



ADAPTATION FUND

AFB/B.29/8
6 March 2017

Adaptation Fund Board
Twenty-ninth meeting
Bonn, Germany, 16-17 March 2017

Agenda item 11

PROPOSED FRAMEWORK FOR THE READINESS PROGRAMME

Background

1. The Adaptation Fund Board (the Board) at its twenty-seventh meeting had discussed the progress made in Phase II of the Readiness Programme and integrating the programme into the Adaptation Fund (the Fund) work plan and budget in a more permanent manner. At this meeting, the Board decided to:

- a) *Take note of the progress report for phase II of the Readiness Programme;*
- b) *Integrate the Readiness Programme into the Adaptation Fund work plan and budget; and*
- c) *Approve the proposal for the Readiness Programme for the fiscal year 2017 (FY17), comprising its work programme for FY17 with the funding of US\$ 616,500 to be transferred to the secretariat budget and US\$ 590,000 for direct transfers from the resources of the Adaptation Fund Trust Fund for allocation as small grants.*

(Decision B.27/38)

2. This document reaffirms the objectives of the Readiness Programme as identified by the Board, brings to the attention of the Board the issues for its consideration to give guidance to the secretariat on further steps to action the integration of the programme into the Fund's work plan and budget as per decision B.27/38.

Objectives of the Readiness Programme

3. At its twenty-first meeting, the Board recognized the need for a programme to support readiness for direct access to climate finance whose overall goal would be to increase the number of accredited national implementing entities (NIEs) and strengthen the overall capacity of NIEs through a range of capacity enhancement measures, ranging from support in the identification of potential NIEs within a country to strengthening the appraisal, design, implementation, and monitoring of adaptation projects and programmes undertaken by NIEs and Regional Implementing Entities (RIEs). In recognition of the urgent need to fulfil these gaps, the Board articulated the specific objectives of the Readiness Programme through decision B.21/28 to be:

- (i) to increase the preparedness of applicant national implementing entities seeking accreditation by the Adaptation Fund, and
- (ii) to increase the number of high quality project/programme proposals submitted to the Board within a reasonable time period after accreditation.

4. The decision of the Board was supported by Parties to the Kyoto Protocol at the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 10), at which the Parties recognized the Adaptation Fund Readiness Programme and decided to invite *further support for the readiness programme of the Adaptation Fund Board for direct access to climate finance in accordance with decision 2/CMP.10, paragraph 5.*¹ The

¹ Decision 1/CMP.10, paragraph 9.

Parties also requested the Board to consider, under its readiness programme, the following options for enhancing the access modalities of the Adaptation Fund:

- (a) Targeted institutional strengthening strategies to assist developing countries, in particular the least developed countries, to accredit more national or regional implementing entities to the Adaptation Fund;
- (b) Ensuring that accredited national implementing entities have increased and facilitated access to the Adaptation Fund, including for small-sized projects and programmes;²

Key components of the Readiness Programme

5. Having established a clear mandate for the Readiness Programme and following guidance from the CMP, the Board had further identified priority intervention areas for the programme and approved four key components³ under which readiness support activities would be planned and implemented. By organizing the implementation of activities around four key components, the Readiness Programme is able to promote lessons learned and exchange of best practice during the full Adaptation Fund financing cycle, from accreditation through project design, implementation and reporting. In addition, the four key components provide a framework for strengthening the promotion of Direct Access,⁴ which remains a niche for the Fund and is at the core of readiness support activities. It is proposed that the four key components be updated to reflect the current global trends and capacity needs in the demand for readiness support for the programming of climate finance for adaptation. A comparison of the description of the four key components as previously approved by the Board and the proposed context in which the four key components could be articulated is provided in Annex I to this document. The four key components could be described below as follows:

- (i) Component 1: Support to accredited implementing entities. Under this component the Readiness Programme will seek to increase the capacity of newly accredited entities including entities that are in the first five years of accreditation, and those that are seeking re-accreditation with the Fund, to design, develop and implement adaptation projects/programmes and to comply with the Fund's policies and procedures, in particular the environmental and social policy (ESP) and the gender policy (GP).
- (ii) Component 2: Cooperation/Partnership with climate finance readiness providers. Under this component the Readiness Programme will strive to enhance capacity building for project development, monitoring and evaluation by accredited entities and entities seeking accreditation with the Fund through partnerships with other organizations providing readiness support for climate finance and/or working on climate change adaptation.

