



ADAPTATION FUND

AFB/EFC.33/4
10 April 2024

Adaptation Fund Board
Ethics and Finance Committee
Thirty-third Meeting
Bonn, Germany, 16-17 April 2024

Agenda item 4 b)

WORK PLAN FOR FISCAL YEAR 2025

Background

1. At its fortieth meeting, the Adaptation Fund Board (the Board) approved the work plan for fiscal year 2024 (FY24: 1 July 2023 – 30 June 2024). The present document summarizes the actions and decisions taken by the Board in the period from 1 July 2023 to the date of issuance of this document (the reporting period) in compliance with the approved work plan for FY24. During the period covered, the Board convened at its forty-first meeting, which took place on 10-13 October 2023 in Bonn, Germany. This document presents a proposed work plan for FY25, prepared by the secretariat and in accordance with the mandate that the Board received from the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and from the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and as well as decisions adopted by the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP) and the Board, for consideration by the Ethics and Finance Committee (EFC).

2. The work plan for the next fiscal year is generally presented at the last Board meeting of the fiscal year. The proposed work plan for FY25 is therefore being presented to the EFC for recommendation and subsequently to the Board for approval at its forty-second meeting to be held on 16-17 April 2024.

Compliance with work plan for FY24

3. During FY24 and as of the date of issuance of this document, the Board has fulfilled the following functions mandated by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) in decisions 1/CMP.3 and 1/CMP.4:

- The Board has accredited one Multilateral Implementing Entity (MIE), which puts the total number of entities accredited to the Fund at 56, comprising of 32 National Implementing Entities (NIEs), nine RIEs and 15 Multilateral Implementing Entities (MIEs). The Board also re-accredited three NIEs, one RIE, and one MIE, thereby increasing the number of re-accredited entities in the Fund's portfolio to 39, comprising of 21 NIEs, 6 RIEs, and 12 MIEs.
- The Board has approved altogether four single-country regular projects/programmes for funding for a total amount of US\$ 39.92 million. The Board has also endorsed four single-country project concepts, one regional concept note and one regional pre-concept note. The Board has also approved project formulation grants for regular projects totalling US\$ 120,000. For the Enhanced Direct Access window, the Board at its forty-first meeting approved one project for an amount of US\$ 5 million. The Board additionally approved two Adaptation Fund Climate Investment Accelerator (AFCIA) grants proposals for a total of US\$ 20 million.
- One portfolio monitoring mission took place from 16 to 20 October 2023 to collect and analyse lessons learned and best practices from the project "Adaptation to the Impacts of

Climate Change on Peru's Coastal Marine Ecosystem and Fisheries” implemented by the Peruvian Trust Fund for National Parks and Protected Areas in Peru. A report of the portfolio monitoring mission is being finalized and will be published on the KM microsite.

- The United Nations Climate Change Conference in Dubai, United Arab Emirates, took place from 30 November to 13 December 2023, and COP 28 / CMP 18 / CMA 5 made decisions relating to and/or referring to the Adaptation Fund, including: CMP 18 decision on the Adaptation Fund Board Report for 2023 and guidance relating to the Clean Development Mechanism; CMA 5 decisions on matters relating to the Adaptation Fund, decision on outcome of the first global stocktake (GST), on Glasgow-Sharm el-Sheikh work programme on the global goal on adaptation, and on operationalization of the new funding arrangements, including a fund, for responding to loss and damage, on enhancing climate technology development and transfer to support implementation of the Paris Agreement; and COP28 decision on enhancing climate technology development and transfer through the technology mechanism, on long-term climate finance, and on gender and climate change. The decisions are elaborated in detail in document AFB/B.42/14.
- The Board welcomed the financial pledges and contributions to the Adaptation Fund made towards the 2023 resource mobilization target of an amount of USD 300 million from a higher number of contributors than the previous year by the Governments of Austria, Denmark, France, Germany, Iceland, Ireland, Luxembourg, Norway, the Republic of Korea, Spain, Sweden and Switzerland, as well as the governments of the Brussels and Walloon Regions of Belgium and the provincial government of Quebec, equivalent to US\$ 192.31 million;

