



ADAPTATION FUND

July 14, 2011

Adaptation Fund Board

Approval of Templates of the Operational Policies and Guidelines

The Adaptation Fund Board decides to approve the templates annexed to the Operational Policies and Guidelines, as contained in the attached text. The amended templates replace any previously approved templates.

Decision B.14-15/1

ANNEX 3: TEMPLATES APPROVED BY THE ADAPTATION FUND BOARD
Approval and operations procedures

1. **Adaptation Fund project/programme approval process:** Eligible developing country Parties to the Kyoto Protocol may submit project/programme proposals directly to the Adaptation Fund Board Secretariat (AFBSEC) via their National Implementing Entities (NIEs) or via Multilateral Implementing Entities (MIEs). NIEs/MIEs have to be accredited by the Adaptation Fund Board (AFB) to be eligible as an implementing entity for the purpose of submitting projects to the Adaptation Fund. They should also meet the fiduciary standards and other qualifications provided by the Board. There are two approval processes under the Adaptation Fund project¹ cycle: (i) a one-step approval process; and (ii) a two-step approval process. All small-size projects/programmes will follow the one-step approval process, while regular projects/programmes may follow either the one-step approval or the two-step approval process, depending on the stage of project/programme preparation, and at the discretion of the project/programme proponent. The following section outlines the steps of the approval processes.

2. **Single-step approval process:** This process may be used for small-size projects/programmes or regular projects/programmes with proposals that are already fully-prepared. Approval process includes the following steps:

- (a) Eligible Parties submit a fully-prepared project/programmes document to the AFBSEC at least nine weeks before the next AFB meeting.
- (b) The AFBSEC will screen all proposals and prepare a [Technical Review](#) for each project/programme. The AFBSEC will submit a collection of proposals consisting of technical reviews for all projects/programmes to the Project and Program Review Committee (PPRC) at least seven (7) days prior to the next AFB meeting.
- (c) The PPRC meeting will be held back-to-back to the Adaptation Fund Board (AFB) meeting. The PPRC will review and prepare recommendations for submission to the Board the next day(s).
- (d) AFB approves/does not approve/rejects the recommendations during the meeting.
- (e) All approved projects will be posted on the AF website following the conclusion of its meeting.

3. **Two-step approval process:** The two-step approval process may be used for regular projects;/programmes if it is so decided by the proponent Party: (i) project concept approval; and (ii) fully developed project document approval. Each of these steps is subject to the same approval process as the single approval process, i.e., the project/programme is subjected to the single approval process twice. The rationale for choosing such a process is for a country to receive feedback or guidance from the AFB upstream before a project has been fully prepared.

¹ In what follows the term project will refer to both programmes and projects unless otherwise stated.

The following two documentations are required to be submitted at each step following the same procedures as the single approval process:

- (a) 1st step: Regular Project/Programme Concept.
- (b) 2nd step: Regular Fully Developed Project/Programme Document.

4. **Documentation required in the submission:**

- (a) *Project/Programme Concept*: used for the first step of the two-step approval process (only for regular projects that have not been fully developed);
- (b) *Fully Developed Project/Programme Document* prepared by NIEs/MIEs for both small-sized and regular projects;
- (c) Endorsement Letter signed by the country's Designated Authority for Adaptation Fund.²

5. **[Categories of projects under the Adaptation Fund:**

- (a) Small-Sized projects and programmes (SPs): defined as project proposals requesting up to \$1.0 million.
- (b) Regular-Sized projects and programmes (RPs): project proposals requesting more than \$1.0 million]

6. **Definitions of Terms:**

- (a) Project: A concrete adaptation project is defined as a set of activities aimed at addressing the adverse effects of climate change and build in climate change resilience.
- (b) Programme: An adaptation programme is a process, a plan or an approach for addressing climate change impacts which are broader than the scope of an individual project. Further guidance on how to present programmes for approval can be found in the 'Instructions for presenting a request for funding from the Adaptation Fund'.

7. **Financing and Transfer of funds:** The financing of projects/programmes via transfer of funds is a process that commences once projects/programmes are approved for funding by the AFB.