² Decision 2/CMP.10, paragraph 5.

³ See document AFB/B. 25/5

⁴ Direct Access under the Adaptation Fund means national implementing entities are able to directly access financing without a third party and manage all aspects of climate adaptation and resilience projects

- (iii) Component 3: Support to countries seeking accreditation. Under this component the Readiness Programme will advance progress to meet the rising demand by developing countries for climate finance from the Fund, and particularly encourage Direct Access, taking due consideration to also support least developed countries (LDCs) and small island developing states (SIDS). The Readiness Programme will seek to increase the capacity of NIEs to meet the Fund's fiduciary standards and comply with policies and procedures of the Fund, in particular the ESP and the GP.
- (iv) Component 4: Knowledge management. Under this component the Readiness Programme will seek to enhance implementation of the Fund's Knowledge Management Strategy by supporting capacity enhancement for implementing entities in the generation and management of knowledge, and the dissemination of adaptation experience and lessons learnt. The programme will continue to contribute towards raising awareness of the Fund's Climate Finance Ready microsite (an online collaboration and knowledge sharing platform) and providing content to it.

6. Activities identified and planned under the four key components would be approved by the Board annually and implemented as per the budget also approved by the Board annually.

Further steps to integrate the Readiness Programme into the Adaptation Fund operations, policies and guidelines, strategies, work plan and budget

7. Following the decision by the Board to make the Readiness Programme a permanent feature of the Adaptation Fund and integrate it into the Fund's work plan and budget, the programme's operational procedures would need to be further aligned with those of the Fund, particularly with regard to projects implemented by accredited entities through approved readiness grants. Procedural issues also relate to aligning the programme with policies and strategies of the Fund, and at the same time continue to realize the overall objectives of the Board for the programme.

8. The administrative budget for the Readiness Programme would continue to be a part of the main secretariat administrative budget, but be presented separately to allow for clear tracking. Some of the procedural issues referred to above could require additional budget, e.g. where an external consultant might be required if an entire policy needs to be updated, whilst some will be managed in-house and require secretariat staff time e.g. in the case where a policy and strategy needs minor amendment. The strategies and policies of the Fund and related elements to consider for alignment and integration of the Readiness Programme into the operations of the Fund are described briefly below.

8.1. *The Adaptation Fund Operational Policies and Guidelines (OPG).* The Funds OPG document would need to be updated to include readiness support for accreditation and procedures for review and approval of projects under the Readiness Programme, including the requirements for project monitoring and evaluation under the Readiness Programme. The OPG would be updated to indicate that monitoring, evaluation and reporting for projects approved under the Readiness Programme will be as per the templates and other guidance documents prepared and approved by the Board specifically for use on readiness projects. In addition, the overall evaluation of programmes of the Fund could be updated to include

information on readiness programme benefits/contribution to overall project/programme results.

8.2. *The Adaptation Fund Medium Term Strategy.* The Fund's medium term strategy which is still under development, will outline the strategic priorities of the Adaptation Fund. It will also include the Fund's theory of change which outlines how the Fund intends to achieve results. As per Board Decision B.28/46, the medium-term strategy is expected to be complete by the 30th meeting of the Board. While the theory of change and outcomes in the Fund's medium term strategy may take the Readiness Programme into consideration, following completion of the strategy, the Readiness Programme would need to be refined as needed, to operate within the framework of the medium term strategy and effectively contribute towards the Fund's strategic direction.

