ADAPTATION FUND

6 March 2020

GUIDANCE DOCUMENT TO COMPLETE PROJECT PERFORMANCE REPORT (PPR) FOR PROJECTS FUNDED BY THE ADAPTATION FUND

Guidance document: Adaptation Fund Project/Programme Performance Report template

As part of the Fund's reporting requirements, implementing entities are required to submit a Project/Programme Performance Report (PPR) on an annual basis for review and clearance by the secretariat. The PPR should be submitted on a rolling basis one year after the start of project implementation (1st PPR to be submitted one year from the date of inception workshop) and, PPRs shall be submitted no later than two months after the end of the reporting year. The last PPR should be submitted six months after project completion. This will be considered the project completion report. In addition to final PPR, implementing entities are requested to prepare a project completion summary.

This guidance document is to help project proponents fill out the PPR template and explains details regarding the type of information requested in each of the template's sections. Please note that the report should be submitted to the secretariat in English and that all financial figures provided in the template should be in US dollars (USD).

Section 1: Overview

- *Period of Report*: the start and end dates i.e. the reporting period that is covered by the PPR.
- *Project Title:* the title of the project as indicated in the project document approved by the Board.
- *Project Summary***:** the section should include a brief summary of the project including the objectives, scope, and main outcomes of the project.
- *Database Number***:** this is the project ID number provided by the Adaptation Fund Secretariat.
- *Implementing Entity (IE)***:** agency/entity implementing of the project as included in the approved project document.
- *Type of IE:* indicate whether the implementing entity is a National, Regional, or Multilateral implementing entity (NIE, RIE, or MIE) in accordance with the Fund's operational policies and guidelines (OPG).
- *Country(ies)***:** List country(ies) in which the project is being implemented.
- *Relevant Geographic Points (i.e. cities, villages, bodies of water)***:** list the geographic area in which the project is 1) being implemented and 2) will have considerable impact; for example, specific cities, villages, countries, forests, lakes, rivers, etc.

Project Milestones:

- *AFB Approval Date*: date of project approval by the Adaptation Fund Board
- *IE-AFB Agreement Signature Date*: Signing date as indicated in the of legal agreement signed between implementing entity and the Adaptation Fund Board

- Start of Project/Programme: the project start date for the Adaptation Fund is the date of the first day of the project/programme's inception workshop, which should take place at a maximum of six months after the first cash transfer.

- *Mid-Term Review (MTR) Date*: if applicable, provide the indicative date the mid-term review is scheduled or the date the MTR was submitted. The MTR is mandatory for project that have a duration of 4 or more years.

- *Original completion date: Terminal Evaluation (TE) Date*: provide the indicative date that the terminal evaluation is scheduled to be undertaken or the date the TE report was submitted.

- *Revised completion date (if applicable)*: provide the completion date after the approval of the project extension request by the Board. An extension request needs to be submitted to the secretariat, through the Annex A of the Policy for Project Delays, as soon as it becomes clear that the project cannot be completed within the original completion date, and no later than six months prior to the expected project/programme completion date.

- *List each approval condition, if any:* this section is to be completed only for the project approved by the Board with conditions. Please use the drop-down menu to fill the cells as relevant.

- *List inception report, extension request(s), mid-term evaluation, that have been prepared for the project*: provide the submission date for any report or request produced during the reporting period.

- *List the website address (URL) of project*__*:*__ if a website for the project has been established or included on a page within a government or other agency website, please provide the URL address.

Project Contacts:

- *National/Regional Project Manager/Coordinator (Name, Email, Date):* provide information on the overall project manager include email and phone number

- *Government DA (Name, Email, Date):* the name and contact of the designated authority(ies). List DA for each participating country in case of a regional project.

- *Implementing Entity (Name, Email, Date):* the name and contact of the person managing the project from the side of the implementing entity including email and phone number

- *Executing Agency* (*Name, Email, Date):* the name and contact information of the executing agency including email and phone number (if there is more than one executing agency provide the names of all in the separate fields available)

Section 2: Financial information (provide information in USD)

- *Estimated cumulative total disbursement:* amount of money disbursed from implementing entity to executing entity(ies) to date*.* When you submit the final PPR specify the total amount that remains unspent and remember to submit the project audited financial statement.

- *Add any comments on AF Grant Funds*: Please provide the amount in US dollars (USD) of uncommitted figures not yet disbursed to executing entities to date and any additional information related to the disbursement status.