4. The following actions derived from Board decisions and included in the work plan for FY24 were also completed during the reporting period (from July 2023 to the date of issuance of this document):

- The Board and secretariat completed the regular project and programme review cycle for decisions for FY24 following the rolling basis submission and forwarded the technically cleared proposals for consideration by the Board in October 2023. The secretariat continued reviewing projects received through the rolling basis submission process and forwarding proposals for the Board consideration in April 2024. As per the rolling basis submission process approved by the Board in March 2023, there is no intersessional review cycle.
- The Board and secretariat organized the forty-first meeting of the Adaptation Fund Board on 10-13 October 2023 in Bonn, Germany.
- The secretariat supported the fortieth and forty-first meetings of the Accreditation Panel which took place on 5-6 September 2023 and 7-8 February 2024 respectively.

- The secretariat issued the annual performance report (APR) for the fiscal year 2023. A user-friendly graphic version of the report was produced and translated in French, Spanish and Arabic and these versions have been published on the Fund's website and shared on social media.
- The secretariat held the 2023 annual Climate Finance Readiness Seminar for accredited NIEs of the Fund on 12-15 September 2023 in the Dominican Republic., the first Webinar on the key updates from the decisions of the forty-first meeting of the Board on 7 November 2023,, the webinar on the Introduction to the Fund's Evaluation Policy on 22 November 2023, the 16th Webinar of the Fund's readiness webinar series on 9 November 2023 which focused on Environmental and Social Policy requirements during post project approval, the 17th webinar of the Fund's readiness series on 14 March 2024 which discussed the topic evaluation framework and integrating evaluation throughout the project life cycle, and in partnership with the GCF jointly hosted the 2023 annual meeting of the community of practice for Direct Access entities from 25-29 September 2024.
- The secretariat is planning to hold a webinar to launch the e-learning course on gender in April 2024, a workshop on accreditation and Locally Led Adaptation (LLA) in April 2024, a country exchange in May 2024, and a workshop on innovation in June 2024.
- The Board, during the intersessional period between its forty-first meeting and the forty-second meeting, approved one Readiness Package Grant proposal for one candidate National Implementing Entities requesting accreditation with the Fund.
- The Board, with the support of the secretariat, continued its ongoing discussion on linkages between the Fund and the Green Climate Fund.
- The Board, at the forty-first meeting, considered and discussed the outcome of the independent review of the Environment and Social Policy (ESP), the results of the stakeholder surveys and options for updating the ESP presented in document AFB/B.41/7 and its annexes 1 and 2. Following decision B.41/36, the secretariat prepared a background note taking into account the Board's discussions at the forty-first meeting, the independent review of the ESP and the results of the stakeholder surveys contained in annexes 1 and 2 to document AFB/B.41/7, respectively, and the Board will continue its consideration on the possibility of updating the ESP at its forty-second meeting, recalling decision 5/CMP.17, paragraph 15.
- The Board, at the forty-second meeting, considered and discussed options for a policy on safeguarding against sexual and abuse and sexual harassment (SEAH). Following decision B.41/37, the secretariat prepared a background note which includes elaboration of definitions and their application as well as potential approach and process to respond to the mandate to adopt a policy on safeguarding against SEAH contained in decisions 4/CMP.17, paragraph 13 and decision 18/CMA.4, paragraph 21, taking into account the

Board's discussions at the forty-first meeting. The Board will continue its consideration on options for as policy on safeguarding against SEAH at the forty-second meeting.

