

OPG Annex 7: Policy on Project Post-Approval Requests for Changes in Projects/Programmes (Amended in April 2025)

Introduction

1. To ensure resources are used effectively and align with stated objectives, the Adaptation Fund Board (the Board) has approved the Policy on Project Post-Approval Requests for Changes. The policy aims to facilitate the efficient implementation of projects/programmes while allowing for necessary revisions or changes in response to evolving circumstance after the projects/programmes are approved.
2. The policy provides a framework within which Implementing Entities (IEs) may raise requests to make changes to the originally approved project/programme document and related grant agreements to accommodate issues arising after Board approval. The policy applies to the following types of grants:
 - Action: Regular projects and programmes and Locally Led Adaptation (LLA) projects and programmes.
 - Innovation: Large innovation projects and programmes, small innovation grants and Adaptation Fund Climate Innovation Accelerator (AFCIA) programmes.
 - Learning and sharing: Learning Grants, including Learning-Innovation Bundled Grants.
 - Readiness: Project Scale-up, Readiness Package, Technical Assistance Grants for the Environment and Social Policy, and Gender Policy, and Technical Assistance Grants for the Gender Policy.
3. Post-approval requests for changes in projects/programmes should not be considered endorsed until formally approved by the Board and/or cleared by the secretariat, as applicable.
4. For those requests requiring Board approval, the secretariat will prepare the relevant documents assessing the request for change upon receipt of the required documents from the IE. These requests will be submitted to the Board for its consideration either intersessionally or at the Board meetings, as appropriate.

Requests for direct project/programme services

5. Direct project/programme services refer to services carried out by IEs on behalf of an Executing Entity (EE). They may relate for instance to procurement and payment management and may be identified either prior to project/programme approval or after approval (prior to the start of the project or during implementation).
6. The Board confirmed the separation between implementing and execution services as a key principle and decided (decision B.18/30) that execution services will only be provided by IEs on an exceptional basis, upon receipt of both a written request from the IEs providing rationale for the provision of direct services, and a letter from the designated authority(ies) endorsing such a request.
7. The Board has decided (decision B.17/17, subparagraph (f)) to cap execution costs for

projects/programmes implemented and executed by the same entity at 1.5% of the project/programme cost. Regardless of being submitted prior or after project/programme approval, requests for direct project services shall be submitted to the secretariat before an agreement is signed between the IE and the government or executing entity for the provision of those services.

8. Projects and programmes approved by the Board shall, at the time of approval, present a viable implementation framework delineating the respective roles and responsibilities of IEs and EEs. Notwithstanding, circumstances may arise during implementation that necessitate a reassessment and potential revision of such roles.

9. Request for direct project/programme services submitted to the secretariat after Board approval of a project (either prior to the start of the project or during implementation of the project) will only be considered under exceptional circumstances and shall require Board approval.

10. Any IE wishing to submit requests for direct project services after Board approval must submit the following as part of the request, at minimum:

- (i) A letter from the IE justifying the request for direct project services and explaining how the costs associated with direct project services were established and detailing how they will be covered from the project execution cost;
- (ii) A letter from the Executing entity(ies) confirming that it has requested the IE to provide such direct project services;
- (iii) A letter from the designated authority(ies) endorsing the request for direct project services.

11. Requests for provision of direct project services shall be reviewed and cleared by the secretariat.

Requests for budget reallocation (material and minor changes)

12. A material change is defined as any cumulative total budget modification at the output level where the variance between the revised budget and the original budget amounts to twenty percent (20%) or more of the total project or programme budget.

13. Any budget reallocation request that results in a cumulative change of less than twenty percent (20%) at the output level is considered a minor change and does not constitute a material change under this policy.

14. In determining whether a proposed budget reallocation constitutes a "material change" or a "minor change," the IE shall calculate the cumulative sum of all reallocations at the output level in absolute terms, inclusive of the IE fee and EE costs. This total shall then be divided by the overall approved budget of the project or programme. It's recommended for Implementing Entities to use the budget reallocation [calculator tool](#) available online for accuracy and consistency in calculations.

15. An Implementing Entity requesting a budget reallocation shall submit a formal request to the secretariat for consideration. The request must include the following:

- (i) A revised budget at output level, presented in comparison to the original budget, including the output-level budget variance;
- (ii) A revised project/programme results framework, if applicable, with all modifications clearly indicated using track changes for comparison with the original framework;
- (iii) A letter from the IE detailing the material change and the reasons for its necessity; and
- (iv) A letter from the designated authority(ies) endorsing the material change.

16. The approved implementing entity fees and executing entity costs shall apply and shall not be exceeded due to budget reallocation.

