



ADAPTATION FUND

AFB/B.37/3
12 October 2021

Adaptation Fund Board
Thirty-seventh meeting
Bonn, Germany (Virtually held), 19-21 October 2021

Agenda item 4

REPORT ON ACTIVITIES OF THE 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 six months between the thirty-sixth meeting in April 2021 and the thirty-seventh meeting of the Adaptation Fund Board (the Board) in October 2021.

Finalization and posting of the report of the second session of the thirty-sixth meeting

2. Following the thirty-sixth meeting held virtually on 6-8 April 2021, the secretariat supported the Chair in finalizing the report of the meeting. As agreed by the Board, the report was completed and circulated to Board members and alternates for comments and approval. The Board approved the report, and it was posted on the website of the Adaptation Fund (the Fund) as documents AFB/B.36/10.

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).

- (a) Emerging lessons from the Adaptation Fund Climate Innovation Accelerator (AFCIA), Session for the Asia-Pacific region (13 April 2021, virtual): A member of the secretariat presented case studies on innovation from the Fund's portfolio of projects and programmes.
- (b) Second meeting of the Paris Committee on Capacity-building (PCCB) Network (18 April 2021, virtual): The meeting discussed the work and accomplishments of the PCCB Network during its first year since its launch in April 2020, experience sharing & networking between participants, and engagement between network members.
- (c) 75th Economic and Social Council of the United Nations (ECOSOC 2021) Financing for Development Forum, "Financing Nature-based Solutions is Path to Holistic and Equitable Recovery from Pandemic" (14 April 2021, virtual): A representative from the secretariat provided a presentation on the ecosystem-based adaptation investments under the Fund's active portfolio.
- (d) First meeting of the eighth replenishment of the Global Environment Facility (GEF) resources (22 and 23 April 2021, virtual): Representatives of donor and recipient countries, civil society, and observers, including two members of the secretariat, discussed the strategic positioning, programming directions, and policy agenda for GEF-8 Replenishment.
- (e) Inception meeting of the regional project "Reducing vulnerabilities of populations in the Central Asia region from glacier lake outburst floods (GLOFs) in a changing climate"

implemented by UNESCO in Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan (29 April 2021, virtual): the manager of the secretariat joined the meeting via video and delivered opening remarks.

- (f) Webinar entitled “Funding Gender-Just Climate Solutions - Understanding the Multilateral Climate Funds” organized by the Women and Gender Constituency (29 April 2021, virtual): A member of the secretariat participated in the webinar as a speaker and introduced the Fund, its recent major developments and its gender work progress, engaging with many participants including women’s organizations.
- (g) Adaptation Committee National Adaptation Plan (NAP) Taskforce meeting (30 April 2021, virtual): The meeting discussed how to assist and stimulate countries’ efforts on NAPs, and the Fund contributed ideas on how to enhance the impact of the NAP Taskforce.
- (h) Emerging lessons from the Adaptation Fund Climate Innovation Accelerator (AFCIA), Session for the Africa region (4 May 2021, virtual): The webinar included overviews of the status of the implementation of the AFCIA programme thus far by the United Nations Environment Programme (UNEP) / Climate Technology Centre and Network (CTCN) and a reflection on early lessons emerging from the responses to the first round of calls. The manager of the secretariat provided welcome remarks at the event.
- (i) Informal Coordination Group (ICG) for capacity-building under the Convention and the Paris Agreement (8 June 2021, virtual): This was the first meeting of the ICG and it discussed avenues for coordination and collaboration on capacity-building.
- (j) Second UNFCCC Capacity-building Talks (10 May 2021, virtual): The talks included discussion on gaps and solutions for capacity-building which the Fund contributed to.
- (k) Workshop by the Secretariat of the Pacific Regional Environment Programme (SPREP) on “Enhancing Access to Climate Finance through the Adaptation Fund” (13 May 2021, virtual): Members of the secretariat presented an overview of the Fund, including its funding windows for action, innovation and learning.
- (l) 5th European Climate Change Adaptation Conference (ECCA 2021) (25 May and 22 June 2021, virtual): 25 May event brought together panelists from the Climate Policy Initiative, the World Food Programme, the Climate Justice Resilience Fund and the Adaptation Fund to discuss “Finance supporting adaptation in a changing world”. The manager of the secretariat participated as a speaker in the high-level segment in the session “Inspiring action for societal transformation - What next for climate resilience?” on 22 June.
- (m) 10th Durban Forum on Capacity-building (2 June 2021, virtual): The event discussed building capacity for addressing climate and development goals coherently.

- (n) Informal consultations on the fourth review of the Adaptation Fund during the 2021 sessions of the Subsidiary Body for Implementation (8 and 10 June 2021, virtual): Parties to the United Nations Framework Convention on Climate Change (UNFCCC) advanced work informally through exchanges of views and voluntary submissions of views on the fourth review of the Adaptation Fund and its terms of reference ahead of the 2021 United Nations Climate Change Conference (COP26). Members of the secretariat were present to be available in case of technical queries by Parties and followed the information consultations.
- (o) Fifth meeting of the Paris Committee on Capacity-building (PCCB) (9-11 June 2021, virtual): As per its mandate the meeting discussed how to address gaps and needs, both current and emerging, in implementing capacity-building in developing country Parties and further enhancing capacity-building efforts, including with regard to coherence and coordination in capacity-building activities under the Convention.
- (p) The 15th International Conference of Community-based Adaptation to Climate Change, session on principles of locally-led action (14-18 June, 2021, virtual): A member of the Secretariat attended the conference as a speaker and moderator of two breakout sessions on principles for climate change adaptation.
- (q) The 60th Council meeting of the GEF (14-18 June 2021, virtual).
- (r) Third Webinar of the Climate Funds Collaborative Platform (15 June 2021, virtual): Members of the secretariat presented on recent developments related to Strategic Results Based (SRF) Management updates, including COVID-19 related policy of project extension requests.
- (s) 5th Meetings of the Facilitative Working Group (FWG5) of the Local Communities and Indigenous Peoples Platform (LCIPP) (21-24 June 2021, virtual): A member of the secretariat attended the FWG5 meeting of the LCIPP observing the review progress on the initial two-year workplan of the LCIPP and progress on drafting the second three-year workplan of LCIPP.
- (t) The 29th Board meeting of the Green Climate Fund (28 June – 1 July 2021, virtual): A member of the secretariat followed the meeting and its outcomes, especially those that remain relevant for complementarity and coherence between the Fund and the GCF, including funding proposals, the updated framework for accreditation, and the integrated results management framework.
- (u) GCF consultations on Enhanced Direct Access (13 July 2021, virtual): The secretariat shared the Fund's experience with its Enhanced Direct Access (EDA) modality and provided input to the GCF consultations on the second phase of their EDA Pilot.

- (v) Catalyst for Climate Action event at the United Nations Regional Climate Week for the Asia-Pacific, organized by the United Kingdom (UK) COP26 Presidency (8 July 2021, virtual): The Manager of the secretariat participated as panelist in the session on Capacity Building for Access to Finance along with several of the Fund's National Implementing Entities (NIEs).
- (w) The first Project Board meeting of the Adaptation Fund Climate Innovation Accelerator, AFCIA - AF-EU-UNDP Innovation Small Grant Aggregator Platform (8 July 2021, virtual): The manager of the secretariat delivered welcome remarks in the high-level segment of the meeting.
- (x) First technical meeting of the Santiago Network (16 July 2021, virtual): The UK and Chile held a first technical meeting with organizations providing technical assistance in relation to loss and damage. The objectives of the meeting were to (i) gauge technical agencies and organizations' interest in engaging with the Santiago Network; and (ii) assess potential opportunities and barriers in operationalizing the Santiago Network from a technical perspective. A representative of the secretariat attended the meeting and shared the Fund's work on early warning system and disaster risk reduction which support countries in addressing adaptation issues and building resilience in the context of loss and damage.
- (y) Standing Committee on Finance (SCF) Technical Stakeholders Dialogue (2 September 2021, virtual): A member of the secretariat attended the SCF's Technical Stakeholder Dialogue on the fourth (2020) Biennial Assessment and Overview of Climate Finance Flows and the first report on the determination of the needs of developing country Parties to review the inclusion of AF data in the report.
- (z) The 15th roundtable meeting with development partners – an update on the 12th five year plan of Bhutan (2 September 2021, Thimphu and virtual): the manager of the secretariat provided a statement via video.
- (aa) Project launch event of the project "Building Resilience for Adaptation to Climate Change and Climate Variability in Agriculture in Saint Lucia" implemented by the Caribbean Development Bank (3 September 2021, Castries and virtual): the manager of the secretariat provided remarks.
- (bb) The Technology Executive Committee (TEC) 23 Meeting (7-13 September 2021, virtual): Members of the secretariat observed the discussions on technical documents - Innovative approaches for adaptation technologies; Linkages between the technology needs assessment process and the nationally determined contribution process; Key messages and recommendations to Parties on innovative approaches to stimulate the uptake of existing climate technology solutions and Draft key messages and recommendations to the Conference of Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) on innovative approaches to stimulate the uptake of existing climate technology solutions.