- The Board, at the forty-first meeting, considered arrangements for the Fund's transition from the Kyoto Protocol to the Paris Agreement and the status of development of a strategy on monetization of Article 6, paragraph 4, emission reductions (A6.4ERs). Following decision B.41/38, the secretariat continued consultations with the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), the trustee and any other relevant stakeholders with a view to preparing the arrangements for the transition of the Adaptation Fund from the Kyoto Protocol to the Paris Agreement, as per decision 1/CMP.14 and decision 13/CMA.1. and the trustee continued consultations with the secretariat of the UNFCCC and any other relevant stakeholders with a view to the timely development of a new terms and conditions for the trustee services and a strategy on monetization of Article 6, paragraph 4, emission reductions (A6.4ERs). The secretariat prepared a report on the status of the above-mentioned work for consideration of the Board at its forty-second meeting.
- As part of the implementation of the Fund's Gender Policy and Action the secretariat held gender training during the annual NIE seminar where it concentrated on how to integrate gender considerations throughout the project lifecycle in line with the Fund's Gender Policy. The session featured an engaging group activity focused on gender mainstreaming in adaptation projects, where the participating NIEs worked through a gender case study. They applied gender considerations to various project stages using hypothetical scenarios, fostering an exchange of perspectives and lessons learned. The secretariat has developed a gender e-learning course to help strengthen understanding and capacities in integrating gender mainstreaming across project lifecycles, aligning with the Fund's Gender Policy. This course represents the first gender-specific e-learning course of the Fund. It is self-paced and accessible to the public at no cost. The course delves into each step in the development and implementation processes of the Fund's projects, detailing necessary actions from the initial project identification or concept note phases through the fully developed project proposal, implementation, monitoring, reporting and knowledge management stages. The secretariat also continued expanding its gender partnership collaborating with other partner organizations including climate funds on promoting gender equality and empowerment of women and girls while sharing Fund's experiences and lessons learned and advocating the gender work of the Fund in a number of gender events.
- Following the adoption of the new Medium-Term Strategy (MTS) (2023 to 2027) (Board decision B.39/61), the secretariat undertook consultations on funding modalities for Locally Led Adaptation (LLA) to advance implementation of the MTS.
- Following the setting of a new resource mobilization target by the Board at its fortieth meeting, the secretariat actively communicated and widely disseminated that target with relevant Fund stakeholders and undertook targeted outreach to potential new contributor governments.

- The secretariat published several knowledge products to date: (i) Lessons Learned: The Role of Financial Institutions and Trust Funds in Providing Climate Adaptation (October 2023), (ii) Strengthening Resilience through Disaster Risk Reduction and Early Warning Systems Interventions: Experiences and Lessons Learned from the AF Portfolio (July 2023), (iii) Addressing Climate Change Adaptation in Fragile Settings and Conflict-Affected Countries: Lessons learned from the Fund's Portfolio (February 2024).

Proposal of work plan for FY25

5. Based on the above, the secretariat presents to the EFC the secretariat proposed workplan for FY25. The routine activities of the Board are not included in the workplan. Other actions can be added according to decisions adopted by the Board at this meeting. In FY25, the secretariat will carry out a wide range of activities based on the objectives and priorities of the thematic units listed below.

Objectives and priorities of thematic units

Resource mobilization

- Setting a new resource mobilization target for 2024 and 2025 and undertake outreach and awareness-raising to communicate and help achieve the target
- Increasing the number of contributors

Programming and Innovation

- Increasing the effectiveness of project proposals submitted by implementing entities
- Successful rolling of Locally Led Adaptation (LLA) windows
- Enhancing the partnership for AFCIA
- Modernizing the systems and making useful data available for implementing entities to develop project proposals

Accreditation

- Increasing new accredited implementing entities by ten
- Improving the efficiency and user-friendliness of the Accreditation Workflow

Result-based management (RBM)

- Strengthening reporting on portfolio impacts (through revision of the Fund's Strategic Results Framework in alignment with the MTS II and other processes, such as the UAE Framework for Global Climate Resilience)
- Enhancing the online reporting system of the FIF platform to ensure a more comprehensive monitoring and results-sharing approach for improved data analysis
- Improving support and guidance to countries through Policy review and update (e.g., Policy for project Delays and Policy for Project Implementation) and through ad-hoc missions

- Undertaking a comprehensive analysis on portfolio alignment with the global goal on adaptation

Communications

- Raising visibility of Fund's concrete work in developing countries, highlighting beneficiaries on ground and tangible impacts
- Raising awareness of growing programs and partnerships across Fund's pillars and cross-cutting pillars through diverse, targeted platforms
- Raising attention of rising global adaptation urgency and Fund's financing needs/demand AF as leader in adaptation through its innovative, country-led flexible financing and scalable models

