



ADAPTATION FUND

AFB/PPRC.30-31/1  
15 November 2022

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Adaptation Fund Board  
Project and Programme Review Committee

**REPORT OF THE SECRETARIAT ON INITIAL  
SCREENING/TECHNICAL REVIEW OF GRANT PROPOSALS  
UNDER THE READINESS PROGRAMME**

## Background

1. This document presents to the Project and Programme Review Committee (PPRC) of the Adaptation Fund Board (the Board) an overview of the readiness grant proposals submitted by National Implementing Entities (NIEs) to the intersessional period between the thirty-ninth and fortieth meetings of the Adaptation Fund Board (the Board), and the process of screening and technical review undertaken by the Adaptation Fund Board Secretariat (the secretariat).

2. The analysis of the grant proposals mentioned above is contained in a separate addendum to this document.

3. At its twenty-second meeting the Board had set aside funding from the Adaptation Fund Trust Fund resources for subsequent commitment and transfer at the instruction of the Board<sup>1</sup> to enhance capacities for accreditation through South-South cooperation (SSC), i.e., accredited NIEs supporting countries to identify potential NIEs and submit accreditation applications, and accredited NIEs' capacities to comply with the Adaptation Fund (the Fund) environmental and social policy (ESP) through technical assistance grants. The Board had approved this funding through small grants under the Readiness Programme.

4. At the twenty-sixth meeting of the Board, the secretariat had presented to the Board to consider whether the rules on the intersessional project review cycle that had been passed for regular projects through decision B.23/15 and decision B.25/2, could be applied to grant proposals received under the Readiness Programme. This would allow the secretariat to review and submit proposals by NIEs for technical assistance and SSC intersessionally, with a view to speeding up the grant approval process. To facilitate timely review of the grant proposals, the Board decided to:

*Request the secretariat to review intersessionally, between the 26th and 27th meetings of the Board, proposals submitted by National Implementing Entities for technical assistance grants and South-South cooperation grants under the Readiness Programme, and to submit the reviews to the PPRC for intersessional recommendation to the Board.*

*(Decision B.26/28)*

5. At the twenty-eighth meeting of the Board, the PPRC had recommended to the Board to establish a standing rule following on decision B.26/28 on the intersessional project review cycle for grants under the Readiness Programme to allow for continued review and approval of readiness grant proposals intersessionally each year. Having considered the comments and recommendation of the Project and Programme Review Committee, the Board decided to:

*a) Request the secretariat to continue to review readiness grant proposals annually, during an intersessional period of less than 24 weeks between two consecutive Board meetings;*

*b) Notwithstanding the request in paragraph (a) above, recognize that any readiness grant proposal can be submitted to regular meetings of the Board;*

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<sup>1</sup> Decision B.22/24

- c) *Request the PPRC to consider intersessionally the technical review of such readiness grant proposals as prepared by the secretariat and to make intersessional recommendations to the Board;*
- d) *Consider such intersessionally reviewed proposals for intersessional approval in accordance with the Rules of Procedure; and*
- e) *Request the secretariat to present, in the twentieth meeting of the PPRC, and annually following each intersessional review cycle, an analysis of the intersessional review cycle.*

*(Decision B.28/30)*

6. At the the thirty-sixth meeting of the Board, the PPRC had discussed the review cycle for readiness grants and recommended to the Board for readiness proposals to be submitted for review and consideration by the Board during both intersessional periods between the regular meetings of the Board. Having considered the recommendations of the PPRC, the Board decided:

- a) *To request the secretariat to review readiness grant proposals during all intersessional periods between Board meetings while recognizing that such grants may also be reviewed at regular meetings of the Board;*
- b) *To request the PPRC to consider intersessionally the technical review of such readiness grant proposals as prepared by the secretariat and to make intersessional recommendations to the Board;*
- c) *To consider such intersessionally reviewed proposals for intersessional approval in accordance with the Rules of Procedure;*
- d) *To also request the secretariat to send a notification to implementing entities and other stakeholders informing them about the new arrangement;*
- e) *To further request the secretariat to present, at the twenty-eighth meeting of the PPRC, and at subsequent PPRC meetings following each intersessional review cycle for readiness grants, an analysis of the intersessional review cycle.*

*(Decision B.36/26)*

7. It should be noted that at the thirty-sixth meeting of the Board, through Decision B.36/25.a, decided " To approve the Readiness Package Grant as a standing window and replacement to South-South Cooperation Grants under the Readiness Programme to provide support for the accreditation of a National Implementing Entity (NIE) of the Fund". The window for readiness package grants has therefore replaced South-South Cooperation Grants.

