Overview of reporting requirements for approved projects

Implementing Entities Seminar
Johannesburg, South Africa
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Reporting requirement at glance

Project Inception report	Project Performance Report on an annual basis	Mid-term evaluation report
Terminal evaluation	Project completion summary	Audited financial statement

The reporting process fits into the broader Results Based Management system

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Project implementation and reporting timelines

Items	Timelines
Pre-Inception Phase	After execution of the legal agreement (Legal agreement should be executed within 4 months after approval)
Start of Project/Programme Implementation	Within 6 months after the first cash transfer
Mid-term Review	Submit the MTR report to the secretariat no later than six months after the project midpoint
Project/Programme Closing	The start date is the inception day ~ ~ ~
Terminal Evaluation	Submitted within nine (9) months after completion

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Project inception report

- For concrete adaptation projects/programmes the Board decided to consider the start date the first day of the project/programme's inception workshop

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Annual Project/ Programme Performance Report (PPR)

PPR is submitted annually using the inception date as the start of the project

PPR is important to capture results and implementation progress
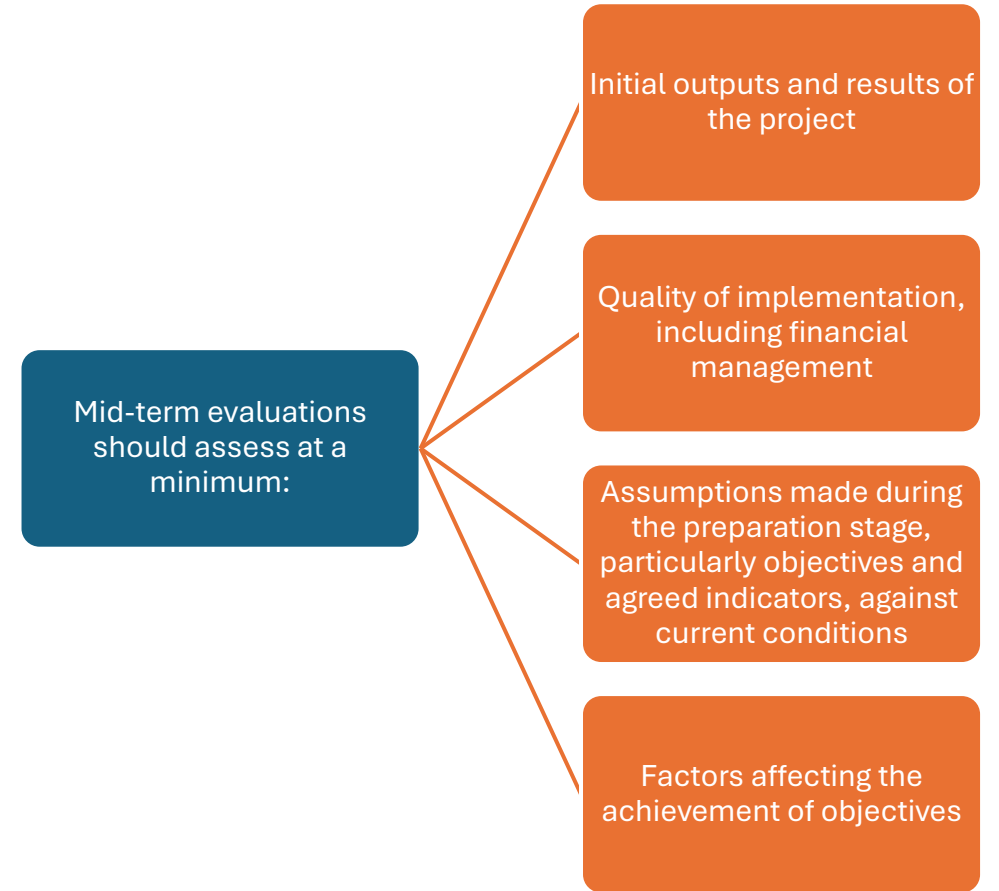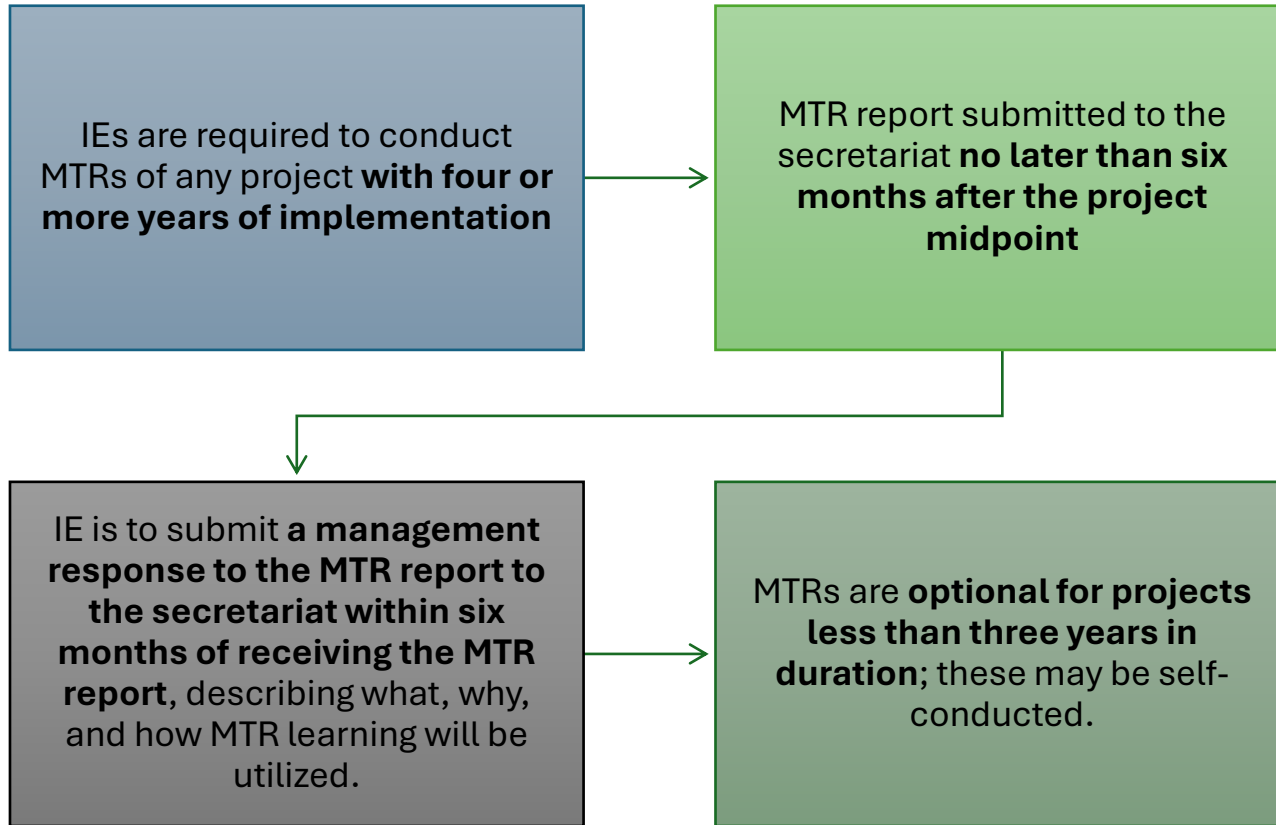
Provide necessary adaptive management support to IEs