- (cc) COP26 Catalyst: Access to Finance Action Group (weekly meetings between 24 August – 9 November 2021): The COP26 Catalyst for Climate Action (COP26 Catalyst) is a UK COP26 Presidency initiative that will provide a framework to convene programmes, projects and expertise on capacity building across five thematic areas. The Access to Finance workstream under the COP26 Catalyst aims to unpack the overarching capacity building issue to understand in granular detail the issues vulnerable and least developed countries and climate finance recipients are facing and the practical actions and support they need to access finance. A member of the secretariat is representing the Fund's and share experiences and lessons learnt from the Fund's work on capacity building, readiness and access to finance in general.
- (dd) Climate Technology Centre and Network (CTCN) Technical Meeting (8 September 2021, virtual): this meeting aimed to engage high-level counterparts within member states, donor agencies financial mechanisms, the CTCN and its host agencies, NDEs and other stakeholder institutions, including Network members and private foundations in the long-term planning for the CTCN. Adaptation Fund Climate Innovation Accelerator was presented at the meeting.
- (ee) Informal Consultations on GEF Programming Strategy on Adaptation to Climate Change for the Least Developed Countries Fund and the Special Climate Change Fund (16 September 2021, virtual): the manager of the secretariat provided opening remarks in the topic "Identifying high-impact adaptation action" for the purposes of the informal consultations for the strategy for years 2022-2026.
- (ff) Launch of the "2021 State of Climate Services: Water" report by the World Meteorological Organization (5 October 2021, virtual): the Fund had collaborated with WMO on the report, and contributed information and case examples. The manager of the secretariat provided remarks.
- (gg) Adaptation Futures 2020, Plenary on Adaptation Finance (7 October 2021, virtual): the manager of the secretariat provided remarks.

Preparations for the thirty-seventh Board meeting

Meeting arrangements

4. Following the Board decision B.36/45 to hold its thirty-seventh meeting either in Bonn, Germany on 11-15 October 2021 or virtually on 18-22 October 2021, the Chair of the Board and the secretariat considered the global situation of the COVID-19 pandemic and related implications on travel and gatherings, as well as the need for an equal opportunity of Board members to participate.
5. Recognizing the continuing extraordinary circumstances and challenges due to the COVID-19 pandemic on several continents, the Board decided to hold its thirty-seventh meeting

as a virtual meeting on 19–21 October 2021, preceded by virtual meetings of the Project and Programme Review Committee and the Ethics and Finance Committee, respectively, on 11–15 October 2021 (Decision B.36-37/13).

6. The secretariat made arrangements for committee meetings and Board meeting in a virtual format accordingly.

Meeting documents

7. The secretariat, working closely with the Board Chair and the Committee Chairs and Vice-Chairs, and the trustee, prepared the documents for the thirty-seventh meeting of the Board and for the twenty-eighth meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

8. The full list of documents is contained in document AFB/B.37/Inf.1, List of documents.

Membership of the Board

9. 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) Following nomination by the Annex I Parties constituency, the Board appointed Mr. Matthias Bachmann (Switzerland, Annex I Parties) as an alternate member replacing Ms. Antonia Elena Flück (Switzerland, Annex I Parties).

Intersessional decisions approved by the Board

10. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated draft decision texts, of which 15 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.36.37/1 Fast-track Re-accreditation of Profonampe of Peru as a National Implementing Entity (NIE)
- B.36-37/2 Re-accreditation of FUNDECOOPERACIÓN PARA EL DESARROLLO SOSTENIBLE (COSTA RICA) as a National Implementing Entity (NIE)
- B.36-37/3 Fast-Track Re-accreditation of the Micronesia Conservation Trust (MCT) as a National Implementing Entity (NIE)
- B.36-37/4 Non Approval of Proposal for Uganda
- B.36-37/5 Approval of Proposal for Djibouti
- B.36-37/6 Approval of Proposal for Angola and Namibia
- B.36-37/7 Non Approval of Proposal for Benin, Burkina Faso, Côte d'Ivoire, Gambia (Republic of The), Ghana, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo

- B.36-37/8 Non Approval of Proposal for Cambodia, Lao (People's Democratic Republic), Thailand and Viet Nam
- B.36-37/9 Non Approval of Proposal Côte d'Ivoire and Ghana
- B.36-37/10 Fast-track Accreditation of the Palli Karma-Sahayak Foundation (PKSF) of Bangladesh as a National Implementing Entity (NIE)
- B.36-37/11 Appointment of Alternate Member representing Annex I Parties
- B.36-37/12 Fast-track Accreditation of the Pacific Community (SPC) as a Regional Implementing Entity (RIE)
- B.36-37/13 Organization of the thirty-seventh meeting of the Adaptation Fund Board
- B.36-37/14 Fast-Track Re-accreditation of the Partnership for Governance Reform in Indonesia (Kemitraan) as a National Implementing Entity (NIE)
- B.36-37/15 Management response to synthesis of Adaptation Fund final evaluations by the Technical Evaluation Reference Group of the Adaptation Fund

Implementation of decisions adopted by the Board at its thirty-sixth and earlier meetings and during the ensuing intersessional period

Innovation: large grants for innovation

11. The secretariat considered the need to develop specific objectives and indicators for the innovation aspects of the projects, beyond what is included in the regular project performance reporting process and prepared a report to the Board for its thirty-seventh meeting. (Decision B.35.b/8)

Full cost of adaptation reasoning

12. The secretariat undertook to develop a report including elements for defining the scope of application of the full cost of adaptation reasoning criterion. The report will be presented in a two-stage manner for consideration at the twenty-ninth and thirtieth meetings of the PPRC. (Decision B.36/29)

Report on project inception delays and proposed options

13. The secretariat communicated to implementing entities the monitoring requirement(s) under option 2 as described in document AFB/EFC.27/3, for addressing project and programme inception delays. (Decision B.36/35)

Update on resource mobilization strategy and action plan

14. The secretariat, in consultation with Resource Mobilization Task Force, prepared a draft resource mobilization strategy for the period 2021– 2024 and a draft resource mobilization action plan and present them to the Board for its consideration at its thirty-seventh meeting. (Decision B.36/36). To that end, the secretariat developed a survey to seek input from key stakeholders of the Adaptation Fund, including the Adaptation Fund Board, relevant UN agencies, the NGO

Network and civil society to develop a revised Mobilization Strategy and associated Action Plan that aligns with the Fund's [Medium-Term Strategy \(MTS\)](#).

Fiduciary issues related to the United Nations Development Programme

15. The secretariat coordinated with the secretariats of the Green Climate Fund (GCF) and the Global Environment Facility (GEF) regarding fiduciary issues associated with the projects implemented by the United Nations Development Programme (UNDP) to provide an update on any implications of the above fiduciary issues for the portfolio of the Adaptation Fund to the EFC at its twenty-eighth meeting. (Decision B.36/38).

16. To date, the secretariat has not concluded on this issue and expect to engage further with UNDP on this matter. All projects implemented by UNDP and which have reached completion are yet to be closed financially and the secretariat is still expecting the audited financial statements from UNDP in accordance with the grant agreement signed between the Fund and UNDP.