8. At its thirty-eighth meeting, the Board had, through Decision B.38/45, approved the readiness programme workplan for FY23 as contained in the secretariat work schedule and work plan, document AFB/EFC.29/4. Following Decision B.38/45 by the Board, the secretariat launched a call for project proposals intersessionally between the thirty-eighth and thirty-ninth meetings of the Board and eligible countries and accredited NIEs were given the opportunity to submit applications for technical assistance grants and readiness package grants.

#### **Technical assistance grant proposals submitted by NIEs**

9. The secretariat did not receive any proposals for technical assistance grants during the current review cycle.

### Readiness package grant proposals submitted by NIEs

10. Under the Adaptation Fund's readiness programme, eligible accredited NIEs wishing to support other countries that wish to access the Fund's resources through the Direct Access modality, can apply for readiness package grants as intermediaries on behalf of those countries to enable them to provide such support.

11. The secretariat received two readiness package grant proposals for two countries from one intermediary NIE. The proposals were meant to enhance peer support for accreditation to the Fund through South-South cooperation and the delivery of a more comprehensive suite of tools to help entities in the countries seeking to use the Fund's Direct Access modality, to prepare and submit their applications for accreditation.

12. The grant proposals were submitted by the Centre de Suivi Ecologique (CSE) of Senegal (the intermediary), on behalf of the governments of Cameroon and Zambia. Details of the proposals are contained in the separate PPRC working documents as follows:

**Table 1: Details of readiness package grant proposals submitted to the intersessional period between the thirty-ninth and fortieth meetings of the Board**

Intermediary	Country requesting accreditation support	PPRC document number
CSE	Cameroon	AFB/PPRC.30-31/2
CSE	Zambia	AFB/PPRC.30-31/3

12. The submitted readiness package grant proposals provide an explanation and a basic breakdown of the costs associated with providing support to help those entities applying for accreditation as an NIE prepare and submit their application. The total requested funding for the proposals amounted to US\$ 287,678. The total requested funding for the proposals included US\$ 22,288<sup>2</sup> or 8.4% in Implementing Entity (IE) management fees, which complies with Board Decision B.11/16 to cap management fees at 8.5% of the project/programme budget.

13. Both proposals requested funding within the cap of US\$ 150,000 for readiness package grants as approved by the Board through Decision B.37-38/14. A summary of the applicants is provided in Table 2 below.

**Table 2: Summary of financing requested for readiness package grant proposals submitted to the intersessional period between the thirty-ninth and fortieth meetings of the Board**

Country	IE Providing Support	Initial Financing Requested (USD), (current period)	Final Financing Requested	IE Fee (USD)	IE Fee, %
Cameroon	CSE	\$148,103	\$142,678	\$11,178	8.5%

<sup>2</sup> The implementing entity management fee percentage is calculated compared to the project budget including the project activities and the execution costs, before the management fee.

Zambia	CSE	\$150,000	\$145,000	\$11,110	8.3%
<b>Total</b>		<b>\$298,103</b>	<b>\$287,678</b>	<b>\$22,288</b>	<b>8.4%</b>

### **The review process**

14. In accordance with the operational policies and guidelines, following the receipt of the proposals, the secretariat screened and prepared technical reviews of the two readiness package grant proposals.

15. In line with the Board request at its tenth meeting, the secretariat shared the initial technical review findings with the intermediary NIE and solicited its responses to specific items requiring clarification. Responses were requested by e-mail, and the time allowed for the NIE to respond was one week. The NIE was offered the opportunity to discuss the initial review findings with the secretariat by telephone as per the usual practice.

16. The secretariat subsequently reviewed the NIEs' responses to the clarification requests, and compiled comments and recommendations that are presented in the addendum to this document (AFB/PPRC.30-31/1/Add.1).

### **Issues identified during the review process**

17. There were no particular issues identified during this review process.