Knowledge management

- Increasing awareness of the Fund's lessons learned, good practices and challenges
- Increasing partnerships with knowledge organizations for increased visibility of the Fund
- Increasing uptake of learning grants to capture and disseminate learning

Gender

- Establishing data collection systems for implementing the Fund's gender scorecard
- Supporting IEs in strengthening their understanding and capacities for reporting on gender through PPRs

Readiness Programme

- Increasing support for accreditation to implementing entities and Designated Authorities
- Improving the quality of project proposals submitted by accredited implementing entities
- Improving the effectiveness of readiness workshops

6. In addition, the secretariat has identified three cross-cutting areas as essential and emerging needs: All identified projects will be implemented by the entire secretariat, as they will require the contribution and involvement of all thematic units.

Cross-cutting projects

1. Websites beautification and revamping
2. Enhancement and maintenance of the FIF platform
3. Use of artificial intelligence in the work of the AF

7. The list of proposed activities for FY25 and tentative work schedule by thematic units can be found in Annex to this document.

Recommendation

8. The EFC may wish to consider and recommend that the Board approve the secretariat's proposed work plan for FY25, as contained in Annex I of AFB/EFC.33/4.

ANNEX I: SECRETARIAT PROPOSED WORK PLAN FY25: TENTATIVE WORK SCHEDULE (JULY 2024 – JUNE 2025)

MEETINGS AND WORK ORGANIZATION

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 19 / CMA 6	July - August 2024
Organization of the Forty-third Meeting of the Adaptation Fund Board, Bonn, Germany, including consideration of the draft addendum to the report to CMP 19 / CMA 6	8-11 October 2024
UN Climate Change Conference (COP 29 / CMP 19 / CMA 6), Baku, Azerbaijan	11– 24 November 2024
Proposal of FY26 workplan and budget	January - March 2025
Organization of the Forty-fourth Meeting of the Adaptation Fund Board	March 2025
Bonn Climate Change Conference	June 2025 (TBC)
2024 G20 Rio de Janeiro summit	12-14 July 2024
New York Climate Week	22-29 September 2024
UN4NAPs related events	TBC
Meetings of the Green Climate Fund Board (Four times a year)	TBC
Meetings of the Adaptation Committee (Two times a year)	TBC
Meetings of the Standing Committee of Finance (Three times a year)	TBC

MEDIUM-TERM STRATEGY

Activity	Dates/Time frame
Second Medium-term Strategy for the period from 2023 to 2027 - Implementation of the MTS (2023-2027)	Throughout FY25

RESOURCE MOBILIZATION

Activity	Dates/Time frame
Implementation of the Resource Mobilization (RM) Strategy and Action Plan	Throughout FY25
Update and enhancement of the RM webpage on the AF website, including the donation button	Throughout FY25
Communication products dedicated to resource mobilization and relevant stakeholders, including the publication of quarterly RM newsletters	Throughout FY25
Outreach and engagement with RM stakeholders through targeted bilateral meetings and multilateral dialogues with Parties, and participation in RM related workshops and events	Throughout FY25
Organization of annual high-level Contributor Dialogue during COP29 high-level segment	November 2024

PROGRAMMING AND INNOVATION

Activity	Dates/Time frame
Project and programme proposal review (Rolling)	Throughout FY25
Preparation for the Adaptation Futures conference (Innovation days)	Throughout FY25
Modernizing analytics and tools & improving operational efficiency (use of AI, learning from portfolio and portfolio mining, GGA, etc.) (Workshop)	Throughout FY25
Preparation for the Adaptation Future (Innovation days)	Throughout FY25
Communication activities for LLA-related materials and events	Throughout FY25
AFCIA partnership (Coordination meeting)	Throughout FY25
Innovation networks, incubators, accelerators & AF awareness raising	Throughout FY25
Participation in Technology Executive Committee (TEC) / Climate Technology Centre and Network (CTCN) meetings (2 times a year)	Dates TBC
LLA and Adaptation Fund awareness raising	Throughout FY25
Support for the Innovation advisory body	Throughout FY25
Developing microsites for innovation/programming (LLA etc.)	July - Oct 2024
Enhancement of FIF platform including the development of the online submission platform for project proposals (Follow up from FY24)	July – December 2024

