



ADAPTATION FUND

AFB/PPRC.35/35/Add.1  
17 March 2025

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Adaptation Fund Board  
Project and Programme Review Committee  
Thirty fifth Meeting  
Bonn, Germany, 8-9 April 2025

Agenda Item 8 c)

**PROJECT FORMULATION GRANT FOR  
LLA SINGLE COUNTRY PROPOSAL FOR BHUTAN**

## 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”.*

7. At its forty-second meeting the Board approved modifications to project formulation grants contained in document AFB/PPRC.33/40. Having considered the recommendation of the Project and Programme Review Committee, the Adaptation Fund Board decided:
- a) *That project formulation grants (PFGs) be made available for projects submitted through national, regional and multilateral implementing entities;*
  - b) *That the maximum size of the PFG for single country projects for all windows, inclusive of the management fee, be set as follows:*
    - (i) For projects below US\$ 2,000,000, the limit is set at US\$ 50,000;*
    - (ii) For projects at or above US\$ 2,000,000 and below US\$ 5,000,000, the limit is set at US\$ 100,000;*
    - (iii) For projects at or above US\$ 5,000,000, the limit is set at US\$ 150,000;*
  - c) *That an additional PFG amount (inclusive of the management fee) can be provided on a case-by-case basis for locally-led adaptation projects up to a maximum of US\$ 100,000, and that such amount should be dedicated to support activities that enable decision-making by local actors over how adaptation actions are defined, prioritized, designed and implemented;*
  - d) *That the maximum size of the PFG for all regional projects, inclusive of the management fee, is set as follows:*
    - (i) For regional projects of US\$ 5,000,000 and above, and with less than three countries, the limit is set at US\$ 150,000;*
    - (ii) That this limit increase by US\$ 15,000 for each additional country involved, up to a maximum of US\$ 250,000;*
  - e) *That requests for a PFG should be made at the same time as the submission of a project concept or pre-concept to the secretariat using the revised PFG form in annex I to document AFB/PPRC.33/40;*

- f) *That, for a PFG at the pre-concept stage, up to 20 percent of the maximum amount of the PFG set in out in subparagraphs (b), (c) and (d) above could be granted;*
- g) *That only activities that support project preparation and formulation would be eligible for PFG funding, as per paragraph 32 of document AFB/PPRC.33/40.*

*(Decision B.42/37)*

## **II. The Project Formulation Grant Request**

8. This addendum to the document, AFB/PPRC.35.35/Add.1 “Proposal for LLA Single Country Proposal for Bhutan” includes a request for a Project Formulation Grant, requesting a budget of US\$ 250,000, which was received by the secretariat along with the concept for the project AF00000401 “*Securing Water & Enhancing Climate Resilience in Thimphu (Rural) District in Bhutan*”. This proposal was submitted by Bhutan Trust Fund for Environmental Conservation (BT FEC), which is a National Implementing Entity of the Adaptation Fund, in time for consideration by the Adaptation Fund Board at its forty-fourth Board meeting.

9. 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. The \$150,000 Project Formulation Grant (PFG) will be used to finalize the full project proposal through extensive local stakeholder consultations, feasibility assessments, and technical studies. Key activities include community consultations across four Gewogs, development of Gender Action Plan (GAP) and Environmental and Social Management Plan (ESMP), translation of key documents into Dzongkha, and professional services for proposal development. Additionally, the PFG will support a review of local Indigenous knowledge on water management and EbA, a project consolidation workshop, and a write-shop to finalize the proposal. The additional \$100,000 PFG for LLA will be specifically used to enhance local-level decision-making by strengthening participatory governance mechanisms and building the capacity of local actors to define, prioritize, and implement adaptation actions. The activities include capacity-building workshops on project management and adaptation planning, enhancing local Monitoring and Evaluation (M&E) systems, and organizing learning visits to successful adaptation sites in Bhutan and internationally. These efforts aim to devolve decision-making power to the lowest appropriate level and ensure that adaptation actions are locally driven and sustainable.

10. 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.



