



ADAPTATION FUND

AFB/B.35.b/3
19 October 2020

Adaptation Fund Board
Second session of the thirty-fifth meeting
Bonn, Germany (Virtually held), 26-28 October 2020

Agenda item 4

REPORT ON ACTIVITIES OF THE SECRETARIAT (INCLUDING THE TERG SECRETARIAT)

Background

1. This report lists the activities undertaken by the Adaptation Fund Board Secretariat (the secretariat) and the Adaptation Fund Technical Evaluation Reference Group (AF-TERG) secretariat during the period of 12 months between the thirty-fourth in October 2019 and the second part of the thirty-fifth meetings of the Adaptation Fund Board (the Board) in October 2020. Typically, under normal circumstances, the report covers a period of six months between two Board meetings. Due to the COVID-19 pandemic, the physical Board meetings scheduled earlier in 2020 were cancelled and hence no report was published in the interim.

Finalization and posting of the report of the thirty-fourth and thirty-fifth meetings

2. Following the thirty-fourth meeting held in Bonn, Germany on 8-11 October 2019 and the first session of the thirty-fifth (procedural) meeting held virtually on 2 April 2020, the secretariat supported the respective Chairs who had presided over those meetings, in finalizing the reports of the meeting. As agreed by the Board, the reports were completed and circulated to Board members and alternates for comments and approval. The Board approved the reports and they were posted on the website of the Adaptation Fund (the Fund) as documents AFB/B.34/20 and AFB/B.35.a/3.

Events and meetings

3. During the reporting period, the secretariat participated in, and presented at, the following events and meetings (excluding meetings of the readiness programme that are described in a separate section below).

Fiscal Year 2020

- (a) International Symposium and High-level Event on Action for Climate Empowerment (ACE) (14-15 October 2019, Pamhagen, Austria): A member of the secretariat attended and participated in proceedings of two events to explore opportunities for collaboration and partnership with the UNFCCC's ACE and to raise awareness of the Fund's activities to donors and ACE country focal points present at the meetings.
- (b) 24th Meeting of the GCF Board (12-14 November 2019, Songdo, the Republic of Korea): A member of the secretariat attended the 24th Meeting of the GCF Board as observer. The work of the GCF discussed at the meeting included: strategic planning for 2020-2023; consideration of funding proposals; consideration of accreditation proposal; Updated Gender Policy and Action Plan 2020-2023; matters related to the formal replenishment of the GCF; Co-Chairs consultations on decision-making in the event that all efforts at reaching consensus have been exhausted and guidelines on decisions without a Board meeting; integrity policies; risk management framework; matters related to the accreditation framework.

(c) Madrid Climate Change Conference (the twenty-fifth session of the Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) (COP 25), the fifteenth session of Conference of the Parties serving as the meeting of Parties to the Kyoto Protocol (CMP 15), and the second session of the Conference of the Parties serving as the meeting of Parties to the Paris Agreement (CMA 2), 2-13 December 2019, Madrid, Spain): The manager and members of the secretariat participated in the meeting and supported the Chair during the negotiations on the agenda item of CMP and CMA related to the Adaptation Fund. The secretariat also supported the Chair in presenting the Fund's work in a panel discussion as part of the technical part of the stocktake on pre-2020 implementation and ambition, in the signing event of the Declaration for the Alliance for Hydromet Development organized by the World Meteorological Organization (WMO), and in the signing event of a regional adaptation project. The secretariat organized several well-attended side events, including one on the topic of innovation in adaptation. Another side event was organized to launch the new virtual course on project preparation and design and accreditation, along with case studies drawn from the accreditation and re-accreditation process. The secretariat also organized two similar events where the same knowledge tools were launched for the French-speaking and Spanish-speaking audiences; the French-speaking event was organized together with the *Institut de la Francophonie pour le développement durable* (IFDD). Additionally, the secretariat organized a side event with the theme of gender and climate change, titled "Advancing Gender Equality and Women's Empowerment in Climate Finance" among the three climate funds including the Adaptation Fund, Global Environment Facility (GEF) and Green Climate Fund (GCF), which was the first of its kind, and a second French-speaking side event with the IFDD on the topic of "Financing resilience through the instruments of the Adaptation Fund - experiences of implementing entities". The secretariat and the Vice-Chair presented the Fund's work in a press conference announcing a suite of new knowledge, innovation and scale-up tools. The manager of the secretariat participated in as a panelist in Technology Mechanism side event on the topic "Delivering technological transformation to support countries in implementing the Paris Agreement", in a TERI side event "Accelerating adaptation action and knowledge to support action", in the launching event of the WMO report on the State of Climate Services and in a related press conference, and in the GCF Independent Integrity Unit side event "Best practices and joint actions to strengthen results and integrity across trust funds". The secretariat participated in a side event organized by member organizations of the Adaptation Fund NGO Network on the topic of "How to effectively channel adaptation finance to those most vulnerable to climate change", in a side event hosted by the Latin American Development Bank (CAF) aimed at presenting the projects approved by the Adaptation Fund to be implemented in Argentina, Chile, Ecuador and Uruguay, in a side event organized by WMO on "Science and Innovation in Support of Climate Action for the Poor and the Vulnerable", and in a UN-Habitat side event on "Building the climate resilience of the Urban Poor". The secretariat participated in the roundtable on coherence and coordination organized by the Paris Committee on Capacity-Building (PCCB) at the Capacity-Building Hub. The secretariat hosted a side-event for the Community of Practice for Direct Access Entities (CPDAE) in partnership with the GCF.

The Chair and the secretariat launched the first issue of the bulletin by providers of readiness and capacity-building support for adaptation in partnership with the Climate Technology Centre and Network (CTCN) and PCCB. The bulletin provides information from a range of organizations providing readiness and capacity-building support to developing country Parties to the UNFCCC, Kyoto Protocol and Paris Agreement, and includes information on the type of readiness and capacity-building support available and how Parties can access the support. The secretariat also presented the Fund's work at the Koronivia workshop on the topic of "Improved nutrient use and manure management towards sustainable and resilient agricultural systems". The secretariat, together with the Chair, participated in the third annual dialogue of Climate Finance Delivery Channels organized by the GCF. In addition, the secretariat arranged a successful contributor dialogue, featuring a number of distinguished opening speakers, including the President of COP 25, Minister of Environment of Chile, H.E. Ms. Carolina Schmidt, Minister of Climate and Environment of Norway, H.E. Mr. Ola Elvestuen, Deputy Executive Secretary of the UNFCCC, Mr. Ovais Sarmad, the Chair of the Board, among others. The secretariat also had several meetings with ministers and heads of delegations from both contributor and recipient governments and met with applicant National Implementing Entities (NIEs) in relation to the ongoing accreditation and re-accreditation process as well as with new potential applicants. The secretariat hosted a multimedia exhibit on innovation and youth engagement at the conference and handed out informational materials. The manager of the secretariat participated in video interviews by Climate Home News and Climate Action Studio, promoting the Fund's work.

- (d) 57th meeting of the GEF Council (17-19 December 2019, Washington, D.C., United States): the manager of the secretariat presented the amended and restated memorandum of understanding between the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the Council of the GEF regarding secretariat services to the Adaptation Fund Board, which had been adopted by CMP 15, to the Council for its consideration. The Council approved the memorandum of understanding.
- (e) 10th Session of the World Urban Forum (9 – 13 February 2020, Abu Dhabi, United Arab Emirates): A member of the secretariat attended the 10th Session of the World Urban Forum (WUF10) as speaker and participated in several panel discussions and networking sessions showcasing the Fund's work on urban resilience and innovative financing modalities for local-national collaborations in the area of climate finance. A flagship initiative was launched for building up the climate resilience of the urban poor.
- (f) Alliance for Hydromet development and Systematic Observations Financing Facility (SOFF) workshops (25 – 26 February, Offenbach, Germany): As a founding member of the Hydromet Development Alliance signed at COP 25, the secretariat was invited to participate in the two events organized by the World Meteorological Organization. The SOFF meeting discussed the proposed SOFF facility as part of the joint commitment of the alliance members that is expected to provide equitable, predictable, sustainable, and

performance-based finance to achieve and maintain global basic observations network; and which contributes to maximize adaptation benefits for developing countries. In addition, the secretariat attended a meeting of the Alliance for Hydromet Development members, to discuss the Alliance principles and 2020 actions plan including the design of the SOFF. The meetings were attended by the following organizations: World Bank, UNDP, UNEP, UK Met Office, InsuResilience, DWD, GEF, GIZ, DFID, and remotely by GCF, IsDB, EBRD and laDB.

- (g) NDC Partners Consultation meeting (27-28 February 2020, New York): The manager and a member of the secretariat represented the Fund where the manager participated in a panel discussion on “Accelerating technical assistance and capacity development for investment readiness”.
- (h) 25th board meeting of the Green Climate Fund (10-12 March 2020, Geneva, Switzerland): A member of the secretariat participated in the meeting as observer. Considering the extraordinary circumstances imposed by the COVID-19 pandemic and on an exceptional basis, the 25th meeting of the GCF Board initially scheduled to take place from 10-12 March 2020 in Songdo, Incheon, Republic of Korea was moved to Geneva, Switzerland during the same period. The meeting was chaired by new Co-Chairs Mr. Nauman Bhatti of Pakistan and Ms. Sue Szabo from Canada, who represent the developing and developed country constituencies, respectively. The meeting approved a total of six new funding proposals and considered several policy matters including the updated GCF strategic plan for 2020-2023 which was not approved at this meeting. Other important matters include among others a review of the simplified approval process pilot scheme, approval of two new national Direct Access Entities and an upgrade in the scope of accreditation of an already accredited national Direct Access Entity, annual guidance from the COP to the UNFCCC and a contingency planning of GCF in the context of the covid-19 pandemic. The meeting did not discuss any item related to cooperation with the Adaptation Fund including the strategic discussion under the operational framework for complementarity and coherence.
- (i) 17th meeting of the Adaptation Committee (24-27 March 2020, Virtual): A member of the secretariat participated in the meeting as observer. During the meeting the following items were discussed: (i) Adaptation Communications; (ii) Methodologies for assessing adaptation needs; (iii) The Global Goal on Adaptation; (iv) Information collection and preparation for the Global Stocktake; and (v) Modalities for recognizing the adaptation efforts of developing country Parties. The Adaptation Committee (AC) and observers exchanged views on different items discussed and the AC members agreed to continue working in the inter-sessional period until the next meeting (which will take place from 9 to 12 November 2020).
- (j) Adaptation Futures 2020 – Pre-Conference Webinar Series: “Adaptation with a Human Face” (28–30 April 2020, Virtual): the manager of the secretariat provided welcome remarks for the Day 2 session of the webinar co-hosted by TERI and the World Adaptation Science Programme, referring to the local and human-centered activities of the Fund.

- (k) Responding to the COVID-19 Pandemic Economic Crisis: Building Back Better Aligned to the SDGs and the Paris Agreement (4 May 2020, Virtual). The manager of the secretariat presented the Fund's work in Dialogue 2 of the webinar with the theme "Toward Recovery and Long-term Resilience" co-hosted by the Federal Environment Ministry of Germany and the World Resources Institute.
- (l) Dialogue between grassroots organizations and donors on locally-led actions webinar (21 May 2020, virtual) co-hosted by the Adaptation Fund in collaboration with WRI/Global Commission on Adaptation and Climate Wise Women: A member of the secretariat joined the meeting as a speaker and presented the Adaptation Fund's work on locally led actions including the EDA projects and other initiatives.
- (m) A webinar on building resilience in the agriculture sector in Africa in the light of the COVID-19 pandemic (28 May 2020, Virtual): The secretariat and its partners shared experience from the project implemented by Sahara and Sahel Observatory (OSS) in Uganda.
- (n) June Momentum on Climate Change – Effective Delivery of Needs-based Climate Finance Virtual Special Event (4 June 2020, Virtual): The manager of the secretariat joined a panel discussion on the double threats of climate change and COVID-19 and presented how the Fund's works supports broad-based resilience.
- (o) "Panama on the road to climate change adaptation" webinar (18 June 2020, Virtual) hosted by Fundación Natura, Panama: Two members of the secretariat participated in the meeting as speakers where they gave a general overview of the Fund including the MTS funding windows and a presentation of the Readiness and capacity building program of the Fund.
- (p) Fourth meeting of the Paris Committee on Capacity-Building (PCCB), held virtually (22–25 June 2020). Two members of the secretariat participated in the PCCB meeting sessions which included: Technical support and guidance on building climate-related capacity; Awareness-raising, outreach and knowledge- and information-sharing; the Informal Coordination Mechanism (ICM) of the PCCB ; and Development of a workplan for 2021–2024. In addition, on 23 June the representatives from the secretariat joined UNFCCC Constituted Bodies, Operating Entities representatives and PCCB members in a Roundtable on Coherence and Coordination of Capacity-Building under the Convention.
- (q) Virtual inaugural meeting of the PCCB Network (26 June 2020): A representative of the secretariat participated in the meeting and provided content of the Fund's capacity-building activities for the Newsletter of the Network. The PCCB Network was established by the PCCB to become a leveraging platform to enhance coherence and coordination of climate-related capacity-building initiatives and activities, foster the engagement of relevant stakeholders in such efforts, draw expertise from a broad range of members in identifying gaps and needs of developing countries, and facilitate access to information and knowledge on capacity-building to support climate action.