ACCREDITATION

Activity	Dates/Time frame
Accreditation review support	Throughout FY25
Upgrading the accreditation workflow (system)	July 2024- June 2025
Accreditation Panel field visit to IE applicants	July 2024- June 2025
Forty-second meeting of the Accreditation Panel	September 2024
Forty-third meeting of the Accreditation Panel	February 2025
Communication activities for accreditation	July 2024- June 2025

RESULT BASED MANAGEMENT

Activity	Dates/Time frame
Review of Project Performance Reports (PPRs)	Throughout FY25
Review of project change requests and extension of project completion date requests	Throughout FY25
Project Monitoring Missions (2 on-site)	Dates TBC
Ad-hoc support mission to IEs (in coordination with readiness/accreditation teams)	Dates TBC

Activity	Dates/Time frame
Production of Annual Performance Report in multiple languages (FR, EN, ES)	July - December 2024
Review and update of Fund's results framework and other implementation policies [Pub. KM]	Dates TBC
Developing an e-learning course on PPRs	Dates TBC
Maintenance and enhancement of FIF platform	Throughout FY25
Stress testing of AF portfolio (funded projects) to inform policy review and updates	Throughout FY25
AF alignment with the UAE Framework on Climate Resilience of the Global Goal on Adaptation	TBD (either Q1 FY25 to inform SRF revisions or Q2/3 FY25)

COMMUNICATIONS

Activity	Dates/Time frame
Publication of written project stories or blogs	Throughout FY25
Updates of themed flyers, briefings, brochures, SM cards or web banners	November 2024 and April 2025
Develop/disseminate press releases on news and updates	Throughout FY25
Publication of quarterly e-newsletters summarizing key stories	Quarterly
SM: frequent posts to Twitter; Facebook; LinkedIn; Flickr and Instagram; review SM, media and website analytics periodically	Throughout FY25
Develop video & podcast and other multimedia web postings	Throughout FY25
Write occasional speeches or talking points to maximize prominent outreach or media opportunities	Throughout FY25
Press releases, SM, digital stories or flyers on knowledge publications and readiness and other events	Throughout FY25
Press releases, videos, podcasts, stories or SM coverage/outreach on pillars and cross-cutting areas	Ongoing
Media Relations: augmented media monitoring, social listening and metrics; develop key messages and facilitate media interviews/queries; develop risk communications messages when needed	Ongoing
Planning and implementation of COP 29 communications-related products, such as joint materials with other climate funds, mini-website, and developing campaign themes.	Throughout FY 25, with busier periods in the run-up over weeks/months

Activity	Dates/Time frame
	until and during COP29
Climate Home News (CHN) sponsored media partnership to develop additional stories to increase audience reach	Quarterly
Update and maintenance of Fund website to increase user-friendliness, including website beautification/modernization and reorganization project	Throughout FY25
Maintain relationships with communications and media colleagues among key Fund partners/stakeholders; amplify audiences by mutual resharing of stories on AF	Ongoing

KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
Review of learning grant applications	Throughout FY25
Best practices and lessons learned with MIEs and NIEs	December 2024
Develop options for a pilot learning grant for non-accredited entities to generate knowledge on AF funded projects and initiatives (e.g., CSO, indigenous or youth organization, academia)	Throughout FY25
E-learning courses on LLA, innovation targeted for youth, and mainstreaming gender throughout the project lifecycle & translation - e-learning on LLA and/or PPRs - e-learning on Readiness package (eligibility, how to apply, etc. rules) – w/ a focus on accreditation (selecting a suitable NIE)	June 2025 December 2024
KM Study and lessons learned on different themes and sectors	March 2025
Translation of key documents/ publications produced with a strong involvement of local actors - Translation in UN languages - Conversion of KM products/policies into different formats (doodling, comics, videos w animation)	Throughout FY25
Knowledge exchange for innovation between NIEs and MIEs/RIEs - Adaptation Futures 2025 - Community-based adaptation conference (CbA)	April - June 2025
Dissemination of TERG evaluation findings with AF stakeholders through producing and disseminating reader friendly summaries - Sectoral-oriented evaluation analysis	December 2024
Lessons learned summary brief of PMM reports highlighting common themes produced and disseminated to IEs	March 2025
Joint KM and other events with AF CSO Network and other adaptation indigenous and young people platforms (e.g. at COP, Cba) - Participation at Cba to build a community around LLA	November 2024 (COP)