- *Investment Income:* amount of money generated from the implementing entity's grant account.

- *Expenditure data (Table):* list all expenditures associated with the outputs as outlined in the project document that took place over the reporting period. The total amount under this section should equal the amount disbursed to executing entities reported above. In this table also report also on expenditures associated with the Implementing Entity Fee and on the Project Execution Costs.

- *Planned Expenditure Schedule (Table):* list all planned outputs and projected costs for the next reporting period (one year) including the estimated completion date. Report also on the planned Implementing Entity Fee and on the Project Execution Costs. Please make sure that the planned expenditures for the next reporting period are aligned with the project disbursement schedule included in the signed grant agreement.

- *Actual Co-Financing: only if applicable, please specify actual co-financing that has materialized. Provide information on the type of co-financing (only to be reported at mid-term and end of project).*

Section 3: Procurement data

For this section please provide procurement information for all contracts over US$2,500. Please note that due to the sensitive information contained in this section (including bid amounts and winning bids) this section will not be made public once the PPR is cleared by the secretariat. The total amount of contracts signed during the reporting period should be equal to the total amount of the expenditure for the reporting period (1 table in the financial data section), excluding the project fees.

Please provide only the number of contracts under $2,500, signed during this reporting period: if no contracts under $2,500 during the reporting period have been signed the field should be filled in with a zero.

List of Contracts:

- *Contract Type*: for example, firm fixed price, price agreement, retainer and/or contingency fee contract, etc. Different implementing entities will have different terms. Please use the terminology of the implementing entitty .

- *Agency/Contracted Party*: name of contracted party

- *Contracted Value/Amount (USD):* total amount of contract

- *Signature Date*: date of contract validity

- *Payment to Date:* payments that have been made by the end of the reporting period

- *Remaining Balance:* the amount remaining on the contract (Equal to contracted value minus payment to date)

List of Bids:

- *Contract & Procurement Method (Name of Contract, Procurement Method, Date of Call (if applicable):* provide the name of the contract and how the procurement was undertaken. For example, request for proposals (RFP), direct contracting, quality and cost-based selection, quality-based selection, least cost selection, competitive quotations, invitation to bid, etc. If applicable include the date of the call for bids.

- *Submitted Bids:* provide all the names of organizations or individuals submitting bids, proposals, quotations, etc.

- *Bid Amount (USD):* provide the amount proposed/bid/quoted to each corresponding organization or individual.

- *Winning Bid Amount (USD):* provide the amount of the winning bid.

- *Selection Justification for the Winner*: provide a brief justification for selecting the winner including reason for direct contracting or single sourcing.

Section 4: Risk assessment

This section refers to financial and project/programme risk management as details in the section III.B of the project proposal.

- *Identified Risk, Current Status, Steps Taken to Mitigate Risk:* provide information on all risks identified in the project document, and their current on-the-ground status of each risk factor (low, medium, or high); describe the steps that have been taken to mitigate these risk factors during the reporting period.

- *Critical Risks Affecting Progress (Not identified at project design):* this section should be filled out only if applicable. If during project/programme implementation there are critical, risks that have been identified that were not originally identified within the project document.

- *Risk Measures:* Were there any risk mitigation measures employed during the current reporting period? If so, were risks reduced? If not, why were these risks not reduced? This section provides the opportunity to describe whether and how the steps taken to mitigate risks have or have not been effective.

Section 5: Environmental and Social Policy (ESP) compliance

<u>Identified ESP risks management</u>

- *Was the ESP risk identification complete at the time of funding approval*? The ESP requires that environmental and social risks are identified for all project/programme activities prior to funding approval. When not all the project/programme activities have been sufficiently formulated at that time so that adequate risks identification is possible, then the ESP risks identification is not complete. In this last case the project presents Unidentified Sub-Projects (USPs).