- (r) “Stepping-Up Knowledge Exchange between Climate Adaptation Knowledge Platforms (KE4CAP)” webinar (30 June 2020, Virtual) hosted by University of Oxford and Stockholm Environment Institute: A member of the secretariat participated in the meeting as observer where opportunities were explored to how climate adaptation platforms can contribute to national plans and strategies and how they can help in promoting informed decision-making and climate action.

Fiscal Year 2021

- (a) Webinar entitled “*Adaptation Fund Engagement Pathways: First Steps for Women’s Organization*” hosted by Women’s Environment & Development Organization (WEDO) (8 July 2020, Virtual): two members of the secretariat were invited and participated as speakers in the webinar, presenting the Fund’s gender work and recently launched e-learning and engaging discussions with the participating women’s groups and organizations.
- (b) Webinar entitled “*Adaptation Fund Projects in South and Southeast Asia: Insights from CSO Perspectives*” co-hosted by Adaptation Fund NGO Network, Development Alternatives, Climate Action Network South Asia (CANSA) and Climate Action Network Southeast Asia (CAN) (14 July 2020, Virtual): a representative of the secretariat was invited to share the Fund’s perspective regarding the Fund’s experiences and views on the value of the CSO engagement with the Fund.
- (c) Water and Climate Coordination Climate Finance webinar (23 July 2020, Virtual) organized by Global Water Partnership (GWP) in partnership with UNDP-Cap-Net, Alliance for Global Water Adaptation (AGWA) and Stockholm International Water Institute (SIWI): A representative of the secretariat participated in the event and gave a presentation at the event. The webinar highlighted climate and water inter-linkages, coordination across climate and water decision-makers during implementation and climate finance opportunities.
- (d) Launch of the French version of the E-Learning Course on Direct Access Designed to Help Countries and Stakeholders Unlock Climate Finance (21 July 2020, Virtual) co-organized by the *Institut de la Francophonie pour le Développement Durable (IFDD)* and attended by more than 600 participants from French speaking countries. The Secretariat presented the course by providing an overview of the Adaptation Fund (the Fund) accreditation process and the Environmental, Social and Gender considerations in project design and implementation.
- (e) “Adaptation Fund: Innovation for Adaptation to Climate Change” event at the World Water Week (25 August 2020, Virtual). This event was organized by the secretariat and it included presentations and a discussion by representatives of the AF-funded UNDP Aggregator for Innovation, a representative of a NIE and a CSO, as well as the secretariat.

Preparations for the thirty-fifth Board meeting

Meeting arrangements

4. The secretariat issued letters of invitation to the Board meeting originally scheduled on 31 March – 3 April 2020 in Bonn, Germany to the Board members and alternates and made travel arrangements for eligible Board members. Due to the development of the coronavirus (COVID-19) pandemic and the decision by the Board to hold a procedural virtual meeting, the secretariat canceled the arranged travels and changed the arrangements to organize the virtual (procedural) meeting (the first session of the thirty-fifth meeting) on 1 April 2020.

5. Following the Board's decision to hold the second part of the thirty-fifth meeting in Bonn, Germany on 23-26 June 2020, the secretariat made a reservation of conference rooms for physical meeting but cancelled it when it became evident that it was not possible to hold that meeting as planned.

6. The secretariat made arrangements for another Board meeting in a virtual format (the second session of the thirty-fifth meeting) to take place in October 2020.

Meeting documents

7. The secretariat, working closely with the Board Chair and the Committee Chairs and Vice-Chairs, and the trustee, was preparing the documents for the thirty-fifth meeting of the Board and for the twenty-sixth meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC), which were supposed to be discussed by the Board on 31 March – 3 April 2020. Due to the cancellation of the meeting on a physical format, the documents were not published.

8. Following consultation with the Chair and Vice-Chair of the Board, some of the pressing agenda items among the documents prepared for the meetings in March 2020, such as project proposals, work plans and administrative budgets for FY21 were presented to the Board for consideration intersessionally. The secretariat consulted with the Chair and Vice-Chair on a short list of prioritized agenda items to be taken up at the second session of the thirty-fifth meeting of the Board and the twenty-sixth meetings of the Board committees in October 2020.

9. The full list of documents is contained in document AFB/B.35.b/Inf.1, List of documents.

Membership of the Board

10. The following includes a list of the changes in the membership of the Board as of the date of the issuance of this document.

- (a) Mr. David Kaluba (Zambia, Africa) was replaced by Ms. Patience Dampthey (Ghana, Africa) as Member;

- (b) Mr. Admasu Nebebe (Ethiopia, Africa) was replaced by Ms. Fatou Ndeye Gaye (Republic of The Gambia, Africa) as Alternate;
- (c) Mr. Mirza Shawkat Ali (Bangladesh, Asia-Pacific) was replaced by Mr. Jong Hun Lee (the Republic of Korea, Asia-Pacific) as Member and later, following the nomination by the Asia-Pacific constituency, the Board appointed Ms. Ji Young Choi (Republic of Korea, Asia-Pacific States) replacing him.
- (d) Following the nomination by the Asia-Pacific constituency, the Board appointed Ms. Sheyda Nematollahi Sarvestani (Islamic Republic of Iran, Asia-Pacific) as Alternate replacing Ms. Sheida Asgharzadeh Ghahroudi (Islamic Republic of Iran, Asia-Pacific).
- (e) Mr. Aram Ter-Zakaryan (Armenia, Eastern Europe) was replaced by Ms. Ala Druta (Moldova, Eastern Europe) as Member.
- (f) Ms. Ardiana Sokoli (Albania, Eastern Europe) was replaced by Mr. Aram Ter-Zakaryan (Armenia, Eastern Europe) as Alternate.
- (g) Mr. Lucas di Pietro (Argentina, Latin America and Caribbean) was replaced by Ms. Margarita Caso Chávez (Mexico, Latin America and Caribbean) as a Member.
- (h) Mr. Philip Weech (Bahamas, Latin America and Caribbean) was replaced by Ms. Mariana Kasprzyk (Uruguay, Latin America and Caribbean) as Alternate.
- (i) Mr. Idy Niang (Senegal, Least Developed Countries) was elected as Member, filling a seat left vacant in October 2019 with the passing away of Mr. Chebet Maikut (Uganda, Least Developed Countries).
- (j) Mr. Charles Mutai (Kenya, Non-Annex I parties) was replaced by Mr. Ali Waqas Malik (Pakistan, Non-Annex I parties) as Member.
- (k) Ms. Ding Ding (China, Non-Annex I parties) was replaced by Ms. Naima Oumoussa (Morocco, Non-Annex I parties) as Alternate.
- (l) Mr. Patrick Sieber (Switzerland, Annex I parties) was replaced by Ms. Antonia Flück (previously, Antonia Sutter) (Switzerland, Annex I parties) as Alternate.

Intersessional decisions approved by the Board

11. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated draft decision texts, of which 110 were approved by the Board during the intersessional period as of the date of this document. All the decisions listed below have been posted on the Fund website.

B.34-35/1

Approval of no cost extension of project completion date: Belize (IBRD)

- B.34-35/2 Approval of no cost extension of project completion date: Cambodia (UNEP)
- B.34-35/3 Addendum to the report of the Adaptation Fund Board to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its fifteenth session
- B.34-35/4 Approval of Adaptation Fund Board Membership in the “Alliance for Hydromet Development”
- B.34-35/5 Approval of Technical Assistance Grant: Zimbabwe (EMA)
- B.34-35/6 Approval of Technical Assistance Grant: Uganda (MoWE)
- B.34-35/7 Approval of Technical Assistance Grant: Tanzania (NEMC)
- B.34-35/8 Approval of South-South Grant Cooperation: Botswana (NEMA)
- B.34-35/9 Approval of South-South Grant Cooperation: Mozambique (NEMA)
- B.34-35/10 Approval of No Cost Extension of Project Completion Date: Ghana (UNDP)
- B.34-35/11 Dates and venue of the thirty-fifth meeting of the Adaptation Fund Board
- B.34-35/12 Approval of updated policy for project/programme delays
- B.34-35/13 Re-accreditation of the General Directorate of Sectoral and Special Programs and Projects (DIPROSE) of the Ministry of Agriculture, Livestock and Fisheries of Argentina (MAGyP) (formally Entity of Unidad para el Cambio Rural (UCAR)) as National Implementing Entity
- B.34-35/14 Approval of no cost extension of project completion date: South Africa (SANBI) (2)
- B.34-35/15 Approval of project formulation grant: Indonesia (Kemitraan)
- B.34-35/16 Approval of project formulation grant: Indonesia (Kemitraan)
- B.34-35/17 Approval of project formulation grant: Indonesia (Kemitraan)
- B.34-35/18 Approval of no cost extension of project completion date: Sri Lanka (WFP)
- B.34-35/19 Approval of no cost extension of programme completion date: Costa Rica (Fundecooperación)
- B.34-35/20 Approval of Guidance Document to Complete Project Performance Reports
- B.34-35/21 Approval of legal agreement template for MIE Aggregator Programme
- B.34-35/22 Approval of legal agreement templates for project formulation assistance (PFA) grants and project scale-up (PSU) grants, merger of the legal agreement templates for technical assistance grants for the environmental and social policy and gender policy (TA-ESGP) and the technical assistance grants for the gender policy (TA-GP) and amendments thereof, and the merger of the legal agreement templates for South-South Cooperation (SSC) grants and the readiness package grants (RPG) and amendments thereof.
- B.34-35/23 Amendments to legal agreement templates for readiness grants
- B.34-35/24 Fast Track Re-accreditation of the National Fund for Environment and Climate of Benin (FNEC) as National Implementing Entity
- B.34-35/25 Election of officers for the next period of office
- B.34-35/26 Organization of meeting of the Adaptation Fund Board during March – June 2020