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

17. The secretariat continued discussions with the GCF to advance the collaborative activities identified at the Annual Dialogue in November 2020 and progress in implementing the seven activities of the roadmap and prepared a report on the progress made in the activities described above to present at the thirty-seventh meeting of the Board. The secretariat also prepared an updated report on the active engagement with the GCF with a view to further exploring complementarity and coherence between the two funds and taking concrete steps to advance the options for fund-to-fund arrangements once it has been considered by the GCF Board. (Decision B.36/40).

18. During the reporting period, the secretariat had number of engagements with the GCF including, among others, (i) identification of potential projects for scaling up by the GCF as part of the scaling up approach framework between the two Funds; (ii) AF participation in the Funds collaborative platform on results and (iii) further engagement between the two Funds on a joint support to the community of practice of direct access entities.

Provision of financial resources between single-country and regional concrete adaptation project and programmes (country cap)

19. The secretariat informed the designated authorities and accredited implementing entities of the decision related to the revised cap per country established by decision B.13/23 from US\$ 10 million to US\$ 20 million for all eligible developing country Parties. (Decision B.36/41)

20. The secretariat also reflected the revised cap per country in the Operational Policies and Guidelines (OPG) to present it for consideration by the Board at its thirty-seventh meeting. (Decision B.36/42)

Application of the environmental and social policy by implementing agencies

21. The secretariat communicated the decision to maintain the status quo of the requirement of “top-level management statement communicating the entity’s commitment to abide by the Adaptation Fund’s environmental and social policy and gender policy” (TLMS) for accreditation and reaccreditation, to the implementing entities and applicants that have refused or failed to submit the TLMS as required. (Decision B.36/43)

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

22. The secretariat circulated the second round of the survey including the updated questions among the Board members and alternates, during the intersessional period between its thirty-sixth and thirty-seventh meetings, which reflect the Board’s discussions held at its thirty-sixth meeting, including on the need of defining civil society organizations. It also conducted a study on the need for a policy for civil society engagement with the Adaptation Fund, taking into account the practices and policies of other climate funds to present for the Board’s consideration at its thirty-seventh meeting. (Decision B.36/44)

Readiness Programme

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

- a) The Adaptation Fund, through its Readiness Programme held the regional webinar for Latin America and the Caribbean (LAC) focusing on project development and Direct Access to adaptation finance, on 13 May 2021. The webinar was held as a side event to the LAC Climate Week 2021 implemented by the UNFCCC secretariat and hosted by the Government of the Dominican Republic. The webinar aimed to strengthen knowledge and enhance the confidence and capacity of developing countries in Latin America and the Caribbean region on Direct Access to Adaptation Fund resources and project development best practices.
- b) The secretariat hosted the regional webinar for Asia-Pacific and East Europe focusing on project development and Direct Access to adaptation finance on 29 June 2021. The webinar aimed to strengthen the knowledge of developing countries and raise awareness in the Asia-Pacific and East Europe regions on the Adaptation Fund project development process and project life cycle.
- c) The secretariat hosted a virtual global accreditation training workshop on accessing climate finance and obtaining accreditation with the Fund to increase Direct Access to climate finance by developing countries on 15 July 2021. The workshop sought to enhance

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

understanding of the Fund's accreditation process among developing countries, to close the gaps on accreditation and to promote the Fund's e-learning course on accreditation.

- d) The secretariat held the 2021 Annual NIE Seminar on 3-5 August with more than 75 participants including executing entities for the first time. The seminar discussed the Fund's expanded funding windows offering additional finance in project scale-up, innovation, learning and Enhanced Direct Access. The NIEs also shared experiences and lessons in project design, implementation, review and monitoring, readiness, accreditation/reaccreditation and accessing AF's existing and new resources for countries that are vulnerable to climate change.
- e) The secretariat hosted in partnership with the National Bank for Agriculture and Rural Development (NABARD), an accredited NIE of the Fund, a virtual country exchange under the theme of Food Security. The events for the exchange took place on 17, 19, and 24 August and supported South-South peer to peer learning among the Fund's accredited NIEs based on NABARD's project funded by the Fund.
- f) The secretariat hosted another virtual workshop on accreditation on accessing climate finance and obtaining accreditation with the Fund on 9 September 2021. The workshop sought to enhance understanding on the Fund's accreditation and re-accreditation process among developing countries, and discussed the common gaps and challenges identified in the AF Bridging the Gaps in Accreditation Report, 2020.

Communications

24. During the intersessional period, the secretariat has developed and distributed six press releases, including on topics ranging from major Board decisions, new accreditations and intersessional activities, joint statement of climate funds on COVID-19 recovery, and launch of calls for new proposals for large innovation and enhanced direct access grants. The secretariat also produced five videos on timely themes ranging from nature-based solutions, the Senegal and Costa Rica projects and country exchanges, and key milestones of the Fund over the year. It further produced a project story on the Dominican Republic in three languages, two podcasts on knowledge and Direct Access, and a collaborative story with Climate Home News on adaptive technology project examples. Three new Flickr photo sharing albums were produced on the NABARD/India country exchange, annual global NIE seminar and thirty-sixth Board meeting. The secretariat also shared multiple external videos, written stories and podcasts on the Fund's work that were produced by its implementing entities and other partners. It developed several sets of talking points that were utilized in high-level speeches and video recordings during key AF outreach events.

25. The Fund's website has performed very well in the reporting period, with 327,670 page views (17% increase from last year) and 52,426 users (32% increase from last year). The Fund has also put out 205 tweets and received 1,840 new Facebook and Twitter followers. Media

mentions grew markedly over the previous reporting period, with 297 received so far (195 in English, 81 in Spanish, and 21 in French), compared with 116 in the prior period.

26. The secretariat has continued to innovate and grow its communications platforms, including developing new podcasts, blogs and short videos featuring drone footage that have resonated well on its digital platforms and been shared by other partners such as Climate Home News, UNFCCC secretariat, and implementing partners. It further has been developing a dedicated website to highlight the Fund's activities at COP26 as well as an AF on-site pavilion/office design for COP26, and related materials. It additionally developed an 'E-booth' for the Adaptation Futures conference.

Knowledge Management

27. The secretariat commenced the fourth review cycle for learning grants that were launched under the Medium-Term Strategy. A single application was submitted and reviewed and will be presented to the Board at the thirty-seventh meeting of the Board.

28. The secretariat prepared terms of reference and hired a consultant for a study on "lessons learned from the continuous process of capacity strengthening of IEs through re-accreditation to the Adaptation Fund" aimed at accredited implementing entities of the Adaptation Fund and one whose accreditation status will expire soon. The lessons from this study will allow the IEs to better prepare for the process and pull out what has worked well during this process as well as to delineate challenges that have been faced during the re-accreditation process. The study also examines the ways IEs maintained competencies and developed new ones during the implementation of projects, to support their re-accreditation process. The study is currently near completion.

29. The secretariat also prepared terms of reference and hired a consultant for two additional studies, one on "lessons learned from strengthening resilience through food security interventions" and the other on "lessons learned from strengthening resilience through applying nature-based solutions" both showcasing case studies from the Adaptation Fund portfolio of projects and programs. The findings of these studies are based on desktop literature review and information obtained from remote interviews with the Fund's implementing entities and are of interest to a variety of the Fund's stakeholders, ranging from IEs and executing entities, practitioners in climate change adaptation, governments, private sector, etc. Both of the studies are currently near completion.

Accreditation

30. The Accreditation Panel held its thirty-sixth meeting in a virtual manner on 1-2 September 2021. For the meeting, the secretariat had received two new accreditation applications for one potential NIE and one RIE. The review process for the latter was under fast-track process and was completed in less than six months before the thirty-sixth meeting of the Panel occurred. The Panel has continued reviewing 15 re-accreditation applications (eight NIEs, two RIEs and five Multilateral Implementing Entities (MIEs) and 11 accreditation applications of eight potential NIEs,

two potential RIEs and one potential MIE that were previously reviewed but required additional information for the Panel's review. At the Panel's thirty-sixth meeting, the secretariat reported on the result of the review of the Certified Self-Assessment submitted by RIE applicant(s) as per Document AFB/EFC.27/11 and Decision B.36/37; and provided a recap of the three Intersessional Accreditation Panel Technical meetings held in March, April and May 2021.

