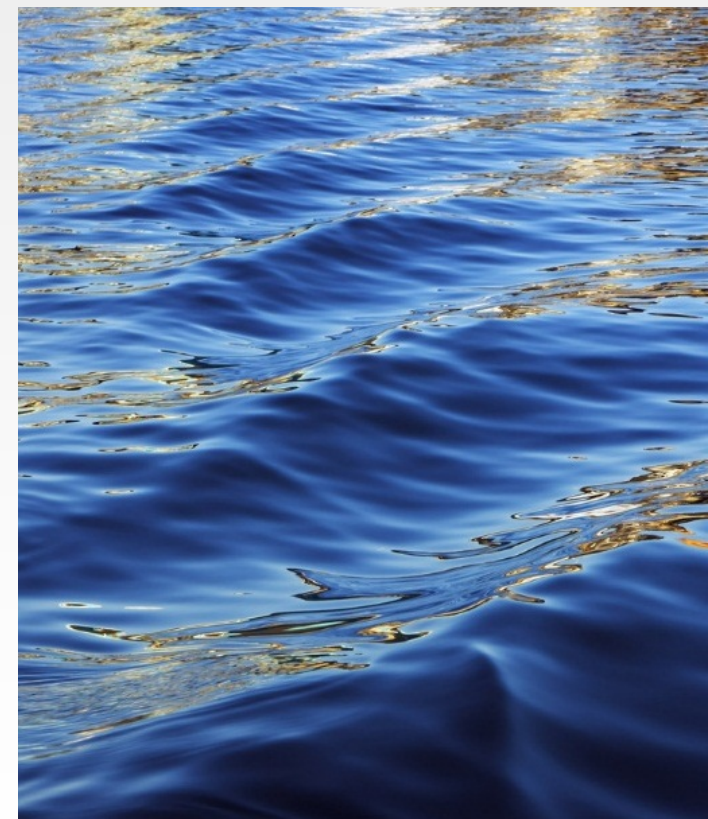




ADAPTATION FUND

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



Project Performance Report (PPR)

- ▶ 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



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PPR AF Checklist

Section 2: FINANCIAL INFORMATION		Assessment
Has the estimated cumulative total disbursement been provided?	0. No 1. Yes	
Based on the year of implementation (i.e. 1st, 2nd ... final year), is the estimated cumulative total disbursement reasonable?	1. Not Reasonable 2. Somewhat Reasonable 3. Reasonable	
Have the expenditures for the reporting period been completed?	0. No 1. Yes	
Does the expenditure for the reporting period correlate with the original project document?	1. Low 2. Medium 3. High	
Has the estimated planned disbursement schedule been provided?	0. No 1. Yes	
Based on the year of implementation, is the planned disbursement schedule reasonable?	1. Not Reasonable 2. Somewhat Reasonable 3. Reasonable	
If applicable, has the cofinancing section been completed?	0. No 1. Yes	

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 send 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

- Policy for Projects and Programmes Delays: <https://www.adaptation-fund.org/wp-content/uploads/2013/07/Project-delays-policy-Amended-October-2017.pdf>
- Project Performance Report (PPR) available in the AF website, and results tracker guidance document, available at:
<https://www.adaptation-fund.org/wp-content/uploads/2016/04/AF-ResultstrackerGuidance-final2.pdf>
- Guidelines for project/programme final evaluations, available at:
<http://www.adaptation-fund.org/document/guidelines-projectprogramme-finalevaluations>;
- OPG Annex 7, project/programme implementation (material change and revisions to target for activities, outputs or outcomes), available at:
<https://www.adaptation-fund.org/wp-content/uploads/2017/11/OPG-ANNEX-7-Project-Programme-Implementation-Approved-Oct-2017.pdf>



Thank you for listening!