## 1. Revised PFG Submission Form<sup>1</sup>

### Project Formulation Grant (PFG)

**Submission Date:** 10/02/2025

**Adaptation Fund Project ID:**

**Country/ies:** Bhutan

**Title of Project/Programme:** Securing Water & Enhancing Climate Resilience in Thimphu (Rural) District, Bhutan.

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

**Implementing Entity:** Bhutan Trust Fund for Environmental Conservation (BTF)

**Executing Entity/ies:**

- Department of Water (DoW), Ministry of Energy and Natural Resources
- Department of Forests and Park Services (DoFPS), Ministry of Energy and Natural Resources
- Department of Agriculture (DoA), Ministry of Agriculture and Livestock
- Department of Infrastructure Development (DoID), Ministry of Infrastructure and Transport
- Department of Local Governance & Disaster Management (DLGDM)
- Thimphu Dzongkhag Administration
- Bhutan Ecological Society (BES)

## 2. A. Project Preparation Time Frame

<b>Start date of PFG</b>	1 <sup>st</sup> May 2025
<b>Completion date of PFG</b>	31 <sup>st</sup> October 2026

## 3. B. Proposed Project Preparation Activities (\$)

<b>List of Proposed Project Preparation Activities</b>	<b>Output of the PFG Activities</b>	<b>Amount (US\$)</b>	<b>Budget note<sup>2</sup></b>
1. Local Community	Project activities and outputs	30,205	4 Gewogs *

<sup>1</sup> As presented in AFB/PPRC.33/40 Annex 1.

<sup>2</sup> 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.

Stakeholder Consultations	validated and finalized		<p>Consultations meeting with 4 Gewogs (Kawang, Mewang, Chang and Dagala)</p> <p>4 Consultation Meetings Meeting/Workshop for 322 participants (HH from 4 gewogs)</p> <p>DSA for sector officials &amp; Task Force Members = <b>\$5,400</b> (\$18 rate x 15 participants x 5 days x 4 gewogs)</p> <p>Mileage= <b>\$384</b> (\$ 6.4 (Nu. 16*17 km*2) x 15 participants * 4 Gewogs)</p> <p>DSA for Farmers = <b>\$4,636</b> (322*\$4.8 rate x 3 days)</p> <p>Working Lunch Refreshments= <b>\$ 15,165</b> (\$15 rate x 337 participants x 3 days)</p> <p>Project materials <b>\$ 500</b></p> <p>Translation of project documents to Dzongkha (National Language) - <b>\$ 3,000</b></p> <p>Meeting documentation &amp; Reporting: <b>\$ 1,120</b></p>
2. Project interventions feasibility assessment (final engineering estimates based on field survey, design and drawings)		16,728	<p>Field Consultation Meetings (Working Lunch &amp; Refreshments = <b>\$5,400</b> (\$15 rate x 30 participants x 3 days X 4 gewogs)</p> <p>DSA for Farmers for Consultation = <b>\$1,728</b> (120 farmers* \$4.8 rate x 3 days)</p>

			<p>DSA for Engineers and Officials = <b>\$3,600</b> (10 x \$18 rate x 5 days x 4 gewogs)</p> <p>DSA for Field Surveys= <b>\$3,600</b> (10 heads x \$18 rate x 5 days x 4 gewogs)</p> <p>DSA for Field Assistants for Field Survey = <b>\$2,400</b> (10 heads x \$12 rate x 5 days x 4 gewogs)</p>
3. Develop Gender Action Plan and Environmental and Social risk analyses and formulation of Environmental and Social Management and M&E plan	Gender action Environmental and social risk analyses finalized, and environmental and social management and M&E plan developed.	18,000	<p>Hiring of a local consultant = <b>\$13,500</b> (\$300 x 45 days)</p> <p>Field consultation = \$4,500</p>
4. Translation of Gender Action Plan, ESMP and M&E plan to Dzongkha	Dzongkha Version of GAP and ESMP developed	9,000	Translation and printing of Gender Action Plan, ESMP & M&E Plan
5. Development of the full-blown proposal.	Professional services for Bhutan Ecological Society  Task force and bilateral meetings	36,000	<p>Hiring of professional services = <b>\$27,000</b> (\$ 300 per day x 90 days)</p> <p>Meetings and workshops = \$9,000</p>
6. Review and documentation of existing local Indigenous knowledge related to water management / EbA	Report on Indigenous knowledge on water management and EbA in target communities documented and published.	9,000	<p>Hiring of a local consultant = \$ 4,500 (\$ 300x15 days)</p> <p>Meetings and consultations = \$ 4,500</p>