31. During the intersessional period, the Board accredited, through the fast-track process, the Pacific Community (SPC) as RIE and the Palli Karma-Sahayak Foundation (PKSF) of Bangladesh as NIE. The Board also re-accredited Fundecooperacion para el Desarrollo Sostenible of Costa Rica as NIE, and through the fast-track process, re-accredited the Micronesia Conservation Trust (MCT) of the Federated States of Micronesia as NIE and Profonanpe of Peru as NIE. Details of the Panel's thirty-sixth meeting will be published on the Fund's website. The Accreditation Panel expert members have held three technical meetings, with the secretariat's support, during the intersessional period between the Panel's thirty-fifth and thirty-sixth meetings with a view to enhancing effectiveness and efficiency of the review process of the accreditation and reaccreditation applications.

Table 1: Status of accreditation applications submitted to the secretariat as of 15 September 2021

	NIE	RIE	MIE
Accredited	34	8	14
Re-accredited	17	4	11
Not accredited	15	2	0
Currently under review by Accreditation Panel	8	2	1
Screened by secretariat pending completion of accreditation application during this report period	0	0	0

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

Screening/technical review of project/programme proposals

32. In preparation for the thirty-seventh Board meeting in October 2021, the secretariat screened and prepared technical reviews of seven fully-developed single-country project documents and eight single country concepts, as well as one regional fully-developed project document, three regional project concepts, and four regional pre-concepts. In addition, the secretariat screened and technically reviewed two innovation small grant proposals and one learning small grant proposal. For the two new funding windows, the secretariat screened and technically reviewed three innovation single country project concepts, one innovation regional project pre-concept, one enhanced direct access fully-developed project document, and one enhanced direct access concept. In performing these tasks, the dedicated team of officials of the secretariat was supported by GEF Secretariat technical staff, and nine contracted technical experts.

33. During the intersessional period between the thirty-sixth meeting of the Board and its thirty-seventh meeting, two projects were approved. Of these, one proposal is a single-country project, and one proposal is a regional project.

Review of Project Performance Reports and project/programme no-cost extension requests

34. 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 Project Performance Reports (PPRs) prior to authorization by the Chair of the cash transfer of funding tranches, the secretariat has completed the review, cleared and made publicly available on the Fund's website:

- a) The first PPR for the projects implemented in: Chile and Ecuador (CAF, inception date: January 2020); Albania, Macedonia, the former Yugoslav Republic of and Montenegro (UNDP, inception date: October 2019)
- b) The second PPR for the projects implemented in: Lebanon (IFAD, inception date: September 2015); Nepal,(WFP: inception date: October 2018); Senegal "Reducing vulnerability and increasing resilience of coastal communities in the Saloum Islands (Dionewar and Fadial)" (CSE: inception date: October 2018); Solomon Islands "Enhancing urban resilience to climate change impacts and natural disasters: Honiara" (UN-Habitat, inception date: July 2018); Fiji "Increasing the resilience of informal urban settlements in Fiji that are highly vulnerable to climate change and disaster risks" (UN-Habitat, inception date: August 2018); Honduras "Ecosystem-Based Adaptation at Communities of the Central Forest Corridor in Tegucigalpa" (UNDP, inception date: March 2019); Antigua and Barbuda (DOE, inception date: August 2017); Mongolia "Flood Resilience in Ulaanbaatar Ger Areas - Climate Change Adaptation through community-driven small-scale protective and basic-services interventions" (UN-Habitat, inception date: February 2019); Cook Islands "Akamatutu'anga kia Tukatau te Ora'anga ite Pa Enea Action for Resilient Livelihoods (PEARL)" (UNDP, inception date: December 2018);
- c) The third PPR for the project implemented in: Federated states of Micronesia "Enhancing the Climate Resilience of vulnerable island communities in Federated States of Micronesia" (SREP, inception date: March 2018);
- d) The fourth PPR for the projects implemented in: Jordan (MOPIC, inception date: June 2015); India "Conservation and Management of Coastal Resources as a Potential Adaptation Strategy for Sea Level Rise" (NABARD, inception date: June 2015).
- e) The fifth PPR for the projects implemented in: South Africa "Taking adaptation to the ground: A small Grants Facility for enabling local-level responses to climate change" (SANBI, inception date: September 2015); South Africa "Building Resilience in the greater uMngeni Catchment, South Africa" (SANBI, inception date: December 2015); Costa Rica (Fundecooperacion, inception date: October 2015);

- f) The sixth PPR for the project implemented in: Sri Lanka (WFP, inception date: November 2013);

35. In this intersessional period, the secretariat did not receive any requests for project changes under the regular process.

36. As per Board Decision B.35.b/16, which includes a provision for temporary no-cost extension of the project completion date up to 12 months for projects/programmes which have been delayed due to COVID-19 and which are set to be completed within 24 months from the date of the extension request, the secretariat received intersessionally eight no-cost project/programme extension requests. The secretariat proceeded screening the requests and found that these are compliant with the criteria as described in paragraph 33 of document AFB/EFC.26.b/4. The requests received and cleared by the secretariat as of the date of the issuance of this document are listed below:

- 1) No cost extension of project completion date: Chile (AGCID);
- 2) No cost extension of project completion date: Senegal (CSE)
- 3) No cost extension of project completion date: Antigua and Barbuda (DOE);
- 4) No cost extension of project completion date: Federated States of Micronesia (MCT);
- 5) No cost extension of project completion date: Jamaica (PIOJ);
- 6) No cost extension of project completion date: Seychelles (UNDP);
- 7) No cost extension of innovation small grant project completion date: Armenia (EPIU);
- 8) No cost extension of project completion date: Jordan (MOPIC).

Gender

37. As part of collaboration and communication efforts on gender, the secretariat continued collaboration with the UNFCCC secretariat gender team and other partner organizations including climate funds and UN-Women sharing gender experiences, knowledge and update of gender work of the Fund as well as exploring opportunities for collaboration on gender work.

38. The secretariat supported a member of the Board in presenting the gender work progress of the Fund and engaging with other constituted bodies on possible synergies and collaboration on gender mainstreaming within the UNFCCC process at a virtual meeting of the UNFCCC Technology Executive Committee (TEC) (March 2021). The secretariat provided a review and inputs on the draft *synthesis report constituted bodies progressing on integrating gender into their process* which was prepared by the UNFCCC Secretariat. It also participated in a series of the UNFCCC gender virtual workshops on the theme of gender implementation, gender analysis, and gender budgeting respectively (July-September 2021).

39. The secretariat continued to collaborate with other partner organizations on gender mainstreaming work. A member of the secretariat spoke at the webinar entitled "Funding Gender-Just Climate Solutions- Understanding the Multilateral Climate Funds" organized by the Women and Gender Constituency (April 2021) about the Fund, its recent major developments and its

gender work progress, engaging with many participants including women's organizations. The secretariat also provided support for the Women's Environment & Development Organization (WEDO) in developing a report on *Guide to Strengthening Gender Integration in Climate Finance Projects* by sharing the Fund's experiences, knowledge and lessons learnt related to gender mainstreaming in adaptation projects, gender capacity-building and technical assistance and providing inputs on the draft. Upon request, the secretariat shared its experiences and lessons learnt related to developing and implementing the Fund's Gender Policy and Action Plan and discussed future collaboration opportunities with the International Climate Initiative (IKI), the funding programme for international climate mitigation, adaptation and biodiversity by the German Federal Ministry of the Environment, Nature Conservation and Nuclear Safety (BMU).

40. The updated Gender Policy (GP) and Gender Action Plan (GAP) of the Fund ([Document AFB/B.35-36/8](#)) is being implemented since its approval by the Board in March 2021 ([Decision B.35-36/25](#)). During the reporting period, the secretariat commissioned a study on *intersectional approaches to gender mainstreaming in adaptation-relevant interventions* with a view to enhance understanding on intersectional approaches by examining the current state of intersectional approaches to gender mainstreaming in adaptation-relevant interventions as well as how the concept of intersectionality and various intersectional analytic approaches have been applied to adaptation-relevant sectors. The study is expected to help the Adaptation Fund and its stakeholders to understand intersectional approaches, the value addition of using an intersectional approach to gender mainstreaming in adaptation-relevant interventions, as well as emergent (good or best) practices, lessons learnt and recommendations for applying an intersectional approach in developing and implementing adaptation-relevant interventions.

