**TEMPLATE FOR EVALUATION OF READINESS GRANT PROJECTS**

1. **COMPLETION REPORT AT LEAST THREE MONTHS BUT NOT MORE THAN SIX MONTHS AFTER PROJECT COMPLETION**

**Implementing Entity:**

**Country:**

**Adaptation Fund Project I.D:**

**Grant Type:** [TA Grant or S-S Cooperation Grant]

**Grant Description:** [short description of what the grant was used for/description of the project - should be just 2-3 sentences long]

|  |  |  |  |
| --- | --- | --- | --- |
| **Support Activity Provided/Received** | **Expected Outcomes** | **Outcome Achieved/Not Achieved** | **Comment/Explanation (also explain any deviation from initial plan)** |
| e.g.1. screening exercise under a South-South cooperation grant. | e.g.1. A suitable NIE candidate is nominated based on an informed decision. | e.g.1. achieved | e.g.2. The [name of entity/organization] was nominated as the most suitable candidate that would be able to comply with the requirements of the AFB for accreditation. It was also more flexible enough in its operations to be able to quickly transform to and respond to the workload demand of the accreditation process. The [name of entity/organization] has submitted an application for accreditation with the AFB.  |
| e.g.2. Development of procedures manual/guidelines for screening projects for environmental and social risks under a grant for technical assistance. | e.g.2. Selected adaptation projects do not cause detrimental damage and impact to people and nature. | e.g.2. achieved | e.g.2. NIE staff have started using the screening checklist for environmental, social and gender risks in line with the AF ESP. With use of the checklist, project identification and preparation now takes a shorter time and environmental, social and gender risks are more effectively addressed.  |
| **Budget** | State whether overall expenditure was over or under the planned budget and give brief explanation for deviations of more than 30%.  |
| **Overall outcome** | If support was for accreditation state current status of accreditation of the supported candidate NIE. If support was to receive ESP and/ or gender policy support, state the current status of ESP and/ or gender policy implementation (e.g. is staff training on the NIE’s ESP and/ or gender policy now an operational aspect of the NIE? Is the NIE training its executing entities on ESP and/ or gender policy? Is there now a functional complaints handling mechanism for ESP and/ or gender policy? Was a staff position created for ESP and/ or gender policy? etc) |

**General Comment:** [any comment on process or to the secretariat]

**Implementing Entity Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**