



ADAPTATION FUND

AFB/PPRC.36/28/Add.1
15 September 2025

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

Agenda Item 5(e)

PROJECT FORMULATION GRANT FOR MALAWI, MOZAMBIQUE, ZAMBIA, ZIMBABWE

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.36/28 “Proposal for Malawi, Mozambique, Zambia, Zimbabwe” includes a request for a Project Formulation Grant, requesting a budget of US\$ 20,000, which was received by the secretariat along with the pre-concept for the regional programme AF00000419 “*Building Climate-Resilient WASH Services in Southern Africa*”. This proposal was submitted by World Health Organization (WHO), which is a Multilateral 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 comprehensive consultation process and proposal development.

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



Revised PFG Submission Form¹ (additions in red)

Project Formulation Grant (PFG)

Submission Date: 3 June 2025

Adaptation Fund Project ID: AF00000419

Country/ies: Malawi, Mozambique, Zimbabwe and Zambia

Title of Project/Programme: Building Climate-Resilient WASH Services in Southern Africa

Type of IE (NIE/RIE/MIE): Multilateral Implementing Entity

Implementing Entity: World Health Organization (WHO)

Executing Entity/ies: World Health Organization (WHO)

A. Project Preparation Timeframe

Start date of PFG	01 October 2025
Completion date of PFG	30 March 2026

B. Proposed Project Preparation Activities (\$)

List of Proposed Project Preparation Activities	Output of the PFG Activities	US\$ Amount	Budget note²
Four (4) Country Missions to conduct stakeholder consultation meetings and Concept note drafting.	Agreed project outputs and outcomes and project development milestones.	US\$ 20,000	Cost for 4 missions to the 4 countries by WHO. These include flights, accommodation and meeting expenses.
Four (4) Country Missions flights, SA, and meeting Costs.		\$18,300	
Project/Programme Cycle Management Fee charged by the Implementing Entity (8.5%)		\$1,700	

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.

Total Project Formulation Grant		US\$ 20,000	
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Please describe below each of the PFG activities and provide justifications for their need and for the amount of funding required:

The proposed country missions are essential to ensure a participatory and inclusive approach to project design, consistent with the Adaptation Fund’s requirements. These missions will facilitate in-depth stakeholder consultations in each of the four participating countries, enabling the identification of country-specific climate vulnerabilities, adaptation priorities, and alignment with national strategies. The consultations will also ensure the meaningful involvement of vulnerable groups, including women and marginalized communities, and will contribute to the integration of gender-responsive and socially inclusive approaches. The missions will support the co-development of the project concept note through joint planning sessions with national counterparts, NDAs, NIEs and key sector stakeholders. The requested funding of US\$ 20,000 is a cost-efficient investment to cover essential travel, accommodation, and meeting costs for WHO personnel, ensuring high-quality and contextually relevant project design with strong national ownership.

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 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
VILLALOBOS PRATS, Elena villalobose@who.int	p.p 	3 June 2025	Dr. Jeremiah Mushosho	+263772326001	mushoshoj@who.int

Telephone: 01 789 355
Telefax: 01 789 173
Telex: 44407
Email: finance@finance.gov.mw



MINISTRY OF FINANCE
AND ECONOMIC AFFAIRS,
P.O. BOX 30049,
CAPITAL CITY,
LILONGWE 3.

Ref. No. FIN/DAD/P/5/1/

22nd January, 2025

The Adaptation Fund Board

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

Dear Sir/Madam,

RE: ENDORSEMENT FOR THE PROJECT TITLED "BUILDING CLIMATE-RESILIENT WASH SERVICES IN SOUTHERN AFRICA".

In my capacity as designated authority for the Adaptation Fund in Malawi, I confirm that the above regional project proposal titled "*Building Climate-Resilient WASH Services in Southern Africa*" 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 Malawi.

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 World Health Organization Regional Office for Africa and executed by the Ministry of Health of Malawi and the Ministries of Health from Mozambique and Zimbabwe.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Mwanamanga', written over a faint circular stamp.