- *ESP principles*: In this table the columns should be filled as reported below:

ESP principle	Complete this section for all the ESP risks that have been identified, not taking into account any USPs.
Are environmental or social risks present as per table II.K (II.L for REG) of the proposal?	The project proposal includes an overview table of identified environmental and social risks (Section II.K of the proposal, Section II.L for regional projects). For each of the 15 principles of the ESP, please tick the corresponding box indicating the presence or absence of risks (as identified in the approved project document).
During project/programme formulation, an impact assessment was carried out for the risks identified. Have impacts been identified that require management actions to prevent unacceptable impacts? (as per II.K/II.L)	Tick the corresponding box just for those ESP principles for which the risks were identified.
List the identified impacts for which safeguard measures are required (as per II.K/II.L)	Report the impacts as in the approved project document
List here the safeguard measures (i.e. avoidance, management or mitigation) identified for each impact that are supposed to be (or had to be) implemented during the reporting period. Please break down the safeguard measures by activity.	The safeguard measures that must be implemented during a project/programme are normally described in detail in the Environmental and Social Management Plan (ESMP) of the project/programme.

List the monitoring indicator(s) for each impact identified	See the monitoring plan in the ESMP.
State the baseline condition for each monitoring indicator	Report on baseline data for each indicator, as in the ESMP.
Describe each safeguard measure that has been implemented during the reporting period	For the first PPR of the project/programme, this column needs to be completed with full information. For subsequent PPR reports, an update of the information previously provided is sufficient.
Describe the residual impact for each impact identified - if any - using the monitoring indicator(s)	For the first PPR of the project/programme, this column needs to be completed with full information. For subsequent PPR reports, an update of the information previously provided is sufficient.
Describe remedial action for residual impacts that will be taken	For the first PPR of the project/programme, this column needs to be completed with full information. For subsequent PPR reports, an update of the information previously provided is sufficient.

Monitoring for unanticipated impacts / corrective actions required:

- *Has monitoring for unanticipated ESP risks been carried out?:* State if the monitoring was undertaken, for any potential new ESP risks that were not identified in the approved project document. A yes or no answer is sufficient.

- *Have unanticipated ESP risks been identified during the reporting period?:* Provide a yes or no answer. If unanticipated risks have been identified, kindly list them.

- *If unanticipated ESP risks have been identified, describe the safeguard measures that have been taken in response and how an ESMP has been prepared/updated:* Be as specific as possible. In case the ESMP has been prepared, submit it in a separate file to the secretariat, along with the PPR is preferable. If an ESMP has been updated, list the modifications that have been made, and submit the revised ESMP to the secretariat along with the PPR.

Categorization:

- *Is the categorization according to ESP standards still relevant?:* A yes or no answer is sufficient. As a reminder, projects/programmes likely to have significant adverse environmental or social impacts that are diverse, widespread, or irreversible should be categorized as Category A. Projects/programmes with potential adverse impacts that are less adverse than Category A projects/programmes, because for example they are fewer in number, smaller in scale, less widespread, reversible or easily mitigated should be categorized as Category B. Those projects/programmes with no adverse environmental or social impacts should be categorized as Category C.

- *If No, please describe the changes made at activity, output or outcome level, approved by the Board, that resulted in this change of categorization:* Report on any changes undertaken, these should be approved by the secretariat and/or the Board. Please consult the project implementation policy available at: https://www.adaptation-fund.org/wp-content/uploads/2017/11/OPG-ANNEX-7-Project-Programme-Implementation-Approved-Oct-2017.pdf

Implementation Arrangements:

- *What arrangements have been put in place by the Implementing Entity during the reporting period to implement the required ESP safeguard measures?:* Describe the actions/arrangements taken by the IEs to implement the ESP safeguard measures.

- *Have the implementation arrangements been effective during the reporting period?:* Answer should be supported by a justification.

- *What arrangements have been put in place by each Executing Entity during the reporting period to implement the required ESP safeguard measures?:* Describe the actions/arrangements taken by the EE(s) to implement the ESP safeguard measures.

- *Have the implementation arrangements at the EEs been effective during the reporting period?:* Answer should be supported by a justification.

Projects/programmes with unidentified sub-projects. This section needs to be completed only if the project/programme includes USPs:

- *Have the arrangements for the process described in the ESMP for ESP compliance for USPs been put in place?:* Tick the appropriate box. If you select yes, please include details on the planned timing to have all the USP implementation arrangements in place.

- *Is the required capacity for ESMP implementation present and effective with the IE and the EE(s)? Have all roles and responsibilities adequately been assigned, and positions filled? Please provide details.*

- *Has the overall ESMP been updated with the findings of the USPs that have been identified in this reporting period?:* Please submit the updated ESMP together with the PPR.

