



# Readiness and Preparatory Support Interim Progress Report

Grant Agreement Number (TJK-RS-002)

Committee of Environmental Protection/UNDP

**Sections in this report:**

- Section 1: General Information
- Section 2: Reporting on Country Readiness Logical Framework
- Section 3: Actual Implementation Timetable
- Section 4: Budget Reporting
- Section 5: Procurement Plan for the Next Reporting Period
- Section 6: Challenges, Lessons Learned, and Way Forward
- Annex: Subsequent Disbursement Request Form

For more information, please refer to the GCF Readiness and Preparatory Support (RPS) Handbook available [online](#) or contact the Interim Progress Report by [opm@gcfund.org](mailto:opm@gcfund.org)

This report should be prepared and signed by Delivery Partner and/or Designated Authority/Name.

<p><b>Name and Title (DP):</b> Dr. Pratibha Mehta, UNDP Tajikistan <b>Position:</b> Resident Representative</p>	<p><b>Signature:</b> <i>Pratibha</i></p>	<p><b>Date:</b> 10-Aug-2021</p>
<p><b>Name and Title (NDA):</b> Mr. Bakhodur Sheralizoda, <b>Position:</b> Chairman of the Committee of Environmental Protection under the Government of the Republic of Tajikistan</p>	<p><b>Signature:</b> <i>[Signature]</i></p>	<p><b>Date:</b></p>

FOR GREEN CLIMATE FUND'S SECRETARIAT USE ONLY		
<p>Received by:</p>	<p>Signature</p>	<p>Date (DD-MM-YYYY)</p>





### EXECUTIVE SUMMARY

The "Enabling an Effective Adaptation Planning Process (NAP) for Tajikistan" project was approved by the GCF in May 2020. However, the project started only on 16 October 2020, following the conclusion of the second restated and amended framework agreement between GCF and UNDP (on 17 August 2020) and the receipt of the first tranche of disbursement (on 16 October).

The local project appraisal committee (LPAC) meeting took place on 30 October 2020 (signed Meeting minutes communicated with regional team/RTA).

Noting the adverse impact of the COVID-19 pandemic (and associated restrictions) that halted project initiation phase due to "suspension of all gatherings" (including consultations, meetings, etc.) and shifted Government priorities/focus at national and regional levels on COVID-19 response and recovery efforts, the project managed to record some achievements including:

- Recruitment of the project team initiated and completed for the Admin/Finance Assistant. The recruitment process for the project manager is currently underway.
- Project Document translated from English into Russian and communicated to NDA (through an official MFA Note Verbale)
- An official signing ceremony held on 14 July 2021 in the CEP premises and attended by UNDP and NDA leadership (Dr. Mehta and Mr. Sheralizoda).  
<https://www.tj.undp.org/content/tajikistan/en/home/presscenter/pressreleases/2021/07/ndp-launches--2-7-million-project-to-boost-climate-change-resili.html>

### SECTION 1: GENERAL INFORMATION

This section provides information on completing the General Information of the Readiness Support Interim Progress Report template.

1. Country	Republic of Tajikistan
2. Grant agreement number	TJK-RS-002
3. Implementing Entity	UNDP
4. Date of grant agreement signed	27/05/20
5. Grant effectiveness date	17/08/20
6. Date of 1st disbursement received from GCF	16/09/21
7. Tranche number of the committed funding during the reporting period	First tranche of disbursement
8. Reporting period	From: 01/01/21 To: 30/06/21
9. Total approved grant amount	USD 2,979,428
10. Total grant amount received from GCF during the reporting period	USD 541,427.59
11. Total grant amount expended during the reporting period	USD -
12. Documents provided (Please tick the relevant boxes)	<input checked="" type="checkbox"/> Interim Progress Report <input type="checkbox"/> Procurement Plan <input type="checkbox"/> Subsequent Disbursement Request <input checked="" type="checkbox"/> Financial Report <input type="checkbox"/> Audited Financial Report



**SECTION 2: REPORTING ON COUNTRY READINESS LOGICAL FRAMEWORK**

This section requires an update on progress in implementing the planned Readiness activities. Any draft to the expected output should be submitted with progress report.