- B.34-35/27 Approval of No Cost Extension of Project Completion Date: Seychelles (UNDP)
- B.35.a-35.b/1 Approval of no cost extension of project completion date: Jordan (MOPIC)
- B.35.a-35.b/2 Accreditation of the Interprofessional Fund for Agricultural Research and Advice of Côte d'Ivoire as National Implementing Entity
- B.35.a-35.b/3 Legal agreement template for Small Innovation Grant
- B.35.a-35.b/4 Approval of no cost extension of project completion date: Egypt (WFP)
- B.35.a-35.b/5 Approval of Direct Project Services: WFP (Lesotho)
- B.35.a-35.b/6 Approval of no cost extension of project completion date: Uruguay (ANII)
- B.35.a-35.b/7 Approval of Amendment of the Terms of Reference for the Accreditation Panel
- B.35.a-35.b/8 Fast Track Re-accreditation of the World Food Programme (WFP) as a Multilateral Implementing Entity (MIE)
- B.35.a-35.b/9 Non approval of proposal for Indonesia (1)
- B.35.a-35.b/10 Non approval of proposal for Indonesia (2)
- B.35.a-35.b/11 Non approval of proposal for Indonesia (3)
- B.35.a-35.b/12 Non approval of proposal for Indonesia (4)
- B.35.a-35.b/13 Non approval of proposal for Tanzania (1)
- B.35.a-35.b/14 Approval of proposal for Tanzania (2)
- B.35.a-35.b/15 Non approval of proposal for Tanzania (3)
- B.35.a-35.b/16 Approval of proposal for Tanzania (4)
- B.35.a-35.b/17 Non approval of proposal for Kiribati
- B.35.a-35.b/18 Non approval of proposal for Cambodia
- B.35.a-35.b/19 Non approval for proposal for Cameroon
- B.35.a-35.b/20 Approval of proposal for Pakistan
- B.35.a-35.b/21 Approval of proposal for Tunisia
- B.35.a-35.b/22 Approval of proposal for Viet Nam
- B.35.a-35.b/23 Non approval of proposal for Zimbabwe
- B.35.a-35.b/24 Non approval of proposal for Jordan and Lebanon
- B.35.a-35.b/25 Waitlist of proposal for Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan
- B.35.a-35.b/26 Non approval of proposal for Thailand and Viet Nam
- B.35.a-35.b/27 Administrative budgets
- B.35.a-35.b/28 Work plan of the Secretariat
- B.35.a-35.b/29 Strategy and Work Programme of the Adaptation Fund Technical Evaluation Reference Group (AF-TERG)
- B.35.a-35.b/30 Approval of change in project outcome, output and related indicators: Peru (PROFONANPE)
- B.35.a-35.b/31 Approval of no cost extension of project completion date: Jamaica (PIOJ)
- B.35.a-35.b/32 Approval of Request for Grace-Period for Achieving Re-accreditation: Jordan (MoPIC)
- B.35.a-35.b/33 Approval of no cost extension of programme completion date: Kenya (NEMA)
- B.35.a-35.b/34 Fast Track Accreditation of the Food and Agriculture Organization (FAO) as a Multilateral Implementing Entity (MIE)

- B.35.a-35.b/35 Approval of no cost extension of project completion date: Sri Lanka (WFP)
- B.35.a-35.b/36 Approval of no cost extension of project completion date: Cambodia (UNEP)
- B.35.a-35.b/37 Approval of request for a change in execution arrangements and disbursement schedule: Ecuador (CAF)
- B.35.a-35.b/38 Approval of no cost extension of project completion date: Mauritius (UNDP)
- B.35.a-35.b/39 Approval of Ad Interim Review Process to Consider First Time Submission Proposals and Small Grant Proposals in an Intersessional Project Review Cycle
- B.35.a-35.b/40 Appointment of Member representing Asia-Pacific States
- B.35.a-35.b/41 Approval of request for a change in project output and executing entity: Mongolia (UN-Habitat)
- B.35.a-35.b/42 Approval of no cost extension of project completion date: Lebanon (IFAD)
- B.35.a-35.b/43 Fast Track Re-accreditation of the Corporación Andina de Fomento (CAF) as a Regional Implementing Entity (RIE)
- B.35.a-35.b/44 Report of the Adaptation Fund Board to the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol at its sixteenth session and to the Conference of the Parties serving as meeting of the Parties to the Paris Agreement at its third session
- B.35.a-35.b/45 Approval of request for no cost extension of project completion date: India (1) (NABARD)
- B.35.a-35.b/46 New Pipeline and Criteria for Waitlist
- B.35.a-35.b/47 Non approval of proposal for Indonesia 1
- B.35.a-35.b/48 Non approval of proposal for Indonesia 3
- B.35.a-35.b/49 Approval of proposal for Indonesia 2
- B.35.a-35.b/50 Approval of proposal for Indonesia 4
- B.35.a-35.b/51 Non approval of proposal for Tanzania 1
- B.35.a-35.b/52 Approval of proposal for Tanzania 3
- B.35.a-35.b/53 Waitlist of proposal for Cambodia
- B.35.a-35.b/54 Approval of proposal for Cameroon
- B.35.a-35.b/55 Approval of proposal for Egypt
- B.35.a-35.b/56 Approval of proposal for Liberia
- B.35.a-35.b/57 Non approval of proposal for Zimbabwe
- B.35.a-35.b/58 Endorse Concept Note for Bhutan
- B.35.a-35.b/59 Endorse Concept Note for Uganda
- B.35.a-35.b/60 Endorse Concept Note for Zimbabwe
- B.35.a-35.b/61 Endorse Concept Note for Haiti
- B.35.a-35.b/62 Endorse Concept Note for Malaysia
- B.35.a-35.b/63 Endorse Concept Note for Syrian Arab Republic
- B.35.a-35.b/64 Waitlist of proposal for Jordan and Lebanon
- B.35.a-35.b/65 Waitlist of proposal for Thailand and Viet Nam
- B.35.a-35.b/66 Endorse Concept Note for Benin, Burkina Faso, CDI, Gambia, Ghana, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, SL and Togo
- B.35.a-35.b/67 Endorse Concept Note for Angola and Namibia

B.35.a-35.b/68	Endorse Concept Note for Antigua and Barbuda, and Saint Lucia
B.35.a-35.b/69	Endorse Concept Note for Cabo Verde, Guinea Bissau, Sao Tome and Principe
B.35.a-35.b/70	Waitlist Projects
B.35.a-35.b/71	Defer Consideration Innovation Small Grant for Antigua and Barbuda
B.35.a-35.b/72	Approval Proposal Innovation Small Grant for Dominican Republic
B.35.a-35.b/73	Non approval Proposal Innovation Small Grant for Uganda
B.35.a-35.b/74	Approval Proposal Learning Grant for Senegal
B.35.a-35.b/75	Approval of Financial Provision for Regional Projects and Programmes Ad Interim in Fiscal Year 2021
B.35.a-35.b/76	Approval of no cost extension of project completion date: Uruguay (ANII)
B.35.a-35.b/77	Approval of no cost extension of project completion date: Morocco (ADA)
B.35.a-35.b/78	Re-accreditation of the United Nations Human Settlements Programme (UN-Habitat) as a Multilateral Implementing Entity (MIE)
B.35.a-35.b/79	Approval of no cost extension of project completion date: India (2) (NABARD)
B.35.a-35.b/80	Approval of no cost extension of project completion date: India (3) (NABARD)
B.35.a-35.b/81	Approval of no cost extension of project completion date: India (4) (NABARD)
B.35.a-35.b/82	Organization of meeting of the Adaptation Fund Board in October 2020
B.35.a-35.b/83	Approval of Proposal for Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan

Implementation of decisions adopted by the Board at its thirty-fourth meeting and during the ensuing intersessional period

Secretariat

The designation of Regional Implementing Entities and Multilateral Implementing Entities

12. In line with Decision B.34/2, the secretariat prepared a document which contains an analysis on how to classify IE applicants as MIE or as RIE taking into account relevant Board discussions on designation of Multilateral Implementing Entity (MIE) and RIE at its twenty-third and twenty-fourth meetings as recorded in documents AFB/B.23/7 and AFB/B.24/7. This document was initially supposed to be presented for consideration at the twenty-sixth meeting of the Ethics and Finance Committee (EFC) scheduled for 15-16 October 2020. However, owing to lack of time, the document was not submitted to the twenty-sixth meeting of the EFC.

Implications of an implementing entity's accreditation expiration and a possible revision of re-accreditation policy

13. The secretariat communicated the decision on the revised re-accreditation process and the revised standard legal agreement to the implementing entities. (Decision B.34/3)

Annual performance report (APR)

14. The secretariat prepared and published a summarized version for the general public in a reader friendly format on the Fund's website, following the approval of the APR by the Board. (Decision B.34/43)

Revision of the results tracker and an updated guidance on the revised results tracker

15. The secretariat made available the amended PPR template and the results tracker guidance document on the Fund's website; and revised the Draft Guidance to Complete PPRs as contained in document AFB/EFC.9/4/Add.1, to align it with the new PPR template and circulated it for intersessional approval by the Board between the Board's thirty-fourth and thirty-fifth meetings (Decision B.34-35/20).

Further analysis of project inception delays

16. The secretariat revised the Policy for Project/Programme Delays by reflecting the changes as referred to in subparagraphs a) and b) of Decision B.34/45, and presented the Updated Policy for Project/Programme Delays for intersessional approval by the Board between its thirty-fourth and thirty-fifth meetings (Decision B.34/45). Subsequently, the updated policy was approved by the Board (Decision B.34-35/12).

Assessment of the accreditation standards of the Green Climate Fund, including a gap analysis

17. The secretariat initiated discussion with the GCF secretariat with a view to facilitating the exchanges between the accreditation panels of the two funds; and assessed, in collaboration with the Accreditation Panel, the GCF accreditation standards, including a gap analysis when the need arises, given the continuing evolution of the GCF accreditation process and related policies. (Decision B.34/46)

Strategic discussion on objectives and further steps of the Fund. Potential linkages between the Fund and the Green Climate Fund

18. The secretariat gathered available information related to the legal analysis on arrangements between the GCF and the Fund, which was received from the GCF secretariat, to report to the Board at its thirty-fifth meeting; and continued discussions with the GCF secretariat to advance the collaborative activities identified at the Annual Dialogue in November 2017, the Technical Workshop in February 2018 and the informal meetings between the Chair and Vice-Chair of the AFB and the Co-Chairs of the GCF in May and September 2018 and at the margins of the of the twenty-fourth session of the Conference of Parties to the United Nations Framework Convention on Climate Change (COP 24) held in Katowice, Poland. (Decision B.34/47)

Late-stage withdrawals of proposals by multilateral implementing entities

19. The secretariat prepared a response to the letter dated 10 October 2018, from the Multilateral Development Banks (MDBs), namely the African Development Bank (AfDB), the Asian Development Bank (ADB), the Inter-American Development Bank (IADB) and the World Bank, containing a summary of the Board's discussion on this matter during its thirty-fourth meeting and, having been signed off by the Chair of the Board sent it to the MDBs on behalf of the Board. (Decision B.34/48)

Issues arising from fourteenth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 14), and the third part of the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 1-3)

20. The secretariat prepared the Board's report to the CMP and the addendum at its fifteenth session, which contained the Board's recommendation to the CMP that: (1) the CMP adopt the amendment of the Terms and Conditions of the trustee services to be provided by the World Bank as interim Trustee (T&Cs) at the fifteenth session for the timely extension of the arrangement for the trustee services beyond May 2020; and (2) the CMP adopt the amendment of the institutional arrangement (MoU) with GEF for Secretariat services to the Board at the fifteenth session for the timely extension of the arrangement for the secretariat services beyond May 2020. The Board's report to the CMP at its fifteenth session also included: (1) the summary of the Board's consideration of the Rules of Procedure of the Adaptation Fund Board as contained in document AFB/B.34/9/Add.4 in the addendum to the Report of the Board to the CMP at the fifteenth session; (2) the summary of the Board's consideration of the matter of 'Implications of the Fund receiving the share of proceeds from activities under Articles 6, 12 and 17 of the Kyoto Protocol when the Fund serves the Paris Agreement' and 'any other matter so as to the Fund serves the Paris Agreement smoothly'; (3) the 'Board's recommendations for actions to be taken by the CMP' at its fifteenth session as contained in document AFB/B.34/9/Add.6; and (4) the Board's invitation to the CMP and/or the CMA to provide guidance on the issue of 'the Parties eligible for funding from Adaptation Fund' as referred to in paragraph 1 of decision 1/CMP.3, which is reflected in paragraphs 10 and 5 of the Adaptation Fund's Strategic Priorities, Policies and Guidelines (SPPG) which was adopted by Decision 1/CMP4. At CMP 15, Parties discussed the report by the Board and, in decision 3/CMP.15, took note of it. CMP 15 adopted the amended and restated terms and conditions of services to be provided by the World Bank as an interim trustee of the Adaptation Fund and the amended and restated memorandum of understanding between the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the Council of the GEF regarding secretariat services to the Adaptation Fund Board. Subsequently, the World Bank and the Council of the GEF approved the respective instruments. The secretariat prepared the report of the Adaptation Fund Board to the CMP at its sixteenth session and to the CMA at its third session, which was approved by the Board (Decision B.35.a-35.b/44).