- (a) Financing: funding for projects and programs will be on a full adaptation cost basis to address the adverse effects of climate change.³

² The Designated Authority referred to in paragraph 20 of the "Operational policies and guidelines for Parties to access resources from the Adaptation Fund" (OPG).

³ Para. 14 of the "OPG, and para. 12 of the "Strategic Priorities, Policies, and Guidelines of the Adaptation Fund."

- (b) Transfer of funds: The Trustee will transfer funds on the written instruction of the Board, signed by the Chair, the Vice-Chair, or any other Board Member designated by the Chair, and report to the Board on the transfer of funds.

Adaptation Fund Project/Programme Review Criteria

1. The following review criteria for adaptation fund projects/programmes are applicable to both the small-size projects/programmes and regular projects/programmes under the single-approval process. For regular projects/programmes using the two-step approval process, only the first four criteria will be applied when reviewing the 1st step for regular project/programme concept. In addition, the information provided in the 1st step approval process with respect to the review criteria for the regular project/programme concept could be less detailed than the information in the request for approval template submitted at the 2nd step approval process. Furthermore, detailed information is required for regular projects/programmes for the 2nd step approval, in the approval template.

Review Criteria	
1. Country Eligibility	<ul style="list-style-type: none"> • Is the country party to the Kyoto Protocol? • Is the country a developing country particularly vulnerable to the adverse effects of climate change?⁴
2. Project Eligibility	<ul style="list-style-type: none"> • Has the government endorsed the project through its Designated Authority?⁵ • Does the project / programme support concrete adaptation actions to assist the country in addressing the adverse effects of climate change and build in climate change resilience? • Does the project / programme provide economic, social and environmental benefits, with particular reference to the most vulnerable communities, including gender considerations? • Is the project / programme cost-effective? • Is the project / programme consistent with national sustainable development strategies, national development plans, poverty reduction strategies, national communications or adaptation programs of action, or other relevant instruments? • Does the project / programme meet the relevant national technical standards, where applicable? • Is there duplication of project with other funding sources? • Does the project / programme have a learning and knowledge management component to capture and feedback lessons? • Has the project / programme provided justification for the funding requested on the basis of the full cost of adaptation? • Does the project / programme align with the AF results framework?

⁴ Further reference to the eligibility of country can be found in the document: “*Strategic Priorities, Policies, and Guidelines of the Adaptation Fund*”

⁵ The Designated Authority referred to in paragraph 20 of the OPG.

	<ul style="list-style-type: none"> • Has the sustainability of the project/programme outcomes been taken into account when designing the project?
3. Resource Availability	<ul style="list-style-type: none"> • Is the requested project funding within the cap of the country? • Is the Implementing Entity management fee at or below 8.5 per cent of the total project/programme budget before the fee? • Are the project/programme execution costs at or below 9.5 per cent of the total project/programme budget before the fee?
4. Eligibility of NIE/MIE	<ul style="list-style-type: none"> • Is the project submitted through an eligible NIE/MIE that has been accredited by the Board?
5. Implementation Arrangement	<ul style="list-style-type: none"> • Is there adequate arrangement for project management? • Are there measures for financial and project risk management? • Are arrangements for monitoring and evaluation clearly defined, including a budgeted M&E plan? • Is a project results framework included? Are relevant targets and indicators disaggregated by sex?

Attached with this note are the following:

Appendix A: Request for Project/Programme Funding from Adaptation Fund

Appendix B: Government Endorsement Letter Template (submitted through NIEs/MIEs)

Appendix C: Adaptation Fund Secretariat Technical Review for Adaptation Fund Projects



ADAPTATION FUND

REQUEST FOR PROJECT/PROGRAMME FUNDING FROM ADAPTATION FUND

The annexed form should be completed and transmitted to the Adaptation Fund Board Secretariat by email or fax.

Please type in the responses using the template provided. The instructions attached to the form provide guidance to filling out the template.

Please note that a project/programme must be fully prepared (i.e., fully appraised for feasibility) when the request is submitted. The final project/programme document resulting from the appraisal process should be attached to this request for funding.