- *USPs*: In this table the columns should be filled as reported below:

List each USP that has been identified in the reporting period to the level where effective ESP compliance is possible.	
Has the ESMP been applied to the USP that has been identified?	A yes or no answer is sufficient.
List all the ESP risks that have been identified for the USP	
Has an impact assessment been carried out for each ESP risk that has been identified for the USP?	A yes or no an answer is sufficient.
Has adequate consultation been held during risks and impacts identification for the USP?	Clarify also if the grievance mechanism has been made widely known to identified and potentially affected parties.

Have the data used to identify risks and impacts been disaggregated by gender as required?	
List the environmental and social safeguard measures (avoidance, mitigation, management) that have been identified for the USPs	
List the monitoring indicator(s) for each impact identified	

Grievances:

- *Was a grievance mechanism established capable and known to stakeholders to accept grievances and complaints related to environmental and social risks and impacts?*: Tick the box as appropriate.

- *List all grievances received during the reporting period regarding environmental and social impacts; gender related matters; or any other matter of project/programme activities:* After listing each grievance, provide information on each grievance redress process used and the status/outcome*.*

Section 6: Gender Policy (GP) compliance

Quality at entry (this section needs to be completed only for the 1st PPR):

- *Was an initial gender assessment conducted during the preparation of the project/programme's first submission as a full proposal?:* Please provide a yes or no answer. If a proposal was submitted once as fully-developed proposal and was approved by the Board, the answer should be yes. In all other cases, think if the very first submission of the proposal as a fully-developed project, included a gender assessment in line with the gender policy of the Fund.

- *Does the results framework include gender-responsive indictors broken down at the different levels (objective, outcome, output)?:* Please provide a yes or no answer. If yes, please complete the below table:

List the gender-responsive elements that were incorporated in the project/programme results framework	
Gender-responsive element	Add lines as appropriate, one line for each gender-responsive element (e.g. capacity training for women)
Level	Specify if the gender-responsive element is at objective, outcome, output level.
Indicator	Report the indicators as the ones included in the approved project document (in the project results framework table).
Baseline	Report on the baseline value, as the ones included in the approved project document.

Target	Report on the target value, as the ones included in the approved project document.
Related results for the reporting period (poor, satisfactory, good)	Select one among: poor, satisfactory, good and provide a brief justification for the choice.

Quality during implementation and at exit (this section needs to be completed just in the final PPR):

The risks reported in the below table related to gender equality and women's empowerment, should be reported in the ESP compliance tab as well, under the section of unanticipated ESP risks.

List gender equality and women's empowerment issues encountered during implementation of the project/programme. For each gender equality and women's empowerment issue describe the progress that was made as well as the results.	
Gender equality and women's empowerment issues	Rated result for the reporting period (poor, satisfactory, good)
List and briefly describe each gender equality and women's empowerment issue. Add lines as appropriate, one line for each issue.	Select one among poor, satisfactory, good, and provide a justification for it.

Implementation arrangements:

- *What arrangements have been put in place by the Implementing Entity during the reporting period to comply with the GP?:* Describe the type of actions/arrangements put in place by the IE.

- *Have the implementation arrangements at the IE been effective during the reporting period?:* Provide a yes, no, partially answer and justify the choice.

- *What arrangements have been put in place by each Executing Entity during the reporting period to comply with the GP?*: Describe the type of actions/ arrangements put in place by the EE(s). If the project count with more than one EE, add lines as appropriate, one line for each executing entity.

- *Have the implementation arrangements at the EE(s) been effective during the reporting period?* Provide a yes, no, partially answer and justify the choice. Add lines as appropriate, one line for each executing entity.

- *Have any capacity gaps affecting GP compliance been identified during the reporting period and if so, what remediation was implemented?*

Grievances

- *Was a grievance mechanism established capable and known to stakeholders to accept grievances and complaints related to gender equality and women's empowerment?:* Tick the appropriate box (this needs to be filled just in the 1st PPR).

- *List all grievances received through the grievance mechanism during the reporting period regarding gender-related matters of project/programme activities:* If any grievances were received that must not be made public, please inform the AF Secretariat of such grievances, detailing the reasons for them to remain confidential. Confidential information may be redacted by the IE in the report. This section will not be published on the AF website. For each grievance, provide information on the grievance redress process used and the status/outcome.