Progress is reported for the period (should be consistent with section 1.8) From: 1/1/2021 To: 6/30/2021

Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
1.1 Committee on Environmental Protection strengthened as lead agency and coordinating body for climate change adaptation	No horizontal or vertical institutional structure or procedures exist for climate change adaptation planning and implementation	1.1.1. Clarify and formalize institutional structure and arrangements for climate change adaptation policy and implementation 1.1.2. Establish Horizontal/Vertical coordination framework 1.1.3. Establish Monitoring and Evaluation system for implementing strategic priorities 1.1.4. Establish and implement stakeholder participation and inclusiveness guidelines 1.1.5. Integrate climate change adaptation into national development planning processes 1.1.6. Strengthen disaster risk reduction-climate change adaptation coordination 1.1.7. Develop and implement awareness raising campaign. Deliverable/s: <ul style="list-style-type: none"> <li>• Institutional review report (1.1.1; by Qtr2 YR1)</li> <li>• National workshop to validate institutional arrangements; 30 participants (1.1.1; by Qtr3 YR1)</li> <li>• National platform established (1.1.2; by Qtr4 YR1)</li> <li>• Quarterly national platform meetings for 25 participants, 10 meetings total (1.1.2; by Qtr4 YR3)</li> <li>• M&amp;E framework and manual (1.1.3; by Qtr4 YR1)</li> </ul>	N/A	To be determined in collaboration with the NDA	-Project Document translated from English into Russian and shared with NDA (through official Note Verbale) - Project Document officially signed by NDA and UNDP - Project team partially recruited (PM recruitment will be finalized in Q2)	N/A	N/A	All deliverables under this output will commence in Q2 of 2021. Institutional Review Report and Stakeholder Inclusiveness Guidelines are expected to be completed for the next reporting period.



<b>Outcome 1: Governance, Coordination, and Institutional Arrangements for climate change adaptation Planning and Implementation Strengthened</b>						
<b>Outcome narrative:</b> Despite the delays experienced, the project has set up the necessary systems, including the recruitment of the project management team, to ensure implementation of all activities are accelerated from mid-July 2021. Progress towards all deliverables under this outcome will commence in July and Institutional Review Report, Stakeholder Inclusiveness guidelines, Standards for CC data and information are expected to be completed by the next reporting period. Work on M&E methodology will also commence in the next quarter.						
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation
					Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
1.2 Statistics Agency develops and implements climate change indicators and reporting methodology for climate change adaptation planning and implementation	No MRV system for climate change adaptation planning and implementation exists	<ul style="list-style-type: none"> <li>Annual monitoring and evaluation progress workshops for 25 participants, 3 workshops total (1.1.3; by Qtr4; YR3)</li> <li>Stakeholder inclusiveness workshop; 30 participants, 1 workshop (1.1.4; by Qtr4 YR1)</li> <li>Stakeholder inclusiveness guidelines (1.1.4; by Qtr2 YR1)</li> </ul> 1.2.1. Develop Indicators, methodology (means), and reporting for climate change adaptation 1.2.2. Facilitate Interministerial coordination for monitoring and reporting 1.2.3. Develop Sector-appropriate M&E and analysis products 1.2.4. Implement Periodic updating of climate change process and adaptation indicators 1.2.5. Develop and disseminate end-user guidance and sensitization materials on climate change adaptation statistics and indicators Deliverable/s: <ul style="list-style-type: none"> <li>M&amp;E methodology manual (1.2.1; by Qtr2 YR2)</li> <li>Coordination meetings for Statistics Agency and Priority Sector agencies; 5 meetings 25 participants each (1.2.2; by Qtr3 YR3)</li> <li>Statistical analysis and interpretive products (1.2.3; throughout life of project)</li> <li>Quarterly bulletins (1.2.4; throughout life of project)</li> <li>Quarterly workshops for sensitization and awareness</li> </ul>	N/A	To be determined in collaboration with the NDA	N/A	N/A
						All activities, except work on M&E methodology manual will commence in Q2 of 2021. M&E methodology work will be informed by the results of several other activities and will commence after the next reporting period.



Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
1.3 Climate Change Center knowledge management capabilities strengthened	Climate Change Center has limited capacity and underdeveloped procedures to serve as knowledge management institution for climate change adaptation and planning in Tajikistan	<p>raising on CCA statistics; 25 persons each 6 workshops (1.2.5; by Qtr4 YR3)</p> <p>1.3.1. Develop Standards and procedures for climate change data and information</p> <p>1.3.2. Establish climate change adaptation research program.</p> <p>1.3.3. Establish Capacity development program at CCC.</p> <p>1.3.4. Develop Planning tools for climate change adaptation.</p> <p>1.3.5. Establish CCC helpdesk and technical outreach program.</p> <p>Deliverable/s:</p> <ul style="list-style-type: none"> <li>Data and information procedures manual (1.3.1; by Qtr4 YR1)</li> <li>Quarterly 1-day coordination workshops with CCC and research/academic institutions 10 workshops (1.3.2; by Qtr4 YR3)</li> <li>Capacity Development strategy (1.3.3; by Qtr4 YR1)</li> <li>Quarterly 2-day capacity building workshops for CCC 10 workshops (1.3.3; Qtr4 YR1)</li> <li>Planning tools (1.3.4; throughout life of project)</li> <li>Help desk and technical outreach program guidelines (1.3.1; by Qtr4 YR2)</li> <li>Semi-annual 1-day technical outreach workshops x 4 (1 for each of 4 priority sectors), 25 participants each 16 workshops (1.3.5; by Q4 YR3)</li> </ul>	N/A	To be determined in collaboration with the NDA	N/A	N/A	N/A	Work on all activities are expected to commence in the next semester.





Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
2.2 Priority sector vulnerabilities and adaptation options identified	Priority sector agencies lack procedures and capacities for conducting vulnerability assessments or for prioritizing adaptation measures.	<ul style="list-style-type: none"> <li>processes, 25 persons each (2.1.3; by Qtr3 YR2)</li> <li>Priority sector outreach materials (2.1.6; throughout YR3)</li> </ul> <p>2.2.1. Conduct baseline analysis in priority sectors                      2.2.2. Priority sector agencies develop future scenarios                      2.2.3. Priority sectors assess vulnerabilities                      2.2.4. Sector agencies generate and prioritize adaptation options                      2.2.5. Sector agencies compile project pipeline                      2.2.6. Sector agencies compile and publish sector adaptation plans</p> <p>Deliverable/s:</p> <ul style="list-style-type: none"> <li>Priority sector baseline reports (x4), Sectoral stocktaking manual for priority sectors (x4), Pre/Post-sub-outcome assessment instrument (2.2.1; by Qtr2 YR2)</li> <li>Priority sector vulnerability assessments, Sectoral prioritization procedures manual for priority sectors (x4) (x4) (2.2.3; by Qtr4 YR2)</li> <li>2-day workshops (x4, 1 for each priority sector) to discussing priority adaptation options and vulnerability assessment results, 30 people each (2.2.3; by Qtr1 YR3)</li> <li>2-day workshops (x8; 2 for each priority sector) to compile priority sector project pipelines, 20-30 people each, Handbook/manual for compiling sectoral project pipeline (x4) (2.2.4. by Qtr2 YR3)</li> </ul>	N/A	To be determined in collaboration with the NDA	N/A	N/A	N/A	N/A

**Outcome 2: Priority sector adaptation plans developed, capacities strengthened and a Long-Term Capacity Development Program Established**

**Outcome narrative:** All activities under this outcome are expected to commence in the second year of implementation, thus after the next reporting period. In the next two quarters, some work on tertiary education program in collaboration with University of Central Asia (UCA) will have commenced, including preliminary consultations and formation of the implementation team at UCA.



