

QUALITY AT ENTRY FOR PROJECTS AND PROGRAMMES ACROSS ALL FUNDING WINDOWS



ADAPTATION FUND

Helping developing countries build resilience and adapt to climate change

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OUTLINE

Letters of Endorsement

Adhering to the general template requirements

Environmental and Social Policy and Gender Policy Requirements: Concept and Fully-developed proposal stage

Implementation fees and Execution costs: Caps and fees structure

Implementation Arrangements: Monitoring and Evaluation Plan

Strategic Results Framework: Alignment Table and Core Impact Indicators reporting

New PFG Template and Guidance

DESIGNATED AUTHORITY & LETTER OF ENDORSEMENT

All Designated Authorities and relevant contacts are listed on the AF website:

<https://www.adaptation-fund.org/apply-funding/designated-authorities/>



Responsible for the endorsement on behalf of the national government of projects and programmes proposed by the **implementing entities**, either national, regional, subregional, or multilateral.



The Designated Authority shall confirm **that the endorsed project/programme proposal is in accordance with the government's national or regional priorities in implementing adaptation activities. This includes whether the project is aligned with the country's national adaptation planning processes, including NAPs!**

REQUIREMENTS FOR NDA NOMINATION LETTER

When a country nominates a new DA, we should receive an official letter that:

1. Specifies the name and contact information of the Designated Authority (name, title, office, phone, and email address should be included).
2. Signed by either a Minister, Ambassador or an authority at cabinet level, (which implies using the letterhead of that office).
3. Please note that a wet signature is required, as the Adaptation Fund does not accept electronic signatures.

Please refer to paragraph 21 of the Amended Operational Policies and Guidelines (2022) of the Adaptation Fund (<https://www.adaptation-fund.org/document/operational-policies-guidelines-parties-access-resources-adaptation-fund/>). For ease of reference the paragraphs are re-stated below:

“Each Party shall designate and communicate to the secretariat the authority that will represent the government of such Party in its relations with the Board and its secretariat. The Designated Authority shall be an officer within the Party’s government administration. The communication to the secretariat shall be made in writing and signed by either a Minister, an authority at cabinet level, or the Ambassador of the Party.”

Please submit the revised letter to afbsec@adaptation-fund.org copied to Sophie Hans-Moevi: shansmoevi@adaptation-fund.org .

ESP & GP COMPLIANCE: STAKEHOLDER CONSULTATIONS



- The consultative process is **comprehensive and gender-responsive** and involved **all direct and indirect stakeholders** of the project, including vulnerable groups
- Outline all the stakeholders involved in the consultation process in the proposal **with attention to minority groups, marginalized and vulnerable groups, and indigenous people** in the target areas, where relevant
- Include a report **documenting the consultative process** and contains
 - a) the list of stakeholders already consulted (principles of choice, role ascription, date of consultation),
 - b) a description of the consultation techniques (tailored specifically per target group),
 - c) the key consultation findings (in particular suggestions and concerns raised)
- Specify **how the results of the consultative process are reflected in the project design**, including consultation on **safeguards process and outcomes**

ENVIRONMENTAL AND SOCIAL RISK SCREENING

- Identify all potential environmental and social impacts and risks.
- State the category in which the screening process has classified the project. (**Category A, B or C**). *Please also ensure that these categories reflect AF ESP and not your organization's.*
- Provide a checklist, indicating which environmental and social impacts and risks have been identified (**for each ESP principle**) and **provide justification of the risk identification findings.**
- For the identified risk, carry out an environmental and social impact assessment
- Include sufficient supporting documentation (annexes) including a **gender assessment and action plan report.**



UNIDENTIFIED SUB-PROJECTS (USPs)

USPs



Unidentified sub-projects (USPs) are subject to specific provisions for USP under the Fund's environmental and social policy (ESP).

Objectives



The objectives of the sub-projects should be aligned with those of the submitted project, the Adaptation Fund Results Framework.

Types



The type, sector, size, and geographic locations of potential sub-projects should be described, including the expected nature of sub-projects.