Complete documentation should be sent to

The Adaptation Fund Board Secretariat
Email: secretariat@adaptation-fund.org



PROJECT/PROGRAMME PROPOSAL

PART I: PROJECT/PROGRAMME INFORMATION

PROJECT/PROGRAMME CATEGORY:

COUNTRY/IES:

SECTOR/S:

TITLE OF PROJECT/PROGRAMME:

TYPE OF IMPLEMENTING ENTITY:

IMPLEMENTING ENTITY:

EXECUTING ENTITY/IES:

AMOUNT OF FINANCING REQUESTED: (in U.S Dollars Equivalent)

PROJECT / PROGRAMME BACKGROUND AND CONTEXT:

Provide brief information on the problem the proposed project/programme is aiming to solve. Outline relevant climate change scenarios according to best available scientific information. Outline the economic social, development and environmental context in which the project/programme would operate.

PROJECT / PROGRAMME OBJECTIVES:

List the main objectives of the project/programme.

PROJECT / PROGRAMME COMPONENTS AND FINANCING:

Fill in the table presenting the relationships among project/programme components, activities, expected concrete outputs, and the corresponding budgets. If necessary, please refer to the attached instructions for a detailed description of each term.

For the case of a programme, individual components are likely to refer to specific subsets of stakeholders, regions and/or sectors that can be addressed through a set of well defined interventions / projects.

PROJECT/PROGRAMME COMPONENTS	EXPECTED CONCRETE OUTPUTS	EXPECTED OUTCOMES	AMOUNT (US\$)
1.			
2.			
3.			
4.			
5.			
6. Project/Programme Execution cost			
7. Total Project/Programme Cost			
8. Project/programme Cycle Management Fee charged by the Implementing Entity (if applicable)			
Amount of Financing Requested			

PROJECTED CALENDAR:

Indicate the dates of the following milestones for the proposed project/programme

MILESTONES	EXPECTED DATES
Start of Project/Programme Implementation	
Mid-term Review (if planned)	
Project/Programme Closing	
Terminal Evaluation	

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.

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

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

- 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.
- E. Describe how the project / programme meets relevant national technical standards, where applicable, such as standards for environmental assessment, building codes, etc.
- F. Describe if there is duplication of project / programme with other funding sources, if any.
- G. If applicable, describe the learning and knowledge management component to capture and disseminate lessons learned.
- H. Describe the consultative process, including the list of stakeholders consulted, undertaken during project preparation, with particular reference to vulnerable groups, including gender considerations.
- I. Provide justification for funding requested, focusing on the full cost of adaptation reasoning.
- J. Describe how the sustainability of the project/programme outcomes has been taken into account when designing the project.

PART III: IMPLEMENTATION ARRANGEMENTS

- A. Describe the arrangements for project / programme implementation.
- B. Describe the measures for financial and project / programme risk management.

- C. Describe the monitoring and evaluation arrangements and provide a budgeted M&E plan. Include break-down of how Implementing Entity’s fees will be utilized in the supervision of the monitoring and evaluation function.
- D. Include a results framework for the project proposal, including milestones, targets and indicators and sex-disaggregate targets and indicators, as appropriate. The project or programme results framework should align with the goal and impact of the Adaptation Fund and should include at least one of the core outcome indicators from the AF’s results framework that are applicable⁶.
- 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.
- F. Include a disbursement schedule with time-bound milestones.

■ PART IV: ENDORSEMENT BY GOVERNMENT AND CERTIFICATION BY THE IMPLEMENTING ENTITY

A. RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT⁷ *Provide the name and position of the government official and indicate date of endorsement. If this is a regional project/programme, list the endorsing officials all the participating countries. The endorsement letter(s) should be attached as an annex to the project/programme proposal. Please attach the endorsement letter(s) with this template; add as many participating governments if a regional project/programme:*

<i>(Enter Name, Position, Ministry)</i>	<i>Date: (Month, day, year)</i>
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⁶ Please refer to the *Project level results framework and baseline guidance* for the Adaptation Fund’s results framework and guidance on developing a results framework and establishing a baseline [add link here].

⁶ Each Party shall designate and communicate to the Secretariat the authority that will endorse on behalf of the national government the projects and programmes proposed by the implementing entities.