<b>Outcome 2: Priority sector adaptation plans developed, capacities strengthened and a Long-Term Capacity Development Program Established</b>								
<b>Outcome narrative:</b> All activities under this outcome are expected to commence in the second year of implementation, thus after the next reporting period. In the next two quarters, some work on tertiary education program in collaboration with University of Central Asia (UCA) will have commenced, including preliminary consultations and formation of the implementation team at UCA.								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
2.3 Priority sector capacities for climate change adaptation and implementation strengthened		<ul style="list-style-type: none"> <li>1-day validation workshop (x4 1 for each of the priority sector agencies) to validate priority sector adaptation plans, Post-sub-outcome assessment analysis (2.2.5; by Qtr4 YR3)</li> <li>Priority sector adaptation plans (x4) (2.2.6; by Qtr4 YR3)</li> </ul>						
	No tertiary education program focusing on climate change exists in Tajikistan; no permanent capacity building and/or professional development opportunities exist for climate change.	2.3.1. Training infrastructure established 2.3.2. Basic training program on climate change developed and implemented 2.3.3. Advanced training program on utilizing climate change data and information in sector planning developed and implemented 2.3.4. Advanced training on assessing vulnerabilities developed and implemented 2.3.5. Advanced training program on climate change adaptation project preparation and finance developed and implemented 2.3.6. Climate change adaptation-DRR/DRM synergies identified and exploited Deliverable/s: <ul style="list-style-type: none"> <li>1-day stakeholder consultation workshop (x2) to provide input for the design of the capacity building infrastructure at the university, 25 people (2.3.1; by Qtr1 YR2)</li> <li>MoU between CEP and UCA signed (2.3.1; by Qtr3 YR1)</li> <li>Formation of implementation team at UCA (2.3.1; by Qtr3 YR1)</li> </ul>	N/A	To be determined in collaboration with the NDA	N/A	N/A	N/A	N/A





<b>Outcome 2: Priority sector adaptation plans developed, capacities strengthened and a Long-Term Capacity Development Program Established</b>								
<b>Outcome narrative:</b> All activities under this outcome are expected to commence in the second year of implementation, thus after the next reporting period. In the next two quarters, some work on tertiary education program in collaboration with University of Central Asia (UCA) will have commenced, including preliminary consultations and formation of the implementation team at UCA.								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
		<ul style="list-style-type: none"> <li>by Qtr4 YR1)</li> <li>Formalized procedures for review and evaluation or course materials for UCA (2.3.1; by Qtr2 YR2</li> <li>Eligibility guidelines and application procedures for professional development program (2.3.1; by Qtr4 YR3)</li> <li>Awareness raising materials (brochures and posters) for professional development program at UCA (2.3.1; by Qtr4 YR3)</li> <li>Capacity development short course curricula (x5) (2.3.2, by Qtr1 YR3)</li> <li>5-day trainings (x5) for capacity development curricula 50 people, (2.3.2; by Qtr1 YR2)</li> <li>Post-graduate climate change adaptation program (2.3.3; by Qtr4 YR3)</li> <li>E-learning modules (2.3.5 by Qtr4 YR3)</li> </ul>						

<b>Outcome 3: Support Implementation of National Adaptation Plan process outputs</b>								
<b>Outcome narrative:</b> Activities under this outcome are expected to commence in year 2 of the project's implementation, thus after the next reporting period. For the next reporting period, work on knowledge products and awareness raising tools are expected to commence.								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
3.1 Establish and	No finance coordination	3.1.1 Establish and convene NAP finance working committee	N/A	To be determined in	N/A	N/A	N/A	N/A