41. The secretariat has developed and is reviewing a draft of the gender scorecard in line with the updated Fund's GP, which serves as a tool to monitor the GP implementation portfolio-wide supplementing the Fund's five core impact indicators. Upon completion, the gender score card will be used to track and report to the Board, through the Annual Performance Report, on the GP implementation quality of Fund-supported projects/programmes at entry, during implementation and at exit.

Resource mobilization

42. 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 existing contributors.

43. The Board at its thirty-sixth meeting (March 2021), decided to request the secretariat, in consultation with the Resource Mobilization Task Force, to prepare a draft resource mobilization strategy for the period 2021– 2024 and a draft resource mobilization action plan and present them to the Board for its consideration at its thirty-seventh meeting (Decision B.36/36). The demand for support from the Adaptation Fund is high and is growing. The need of funding will increase as the country cap (the amount of funding that each country can access) has increased from 10 million

to 20 million (Decision B.36/41). In April 2021, the Board also decided to enable the accreditation of up to two NIEs per country for eligible developing-country Parties (Decision B.36/42).

44. To that end, the secretariat developed a survey to seek input from key stakeholders of the Adaptation Fund, including, the Adaptation Fund Board, relevant UN agencies, NGO Network and civil society to develop a revised Mobilization Strategy and associated Action Plan that aligns with the Fund's [Medium-Term Strategy \(MTS\)](#).

45. The secretariat liaised with the United Nations Foundation (UNF) to transfer the financial donations received through the UNF's private donation route ("Donate Button").

46. The Fund has also been liaising with the UK Presidency of COP26 on the organization of the 2021 AF Contributor Dialogue to be held during the COP26 in Glasgow with the aim to build on the successful co-hosting of the 2020 virtual Contributor Dialogue by the Governments of the UK and Chile. The date and venue, as well as the co-hosting arrangements are still to be decided. The Fund has also joined the UK-led initiative "COP26 Catalyst: Access to Finance Action Group" to support the development of specific recommendations on capacity-building for access to finance and participated in a related virtual panel discussion during the UN Regional Climate Week for the Asia-Pacific on 8 July 2021 to share experiences on how to overcome barriers to accessing climate finance through direct access.

Ad Hoc Complaint Handling Mechanism

47. The secretariat has not received any eligible complaint during this reporting period.

Technical Evaluation Reference Group (AF-TERG) secretariat

Fiscal Year 2021 (March 2021 – June 2021)

48. From March 2021 to June 2021, the AF-TERG Chair, AF-TERG members and AF-TERG Secretariat Coordinator continued holding 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 and the Board Secretariat work towards building a productive and successful collaboration.

49. During the same period, the protocol for engaging with Fund stakeholders was collaboratively developed between the AF-TERG and Board Secretariat to set out overall principles for AF-TERG engagement with the Board Secretariat, Fund stakeholders and particular modalities for information sharing. This guidance is also intended to steer the AF-TERG in connecting with Fund stakeholders in a more consistent and streamlined way to enhance the effectiveness and transparency of the AF-TERG work.

50. A series of consultations took place with Board members, implementing entities, AF NGO Network members, external evaluation experts and other climate funds as important inputs for

different work elements, such as the Review and Revision of the Evaluation Framework, Mid-Term Review of the Medium-Term Strategy.

51. In March 2021, the AF-TERG facilitated its first virtual event with Implementing Entities. The M&E event aimed to further understand IEs perspectives of monitoring, evaluation and learning issues in the Fund and gather insights to inform the AF-TERG's on-going Review and Revision of the Fund's Evaluation Framework. The event was attended by 29 participants from nine IEs of the Latin America & Caribbean, Asia Pacific, and Africa regions, as well as representatives of the AF-TERG and the Board secretariat.

52. During this period, three major AF-TERG work elements, being the Review and Revision of the Evaluation Framework, the Mid-Term Review of the Medium-Term Strategy, and the Ex-Post Evaluation progressed well.

53. A progress update on the Review and Revision of the Evaluation (AFB/EFC.27/7) was presented at the thirty-sixth meeting of the Board. The purpose of this document was to update the Board on progress in the inception phase of the work, to discuss emergent findings, and to seek the Board's approval on the development of an evaluation policy instrument. The recommendation by the EFC to the Board was taken over in Decision B.36/32. Following the decision, the team of consultants working on the development of an Evaluation Policy carried out an extensive desk review and consultations with the AF-TERG and Board Secretariat and produced the very first internal draft of the Evaluation Policy on 30 June 30 2021.

54. At the twenty-seventh meeting of the EFC, the report to explain the Advisory Group and options for participation by the Board was presented (AF/EFC.27/9). In June 2021, the first Advisory Group - for the Evaluation Policy Development - was established, drawing participation from three Implementing Entities (two National Implementing Entities, and one Multilateral Implementing Entity); an AF NGO Network member; a Board member; and a staff member of the Board Secretariat.

55. At the twenty-seventh meeting of the EFC, the team working on the Mid-Term Review of the Medium-Term Strategy presented an update and preliminary findings and a short overview of preliminary findings (AFB/EFC.27/Inf.2). The team shared a draft final report in which highlighted findings and recommendations for the last year of the Medium-Term Strategy and the development of the next Strategy. Based on the feedback, the final report of the Mid-Term Review of the Medium-Term Strategy will be presented at the twenty-eighth meeting of the EFC.

56. In line with the approved work programme, the AF-TERG kicked off the first phase of the ex-post evaluation, which aims to develop an innovative Fund-specific framework to conduct ex-post evaluations. The work builds on the work conducted by the AF-TERG in FY20 regarding the review of ex-post evaluations methods and the evaluability of Fund supported projects.

57. An organizational development specialist was hired to support the AF-TERG in effectively and efficiently delivering on its strategic objectives and to co-facilitate work program

implementation planning, organizational development and team dynamics. A series of one-on-one interviews with AF-TERG members, AF-TERG Secretariat team members, and Board Secretariat Manager; extensive review of documentation; consultations with AF-TERG Chair; and a workshop on team dynamics were facilitated by the specialist to address issues and discuss potential solutions to improve efficiency and effectiveness.

58. The AF-TERG secretariat maintained an active web presence on social media platforms, such as Instagram, LinkedIn, and Twitter, covering updates on on-going and completed work elements.

59. The AF-TERG Chair facilitated an internal forward-looking year in review reflection session, resulting in a number of recommendations to improve internal work processes.

Fiscal Year 2022 (July 2021 – October 2021)

60. Subsequent Evaluation Policy Advisory Group meetings took place on 2 July, 6 August and 27 August 2021. These meetings offered an opportunity for Advisory Group members to review and provide feedback on draft sections of the Evaluation Policy. The comments served as important inputs for the team to inform the development and revision of the draft Policy.

61. The work on the Evaluation Policy development continued to progress well and remains on track. The team will deliver an update at the twenty-eighth meeting of the EFC in October 2021 for feedback. The final draft Evaluation Policy will be shared with the EFC in February 2022.

62. The final report of the ex-post evaluation phase 1, which identifies a list of potential projects for ex-post evaluation pilots from the Fund's 17 completed and evaluated projects, was shared with the AF-TERG and Board Secretariat. A draft evaluation guidance for evaluators to pursue ex-post evaluations in Phase 2 of the project was also circulated. This guidance serves as a living document, which will be modified based on emerging evidence and experiences in the field. The team is currently working with selected Implementing Entities on the Terms of Reference for national consultants and developing project-specific training materials. An update of the work will be presented at the twenty-eighth meeting of the EFC in October 2021.

63. AF-TERG secretariat team members participated in the three-day virtual NIE Seminar event on 3-5 August 2021.

64. AF-TERG secretariat team members participated as observers in the virtual 36th Accreditation Panel meeting on 1-2 September 2021.