Options to further enhance civil society participation and engagement in the work of the Board

21. The secretariat circulated the survey on the options provided in document AFB/B.34/11 to the Board from 27 January to 17 February 2020 and prepared a document which compiles

comments and input received from the Board. The presentation of the document has been postponed due to the cancellation of the physical Board meetings since March 2020.

Readiness Programme

22. During the reporting period, the secretariat implemented the following activities under the Readiness Programme¹:

Fiscal Year 2020

- (a) The ninth readiness webinar was held on 24 October 2019. The webinar discussed the topic: Evidence-based interventions – Assessing vulnerability and feasibility for sustained local-level resilience: experiences and lessons learned from Adaptation Fund. The report of the webinar is available on the Fund website.
- (b) The secretariat launched and reviewed readiness grants for the 2019 calendar year. Three technical assistance grants for the environmental and social policy and gender policy (TA-ESGP) and two South-South cooperation (SSC) grants were approved intersessionally by the Board between its thirty-fourth and thirty-fifth meetings. These TA-ESGP were for the Environmental Management Agency (EMA) of Zimbabwe, the Ministry of Water and Environment (MoWE) of Uganda and the National Environment Management Council (NEMC) of Tanzania and the SSC grants were for Botswana and Mozambique.

Fiscal Year 2021

- a) The 2020 annual Climate Finance Readiness Seminar for accredited NIEs, was held as a virtual event from 1-3 September 2020. The seminar, which is a closed event for the Fund's accredited NIEs was attended by 27 of the 32 accredited NIEs and nearly 60 participants in total. Participants discussed best practice in sharing project successes, learning from responses to COVID-19, reaccreditation best practices, information on project scale-up, innovation & learning grants, and shared further learning through the Community of Practice for Direct Access Entities (CPDAE).
- b) Development and dissemination of the third issue of the bulletin by providers of readiness and capacity-building support for adaptation (1 September 2020). The bulletin is produced through a partnership between the Adaptation Fund, Climate Technology Centre and Network and the Paris Committee on Capacity-building under the UNFCCC and provides content on readiness and capacity-building support for adaptation from organizations delivering readiness and capacity-building to developing countries. The bulletin is widely disseminated to developing country Parties of the UNFCCC and Paris Agreement.

¹ Reports for the events held are available on the Fund website: <https://www.adaptation-fund.org/readiness/news-seminars/>

Communications

Fiscal Year 2020

23. The secretariat continued to raise significant awareness for the Fund's work, and extend its audience reach by delivering a high volume of quality new content across diverse and emerging communications and news platforms. It developed new stories promoting Fund projects that have adapted and built resilience to the COVID-19 pandemic in creative ways and contributed to building broader resilience in vulnerable groups. The secretariat created and circulated 14 news releases on Fund programmes and news (nine from the current reporting period), two project stories on Antigua and Barbuda and Lao People's Democratic Republic, four stories with Climate Home News (two from the current reporting period, including on ecosystem-based adaptation, and various Fund projects such as Seychelles and Chile), three Flickr photo sharing albums, updated flyers including on Direct Access and Earth Day, and three videos (including one from the new reporting period depicting aerial footage of projects around globe, and others on projects in Antigua and Barbuda and Direct Access, gender and innovation). The partnership with Climate Home News helps expand audience reach to key targets and was extended. The Secretariat also translated four stories/brochures into Spanish and French, prepared flyers in support of virtual events, and distributed many e-news posts.

24. The steady flow of fresh content has continued to enhance the visibility of the Fund which has resulted in marked growth across platforms and helped generate media interest. From 12 October 2019 through 3 February 2020, website page views totalled 205,345 while web users totalled 31,257, a 17 per cent increase. On Twitter, the Fund put out 193 tweets, Facebook had 11,393 likes, and LinkedIn was steadily growing with 846 followers. In particular, media visibility of the Fund has grown significantly. The Fund received at least 263 media mentions worldwide (157 in English, 60 in French, 46 in Spanish). The secretariat sent out 19 Constant Contact e-news posts to Fund stakeholders to raise awareness of the Fund's work and events. During the new reporting period from April 1-June 30, social media was very active with 153 tweets posted and 332 new followers gained, garnering 218.9k impressions. LinkedIn grew to 1,048 followers. There were 25 media mentions about the Fund, with 23 in English and two in Spanish. The Fund's website had 153,407 page views and 22,533 users, and the average web user session duration went up by 30.32%. These collective digital, media and outreach activities reflect the secretariat's robust and expanding online communications presence across key platforms.

25. The secretariat had a strong presence at COP 25 in Madrid, Spain. A mini-website summarizing the Fund's activities and goals was published a month before the event and updated throughout it. Promotional post cards were developed and distributed with Quick Response (QR) codes directing users to the mini website and fostering the use of digital platforms over paper. A multimedia exhibit was developed featuring posters showing the Fund's work in innovation and youth involvement in projects. The exhibit also featured videos of the Fund's Country Exchange in Chile, and a project visit to Antigua and Barbuda that included interviews with beneficiaries, NIEs, government, COP 25, secretariat and project officials, and footage of innovative Fund projects. The Fund promoted a suite of new innovation, project scale-up and learning tools to help

developing countries further access climate finance via press releases and webcasts, as well as other events hosted by the Fund in French and Spanish through photo and social media coverage. A press conference was organized on these themes featuring representatives from implementing entities, the Board and Secretariat, and was well-received with more than 30 attendees. The secretariat participated in four video interviews at COP25 through media outlets such as UNFCCC's Facebook Live, Climate Action Studio, Climate Home News, and Chilean National Commission for the Environment (Conama). During COP 25, the secretariat diligently communicated with the public and stakeholders via on-site exhibit, meetings and events, the web and social media, four press releases, 117 tweets and 11 e-news messages. The Fund also contributed quotes to joint press releases on partnerships in gender, climate and hydromet services. The Fund's website received 32,069 page views during COP 25, a 36 percent increase from COP 24. The Fund received 101 media mentions during the conference (49 in English, 36 in Spanish, 16 in French), and the Secretariat distributed promotional pins, pens, stories and flyers.

26. The secretariat regularly monitored media and social media, reposted project stories and relevant social media by Fund implementing entities, press and other stakeholders to amplify key messages, and kept website content fresh, working with IT services to help ensure the website is user-friendly. The Secretariat also organized a training to enhance presentation skills, tools and templates for Fund staff, which was well-received and has been applied on numerous occasions during the reporting period.

Fiscal Year 2021

27. From July 1 to date, the Secretariat has developed and distributed four press releases, three videos (including an innovative approach utilizing 360-degree technology on a project in Antigua, and others focused on the Fund's ecosystem-based adaptation approaches, and Fund projects adapting and building broader resilience during the pandemic, such as in Costa Rica, Sri Lanka, India and others), one Climate Home News story focused on several projects funded by the Fund that are adapting directly to the Covid-19 pandemic in creative ways and building broader resilience to climate, environmental, health and economic risks.

28. The Secretariat continues to innovate and develop emerging communications products, including the 360-video and a related blog, two new podcasts as part of a new podcast series on 'Building Climate Resilience' focused on the Fund's programmes adapting and continuing to deliver to the most vulnerable during the pandemic, and new brochures on the Fund's emerging innovation programme, and a comprehensive Briefing Note on the Fund's overall programmes.

29. Website performance has done well so far in FY21, with 165,757 page views (12.33% increase from last year) and 23,505 users (24.42% increase from last year). The Fund has also put out 150 tweets, and received 368 new followers, reaching 147.7k impressions. Facebook has 11,455 likes and LinkedIn 1,191 followers. Media mentions grew, with 48 received to date (43 in English, 5 in Spanish).

Knowledge Management

Fiscal Year 2020

30. As part of the support offered to the CPDAE, the secretariat provided input to the design of the survey aimed at collecting project information from NIEs and Direct Access Entities supported by the Green Climate Fund for the quarterly news bulletin.

31. The secretariat completed the Spanish and French versions of the virtual learning course aimed at implementing entities seeking accreditation or re-accreditation with the Fund and accredited entities prepared to submit project proposals for funding. The French and Spanish versions, similar to the English one, are highly interactive, featuring various learning methods, case studies and quizzes and the user will be awarded a certificate of completion.

32. The secretariat completed the content of a study on “Local Leadership in Adaptation Finance” which offers an overview of locally-led adaptation actions and interventions in projects and programmes funded by the Fund, including case studies drawn from the Fund’s portfolio so as to advance knowledge and learning among the implementing entities (IEs) and the wider climate adaptation community about institutional and individual capacity strengthening, modalities, and approaches for harnessing successful locally-led adaptation measures and strategies.

33. The secretariat also completed the content of a study on “Readiness and Capacity-building for Direct Access to Adaptation Finance” aimed at examining how readiness and capacity building for Direct Access are understood globally within the climate finance architecture, and how they are provided by the Fund and other environment and climate funds under the UNFCCC.

34. The secretariat completed the translation into French and Spanish of three case studies on addressing the Environmental and Social Policy in project proposals submissions.

35. The secretariat has continued to work intensely with IEs through remote or face-to-face bilateral meetings, including at COP 25, and more recently the Fund’s 2020 Global Annual NIE Seminar on providing more clarifications on learning grants and activities eligible to be funded under this funding window.

Fiscal Year 2021

36. The secretariat completed and released the graphic versions of the study on “Local Leadership in Adaptation Finance” and the study on “Readiness and Capacity-building for Direct Access to Adaptation Finance” mentioned above.

37. The secretariat is in the process of producing content for a virtual training course on learning grants aimed at enhancing the understanding of NIEs of learning grants requirements, activities eligible for funding and how to further develop the knowledge management and learning

component for learning grant application. The training course will first be available in English with plans to translate it into Spanish and French.

38. The secretariat is in the process of working towards the structure and content of a knowledge fair to be part of the virtual country exchange hosted by CSE, Senegal including documenting lessons learned from NIEs around the topic of coastal zone management.

Accreditation

Fiscal Year 2020

39. The secretariat has continued to work intensely with potential applicants, ongoing applicants, and implementing entities through remote or face-to-face bilateral meetings, including COP 25, and more recently the Fund's 2020 Global Annual NIE Seminar held virtually. The direct approach to problem solving through ongoing conversations with entities has been highly appreciated by all the applicants and potential applicants. The secretariat's facilitation of ongoing interactions between the Panel and the entities to resolve pending issues in the applications has helped improve efficiency and effectiveness of the accreditation and reaccreditation process.

40. During the reporting period, the secretariat has intensified work on knowledge sharing with regard to accreditation and direct access. The secretariat has worked closely across teams to finalize content materials for the first *e-learning* course on accreditation and project preparation which was launched at COP 25 and is now available in English, French and Spanish. The secretariat has sent out invitations to NIE focal persons and Designated Authorities, to complete the e-learning course.

41. The secretariat worked closely with the Chair and Vice-Chair of the Accreditation Panel (the Panel) and assisted the Panel in its deliberations. The thirty-third meeting of the Panel was held on 6-7 February 2020, in Washington, D.C., USA.

Fiscal Year 2021

42. The Panel held its thirty-fourth meeting, for the first time, in a virtual manner on 9-10 September 2020. For the meeting, the secretariat had received three new complete accreditation applications for 2 potential NIEs and 1 potential MIE. The Panel has continued reviewing 12 re-accreditation applications (6 NIEs, 1 RIE and 5 MIEs) and 13 accreditation applications of 9 potential NIEs, 3 potential RIEs and 1 potential MIE that were previously reviewed but required additional information for the Panel's review. At its thirty-fourth meeting, the Panel held discussions on: (a) the review of Section 10.b of the application form, related to applicant institution's anti-money laundering and countering the financing of terrorism (AML/CFT) internal controls, as part of the re-accreditation process as per AF Board Decision B.34/3; (b) possible process for Panel's review upon the request (to be made before re-accreditation) of re-evaluation of conditions attached to the accreditation of Implementing Entities under the streamlined process; (c) the efficiency and effectiveness of the review of individual accreditation/re-accreditation applications, including (i) the length of both the Report to the Panel and the length

of the Note to the Board; (ii) the content of both reports; and (iii) the characteristics and modalities of the comments to be raised by Panel members on draft reports submitted for review; and (d) the issue of the IE's/Applicant IE's High-level Environmental and Social Policy (ESP) and Gender Policy (GP) commitment letter which is a requirement for accreditation and re-accreditation with the Adaptation Fund. During the intersessional period, the Board accredited the General Directorate of Sectoral and Special Programs and Projects (DIPROSE) of the Ministry of Agriculture, Livestock and Fisheries of Argentina (MAGyP), successor entity of the Unidad para el Cambio Rural (UCAR) of Argentina as NIE; accredited the Interprofessional Fund for Agricultural Research and Advice (FIRCA) of Côte d'Ivoire as NIE; accredited, using the fast-track process, the World Food Programme (WFP) as MIE, the Food and Agriculture Organization (FAO) as MIE and the Corporación Andina de Fomento (CAF) as RIE; and re-accredited the United Nations Human Settlements Programme (UN-Habitat) as MIE of the Fund. Details of the Panel's thirty-fourth meeting will be published on the Fund's website.