Outcome 3: Support Implementation of National Adaptation Plan process outputs								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
3.2 Subnational capacities for climate change adaptation mainstreaming, planning, and project implementation enhanced		vulnerabilities, 20 people each (3.2.2; by Qtr4 YR3)						
		3.2.1 Develop knowledge products, awareness-raising materials, and relevant tools for subnational authorities						
	Provincial, district and subdistrict administration officials, CEP staff, COLUGC staff, and Ministry of Agriculture	3.2.2 Develop and pilot subnational guidelines for identifying and assessing climate-related risks						
	have low understanding of climate change processes and guidance and no scale-appropriate guidance on mainstreaming.	3.2.3 Develop and pilot guidelines for incorporating climate change adaptation into subnational planning and budgeting						
	Ministry of Agriculture staff have low understanding of climate change processes and guidance and no scale-appropriate guidance on mainstreaming.	3.2.4 Develop guidance tools for incorporating climate change adaptation into subnational disaster preparedness and response activities	N/A	To be determined in collaboration with the NDA	N/A	N/A	N/A	Work on knowledge products and awareness raising tools are expected to commence in the next reporting period.
3.3 Private sector engaged in	Private sector unaware of climate change	3.3.1. Establish private sector engagement mechanism 3.3.2. Develop outreach products and tools to support private sector adaptation	N/A	To be determined in collaboration	N/A	N/A	N/A	N/A



<b>Outcome 3: Support Implementation of National Adaptation Plan process outputs</b>								
<b>Outcome narrative:</b> Activities under this outcome are expected to commence in year 2 of the project's implementation, thus after the next reporting period. For the next reporting period, work on knowledge products and awareness raising tools are expected to commence.								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
<i>climate change adaptation activities at national and sectoral levels</i>	physical processes, impacts, and the need for adaptation or appropriate adaptation actions	3.3.3. Develop and implement outreach program for local financial institutions and insurance companies Deliverable/s: <ul style="list-style-type: none"> <li>Private sector baseline analysis (3.3.1; by Qtr2 YR2)</li> <li>2-day national workshop to support the formulation of a private sector baseline and strategy, 50 people, (3.3.1; Qtr2 YR2)</li> <li>Private sector outreach mechanism established (3.3.2; by Qtr4 YR2)</li> <li>Quarterly 1-day (x8) roundtable meetings for the private sector outreach mechanism, 20 people each (3.3.2; by Qtr1 YR2)</li> <li>Private sector outreach products and tools (3.3.2; by Qtr4 YR3)</li> <li>Outreach Program guideline manual developed (3.3.3; by Qtr4 YR3)</li> </ul>		with the NDA				















**SECTION 4: BUDGET & EXPENDITURE REPORTING**  
This section requires the applicant to report on the proposed budget. Please complete this section using the Readiness Budget Expenditure & Resource Report template (MS Excel)

**SECTION 5: PROCUREMENT PLAN FOR THE NEXT IMPLEMENTATION PERIOD**  
List the items planned to be procured during the next implementation period (including consultants) and explain what procedures will be used for these procurements (e.g. direct procurement, open tender, other). Double-click the table below to edit the spreadsheet.

Item to procure	Unit Number or Work month/day	Lump sum or Unit rate	Total Budget		Procurement procedures used
			i	ii = (i x ii)	
Equipment and furniture (Desks, chairs, shelving, other office materials)	-	8,850		8,850	Direct procurement
Rent for Office Space	-	7,200		7,200	Direct procurement
M&E Specialist (NC1)	40	80		3,200	Open tender
Gender and Inclusion Specialist (NC2)	30	100		2,000	Open tender
Policy Specialist (NC3)	40	100		4,000	Open tender

<sup>1</sup> As per signed agreement 10,000

<sup>2</sup> Please provide details information of commitment and accrual including vendor/payee name, amount and payment due date.

<sup>3</sup> Please provide justification for variance, excess of 10% of the amount originally allocated for a Category shall only be done with the Fund's prior written approval.