Section 7: Rating

In this section, at a minimum a separate rating needs to be provided by the implementing entity (IE) and the executing entity (EE). If there is more than one executing entity, a rating should be provided from each one for the outputs/outcomes of the project for which the entity is responsible. Since this is a self-assessment by the IE and EE, the rating should reflect project's progress against the project components/outcomes.

In addition, the rating should reflect any strengths or weaknesses observed during the project implementation and/or execution.

The ratings should correspond to the overall assessment of implementation progress i.e. are project/programme actions/activities that were planned for the current reporting period on track to achieve most of the project/programme's major outcomes/outputs?

- *Project components/outcomes*: refer to project components/outcomes as reported in the project document in the table "project components and financing".

- *Alignment with AF outcome(s)*: Select the outcome towards which the project component in aligned (using the drop-down menu function). Refer to the table "alignment with the AF strategic results framework", in the project document.

- *Expected Progress:* provide a statement as to the progress expected to be achieved at the beginning of the reporting period.

- *Progress to date:* provide a statement as to the progress for each component/outcome as it stands at the end of the reporting period.

- *Rating:* provide a rating for each component/outcome and an overall rating for implementation progress. The overall rating should be an average of the single ratings provided. Provide a justification for the overall rating in the box below each rating section (500 words maximum), outlining both the positive aspects as well as the challenges in the project implementation/execution encountered during the reporting period. The definition of the six possible ratings can be found at the bottom of the rating tab in the PPR template.

Section 8: Project indicators

In this section information on all the indicators outlined in the project results framework in the project document as approved by the Board needs to be provided.

- *Type of Indicator*: this refers to whether the indicator is measuring the project/programme outcome, output, etc.

- *Indicators:* provide the indicators as identified through the results framework developed in the project documentation.

- *Baseline:* provide the value of the indicator prior to project start; if this was not available at the project design phase, the value must be reported in the first PPR submitted to the Board.

- *Progress since inception*: provide data on the progression of the indicator value since the start of the project.

- *Targets*: provide the end targets as set out in the project document for each of the identified indicators.

Section 9: Lessons learned

This section includes a set of qualitative questions on adaptive management and project/programme implementation that should be answered on a yearly basis. The section includes a set of questions directed towards lessons for adaptation, knowledge management, innovation and complementarity/coherence with other climate finance sources that are required only at mid-term and project completion.

The first set of questions related to adaptive management and implementation include:

- *What implementation issues/lessons, either positive or negative, affected project/programme progress?:* Please provide a qualitative narrative of how the project/programme is progressing both in terms of successes the project/programme has had and any set-backs it may be facing.

- *Were there any delays in implementation? If so, include any causes of delays. What measures have been taken to reduce delays?*: Please provide more detailed information about any delays the project may be facing and what is being done to mitigate them. If the project had a delay in its inception, elaborate on the challenges that the project faced at inception stage, and how these are impacting on the timely completion of activities. If needed, the implementing entity needs to submit a formal project extension request to the secretariat through the Annex A of the Policy for Project Delays, as soon as it becomes clear that the project cannot be completed within the original completion date, and no later than six months prior to the expected project/programme completion date. https://www.adaptation-fund.org/wp-content/uploads/2020/01/AFB-34-35.6-DRAFT-Updated-Policy-for-Project-and-Programme-Delays-2.pdf

- *Describe any changes undertaken to improve results on the ground or any changes made to project outputs (i.e. changes to project design):* If any changes have been made to project outputs, activities, outcome/output targets these should be clearly outlined. There should also be a description of how the revised outputs will meet the overall objectives and outcomes that the project/programme was originally designed to achieve. These changes also include adjustments made in response to comments and requests received during ongoing project consultations. These changes should be proposed changes but no changes that were already made. Inform promptly the secretariat of any changes in the budget or in the project results framework in accordance with the Project Implementation Policy https://www.adaptation-fund.org/wp-content/uploads/2017/11/OPG-ANNEX-7-Project-Programme-Implementation-Approved-Oct-2017.pdf

- *Have the environmental and social safeguard measures that were taken been effective in avoiding unwanted negative impacts?:* Describe if the measures taken to ensure compliance with the environmental and social safeguards were effective. If not, kindly provide an explanation and a proposed mitigation measure.