8.3. The current results framework for the Readiness Programme consists of outcomes, outputs and indicators that were developed for Phase I and Phase II of the programme as per document AFB/B.22/6 and document AFB/B.23/5. As the programme completes the transition into a more permanent feature of the Fund, there is need to update its existing results framework to reflect long term outcomes and impacts that are aligned to the Fund's medium term strategy, if the strategy is approved by the Board. The medium term strategy, if approved, would also outline a framework for the Fund's strategic results architecture and theory of change as proposed in the document on optional elements of a medium term strategy, which the results framework of the Readiness Programme would need to align and at the same time retain its relevance to the specific objectives of the programme as set by the Board.⁵

8.4. *The operational aspects (monitoring, reporting and evaluation) of the Readiness Programme,* particularly the projects implemented with support of approved readiness grants, would also need to be integrated into the Fund's performance monitoring and evaluation system for Adaptation Fund projects including the Fund's knowledge management strategy. However, knowledge management is discussed separately below. Projects under implementation with support of approved readiness grants need to be monitored and evaluated as part of the Fund's performance monitoring, reporting, and evaluation system. However, as such projects are small and usually expected to be implemented and completed within a year, the monitoring and evaluation will be designed to be commensurate with the level of funding and duration, while being able to deliver concise information related to progress and lessons learnt. It is proposed that the Fund's standard legal agreement for readiness grants be updated to include more specific monitoring and reporting requirements for the grants and to align with updates made to the standard legal agreement for regular projects of the Fund, e.g. aligning with changes being made to the standard legal agreement for regular projects under the section on material change. The updated standard legal agreement for readiness grants is proposed to be presented to the Board intersessionally for approval between the twenty-ninth and thirtieth meetings of the Board. Proposed draft templates for implementing entities to send a notification of project start, notification of project completion, and to report to the secretariat on monitoring and evaluation of projects under the Readiness Programme are attached in Annex II, Annex III, Annex IV and Annex V respectively.

⁵ See decision B.21/28

8.5. *Related to project implementation is the Fund's policy for project/programme delays* which was adopted by the Board in July 2013 before the launch of the Readiness Programme. The policy would need to be updated taking into account the short duration of projects under the Readiness Programme to include provisions for procedural issues related to project start, submission of performance and evaluation reports, and requests for project extension.

8.6. *The Adaptation Fund Knowledge Management Strategy.* Generating, managing and disseminating knowledge and lessons learnt is a critical component of the Readiness Programme. The programme would need to be aligned with the knowledge management strategy of the Fund and contribute to implementation of activities and achievement of objectives in the Fund's knowledge management action plan. Related outcomes and outputs in the results framework of the Readiness Programme would need to reflect coherence with the Fund's knowledge management strategy with provision for flexibility in implementation to enable some activities of the Readiness Programme to directly contribute to the knowledge roadmap and knowledge framework as outlined in the Fund's knowledge management strategy and action plan.

8.7. In addition to the monitoring reports submitted by implementing entities for each of the readiness grants they would have received, there is need to capture the overall experiences and lessons learnt by implementing entities during the implementation of readiness projects to contribute to the overall knowledge management and RBM system of the Fund. As implementing entities are already required to submit related information for regular projects/programmes through an annual project performance report (PPR), the structure of the PPR could be updated to include a section for readiness grants to capture NIE experiences, lessons learnt and an evaluation of how the readiness grant benefited/contributed to achievement of the NIE's regular project/programme outcomes or results. Consolidated information from these reports would then feed into the overall knowledge management system and overall evaluation of the Fund.

9. The Board may wish to:
- (a) Approve the framework for the Readiness Programme as contained in document AFB/B.29/8
 - (b) Request the secretariat to implement further steps to integrate the Readiness Programme into the Adaptation Fund operations, policies and guidelines, strategies, work plan and budget and:
 - (i) Update the Adaptation Fund Operational Policies and Guidelines to include procedures for review and approval of projects under the Readiness Programme for consideration by the Board at its thirtieth meeting
 - (ii) Update the results framework of the Readiness Programme to align with the Adaptation Fund medium term strategy when complete.
 - (iii) Update the results framework of the Readiness Programme in line with the Adaptation Fund Results Based Management System (RBM) and knowledge management strategy for consideration by the Board at its

thirtieth meeting. This includes updating the Fund's project performance report (PPR) template to enable national implementing entities to capture and evaluate their experience and lessons learnt from using readiness grants and the resulting added benefits of the grants for the implementing entities to achieve desired outcomes or results from regular projects/programmes of the Fund

- (iv) Update the standard legal agreement for readiness grants for consideration by the Board intersessionally between its twenty-ninth and thirtieth meetings
 - (v) Update the Adaptation Fund policy for project/programme delays to include provisions for procedural issues related to project start, submission of performance and evaluation reports, and requests for project extension under the Readiness Programme for consideration by the Board intersessionally between its twenty-ninth and thirtieth meetings
 - (vi) Communicate to implementing entities that they should send a notification of project start, notification of project completion, and a report to the secretariat on monitoring and evaluation of projects under the Readiness Programme using the templates annexed in document AFB/B.29/8
- (c) Request the secretariat to proceed with the implementation of the Readiness Programme in accordance with the approved framework.