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*

<p>I certify that this proposal has been prepared in accordance with guidelines provided by the Adaptation Fund Board, and prevailing National Development and Adaptation Plans (.....list here.....) and subject to the approval by the Adaptation Fund Board, understands that the Implementing Entity will be fully (legally and financially) responsible for the implementation of this project/programme.</p>	
<p><i>Name & Signature</i> Implementing Entity Coordinator</p>	
<p>Date: <i>(Month, Day, Year)</i></p>	<p>Tel. and email:</p>
<p>Project Contact Person:</p>	
<p>Tel. And Email:</p>	

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

Project and programme applications must be clear on the problem 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 measured. 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/PROGRAMME 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 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 cross borders. Programmes usually engage multiple partners / stakeholders.

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

SECTOR(S): Please insert the sector in which the proposed project/programme mainly operates.

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 will be managed by. The two options are:

A) NATIONAL IMPLEMENTING ENTITY

B) MULTILATERAL 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(s) the project 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 relevant climate change scenarios according to best available scientific information. Outline the economic, environmental and social development context in which the project would operate. 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. 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 relationships among project components, activities, expected concrete outputs, and their corresponding budgets to accomplish them. For the case of a programme, individual components are likely to refer to specific sub-sets of stakeholders, regions and/or sectors that can be addressed through a set of well defined interventions / projects.

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

PROJECT / PROGRAMME COMPONENTS AND SUB-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 likely types and number of projects that the programme will support

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.

PROJECT / PROGRAMME EXECUTION COST. 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 FEE. 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 and disbursement can be requested. This is also the trigger date for the Adaptation Fund Trustee to allow the Implementing Entities to request for disbursement

MID-TERM REVIEW. The date on which the Implementing Entity completes its mid-term review of the project.

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

TERMINAL EVALUATION. The date on which the Implementing Entity completes the terminal evaluation report, normally two months after project completion but in any case, no later than twelve months after project completion.

PART II: PROJECT / PROGRAMME JUSTIFICATION

- A.** Describe the project / programme components, including details of activities in each component, regarding how the components will meet project objectives. 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
- B.** Describe how the outputs and outcomes of the project / programme will provide economic, social and environmental benefits, particularly to the most vulnerable communities in the targeted area. Specify how typically marginalized groups, such as women, will be involved in and benefit from the project/programme.

- C. How is the project / programme cost-effective. Compare to other possible interventions that could have been taken to achieve similar project objectives.
- D. Describe how the project / programme is located in the framework of national or sub-national sustainable development strategies, national development strategies, including, where appropriate, national or sub-national communications development plans, poverty reduction strategies, sector strategies, national communications, or national adaptation programmes of action, or any other relevant instruments where they exist.
- E. Describe how the project / programme design meets national technical standards, such as standards for environmental assessment, building codes, etc.
- F. Describe if the project / programme overlaps or duplicates similar activities from other funding sources.
- G. Describe the activities included in the project / programme to gather lessons learned from project design and implementation and for their dissemination.
- H. Describe the consultative process undertaken during project design. List the stakeholders consulted, including vulnerable communities, including gender considerations, and the methods of consultation. The consultative process shall be concluded before the fully developed project / programme is submitted.
- I. Provide the full cost of adaptation reasoning for the funding requested for the project / programme.
- J. Describe how the sustainability of the project/programme outcomes has been taken into account when designing the project.

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

- A. Adequacy of project / programme management arrangements. For the case of a programme, explain how the programme strategy will be managed and evaluated, and how individual projects will be identified, designed, appraised, approved, implemented and evaluated against programme's strategic objectives. Provide a full organogramme of the executing agents and how they report to each other.
- B. Measures for financial and project / programme risk management. For the case of a programme, provide detailed information to illustrate how risk will be managed.
- C. Monitoring and evaluation arrangements including budgeted M&E plan and sex-disaggregated targets and indicators. Include break-down of how Implementing Entity fees will be utilized in the supervision of the monitoring and evaluation function.

- D. Results framework. The results framework should include at least one of the core outcome indicators of the Adaptation Fund's results framework. Please refer to the *Project level results framework and baseline guidance* for the AF's results framework and for further assistance on how to develop a project/programme results framework and baseline.
- E. A detailed budget with budget notes, a budget on the Implementing Entity management fee use, and an explanation and a break-down of the execution costs.
- F. A disbursement schedule with time-bound milestones.

