedures may significantly hinder implementation of overly ambitious plans.

F. Describe if there is duplication of project / programme with other funding sources, if any.

All relevant potentially overlapping projects / programmes need to be identified, and lack of overlap / complementarity stated in a logical manner.

For a fully developed proposal, the linkages and synergies with all relevant potentially overlapping projects / programmes need to be clearly outlined, avoiding evasive wording, including areas of overlap and complementarity, drawing lessons from the earlier initiatives during the project design, learning from their problems/mistakes, and establishing a framework for coordination during implementation.

G. If applicable, describe the learning and knowledge management component to capture and disseminate lessons learned.

Activities related to knowledge management (KM) and dissemination of lessons learned have to be included. They can be grouped in a single component or part of a larger component.

The Adaptation Fund has included knowledge management as part of its Results-Based Management Framework at the Fund level. Project/programme proponents must therefore systematically keep track of experiences gained from their project and analyze them periodically both to enrich the global, national and local knowledge on climate change adaptation and to accelerate understanding about what kinds of interventions work. Key factors of success of a project KM strategy include adaptive management and the development of learning objectives and indicators.

For a fully developed proposal, the KM and dissemination of lessons learned component has to be explained in detail. For additional guidance on the type of KM activities and indicators, please refer to Section 3 (p.27) of the [“AF Results Framework and Baseline Guidance – Project level”](#) document.

H. Describe the consultative process, including the list of stakeholders consulted, undertaken during project preparation, with particular reference to vulnerable groups, including gender considerations.

At the concept stage, an initial consultative process has to take place, with key stakeholders of the project/programme. Depending on the level of involvement of local communities or governments, private sector, CSOs or universities/research centres in the execution of the project/programme, those stakeholders may or may not be consulted at the concept stage. Where Project Formulation Grants (PFG) are accessed, these should also be used to facilitate a comprehensive stakeholder consultation process in the project preparation phase.

For a fully developed proposal, a comprehensive consultative process has to take place, and should involve all direct and indirect stakeholders of the project/programme, including vulnerable groups and taking into account gender considerations. The results of the consultative process must be reflected in the project design. Under extraordinary circumstances, the consultation of a specific stakeholder can be deferred to the implementation stage, if it enables a more effective consultation (e.g. if beneficiaries for specific activities have not been identified yet). However, if the project specifically targets the most vulnerable groups, they will have to be identified and consulted by the time of submission.

The implementation arrangement should include a framework allowing for stakeholders’ views to be heard during project implementation. Whenever possible, a strategy and timetable for sharing information and consulting with each of the stakeholder groups during project

implementation should be provided. Adequate facilitation measures (e.g. travel costs) should be budgeted to minimise barriers for involvement of key stakeholders where these impede their participation.

The documentation of the consultative process should at least contain a) the list of stakeholders already consulted (principles of choice, role ascription, date of consultation), b) a description of the consultation techniques (tailored specifically per target group), c) the key consultation findings (in particular suggestions and concerns raised).

I. Provide justification for funding requested, focusing on the full cost of adaptation reasoning.

The Adaptation Fund does not require co-financing for the projects/programmes it funds. The principal and explicit aim of the project/programme should be to adapt and to increase resilience of a specific system or communities, to the adverse effects of climate change and variability. Therefore, the proposal should demonstrate that the project/programme activities are relevant in addressing its adaptation objectives and that, taken solely, without additional funding from other donors, they will help achieve these objectives. Although co-financing is not required, it is possible and often cost-effective to implement Adaptation Fund projects in parallel with projects funded from other sources. In such a situation, the Adaptation Fund project should be able to deliver its outcomes and outputs regardless of the success of the other project(s). It is possible to include activities which, taken out of context, could be considered “business-as-usual” development but these should be justified in the context of achieving the adaptation goals of the project.

