



**ADAPTATION FUND**



## Reporting requirements for projects/programmes delays and project changes

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## **POLICY FOR PROJECT/ PROGRAMME DELAYS (UPDATED IN OCTOBER 2019)**

### **OPG ANNEX 7: PROJECT/PROGRAMME IMPLEMENTATION**

Detailed policies and guidelines in AF  
website under [Policies & Guidelines](#)



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## Issues identified

- Project inception/start delays and project completion delays
- Timeframes and delivery of the PFG might vary after PFG approval
- Budget change at output-level between revised budget and original budget at 10% or more of total budget
- Extension Requests



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## Project Inception Delays

- AFB has set a target of six months from the first cash transfer
- Start date is the first day of the project/programme's inception workshop
- Inception Report must be submitted to the AFBSEC
- Notification to the AFB through the secretariat using the form in Annex D of Policy for Project / Programme Delays (Decision B.34/45)
- Notify the Designated Authority (DA) : reasons for inception delay & estimated new start date



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## Project Completion Delays

- *Indicative* project/programme completion time included in project/programme proposals for funding
- In 1<sup>st</sup> PPR should include a revised expected project/programme completion date
- Date included in the 1<sup>st</sup> PPR will be the date that the project/programme will be tracked against
- Project Extension Request using form in [Annex A](#) of [Policy for Project/Programme Delays](#)
- ER no later than six months prior to the expected completion date
- Extension beyond original completion date for up to 18 months
- Notify the Designated Authority (DA)

**All Extension Requests must be approved by the AFB through two-week no objection**



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## Timeframes and delivery of the PFG/ PFA might vary after approval

- PFG project start is the date of first disbursement towards an activity related to the grant
- IE should inform AFSEC on the start date of the PFG using form in [Annex C](#) of [Policy for Project/Programme Delays](#)
- PFA project start date: first contract signed between IE and consultant/ service provider, date of first disbursement towards an activity
- Full proposal to the Board 12 months from the PFG disbursement (Decision B.12/28)
- Notification of delay using form in [Annex B](#) of [Policy for Project/Programme Delays](#)
- No later than 2 months before the project completion date
- IE may report an extension beyond completion date of up to 12 months
- Notification to the Designated Authority (DA)



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## Material Change: OPG Annex 7

*Cumulative total budget change at output-level between the revised budget and the original budget that involves ten per cent (10%) or more of the total budget of the project/programme*

- *revised budget at output-level with comparison to the original,*
- *revised results framework with comparison to the original,*
- *written clarification on the material change itself and the reasons for the material change, and*
- *letter from the designated authority endorsing the material change.*




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## How is material change calculated?

- Calculate, the at output level, the % of total budget (original and revised budget)
- Subtract first % (original budget) from second % (revised budget)
- Output 2.3: 674,700 USD corresponds to 7.68% of the total grant, and 371,113 USD correspond to 4.22% of the total grant.  $7.68\% - 4.22\% = 3.46\%$
- The material change is calculated by summing all the % (sums and subtractions)



## Material change - an example (WFP Mauritania)

Output	Initial target	Initial budget	Reviewed target	Reviewed budget	Change (% of total budget)
Output 2.1	1,500-2,000 ha of dunes fixated	US\$ 469,200	900 ha of dunes fixated	US\$ 1,020,872	(6.29% from 2.2 and 2.3)
Output 2.2	1,000-1,500 ha of vulnerable zones protected	US\$ 703,500	1000 ha of vulnerable zones protected	US\$ 455,415	2.83%
Output 2.3	1,000-1,500 ha of community fuel wood forests planted	US\$ 674,700	400 ha of community fuel wood forests planted	US\$ 371,113	3.46%
Output 3.3	5,000 technical staff and community leaders trained and equipped in agropastoral IGA, including plant multiplication	US\$ 357,789	9,000 technical staff and community leaders trained and equipped in agropastoral IGA, including plant multiplication	US\$ 623,789	(3.03% from 3.6)
Output 3.4	4,000 technical staff and community leaders trained and equipped for poultry development	US\$ 215,862	4,000 technical staff and community leaders trained and equipped for poultry development	US\$ 363,278	(1.68% from 3.5 and 3.6)
Output 3.5	1,600 technical staff and community leaders trained and equipped for apiculture	US\$ 228,143	1,600 technical staff and community leaders trained and equipped for apiculture	US\$ 162,727	0.75%
Output 3.6	Approx. 20 community cereal banks established.	US\$ 348,000	N/A		3.97%
<b>Total project budget: US\$ 8,775,005 (AF + Government contribution)</b>					<b>11.00%</b>

## Discrepancies between the original workplan and the actual delayed payment tranches

- Current expenditure and planned expenditure reported in the PPR
- Planned expenditures for the next reporting period aligned with the disbursement schedule
- In case of changes - LOE from the DA and circulated to AFB for intersessional two-week non objection approval.
- Comparative presentation of **original disbursement schedule, proposed revised disbursement schedule, the updated project workplan and budget**
- Following AFB approval of the revised disbursement schedule, the grant agreement amended and re-signed.



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# Thank you!

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