The primary objective of the PPR Online Submission Platform is to facilitate Implementing Entity (IE) users in submitting their PPRs online. This will enable IE users to swiftly submit their PPRs and obtain clearance from the AF Secretariat.
Access to the PPR Online Platform

- IEs will access the PPR online platform through two designated roles: the **IE Coordinator** and the **PPR Focal Point**.

- Prior registration of IE contacts for these roles on the platform is required.

- The AF Secretariat will send an email request to IEs to provide the relevant contacts for each project.

- Once the Implementing Entity (IE) provides the contact information, the AF Secretariat will proceed to set up the contact in the portal. Subsequently, the IT team will send an invitation URL link to IEs for granting access to the portal. This ensures a smooth and secure onboarding process for portal users.

- For organizations with more than 2 approved projects, it is mandatory to provide contacts for all approved projects individually.
Roles

IE Coordinators (Mandatory)

Responsibility: Draft and Submit PPR to AF Secretariat

IE Coordinators are authorized to both draft the PPR and directly submit it to the secretariat.

This role is limited to a maximum of 2 persons per project.

PPR Focal Points (Optional)

Responsibility: Draft and Submit PPR to IE Coordinator

PPR Focal Points are responsible for drafting the PPR. They have the option to submit the draft PPR to the IE coordinator, requesting them to finalize and submit it to the secretariat.

This role is limited to a maximum of 2 persons per project.
PPR Dashboard

- After being granted access as a PPR Focal Point or IE Coordinator, users can draft and submit the PPR through the PPR platform at [https://af.fifscollab.worldbank.org/ppr-dashboard](https://af.fifscollab.worldbank.org/ppr-dashboard).

- The PPR Dashboard will display the list of approved projects for that specific Implementing Entity (IE).

- IE user will initiate the PPR submission by clicking on "View PPR" which will take them to the PPR submission form.
PPR Submission and workflow

❖ PPR Focal Point fills out the PPR form, with the option to save partially and continue later.
❖ PPR Focal Point completes all fields and submits the PPR to the IE Coordinator.
❖ IE Coordinator receives an email notification.
❖ IE Coordinator validates and verifies the submitted information, and communicates with the PPR Focal Point via email for any necessary changes.
❖ PPR Focal Point makes the specified changes, revises the PPR, and communicates the updates to the IE Coordinator.
❖ If the PPR is validated and correct, the IE Coordinator submits it to the Secretariat (PPR reviewer).
❖ The PPR reviewer reviews the PPR and, if necessary, provides comments for applicable sections. These comments are shared with the IE Coordinator and PPR Focal Point.
❖ The PPR Focal Point and IE Coordinator collaborate internally to address the secretariat's comments, revise the PPR accordingly, and then the IE Coordinator resubmits the PPR to the PPR reviewer.
❖ If the PPR meets the required standards, the Project Lead clears the PPR.
Dear IE Coordinator (PPR submitter),

This is to notify that the assigned PPR focal point has completed the draft project performance report (PPR2) for Ecosystem Based Approaches for Reducing the Vulnerability of Food Security to the Impacts of Climate Change in the Chaco region of Paraguay for Paraguay. Please proceed with the review or validation of the PPR and submit it to the secretariat.

The submitted PPR can be viewed at: here

If you have any questions, please contact the secretariat at AF-RBM@adaptation-fund.org.

Sincerely,
Adaptation Fund Board Secretariat
Email Notifications

IE Coordinator to AF Secretariat (PPR Reviewer)

Adaptation Fund: Submission of PPR8 for South Africa

QA_adaptation_fund@worldbankgroup.org

To: Deepak Mahul Valiakam, Kenneth John Silvere Emmanuel

Dear implementing entity coordinators:

This is to notify that the project performance report (PPR8) for Building Resilience in the greater uMgeni Catchment, South Africa for South Africa has been successfully submitted to the Adaptation Fund Board Secretariat.

The submitted PPR can be viewed at: here

The secretariat will review it as soon as possible. You will be notified by e-mail when the secretariat review is completed.

If you have any questions, please contact the secretariat at afbsec@adaptation-fund.org.

Sincerely,
Adaptation Fund Board Secretariat
Email Notifications

AF Secretariat (PPR Reviewer) to IE Coordinator & PPR Focal Point

Adaptation Fund: Resubmission request for PPR8 for South Africa

To: QA_adaptation_fund@worldbankgroup.org
Cc: Deepalakshmi Vellaisamy; Kenneth John Silvere Emmanuel

Dear IE Coordinator/PPR focal point,

This is to notify that the Adaptation Fund Board Secretariat has reviewed the project performance report (PPR8) for Building Resilience in the greater uMgeni Catchment, South Africa for South Africa and returned some comments for your review.

Kindly address the secretariat comments on the PPR and resubmit it at your earliest convenience.

The submitted PPR can be viewed at: [here](#)

If you have any questions, please contact the secretariat at [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org).

Sincerely,
Adaptation Fund Board Secretariat
Email Notifications

Project Lead Clearance to IE Coordinator & PPR Focal Point

Adaptation Fund: Clearance of PPR3 for Nepal

QA_adaptation_fund@worldbankgroup.org

To: Deepakshmi Vellaisamy, Naveen Kumar Reddy Anchala

Dear implementing entity coordinators and PPR focal point,

This is to notify that the project performance report (PPR3) for Adapting to Climate Induced Threats to Food Production and Food Security in the Karnali Region of Nepal for Nepal submitted by your entity has been cleared by the Adaptation Fund Board Secretariat.

The cash transfer process will begin shortly unless the secretariat is instructed not to do so by the implementing coordinator.

The cash transfer will be made to the designated bank account in the legal agreement. The designated bank account can be changed only by amending the legal agreement. If you have any questions about this message, please contact the Secretariat at afssec@adaptation-fund.org.

Thank you.

Sincerely,

Adaptation Fund Board Secretariat
Questions
Thank You