**Readiness and Preparatory Support**  
Interim Progress Report Template

Page 19 of 29

Support Policy Working Group (NC5)	10	200	2,000	Open tender
Support Policy Working Group (NC6)	10	200	2,000	Open tender
Support Policy Working Group (NC7)	10	200	2,000	Open tender
Support Policy Working Group (NC8)	10	200	2,000	Open tender
Support Policy Working Group (NC9)	10	200	2,000	Open tender
Support Policy Working Group (NC10)	10	200	2,000	Open tender
Support Policy Working Group (NC11)	10	200	2,000	Open tender
Support Policy Working Group (NC12)	10	200	2,000	Open tender
Support Policy Working Group (NC13)	10	200	2,000	Open tender
Support Specialist (NC17)	60	100	6,000	Open tender
Institutional Review Consultant (IC1)	15	600	9,000	Open tender
IC1 International Trip	1	1,300	1,300	Open tender
IC1 DSA	5	950	950	Open tender



GREEN  
CLIMATE  
FUND

Readiness and Preparatory Support  
Interim Progress Report Template

Page 20 of 29

M&E Consultant (IC2)	15	600	9,000	Open tender
IC2 International Trip	1	1,300	1,300	Open tender
IC2 DSA	5	950	950	Open tender
Gender Specialist (IC3)	15	600	9,000	Open tender
IC3 International Trip	1	1,300	1,300	Open tender
IC3 DSA	5	950	950	Open tender
Inclusiveness Specialist (IC4)	15	600	9,000	Open tender
IC4 International Trip	1	1,300	1,300	Open tender
IC4 DSA	5	950	950	Open tender
Data Specialist (IC9)	25	600	15,000	Open tender
IC9 International Trip	1	1,300	1,300	Open tender
IC9 DSA	5	950	950	Open tender
Research Team Advisor (IC10)	15	600	9,000	Open tender
IC10 International Trip	1	1,300	1,300	Open tender
IC10 DSA	5	950	950	Open tender
Capacity Assessment Consultant (IC11)	20	600	12,000	Open tender
IC11 International Trip	1	1,300	1,300	Open tender
IC11 DSA	5	950	950	Open tender



TWC1: National 2-day workshop for 30 participants for review of institutional structure and arrangements. The costs include local travel within the country. (TWC1)	1	5,000	5,000	Direct procurement, at actual cost
Meeting of coordination platform working group (TWC2)	1	1,500	1,500	Direct procurement, at actual cost
Annual workshop for monitoring and evaluation (TWC3)	1	1,500	1,500	Direct procurement, at actual cost
Semiannual workshop of inclusiveness and gender working group (TWC4)	1	1,500	1,500	Direct procurement, at actual cost
Semi-annual coordination workshops to support coordination between Statistics Agency and priority sector agencies (TWC8)	1	1,500	1,500	Direct procurement, at actual cost
1-day coordination workshop with Climate Change Centre and research/academic institutions (TWC10)	1	1,500	1,500	Direct procurement, at actual cost
2-day capacity assessment workshop with Climate Change Centre (TWC11)	1	3,000	3,000	Direct procurement, at actual cost
Consulting Services – Companies, on development and implementation of awareness raising campaign	1 (annually)	35,000	35,000	Open tender, Lump-Sum, all inclusive
Service Contracts – Individuals	6 months	1,300	7,800	Competitive bidding



GREEN  
CLIMATE  
FUND

**Readiness and Preparatory Support**  
Interim Progress Report Template

Project Manager					
Service Contracts – Individuals	6 months	1,300	7,800	Competitive bidding	
Project Officer/Coordinator					
Service Contracts – Individuals	6 months	1,300	7,800	Competitive bidding	
Project Assistant					
Service Contracts – Individuals	6 months	1,300	7,800	Competitive bidding	
Admin/Finance Assistant					
Information Technology Equipment	-	4,000	4,000	Direct Procurement	
Staff Costs	-	4,500	4,500	Per timesheet	
Publishing costs for M&E manual	-	3,000	3,000	Direct Procurement	
Miscellaneous / Contingency Budget	-	15,000	15,000	Direct Procurement	
Services to projects	-	4,000	4,000	Per UNDP's Universal Price List	
Audit (Consulting Services – Companies)	-	2,000	2,000	Open tender	