For a fully developed proposal, the full cost of adaptation reasoning should be more detailed and demonstrated for each component of the project/programme. If necessary, a comparison of a baseline situation and a with-project scenario for each component of the project/programme can be undertaken (e.g. in the case of a proposal aiming at “climate-proofing” a specific sector).

J. Describe how the sustainability of the project/programme outcomes has been taken into account when designing the project / programme.

The adaptation benefits achieved with the help of the project/programme should be sustained after its end, and should enable replication and scaling up with other funds after its end. The proposal should explain the arrangements through which this would be achieved, taking into account sustainability and maintenance of any infrastructure or installations to be developed, policies and governance arrangements to be developed and implemented, knowledge to be generated, management and other capacity to be improved, etc. All key areas of sustainability should be addressed, including but not limited to economic, social, environmental, institutional, and financial.

PART III: IMPLEMENTATION ARRANGEMENTS¹³. Describe the various elements of project implementation as enumerated below:

A. Adequacy of project / programme management arrangements.

The implementation arrangements should include a clear description of the roles and responsibilities of the implementing entity as well as any executing entity or organizations/stakeholders that are involved in the project. If necessary, provide a full organization chart showing how they report to each other.

In the case of a programme, explain how the programme strategy will be managed and evaluated, and how individual projects have been identified, designed, appraised, approved, implemented and evaluated against programme's strategic objectives. The implementation arrangements should be cost-effective and efficient, and country-ownership should always be privileged.

[For regional projects/programmes, the roles and responsibilities of each in-country executing entity in the implementation arrangements will have to be explained.]

B. Measures for financial and project / programme risk management.

The proposal should identify all major risks, consider their significance, and include a plan of monitoring and mitigating them. It should provide a table with detailed information on the different categories of risks (i.e. financial, environmental, institutional...), their level and how they will be managed.

C. Monitoring and evaluation arrangements including budgeted M&E plan.

The proposal should include a budgeted M&E plan, which should be in compliance with the AF M&E guidelines¹⁴.

D. Provide a results framework for the project proposal, including milestones, targets and indicators.

The proposal should include a results framework with realistic, quantified expected results. Whenever possible, the indicators and targets should be disaggregated by sex. More guidelines

¹³ Note: This section is not required for a project/programme concept document

¹⁴ See section on reporting process requirements in the AFB/EFC.7/4.Rev.2 document "[Annual Performance Report](#)". See also the "[AF Evaluation Framework](#)", the "[AF Results Framework and Baseline Guidance – Project level](#)" and the "[Guidelines for Project and Programme Final Evaluation](#)" documents.

on preparing the project/programme results framework, including a list of standard AF indicators, can be found in the [“AF Results Framework and Baseline Guidance – Project level”](#) document.

[In the case of regional projects/programmes, by-country indicators and targets should be provided, when relevant.]

E. Include a detailed budget with budget notes, a budget on the Implementing Entity management fee use, and an explanation and a breakdown of the execution costs.

The proposal should include a detailed budget with budget notes indicating the break-down of costs at the activity level.

[In the case of a regional project or programme, the budget should include a breakdown of costs for activities per country, when relevant.]

F. Include a disbursement schedule with time-bound milestones.

The proposal should include a disbursement schedule that includes time-bound milestones relative to project inception and the annual reporting requirement.

PART IV: ENDORSEMENT BY THE DESIGNATED GOVERNMENT AUTHORITY FOR ADAPTATION FUND AND CERTIFICATION BY THE IMPLEMENTING ENTITY

A. RECORD OF ENDORSEMENT BY DESIGNATED GOVERNMENT AUTHORITY.

Provide the name, position, and government office of the designated government authority and indicate date of endorsement. If this is a regional project/programme, list the designated government authorities of all participating countries endorsing the project. The endorsement letter(s) should be attached as an annex to the project/programme proposal.

B. IMPLEMENTING ENTITY CERTIFICATION.

Provide the name and signature of the Implementing Entity Coordinator and the date of signature. Provide also the project/programme contact person's name, telephone number and email address.