ANNEX I: PROPOSED ARTICULATION OF READINESS PROGRAMME KEY COMPONENTS

Readiness Programme components as described in document AFB/B. 25/5	Proposed updated articulation of Readiness Programme components
<p><u>Component 1: Support to Accredited Implementing Entities</u></p> <p><u>Description:</u> From the feedback provided by the AF's accredited entities, the secretariat has identified a number of areas of support particularly after an NIE has been accredited.</p> <p><u>Activities:</u> The activities that fall under this component include:</p> <ul style="list-style-type: none"> (a) <i>AF Introduction seminar:</i> familiarizing all accredited IEs with AF policies and procedures and training them on preparing quality projects and programmes for adaptation (yearly – July). The focus would be for newly accredited NIEs however all accredited IEs would be encouraged and welcome to come. Thematic issues such as community consultation process, environmental and social impact assessment and management plans, and/or procurement practices will be identified and be developed through the seminars mentioned under component 2(c). (b) <i>Peer-to-Peer learning:</i> facilitating peer-to-peer learning among the AF NIEs. Activities would include periodic webinars on a particular topic (i.e. procurement, stakeholder engagement, M&E etc.); convening NIEs/RIEs at key UNFCCC meetings that many NIE representatives attend; connecting NIEs that might be struggling with similar issues. 	<p><u>Component 1: Support to Accredited Implementing Entities</u></p> <p><u>Description:</u> Under this component the Readiness Programme will seek to increase the capacity of newly accredited entities including entities that are in the first five years of accreditation, and those that are seeking re-accreditation with the Fund, to design, develop and implement adaptation projects/programmes and to comply with the Fund's policies and procedures, in particular the environmental and social policy (ESP) and the gender policy (GP). Instruments and tools that could be used to advance this component include: NIE introduction seminars, webinars, workshops, small grants to support project technical design and implementation of the Fund's policies, and cooperation with partners to support project design and implementation and provide on-going support to the Fund's NIE community of practice.</p> <p><u>Activities:</u> Activities under this component could be approved by the Board annually and simultaneously with the Readiness Programme annual administrative budget.</p>

<p>(c) <i>Environmental and Social Policy</i>: continuing to provide small grants for accredited NIEs to strengthen their capability to address and manage environmental and social risks within their projects/programmes, in accordance with the Fund’s environmental and social policy;</p> <p>(d) <i>Project Formulation Assistance</i>: providing additional support to accredited NIEs for project formulation; the AF has partnered with the Climate Technology Centre and Network (CTCN) to help provide technical assistance for projects promoted by national implementing entities in developing countries and will encourage NIEs to seek out this support; additional small grants on top of PFGs for NIEs that need funding to undertake a specific technical assessment (i.e. EIA, vulnerability assessment etc.)</p>	
<p><u>Component 2: Cooperation/Partnership with Climate Finance Readiness Providers</u></p> <p><u>Description</u>: A major success of Phase I has been the partnerships and joint- activities the AF has built and undertaken with other organizations around the globe. Component 2 would build upon the existing partnerships established and forge new ones.</p> <p><u>Activities</u>: The activities that fall under this component include:</p> <p>(a) <i>Community of Practice and Training</i>: training/guidance for NGOs, multilaterals and bilateral organizations etc. already working with NIEs to get accredited; Partnering with the Green Climate Fund (GCF) to convene those working on Readiness</p>	<p><u>Component 2: Cooperation/Partnership with Climate Finance Readiness Providers</u></p> <p><u>Description</u>: Under this component the Readiness Programme will strive to enhance capacity building for project development, monitoring and evaluation by accredited entities and entities seeking accreditation with the Fund through partnerships with other organizations providing readiness support for climate finance and/or working on climate change adaptation. Tools that could be used to advance this component include: Working with various partners on joint activities, build upon existing partnerships, and forging new partnerships to reach more vulnerable communities from developing countries across the globe.</p>

(similar to the AF's first Climate Finance Readiness seminar) – this could become a yearly event.

