



ADAPTATION FUND

AFB/EFC.25/8
20 September 2019

Adaptation Fund Board
Ethics and Finance Committee
Twenty-fifth Meeting
Bonn, Germany, 8-9 October 2019

Agenda item 6 b)

**RECONCILIATION OF THE ADMINISTRATIVE BUDGETS
OF THE BOARD AND THE SECRETARIAT, THE
EVALUATION FUNCTION, AND THE TRUSTEE FOR
FISCAL YEAR 2019**

Table1: Approved FY19 budget, actual FY19 and approved FY20 budget of the Board and the Secretariat, the Evaluation Function and the Trustee

All amounts in US\$	Approved FY19	Actual FY19	Approved FY20
BOARD AND SECRETARIAT			
1 Personnel	2,924,519	2,606,753	2,996,361
2 Travel	422,000	377,431	415,500
3 General operations	333,284	349,490	413,500
4 Meetings	250,800	237,749	229,362
Sub-total secretariat administrative services [a]	3,930,603	3,571,423	4,054,723
6 Accreditation [b]	546,040	431,215	537,900
7 Readiness Programme [c]	624,550	446,012	654,814
Total secretariat [a] + [b] + [c]	5,101,193	4,448,650	5,247,437
EVALUATION FUNCTION			
1 Personnel	301,272	60,816	376,843
2 Travel	76,000	7,388	81,000
3 General operations	-	-	31,000
4 Meetings	5,000	-	5,000
Sub-total evaluation function	382,272	68,204	493,843
5 Evaluation	-	-	300,000
Total evaluation function	382,272	68,204	793,843
TRUSTEE			
1 CER Monetization	180,000	180,000	180,000
2 Financial and Program Management	225,000	198,000	225,000
3 Investment Management	131,250	156,158	192,150
4 Accounting and Reporting	30,000	30,000	40,000
5 Legal Services	20,000	20,000	45,000
6 External Audit	-	-	-
Sub-total trustee	586,250	584,158	682,150
GRAND TOTAL ALL COMPONENTS	6,069,715	5,101,012	6,423,430

Table 2: Approved FY19 budget, actual FY19 and approved FY20 budget of the Board and the Secretariat (Detailed)

All amounts in US\$	FY19	FY19	FY20
	Approved	Actual	Approved
PERSONNEL COMPONENT			
Full-time staff (including benefits):			
01 Manager			
02 Senior Climate Change Specialist			
03 Senior Climate Change Specialist			
04 Operations Officer (Accreditation)			
05 Operations Officer (Accreditation and gender)			
06 Program Officer (Readiness)			
07 Communications Officer			
08 Knowledge Management Officer			
09 Program Analyst (Project Review/Monitoring)			
10 Financial Analyst			
11 Senior Programme Assistant			
12 Junior Professional Officer (externally funded)			
sub-total AFB staff	2,141,905	2,033,357	2,261,381
GEF staff cross-support (including benefits):			
01 Head of the AFB Secretariat (10% fixed)			
02 Advisor			
03 Project co-reviewers (multiple staff)			
04 Program Analyst (HR)			
05 Resource Management Officer (Accounting)			
sub-total GEF staff	192,339	126,103	160,000
Consultants & Others			
01 AFB Secretariat Support (Legal support etc.)	37,300	52,813	27,300
02 Design and Operation of dedicated websites	76,000	89,664	90,000
03 Communications Strategy	61,800	51,710	49,000
04 Environment and social safeguards & Gender	74,440	58,194	70,440
05 Knowledge Management/Result Based Management	251,400	134,032	213,660
06 Project review	89,335	60,880	124,580
sub-total Consultants	590,275	447,293	574,980
SUB-TOTAL PERSONNEL COMPONENT	2,924,519	2,606,753	2,996,361
TRAVEL COMPONENT			
01 AF Secretariat staff	220,000	203,455	237,000
02 Awareness Raising	62,000	38,524	58,500
03 Board - Non-Annexed eligible members	140,000	135,452	120,000
SUB-TOTAL TRAVEL COMPONENT	422,000	377,431	415,500
GENERAL OPERATIONS COMPONENT			
01 Office Space, Equipment and Supplies	179,534	242,768	200,000
02 Support to Chair (communications)	20,000	675	20,000
03 Publications and Outreach	73,750	47,442	103,500
04 IT services from the World Bank	60,000	58,605	90,000
SUB-TOTAL GENERAL OPERATIONS COMPONENT	333,284	349,490	413,500
MEETINGS COMPONENT			
01 Logistics, interpretation, report writing etc.	175,800	184,078	159,362
02 Translation	75,000	53,671	70,000
SUB-TOTAL MEETINGS COMPONENT	250,800	237,749	229,362
TOTAL ALL COMPONENTS	3,930,603	3,571,423	4,054,723

Table 3: Approved FY19 budget, actual FY19 and approved FY20 budget of the accreditation programme (Detailed)