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

- 9. **RECORD OF ENDORSEMENT BY DESIGNATED 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 proposal.
- 10. **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.



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Letter of Endorsement by Government

[Government Letter Head]

[Date of Endorsement Letter]

To: The Adaptation Fund Board
c/o Adaptation Fund Board Secretariat
Email: Secretariat@Adaptation-Fund.org
Fax: 202 522 3240/5

Subject: Endorsement for [Title of Project]

In my capacity as designated authority for the Adaptation Fund in [country], I confirm that the above (select national or regional) project/programme proposal is in accordance with the government's (select national or regional) priorities in implementing adaptation activities to reduce adverse impacts of, and risks, posed by climate change in the (select country or region).

Accordingly, I am pleased to endorse the above project/programme proposal with support from the Adaptation Fund. If approved, the proposal will be coordinated and implemented [National or Multilateral Implementing Entity] and executed by [national or local executing entity].

Sincerely,

[Name of Designated Government Official]
[Position/Title in Government]



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ADAPTATION FUND BOARD SECRETARIAT TECHNICAL REVIEW OF PROJECT/PROGRAMME PROPOSAL

PROJECT/PROGRAMME CATEGORY: (select)

Country/Region:

Project/Programme Title:

AF Project ID:

NIE/MIE Project/Programme ID:

Regular Project/Programme Concept Approval Date (if applicable):
applicable):

Requested Financing from Adaptation Fund (US Dollars):

Anticipated Submission of final RP document (if

AFB Secretariat Screening Manager:

NIE/MIE Contact Person:

Review Criteria	Questions	Comments
Country Eligibility	1. Is the country party to the Kyoto Protocol?	
	2. Is the country a developing country particularly vulnerable to the adverse effects of climate change?	
Project Eligibility	1. Has the designated authority for the Adaptation Fund endorsed the project/programme?	
	2. Does the project / programme support concrete adaptation actions to assist the country in addressing adaptive capacity to the adverse effects of climate change and build in climate resilience?	
	3. Does the project / programme provide economic, social and environmental benefits, particularly to vulnerable communities, including gender considerations?	
	4. Is the project / programme cost effective?	

	5. Is the project / programme consistent with national or sub-national sustainable development strategies, national or sub-national development plans, poverty reduction strategies, national communications and adaptation programs of action and other relevant instruments?	
	6. Does the project / programme meet the relevant national technical standards, where applicable?	
	7. Is there duplication of project / programme with other funding sources?	
	8. Does the project / programme have a learning and knowledge management component to capture and feedback lessons?	
	9. Has a consultative process taken place, and has it involved all key stakeholders, and vulnerable groups, including gender considerations?	
	10. Is the requested financing justified on the basis of full cost of adaptation reasoning?	
	11. Is the project / program aligned with AF's results framework?	
	12. Has the sustainability of the project/programme outcomes been taken into account when designing the project?	
Resource Availability	1. Is the requested project / programme funding within the cap of the country?	
	2. Is the Implementing Entity Management Fee at or below 8.5 per cent of the total project/programme budget before the fee?	
	3. Are the Project/Programme Execution Costs at or below 9.5 per cent of the total project/programme budget (including the fee)?	

Eligibility of NIE/MIE	4. Is the project/programme submitted through an eligible NIE/MIE that has been accredited by the Board?	
Implementation Arrangement	1. Is there adequate arrangement for project / programme management?	
	2. Are there measures for financial and project/programme risk management?	
	3. Is a budget on the Implementing Entity Management Fee use included?	
	4. Is an explanation and a breakdown of the execution costs included?	
	5. Is a detailed budget including budget notes included?	
	6. Are arrangements for monitoring and evaluation clearly defined, including budgeted M&E plans and sex-disaggregated data, targets and indicators?	
	7. Does the M&E Framework include a break-down of how implementing entity fees will be utilized in the supervision of the M&E function?	
	8. Does the project/programme's results framework align with the AF's results framework? Does it include at least one core outcome indicator from the Fund's results framework?	
	9. Is a disbursement schedule with time-bound milestones included?	
Technical Summary		
Date:		