Table 1: Status of accreditation applications submitted to the secretariat as of 1 October 2020

	NIE	RIE	MIE
Accredited	32	6	13
Re-accredited	12	4	11
Not accredited	16	2	0
Currently under review by Accreditation Panel	9	3	1
Screened by secretariat pending completion of accreditation application during this report period	5	3	0

(Table does not include unscreened, withdrawn, or closed applications and re-accreditation applications)

Screening/technical review of project/programme proposals

43. In preparation for the thirty-fifth Board meeting in March-April 2020, the secretariat screened and prepared technical reviews of 19 fully-developed single-country project documents and six single country concepts, as well as three regional fully-developed project documents and one regional project concept. In addition, the secretariat screened and technically reviewed three innovation small grant proposals and one learning small grant proposal. In performing these tasks, the dedicated team of officials of the secretariat was supported by GEF Secretariat technical staff, and seven contracted technical experts, including ones with environmental and social expertise.

44. Furthermore, as the March-April meeting could not take place as planned, all the eligible submissions were subsequently processed using the normal intersessional review process. Additionally, the secretariat developed an *Ad Interim* intersessional project and programme review process in order to allow processing of projects and programmes that are otherwise ineligible for the normal intersessional review. Furthermore, an additional review cycle (corresponding to the usual summer intersessional review cycle) was initiated and subsequently completed on 23 September 2020.

45. In total, including the submissions for the March-April meeting and not including submissions for the October 2020 Board meeting, 45 submissions were considered over the two

review cycles in the period since October 2019, Some of the submissions were for the same projects, submitted for both review cycles processed in the intersessional period between the first and second sessions of the thirty-fifth meeting of the Board. In terms of distinct projects, there were 23 single country project proposals, seven regional project proposals, three small-grants for innovation proposals and one learning-grant proposal that were submitted. Of those, 17 and three, respectively, were fully-developed projects. All 23 single country project proposals, seven regional proposals, three small grants for innovation and one for learning completed the full review process during the intersessional project/programme review period. Some of the project proposals were submitted twice.

Review of Project Performance Reports (PPRs)

46. Following the Board Decision B.28/47 at its twenty-eighth meeting to delegate to the secretariat its authority to approve technical review and clearance of the PPRs prior to authorization by the Chair of the cash transfer of funding tranches, the secretariat has completed the review and cleared:

- a) The first Project Performance Report (PPR) for the projects implemented in: Ethiopia, Kenya, Uganda (WMO, inception date: August 2018); Ethiopia (MOFEC, inception date: July 2017); Cook Islands (MFEM, inception date: December 2018); Dominican Republic (IDDI, inception date: July 2019); Honduras (UNDP, inception date: March 2019); Federated States of Micronesia (SPREP, inception date: March 2018); Federated States of Micronesia (MCT, inception date: July 2018); Mongolia (UN-Habitat, inception date: February 2018); Nepal (WFP, inception date: October 2018); Panama (Fundación Natura, inception date: June 2018); Peru (CAF, inception date: October 2018).
- b) The second PPR for the projects implemented in: Chile (AGCI, inception date: July 2017); India “Climate Smart Actions and Strategies in North Western Himalayan Region for Sustainable Livelihoods of Agriculture-Dependent Hill Communities” (NABARD, inception date: October 2016); India “Climate Proofing of Watershed Development Projects in the States of Tamil Nadu and Rajasthan” (NABARD, inception date: January 2016); Kenya (NEMA, inception date: January 2016); Federated States of Micronesia (SPREP, inception date: March 2018); Panama (Fundación Natura, inception date: June 2018).
- c) The third PPR for the projects implemented in: India “Climate Smart Actions and Strategies in North Western Himalayan Region for Sustainable Livelihoods of Agriculture-Dependent Hill Communities” (NABARD, inception date: October 2016); Lao People's Democratic Republic (UN-Habitat, inception date: February 2017); Mali (UNDP, inception date: February 2016).
- d) The fourth PPR for the projects implemented in: Uzbekistan (UNDP, inception date: May 2014); Myanmar (UNDP, inception date: September 2015); Mali (UNDP, inception date: February 2016).

- e) The fifth PPR for the projects implemented in: Seychelles (UNDP, inception date: October 2014); Sri Lanka (WFP, inception date: November 2013); Mauritania (WFP, inception date: August 2014).
- f) The sixth PPR for the projects implemented in: Cambodia (UNEP, inception date: May 2013); Egypt (WFP, inception date: March 2013); Jamaica (PIOJ, inception date: November 2012).
- g) The seventh PPR for the projects implemented in: United Republic of Tanzania (UNEP, inception date: October 2012); Uruguay (ANII, inception date: October 2012).

The PPRs were also made publicly available on the Fund's website.

47. Additionally, the secretariat received intersessionally 20 project/programme extension requests. The secretariat proceeded screening the requests and prepared corresponding Board documents. The requests were approved by the Board and corresponding decisions were transmitted to the IEs. The requests received and approved by the Board as of the date of the issuance of this document are listed below:

- 1) B.34-35/1 Approval of no cost extension of project completion date: Belize (IBRD)
- 2) B.34-35/2 Approval of no cost extension of project completion date: Cambodia (UNEP)
- 3) B.34-35/10 Approval of no Cost Extension of Project Completion Date: Ghana (UNDP)
- 4) B.34-35/14 Approval of no cost extension of project completion: South Africa (SANBI) (2)
- 5) B.34-35/18 Approval of No Cost Extension of Project Completion Date: Sri Lanka (WFP)
- 6) B.34-35/19 Approval of No Cost Extension of Programme Completion Date: Costa Rica (Fundecooperación)
- 7) B.34-35/27 Approval of No Cost Extension of Project Completion Date: Seychelles (UNDP) B.35.a-35.b/1 Approval of no cost extension of project completion date: Jordan (MOPIC)
- 8) B.35.a-35.b/1 Approval of no cost extension of project completion date: Jordan (MOPIC)
B.35.a-35.b/4 Approval of no cost extension of project completion date: Egypt (WFP)
- 9) B.35.a-35.b/31 Approval of no cost extension of project completion date: Jamaica (PIOJ)
- 10) B.35.a-35.b/33 Approval of no cost extension of programme completion date: Kenya (NEMA)
- 11) B.35.a-35.b/35 Approval of no cost extension of project completion date: Sri Lanka (WFP)
- 12) B.35.a-35.b/36 Approval of no cost extension of project completion date: Cambodia (UNEP)
- 13) B.35.a-35.b/38 Approval of no cost extension of project completion date: Mauritius (UNDP)
- 14) B.35.a-35.b/42 Approval of no cost extension of project completion date: Lebanon (IFAD)
- 15) B.35.a-35.b/45 Approval of request for no cost extension of project completion date: India (1) (NABARD)

- 16) B.35.a-35.b/76 Approval of no cost extension of project completion date: Uruguay (ANII)
- 17) B.35.a-35.b/77 Approval of no cost extension of project completion date: Morocco (ADA)
- 18) B.35.a-35.b/79 Approval of no cost extension of project completion date: India (2) (NABARD)
- 19) B.35.a-35.b/80 Approval of no cost extension of project completion date: India (3) (NABARD)
- 20) B.35.a-35.b/81 Approval of no cost extension of project completion date: India (4) (NABARD)

Gender

Fiscal Year 2020

48. The Fund's Gender Policy (GP) indicates under the section of 'review and revision' that *"the gender mainstreaming approach of the Fund's gender policy is a long-term undertaking demanding a sustained commitment and a regular tracking of its progress. As experience is gained and lessons learned in the implementation of the gender policy throughout the Fund's operations, the Fund as a learning institution might adjust its approach. In light of this, the Fund will review its gender policy three years after it becomes operational."* In line with the GP, with around three years of the implementation of GP and GAP, the secretariat started the process for the update of the Fund's GP and Gender Action Plan (GAP) in May 2019. The secretariat concluded the first phase of the process in September 2019, which is to conduct an overall review of the implementation of the GP and GAP to assess. The outcome of the first phase of the process consists of (i) assessment on the implementation of GP and GAP including the results of the tailored survey targeting the Fund's implementing entities, Board members and alternates, the secretariat, and the AF NGO Network/Civil Society Organizations (CSO); (ii) assessment on the need of alignment of GP and GAP with the Fund's Medium-Term Strategy; and (iii) analysis on other climate fund's practices related to gender. The outcome document of the first phase of the process for update of GP and GAP, "From Policy Mandate to Implementation: Assessment Report on Progress in Realizing the Mandate of the Adaptation Fund's Gender Policy and Gender Action Plan,"² was submitted as information document to the thirty-fourth meeting of the Board. Based on the assessment report, the draft of updated Gender Policy and Action Plan of the Adaptation Fund was prepared. The public call for comments on the draft of updated Gender Policy was launched in January 2020, and the comments were received from the Board members, AF-TERG, Designated Authorities, Implementing Entities, AF NGO Network, and other civil society organizations and partner organizations. The comments were considered and reflected in the updated Gender Policy and Action Plan which is proposed to be circulated for consideration by the Board intersessionally between the thirty-fifth and thirty-sixth meetings.

49. Among the Fund's knowledge products, the case study on gender in selected Fund projects and programmes was conducted to capture the lessons learned and identify challenges and opportunities relevant for improving the gender mainstreaming efforts of the Fund projects

² Available at <https://www.adaptation-fund.org/document/assessment-report-on-progress-in-the-implementation-of-the-adaptation-funds-gender-policy-and-gender-action-plan/>.

and programmes. The case study “Assessing Progress: Integrating Gender in Adaptation Fund Projects and Programmes”³ was published in March 2020. The study offers an overview of gender in the projects financed by the Fund, including case studies drawn from the Fund’s portfolio, so as to advance understanding among the IEs as well as generate and share knowledge on good practices and methodologies in promoting gender equality and women’s empowerment in projects that will enhance project impact. As part of capacity-building efforts, a self-paced e-learning course on *addressing environmental and social and gender considerations in project and programme design and implementation* was developed and is now available in English, French and Spanish. This is expected to help enhance understanding of how to integrate gender considerations into the Fund’s projects and programmes among the Fund’s designated authorities, the IEs and IE candidates, as well as other Fund’s stakeholders.

50. In line with the GAP, the secretariat is reviewing the draft Fund’s Gender Score Card at the portfolio level to be used by the secretariat and report on to the Board as part of the Annual Performance Report (APR) as a way to monitor the gender policy implementation portfolio-wide by tracking and reporting annually on quality at entry of Fund projects and programmes and quality during implementation and at exit (both elements are incorporated in the PPR Template now).

51. In terms of collaboration and communication efforts on gender, the secretariat continued collaboration with other institutions, including the GEF, the GCF, UNFCCC Secretariat and the Climate Investment Funds, on exchanging knowledge and lessons learnt.

52. In the margins of the COP 25 in Madrid, the secretariat organized a COP side event with the theme of gender and climate change, in collaboration with the UNFCCC Secretariat and other climate funds including the Global Environment Facility (GEF) and Green Climate Fund (GCF), titled “Advancing Gender Equality and Women’s Empowerment in Climate Finance”, which was the first of its kind.

Fiscal Year 2021

53. As part of collaboration and communication efforts on gender, the secretariat continued collaboration with the UNFCCC secretariat gender team, GEF and CTCN and other partner organizations in developing a roster of gender experts which could contribute to countries, communities and people enhancing their capacity on gender.