- (b) *Strengthening Country Level Monitoring and Evaluation*: provide training and guidance in partnership with the Climate Investment Funds (CIFs) and GCF to help build capacity on M&E for climate finance – the AF can partner with both the CIFs and GCF to develop trainings for more effective M&E that will help all funds and strengthen countries' ability to track results. Such a partnership could also help increase coherence on M&E in the longer term.
- (c) *Joint Seminars*: continuing to partner with other organizations and funds to undertake joint-workshops/seminars on the accreditation process and project development. The secretariat has already had initial discussions with organizations for undertaking seminars in FY16. Potential partner organizations include the Economic Community of West African States (ECOWAS), the Sahara and Sahel Observatory (OSS), the Heinrich Boell Foundation, the United Nations Economic Commission for Africa (UNECA), the Green Climate Fund (GCF) and the World Resources Institute (WRI). The focus in FY16 will be in the following regions:
- i. West Africa: hold a seminar focusing on providing support to West African countries on NIE accreditation and project development.

Activities: Activities under this component could be approved by the Board annually and simultaneously with the Readiness Programme annual administrative budget.

<p><i>ii.</i> North Africa and the Middle East: hold a seminar focusing on providing support to countries in the region seeking accreditation.</p> <p><i>iii.</i> East and Central Africa: hold a seminar focusing on providing support to countries in the region on accessing adaptation finance, including NIE and RIE accreditation and AF project development.</p>	
<p><u>Component 3: Support to Countries Seeking Accreditation</u></p> <p><u>Description:</u> There is a lot of demand for the AF to continue its support to countries wishing to make use of the direct access modality. Component 3 focuses on providing support on the accreditation process.</p> <p><u>Activities:</u> Activities include:</p> <ul style="list-style-type: none"> (a) <i>South-south grants:</i> As in Phase I – the secretariat would launch a call for proposals developed and run by NIEs; (b) <i>Seminars on Climate Readiness:</i> These will all be in cooperation/partnership with other organizations. See bullet (c) under component 2 (c) <i>Tools and guidance documents:</i> many of the initial guidance/tools for the accreditation process are outdated. These would be updated and improved to better suit the needs of accreditation applicants. 	<p><u>Component 3: Support to Countries Seeking Accreditation</u></p> <p><u>Description:</u> Under this component the Readiness Programme will advance progress to meet the rising demand by developing countries for climate finance from the Fund, and particularly encourage Direct Access, taking due consideration to also support least developed countries (LDCs) and Small Island Developing States (SIDS). The Readiness Programme will seek to increase the capacity of national implementing entities to meet the Fund’s fiduciary standards and comply with policies and procedures of the Fund, in particular the environmental and social policy (ESP) and the gender policy. Instruments and tools that could be used to advance this component include: Workshops, guidance documents, and where possible, facilitating capacity building for the application of such guidance documents by entities, and providing South-South cooperation grants to support accreditation with the Fund.</p> <p><u>Activities:</u> Activities under this component could be approved by the Board annually and simultaneously with the Readiness Programme annual administrative budget.</p>
<p><u>Component 4: Knowledge Management</u></p>	<p><u>Component 4: Knowledge Management</u></p>

Description: In Phase I significant strides were made in this area – especially with the launch of the Climate Finance Readiness microsite.

Activities: Component 4 will build on the work done in Phase I through the following activities:

- (a) *Lessons Learned/Case Studies Adaptation Financing, Adaptation Projects:* case studies would be digital, print, and optimized for mobile; dissemination would be on all appropriate channels and would leverage partnerships; several studies by outside organizations are being undertaken or have been about the AF's accreditation process and the AF's NIEs – it will be useful for the secretariat to lead a study of its own and out of that develop several cases that would be useful for others applying for accreditation (this would also include cases of unsuccessful candidates).
- (b) *Continue Support for Knowledge Microsite:* continue to work with CDKN to provide relevant content, publicize, and expand partnership of site.
- (c) *Media Outreach:* ongoing outreach to traditional and digital media to make relevant media aware of Fund direct access and capacity building.

