



## ADAPTATION FUND

AFB/PPRC.21/34/Add.1  
27 September 2017

---

Adaptation Fund Board  
Project and Programme Review Committee  
Twenty-First Meeting  
Bonn, Germany, 10-11 October 2017

Agenda Item 7 g)

### **PROJECT FORMULATION GRANT FOR CUBA, THE DOMINICAN REPUBLIC AND JAMAICA**

## 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*
- vi. 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*

*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.21/34 “Proposal for Cuba, the Dominican Republic and Jamaica” includes a request for a Project Formulation Grant, requesting a budget of US\$ 80,000, which was received by the secretariat along with the concept for the project LAC/MIE/DRR/2015/1 “Risk Reduction Management Centers: local adaptation response to national climate and early warning information in the Caribbean”. This proposal was submitted on time by the United Nations Development Programme (UNDP), which is a Multilateral Implementing Entity of the Adaptation Fund, for consideration by the Adaptation Fund Board at its thirtieth 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 baseline data collection, needs assessment and strategy definition, social and environmental assessments, consultations, workshops and agency fees.

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.

**Request for Project Formulation Assistance to undertake special technical assessments**

Submission Date: 8 August 2017

Adaptation Fund Project ID:

Countries: Cuba, Dominican Republic, Jamaica

Title of Project/Programme: Risk Reduction Management Centres: local adaptation response to national climate and early warning information in the Caribbean

Thematic Focal Area: Disaster risk reduction and early warning systems

Type of Implementing Entity: MIE

Implementing Entity: United Nations Development Programme

Executing Entities:

Cuba: Meteorological Institute (INSMET) of the Environment Agency (AMA) of the Ministry of Science, Technology, and Environment (CITMA)

Dominican Republic: National Commission of Emergencies (CNE), in collaboration with Ministry of Environment and Natural Resources (MENR), Dominican Federation of Municipalities (FEDOMU)

Jamaica: Office of Disaster Preparedness & Emergency Management (ODPEM), in collaboration with Meteorological Service of Jamaica (MET)

**A. Project Preparation Timeframe**

Expected start date of PFG	<b>November 2017</b>
Completion date of PFG	<b>August 2018</b>

**B. Proposed Project Preparation Activities (\$)**


Describe the technical assessment(s) the implementing entity will undertake to support the design and development of adaptation projects and programmes:

List of Proposed Project Preparation Activities	Output of the PFG Activities	Requested budget USD
Baseline data collection, Needs Assessment and Strategy Definition	In-country assessment of local capacities, equipment needs, review of local development and disaster risk plans, and gender assessments, to inform the definition of interventions and the development of gender	30,000

	disaggregated output and outcome indicators and targets (national consultants)	
Social and Environmental Screening	SESP checklist and recommendations for action	4,000
National Stakeholder consultations	Definition of interventions, and Results and Resources Frameworks for each country (in country travel and meeting costs)	6,000
Development of Project Proposal	Full-scale project proposal and AFB funding application (international consultant and travel costs)	20,000
National validation workshops and one regional workshop	Official validation and endorsements	8,000
Miscellaneous (translation, editing, communication)		5,200
Implementing agency fees	Quality Assurance	6,800
<b>TOTAL REQUESTED</b>		<b>80,000</b>

### C. Implementing Entity

This request has been prepared in accordance with the Adaptation Fund Board's procedures

Head of Implementing Entity	Signature	Date (Month, day, year)	Implementing Entity Contact Person	Telephone	Email Address
Adriana Dinu – Executive Coordinator, UNDP-GEF		Aug 8, 2017	Gabor Vereczi, UNDP GEF, Regional Specialist, Climate Change Adaptation, UNDP Regional Hub for LAC	+507 6550 2157	<a href="mailto:gabor.vereczi@undp.org">gabor.vereczi@undp.org</a>