



ADAPTATION FUND

AFB/PPRC.36/15/Add.1
15 September 2025

Adaptation Fund Board
Project and Programme Review Committee
Thirty sixth Meeting
Bonn, Germany, 7-8 October 2025

Agenda Item 4(m)

PROJECT FORMULATION GRANT FOR BARBADOS

I. Background

1. The Board at its eleventh meeting discussed the document “Funding for Project Formulation Costs” (AFB/11/6) and agreed, in its Decision B.11/18, that:

- i. project formulation grants (PFG) should be given once a project concept has been approved
- ii. consideration should be given in terms of differentiating between NIEs and MIEs, since some NIEs might have financial difficulties in trying to formulate project or programme proposals;
- iii. a flat rate should be given for project formulation costs;
- iv. a list of eligible activities and items still needed to be prepared; v. the grant should be additional to the project cost; and
- v. the fate of funds if the final project document was rejected should be determined.

2. There was consensus that a three-tiered system should be considered for project formulation grants: endorse a project concept with a PFG amount, endorse a project concept without a PFG amount, or reject the project concept.

3. Following the discussion, the Board decided:

To request the secretariat to reformulate the document, to include a comparison of eligible activities provided by other funds for project formulation grants, to take into account guidance provided by the Board at the present meeting, and to submit the document to the Board at its twelfth meeting, through the EFC. The EFC should review and finalize the process and policy of the project formulation grant focusing, in particular, on: the issue of unspent project funds; the procedures followed by other funds in that regard; and the determination of a flat-rate.

4. A document was prepared by the secretariat in response to the above mandate and presented at the third EFC meeting, which made specific recommendations to the Board at its twelfth meeting. Having considered the recommendation of the Ethics and Finance Committee, the Board, in its Decision B.12/28, decided that:

(a) Project Formulation Grants (PFGs) will only be made available for projects submitted through NIEs. The Board would continue reviewing the question of PFGs for projects submitted through MIEs and would solicit comments from members and alternate members by February 14, 2011; the views would be compiled by the secretariat for presentation to the Board at its March 2011 meeting;

(b) If a country required a project formulation grant, a request should be made at the same time as the submission of a project concept to the secretariat. The secretariat will review and forward it to the PPRC for a final recommendation to the Board. A PFG could only be awarded when a project concept was presented and endorsed;

(c) A PFG form, reproduced in Annex V, should be submitted;

- (d) Only activities related to country costs would be eligible for PFG funding;*
- (e) A flat rate of up to US\$30,000 shall be provided, inclusive of the management fee, which cannot exceed 8.5 per cent of the grant amount. The flat fee would be reviewed by the Board at its thirteenth and all subsequent meetings;*
- (f) If the final project document is rejected, any unused funds shall be returned to the Adaptation Fund Trust Fund;*
- (g) Once a project/programme formulation grant is disbursed, a fully developed project document should come to the Board for approval within 12 months. No additional grants for project preparation can be received by a country until the fully developed project/programme document has been submitted to the Board; and*
- (h) The Trustee was instructed to remove the set-aside of US\$100,000 for project preparation that had been decided at the June 2010 meeting, as project preparation would be approved on a project-by-project basis.*

5. In its twenty-fourth meeting, the Board had initiated steps to launch a pilot programme on regional projects and programmes, not to exceed US\$ 30 million and had requested the secretariat to prepare for the consideration of the Board a proposal for such a pilot programme (Decision B.24/30). In its twenty-fifth meeting, the secretariat submitted such document and the Board decided to:

- (a) Approve the pilot programme on regional projects and programmes, as contained in document AFB/B.25/6/Rev.2;*
- (b) Set a cap of US\$ 30 million for the programme;*
- (c) Request the secretariat to issue a call for regional project and programme proposals for consideration by the Board in its twenty-sixth meeting; and*
- (d) Request the secretariat to continue discussions with the Climate Technology Center and Network (CTCN) towards operationalizing, during the implementation of the pilot programme on regional projects and programmes, the Synergy Option 2 on knowledge management proposed by CTCN and included in Annex III of the document AFB/B.25/6/Rev.2.*

(Decision B.25/28)

6. The approved document AFB/B.25/6/Rev.2 contained provisions for the approval of project formulated grants for regional project and programme proposals, at different development stages, as follows:

