



ADAPTATION FUND

Roles and responsibilities of the DA during project design & implementation

Alyssa Gomes, Climate Change Specialist
Programming and Innovation Unit

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!

DA roles and responsibilities

Pre-approval

Valid Letter(s) of endorsement, signed by the Designated Authority (DA)/ Designated Authorities (in case of regional projects) on record

- Provide the **name, position, and government office of the designated government authority** and indicate **date of endorsement**.
- If DA has changed, submit nomination letter to afbsec@adaptation-fund.org (with “DA Nomination” in the subject line)
- **Wet signature** is valid only
- For **regional projects/programmes**, include LOEs for all participating countries
- **Proposals will not be reviewed until all valid LOEs are submitted.**
- The LOEs should include **title of the project, IE name and EE(s) names**
- Implementing Entities should **consistently copy the DA (primary contact and secondary contacts)** when **submitting/ resubmitting** proposals to the Adaptation Fund Board Secretariat (Decision B.39/3)
- LOEs are highly encouraged to be submitted **before the official submission** of the proposal for validity check.
- **Ensure to submit the LOEs with every submission or resubmission of the proposal package.**

Template for the LOE (link available under [Project Proposal Materials](#)):
[Government Endorsement Letter Template](#) (Submitted through NIEs/RIEs/MIEs)



DA roles and responsibilities

Post-approval

- **Requests for direct project/programme services (pre and post approval):** written request from the IEs providing rationale for the provision of DPS, and a letter from the DA(s) endorsing such a request.
- **Requests for revising project/programme results frameworks:** IE shall promptly inform the secretariat and the DA(s) of any intended changes to the project/programme results framework. Change may be classified as either major or minor revisions.
- **Major changes to Results Framework:** A letter from the DA(s) endorsing the proposed revision(s) in project/programme results framework.

A major revision to the project/programme results framework refers to a **change in the scope of the project/programme that results in a significant deviation from the project/programme expected adaptation outcomes or goals**. While the classification of a revision as major or minor is based on the secretariat's assessment of the specific circumstances and nature of the project or programme, **revisions are generally considered major when they involve changes of 20% or more of the total project or programme budget**.

- **Budget reallocation (material and minor changes):** A letter from the designated authority(ies) endorsing the material change.

A material change is defined as any cumulative total **budget modification at the output level where the variance between the revised budget and the original budget amounts to twenty percent (20%) or more** of the total project or programme budget.



DA roles and responsibilities

Post-approval

- **Requests for changes in project/programme target sites:** A letter from the DA(s) endorsing the change in target sites.

During project implementation the IE may request a change in the originally approved project site for several reasons: exceptional circumstances that the originally approved project site would need to be changed. E.g., risks that the project aimed to address at the original site may have significantly changed, rendering the initial location unsuitable for the project's objectives, logistical challenges may necessitate a relocation to ensure the project's successful implementation and alignment with its goals.

- **Requests for changes in implementation arrangements:** A letter from the DA(s) endorsing the change in implementation arrangements.

The implementation arrangement constitutes the institutional framework for executing a project or programme as approved in the project proposal. **All approved projects and programmes shall adhere to the arrangement established at the time of approval.** Typically, the IE maintains fiduciary oversight, monitoring, and compliance, while the EE is responsible for day-to-day project execution. **Any revision to the approved implementation arrangement, including changes to the EE(s), shall be subject to this policy.**

- **Requests for revising project/programme disbursement schedules:** A letter from the DA(s) endorsing the revision of project/programme disbursement schedule.
- **Relevant policy document for additional guidance & templates for changes:** <https://www.adaptation-fund.org/document/opg-annex-7-projectprogramme-implementation/>



Thank You



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Alyssa Gomes

agomes3@adaptation-fund.org



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