



ADAPTATION FUND

AFB/EFC.5/Inf.1
May 24, 2011

Adaptation Fund Board
Project and Programme Review Committee
Fifth Meeting
Bonn, June 20, 2011

IEs INPUT TO THE STANDARDIZED TEMPLATE TABLE FOR PROJECT EXECUTION COSTS

I. Background

1. At the 13th Board meeting, the document AFB/EFC.4/7 “Desk Study on project administrative costs” was presented and the following model of project execution costs table was proposed:

Cost items	Project staff	Consultants (including consultants for Final Evaluation)	Equipment and office facilities	Consultations and communications	Travel	Other costs	Total
AF funding (\$)							

2. After discussion, the Board made the following Decision B.13/17 was made:

“Having considered the recommendation of the Ethics and Finance Committee (EFC), the Adaptation Fund Board decided to:

- a) *Include in the Project/Programme monitoring and evaluation (M&E) framework a break-down of how implementing entity (IE) fees will be utilized in the supervision of the M&E function;*
- b) *Set a cap of 9.5% of the project budget for execution costs and to require a Board approval if a project requires an additional budget beyond that limit;*
- c) ***Endorse the standardized template table developed for project execution costs as contained in the Annex to document AFB/EFC.4/7 and to circulate it to IEs for their inputs before final approval at the fourteenth meeting of the Board and inclusion in the project template. The standardized template should be used as guidance in breaking down project execution costs; and***
- d) *Request IEs to provide budget notes along with a detailed budget for project components.”*

3. Following the request to circulate the model template to the IEs, the secretariat has done so and sent the draft table to the 3 NIEs and the 8 MIEs. Only two IEs have provided inputs: the United Nations Development Programme (UNDP) and the Inter-American Development Bank (IDB).

4. The inputs received from IE are contained in the Annex to the present document.

Annex: Inputs on the model table

UNDP projects are using their ATLAS system which outlines an input-based budget and provides a breakdown of eligible costs for each project component. A table is provided below, describing the type of costs that could be incurred by project management.

Description
International Consultants
Local Consultants
Contractual Services - Individ
UN Volunteers
Travel
Contractual Services- Companies
Equipment and Furniture
Materials & Goods
Communic & Audio Visual Equip
Supplies
Grants
Information Technology Equipmt
Rental & Maintenance- Premises
Premises Alternations
Rental & Maint of Info Tech Eq
Rental & Maint of Other Equip

IDB has provided the model table below, which basically breaks down the costs items and provides more description of the costs.

Cost items		Project staff Remuneration and Per Diem (except for the government employees)		Consultants' Remuneration and Per Diem (including consultants for Final Evaluation)		Equipment and office facilities (including Office Rent, Utilities, and communications)		Stakeholder Consultations, Workshops and Reports		Project Staff and Consultants' Travel Costs		Contingencies		Total
Description	Number of Months @ ---- /month	Amount	Number of Months @ ---- /month	Amount	Item of expenditure:	Amount	Item of expenditure:	Amount	Item of expenditure:	Amount	Contingencies (5-10% of total cost)	Amount		
		Number of days @ ---- /day		Number of days @ ---- /day		(i) Equipment (ii) Office Rent (iii) Utilities incl. tel/internet/fax Electricity Water heating (iv) office consumables		(i) stakeholder consultation workshops (ii) Surveys (iii) Group Discussions (iv) Report Preparation/ Translation		International travel (based on # of staff missions) International travel (based on # of consultants' trips) Local Travel including vehicle rental Per Diem for --- days/months @ --- /day/month				
AF funding (\$)														