54. The secretariat collaborated with the Women’s Environment & Development Organization (WEDO) in hosting the webinar entitled “*Adaptation Fund Engagement Pathways: First Steps for Women’s Organization*” in July 2020. Two members of the secretariat participated as speakers in the webinar, presenting the Fund’s gender work and recently launched e-learning and engaging discussions with the participating women’s groups and organizations. The secretariat also provided support for the WEDO in developing a brief entitled “*Engaging with the Adaptation Fund: First Steps for Women’s Organizations.*”⁴ The brief aimed at providing the latest information on

³ Available at <https://www.adaptation-fund.org/wp-content/uploads/2020/03/AF-Integrating-Gender-2020-web.pdf>.

⁴ Available at <https://wedo.org/wp-content/uploads/2020/07/EngagingwiththeAdaptationFund.pdf>.

and outlining the Fund's specific opportunities for promoting and implementing gender responsive climate finance.

55. The updated Gender Policy and Gender Action Plan are in the process of finalization, and they are expected to be submitted intersessionally to the Board for consideration, together with a compilation of the public comments.

Resource mobilization

56. The Fund has continued to be very active in its effort to support activities related to Resource Mobilization both at the communication level and at a policy level. The secretariat has continued to have bilateral conversations with potential and ongoing contributors. In particular the secretariat has followed up with EU and the Trustee to finalise the disbursement of the EU pledge for contribution made in October 2018.

57. As per Board decision B.33-34/33, the secretariat communicated the approval of the Board on the engagement of the Fund in the 'Research Phase' of the "Corporate Air Passenger Solidarity (CAPS)" proposal to BVRio Institute and Oxford Climate Policy. The secretariat also reviewed the outcome of the Research Phase in view of the Fund's potential engagement in the 'Development Phase' and the 'Campaign Phase' of the CAPS Proposal in consultation with the Resource Mobilization Task Force, and submitted its review to the Board for its consideration.

58. The secretariat liaised with the United Nations Foundation (UNF) to transfer the financial donations received through the UNF's private donation route ("Donate Button"), which included the donations collected through the VISA's interactive social giving kiosk at COP 24.

59. In preparation of the Annual Donor Dialogue for COP 25/CMP 15 the secretariat has reached out to sovereign and sub-sovereign entities both in face-to-face meeting and through dedicated correspondence. The secretariat was also involved in the preparatory work of the *Third annual dialogue of climate finance delivery channels* with other climate funds in the margins of COP 25/CMP 15.

60. The secretariat supported the work of the Board's Resource Mobilization Task Force, by facilitating a virtual meeting of the Task Force on 17 June 2020, in which the topic of resource mobilization target for years 2020-2021 and a possible virtual pledging event were discussed. On the topic of resource mobilization target the secretariat prepared, in consultation with the Task Force, a proposal to be presented to the Board at the second part of its thirty-fifth meeting. The secretariat has also liaised with the UNFCCC secretariat and the incoming U.K. COP 26 Presidency in order to jointly explore possible activities.

Ad Hoc Complaint Handling Mechanism

61. The secretariat has been continuing the update on the information of the grievance mechanisms of the implementing entities of the Fund to be reflected on the Fund's dedicated webpage.⁵ The secretariat has not received any eligible complaint during this reporting period.

Technical Evaluation Reference Group (AF-TERG)

Fiscal Year 2020

62. From November 2019 to February 2020, the TERG Chair and TERG Members had a series of consultations with the Board Secretariat manager and staff to deepen understanding of the Fund's strategies, policies and position in the global climate finance architecture. Also discussed was how the AF-TERG will relate to the Board Secretariat through its three functions; evaluation, advice and oversight.

63. During that same period consultations took place with Board members, observers and implementing entities through online on-demand interviews, a survey and follow-up online interviews between TERG Chair, TERG Members and interviewees.

64. The AF-TERG prepared an internal document which contains the theory of change of the AF-TERG, being a working interpretation of what the function is about. This is an internal work in progress, for which the main points are included in the AF-TERG Strategy and Work Programme document (AFB/EFC.26.a-26.b/3) approved by the Board.

65. The AF-TERG also prepared an internal culture document which sets out the principles to optimize the contributions of our varied and strong individual capacities. Also this is an internal work in progress, for which the main points are included in the AF-TERG Strategy and Work Programme document (AFB/EFC.26.a-26.b/3).

66. The AF-TERG prepared a gap analysis of the current Evaluation Framework and terms of reference for review and revision of the Evaluation Framework, to feed into future revising.

67. Four consultants were hired in October 2019 to execute three studies feeding into the AF-TERG's work programme:

- a) Two consultants were hired to execute an evaluability assessment of the Fund's projects and portfolio to explore the extent to which projects have in place structures, processes and resources capable of supporting robust monitoring, evaluation and learning (MEL);
- b) A consultant was hired to execute an ex-post evaluation study to map the landscape of approaches currently being used and to develop a Fund-specific approach to conduct

⁵ See at <https://www.adaptation-fund.org/projects-programmes/accountability-complaints/>.

ex-post evaluations, five years after closure, with a focus on process, impact, sustainability and learning of funded projects and programmes;

- c) A consultant was hired to execute a study to identify and assess innovative MEL practices in the climate adaptation space, and to advise how innovative MEL approaches, processes and technological developments could inform innovation thinking and MEL practices in the Fund.

68. The three studies resulted in deliberative working papers which were not – in line with the Fund’s Open Information Policy (Annex VII of document AFB/B.21/8/Rev.1) – published, given their nature and their main purpose to inform the development of the AF-TERG Strategy and Work Programme. In case of the evaluability assessment and the ex-post study the material is foundational and will feed into future work, which will at that point be published.

69. In collaboration with the Board Secretariat communications staff the AF-TERG secretariat staff developed a web-presence on the Fund’s website that went live 27 November 2019.

70. The AF-TERG secretariat also developed a web presence on social media, covering the platforms Issuu, Instagram, LinkedIn, Twitter and YouTube. These channels will be more actively used once the AF-TERG branding exercise – discussed below – is completed.

71. A graphical editor was contracted to develop a logo for the AF-TERG and provided branding guidance. The new AF-TERG branding is presented at the thirty-fifth Board meeting.

72. AF-TERG Chair and AF-TERG members were requested to provide input and provided input on the draft updated Gender Policy of the Adaptation Fund, with a focus on the evaluability of the policy and gender action plan, completed by 14 January 2020. AF-TERG Chair and AF-TERG members also provided input on the draft updated Gender Action Plan of the Adaptation Fund, completed by completed by 12 February 2020.

73. TERG Secretariat coordinator and staff participated in the thirty-third Accreditation Panel meeting on 6 and 7 February 2020.

74. The AF-TERG prepared a document which contains its strategy, multiyear work programme and budget (AFB/EFC.26.a-26.b/3), which was presented by the AF-TERG Chair to the EFC for consideration during the intersessional period between the first and second session of the thirty-fifth meeting of the Board.

75. On June 4, 2020, the Board approved, through intersessional decision B.35.a-35.b/29, the strategy and work programme of the AF-TERG contained in Annex 1 of the document AFB/EFC.26.a-26.b/3. Through intersessional decision B.35.a-35.b/27 the Board approved the proposed two-year budget to cover the costs of the operations of the AF-TERG and its secretariat for fiscal years 2021 (FY21) and 2022 (FY22). The AF-TERG strategy and work programme takes a longer-term planning perspective covering FY21 to FY23 for the work items, and FY21 to FY22 budget-wise.

76. The approved multiyear work programme responds to the broad mandate and the three functions of the AF-TERG: evaluation, advisory and oversight. The work elements laid out in the work programme will be managed and implemented in three workstreams that broadly correspond to the three functions of the AF-TERG. The advisory and oversight functions will span the three workstreams, while the evaluation function is embedded in Workstream 1:

- Workstream 1: Conducting Strategy and Programme Evaluations;
- Workstream 2: Enhancing MEL Capacity and Tools;
- Workstream 3: Co-generating Evaluative Knowledge and Insights.

77. The AF-TERG had a facilitated forward-looking year in review reflection session on 20 May 2020, resulting in a number of recommendations and the start of a prioritization exercise to improve internal work processes.

Fiscal Year 2021

78. The AF-TERG Chair, Ms. Eva Lithman, stepped down 15 July 2020. TERG Member, Mr. Mutizwa Mukute took over as acting Chair and the process for the hiring of a new Chair was initiated, under the supervision by the Board's AF-TERG Recruitment Working Group, to be completed by the end of October 2020.

79. An annual implementation plan was developed to guide the implementation of the AF-TERG work programme.

80. A first element of work after the approval of the AF-TERG strategy and work programme was the development of a terms of reference for the review and revision of the Fund's Evaluation Framework. The objectives are to: (1) identify and propose necessary revisions to the Fund's Evaluation Framework; and (2) produce a draft Evaluation Framework for the Fund to be presented to the EFC for its consideration with a view to its subsequent approval by the Board.

81. AF-TERG Member, Mr. Mutizwa Mukute became the TERG focal point for the reviewing and revision work and a senior consultant was hired in August 2020 to support the work. A data analyst is currently being hired to be part of the evaluation team.

82. Terms of reference was developed in August 2020 for the mid-term review of the Adaptation Fund Medium-Term Strategy. The mid-term review will ask if the Medium-Term Strategy is fit-for-purpose in the context of the Fund's mandate and for the era the world and climate financing are in today and for the future. The mid-term review will also track the implementation of the Medium-Term Strategy, so far, identifying progress and recommend to the Board, possible course confirmation or correction and suggestions to be incorporated into the development of the next Medium-Term Strategy.

83. AF-TERG Member, Mr. Claudio Volonte became the TERG Focal point for the mid-term review of the Medium-Term Strategy and a senior consultant was hired in October 2020 to support the work. A data analyst is currently being hired to be part of the evaluation team.

84. Two chapters in an edited volume are being developed as part of AF-TERG sharing and outreach. The edited volume is a follow-up on the Third International Conference on Evaluating Environment and Development, held in Prague, Czech Republic, in October 2019. One of the chapters will focus on the process of developing and applying an evaluability assessment framework, while the second chapter will focus on innovations in MEL of climate change adaptation. The launch of the publication is expected for July 2021.

85. A concise work update report (AFB/EFC.26.b/Inf.1) will be presented at the 26.b EFC meeting by acting Chair, Mr. Mutizwa Mukute, with a focus on completed and ongoing work.

86. The deliberative working papers resulting from the three studies were used to synthesize common challenges faced by the Adaptation Fund and adaptation evaluation practitioners. A document titled “Evaluating adaptation: common challenges identified across three commissioned studies” (AFB/EFC.26.b/Inf.2) will be presented at the twenty-sixth EFC meeting as information document, outlining five identified challenges and their implications for both Adaptation Fund stakeholders, and for the broader constituency of individuals and groups involved in the management and delivery of adaptation-focused MEL.

87. The development of a final evaluation review / synthesis is ongoing and aimed to be completed by November 2020. This will be the first quality review of final evaluations reports, complying with the requirement – originally tasked to the EFC and Board Secretariat – to assess the overall quality of final evaluation reports according to a set a criteria described in Guidelines for Project/Programme Final Evaluations (AFB/EFC.5/.5).

88. As part of continued co-learning a first consultation took place with the core members of the AF NGO Network, to be followed up with a wider consultation. A facilitated discussion is being planned for November with interested implementing entity stakeholders.

Personnel

AFB Secretariat

Fiscal Year 2020

89. Ms. Young Hee Lee, previously Operations Analyst, was selected through open competitive selection as Governance Specialist, and she started in that position on 16 January 2020.

90. Mr. Mourad Shalaby, Short-Term Consultant for the readiness programme, ended his tenure on 31 December 2019.

91. Mr. Ishak Mohammed, Short-Term Consultant joined the secretariat on 6 January 2020 to support the accreditation operations.

Fiscal Year 2021

92. Ms. Ishani Debnath, Short-Term Consultant joined the secretariat on 4 August 2020 to support the readiness programme operations.

93. Ms. Safia Fiera Karasick Southey, Intern joined the secretariat on 4 August 2020 to support the communications operations.

94. Ms. Claudia Maria Lasprilla Pina, Short-Term Consultant, joined the secretariat on 12 August 2020 to support the project and programme operations.

