



ADAPTATION FUND

# Guidance on requests for project revisions during implementation

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# OPG ANNEX 7 - Project Results Framework Changes

OUTPUT (INTRODUCTION, MODIFICATIONS, DELETIONS)	OUTCOME (INTRODUCTIONS, MODIFICATIONS, DELETIONS)	OUTPUT OR OUTCOME INDICATORS AND/OR ASSOCIATES TARGETS (MODIFICATIONS, DELETIONS)
COMMUNICATE TO SECRETARIAT	COMMUNICATE TO SECRETARIAT	COMMUNICATE TO SECRETARIAT UP TO 1 <sup>ST</sup> PPR
SUBMIT THE ORIGINAL AND REVISED PROJECT RESULTS FRAMEWORK	SUBMIT THE REVISED PROJECT PROPOSAL (ORIGINAL AND REVISED PROJECT RESULTS FRAMEWORK + BUDGET)	SUBMIT THE REVISED PROJECT PROPOSAL (ORIGINAL AND REVISED PROJECT RESULTS FRAMEWORK + BUDGET)
SUMIT A LETTER OF ENDORSEMENT FROM THE DA	SUMIT A LETTER OF ENDORSEMENT FROM THE DA	SUMIT A LETTER OF ENDORSEMENT FROM THE DA
SECRETARIAT REVIEW	SECRETARIAT REVIEW	SECRETARIAT REVIEW
BOARD APPROVAL (2 WEEKS)	PPRC TECHNICAL REVIEW FOLLOWED BY BOARD CONSIDERATION	PPRC TECHNICAL REVIEW FOLLOWED BY BOARD CONSIDERATION



# OPG ANNEX 7 – Financial Changes

**Material Change** “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;
- Letter from the designated authority endorsing the material change.



# How is Material Change Calculated?

Calculate the budget variation (from original to revised budget) for each output

Output 1.1.2: 622,326 USD minus 550,834 USD = 71,492 UDS which corresponds to -1,22% of the total grant (excluding project fees). Do the same for each output

The material change is calculated by summing all the % (sums and subtractions)

COMPONENT/OUTPUT	INITIAL BUDGET APPROVED	MODIFIED BUDGET		
<b>Component 1: Concrete Adaptation Measures to Streghten Community Resilience to Climate Change</b>	<b>3,124,800</b>	<b>3,124,800</b>		
OUTPUT 1.1.1.	372,259	240,793	131,466	-2.25%
OUTPUT 1.1.2.	622,326	550,834	71,492	-1.22%
OUTPUT 1.2.1	1,125,236	775,888	349,348	-5.97%
OUTPUT 1.2.2.	662,410	655,492	6,918	-0.11%
OUTPUT 1.2.3	132,000	377,714	-245,714	4.20%
OUTPUT 1.2.4.	100,570	283,286	-182,716	3.12%
OUTPUT 1.2.5.	110,000	240,793	-130,793	2.23%
<b>Component 2: Access of Financial Products to Support Locally-led Smallholder Farmer Entrepreneurship with Enfasis on Women-led Enterprises</b>	<b>2,055,200</b>	<b>2,055,200</b>		<b>9.55%</b>
OUTPUT 2.1.1.	1,282,000	1,282,000		
OUTPUT 2.1.2.	338,000	338,000		
OUTPUT 2.1.3.	255,200	255,200		
OUTPUT 2.1.4.	180,000	180,000		
<b>Component 3: Capacity building and knowledge management system for implementing for the dissemination of project's lessons learned</b>	<b>420,000</b>	<b>420,000</b>		
OUTPUT 3.1.1.	120,000	120,000		
OUTPUT 3.2.1.	240,000	240,000		
OUTPUT 3.2.2.	60,000	60,000		
<b>Component 4. Management policies, regulations and measures promoting the resiliency of local communities to climate change and variability-induced stress.</b>	<b>250,000</b>	<b>250,000</b>		
OUTPUT 4.1.1.	100,000	100,000		
OUTPUT 4.1.2.	75,000	75,000		
OUTPUT 4.1.3.	75,000	75,000		
<b>Total Project/Programme Cost</b>	<b>5,850,000</b>	<b>5,850,000</b>		
Project/Programme Execution cost	555,750	555,750		
Project/Programme Cycle Management Fee	544,489	544,489		
<b>TOTAL</b>	<b>6,950,239</b>	<b>6,950,239</b>		





# Financial changes - Discrepancies Between the Original Workplan and the Actual Payment Tranches

- Planned expenditures for the next reporting period aligned with the disbursement schedule
- In case of changes - Comparative presentation of original disbursement schedule, proposed revised disbursement schedule, the updated project workplan and budget, and LOE from DA
- Following AFB approval (two-weeks non objection) of the revised disbursement schedule, grant agreement amended and re-signed.



# **OPG ANNEX 7 - Implementation Arrangements Changes - Provision of Direct Project Services (DPS)**

Projects sometimes need to revisit some roles of the implementing and the executing entity during implementation.

Possible on an exceptional basis, the IEs shall submit all the relevant justification for the RDPS explaining how the costs were established, along with a letter from the Designated Authority.

DPS are services provided by the IE to an EE (e.g. procurement and payment management).



# Milestone Changes - 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



# Milestone Changes - Project Completion Delays

- Indicative project completion time included in approved project documents.
- Expected completion date included in the 1st 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.
- Extension Requests approved by the AFB through two-week no objection.





# Adaptive Management Options to Manage Project Issues



## Better planning and reporting

- ✓ Inception report to update implementation plan
- ✓ Regular update of implementation plans (procurement, disbursement, etc.)
- ✓ Reporting and update on time (PPR)



## Mid-review for adjustments

- ✓ MTR to review implementation issues and adjust project activities
- ✓ Extension request assessed during MTR – avoid multiple ER
- ✓ Minor change under OPG Annex 7 including budget reallocation



## Communication with AF secretariat

- ✓ Regular communication with AFSEC for clarification
- ✓ Report implementation issues informally or through PPR
- ✓ Learning from active portfolio (APR and learning mission)






# Thank You



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