Activity	Dates/Time frame
	April 2025 (CbA)
Joint KM product with AF-TERG on evidenced based adaptation (joint workshops for IEs on thematic subjects) - Evaluation of Readiness	January 2025
Establishment of an Adaptation knowledge managers and practitioners' network with all climate funds and other adaptation funders KM officers (similar to a community of practice arrangement)	Throughout FY25
Identify Adaptation CoP and other knowledge platforms for further engagement and collaboration (membership or joint event) - Continues engagement with LLA COP - Engaging w/ scalability COP	Throughout FY25
Publish a joint KM bulletin (annual or biannually) with other adaptation funders (best practices and recent developments)	January 2025
Engage with relevant adaptation stakeholders/ networks at regional level to present AF work	Throughout FY25
Explore options for an open data platform of the Fund that serves as a hub for all data collected through AF funded projects, makes adaptation information open and accessible, and enables generating, analyzing and sharing evidence on effective adaptation measures to inform the global science and practice of adaptation	Throughout FY25
Elaborate and update the open-data policy of the Fund and build capacity of the Fund's stakeholders to use and apply the data and evidence generated from the Fund's portfolio	End of FY25
Training events/webinars on knowledge management and effective ways to capture lessons learned in the yearly reporting of IEs	September 2024 (NIE seminar)
Lessons learned from the implementation of projects around certain themes/sectors - 1 publication (possible theme: 'lessons learned from fast track accreditation bw AF and GCF – how beneficial it has been for countries)	May 2025
Guidance notes on capturing learning around different themes such as gender, LLA. - LLA as potential theme in FY25	December 2024
Joint AF-TERG and AFSEC (KM and RBM) events on Fund's monitoring and evaluation	November 2024
Joint AFSEC and AFTERG ad hoc support to IEs on RBM and EP guidance notes and templates - Development and structure of TOR on diff topics (for example on how to manage evaluation) - Webinars on presenting guidance notes	March 2025

Activity	Dates/Time frame
Support to Community of Practice on LLA activities	Throughout FY25
Engage with LLA partnerships with relevant initiatives, research instructions, knowledge networks etc.	Throughout FY25
Organization of webinars with LLA CoP partners where lessons learned from knowledge products related to LLA can be discussed and shared	Throughout FY25
Yearly dedicated events/workshops to share lessons from AF portfolio and raise awareness on the Fund's leadership in adaptation Knowledge fair in collaboration with Readiness	Throughout FY25 (COP, Community-based adaptation, SBs, other)
Brief summaries of project evaluations produced and disseminated to IEs - producing 2-page summary of evaluation; outreach and dissemination during webinar	March 2025
Joint participation of AF Board members, members of CSO network and AF-TERG in project monitoring missions alongside the secretariat	October 2025, April 2026 (PMMs) CbA (for CSOs)
Joint participation of AF Board members, members of the CSO network and AF-TERG in country exchanges/ knowledge fares alongside the secretariat - Reaching out to Board members, TERG and/or CSO ahead of said event	May 2025 (in collaboration w/ Readiness)
Forming partnership with organizations working on AI to increase efficiency of climate finance for countries - Possible partnership with Climate Policy Radar	Throughout FY25

GENDER

Activity	Dates/Time frame
Update of ESP and ESP guidance document	July 2024 - June 2025
SEAH policy development (& subsequent incorporation of SEAH elements in other relevant Fund's instruments)	July 2024 - June 2025
Development of gender-related tools & Update of Gender related AF documents Examples include: - Guideline/tool for collecting gender disaggregated data - Guideline/Tool for development of gender action plan - design and selection of SMART gender-responsive indicators and results monitoring arrangements	July 2024 - June 2025