Annex I: Activities of the secretariat (After the thirty-fifth meeting in October 2019 and onward in FY20)

AFB Secretariat

Meetings and Work Organization

Activity	Time frame/Status
Organization of the thirty-fifth (procedural) Meeting of the Adaptation Fund Board (Virtual meeting)	1 April 2020 [Completed]
Participation in the 6 th International Climate Change Adaptation Conference (Adaptation Futures 2020) (New Delhi, India)	Event postponed to 2021
Participation in the Bonn Climate Change Conference (Bonn, Germany)	Event postponed to 2021

Strategies

Activity	Time frame/Status
Implementation of activities under the Medium-term strategy (MTS) (5-year work programme from FY19 to FY23)	Ongoing
Implementation of the Resource Mobilization Action Plan	Ongoing
Implementation of activities under the Knowledge Management Strategy	Ongoing

Resource Mobilization

Activity	Time frame/Status
Third “cross-functional team” meeting on Resource Mobilization at the Adaptation Fund Secretariat and additional quarterly meetings.	Ongoing (FY20 and FY21)
Preparation of communication materials for COP 26/CMP16 including outreach to sovereign and sub-sovereign entities;	Ongoing (By November 2020)
Preparatory work for the Annual Dialogue meeting in the margins of COP 26/CMP16;	Ongoing (By December 2020)
Private sector engagement: Commitment to possible update of the Corporate Air Passenger Solidarity (CAPS) programme proposal by including references to the UN Sustainable Development Goals (SDGs);	Ongoing (By December 2020)
Support to the process of defining wording of Article 6.2 and 6.4 to be decided)	May 2020 – December 2020
Update of Resource Mobilization Action Plan	Ongoing (By December 2020)
Preparatory work for the update of Resource Mobilization Strategy	Ongoing (By December 2020)

Projects and Programmes

Activity	Time frame/Status
Review of and decisions on project and programme proposals for the intersessional period between the first session and the second session of the thirty-fifth Meeting of the Adaptation Fund Board	April - July 2020 [Completed]

Accreditation

Activity	Time frame/Status
Accreditation review support	Ongoing – June 2020
Accreditation Panel field visit to IE applicants	N/A
34th meeting of the Accreditation Panel	May 2020 [Cancelled due to the reduction of the number of AP meetings]
Support to the Readiness Workshops to enhance awareness among DAs, IEs, subnational institutions and CSOs on Direct Access and Enhanced Direct Access	June 2020 [Cancelled due to the COVID-19 pandemic]
Webinar on lessons learned/case studies of publication titled “Bridging the Gaps in Accreditation	[Cancelled due to the COVID-19 pandemic]

Result Based Management

Activity	Time frame/Status
Production of the user-friendly version of the Annual Performance Report (APR), following approval of the main APR document (B.34/43)	October- November 2019 [completed]
Development and approval of Updated Policy for Project/Programme Delays (Decision B.34-35/12)	December 2019 - January 2020 [completed]
Update and approval of the Project Performance Report Guidance document for the IEs (Decision B.34-35/20)	February- March 2020 [completed]

Monitoring & Reporting

Activity	Time frame/Status
Portfolio monitoring mission	Cancelled
Continuation of enhancement of the FIF collaboration platform (online project database)	Ongoing – June 2020 [Planned enhancements completed]

Communications

Activity	Time frame/Status
Publication of 2-4 written project stories focused on successful or innovative projects	Ongoing [2 stories completed and translated]
Updates of AF and Direct Access flyers and briefing notes; preparation of 1-2 new flyers related to MTS themes	Updates twice/year: AF postcards, Direct Access and Briefing Notes completed. Translations of Direct Access flyer and postcards completed.
Produce 15-20 press releases on AF news stories and timely program updates; Publication of 2-3 E-newsletters summarizing the Fund's key stories Occasional FB/Donate Button boosts to increase engagements as needed	Ongoing throughout year [14 news releases published, multiple E-newsletters]
Production of one long-form video on the Fund's concrete work with emphasis on COP25 and Chile project; Production of one medium-length video on MTS themes; Production of 1-2 thought leadership videos or podcasts on key Fund themes	Throughout year [2 original long and 2 medium form videos completed; 4 external videos republished]; one short social media video completed on drone footage of projects
Readiness communications support, such as speeches for readiness workshops and other events; press releases and/or social media coverage of NIE and accreditation seminars, webinars, country NIEs exchange, Direct Access workshops w/ GCF and UNFCCC, and new AF accreditations.	Periodically throughout year, based on news and events; two videos of readiness events published; multiple news releases, and talking point sets completed
Media Relations: outreach and ongoing communications with reporters, including drafting of talking points and facilitating interviews, risk communications, responding to interview requests, updating media lists; Sharing the Fund stories from media and IEs.	Ongoing with higher volume during COP25 and key summits such as UN Climate Summit; 101 media mentions achieved during COP25
Planning and implementation of COP 25 communications-related events, such as the COP mini website, side event and multimedia booth	Completed

Activity	Time frame/Status
exhibit; development of new exhibit posters and promotional materials; develop campaign themes, activities	
Climate Home News (CHN) sponsored content arrangement to increase the Fund engagement and reach—Pilot Project—Climate Home News has total of 5 million followers on web and SM, with a core audience composed of climate negotiators and international organizations interested in climate change	Quarterly articles produced/disseminated on CHN; video produced on CC TV; four articles and 1 video completed and disseminated
Update and maintenance of the Fund website with focus on keeping content fresh, relevant and user-friendly for mass audiences, Constant Contact, Social Media upkeep costs; ongoing contact with IT services	Ongoing throughout year
Learning communications support: Provide general input and suggestions to KM and readiness materials such as Climate Finance Ready, KM and readiness news and publications; 5-6 KM press releases and social media promotional support to anticipated KM publications and e-learning class	Ongoing [Videos produced on country exchange and NIE seminar]; press release and media event produced on new knowledge tools at COP25; press releases produced on new knowledge publications
Maintain relationships with communications staff at GEF, GCF, the Fund's implementing entities, AF NGO Network, and other relevant entities; amplify the Fund's key messages and stories through these networks; develop joint stories such as on project scale-up examples, Direct Access collaboration, or knowledge sharing, and share relevant stories by others.	Ongoing, as events or opportunities arise. Several projects highlighted in Climate Home News and project stories thru NIE & MIE interviews.
Adaptation Futures Conference; possible exhibit display	Postponed indefinitely

Knowledge Management

Activity	Time frame/Status
Launching of learning grants, reviewing of proposals and preparation of Board docs	Completed and throughout FY20
Event where findings from projects are presented (Adaptation Futures)	Postponed to 2021
Promotion of Fund projects scaled-up by other funds – KM tracking of projects that have been scaled up	Ongoing in FY20/completed
Learning event hosted with other funds (GEF, GCF, CIF, others) on different themes related to projects/programs (COP25 in Madrid)	Completed and ongoing in FY20

Activity	Time frame/Status
Publication related to readiness process produced and disseminated during readiness/capacity building event: Consultancy hired and content produced	Content completed; graphic version to be launched in FY21
Publication on lessons learned/case studies on key project knowledge in collaboration with IEs, academia: Consultant hired to produce a study on 'Locally-led adaptation actions in the AF portfolio'; most content completed	Content, completed; graphic version to be launched in FY21
Production of French version of e-learning course on accreditation and project design and implementation	Completed
Production of Spanish version of e-learning course on accreditation and project design and implementation	Completed
Translation into French and Spanish of ESP case studies	Completed

Gender

Activity	Time frame/Status
Improvement of the Performance Monitoring and Reporting System in line with Gender Policy through updated (i) methodologies for reporting the Fund's Core Impact Indicators; (ii) Results Framework and Baseline Guidance-Project level	[Ongoing] Throughout FY20
Update Gender Policy and Action Plan	To be presented intersessionally
COP 25 side events: Launching a toolkit consisting of two products: e-course on "Unlocking Adaptation Finance" and publication on "Bridging the gaps in Accreditation"	Completed
Organization of Gender Training for AFB member and alternates to enhance their understanding on the Fund's Gender Policy and Action Plan and its implementation	Postponed to 2021 (in the margin of meeting)
Gender work-related collaborative activities with partners, including UNFCCC Secretariat gender team, GCF, GEF and/or CIF	[Ongoing] Throughout FY 20
Participation in and or hosting learning/knowledge exchange venues and/or opportunities on gender and climate change	[Ongoing] Throughout FY 20
Active communication of the Fund's commitment to gender equality and women's empowerment, its gender policy and action plan as part of its overall information and communication outreach	[Ongoing] Throughout FY 20
Capture gender-related lessons learned through the PPR tool submitted yearly by the IEs and explore potential enhancement	[Ongoing] Throughout FY 20

Readiness Programme

Activity	Time frame/Status
Readiness support package pilot phase implementation	Ongoing
RBM for all readiness projects including monitoring and reporting	Ongoing throughout FY20
Adaptation Fund Readiness Webinar #10	Completed

Activity	Time frame/Status
Working with other providers of readiness support – Joint Production of newsletter	Completed. Next quarterly issue due December 2020)
Country exchange project visit with NIEs to provide additional capacity building support during project/programme implementation.	Postponed to FY21 as virtual exchange
Support the capture and integration of knowledge from readiness and capacity building processes for development of the publication under the medium-term strategy focus area on knowledge management	Completed. Readiness publication disseminated September 2020
Translations to support enhanced usability of Accreditation and Project tools and guidance documents.	Completed for reporting period. New translations ongoing
Community of practice workplan implementation	Ongoing throughout FY20
General cooperation with partners – (presence at each other's events),	Ongoing throughout FY20

Technical Evaluation Reference Group (AF-TERG)

Activity	Time frame/Status
AF-TERG web-presence on the Fund's website developed in collaboration with AFB Secretariat communications staff and AF-TERG branding and social media web-presence developed.	October 2019 – February 2020 [Completed]
Evaluability assessment commissioned, to feed into the AF-TERG strategy and work programme	October 2019 – May 2020 [Completed]
Study on ex-post evaluations commissioned, to feed into the AF-TERG strategy and work programme	October 2019 – May 2020 [Completed]
Study on innovation in monitoring evaluation and learning (MEL) for climate change adaptation (CCA) commissioned, to feed into the AF-TERG strategy and work programme	October 2019 – May 2020 [Completed]
MEL needs and expectations of the Fund and its stakeholders explored	November 2019 – February 2020 [Completed]
AF-TERG theory of change developed as internal working document	December 2019 – March 2020 [Completed]
AF-TERG culture document and guiding principles developed as internal working document	December 2019 – March 2020 [Completed]
Presentation by the AF-TERG Chair of the AF-TERG strategy, multiyear work programme and budget and Board approval	May 2020 (at AFB 35.a-35.b) [Completed]
Facilitated forward-looking year in review reflection session	20 May 2020 [Completed]

Annex II: Activities of the secretariat (From 1 July 2020 to 30 June 2021 – FY21)**AFB Secretariat****Meetings and Work Organization**

Activity	Time frame/Status
Preparation and consideration of the draft report to CMP 16	July-August 2020 (Completed)
Organization of the second session of the thirty-fifth Meeting of the Adaptation Fund Board (Virtual)	3 rd and 5 th weeks of October 2020
Proposal of FY22 workplan and budget	March 2021
Organization of the thirty-seventh Meeting of the Adaptation Fund Board	TBC
Meetings of the Green Climate Fund Board (Four times a year)	18-21 August 2020 (Virtually attended)
Meetings of the Adaptation Committee (Two times a year)	9-12 November 2020 (Attendance TBC)
Meetings of the Standing Committee of Finance (Three times a year)	28 - 30 September 2020 (Attendance TBC)
Bonn Climate Change Conference	31 May – 10 June 2021 (TBC)
UN Climate Change Conference (COP26/CMP16/CMA5), Glasgow, UK	Postponed to 1-12 November 2021

Strategies⁶

Activity	Time frame/Status
Implementation of the medium-term strategy (5-year work programme from FY19 to FY23)	Throughout FY21
Implementation of the resource mobilization strategy	Throughout FY21
Implementation of the knowledge management strategy	Throughout FY21

Projects and Programmes

Activity	Time frame/Status
Completion of the intersessional and the intersessional <i>Ad Interim</i> project and programme proposal review cycle	July - September 2020 [Completed]
Review of and decisions on project and programme proposals for the second session of the thirty-fifth meeting of the Adaptation Fund Board	August-October 2020 [Completed]
Development of a paper on Options for further defining innovation in adaptation	October 2020 [Completed]
Development of the Adaptation Fund's Innovation small grants training	End October 2020

⁶ Other strategies including several action items are listed below in separate sections (knowledge management, gender).