“It is proposed that the Board open a structured call for MIEs and RIEs to submit pre-concepts for regional projects and programmes. The optional pre-concepts would be very brief proposals of maximum 5 pages that would explain the proposed regional adaptation project/programme. The pre-concepts would be screened and technically reviewed by the

secretariat, and subsequently reviewed by the PPRC. Together with the pre-concept, the proponent could submit a Phase I PFG request, up to the maximum level of US\$ 20,000. While endorsing the pre-concept, the Board could also approve the Phase I PFG request. The endorsement of the pre-concept would not create an obligation for the Board for later funding. As the next step, the proponent would submit a concept, and with it the proponent could submit a Phase II PFG request. The maximum AFB/PPRC.18/25/Add.1 level of the Phase II PFG would be US\$ 80,000 for proposals that had been previously granted Phase I PFG, and US\$ 100,000 for proposals that bypassed the optional pre-concept stage. While endorsing the concept, the Board could also approve the Phase II PFG request. The endorsement of the concept would not create an obligation for the Board for later funding, as it is the case for the national projects. The final stage of the proposal process would be the submission of the fully-developed regional project document”.

II. The Project Formulation Grant Request

7. This addendum to the document, AFB/PPRC.36/15 “Proposal for Barbados” includes a request for a Project Formulation Grant, requesting a budget of US\$ 149,250, which was received by the secretariat along with the concept for the project AF00000406 “*Building Climate Resilience in Barbados - Sustainable Water Management in the Agriculture Sector and Educational Institutions*”. This proposal was submitted by Caribbean Community Climate Change Centre (CCCCC), which is a Regional Implementing Entity of the Adaptation Fund, in time for consideration by the Adaptation Fund Board at its forty-fifth Board meeting.

8. In accordance with Decision B.12/28, paragraph (b), the secretariat carried out an initial review of the PFG request and found that the document provided detailed information on the use of the requested funds. The proposed activities were aligned with the goal of the project and would support the development of the full proposal, comprehensive stakeholder engagement, ESIA, financial risk management and Gender Assessment.

9. Therefore, the PPRC may want to consider and recommend to the Board to approve the PFG Request, provided that the related concept proposal is endorsed.



Revised PFG Submission Form¹
Project Formulation Grant (PFG)

Submission Date: April 20, 2025

Adaptation Fund Project ID: AF00000406

Country: Barbados

Title of Project/Programme: Building Climate Resilience in Barbados - Sustainable Water Management in the Agriculture Sector and Educational Institutions

Type of IE (NIE/RIE/MIE):

Implementing Entity: Caribbean Community Climate Change Centre

Executing Entity: Barbados Ministry of Agriculture and Food Security

A. Project Preparation Timeframe 1 year

Start date of PFG	Nov 2025
Completion date of PFG	Oct 2026

B. Proposed Project Preparation Activities (\$)

List of Proposed Project Preparation Activities	Output of the PFG Activities	US\$ Amount	Budget note² Consultancy services for Activity
1. Review of the <i>Building Climate Resilience in Barbados - Sustainable Water Management in the Agriculture Sector and Educational Institutions Concept Note</i> and supporting documents	Inception Report including results of pre-evaluation assessment, methodology, Work Plan, and Final Deliverables	5 400	International consultant on project development and project cycle management and climate adaptation 5400 USD (600 USD per day @9 days)
2. Prepare a project management plan in compliance with the AF Gender Policy	Project management plan	9 000	International consultant on project development and project cycle management and climate adaptation 9000 USD (600 USD per day @15 days)
3. Develop measures for project financial risk management	Project Financial Risk Management Plan	18 000	International expert/s on (but not limited to) fiduciary standards, financial management, project risk management – 18 000 USD (600 USD per day @30 days);
4a. Conduct a ESIA of the Project 4b. Conduct a Gender Assessment of the Project	ESIA Report	32 250	•Local expert/s on Environmental and Social Assessment, Gender and Social

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.

