Reporting, Evaluations and Results Management in the Adaptation Fund

Webinar, 31 July 2024: Justice Mush, PhD, Adaptation Fund Secretariat
## Project timelines

<table>
<thead>
<tr>
<th>Items</th>
<th>Timelines</th>
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<tbody>
<tr>
<td><strong>Pre-Inception Phase</strong></td>
<td>After execution of the legal agreement (Legal agreement should be executed within 4 months after approval)</td>
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<tr>
<td><strong>Start of Project/Programme Implementation</strong></td>
<td>Within 6 months after the first cash transfer</td>
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<td><strong>Mid-term Review</strong></td>
<td>Submit the MTR report to the secretariat no later than six months after the project midpoint</td>
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<tr>
<td><strong>Project/Programme Closing</strong></td>
<td>The start date is the inception day</td>
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<tr>
<td><strong>Terminal Evaluation</strong></td>
<td>Submitted within nine (9) months after completion</td>
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Reporting requirement at glance

- Project Inception report
- Project Performance Report on an annual basis
- Mid-term evaluation report
- Financial audited financial statement
- Project completion summary
- Terminal evaluation

The reporting process fits into the broader Results Based Management system.
• For concrete adaptation projects/programmes the Board decided to consider the start date the first day of the project/programme’s inception workshop
IEs are required to conduct MTRs of any project with four or more years of implementation.

MTR report submitted to the secretariat no later than six months after the project midpoint.

IE is to submit a management response to the MTR report to the secretariat within six months of receiving the MTR report, describing what, why, and how MTR learning will be utilized.

MTRs are optional for projects less than three years in duration; these may be self-conducted.

Mid-term evaluations should assess at a minimum:

- Initial outputs and results of the project
- Quality of implementation, including financial management
- Assumptions made during the preparation stage, particularly objectives and agreed indicators, against current conditions
- Factors affecting the achievement of objectives
Mid-term evaluations - rationale

Changes within the project/programme log-frame to better reflect the goal and ground-level reality;

A reinforcement of the monitoring plan;

Revisions of budget allocation;

Thinking if the project/programme strategies in place to ensure outcomes’ long-term sustainability, KM dissemination, stakeholder engagement, among others, are effective (both in the Mid-term and Final Evaluations).

It’s a good base for
Final Evaluations should assess at a minimum:

- Achievement of outcomes, including ratings and with particular consideration of achievements related to the proposed concrete adaptation measures, if applicable;
- Likelihood of sustainability of outcomes at project completion, including ratings;
- Contribution of project achievements to the Adaptation Fund targets, objectives, impact and goal, including report on AF standard/core indicators; and
- Assessment of the M&E systems and its implementation.

**Timing:** Final Evaluations shall be prepared and submitted to the Fund’s Secretariat **within nine (9) months** after project completion.
Terminal evaluations - rationale

Thinking about possibilities to further improve future initiatives;

Assess the scalability/replicability of the existing project/programme.

Cross-check the information on actual results reported in the final PPR, project completion summary and terminal evaluation.

Annually report on efficiency and effectiveness indicators, core indicators and actual results in the Annual Performance Report.
Project completion summary

Covers the entire project timeframe.

Gives the IEs the opportunity to express and share insights from the project implementation.

Provides information on lessons learned (best practices, adaptive management, what worked during the implementation and what did not, what corrective actions were taken during implementation).

Informs on sustainability, scalability and replicability.
Thank You

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