Activity	Time frame/Status
Translation of the Adaptation Fund's Innovation small grants training in French and Spanish	End October 2020
Launch of the Multilateral Implementing Entity (MIE) Grant Aggregator Programmes through UNDP and UNEP, in partnership with the Climate Technology Centre and Network at COP25 in December 2019	Completed
Support on innovation programming: SG for NIEs, MIE Aggregator Programmes co-ordination and launch, Regular Sized Innovation projects.	Throughout FY21
Review of and decisions on project and programme proposals for the thirty-sixth Meeting of the Adaptation Fund Board	January-March 2021
Intersessional review of and decisions on project and programme proposals	April-June 2021

Accreditation

Activity	Time frame/Status
Accreditation review support	Throughout FY21
Accreditation Panel field visit to IE applicants	TBC
34th meeting of the Accreditation Panel	9-10 September 2020 [Completed]
35th meeting of the Accreditation Panel	January 2021

Result Based Management

Activity	Time frame/Status
Review of Project Performance Reports (PPRs)	Throughout FY21
Review of project change request	Throughout FY21
Project Monitoring Missions (two times a year)	July-October 2019 (virtual PMM in Costa Rica) – second part to be completed; 2 nd virtual PMM TBC
Ad-hoc monitoring mission	TBC
Production of Annual Performance Report (APR) and production of user-friendly version of the APR following approval of APR presented to the Board 35.b (second session) meeting	July – September 2020 [completed] Friendly version of APR October-November 2020
Update/Development of the project implementation issues policy (delays, cancellation or change)	Throughout FY21
Enhancement of FIF platform	Throughout FY21

Communications

Activity	Time frame/Status
Publication of 2-3 written project stories focused on successful or innovative projects	Throughout FY21

Activity	Time frame/Status
Updates of AF and Direct Access flyers and briefing notes	Updates twice/year: November 2020 and April 2021;
Produce 15-20 press releases on AF news stories and timely program updates; Publication of 2-4 e-newsletters summarizing AF's key stories, media and social media	Throughout FY21 Periodically; 4 news releases completed
Write speeches or talking points for key AF appearances, or relevant templates	Throughout FY21, particularly during key events
Production of 2-3 short to medium-length videos on COP and special themes (such as AF work in knowledge, SIDS, readiness, etc.) Production of 2-3 thought leadership podcasts on key AF themes	Throughout FY21; three videos, two podcasts completed
Readiness communications support; press releases, video and/or social media coverage of key readiness programs and events	Periodically; social media coverage of virtual events, including NIE seminar and PMM with Costa Rica; news story completed
Media Relations: outreach and ongoing communications with reporters, including drafting of talking points and facilitating interviews, developing risk communications when needed, responding to interview requests, updating media lists; Sharing AF stories from media and IEs	Ongoing; many stories shared from IEs on social media and web
Planning and implementation of COP 26 communications-related events, such as the COP mini website, develop campaign themes, designs/posters for exhibit, media and video events, talking point template, timely social media, photos and news releases	Postponed until 2021
Social Media: post to Twitter ca. 3-5 times a day; Facebook ca. 3-5 times a week, LinkedIn 2-4 times a week, create 3-4 Flickr photo albums a year; review social media, press and website google analytics periodically	Throughout FY21
Climate Home News sponsored content arrangement to increase AF engagement and reach. Extension of Pilot Project: Climate Home News has total of 2.6 million followers on web and social media, with a core audience composed of climate negotiators and international organizations interested in climate change	Throughout FY21; one story completed on AF projects adapting to COVID-19
Update and maintenance of AF website with focus on keeping content fresh, relevant and user-friendly for mass audiences, Constant Contact, Social Media and website upkeep costs	Throughout FY21
Learning communications support: Provide general input and suggestions, and timely news releases about KM news and publications and products	Throughout FY21
Board meeting support: press releases on results, photos, social media	October 2020 and March 2021

Activity	Time frame/Status
Maintain relationships with communications colleagues among AF partners, AF NGO Network, and other relevant entities; amplify AF's key messages and stories through these networks; develop joint stories and releases as opportunities arise	Throughout FY21

Knowledge Management

Activity	Time frame/Status
Publication showcasing best practices/case studies/lessons learned from IEs on key project knowledge: 2 publications (e.g. lessons learned publication around themes, video covering the importance of e-learning in DA projects)	Ongoing. To be completed by May-June 2021
Events where findings from projects are presented	(Adaptation Futures – final date TBD)
Best practices on Direct Access <ul style="list-style-type: none"> - Best practices/lessons learned from PPRs around a certain theme/sector 	June 2021
Launching of learning grants, reviewing proposals and preparation of Board documents	December 2020 and March 2021
Publication on lessons learned on streamlined accreditation	By December 2020
Publication capturing and integrating knowledge from readiness and capacity building <ul style="list-style-type: none"> - Repackaging of study on Readiness and capacity-building for Direct Access study into a condensed version/brochure to be disseminated - Lessons learned from country exchange 	December 2020 January 2021
Publication on specific adaptation issue in collaboration with learning institution (2 publications) <ul style="list-style-type: none"> - Topics to be determined 	June 2021

Gender

Activity	Time frame/Status
Regular reporting to the Board on the implementation of the updated Gender Policy and Action Plan through (i) Secretariat's activities report; and (ii) annual performance report (APR)	Throughout FY21
Guidance document for IEs which contain: (1) model outlines /template(s) for initial gender assessment; (2) guidelines on how to develop data baseline against which results of gender responsive approaches and actions can be measured; (3) design and selection of SMART gender-responsive indicators and results monitoring arrangements	September 2020-March 2021
Study on 'Gender intersectionality in the adaptation project'	July 2020 – March 2021

Activity	Time frame/Status
Update of the OPG Annex 5 which consists of (1) <i>Request for Project/Programme Funding from the Adaptation Fund</i> ; (2) <i>Instructions for Preparing a Request for Project and Programme Funding from the Adaptation Fund</i> ; (3) <i>Adaptation Fund Project/Programme Review Criteria</i>	July 2020-March 2021
Update the document of <i>Methodologies for Reporting AF Core Impact Indicators</i>	July-December 2020
Systematic capturing gender-related lessons learned through the PPR submitted yearly, mid-term evaluation reports and project completion reports by the IEs and explore potential enhancement in implementation of updated GP and GAP (Linked to MTS SF3 Learning & Sharing, ER 2)	Throughout FY21
<i>Gender Training for the secretariat</i> to help understanding on and implementing the Updated Gender Policy and Action Plan	February 2021 (half-day or day)
<i>Gender Training for NIEs</i> (e.g., focused on gender assessment, gender-related reporting requirements, M&E)	July-August 2020 (in conjunction with NIE annual workshop)
<i>Gender Training for Board</i> to enhance their understanding on the Fund's Gender Policy and Action Plan and its implementation	October 2020 (in the margin of 36th meeting): half-day training
Expanding Gender Partnership network and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and int'l events on gender and climate change (Linked to MTS SF3 Learning & Sharing, ER 1)	Throughout FY21
Co-hosting Gender side event during the UNFCCC COP 26, with other climate funds, UNFCCC and other AF partners (e.g. UN Women)	Second half FY21 (during COP 26)
Active communication of the Fund's commitment to gender equality and women's empowerment, its updated gender policy and action plan as well as Fund's experiences and lessons learned on gender	Throughout FY21
Updating the Evaluation Framework in line with the Updated Gender Policy	Throughout FY21

Readiness Programme

Activity	Time frame/Status
Launch, review of, and decisions for readiness grants (TA-ESGP, TA-GP and SSC grants) for the intersessional period between the thirty-fifth and thirty-sixth meetings of the Board	Ongoing
Review of and decisions on proposals for project scale-up (PSU) grants for the second part of the thirty-fifth Meeting of the Adaptation Fund Board	August-October 2020 [Completed]
Project development training workshop at UNFCCC Latin America and the Caribbean (LAC) Climate Week, Dominican Republic.	Second half FY21
Seventh annual climate finance readiness seminar for accredited national implementing entities	1-3 September 2020 [Completed]
Adaptation Fund Readiness Webinar #11	November 2020
Accreditation training workshop at the UNFCCC MENA Climate Week, Dubai	November 2020 as virtual global event

Activity	Time frame/Status
Review of and decisions on proposals for project scale-up (PSU) grants for the thirty-sixth Meeting of the Adaptation Fund Board	January-March 2021
AF training workshop for NIEs at UNFCCC Regional Climate week 2021 or as stand-alone in covering entities from East Europe and Asia	Second half FY21
Adaptation Fund Readiness Webinar #12	April 2021
Country exchange with NIEs to provide additional technical support during project/programme implementation	May 2021
4 issues of quarterly bulletin by providers of readiness support	Quarterly (Ongoing)
Translations to support enhanced usability of Accreditation and Project tools and guidance documents.	1 accreditation and 1 project document translated into French and Spanish twice a year, in July 2020 and in January 2021. Completed for July 2020
Support for community of practice workplan implementation.	Throughout FY21
General cooperation with partners – (presence at each other’s events, awareness raising etc.) – SBs attendance, COP26, other international forums as necessary. Includes public and private partnerships and collaborations to support the delivery of readiness and capacity-building support for accreditation and project development.	Throughout FY21
RBM for all readiness projects. Includes reviewing performance reports, providing input to the production of the annual performance report and enhancing the readiness section of the FIF platform.	Throughout FY21
Lessons learnt and shared from the capture and integration of knowledge from readiness and capacity building activities to support enhanced learning from the delivery of readiness and capacity-building process and outcomes.	June 2021

Technical Evaluation Reference Group (AF-TERG)

Activity	Time frame/Status
Prioritization exercise to improve internal work processes and develop AF-TERG operational guidance. This will include the hiring of an organizational development specialist to guide this process	FY21 [Ongoing]
An annual implementation plan was developed to guide the implementation of the AF-TERG work programme;	FY21 [Ongoing]
Selection and recruitment of a new Chair	July 2020 – October 2020 [Ongoing]
Development of a terms of reference for the review and revision of the Fund’s Evaluation Framework.	July 2020 – August 2020 [Completed]
Appointment of focal point, and the hiring of a senior evaluator and data analyst for the review and revision of the Fund’s Evaluation Framework	July 2020 – November 2020

Activity	Time frame/Status
	[Ongoing]
Implementation of the reviewing and revision of the Evaluation Framework	FY21 – FY22 [Ongoing]
Development of a terms of reference for the mid-term review of the Adaptation Fund Medium-Term Strategy	July 2020 – August 2020 [Completed]
Appointment of focal point, and the hiring of a senior evaluator and data analyst for the mid-term review of the Fund's Medium-Term Strategy	July 2020 – November 2020 [Ongoing]
Implementation of the mid-term review of the Fund's Medium-Term Strategy	July 2020 – March 2021 [Ongoing]
Development of two chapters in an edited volume as part of AF-TERG sharing and outreach	July 2020 – July 2021 [Ongoing]
Development of a final evaluation review / synthesis	July 2020 – November 2020 [Ongoing]
Development of a synthesis of common challenges faced by the Adaptation Fund and adaptation evaluation practitioners, based on three deliberative working papers. (AFB/EFC.26.b/Inf.2) To be presented at the 26.b EFC meeting	August 2020 – October 2020 [Completed]
Presentation of work update report (AFB/EFC.26.b/Inf.1) at the 26.b EFC meeting	October 2020
Continued co-learning and capacity development with key Fund stakeholders, including one MEL workshop and one MEL capacity development and co-learning seminar with partners in collaboration with the AFB secretariat	FY 21 [Ongoing]
Development of one thematic evaluation, in line with the approved work programme	January 2021 – June 2021
Development of one ex-post evaluation, in line with the approved work programme	January 2021 – June 2021