17. Requests for budget reallocations less than twenty percent (20%) at the output level ('a minor change') will be reviewed and cleared by the secretariat, whereas any reallocation exceeding this threshold ('a material change') shall require approval from the Board.

Requests for revising project/programme results frameworks

18. Implementing Entities shall promptly inform the secretariat and the Designated Authority(ies) of any intended changes to the project/programme results framework. These changes may be classified as either major or minor revisions.

19. A major revision to the project/programme results framework refers to a change in the scope of the project/programme that results in a significant deviation from the project/programme expected adaptation outcomes or goals. While the classification of a revision as major or minor is based on the secretariat's assessment of the specific circumstances and nature of the project or programme, revisions are generally considered major when they involve changes of 20% or more of the total project or programme budget.

20. Major revisions shall require Board approval and may necessitate a comprehensive technical review of the revised fully developed project/programme document by the Project and Programme Review Committee.

21. The secretariat will review and clear all minor revisions to the results framework.

22. When requesting either a major or minor revisions to the results framework IEs must submit the following documents to the secretariat:

- (i) A revised fully developed project/programme document in track changes, reflecting all modifications induced by the proposed revisions in project/programme results frameworks throughout the project/programme document;
- (ii) A letter from the IE providing background information and an explanation on the proposed revisions, including details on updated Environmental and Social Policy (ESP) and Gender Policy (GP) screenings, as well as outcomes of the consultative processes, whenever relevant;

- (iii) A letter from the Designated Authority(ies) endorsing the proposed revision(s) in project/programme results framework.

23. Upon receipt of the request for the revisions to the project/programme results framework and the required documents, the secretariat will clear the proposed minor revisions or in the case of major revisions, prepare its assessment on the IEs' request for a major revision of the project/programme results framework and submit it to the Board for consideration.

24. Any changes at project activity level, or associated indicators or targets, including introductions, modifications and deletions, which do not impact the project/programme results framework, are categorized as minor revision, for which IEs are requested to inform the secretariat through the Project Performance Report (PPR).

Requests for revising project/programme disbursement schedules

25. Implementing Entities wishing to revise project/programme disbursement schedule shall submit their request to the secretariat and shall not implement the proposed change before the clearance by the secretariat and/or the Board's approval. The request shall include the following:

- (i) A revised fully developed project/programme document in track changes, reflecting all changes induced by the proposed revisions in disbursement schedule, including in Part III.G (detailed budget) and Part III.H (disbursement schedule) of the proposal template;
- (ii) A letter from the IE providing background information and an explanation on the proposed revision, using the template available as an annex to this policy;
- (iii) A letter from the designated authority(ies) endorsing the revision of project/programme disbursement schedule.

26. Upon receipt of the required documents, the secretariat will consider and clear the revision in the disbursement schedule. Once cleared by the secretariat, the revision of the project/programme disbursement schedule will trigger the process of amending the project/programme agreement signed between the Board and the IE.

Requests for changes in project/programme target sites

27. During project implementation the IE may request a change in the originally approved project site for several reasons. There could be exceptional circumstances that the originally approved project site would need to be changed. For instance, the risks that the project aimed to address at the original site may have significantly changed, rendering the initial location unsuitable for the project's objectives. Other factors, such as logistical challenges, may necessitate a relocation to ensure the project's successful implementation and alignment with its goals.

28. An entity wishing to change project/programme target sites must submit their request to the secretariat and should not implement the proposed change before the secretariate's clearance or Board's approval. The request shall include the following:

- (i) A revised fully-developed project/programme document in track changes, reflecting all changes induced by the proposed revisions in target sites, including the consultations carried out in the context of the intended change in target sites in Part II.H, revised ESP impacts and risks identified in Part II.K, related Environmental and Social Management Plan, and measures for risk management in Part III.C, of the proposal template, as applicable;
- (ii) A letter from the IE providing background information and an explanation on the proposed change in target sites;
- (iii) A letter from the designated authority(ies) endorsing the change in target sites.

29. Upon receipt of the required documents, the secretariat will consider if the changes constitute a major or minor revision. Should the changes constitute a major revision the secretariat will present a request for revision in target sites to the Board for consideration and approval.

Requests for changes in implementation arrangements

30. The implementation arrangement constitutes the institutional framework for executing a project or programme as approved in the project proposal. All approved projects and programmes shall adhere to the arrangement established at the time of approval. Typically, the IE maintains fiduciary oversight, monitoring, and compliance, while the EE is responsible for day-to-day project execution. Any revision to the approved implementation arrangement, including changes to the EE(s), shall be subject to this policy.