USP guidance document:

<https://www.adaptation-fund.org/document/guidance-document-for-project-programme-with-unidentified-sub-projects/>

ESP Requirements

Project Proposal (OPG Annex 5) IE will demonstrate and document the following:	Concept Proposal	Full Proposal
II. JUSTIFICATION		
II.B. Economic, social and environmental benefits; Avoidance/mitigation of adverse impacts.	✓	✓
II.E. Compliance with relevant national technical standards	✓	✓
II.H. Consultative process	✓	✓
II.K. Environmental and social impacts and risks	✓	✓
III. IMPLEMENTATION ARRANGEMENTS		
III.C. Environmental & Social risk management measures (ESMP)		✓
III. D. Monitoring and evaluation program, budget		✓
III.E. Results framework including milestones, targets, & indicators		✓



Gender Policy Requirements

PROJECT PROPSAL REQUIREMENTS	Concept Proposal	Full Proposal
Initial Gender Assessment	✓	
Full Gender Assessment and Gender Action Plan (GAP)		✓
Gender-Responsive Indicators		✓
Gender-Responsive Implementation & Monitoring Programs		✓
Preliminary gender equal consultation	✓	
Comprehensive gender equal consultation		✓
Implement a fair and transparent Grievance Mechanism		✓



IMPLEMENTATION ARRANGEMENTS

Role of the implementing entities: to administer the AF financing and supervise the project

- Full responsibility for the overall management of a project or programme financed by the AF
- Within the project, specific responsibilities may be delegated to Executing Entities (project partners) but IE bears ultimate responsibility of EE actions
- All financial, monitoring and reporting responsibilities
- No differentiation between MIE, RIE and NIE

Role of the executing entities: executes and manage day-to-day project operations and activities

COSTS & FEES: TYPES OF SUPPORT

Cost item	Covered by IE fees	Covered by EE costs	Not covered by AF grant
Staff	<p>IE staff salary or time for project development, monitoring and supervision.</p> <p>Project preparation and management oversight including financial management and quality insurance, Implementation reports supervision, and Project completion and evaluation oversight.</p>	<p>Salary of project staff and project related activity expenditures (Monitoring and evaluation costs)</p> <p>Costs related to drafting progress reports and financial reports; Consultation with project stakeholders (meetings, workshops); Communication,</p>	Government seconded staff
Corporate activities fees related to engagement with donor	Policy support, Portfolio management, Reporting, Outreach and knowledge sharing		
Monitoring and Evaluation	<p>*Mid-term Evaluation costs, if mandatory for IE</p> <p>*Supervision of preparation of annual project reports and project evaluation reports</p>	<p>*Project financial reports</p> <p>*RBM</p> <p>*Final Evaluation costs</p> <p>*Office facilities, equipment and communications</p>	Independent reviews or evaluations of the projects and programmes by AF Board
Travel	Project supervision missions and steering committee meetings	Travel related to project execution	
Audit	Ensure compliance with audit requirements	Project financial audit	

ACTIVITIES COVERED BY EE COSTS AND/OR COMPONENTS

AFB/PPRC.32/22

Table 1: List of execution activities covered by execution costs and/or as project component

Cost item	Type of support	
	Covered by project execution costs as per AFB/EFC.4/7/Rev.1	Execution activities eligible to be charged as project component (<i>proposed</i>)
Staff	Salary of project staff	Salary of project staff to manage specific components Salary of staff/consultant to deliver technical assistance
Monitoring and evaluation	Project financial reports	RBM (partial)
	RBM	
	Final Evaluation costs	
	Office facilities, equipment and communications	
Travel	Travel related to project execution	Travel related to project execution (partial)
Audit	Project financial audit	-

Maintain the principle of the separation between implementing and execution services and that EE costs would be capped at 1.5% if IE executes the projects or part of it pursuant to Decisions B.17/17, B.18/30

IMPLEMENTATION ARRANGEMENTS: M&E PLAN

The proposal includes a **budgeted M&E plan**, that is in compliance with the AF M&E guidelines and compliance with the Gender Policy.

M&E includes **provisions for mid-term and terminal evaluations**.