65. The AF-TERG presented at the European Evaluation Society's virtual conference on 9 September 2021 in a panel session on post project evaluation – showcasing its thinking on ex post evaluations. The session was hosted by the Swedish Expert Group for Aid Studies.

66. A concise work update report (AFB/EFC.28/Inf.2) will be presented at the twenty-eighth meeting of the EFC by AF-TERG Chair, Ms. Debbie Menezes, with a focus on completed and ongoing work.

Personnel

AFB Secretariat

67. Ms. Safia Karasick Southey, the communications intern, completed her tenure on 30 April 2021.

68. Ms. Regina Ilona Harlig, Short-Term Consultant, joined the AFB secretariat on 13 May 2021 for communications support.

69. Ms. Martina Dorigo, previously engaged as a Climate Change Analyst, was hired through an open, competitive recruitment process to the new position of Climate Change Specialist, and started in that role on 1 August 2021.

Technical Evaluation Reference Group (AF-TERG) Secretariat

70. Personnel working on specific AF-TERG work elements are mentioned in the Work Update Report of the AF-TERG. The below consultants provide support across work elements.

71. Ms. Judith Friedman, Short-Term Consultant re-joined the AF-TERG on 1 August 2021 to support the AF-TERG in the development of the overall evaluation framework.

72. Ms. Liza Ottlakan, Short-Term Consultant re-joined the AF-TERG on 1 September 2021 to support the AF-TERG as data analyst working across work elements.

73. Ms. Mariana Vidal, Short-Term Consultant joined the AF-TERG on 1 October 2021 to support the AF-TERG as data analyst working across work elements.

74. Ms. Beryl Onyango, Short-Term Consultant joined the AF-TERG on 1 October 2021 to support the AF-TERG Secretariat as fin-admin support consultant.

75. Mr. Carroll Patterson, Short-Term Consultant joined the AF-TERG on 1 October 2021 as new AF-TERG member, replacing Mr. Andy Rowe who rotated out as AF-TERG member in June 2021. A short profile will be provided in the AF-TERG Work Update Report to the EFC.

Annex I: 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 [Completed]
Proposal of FY22 workplan and budget	January - February 2021 [Completed]
Organization of the thirty-sixth Meeting of the Adaptation Fund Board	6-8 April 2021
Meetings of the Green Climate Fund Board (Three times a year)	18-21 August 2020; 9-13 November 2020; and 16-19 March 2021 [Virtually attended]
Meetings of the Adaptation Committee (Two times a year)	9-12 November 2020 [Virtually attended]
Meetings of the Standing Committee of Finance (Three times a year)	28 - 30 September 2020 [Virtually attended]
UN Climate Change Conference (COP26/CMP16/CMA5), Glasgow, UK	Postponed to 1-12 November 2021

Strategies²

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]

² Other strategies including several action items are listed below in separate sections (knowledge management, gender).

Activity	Time frame/Status
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	November 2020 [Completed]
Translation of the Adaptation Fund's Innovation small grants training in French and Spanish	November 2020 [Completed]
Launch of the Adaptation Fund Climate Innovation Accelerator (AFCIA) through UNDP and UNEP, in partnership with the Climate Technology Centre and Network (CTCN) at COP25 in December 2019	November 2020 [Completed]
Support on innovation programming: SG for NIEs, AFCIA co-ordination, Large Innovation Projects	Throughout FY21 [Ongoing]
Review of and decisions on project and programme proposals for the thirty-sixth Meeting of the Adaptation Fund Board	January-March 2021 [Completed]
Intersessional review of and decisions on project and programme proposals	April-June 2021 [Completed]
Document on further defining innovation and the vision for innovation under the Fund, including guidance on review criteria for innovation grant proposals	January-March 2021 [Completed]
Launch of Innovation Large Grants.	April 2021 [Completed]

Accreditation

Activity	Time frame/Status
Accreditation review support	Throughout FY21
Accreditation Panel field visit to IE applicants	Cancelled due to the COVID-19 pandemic
34th meeting of the Accreditation Panel	9-10 September 2020 [Completed]
35th meeting of the Accreditation Panel	3-4 February 2021 [Completed]

Result Based Management

Activity	Time frame/Status
Review of Project Performance Reports (PPRs)	Throughout FY21
Review of project change requests	Throughout FY21
Project Monitoring Missions (two times a year - virtual)	4-7 August 2020 (virtual PMM in Costa Rica) [Completed]; 2 nd virtual PMM in Seychelles on 30 November to 2 December 2021.

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 November 2020 - January 2021 [completed] Translation of user-friendly APR in French and Spanish [Completed]
Update/Development of the project implementation issues policy (delays, cancellation or change)	Policy on Project Delays presented at the 36th AFB meeting
Enhancement of FIF platform (e.g., online submission of PPR)	Throughout FY21

Communications

Activity	Time frame/Status
Publication of 2-3 written project stories focused on successful or innovative projects; two stories in progress, two more being explored	Throughout FY21/two completed and published
Updates of AF and Direct Access flyers and briefing notes; updates to briefing note and overall AF flyer planned for after April Board meeting; themed flyers planned in meantime on ESP and nature-based solutions	Updates twice/year: November 2020 and April 2021; new flyers on nature-based solutions and innovation produced; updated Briefing Note and Direct Access flyers produced; flyer on international women's day produced
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; 17 press releases completed/circulated; 6 Flickr photo albums completed; e-newsletters produced; and three blogs completed/circulated
Write speeches or talking points for key AF appearances, or relevant templates	Throughout FY21, particularly during key events; several completed and archived

Activity	Time frame/Status
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; seven videos, four podcasts completed/circulated
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; CR and Senegal videos completed; podcast on readiness 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; several sets of talking points on key events produced/archived
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; [Completed]
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; four stories completed; one video [Completed/circulated]
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; [Completed]
Learning communications support: Provide general input and suggestions, and timely news releases about KM news and publications and products	Throughout FY21; [Completed]; press releases, podcast & related videos produced
Board meeting support: press releases on results, photos, social media	October 2020 and April 2021; [Completed]
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; [Completed], many stories amplified on partners' platforms and vice versa

Knowledge Management

Activity	Time frame/Status
Publication showcasing best practices/case studies/lessons learned from IEs on key project knowledge: Nature-based solution in AF projects	TOR developed and consultant hired. The study is near completion.
Best practices on Direct Access - Lessons learned from Project Monitoring Mission conducted around a specific sector (to be conducted in the Seychelles)	Cancelled and postponed by the IE to FY22 due to COVID-related restriction
Launching of learning grants, reviewing proposals and preparation of Board documents	March 2021 and ongoing
Publication on lessons learned on re- accreditation	TOR developed and consultant hired. The study is near completion.
Publication capturing and integrating knowledge from readiness and capacity building - 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 – cancelled and delayed to FY22	[Completed in December 2020] Lessons learned brochure cancelled and postponed to FY22 due to complications with the IE related to holding the country exchange. Country exchange completed in FY22 and lessons learned brochure in progress and to be completed by October 2021
Publication on specific adaptation issue in collaboration with learning institution - Increasing resilience through AF projects/food security	TOR completed and consultant hired. The study is near completion.