4c. Develop a management plan for environmental and social risks, in line with the AF Environmental and Social Policy and Gender Policy	Gender Assessment Report ESIA and Gender Management Plan		Assessment, Monitoring and Evaluation – 24,000 USD (600USD per day @40 days). •Implementation of 5-day long stakeholder consultative workshops accompanied with site visits – 8,250 USD (venue, catering, equipment, and printing).
5. Prepare a Project detailed budget including budget notes	Project Budget	18 000	International expert on (but not limited to) fiduciary standards, financial management, project budgeting – 18 000 USD (600 USD per day @30 days)
6a. Prepare a Monitoring and Evaluation Plan with targets and indicators, in compliance with the AF Gender Policy 6b. Prepare a Budget for the M&E Plan	Monitoring and Evaluation Plan Monitoring and Evaluation Plan Budget	18 000	International expert on (but not limited to) fiduciary standards, financial management, project development, project monitoring and evaluation – 18 000 USD (600 USD per day @30 days)
7. Prepare the M&E Framework including a breakdown of how implementing entity IE fees will be utilized	Project Monitoring and Evaluation Framework	12 000	International expert on (but not limited to) fiduciary standards, financial management, project development, project monitoring and evaluation – 12 000 USD (600 USD per day @20 days)
8a. Prepare a project Results Framework aligned with the AF's results framework 8b. Identify the Core Outcome indicators	Project Results Framework	12 000	International expert on (but not limited to) fiduciary standards, financial management, project development, project monitoring and evaluation – 12 000 USD (600 USD per day @20 days)
9. Prepare a Disbursement schedule with time-bound milestones	Project Disbursement Schedule	7 200	International expert on (but not limited to) fiduciary standards, financial management, project development 7200 USD (600 USD per day @12 days)
10. Completion of the AF Funding Proposal Template and Annexes	Final AF Funding Proposal	5 400	International consultant on project development and project cycle management and climate adaptation (600 USD per day @9 days)
11. Implementing Entity Management Fee (8%)	Implementing Entity Management Fee Budget And Project Management	12 000	Lumpsum for a project management team who will coordinate the consultants and project technical oversight. The CCCCC team will also be responsible for preparing the Implementing Entity Management Fee Budget for the project including explanation, breakdown of execution costs
Total Project Formulation Grant		149 250	

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

The CCCCC is seeking a PFG to support the preparation of the Funding Proposal for the ***Building Climate Resilience in Barbados - Sustainable Water Management in the Agriculture Sector and Educational Institutions Concept Note***. The budget describes the arrangements for the CCCCC to manage the PFG. The project will be managed in close collaboration with the Ministry of Agriculture and Food Security, Ministry of Education, Technical and Vocational Training, as well as the Barbados Agricultural Marketing and Development Corporation which is a statutory body of the Government of Barbados within the Ministry of Agriculture and Food Security.

The successful completion of the full funding proposal requires the following activities which have been included in the PFG: measures for financial and project risk management; measures for environmental and social risk management; monitoring and evaluation plans and budget; project results framework; project budget and project disbursement schedule. A preliminary ESIA and Gender Assessment was conducted at the Concept Note stage, however a full ESIA and Gender Assessment is required at the Funding Proposal Stage, accompanied by a management plan. The completion of these two assessments represents the largest cost in PFG budget at 32,250 USD, due to the fieldwork that they entail.

The loss of complementary funds from USAID PACCA which were previously used for preparatory studies related to CCCCC Adaptation Fund projects, has necessitated the increased request for funds from 30 000 USD to 149 250 USD to support this project. The elimination of UASID funds is due to policy changes at the donor level; USAID PACCA funds were allocated for strengthening climate resilience in countries in the East and Southern Caribbean.

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
Mark Bynoe		February 7 th 2025	Dr. Claire Durant	+501 822 1104/1094	cdurant@caribbeanclimate.org



MINISTRY OF ENVIRONMENT
AND NATIONAL BEAUTIFICATION,
GREEN AND BLUE ECONOMY



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DATE: August 9, 2024

The Adaptation Fund Board
c/o Adaptation Fund Board Secretariat
Email: Secretariat@Adaptation-Fund.org
Fax: 202 522 3240/5

**Endorsement for the “Building Climate Resilience in
Barbados - Sustainable Water Management in the
Agriculture Sector and Educational Institutions” project**

In my capacity as Designated Authority for the Adaptation Fund in Barbados, I confirm that the above-mentioned national project proposal is in accordance with the Government’s national priorities in implementing adaptation activities to reduce adverse impacts of, and risks, posed by climate change in the Barbados.

Accordingly, I am pleased to endorse the above project proposal with support from the Adaptation Fund. If approved, the project will be implemented by the Caribbean Community Climate Change Centre, and executed by the Ministry of Agriculture, Food and Nutritional Security.

Yours sincerely,

Yolande J. Howard (Mrs.)
Permanent Secretary
Adaptation Fund Designated Authority

YJH/rg