M&E Plan **addresses management of the environmental and social risks identified**

The project document **mentions key M&E milestones**

The **budget that is allocated to mid-term review and terminal evaluation is between 1-5% of the total project budget**

The budget is **identified by each associated AF output/indicator on its own**

The budget **totals of output indicators are not lumped together**

M&E Plan is budgeted with **breakdown of IE fees for supervision of M&E function**

Disbursement Schedule table complies with the prescribed format at <https://www.adaptation-fund.org/apply-funding/project-funding/project-proposal-materials/>

STRATEGIC RESULTS FRAMEWORK ALIGNMENT & CORE IMPACT INDICATORS

For fully developed proposals:

- In Part III Table E , include a results framework with realistic, quantified expected results with indicators and targets that are gender responsive and disaggregated by sex as appropriate.
- In Part III Table F Please ensure that the ***grant amounts assigned to the fund outcome indicators*** are separated by outcome and that outcome costs are not lumped together.
- Table F shows the linkage between project objectives and outcomes to the Fund level outcome and outputs.
- The budget should be identified by each associated AF output/indicator on its own. Budget totals of output indicators should not be lumped together.

Include the ***core impact indicator*** at section E of the proposal. Please refer to the template and guidance below.

- The **table on core impact indicator on Number of beneficiaries (direct and indirect)** is mandatory.
- A second core indicator must be added if the project includes activities targeting the areas identified in AF results framework, namely (1) Early Warning System; (2) Assets Produced, Developed; Improved, or Strengthened; (3) Increased income, or avoided decrease in income or (4) Natural Assets Protected or Rehabilitated with other impact indicators are to be selected based on the project activities.
- [Methodologies for reporting Adaptation Fund core impact indicators](#) (78 kB, DOC)
- [Methodologies for reporting Adaptation Fund core impact indicators](#) (152 kB, PDF)

For concept note proposals:

- Include a ***narrative on alignment*** with SRF outcomes in the project justification section.

Ensure that the proposal refers to the revised AF's result framework available here: <https://www.adaptation-fund.org/wp-content/uploads/2019/10/Adaptation-Fund-Strategic-Results-Framework-Amended-in-March-2019-2.pdf>

PROJECT FORMULATION GRANTS (PFG)

The limits for PFG grants were amended since AFB42 as follows:

1. For **single country projects across all windows** [regular and large innovation are accessible through NIEs, RIEs and NIEs
 - a. Project size below US\$2M = PFG amount US\$50,000
 - b. Project size US\$2M to US\$5M = PFG amount US\$100,000
 - c. Project size US\$5M and above =PFG amount US\$150,000
 - d. LLA projects = PFG amount US\$150,000 plus additional PFG up to US\$100,000. (to tap into the additional US\$100,000 requests will be evaluated on a case by case basis)
2. **For regional projects across all windows**
 - a. Project size US\$5M and above with less than three countries = PFG amount of US\$150,000
 - b. Project size US\$5M and above with 3 and above countries = PFG additional amount of US\$15,000 per additional country up to a maximum of US\$250,000.

When a 3-step approach is used, the maximum amount of PFG that can be requested at Pre-concept stage is limited twenty percent 20% of the maximum total PFG applicable to the project.

PFG Updates: [AF PFG Webpage](#) ; [AFB/PPRC.33/40 PFG Paper](#)

UPDATED PFG TEMPLATE



Revised PFG Submission Form¹ (additions in red)

Project Formulation Grant (PFG)

Submission Date:

Adaptation Fund Project ID:

Country/ies:

Title of Project/Programme:

Type of IE (NIE/RIE/MIE):

Implementing Entity:

Executing Entity/ies:

A. Project Preparation Timeframe

Start date of PFG	
Completion date of PFG	

B. Proposed Project Preparation Activities (\$)

List of Proposed Project Preparation Activities	Output of the PFG Activities	US\$ Amount	Budget note ²
Total Project Formulation Grant			

Please describe below each of the PFG activities and provide justifications for their need and for the amount of funding required:

For LLA Projects only:

If requesting additional funding for LLA projects to enable devolving decision making to the local level, please specify the activities that would directly serve to enable devolving decision making to the lowest

¹ As presented in AFB/PPRC 33/40 Annex 1.

² The proposal should include a detailed budget with budget notes indicating the break-down of costs at the activity level. It should also include a budget on the Implementing Entity management fee use.

appropriate level and enable local actors to make informed decisions on how adaptation actions are defined, prioritized, designed, and implemented:

Please provide justifications for their need and for the amount of additional funding required:

C. Implementing Entity

This request has been prepared in accordance with the Adaptation Fund Board's procedures and meets the Adaptation Fund's criteria for project identification and formulation

Implementing Entity Coordinator, IE Name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address

DISCUSSION

