



ADAPTATION FUND

INSTRUCTIONS FOR PREPARING A REQUEST FOR PROJECT OR PROGRAMME FUNDING THROUGH THE ADAPTATION FUND GRANT FOR ENHANCED DIRECT ACCESS

This instruction manual **must** be read in conjunction with the INSTRUCTIONS FOR PREPARING A REQUEST FOR PROJECT OR PROGRAMME FUNDING [available on the Adaptation Fund website](#). This instruction manual outlines **only** the sections of the INSTRUCTIONS FOR PREPARING A REQUEST FOR PROJECT OR PROGRAMME FUNDING that have been updated for the submission of Enhanced Direct Access (EDA) projects/programmes.

Grant proposals under the Adaptation Fund's (The Fund) Enhanced Direct Access (EDA) modality can be submitted following either the one-step (submission of a fully developed proposal) or two-step (submission of concept first, then the fully developed proposal) approval process and will be reviewed according to the same broad areas of criteria as regular project and programme proposals under the Fund and must therefore be submitted using the "Request For Project/Programme Funding From The Adaptation Fund" template for used for all regular single country projects/programmes financed by the Fund. The template for project/programme proposals is available on the Fund's website: <https://www.adaptation-fund.org/apply-funding/project-funding/project-proposal-materials/>. The process of review will be similar to that which is routinely conducted during review cycles for regular single country projects/programmes.

Project/Programme proposals must be clear on the adaptation challenge to be addressed, the objective(s), what the project will deliver when, how and by whom. Clear rationale should be provided on the use of Enhanced Direct Access as a modality to address the identified adaptation challenge. Clear baselines, milestones, targets and indicators should be included to ensure progress and results can be measured. Programmes will generally be more complex and will require greater oversight and management which should be properly explained under Implementation Arrangements for programmes.

The length of the proposal should not exceed 50 pages for the project/programme concept including its annexes, and 100 pages for the fully developed project document and 100 pages for its annexes.

PART I: PROJECT INFORMATION

PROJECT/PROGRAMME CATEGORY. Please insert the words Enhanced Direct Access before the text outlining whether the project/programme is a small sized or regular project/programme.

PROJECT COMPONENTS AND FINANCING. Please fill out the table presenting the project components, activities, expected concrete outputs, and their corresponding budgets to accomplish them. Please also indicate the budget for execution costs and project cycle management fee.

PROJECT / PROGRAMME EXECUTION COST. The main items supported by the Adaptation Fund for project management including consultant services, travel and office facilities, etc. Please note that project execution costs for EDA projects/programmes should not be more than 12% of the total budget requested, before the implementing entity fees. In the case of an implementing

entity acting as the executing entity for a project, execution costs are capped at 1.5% of the total budget requested, before implementing entity fees.

IMPLEMENTING ENTITY PROJECT CYCLE MANAGEMENT FEE. This is the fee that is requested by an Implementing Entity for project cycle management services. The project cycle management fees should not be more than 10% of the total budget requested.

PART II: PROJECT JUSTIFICATION

A. Describe the project components, particularly focusing on the concrete adaptation activities of the project, and how these activities contribute to climate resilience. Project components should clearly articulate the characteristics of the EDA model to be followed and provide a clear description of practical locally led adaptation solutions to funnel funding to vulnerable communities impacted by adverse climate impacts.

Describe how the activities will help with adaptation to climate change and improve climate resilience. Decision 10/CP.7 establishing the Adaptation Fund stipulates that it shall finance concrete adaptation projects and programmes. In the AF Operational Policies and Guidelines, a concrete adaptation project is defined as “a set of activities aimed at addressing the adverse impacts of and risks posed by climate change. The activities shall aim at producing visible and tangible results on the ground by reducing vulnerability and increasing the adaptive capacity of human and natural systems to respond to the impacts of climate change, including climate variability. Projects/programmes concern activities with a specific objective(s) and concrete outcome(s) and output(s) that are measurable, monitorable, and verifiable.”

The project/programme objective must be aligned with the Adaptation Fund Results Framework. The project/programme activities should align with its overall goal and objectives hence ensuring the cohesion of the components among themselves. It is expected that EDA projects/programmes will involve sub-projects which could be unidentified sub-projects (USPs) and subject to specific provisions for USP under the Fund’s environmental and social policy (ESP). You can access the Guidance Document for Project/Programme with Unidentified Sub-Projects on the Fund website via the following link: <https://www.adaptation-fund.org/apply-funding/project-funding/project-proposal-materials/>. The objectives of the sub-projects should be aligned with those of the submitted project/programme, and in turn, to the Adaptation Fund Results Framework. The type, sector, size, and geographic locations of potential sub-projects should be fully described as far as is possible, including clear articulation of the expected nature and type of sub-projects to be covered through by the EDA grant.