## SECTION 6: CHALLENGES, LESSONS LEARNED AND WAY FORWARD

Please describe what were the challenges encountered during the current reporting period, what were the solutions to mitigate them, and what were the key lessons learned and what will the project do to undertake course corrections during the next reporting period.

Noting the adverse impact of the COVID-19 pandemic, the CO assisted the project with access to internet, DocuSign application has been adopted for use, locally developed online Finance Tool has been introduced for payment processes to ensure timely commitment/delivery of funds. In addition, Guidance Note on monitoring during COVID-19 outbreak has been developed. All project meetings were held utilizing hybrid modality (zoom, teams and in-person as appropriate). Senior Management participation was ensured as deemed. In Q2, following an official signing of the Project Document on 14 July 2021, the CO will introduce stringent work planning processes (including the above mentioned) to ensure no delays occur during the next reporting period. .



FOR GREEN CLIMATE FUND'S SECRETARIAT USE ONLY		
Comments		
<b>Reviewed by:</b> <i>Name and Title (Reviewer):</i> <i>Position:</i>	<b>Signature:</b>	<b>Date:</b> <b>(DD-MM-YYYY)</b>
<b>Final assessment by:</b> (Satisfactory to GCF) <i>Name and Title (Reviewer):</i> <i>Position:</i>	<b>Signature:</b>	<b>Date:</b> <b>(DD-MM-YYYY)</b>





## Annex. Subsequent Disbursement Request Form

Please fill the below form to request for the subsequent disbursement when the interim progress report along with unaudited financial statement/financial audit report/certified financial statements as applicable in accordance with Grant Agreement has been submitted to GCF (please note that the disbursement request can be processed only after these conditions are met).

SUBSEQUENT DISBURSEMENT REQUEST	
1. Total amount approved for the project	Choose an item. Example: USD 300,000
2. Disbursement from GCF made to date/Percentage of Total Grant (%)	Choose an item. Example: USD 120,000 /40 % (refer to Grant Agreement)
3. Total expenditure to date	Choose an item. Example: USD 118,000
4. Expenditure rate as of the Interim Progress Report submission date (%)	<i>Please divide the received amount (2) by the executed amount (3). Example: 70%</i>
5. Total amount of the subsequent disbursement to request/Percentage of Total Grant (%)	Choose an item. Example: USD 130,000/43 % (refer to Grant Agreement)
6. Name of Beneficiary Bank and located country	
7. Account number	
8. Bank address	
9. SWIFT (BIC)	
10. IBAN Code	
11. Date of the disbursement request	Click or tap to enter a date.

<b>Name and Title*: Position:</b>	<b>Signature:</b>	<b>Date:</b>
---------------------------------------	-------------------	--------------

*\*The signatory of grant agreement (either NDA or Delivery Partner) or any authorised person who is certified in the letter of authorisation submitted to the Fund can sign here. When this is not plausible, please kindly consult with the Fund ([opm@gcfund.org](mailto:opm@gcfund.org)) prior to the submission of the disbursement request.*



**SPECIAL ADDENDUM: COVID-19 RELATED IMPACTS<sup>4</sup>**

*This section provides information on temporary measures to support project implementation through the extension period. Please be advised that the measures do not constitute a permanent change in policy. If you have any questions, please feel free to send an inquiry to [opm@gcfund.org](mailto:opm@gcfund.org).*

GCF has granted up to six-months extension of the grant term/anticipated duration of readiness activities for specific grants that had been approved by the GCF prior to the pandemic having arisen and which expire after 1 March 2020 and are effective prior to 8 April 2020. GCF has granted additional flexibilities with guidelines as outlined below.