7. Project consolidation workshop among local and national stakeholders and project beneficiaries		8,984	Final Consolidation workshop  DSA for sector representatives, officials, LG representatives BTF, MoF, BES = <b>\$1,800</b> ( <i>\$18 rate x 20 heads x 5 days</i> )  Mileage= <b>\$2,184</b> ( <i>\$ 0.91 rate x 20heads x 120 km</i> )  Meals and Rooms= <b>\$ 5,000</b> ( <i>\$ 50 rate x 20 heads participants x 5 nights</i> )
8. Write shop for final full blown proposal development	Full blown proposal reviewed and finalized by task force members, Bhutan Ecological Society and BTF	9,294	Write-shop for full blown proposal finalization  DSA for Sectoral Task force members = <b>\$1,350</b> ( <i>\$18 rate x 15 heads x 5 days</i> )  Mileage= <b>\$ 4,194</b> ( <i>\$ 0.91 rate x 15heads x 180 km*2</i> )  Meals and Rooms= <b>\$3,750</b> ( <i>\$ 50 rate x 15 heads participants x 5 days</i> )
Total Project/Programme Cost		<b>137,250</b>	
Project/Programme Cycle Management Fee charged by the Implementing Entity (Maximum of 8.5%)		<b>12,750</b>	
Total Project Formulation Grant		<b>150,000</b>	

The management fee will be used to manage and execute the following activities

Activity	Budget (US\$)
Coordination meetings	4,000
Supervision and Monitoring	2,000
Reviewing and Reporting	1,000
Mobility and communication	4,750

Office supply	1,000
<b>Total</b>	<b>12,750</b>

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

**Activity 1. Local Community Stakeholder Consultations**

As part of the full proposal development four consultation meetings will be held with local communities across four Gewogs (Chang, Kawang, Mewang and Dagala) to validate and finalize project activities and outputs. These consultations are designed to ensure active participation and input from local households on the various proposed project activities and interventions. The local communities from these four Gewogs will be engaged thoroughly during the consultation to identify project activities best fit to achieve the project output and components. A total of 322 participants (at least one member each from the 322 beneficiary households) are expected to attend the consultation meetings and give them full opportunity to participate, identify and finalize activities.

In depth community consultations are required to understand and validate the needs of the target communities, integrate local perspectives and foster local ownership and enhance the effectiveness of project planning and implementation.

A total of \$ **30,205** is estimated for this activity and the costs includes; per diem for sectoral task force members, LG officials and local beneficiaries, provision of working lunch and refreshment for 3 days and meeting materials printing.

**Activity 2. Project interventions feasibility assessment (final engineering estimates based on field survey, design and drawings)**

A detailed comprehensive feasibility assessment of the proposed project interventions are required to finalize and validate the engineering estimates based on field surveys, detailed designs, and drawings. The main objective of this activity is to ensure that project interventions are viable, cost-effective, and aligned with the needs of the local communities. The main activities include the community stakeholder consultations to gather input and perspectives from local communities.

A total budget of \$**16,728** is estimated which includes the costs of community consultations; per diem of District engineers for field surveys, per diem for project beneficiaries engaged in field surveys.

**Activity 3: Develop Gender Action Plan and Environmental and Social risk analyses and formulation of Environmental and Social Management Plan**

This activity involves the development of a comprehensive Gender Action Plan and Environmental and Social Risk Analyses for the target communities. A detailed Environmental and Social Management Plan (ESMP) will also be developed those addresses identified risks and integrates

gender considerations to ensure inclusive and sustainable project outcomes. Also, in addition a consultant will develop the M&E plan, ensuring it is contextually relevant and aligned with the project's objectives and timelines.

The Gender Action Plan will focus on promoting gender equity and ensuring that project activities contribute to the empowerment of women and other marginalized groups. The Environmental and Social Risk Analyses will assess potential impacts of the project on local communities and ecosystems, ensuring that risks are identified, mitigated, and managed effectively. These detailed analyses are required for the fully developed proposal and a gender and environment, and social safeguards expert will be required to carry out this task.