- *How have gender considerations been taken into consideration during the reporting period? What have been the lessons learned as a consequence of inclusion of such considerations on project performance or impacts*?: List lessons learned specific to gender, detailing measures taken (if any) and project/programme-specific indicators highlighting the role of women as key actors in climate change adaptation. You can include any information regarding training courses, stakeholder participation, etc.

The second set of questions regarding lessons for adaptation, knowledge management, readiness interventions, innovation, complementarity/coherence with other climate finance sources, need to be filled just by the project mid-term and completion, these include:

Climate Resilience Measures:

- *What have been the lessons learned, both positive and negative, in implementing climate resilience measures that would be relevant to the design and implementation of future projects/programmes for enhanced resilience to climate change?*: List and describe any climate resilience measure which provided lessons learned for any future project design and implementation.

- *What is the potential for the climate resilience measures undertaken by the project/programme to be replicated and scaled up both within and outside the project area?*: Describe successful interventions, approaches and activities that could provide a blueprint for future replication and scalability.

Readiness Interventions (Applicable just to NIEs that received one or more readiness grants):

- *What have been the lessons learned, both positive and negative, in accessing and implementing climate finance readiness support that would be relevant to the preparation, design and implementation of future concrete adaptation projects/programmes?:* Provide details of kind of readiness grant accessed (Technical Assistance (TA), Project Formulation Assistance (PFA)) and how it helped create an enabling environment/ build capacity to prepare, design and implement future concrete adaptation projects/programmes.

- *How have the outputs (such as manuals, guidelines, procedures or the experience from providing peer support, etc.) from employing readiness grants been used to inform institutional capacity needs, gender issues, and environmental and social aspects in* *developing and implementing concrete projects/programmes for enhanced resilience to climate change?*

Concrete Adaptation Interventions:

- *What have been the lessons learned, both positive and negative, in implementing concrete adaptation interventions that would be relevant to the design and implementation of future projects/programmes implementing concrete adaptation interventions?*

- *What is the potential for the concrete adaptation interventions undertaken by the project/programme to be replicated and scaled up both within and outside the project area?*

Knowledge Management:

i. *How has existing information/data/knowledge been used to inform project development and implementation? What kinds of information/data/knowledge were used?*

ii. *Has the existing information/data/knowledge been made available to relevant stakeholder? If so, what channels of dissemination have been used?*

iii. *Please list any knowledge products generated and include hyperlinks whenever possible (e.g. project videos, project stories, studies and technical reports, case studies, training manuals, handbooks, strategies and plans developed, etc.)*

iv. *If learning objectives have been established, have they been met? Please describe.*

v. *Describe any difficulties there have been in accessing or retrieving existing information (data or knowledge) that is relevant to the project. Please provide suggestions for improving access to the relevant data.*

vi. *Has the identification of learning objectives contributed to the outcomes of the project? In what ways have they contributed?*

Innovation:

vii. *Describe any innovative practices or technologies that figured prominently in this project:* Provide information on any innovation that was expected from the project or that originated during the project implementation.

Complementarity/coherence with other climate finance sources:

viii. *Has the project been scaled-up from any other climate finance? Or has the project built upon any other climate finance initiative?* It the project has been scaled-up or if it is stemming from other projects, provide the name of the Fund/Organization and the name of the project, if possible.

Section 10: Adaptation Fund results tracker

The Adaptation Fund results tracker allows the Fund to ensure that projects/programmes align with the Fund level results and to aggregate a select set of indicators from the individual project/programme level to the portfolio level.

Projects and programmes are required to fill in the results tracker three times:

i. *When submitting the 1st PPR just data under the column "baseline information" and under the column "target performance at completion" need to be filled;*

ii. *At project mid-term, data under the column "performance at mid-term" needs to be filled;*

iii. *When submitting the last PPR, data under the column "performance at completion" need to be provided. Remember that data need to be provided always for the core indicator: number of beneficiaries providing figures for direct, indirect and total beneficiaries.*

Other data needs to be provided just for those outcomes and related indicators, and outputs and related indicators as per the project alignment to the AF strategic results framework, as the table in section F of the approved project document "Demonstrate how the project / programme aligns with the Results Framework of the Adaptation Fund".

The secretariat has developed a specific "Results Tracker Guidance Document" to help implementing entities fill this section of the PPR. This is available at: https://www.adaptation-fund.org/wp-content/uploads/2019/10/Results-Tracker-Guidance-Document-Updated_July-2019.pdf