**No-Cost Extension**

- i. All grants will be automatically extended by six months. However, please be informed that the willingness on the part of the GCF to provide this six-month extension on the basis of the COVID-19 pandemic is not intended to prevent RPSP activities from being delivered under the pre-pandemic existing contractual timelines. Delivery partners and National Designated Authorities/Focal Points (NDA/FP) can complete the grant implementation sooner than the full no-cost extension period. Therefore, the GCF expects that delivery partners will fully coordinate with NDA/FPs in relation to the application of the said extension as a result of the COVID-19 pandemic.
- ii. Delivery partners should include a revised workplan for the new period in the next reporting cycle.
- iii. Grants requiring an extension longer than the six-months must submit well justified requests in line with standard practices and procedures for the GCF's consideration and approval.
- iv. The originally agreed grant sum required to complete the activities under the respective legal agreements remains unchanged for grants accepting the no-cost extension.

**Project management costs:** The project management costs (PMC) cap has been increased from 7.5 percent to 12.5 percent of the total activity budget approved. Partners can tap into the approved contingency fund to meet these additional costs up to the 12.5% cap. If the delivery partner increases the PMC, then the delivery partner is required to provide detailed documentation and justification supporting the increase in PMC and clearly outlining how the additional costs are related to the COVID-19 pandemic. This justification should be included in the interim progress report or completion reports due for submission as detailed in the grant agreement.

**Contingency budget:** The approved contingency amount included in the budgets for these activities may be used to cover unforeseen costs relating the COVID-19 pandemic without prior approval from GCF. The contingency budget may be used for project management costs (PMC). The said contingency expenses will need to be justified and included in the detailed reports that are required to be submitted by the delivery partner/recipient under the respective legal agreement between the delivery partner/recipient and the GCF.

**Budget Re-allocation:** The reallocation of approved budget among the budget line items can be made from one budget category to another up to 25 percent variation across the categories. The receiver and giver budget category can only take or give without prior fund approval up to 25 percent based on the previously approved budget. Budget can also be reallocated from outputs without changing the project scope to PMC if the contingency budget is insufficient to meet the increases in PMC. The delivery partner is required to provide detailed documentation and justification supporting the budget reallocation in the submitted reports in line with the grant agreement.

<sup>4</sup> Not applicable.



GREEN  
CLIMATE  
FUND

Types of Measures	Output No.	Activity No.	Implementation and Deliverables Schedule			Budgetary Implications
			Impact on delivery modality	Deliverable	Original Date	
Choose an item.						
Choose an item.						
Choose an item.						
Choose an item.						
Choose an item.						
<b>In-country Status</b> (Please provide an update of the status of the country due to COVID-19 pandemic.)						
<b>Justification for Requests and Implications</b> (Please provide details of the changes to support utilization of temporary measures.)						
<b>Mitigation Measures</b> (Please provide details of how risks will be mitigated)						





FOR GREEN CLIMATE FUND'S SECRETARIAT USE ONLY		
Comments		
<b>Reviewed by:</b> Name and Title: Position:	<b>Signature:</b>	<b>Date:</b> (DD-MM-YYYY)
<b>Certified by:</b> Name and Title: Position:	<b>Signature:</b>	<b>Date:</b> (DD-MM-YYYY)
<b>Approved by:</b> Name and Title: Position:	<b>Signature:</b>	<b>Date:</b> (DD-MM-YYYY)

FOR GREEN CLIMATE FUND'S SECRETARIAT USE ONLY		
Comments		
<b>Reviewed by:</b> Name and Title (Reviewer): Position:	<b>Signature:</b>	<b>Date:</b> (DD-MM-YYYY)
<b>Final assessment by:</b> (Satisfactory to GCF) Name and Title (Reviewer): Position:	<b>Signature:</b>	<b>Date:</b> (DD-MM-YYYY)