

A photograph of four people (three men and one woman) working in a carrot field. They are all bent over, pulling carrots from the ground. The woman in the foreground is smiling and holding a bunch of carrots. The background shows a lush green field with many palm trees under a clear sky.

Project/ Programme Monitoring and Evaluation during implementation

Readiness Workshop for Asia- Pacific and Eastern Europe Countries

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Project Performance Reports: on an annual basis



Project completion summary report, including any specific Project implementation information, within six (6) months after Project completion



Mid-term review or evaluation report, for projects of 4-year duration or more



Final evaluation report, prepared by an independent evaluator. Shall be submitted within 9 months after Project completion. Copies of these reports shall be forwarded by the IE to the Designated Authority for information; and



Final audited financial statement, prepared by an independent auditor or evaluation body, within 6 months of the end of the IE's financial year during which the Project is completed



The reporting process fits into a broaden **Results Based Management** scheme at Fund's level



Reporting
requirements



Policy for projects/ programmes delays

- 4 months to sign the standard legal agreement after Board approval. **Risk: cancellation;**
- 6 months from first cash transfer to project start date (inception workshop); **if project start has been delayed : notify the secretariat and DA**
- Project Performance Reports due **no later than 2 months** after the end of the reporting year (project inception date + X year);
- **Request for extension of project completion date** is possible; should be requested **no later than 6 months** before official completion date;
- Extension **can be granted for up to 18 months** (renewable) if no additional funds are required, original scope has not changed, and IE provides reasons and justification; other specific extension (adhoc) like COVID19
- IE not submitting final evaluation, completion report or audited report may be temporarily non eligible to receive funding from AF.

Project/Programme Inception




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



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Extension of Project Inception – Decision B.36/35


- **Maximum extension of 12 months for the inception of projects and programmes**, subject to their compliance with the requirements under Option 2 of AFB/EFC.27/3
 - a) Request is **reasonable and sufficiently justified considering the context, rationale and with a proposed plan for improvement** of the overall project implementation;
 - b) Extension **cannot exceed a maximum period of 12 months** and IEs will be required to **submit a revised project implementation plan taking into account the 12-month delay**
 - c) Request for extension of project start date must be **submitted at least 2 months prior to the initial project start date** as indicated in the approved proposal document
- Projects experiencing a significant delay in inception (exceeding 12 months from the standard inception target of six months from the first cash transfer) to submit to the Board, through the Adaptation Fund Board secretariat, a “**Request for revision of the project implementation schedule, including a revised inception date**” for intersessional consideration

Extension of Project Completion Date



- Milestone Changes - Project Completion Delays
- Indicative project completion time included in approved project documents.
- Expected completion date included in the 1st PPR will be the date that the project/programme will be tracked against.
- Project Extension Request using form in Annex A of Policy for Project/ Programme Delays.
- ER no later than six months prior to the expected completion date.
- Extension beyond original completion date for up to 18 months.
- Extension Requests approved by the AFB through two-week no objection.





COVID-19 Extension Request Decision B.35.b/16

- **Blanket no-cost extension of the project completion date up to 12 months** for eligible projects/programmes which have been delayed **due to COVID-19 and were set to be completed within 24 months from the date of the extension request** provided that an implementing entity's request of such extension meets the criteria as described in paragraph 33 of document **AFB/EFC.26.b/4**

- **Allow in the context of paragraph 6 of Annex 7 of the Fund's OPG on project material change**, an IE to implement reallocations in budget at the output-level between the original budget and the revised budget, **up to a maximum of 20 per cent of the total project budget**, without seeking prior approval of the Board provided that:
 - a) Justified to be related to COVID-19 and to enable the project to achieve its originally set goals and objectives;
 - b) IE must report to the Board on the project budget reallocations as part of its annual PPR;
 - c) Budget reallocations not related to COVID-19 and changes exceeding 20 % of total project budget related to COVID-19 shall be subject to the requirements as described under paragraphs 6-8 of Annex 7

Adaptive Management Options to Manage Project Issues



Better planning and reporting

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



Mid-review for adjustments

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



Communication with AF secretariat

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




Thank You



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