All amounts in US\$		<u>FY19</u>	<u>FY19</u>	<u>FY20</u>
		Approved	Actual	Approved
01	Accreditation Panel (fees)	366,640	305,197	362,800
02	Accreditation Panel/Staff (travel)	122,900	76,588	153,100
03	Accreditation System	56,500	49,430	22,000
TOTAL ACCREDITATION		546,040	431,215	537,900

Table 4: Approved FY19 budget, actual FY19 and approved FY20 budget of the Readiness Programme (Detailed)

All amounts in US\$		<u>FY19</u>	<u>FY19</u>	<u>FY20</u>
		Approved	Actual	Approved
PERSONNEL COMPONENT (Consultants & others)				
01	Secretariat Support	25,800	46,989	83,400
02	Web sites	16,000	7,344	7,500
03	Communications strategy (Knowledge exchange)	9,000	3,170	19,750
04	Environment and social safeguards & Gender	31,830	17,526	24,640
05	Accreditation	35,920	21,528	36,324
SUB-TOTAL PERSONNEL COMPONENT		118,550	96,557	171,614
TRAVEL COMPONENT				
01	AF Secretariat staff	60,000	52,897	120,000
02	Meeting participants	363,500	211,303	297,000
03	Board members	3,000	-	2,000
SUB-TOTAL TRAVEL COMPONENT		426,500	264,200	419,000
GENERAL OPERATIONS COMPONENT				
01	Publications, Outreach	28,500	9,915	21,200
SUB-TOTAL GENERAL OPERATIONS COMPONENT		28,500	9,915	21,200
MEETINGS COMPONENT				
01	Logistics	51,000	75,340	43,000
SUB-TOTAL MEETINGS COMPONENT		51,000	75,340	43,000
TOTAL ALL COMPONENTS		624,550	446,012	654,814

Table 5: Approved FY19 budget, actual FY19 and approved FY20 budget of the Evaluation Function (Detailed)

All amounts in US\$		<u>FY19</u>	<u>FY19</u>	<u>FY20</u>
		<u>Approved</u>	<u>Actual</u>	<u>Approved</u>
PERSONNEL COMPONENT				
01	Personnel - Staff (Evaluation Officer)			
02	Personnel - Office support (short term consultant/temporary)			
03	Personnel - Consultant (TERG members)			
SUB-TOTAL PERSONNEL COMPONENT		301,272	60,816	376,843
TRAVEL COMPONENT				
01	Staff members	13,000	-	13,000
02	TERG members	63,000	7,388	68,000
SUB-TOTAL TRAVEL COMPONENT		76,000	7,388	81,000
GENERAL OPERATIONS COMPONENT				
01	Office Space, Equipment and Supplies	-	-	30,000
02	Publications, Outreach	-	-	1,000
SUB-TOTAL GENERAL OPERATIONS COMPONENT		-	-	31,000
MEETINGS COMPONENT				
01	Logistics	5,000	-	5,000
SUB-TOTAL MEETINGS COMPONENT		5,000	-	5,000
TOTAL ALL COMPONENTS		382,272	68,204	493,843
ALL COMPONENTS				
All amounts in US\$		<u>FY19</u>	<u>FY19</u>	<u>FY20</u>
		<u>Approved</u>	<u>Actual</u>	<u>Approved</u>
EVALUATION COMPONENT				
01	Evaluation (provisionally 1 medium and 3 small scale)	-	-	300,000
SUB-TOTAL EVALUATION COMPONENT		-	-	300,000
TOTAL ALL COMPONENTS		382,272	68,204	793,843

Table 6: Approved FY19 budget, actual FY19 and approved FY20 budget of the Trustee

Trustee Costs: FY19 (USD)			
Trustee Services	FY19 Approved	FY19 Revised	Difference
Monetization	180,000	180,000	0
Financial and Program Management	225,000	198,000	(27,000)
Investment Management	131,250	156,158	24,908
Accounting and Reporting	30,000	30,000	0
Legal Services	20,000	20,000	0
TOTAL	586,250	584,158	(2,092)

Notes:

1. Investment Management costs were slightly higher due to higher average cash balances in the AF Trust Fund than originally anticipated at the beginning of the year.
2. Financial and Program Management costs include costs of maintaining IT systems to support Adaptation Fund transactions.
3. Revised FY19 Monetization costs may be subject to further adjustment pending confirmation from internal Bank units. In this event, revised figures would be communicated to the AFB.
4. In addition, the Trustee would like to bring to the AFB's attention that estimates for FY20 approved at AFB.33 in March 2019 (ref. AFB/EFC.24/8) were based on a new World Bank methodology to establish a flat fee based on the size of the trust fund, as determined by the sum of the previous fiscal year's total paid-in contributions, total disbursements and the monthly average of fund balance. Subsequent to this approval, the World Bank has decided to postpone the introduction of this new methodology. Trustee costs for FY20 will therefore be based on the current methodology, based on the AFB approved amounts, and subject to reconciliation at the end of the fiscal year, per the established practice to date.