Submitted no later than 2 months after the end of the reporting year.

The last PPR should be submitted **6 months** after project completion

Mid-term evaluation

IEs are required to conduct MTRs of any project **with four or more years of implementation**

MTR report submitted to the secretariat **no later than six months after the project midpoint**

IE is to submit **a management response to the MTR report to the secretariat within six months of receiving the MTR report**, describing what, why, and how MTR learning will be utilized.

MTRs are **optional for projects less than three years in duration**; these may be self-conducted.

Mid-term evaluations should assess at a minimum:

Initial outputs and results of the project

Quality of implementation, including financial management

Assumptions made during the preparation stage, particularly objectives and agreed indicators, against current conditions

Factors affecting the achievement of objectives

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Terminal evaluation

Final Evaluations should assess at a minimum:

Achievement of outcomes, including ratings and with particular consideration of achievements related to the proposed concrete adaptation measures, if applicable;	Likelihood of **sustainability** of outcomes at project completion, including ratings;	Contribution of project achievements to the Adaptation Fund targets, objectives, impact and goal, including report on AF standard/core indicators; and	Assessment of the **M&E systems** and its implementation.

Timing: Final Evaluations shall be prepared and submitted to the Fund's Secretariat **within nine (9) months** after project completion.

Project completion summary

Covers the entire project timeframe.

Gives the IEs the opportunity to express and share insights from the project implementation.

Provides information **on lessons learned** (best practices, adaptive management, what worked during the implementation and what did not, what corrective actions were taken during implementation).

Informs on **sustainability, scalability and replicability.**

Audited Financial Statement

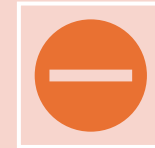Independent auditor prepares final audited financial statement of the Implementing Entity Grant Account

Must be submitted within **six (6) months** of the end of the Implementing Entity's financial year during which the project/programme is completed.

Updates on ongoing policy revisions

Strategic Results Framework:

Policy GAP analysis:

Need to respond and align with external processes

- GGA
- EWS for all by 2027 Agenda
- Best practices of MCFs and other relevant actors

OPG Annex 7 post approval management

- Request for project changes
- Request for no cost extension
- Request for budget reallocation

Need to respond and align with internal programmatic developments

- MTS II
- Innovation
- LLA
- KM

Policy on delays

- Request for changes in project start date