A local consultant will be engaged for 60 days to complete these activities and a total budget of **\$18,000** is estimated. Furthermore, the activity focuses on the development of a comprehensive Monitoring and Evaluation (M&E) plan to ensure effective tracking of project progress, outcomes, and impacts. Specific key performance indicators (KPIs), data collection methodologies, reporting schedules, and evaluation frameworks tailored to the project's specific goals and outcomes will be identified. This plan will be essential for continuous assessment, learning, and adaptive management throughout the project duration.

#### **Activity 4: Translation of Gender Action Plan, ESMP and M&E Plan to Dzongkha**

Translating the Gender Action Plan, Environmental and Social Management Plan (ESMP), and Monitoring and Evaluation (M&E) Plan into Dzongkha will ensure inclusivity, accessibility, and equitable participation by enabling all stakeholders, including rural communities and grassroots organizations, to fully understand and engage with these documents. Availability of these documents in the national language “Dzongkha” will enhance local ownership, alignment with Bhutan's cultural and legal framework, and facilitate effective implementation and compliance by minimizing language barriers. Additionally, translation would enhance capacity-building efforts, support culturally relevant communication, and ensure feedback mechanisms are inclusive, fostering greater community engagement and responsiveness in achieving the plans' objectives.

For this translation a total of **\$ 9000** is estimated for this activity including the printing of these documents (both English and Dzongkha versions).

#### **Activity 5: Professional Services Fee for development of the full proposal.**

This activity covers the professional services fee for Bhutan Ecological Society for the development of a comprehensive final full blown project proposal. BES will conduct necessary visits to project sites to conduct field verification, assessment and finalize the proposal. Furthermore, BES will compile all necessary reviews of documents and findings from project sites and prepare a comprehensive proposal. A total professional services fee of **\$ 36,000** is proposed to cover the cost of expert professional services in ensuring that the proposal meets all necessary criteria for the development of proposal for funding and implementation.

## **Activity 6: Review and documentation of existing local indigenous knowledge related to water management / EbA**

A systematic review and documentation of Indigenous knowledge and practices related to water management and Ecosystem-based Adaptation (EbA) in the target communities will be carried out. The objective is to assess, document and preserve traditional ecological knowledge, which can inform and enhance current water management strategies and other EbA initiatives within the target communities. The findings will be compiled into a comprehensive report, which will be documented and published for wider dissemination. Possible integration of the traditional ecological knowledge into the various interventions will also be recommended by the assessment.

For this a local consultant will be engaged for 15 days to conduct the review, gather insights from community members, and compile the findings into a well-documented technical report. A total budget of \$ 9000 is proposed.

## **Activity 7: Project consolidation workshop among local and national stakeholders and project beneficiaries**

A 5-day project consolidation and finalization workshop involving local and national stakeholders, as well as project beneficiaries will be organized. The consultative participatory workshop aims to process and consolidate inputs, ensure alignment, and finalize the project proposal. This will also provide a platform for review, discussions, feedback, and consensus-building to strengthen and finalize the full proposal before submission.

A total budget of \$ 8,984 is proposed for this activity. This budget includes the costs associated with the workshop, including DSA for participating sector and LG officials, mileage reimbursement, and meals and accommodation for workshop participants.

## **Activity 8: Write shop for final full blown proposal development**

A 5-day write shop for developing and finalizing the full-blown proposal will be organized after the project consolidation workshop with BTF officials, Bhutan Ecological Society, Sectoral Task Force Members and Local Government Representatives. This write-shop ensures a collaborative, focused, and systematic approach to finalizing the document. This collaborative effort will ensure that the proposal is comprehensive, well-aligned with donor requirements, and addresses all necessary technical, financial, and strategic components.

Moreover, the write shop will also provide an opportunity to refine and integrate feedback, enhance coherence, and ensure the proposal's goals, activities, and expected outcomes are clearly articulated and aligned with the project's objectives. This is further expected to also ensure the final project proposal reflects a shared vision, incorporates innovative ideas, and aligned with local and national priorities. Ultimately, the write shop will facilitate the timely submission of a high-quality proposal that maximizes the prospects for funding and successful project implementation.

A total of \$ 9,294 is estimated for the write shop.

## **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 additional funding required:

### **Activity 9: Enhancing Local Level Decision-Making**

This activity is targeted to empower local actors by enhancing decision-making processes to the lowest appropriate level, ensuring that communities are actively involved in defining, prioritizing, designing, and implementing adaptation actions. The objective is to build local capacity, provide necessary support, and establish/review participatory frameworks that enable informed decision-making at the community level.