Activity	Dates/Time frame
<ul style="list-style-type: none"> - Update Project Proposal template in line with GP and GAP & Update instructions for preparing project proposal in line with GP and GAP - Update PPR template -gender section 	
<p>Implementation of GP and GAP</p> <ul style="list-style-type: none"> - Tasks including Implement, Track and Monitor implementation of updated GP and GAP + application of gender score card + support in developing gender knowledge product and others related to gender work 	July 2024 - June 2025
<p>Implementation of Gender Score Card (NEW) [To enhance collection and analysis of gender related data in AF project proposal & PPRs and evaluation reports]</p> <ul style="list-style-type: none"> - Development of Gender Score Card application guideline for Secretariat staff ('at entry' – for programming team members who review the proposals + 'during implementation and at exit' – for RBM team members who review and clear the PPR reports and MTRs and evaluation reports) - Secretariat training for application of gender score card - Systematize the process of collection and analysis of the GSC data - Report the result of the GSC through APR 	July 2024 - June 2025
<p>Gender Trainings (at least 2 trainings):</p> <ol style="list-style-type: none"> 1) for Board – (including development of on-boarding material on Gender Work of the AF (could be simple e-learning course or infographic) 2) for the secretariat – (including development of 'on-boarding material on gender work of AF') 3) for IEs (possible themes: enhancing gender-disaggregated data collection; gender assessment & gender action plan; reporting on gender in PPRs) 	FY25 (specific schedules TBC)
<p>AF Gender Partnership</p> <ul style="list-style-type: none"> - Expanding gender partnership and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and int'l events on gender and climate change - Attending, organizing and participating gender events with AF gender partner organizations - Active communication of the Fund's commitment to gender equality and empowerment of women and girls, and Fund's gender work 	Throughout FY25
<p>Evaluation/Assessment of the Implementation of AF Updated GP and GAP (2021-2023)</p>	January - June 2024

Activity	Dates/Time frame
Regular reporting to the Board on the implementation of the updated Gender Policy and Action Plan through (i) Secretariat's activities report; (ii) annual performance report (APR); (iii) CMP/CMA Report	Throughout FY25

Readiness Programme

Activity	Dates/Time frame
Readiness grants launch and review (Technical Assistant grants and readiness package grants)	FY25 intersessional periods
Project scale-up grant review	Throughout FY25
3 Adaptation Fund Readiness Webinars (1 topic on Gender, 1 on M&E and 1 topic to be informed by survey to NIEs)	End July 2024 and end January 2025
Readiness support for innovation ecosystems	Between July and December 2024 – to be discussed with Climate KIC
2024 annual climate finance readiness seminar for accredited NIEs – to be held outside HQ (to invite AFCIA and GCA competition winners for session on innovation)	19-23 Aug 2024
Innovation webinar	22 November 2024
Webinar for DAs – Raise awareness on accreditation process and selecting suitable NIE/RIE candidates, TA grants and overall working of the Fund	24 Nov 2024
Post AFB 43 (Oct 2024) and AFB 44 (March 2025) webinars	3 December 2024 and 6 May 2025
Webinar - Roll out of online submission system for projects	12 Dec 2024
Cross-learning webinar between AF IEs (NIEs, RIEs and MIEs and DAs)	11 Feb 2025
Roll out of EDA training manual. Regional workshop on EDA. Would include LLA and pipeline development.	24-27 Feb 2025
Workshop on innovation – Roll out of innovation training manual. Target audience NIEs. Would include pipeline development.	22-24 April 2025
Project development and accreditation support - Participate in other organizations (i.e. GEF/GCF, UNFCCC -NBF, UN4NAPSetc.) capacity building workshops targeting DAs, and NIEs/RIES	TBC after consultations with GEF and other UN bodies
Country exchange with NIEs to provide additional technical support during project/programme implementation.	May 2025
Support for community of practice workplan implementation	Throughout FY25
Readiness team participation at international capacity-building events + general cooperation with partners – Participate and host side events	Throughout FY25

Activity	Dates/Time frame
targeting UNFCCC negotiators, other organizations delivering capacity-building, and internal learning and experience sharing on capacity-building e.g., at regional negotiation meetings, SBs, PCCB, Adaptation Committee, and others as relevant.	
RBM for all readiness projects including M&R	Throughout FY25