The project/programme should be distinguished from a “business-as-usual” development or environmental protection project by clearly demonstrating that the proposed EDA approach enables organizations at the sub-national level, including small, local organizations to identify their adaptation needs by themselves and implement the adequate measures to address those needs, thereby facilitating the streamlining of decision-making across multiple levels. The project/programme should clearly demonstrate that the adaptation measures proposed through EDA are suited or adequate for the identified climate threats. The project/programme proposal should therefore explain the EDA rationale in relation to the climate scenario(s) outlined in the background and context section. Finally, the non-climatic barriers to achieving the project objective, whenever relevant, should be taken into account when designing the project/programme.

For a fully developed proposal, the activities will have to be detailed to a sufficient level and their appropriateness in responding to the threats posed by the likely climate scenarios should be

outlined in detail in the background and context section and quantified in terms of magnitude and uncertainty. The description should include information on project location and scope, and should have clearly defined activities including technical specifications, where appropriate. It is expected that EDA projects/programmes could require a higher level of technical assistance, monitoring and oversight. The project/programme should therefore clearly describe the arrangements for technical assistance to local project stakeholders or organizations including specific arrangements for monitoring and oversight of project activities and fund flows. The project/programme should clearly describe how specific funding requests and proposals made by local beneficiaries at the sub-national level would be made including the review and decision-making process for those requests. The proposal should fully describe the capacity-building and support that will be availed to support communities and structures at sub-national level to effectively manage and report on funds received at this level. Any partnerships with local organizations undertaken as part of the multi-level decision making process should be clearly articulated including the decision-making process and clear description of financial flows to vulnerable groups adversely impacted by the effects of climate change. For a fully developed proposal, the alignment with Adaptation Fund fund-level objectives has to be specified at the project/programme outcome level as described in the document “AF Results Framework and Baseline Guidance – Project level” which is accessible via the following link: <https://www.adaptation-fund.org/document/results-framework-and-baseline-guidance-project-level/>. In accordance with the Gender Policy of the Fund, the proposal could include, as appropriate, specific gender elements in the design of its adaptation activities and expected outputs.

PART III: IMPLEMENTATION ARRANGEMENTS.

Describe the various elements of project implementation as enumerated below:

A. Adequacy of project management arrangements.

The implementation arrangements should include a clear description of the funding model and institutional levels involved including the approach adopted for EDA based on local contexts, needs and preferred decision-making structure at the local level thereby providing practical evidence of locally led adaptation. The roles and responsibilities of the implementing entity as well as any executing entity or organizations/stakeholders and other institutional structures that are involved in the project/programme should be fully described. It is recommended to provide a diagram or chart showing the decision-making structure and how the different stakeholders and structures in the EDA model report to each other. Implementation arrangements should include a description of how continued capacity-building and multi-stakeholder engagement would be carried out throughout project/programme implementation. In addition, the process to identify, screen and address environmental and social risks as well as address gender considerations throughout project/programme implementation should be clearly described in line with the Adaptation Fund’s specific provisions for USPs under the Fund’s environmental and social policy (ESP) and in line with the Fund’s Gender Policy.

Implementing entities should generally not provide execution services. On an exceptional basis, and at the written request by the recipient country, involving designated authorities in the process, and providing rationale for such a request, they may be authorized to do so. In such case, the responsibility for these services have to be stipulated, their budget estimated in the fully developed project document, and covered by the execution costs budget of the project.

When an entity intends to serve both as the implementing entity and the executing entity for a

project, the same rules as above apply, and the execution costs are capped at 1.5% of the total budget requested, before the implementing entity fees.

IN ADDITION TO THE INSTRUCTIONS OUTLINED IN THIS DOCUMENT, PLEASE REFER TO THE “INSTRUCTIONS FOR PREPARING A REQUEST FOR PROJECT OR PROGRAMME FUNDING” FOR COMPLETE GUIDANCE SUBMITTING PROJECT/PROGRAMME PROPOSALS FOR FUNDING BY THE ADAPTATION FUND.