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;	[Completed]

Activity	Time frame/Status
and (ii) annual performance report (APR) and report of the Board to CMP/CMA (gender section)	
Update to the Gender Policy and Gender Action Plan	[Completed in Mach 2021]
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	Deferred to FY22 [Started in August 2021]
Study on 'Gender intersectionality in the adaptation project'	March-June 2021 [Completed]
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>	Deferred to FY22
Update the document of <i>Methodologies for Reporting AF Core Impact Indicators</i>	Deferred to FY22
Stocktaking and Analyzing 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 [ongoing]
<i>Gender Trainings: for the secretariat; for NIEs; for Board</i>	Deferred to FY22
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	Throughout FY21 [ongoing]
Co-hosting Gender side event during the UNFCCC COP 26, with other climate funds, UNFCCC and other AF partners (e.g. UN Women)	Deferred to FY22 (during COP 26) due to postponement of 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 [ongoing]
Supporting the AF-TERG on updating the Evaluation Framework in line with the Updated Gender Policy	Throughout FY21 [ongoing]

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	April-October 2020 [Completed]

Activity	Time frame/Status
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	March-September 2019[Completed]
Project development training workshop at UNFCCC Latin America and the Caribbean (LAC) Climate Week, Dominican Republic.	13 May 2021 [Completed]
Seventh annual climate finance readiness seminar for accredited national implementing entities	1-3 September 2020 [Completed]
Adaptation Fund Readiness Webinar #11	10-11 November 2020 [Completed]
Accreditation training workshop at the UNFCCC MENA Climate Week, Dubai	2-3 March 2022]
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 – [Ongoing]
AF training workshop for NIEs or as stand-alone in covering entities from Asia and East Europe	29 June 2021 [Completed]
Adaptation Fund Readiness Webinar #12	25 March 2021 [Completed]
Country exchange with NIEs to provide additional technical support during project/programme implementation	April/May 2021 (Postponed to August 2021, Completed)
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. [Ongoing]
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. [Ongoing]

Technical Evaluation Reference Group (AF-TERG) Secretariat

Activity	Time frame/Status
Prioritization exercise to improve internal work processes and the development of AF-TERG operational guidance. This includes the hiring of an organizational development specialist to guide this process	Throughout FY21 [Phase 1 Completed]
Development and implementation of an annual implementation plan for the implementation of the AF-TERG work programme	Throughout FY21
Continued co-learning and capacity development with key Fund stakeholders	Throughout FY 21
Selection and recruitment of a new Chair	July 2020 – November 2020 [Completed]
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 [Completed]
Collaborative reviewing of the Fund's current Evaluation Framework. Progress report of the review and revision of the Evaluation Framework (AFB/EFC.27/7) to be presented at the 27th EFC meeting	August 2020 – March 2021 [Completed]
Implementation of the 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 [Completed]
Implementation of the mid-term review of the Fund's Medium-term Strategy. Preliminary findings (AFB/EFC.27/Inf.2) to be presented at the 27th EFC meeting	August 2020 – March 2021 [Ongoing]
Development of two chapters in an edited volume – to be published October 2021 – as part of AF-TERG sharing and outreach	July 2020 – March 2021 [Completed]
Development of the synthesis of Adaptation Fund final evaluations. Final report (AFB/EFC.27/8) to be presented at the 27th EFC meeting	July 2020 – January 2021 [Completed]
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) Presented at the 26.b EFC meeting	August 2020 – October 2020 [Completed]
Development of the concept of Advisory Groups (AGs), previously discussed as Project Working Groups (PWGs). Final report (AFB/EFC.27/9) presented at the 27th EFC meeting	December 2020 – March 2021 [Completed]
Development of one thematic evaluation, in line with the approved work programme	January 2021 – June 2021 [Ongoing]

Activity	Time frame/Status
Development of a Fund-specific ex-post evaluation approach and the piloting of the approach in at least one ex-post evaluation, in line with the approved work programme	December 2021 – June 2021 [Phase 1 Completed]
Presentation of the AF-TERG work update report (AFB/EFC.27/Inf.1) at the 27th EFC meeting	March 2021

Annex II: Activities of the secretariat (From 1 July 2021 to 30 June 2022 – FY22)**Meetings and Work Organization**

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 17	July - August 2021 [Completed]
Organization of the thirty-seventh Meeting of the Adaptation Fund Board, Bonn, Germany, including consideration of the draft addendum to the report to CMP 17	19 - 21 October 2021
UN Climate Change Conference (COP26/CMP16/CMA5), Glasgow, UK	1-12 November 2021
Proposal of FY23 workplan and budget	January - March 2022
Organization of the thirty-eighty Meeting of the Adaptation Fund Board	14-18 March 2022
Bonn Climate Change Conference	June 2022 (TBC)
Meetings of the Green Climate Fund Board (Three times a year)	4 - 7 October 2021 16-19 March 2021
Meetings of the Adaptation Committee (Two times a year)	7-10 September 2021
Meetings of the Standing Committee of Finance (Three times a year)	Technical Stakeholders Dialogue, 2 September 2021 [Attended] 12 – 14 October 2021, Bonn, Germany (Hybrid)

Medium-Term Strategy

Activity	Dates/Time frame
Medium-term strategy (5-year work programme from 2018 to 2022) - Implementation of the medium-term strategy - Review, research and potential development of the next medium-term strategy	Throughout FY22

Resource Mobilization

Activity	Dates/Time frame
Review of the Resource Mobilization (RM) Strategy and Action Plan	July - October 2021 [Ongoing]
Establishment of the RM Section in the AF Website	July 2021 - June 2022 [Ongoing]

RM Dialogues with Parties	July 2021 - June 2022 [Ongoing]
Participation in resource mobilization related workshops	July 2021 - June 2022 [Ongoing]

Projects and Programmes

Activity	Dates/Time frame
Completion of the intersessional project and programme proposal review cycle	July 2021 [Completed]
Review of and decisions on project and programme proposals for the thirty-seventh Meeting of the Adaptation Fund Board	August - October 2021 [Ongoing]
Review of and decisions on project and programme proposals for the thirty-eighth Meeting of the Adaptation Fund Board	January - March 2022
Intersessional review of and decisions on project and programme proposals	April - June 2022
Support on innovation programming: Small grants for NIEs, MIE Aggregator, Innovation large projects. Support includes training/webinars and knowledge products customized to support NIEs and others in submissions of projects (small grants and large projects for innovation)	Throughout FY22

Accreditation

Activity	Dates/Time frame
Accreditation review support	Throughout FY22
Accreditation Panel field visit to IE applicants	TBC
36th meeting of the Accreditation Panel	1-2 September 2021 [Completed]
37th meeting of the Accreditation Panel	February 2022

Result Based Management

Activity	Dates/Time frame
Review of Project Performance Reports (PPRs)	Throughout FY22
Review of project change request	Throughout FY22
Project Monitoring Missions (2 per fiscal year - virtual and on-site – if feasible)	Throughout FY22
Production of the user friendly version of the Annual Performance report (following approval of APR FY2021 at the AFB37) and production of the Annual Performance Report in multiple languages	November – December 2021
Enhancement of FIF platform including online submission of PPR	Throughout FY22

Communications

Activity	Dates/Time frame
Publication of 2-3 written project stories focused on successful or innovative projects; support to blogs, video scripts and other writing projects	Ongoing throughout year; underway
Updates of AF and Direct Access flyers and briefing notes, facilitate development of social media cards	Updates twice/year: November 2020 and April 2021; underway
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; and Support periodic development of blogs, and web postings, and video postings	Ongoing throughout FY22 (Periodically); underway, multiple press releases and video produced so far
Write occasional speeches or talking points for key AF leadership appearances, share these to TP presentation template archive for potential use by other staff	Ongoing throughout FY22, particularly during key events; underway
Production of approx. 2-4 videos on timely themes; and Production of 2-4 thought leadership podcasts on key AF themes	Throughout FY22; key videos for COP26 are in production currently and video/podcast interviews underway
Readiness and knowledge management and MTS communications support; press releases, video and/or SM coverage of key readiness, learning or MTS programs or events	Periodically; videos and promotion of events underway
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 with higher volume during COP period; underway
Planning and implementation of COP 26 communications-related events, such as the COP mini website, develop campaign themes, designs/posters for exhibit, media and/or video events, talking point template, timely social media, photos and news releases	August 2021 thru early December 2021; underway, mid-implementation
Social Media: frequent posts to Twitter 3-5 times a day; Facebook 3-5 times a week, LinkedIn 2-4 times a week, create 3-4 Flickr photo albums a year; review social media and website google analytics periodically	Throughout FY22; ongoing
<p>Climate Home News sponsored content arrangement to increase AF engagement and reach—CHN has total of 5 million followers on web and Social Media (SM), with a core audience composed of climate negotiators and international organizations interested in climate change</p> <ul style="list-style-type: none"> - Four 800-word articles with photos or multimedia and graphics included about AF's work; produced by and disseminated on Climate Home News website and social media channels; - AF logo on website; 	Throughout FY22; underway, first story preparation/production has begun

