Overview of the AF Project
Performance Reporting Requirements

Promoting Direct Access for Adaptation Finance for Countries in Central Africa
Accra, Ghana- 18-19 March, 2019
Reporting requirements

- **Project Performance Reports**: on an annual basis

- **Project completion report**: including any specific Project implementation information, within six (6) months after Project completion

- **Mid-term review or evaluation report**: for projects of 4 year duration or more

- **Final evaluation report**: prepared by an independent evaluator. Shall be submitted within 9 months after Project completion. Copies of these reports shall be forwarded by the IE to the Designated Authority for information; and
IEs are required to submit a *Project Performance Report (PPR)* on an annual basis, one year after the start of project implementation (date of inception workshop);

The last PPR should be submitted six months after project completion. This will be considered as the project completion report;

PPRs shall be submitted no later than two months after the end of the reporting year;

Submission of the PPR is linked to the disbursement schedule. Once the PPR is submitted, the secretariat reviews the report and provides a recommendation to the Board as to whether additional funds should be transferred.
**PPR Review Process**

- Checklist used by the secretariat to review PPRs

### PPR AF Checklist

<table>
<thead>
<tr>
<th>Section 2: FINANCIAL INFORMATION</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the estimated cumulative total disbursement been provided?</td>
<td>0. No 1. Yes</td>
</tr>
<tr>
<td>Based on the year of implementation (i.e. 1st, 2nd ... final year), is the estimated cumulative total disbursement reasonable?</td>
<td>1. Not Reasonable 2. Somewhat Reasonable 3. Reasonable</td>
</tr>
<tr>
<td>Have the expenditures for the reporting period been completed?</td>
<td>0. No 1. Yes</td>
</tr>
<tr>
<td>Does the expenditure for the reporting period correlate with the original project document?</td>
<td>1. Low 2. Medium 3. High</td>
</tr>
<tr>
<td>Has the estimated planned disbursement schedule been provided?</td>
<td>0. No 1. Yes</td>
</tr>
<tr>
<td>Based on the year of implementation, is the planned disbursement schedule reasonable?</td>
<td>1. Not Reasonable 2. Somewhat Reasonable 3. Reasonable</td>
</tr>
<tr>
<td>If applicable, has the cofinancing section been completed?</td>
<td>0. No 1. Yes</td>
</tr>
</tbody>
</table>
Minimum requirements for Project/Programme Mid-term Evaluations

- Projects/programmes with **more than 4 years** of implementation funded by the Adaptation Fund will be evaluated at their mid point of implementation.
- Should be prepared by an **independent evaluator**, independent from project/programme management, but selected by the Implementing Entity.
- Should contain information on:
  - The evaluation: when the evaluation took place, who was involved and how; terms of reference, including key questions; and methodology.
  - Updated project data at the time of the evaluation: date of project cycle; expected and actual (so far) financing, including actual expenditures; changes in institutional arrangements and changes in project objectives.
Minimum requirements for Project/Programme Mid-term Evaluations

- Mid-term evaluations should assess at a minimum:
  - Initial outputs and results of the project
  - Quality of implementation, including financial management
  - Assumptions made during the preparation stage, particularly objectives and agreed indicators, against current conditions
  - Factors affecting the achievement of objectives
  - M&E systems and their implementation

- The mid-term evaluations should be prepared no later than 6 months after the mid point of the project and sent to the AF Secretariat.

- Major changes to the objectives and expected outcomes of the project, coming from the mid-term evaluation, should be communicated by the Implementing Entity to the AFB Secretariat. New OPG Annex provides rules regarding changes in project budget/design.

- The cost of the mid-term evaluations should be covered by the project’s M&E plans.
Minimum Requirements for Project/Programme Final Evaluations

Final Evaluations should assess at a minimum:

i. Achievement of outcomes, including ratings and with particular consideration of achievements related to the proposed concrete adaptation measures, if applicable;

ii. Likelihood of sustainability of outcomes at project completion, including ratings;

iii. Evaluation of processes influencing achievement of project/programme results;

iv. Contribution of project achievements to the Adaptation Fund targets, objectives, impact and goal, including report on AF standard/core indicators; and

v. Assessment of the M&E systems and its implementation.

Final Evaluations shall be prepared and submitted to the Fund’s Secretariat within nine (9) months after project completion.
Observations and Lessons Learned from Mid-term Evaluations and Final Evaluations

- Mid-term Evaluations can provide a good base for:
  i. Changes within the project/programme log-frame to better reflect the goal and ground-level reality;
  ii. A reinforcement of the monitoring plan;
  iii. Revisions of budget allocation;
  iv. Thinking if the project/programme strategies in place to ensure outcomes’ long-term sustainability, KM dissemination, stakeholder engagement, among others, are effective (both in the Mid-term and Final Evaluations).

- Final Evaluation can provide a base for:
  i. Thinking about possibilities to further improve future initiatives;
  ii. Scaling-up the existing project/programme.
Guiding Documents and Policies


Thank you for listening!