Robert Mwanamanga
Director, Debt and Aid Management
For: **SECRETARY TO THE TREASURY**



REPUBLIC OF MOZAMBIQUE
MINISTRY OF LAND AND ENVIRONMENT
PERMANENT SECRETARY OFFICE

Ref. 222/SP/MTA /2024

Date: 9 December, 2024

From: **Ms. Emilia Dique Fumo**
Permanent Secretary, Ministry of Land and Environment
Rua de Kuassende, 167 CP 2020, Maputo, Mozambique
Tel: +258 846 978 463 / 9440 769
emiliadiquefumo@gmail.com;

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

Dear Sir, Madam,

RE: ENDORSEMENT FOR THE PROJECT TITLED "BUILDING CLIMATE-RESILIENT WASH SERVICES IN SOUTHERN AFRICA".

In my capacity as designated authority for the Adaptation Fund in Mozambique, I confirm that the above regional project proposal titled "*Building Climate-Resilient WASH Services in Southern Africa*" 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 Mozambique.

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 World Health Organization Regional Office for Africa and executed by the Ministry of Health of Mozambique and the Ministries of Health from Malawi and Zimbabwe.

Sincerely,

Ms. Emilia Dique Fumo
Permanent Secretary
Ministry of Land and Environment



All communication should be addressed to the
Permanent Secretary
Telephone: 0211-252395
0211-252394
0211-252391



REPUBLIC OF ZAMBIA

In reply please quote

No.
NDA/71/21/9

MINISTRY OF GREEN ECONOMY AND ENVIRONMENT

OFFICE OF THE PERMANENTS SECRETARY

Corner of John Mbita & Nationalist Road
P.O BOX 30147
Lusaka-Zambia

2nd June, 2025

The Adaptation Fund Board Secretariat
1818 H Street NW
MSN N7-700
Washington, D.C., 20433
United States of America

RE: ENDORSEMENT FOR THE PROJECT TITLED "BUILDING CLIMATE-RESILIENT WASH SERVICES IN SOUTHERN AFRICA"

In my capacity as the Designated Authority for the Adaptation Fund in the Republic of Zambia, I confirm that the above regional project proposal titled "*Building Climate-Resilient WASH Services in Southern Africa*" 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 Zambia.

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 World Health Organization Regional Office for Africa and executed by the Ministry of Health of the Republic of Zambia.

Faithfully,

A handwritten signature in black ink, appearing to read 'Billy Katontoka', written over a horizontal line.

Billy Katontoka (Mr.)

NATIONAL COORDINATOR -NATIONAL DESIGNATED AUTHORITY
MINISTRY OF GREEN ECONOMY AND ENVIRONMENT

All communications should be addressed to

"The Secretary for Environment, Climate, Tourism and Wildlife

Telephone: 701691/2

Telegraphic address: "TOURISMT"

Fax: 702054



ZIMBABWE

**Secretary for Environment,
Climate and Wildlife**

11th Floor, Kaguvi Building

Corner 4th and Central Avenue

Harare

ZIMBABWE

21 November 2024

The Adaptation Fund Board

c/o Adaptation Fund Board Secretariat

Email: Secretariat@Adaptation-Fund.org

Fax: 202 522 3240/5

Dear Sir, Madam,

RE: ENDORSEMENT FOR THE PROJECT TITLED "BUILDING CLIMATE-RESILIENT WASH SERVICES IN SOUTHERN AFRICA".

In my capacity as designated authority for the Adaptation Fund in Zimbabwe, I confirm that the above regional project proposal titled "*Building Climate-Resilient WASH Services in Southern Africa*" 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 Zimbabwe.

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 World Health Organization Regional Office for Africa and executed by the Ministry of Health of Zimbabwe and the Ministries of Health from Malawi and Mozambique.

Sincerely,

A handwritten signature in black ink, appearing to read 'Washington Zhakata'.

Mr. Washington Zhakata

Director, Climate Change Management Department

Nationally Designated Authority

Ministry of Environment, Climate and Wildlife