

MOVING TOWARDS THE FINAL PROJECT DOCUMENT

UNFCCC LDC Expert Group

LDC Workshop on National Adaptation Programmes of Action – Dar Es Salaam, October 18-23, 2009



UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE

Complete Package at submission

- GEF CEO Endorsement template
- Agency Project Document and Annexes
- Letters of co-financing
- Letters of endorsement



GEF Ceo Endorsement document

- Similar to PIF but with higher degree of detail
 - Project framework
 - Sources of funding
 - Project justification, links, and additional cost reasoning
 - Monitoring and evaluation
 - Implementation plans
- If project design has evolved during the preparation phase, indicate changes (useful to have a PPG report annexed)

Common Elements of Agency Project Documents

○ Situation analysis

- Describes the climate change vulnerabilities
- Provides information on overall context
- Describes the overall adaptation solution and possible barriers

○ Descriptions of baseline activities

- Link the project to ongoing initiatives, projects, plans and policies
- Ensure the project fits within the broader development framework and cooperation policies

○ Description of project strategy, approach, activities and key results

○ Results Frameworks

○ Descriptions of project management arrangements

○ Monitoring and evaluation plans

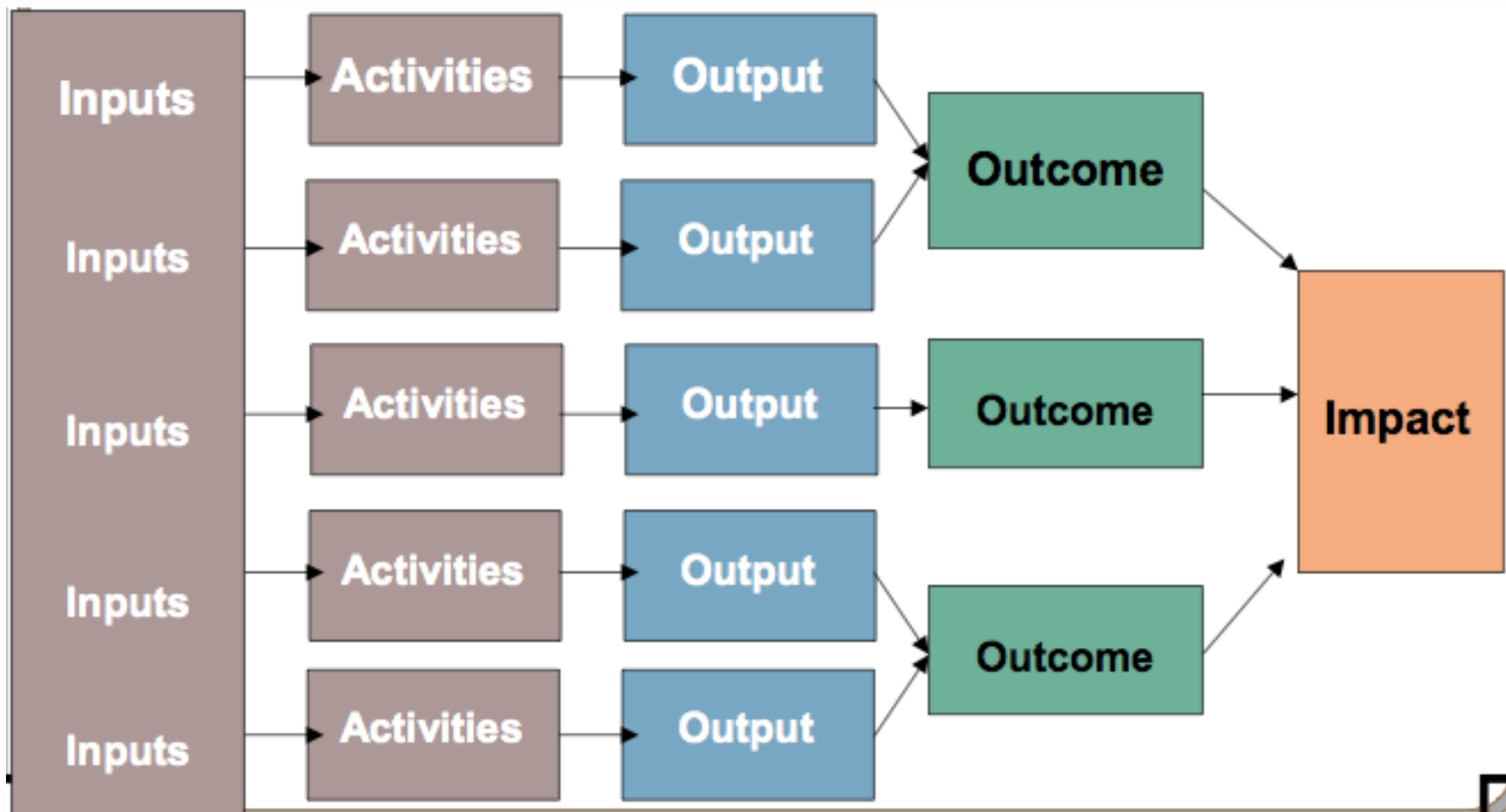
○ Risks analyses



Results Frameworks

- Highlight the logical chain from activities to outcomes
- Include indicators, baseline, targets, means of verification
- Indicators and targets can be required at activity, output or outcome level (or all).
- Often require defining “inputs” or budget expenditure items
- Require assigning responsibilities for execution

Chain of results



Examples

output	outcome	target	activity	Means of verification	inputs

OUTPUT/Outcome:		
Activity		Start Date: End Date:
Purpose	<i>What is the purpose of the activity?</i>	
Description	.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>

Issues in developing the results frameworks

- Defining outputs, outcomes and indicators
- Aligning budget inputs to each activity and expenditure items
- Formulating realistic targets
- Including Monitoring and Evaluation:
 - Agency and GEF requirements
 - Regular monitoring: quarterly, semi-annual or annual reports (including financial)
 - Punctual evaluation: Mid-term and final evaluations

Project Budgets

- Define basic financial assumptions
 - Consultants (national, international)
 - Staff costs (average)
 - Travel costs (internal and international)
 - Labor costs (for physical works)
 - Equipment costs (acquisitions and rentals)
- Factor in management costs
 - Usually not more than 10% of the total project budget
- Value baseline activities
 - Personnel costs
 - Management
 - Ongoing programmes and projects

Project Budgets

- Distribute project costs between LDCF and co-financing
 - Different funding sources will have varied requirements
- Agency fees
 - 10% of project budget
 - If working with multiple agencies, an agreement on fee distribution is usually necessary