The key activities proposed under this broad objective are:

- 1. Capacity Building Workshops on Participatory decision making and project management and adaptation planning = \$27,300 (4 gewogs x 5 days x 15 heads x \$91)**
  - Conduct training sessions for local leaders, community representatives, and local government officials on participatory decision-making, project management, and adaptation planning.
  - Provide tools and resources to enhance local actors' ability to assess risks, identify adaptation needs, and prioritize actions based on community-specific contexts.
  - Enhance financial management and technical capacity to local actors, enabling them to make autonomous decisions on the allocation of adaptation funds and the design of local projects.
  - Review guidelines and frameworks that ensure transparent and accountable use of resources at the local level.
  
- 2. Enhancing Monitoring and Evaluation (M&E) Systems: \$16,380 (4 gewogs x 3 days x 15 heads x \$91)**
  - Establish/Strengthen community-based M&E systems to track progress, assess impacts, and ensure continuous learning and adaptation throughout the project duration.
  - Train local actors in data collection, analysis, and reporting to foster ownership and accountability.
  
- 3. Learning Visits to Successful Adaptation Sites**
  - a. In-Country = \$17,820 = \$12,740 (20 participants x 7 days x \$91) + \$5,080 for logistics**

**In-country** visits to successful adaptation sites within Bhutan will be organised for the LG representatives, community representatives and selected farmers from the targeted project areas, to promote learning within the local context, showcasing approaches that are geographically and culturally relevant. Such learning visits to successful adaptation sites would provide a practical and immersive opportunity for stakeholders and project implementors to observe and understand proven adaptation strategies and innovations in action. These visits would enable participants to gain firsthand insights into best practices, challenges, and lessons learned from implemented projects, fostering knowledge exchange and capacity building.

**b. Ex-Country = \$30,000 (15 participants x 7 days x \$286) including airfare and per diem.**

Additionally **ex-country visits** for the key stakeholders from the Local communities, sectoral task force members along with officials from Bhutan Ecological Society and BTF is proposed to a successful Adaptation Fund supported project in South-East Asia. This visit is aimed to expose project implementors, key stakeholders and local community representatives to diverse perspectives, innovative technologies, and global standards that can be adapted and replicated locally. Such exposure visits would enhance stakeholders' ability to design and implement effective adaptation interventions tailored to their specific environmental, social, and economic contexts.

Overall, these visit would facilitate networking and collaboration, strengthening partnerships with organizations, communities, and experts in the field of climate adaptation in the region. By bridging theory and practice, learning visits are expected to build confidence and inspire actionable local solutions, ultimately contributing to more robust and sustainable climate adaptation outcomes.

These activities will directly contribute to devolving decision-making power to the local level, ensuring that adaptation actions are community-driven and sustainable.

4. Project/Programme Cycle Management Fee charged by the BTF (Implementing Entity) = **\$8,500 (\$100,000 x8.5%)**


Therefore, an additional support of **\$100,000** is requested for these activities under Activity 9.

<b>List of Proposed Project Preparation Activities</b>	<b>Output of the PFG Activities</b>	<b>Amount (US\$)</b>	<b>Budget note</b>
9. Enhancing Local Level Decision-Making	Capacity Building Workshops on Participatory decision making and project management and adaptation planning	\$27,300	(4 gewogs x 5 days x 15 heads x \$91)

	Enhancing Monitoring and Evaluation	\$16,380	(4 gewogs x 3 days x 15 heads x \$91)
	Learning Visits to Successful Adaptation Sites	\$17,820	In-Country = \$12,740 (20 participants x 7 days x \$91) + \$5,080 for logistics
		\$30,000	Ex-Country = (15 participants x 7 days x \$286) including airfare and per diem.
Total Project/Programme Cost		<b>\$91,500</b>	
Project/Programme Cycle Management Fee charged by the Implementing Entity (Maximum of 8.5%)		<b>\$8,500</b>	
Total <b>Additional</b> Project Formulation Grant		<b>\$100,000</b>	

### 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
Bhutan Trust Fund for Environmental Conservation		10/02/2025	Dr. Karma Tshering	+97517162393	<a href="mailto:karma@bhutantrustfund.bt">karma@bhutantrustfund.bt</a>