

**NOTIFICATION TEMPLATE FOR PROJECT COMPLETION FOR READINESS GRANTS,  
PROJECT SCALE-UP GRANTS AND LEARNING GRANTS**

Fundecooperación para el  
Desarrollo Sostenible  
San José, Costa Rica

08-02-2021

The Adaptation Fund Board  
1818 H Street NW  
MSN N7-700  
Washington DC, 20433  
USA  
Email: [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org)

**Subject: Notification of project completion:**

This letter is to inform you that the project to implement the grant proposal for *technical assistance for the ESP and gender policy* approved by the Adaptation Fund Board on 2016-02-16 has officially been *completed*. Details of the project are provided below:

**Implementing Entity:** Fundecooperación para el Desarrollo Sostenible.

**Country:** Costa Rica

**Project Description:** Grant to support national implementing *sourcing of technical assistance for assessment and management of environmental, social and gender risks within projects and programmes* in Costa Rica

**Project Start Date:** September 2, 2016

**Actual Project Completion Date:** December 2017

Sincerely



**Carolina Reyes Rivero**  
**Project Department Coordinator**  
gerencia@fundecooperacion.org  
+(506) 2225-45-07

## A. COMPLETION REPORT SUBMITTED NOT MORE THAN SIX MONTHS AFTER PROJECT COMPLETION

**Date submitted to AFB secretariat:** 2016-02-16

**Implementing Entity:** Fundecooperación para el Desarrollo Sostenible.

**Country:** Costa Rica

**Adaptation Fund Grant I.D.:**

**Grant Type:** [TA-ESGP]

**Project Description/Project Title:** Support alignment of the NIE policies and procedures and compliance with the Fund's Environmental and Social Policy


**Project Sector:** [institutional capacity building]

**Project Completion Date:** December 2017

Activity	Expected Outcome	Outcome Achieved/Not Achieved	Comment/Explanation (also explain any deviation from initial plan)
Development of procedures manual/guidelines for screening projects for environmental and social risks	-Development of guidelines to screening projects and baseline adjustments	Achieved	A general guideline, in Spanish, on the Environmental and Social Policy has been created.
Development of procedures manual/guidelines for undertaking project environmental and social risk assessment and for formulating risk management plans	-Development of procedures manual/guidelines: a. Creation of a toolbox. b. Identification of a basic legal framework and the respective check list for each principle c. Procedures for involving Stakeholders d. Follow up of the indicators	Achieved	A general guideline, in Spanish, on the Environmental and Social and Gender Policy has been created. Along with the creation of the guidelines, the ES&GP many improvements have been made: <ol style="list-style-type: none"> <li>1. Improvements of the Project procedures department in order to respond to the needs established in the ES&amp;GP</li> <li>2. The Ethics code and the Zero Fraud Tolerance Policy now mentions and considers the ES&amp;GP as a Policy that the employees, third parties or anyone involved with Fundecooperación must comply.</li> <li>3. Bidding documents and contract templates were improved and strengthened with the ES&amp;GP principles.</li> </ol>
	-Development of guidelines warranty compliance with the new labor law	Achieved	The new labor law in Costa Rica was included in the Environmental and Social Policy

Development of a policy/avenues for public disclosure and consultation	Application of procedures for stakeholder consultations	Achieved	Each Executing Entity has implemented stakeholders' consultations.
Development of transparent and effective mechanisms for receiving and resolving complaints about environmental and social harms caused projects/programs during the course of implementation of AF supported projects/programs	Inclusion in the guidelines the mechanism for receiving and resolving complaints	Achieved	The mechanism for receiving and resolving complaints was improve in general in the organization. The Ethics Codes, the ES&P and the Zero Fraud Tolerance Policy are at the level of the institutional framework and has the commitment at highest management level.
Training of select entity staff to carry out the relevant tasks related to the implementation of the E&S Policy	Workshops for the Executing Entities	Achieved	More than 8 workshops were held. The workshops included the participation of the Executing Entitie's. Also, workshops were coordinated regarding the new national labor law.
<b>Budget</b>	\$25.000. Budget used as planned.		
<b>Summary of overall outcome including any challenges faced and how they were resolved, and an explanation of how achieved outcomes will be disseminated or taken forward*.</b>	<ul style="list-style-type: none"> <li>• Environmental and Social Policy has been created.</li> <li>• Mechanism for receiving and resolving complaints was improved</li> <li>• Improvements of the Project procedures department, ethics code, organization templates and others, in order to respond to the needs established in the ES&amp;GP</li> </ul>		
<b>Any feedback/general comment to the AFB secretariat</b>			

\*If there have been any delays in project implementation that affected project completion dates, state the reasons for the delays.



**Contact Person: Carolina Reyes Rivero**

**Email: [gerencia@fundecooperacion.org](mailto:gerencia@fundecooperacion.org)**