Description: Under this component the Readiness Programme will seek to enhance implementation of the Fund's Knowledge Management Strategy by supporting capacity enhancement for implementing entities in the generation and management of knowledge, and the dissemination of adaptation experience and lessons learnt. The programme will continue to contribute towards raising awareness of the Fund's Climate Finance Ready microsite (an online collaboration and knowledge sharing platform) and providing content to the microsite. Tools that could be used to advance this component include: Media outreach, case studies, webinars, as well as various social media and web-based tools such as the Climate Finance Ready microsite, the Fund's website and Facebook.

Activities: Activities under this component could be approved by the Board annually and simultaneously with the Readiness Programme annual administrative budget.

ANNEX II: DRAFT NOTIFICATION TEMPLATE FOR START/INCEPTION OF READINESS GRANT PROJECTS

Implementing entity address
Address

[Date]

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

Subject: Notification of readiness project inception

This letter is to inform you that the project to implement the grant proposal for [*South-South cooperation*] [*Technical assistance for the ESP and gender policy*] [*Gender policy*] approved by the Adaptation Fund Board on [Date] has officially started. Details of the project inception are below:

Implementing Entity:

Country:

Grant Type: [*TA Grant for the ESP and gender policy*] [*South-South Cooperation Grant*] [*TA Grant for the gender policy*]

Project Description: Grant to support national implementing [*accreditation through South-South cooperation*] [*sourcing of technical assistance for assessment and management of environmental, social and gender risks within projects and programmes*] [*sourcing of technical assistance for assessment and management of gender risks within projects and programmes*] in [*name of country*]

Project Start Date: [Date]

Expected Project Completion Date: [Date]

Sincerely

[Name]

[Position]

[Email]

[Telephone]

ANNEX III: DRAFT NOTIFICATION TEMPLATE FOR COMPLETION OF READINESS GRANT PROJECTS

Implementing entity address
Address

[Date]

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

Subject: Notification of readiness project completion

This letter is to inform you that the project to implement the grant proposal for [*South-South cooperation*] [*Technical assistance for the ESP and gender policy*] [*Gender policy*] approved by the Adaptation Fund Board on [Date] has officially been completed. Details of the project completion are below:

Implementing Entity:

Country:

Grant Type: [*TA Grant for the ESP and gender policy*] [*South-South Cooperation Grant*] [*TA Grant for the Gender Policy*]

Project Description: Grant to support national implementing [*accreditation through South-South cooperation*] [*sourcing of technical assistance for assessment and management of environmental, social and gender risks within projects and programmes*] [*sourcing of technical assistance for assessment and management of gender risks within projects and programmes*] in [*name of country*]

Project Start Date: [Date]

Project Completion Date: [Date]

Sincerely

[Name]

[Position]

[Email]

[Telephone]

ANNEX IV: DRAFT TEMPLATE FOR MONITORING OF READINESS GRANT PROJECTS
A. MONITORING REPORT SIX MONTHS AFTER PROJECT INCEPTION
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 is being used for/description of the project – should be just 2-3 sentences long]

Support Activity Provided/Received	Expected Outputs	Progress (include completion Date "month & year")	Comments/Explanation (also explain any deviation from initial plan)
e.g.1. screening exercise	e.g.1. screening report	e.g.1. completed Jan 2016	e.g.2. A workshop was held in [city X] with potential NIE institutions and the DA of [country Y] to introduce the AF accreditation process and the main features of an operational NIE. The screening report was shared with all participants.
e.g.2. Development of procedures manual/guidelines for screening projects for environmental and social risks	e.g.2. A checklist for screening projects against environmental and social risks/ A guideline document for screening adaptation projects against environmental and social risks.	e.g.2. On-going	e.g.2. Work is still on-going. There was a short delay in starting the activity because the preferred consultant was not immediately available and another consultant had to be found. The consultant has completed desk reviews and stakeholder consultations and is synthesizing the checklist. The checklist is expected to be finalized by March 2016.

Implementing Entity Contact Person: _____

Email: _____

ANNEX V: DRAFT TEMPLATE FOR EVALUATION OF READINESS GRANT PROJECTS**B. 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:** _____