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# Monitoring and Reporting of GCF Readiness and Preparatory Support Programme

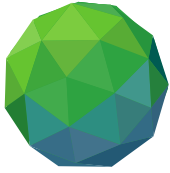
Prepared for LDC Structured Dialogue  
Addis Ababa, 22 Nov 2018

Office of Portfolio Management (OPM), Green Climate Fund



# Content

- Readiness Implementation and the role of OPM
- Post-1<sup>st</sup> Disbursement Process (analysis of processing time)
- Operational instructions
- Way Forward



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# Readiness Implementation & OPM

## Evaluation & Learning

Evaluate projects for impacts & lessons learned through:

- Mid-term and final evaluations
- Portfolio Performance report (PPR)
- Readiness Knowledge Bank

## Request

Provide comments on submitted proposals:

- Logical framework
- Implementation timetable and reporting periods
- M&E methodologies

## Monitoring & Report Review

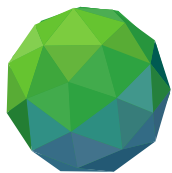
Review periodic status reports focusing on outputs, delays and expenditures:

- Interim Progress Reports (IPRs), Completion Reports (CRs) from Readiness and PPF activities
- Monitoring of implementation issues (e.g. extension, cancellation, change of activities/budget plan)
- Subsequent disbursement
- Project data management and analytics

## Approval & 1<sup>st</sup> Disbursement

Handed over with the approved proposals and legal agreements from DCP

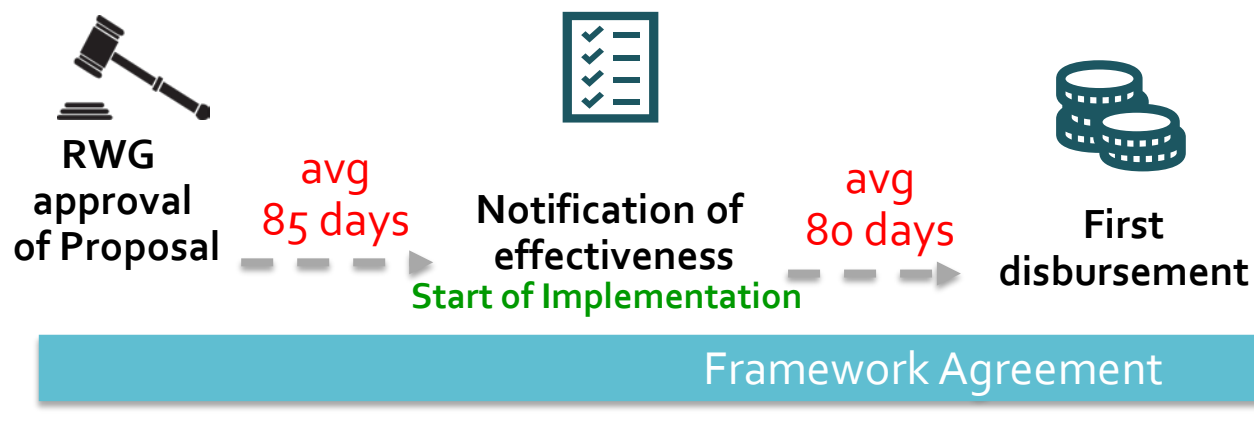
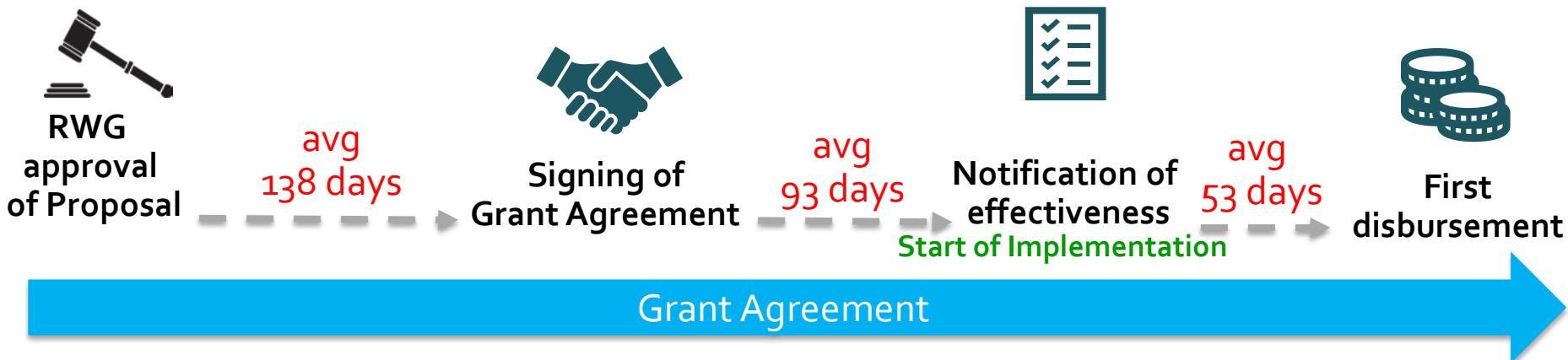