31. An IE wishing to revise the project/programme implementation arrangement, shall submit a formal request to the secretariat and shall not implement any such proposed changes before the secretariat's clearance and/or the Board's approval. The request shall include the following:

- (i) A revised fully developed project/programme document in track changes, reflecting all changes induced by the proposed revisions in implementation arrangements, including in Part III.A;
- (ii) A letter from the IE providing background information and an explanation on the proposed changes in implementation arrangements, using the template available as an annex to this policy;
- (iii) A letter from the designated authority(ies) endorsing the change in implementation arrangements.

32. Should the change in implementation arrangements require the replacement of the EE or the addition of a new one, this would require Board approval. Upon the Board's approval, the project legal agreement signed between the IE and the Board will be amended accordingly.

33. Pursuant to the provisions set forth herein, the table below delineates the post-approval change requests within the secretariat's delegated authority and those requiring Board approval. Notwithstanding the delegated authority, the secretariat may bring requests to the Board for its consideration for guidance and approval.

Table 1: Summary of types of post-approval changes and decision process making process

Authorized to clear/ approve post approval request	Type of post-approval request
Secretariat	<ul style="list-style-type: none"> i. Minor changes (e.g., revisions to the project results framework). ii. Project budget reallocations which are not material (less than 20%). iii. Minor changes to implementation arrangements. iv. Requests for direct project/programme services. v. Revisions to project disbursement schedule.
Board	<ul style="list-style-type: none"> i. Major changes (e.g., revisions to the project results framework). ii. Project budget reallocations which are material (equal or more than 20%). iii. Changes to the project site, requiring an update environmental and social risk screening iv. Major changes to implementation arrangement.

Annex I: Templates to be used by IEs to raise post-approval requests for changes**A. REQUEST FOR CHANGE IN PROJECT/PROGRAMME DISBURSEMENT SCHEDULE**

Implementing Entity Name:			
AF Project/programme ID:			
Project/programme Title:			
Country(ies):			
Project/Programme Approval (date)		Expected Project/programme Completion (date)	

Reasons/justifications for the change in project/programme disbursement schedule (also attach to this template the disbursement schedule template):

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Implementing Entity certification

This request has been prepared in accordance with Adaptation Fund policies and procedures, has been agreed by participating executing entities, and the designated authority(ies) (DA) has been notified.	
<i>Name & Signature</i>	
Project/programme contact person	
Date: (Month, Day, Year)	Tel. and Email:

B. REQUEST FOR PROJECT/PROGRAMME BUDGET MATERIAL CHANGE

Implementing Entity Name:			
AF Project/programme ID:			
Project/programme Title:			
Country(ies):			
Project/Programme Approval (date)		Expected Project/programme Completion (date)	

Reasons/justifications for the project/programme budget material change (also attach to this template the reallocation calculator sheet):

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Implementing Entity certification

This request has been prepared in accordance with Adaptation Fund policies and procedures, has been agreed by participating executing entities, and the designated authority(ies) (DA) has been notified.	
<i>Name & Signature</i>	
Project/programme contact person	
Date: (Month, Day, Year)	Tel. and Email:

C. REQUEST FOR CHANGE IN PROJECT/PROGRAMME TARGET SITES

Implementing Entity Name:			
AF Project/programme ID:			
Project/programme Title:			
Country(ies):			
Project/Programme Approval (date)		Expected Project/programme Completion (date)	

Reasons/justifications for the change in project/programme target sites:

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Please describe the consultative process carried out, including the list of stakeholders consulted, in the context of the change in project/programme target sites:

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Please describe the revised Environmental and Social Policy related risks screening process carried out in the context of the change in project/programme target sites, and revised mitigation measures. A revised ESMP must be provided.

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Implementing Entity certification

This request has been prepared in accordance with Adaptation Fund policies and procedures, has been agreed by participating executing entities, and the designated authority(ies) (DA) has been notified.	
<i>Name & Signature</i> Project/programme contact person	
Date: (Month, Day, Year)	Tel. and Email:

D. REQUEST FOR CHANGE IN PROJECT/PROGRAMME IMPLEMENTATION ARRANGEMENTS

Implementing Entity Name:			
AF Project/programme ID:			
Project/programme Title:			
Country(ies):			
Project/Programme Approval (date)		Expected Project/programme Completion (date)	

Reasons/justifications for the change in implementation arrangements, including the process through which the new Executing Entity(ies) was/were selected, as relevant:

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Implementing Entity certification

This request has been prepared in accordance with Adaptation Fund policies and procedures, has been agreed by participating executing entities, and the designated authority(ies) (DA) has been notified.	
<i>Name & Signature</i>	
Project/programme contact person	
Date: (Month, Day, Year)	Tel. and Email: