



ADAPTATION FUND

AFB/B.35-36/7  
25 February 2021

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Adaptation Fund Board

**REQUEST FOR DIRECT PROJECT SERVICES:  
FUNDECOOPERACIÓN PARA EL DESARROLLO  
SOSTENIBLE (COSTA RICA)**

## Background

1. The Adaptation Fund Board (the Board) at its at its twenty-fourth meeting, approved a five-year project titled “Reducing the Vulnerability by Focusing on Critical Sectors (Agriculture, Water Resources and Coastlines) in order to Reduce the Negative Impacts of Climate Change and Improve the Resilience of these Sectors” submitted by e Fundecooperación para el Desarrollo Sostenible (Fundecooperación) for a requested amount of US\$ 9,970,000 (decision B.24/8).
2. The overall objective of the project is to reduce climate vulnerability by focusing on critical sectors (agriculture, water resources, and coastal zones) in order to reduce the negative impacts of climate change and improve the resilience of those populations. This programme will seek to increase climate resilience by working directly with local stakeholders and anticipated beneficiaries through the implementation of adaptation projects in each of the geographical areas selected.
3. As of February 2021, a total amount of US\$ 8,572,034 had been disbursed to the project by the Trustee, corresponding to 86% of the project funding. In addition, the project has submitted 4 project performance reports (PPR) expected during project implementation, which received all a self-rating of satisfactory. The 4<sup>th</sup> PPR was cleared by the Adaptation Fund Board Secretariat (the secretariat) on October 2020, and the fifth PPR is expected by the first quarter of 2021.
4. In January 2020, the Board has granted a first no-cost extension of the project completion date from 7 October 2020 to 7 April 2022 (Decision B.34-35/19).
5. On 2 December 2020, the secretariat received a request from Fundecooperación, informing that some of its executing entities (EE) had requested support in the provision of Direct Project Services (DSP) (Annex 4). The request for DPS provision when the project is under implementation, is described in the Operational Policies and Guidelines (OPG) Annex 7, that reports *“In cases where a request for DPS is submitted to the secretariat for a project/programme that has been already been approved by the Board, which is only possible on an exceptional basis, the IEs shall submit all the relevant justification for the DPS explaining how the costs were established, along with a letter from the Designated Authority of the Adaptation Fund for the country(ies) of the project/programme endorsing the DPS”*.
6. The rationale for the request of DPS provision at this stage of the project implementation, is due to the fact that the management of funds by the public sector is not as efficient, and some of the executing entities do not possess adequate expertise in resources management, which is delaying the execution of some of the project activities. Specifically, the EEs which had requested this support from Fundecooperación are public sector entities: i) Ministry of Agriculture and Livestock; ii) National Institute of Innovation and Agricultural Knowledge Transfer; and iii) The National Seeds Office, among others.
7. The execution services proposed to be devolved to Fundecooperación are: i) procurement of goods and services and payments on behalf of the EEs; and ii) Recruitment of project staff for the implementation of the sub-projects. For the procurement processes, the EEs will indicate and confirm specifications for all procurement goods and services that would be needed for the implementation of the sub-projects. For the recruitment of project staff, the EEs will remain in charge of preparing the TORs for all project staff and consultants.
8. The Implementing Entity confirms that there will be no need for budget reallocation associated with the requested DPS, which will be covered from the execution cost budget and

represent 1.4% of the total programme cost and 14.4% of the programme execution cost (see Annex 2).

9. Additionally, this request has been discussed and approved by the Project Steering Committee and the Project Management Board, and has been endorsed by the Designated Authority (DA) (Annex 3).

### **Secretariat's review of the request**

10. Following a review of the request, and considering that this project is implemented through the enhanced direct access modality involving more than 40 different EEs, the secretariat finds that the request from Fundecooperación to provide DPS to four of its EEs, previously specified, is justified and will ensure timely delivery of project activities and utilization of funds, in line with the Adaptation Fund Policies.

11. Finally, the secretariat acknowledges that this request has been agreed by the Project Steering Committee and the Project Management Board and has been endorsed by the Designated Authority, in accordance with the Adaptation Fund OPG Annex 7.

### **Recommendation**

12. The Board may consider and decide to approve, on an exceptional basis, the provision by Fundecooperación of a no-additional-cost Direct Project Services for the project "Reducing the Vulnerability by Focusing on Critical Sectors (Agriculture, Water Resources and Coastlines) in order to Reduce the Negative Impacts of Climate Change and Improve the Resilience of these Sectors".

### **Annex**

1. Request for the provision of Direct Project Services by Fundecooperación;
2. Project execution cost budget for Direct Project Services;
3. Letter of endorsement by the Designated Authority for the DPS request;
4. Request for Direct Project Services support from Executing Entities.

## Annex 1. Request for the provision of Direct Project Services by Fundecooperación



San Jose, Costa Rica, November 24<sup>th</sup>, 2020.  
DE-47-20

Dear Adaptation Fund Board Secretariat,

I hope this letter finds you well. Regarding the project in Costa Rica “Reducing the vulnerability by focusing on critical sectors (agriculture, water resources, and coastlines) in order to reduce the negative impacts of climate change and improve the resilience of these sectors”, from which Fundecooperacion para el Desarrollo Sostenible is the National Implementation Entity, we would like to inform you that some Executing Entities had requested support on Direct Services from Fundecooperación for the implementation of the following processes and functions:

1. Procurement of goods and services and their payments on behalf of the Executing Entities.
2. Recruitments for project Staff for Executing Entities for project implementation.

Since there are several Executing Entities requesting our support, this has been discussed with the Project Steering Committee and the Programme Management Board of the project and we have reached the following agreement:

- Endorse the possibility of support on Direct Services from the NIE to EE and request it to AFB Secretariat.
- For procurement processes, Project Direct Services from the NIE to EE would follow Fundecooperacion’s payment procedures and guidelines. The Executing Entities would indicate and confirm specifications for all procurement goods and services that would be needed for the implementation of the projects.
- EE would closely coordinate with Fundecooperacion for all recruitment processes for project staff. The EE will prepare ToR’s for all project staff and consultants and request Fundecooperacion to go on with the recruitment and subsequent contractual processes.

There will be no need for budget reassignment to carry out these functions. All caps and budget rules defined by AF regarding administrative costs and others will be complied.

We will highly appreciate your kind confirmation that we would be allowed to provide Direct Services under the above-mentioned considerations.

With best regards,

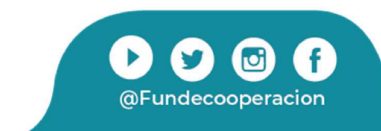
Marianella Feoli

**Executive Director.**

**Fundecooperación para el Desarrollo Sostenible.**

**Una mano para el  
desarrollo sostenible**  
Barrio Escalante, 550 metros este de la  
iglesia Santa Teresita, San José, Costa Rica  
Avenida 9 y calle 35, #3591

[www.fundecooperacion.org](http://www.fundecooperacion.org)  
 [info@fundecooperacion.org](mailto:info@fundecooperacion.org)  
 + (506) 2225-4507  
 + (506) 8615-2112



**Annex 2. Project execution cost budget for direct project services**

Budget lines	Adaptation Fund Amount Original Budget	Modified Budget
	Total (\$)	Total (\$)
<b>Human Resources</b>		
Projects Execution Staff	\$ 271,460	\$ 271,460
Financial Staff	\$ 241,294	\$ 241,294
Office facilities, equipment and communications	\$ 26,566	\$ 20,000
Travel related to project execution	\$ 48,260	\$ 40,771
<b>M&amp;E</b>		
Inception & PSC Meetings	\$ 15,000	\$ 7,747
Baseline survey	\$ 60,000	\$ 4,875
M&E related travel expenses	\$ 30,000	\$ 15,000
Mid term evaluation	\$ 35,000	\$ 10,000
Final evaluation	\$ 40,000	\$ 40,000
Audit	\$ 75,000	\$ 75,000
Communication	\$ 25,000	\$ 16,433
Direct project services (represents 1.4 % of the Total Project Cost, without IE fee)	\$ -	\$ 125,000
<b>Total</b>	\$ 867,580	\$ 867,580
<b>Proyecto antes de IE Fee</b>	\$ 9,216,590	
<b>1.40%</b>	\$ 129,032	

### Annex 3. Letter of endorsement by the Designated Authority for the DPS request



San José, Costa Rica, October 27<sup>th</sup>, 2020.

**DCC-623-2020**

Dear Adaptation Fund Board Secretariat,

In reference to the project titled “Reducing the vulnerability by focusing on critical sectors (agriculture, water resources, and coastlines) in order to reduce the negative impacts of climate change and improve the resilience of these sectors”, from which Fundecooperación para el Desarrollo Sostenible is the National Implementation Entity, it has been analyzed and concluded that it would be more convenient for the project and for Governmental Executing Entities to have direct support from the NIE on funds management and procurement processes. Therefore, we would kindly like to request the Adaptation Fund Secretariat the possibility for Fundecooperación’s direct services to support Executing Entities as needed for the successful implementation of the project. This request responds to the need of smooth and prompt implementation of some of the projects that are being supported through the Adaptation Fund.

The following direct services are expected to be implemented by Fundecooperación, for some of the Executing Entities:

1. Procurement of goods and services and their payments on behalf of the Executing Entities.
2. Recruitments for project Staff for Executing Entities for project implementation.

As Designated Authority from Costa Rica and as Ministry of Environment and Energy, we endorse this arrangement; in order to achieve the project objectives and to ensure timely delivery and utilization of funds in line with the adaptation Fund management rules. We understand that all AF applicable rules would be complied by the NIE.

Best regards,

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CAMPOS MESEN  
(FIRMA)  
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Patricia Campos  
**Designated Authority**  
**Climate Change Office**  
**Ministry of Environment and Energy**

c.: archivo



Tel: (506) 2253-42-95/ (506) 2253-42-98, Correo electrónico: [cambioclimatico@minae.go.cr](mailto:cambioclimatico@minae.go.cr)  
Apdo. Postal 10000104-1000 San José-Costa Rica

## Annex 4. Request for Direct Project Services support from Executing Entities



## Oficina Nacional de Semillas

Tel.(506) 2223-5922 Fax:(506)2221-7792 --Apdo. -10309-1000, San José, Costa Rica. Correo: info@ofinase.go.cr

<http://www.ofinase.go.cr>

*Dirección Ejecutiva*

San José, 2 de octubre de 2020  
ONS 125-2020 D.E.

Señora  
Marianella Feoli  
Directora Ejecutiva  
**Fundecooperación para el Desarrollo Sostenible**  
S. O.

**Asunto:** Solicitud de servicios directos por parte de Fundecooperación.

Estimada Sra. Feoli:

En referencia a las iniciativas que han sido financiadas por el Programa Adapta2+ para su ejecución técnica por parte de la Oficina Nacional de Semillas, se ha analizado y decidido solicitar a Fundecooperación su apoyo en los procesos de gestión y adquisiciones necesarios para una implementación exitosa. Esta solicitud responde a la necesidad de ejecución fluida dado el tiempo limitado de implementación. Entendemos que dicho apoyo es sólo de gestión administrativa y que las decisiones técnicas del proyecto, incluyendo el avance en tiempo y resultados, serán responsabilidad de la Oficina Nacional de Semillas.

Se espera que los siguientes servicios directos sean implementados por Fundecooperación:

1. Adquisición de bienes y servicios y sus pagos respectivos.
2. Apoyo en la implementación de acciones de capacitación.
3. Contrataciones de personal o consultorías para la implementación del proyecto.

Para la Oficina Nacional de Semillas el apoyo es fundamental para lograr los objetivos del proyecto y asegurar la entrega y utilización oportuna de los fondos de acuerdo con las reglas de gestión del Fondo de Adaptación.

Atentamente,

TANIA  
LOPEZ LEE  
(FIRMA)

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por TANIA LOPEZ LEE  
(FIRMA)  
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Ing. Tania López Lee  
DIRECTORA EJECUTIVA



Copia: Archivo

*La Semilla Certificada Hace La Diferencia*



*Despacho Viceministra*  
*Ministerio de Agricultura y Ganadería*  
*República de Costa Rica*

13 de octubre de 2020  
 DVM-ACQS-342-2020

Señora  
 Marianella Feoli Peña  
 Directora Ejecutiva  
 Fundecooperación

**Asunto:** Solicitud de servicios directos por parte de Fundecooperación

Estimada señora:

Con el agrado de saludarla, me permito referirme a las iniciativas que han sido financiadas por el Programa Adapta2+ que, para su ejecución técnica desde Ministerio de Agricultura y Ganadería se ha analizado y decidido solicitar a Fundecooperación su apoyo en los procesos de gestión y adquisiciones necesarios para una implementación exitosa. Esta solicitud responde a la necesidad de ejecución fluida dado el tiempo limitado de implementación. Entendemos que dicho apoyo es sólo de gestión administrativa y que las decisiones técnicas del proyecto, incluyendo el avance en tiempo y resultados, serán responsabilidad del Ministerio.

Se espera que los siguientes servicios directos sean implementados por Fundecooperación:

1. Adquisición de bienes y servicios y sus pagos respectivos.
2. Apoyo en la implementación de acciones de capacitación.
3. Contrataciones de personal o consultorías para la implementación del proyecto.

Para el Ministerio de Agricultura y Ganadería el apoyo es fundamental para lograr los objetivos del proyecto y asegurar la entrega y utilización oportuna de los fondos de acuerdo con las reglas de gestión del Fondo de Adaptación.

Atentamente,

ANA CRISTINA QUIROS SOTO  
 (FIRMA)

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 ANA CRISTINA QUIROS  
 SOTO (FIRMA)  
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MA. Ana Cristina Quirós Soto  
 Viceministra

JSG/ecv

C. Sr. Jorge Segura Guzmán, Coordinador Programa Ganadería

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Ministerio de  
**Agricultura y  
 Ganadería**  
 DE COSTA RICA