<ul style="list-style-type: none"> - Five-minute video interview on Climate Change TV at COP 26 (November 2021); - Republication of short AF videos on SM 	
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	Ongoing; underway
Help 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	Ongoing; underway
Integrate key messaging around creation of AF 20 years ago under COP with explanation that AF launched in 2007 and celebrated its 10 th anniversary in 2017; related light support	During calendar year 2021; integrated into COP website

Knowledge Management

Activity	Dates/Time frame
Publication showcasing best practices/case studies/lessons learned from IEs on key project knowledge: 2 publications <ul style="list-style-type: none"> - Publication 1: The Role of transboundary adaptation interventions in strengthening resilience to climate change - Publication 2: TBD 	December 2021 June 2022
Organization of events where findings from projects are presented	COP26 (Nov 2021 Glasgow), SBs, Adaptation Futures (Oct 4-8, 2021, hybrid format), Adaptation Futures 2022 (May – June 2022, Montreal, Canada)
Learning grants, reviewing proposals and preparation of Board documents	AFB37 (Oct 2021) and AFB38 (March 2022).
Publication capturing lessons learned from streamlined accreditation	April 2022
Publication capturing and integrating knowledge from readiness and capacity building produced and disseminated <ol style="list-style-type: none"> 1. Country exchange with NIEs around a certain theme/sector 2. Lessons learned from CPDAE (what challenges were faced, what lessons, how the community came together with the GCF) – brochure and maybe video (Audience: other organizations) 3. Participation in Readiness webinar 	October 2021 April 2022 October 2021 and March 2022
Publication on Lessons learned/case studies/best practices produced on key project knowledge in collaboration with IEs, academia <ul style="list-style-type: none"> - Topic tbd 	June 2022
Publication on specific adaptation issue in collaboration with learning institution (2 publications)	March-April 2022

<ol style="list-style-type: none"> 1. Publication on innovation “What is Innovation” e.g., showcasing experiences in innovation from existing portfolio, drawing on NIEs experience, and role of learning in innovation 2. Visual KM product on innovation – possibly video (cost to be shared with Comms possibly) 	
General collaboration with partners through participation at events and awareness raising activities	Throughout FY22

Gender

Activity	Dates/Time frame
Update/Development of Gender related AF documents such as <ol style="list-style-type: none"> (1) Guidance Document for IE on GP Compliance (2) Guidance Doc for IEs on ESP Compliance (3) Methodologies for Reporting AF Core Impact Indicators (4) Gender Score Card Guidance document (5) Initial Gender Assessment tool & Gender mainstreaming checklist in project preparation (6) Guidelines on how to develop data baseline against which results of gender responsive approaches and actions can be measured (7) Design and selection of SMART gender-responsive indicators and results monitoring arrangements 	July 2021- April 2022 [(1) and (4) started in August 2021 and are underway]
Implement, Track and Monitor implementation of updated GP and GAP	Throughout FY22
Analysis of gender-related lessons learned through the PPR submitted yearly, mid-term evaluation reports and project completion reports by the IEs and produce outcome documents	Throughout FY22 [Expected to start upon the completion of the gender score card]
Gender Trainings: (1) for Board, (2) for the secretariat and (3) for NIEs (or IEs)	FY22
Gender session in the AF readiness events	Throughout FY 22
Expanding Gender Partnership network and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and international events on gender and climate change	Throughout FY 22 [Ongoing]
Providing gender support related to the Evaluation Framework in line with the Updated Gender Policy	July - December 2021 [Ongoing]
Regular reporting to the Board on the implementation of the updated Gender Policy and Action Plan through (1) Secretariat’s activities report; (2) annual performance report (APR) and (3) CMP/CMA Report	Throughout FY22 [Ongoing]
Co-hosting Gender side event during the UNFCCC COP26 with other climate funds, UNFCCC and other AF partners	November 2021 [TBC]
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 FY 22 [Ongoing]

Readiness Programme

Activity	Dates/Time frame
Accreditation webinar	15 July 2021 [Completed]
Readiness grants launch and review (TA, S-S cooperation and possibly readiness package support grants depending on Board Decision)	Twice a year: July - Dec 2021; and March - June 2022 [Ongoing]
Project scale-up grant review	Review and submission at AFB 37 (Oct 2021) and AFB38 (March 2022). [Ongoing]
2021 annual climate finance readiness seminar for accredited national implementing entities	3-5 Aug 2021 [Completed]
Readiness package (accreditation) workshop. This could also involve engaging ex- accreditation Panel members to support candidate entities navigate challenging accreditation gaps	9 Sept 2021 [Completed]
Workshop focused on innovation in adaptation. Content to include discussing online training material on innovation, preparation of proposals for the two innovation grants under the AF and other relevant content identified by innovation team. Target audience will be all AF accredited IEs and DAs	26-28 Oct 2021
Adaptation Fund Readiness Webinar #13 (Topics to include AF implementation of COVID response policy; AF funding windows)	1 Dec 2021
Cross-learning webinar between AF IEs (NIEs, RIEs and MIEs)	3 Feb 2022
Accreditation workshop to provide guidance on what candidate entities are to expect in navigating AF accreditation process and discussing 4 accreditation criteria, with emphasis on compliance with AF Environmental and Social Policy and Gender Policy, Anti-Money-Laundering/Countering the Financing of Terrorism (AMLCFT), internal control framework, AF accreditation guideline documents and clinic sessions	22-24 Feb 2022
Guidance document or other capacity-building product to complement online training on innovation. Product to focus on AF and relevant stakeholder experience funding innovation through the two innovation windows. Product to be presented to Board at AFB38 for note and subsequent circulation widely through AF and partner distribution lists	Submission at AFB38, March 2022
Adaptation Fund Readiness Webinar #14 (Topics to include AF implementation of COVID response policy; AF funding windows)	7 April 2022
Country exchange with NIEs to provide additional technical support during project/programme implementation.	26-29 April 2022
Accreditation webinar	18 May 2022
Workshop on Enhanced Direct Access (EDA). (Possible joint hosting with GCF)	28-30 June 2022

Activity	Dates/Time frame
3 issues of bulletin by providers of readiness support	Quarterly (Aug and Dec 2021 and April 2022)
Translations of AF Accreditation and Project tools and guidance documents to support their enhanced usability.	2 accreditation and 2 project documents translated into French and Spanish twice a year, in July 2021 and in January 2022.
Capacity-building activities with AF Climate Innovation Accelerators (AFCIAs) to support NIE capacity in conceptualizing innovation under the AF, innovation under the AFCIAs and aligning baseline for innovation projects to take off.	Throughout FY22
Support for community of practice workplan implementation.	Throughout FY22
General cooperation with partners – (participation 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 project development for scale up and innovation. Need to establish at least 1 partnership and collaboration for project scaling-up per year.	Throughout FY22 [On-going]
RBM for all readiness projects including M&R	Throughout FY22 [On-going]

Technical Evaluation Reference Group (AF-TERG) Secretariat

Activity	Time frame/status
Prioritization exercise to improve internal work processes and the development of AF-TERG operational guidance	Throughout FY22
Development and implementation of an annual implementation plan for the implementation of the AF-TERG work programme	Throughout FY22
Continued co-learning and capacity development with key Fund stakeholders	Throughout FY22
Consultations with both internal & external stakeholders and revision of the draft Evaluation Policy	October 2021 – February 2022
Ex-post evaluations: test additional methods in new projects, countries, sectors, etc. & learning and feeding ex-post evaluation informed adjustments within the Fund and dissemination of findings	October 2021 – March 2022 [Ongoing]
Development of 2 thematic evaluations, in line with approved work programme, and 1 thematic evaluation carrying over from FY21.	October 2021 – March 2022 [Ongoing]

<p>The elements of the AF-TERG work programme are intended to feed into the overall evaluation of the Fund, aimed to be delivered at the end of FY23. In FY22 a framework will be developed, showing how individual work elements combine to make up the overall evaluation of the Fund and it will also inform the AF-TERG's approach in identifying and shaping future work elements in its work programme.</p>	<p>Throughout FY22</p>
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