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# Post-Approval Process

Until 1<sup>st</sup> disbursement



Note: as of 16 Nov 2018, readiness grants of LDCs only

# Post-1<sup>st</sup> Disbursement

Post-1<sup>st</sup> disbursement: grants handed over to OPM



Progress  
Reports



Subsequent  
Disbursements



Project  
Completion



Completion  
Report



Project  
Closure

Monitoring and Reporting

Several factors that cause delays in the disbursement processing include:

- **Expiration of grant term** at the time of disbursement request
- **Delays in submission of supporting documents** (e.g. letters, revised budget plan, notification on any changes at the project implementing entity level)
- **Delays in providing feedback** to the Secretariat's review comments



Time lapse analysis for Extension  
& Delays in Reporting

# Post-1<sup>st</sup> Disbursement

Post-1<sup>st</sup> disbursement: grants handed over to OPM



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Monitoring and Reporting

**Good practice in the project schedule management:**

- If all the activities have not been completed **on the project completion date**, **notify the Secretariat by e-mail**.
- Consider of requesting for no-cost extension in advance, minimum **60 days** before the grant expiration date.
- When the Secretariat sends you a notice of reporting due or expiration, provide status updates.



Analysis of Implementation Status

# Post-1<sup>st</sup> Disbursement

Post-1<sup>st</sup> disbursement: grants handed over to OPM



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Monitoring and Reporting

## Completion and Closing of Grants in practice:

- Review of audit report covering the entire implementation period
- Either final disbursement or refund of unused grants
- Submission of all the deliverables as per the proposal
- Submission of bank confirmation of receipt/transfer of refund amount

# Operational Instructions

## *Amendment/Termination of Grant Agreement*

### No-Cost Extension

- a. A formal letter to request no-cost extension from **both DP & NDA**
  - ✓ Justification for extension (reasons for delays clearly explained)
  - ✓ Number of months required to complete the remaining activities
- b. Revised budget/procurement plan (if applicable)
- c. Interim progress report and disbursement request (if ready)

**Note: Extension request template is available. Upon the approval of extension, disbursement can be made.**

### Cancellation

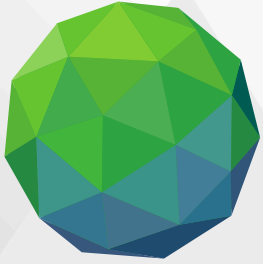
- a. A formal letter to request cancellation
  - ✓ Justification for cancellation (reasons clearly explained)
  - ✓ Progress report and deliverables
  - ✓ Expenditure report
- b. Audited financial statement
- c. Any other documents requested by the Secretariat





# Way Forward

- ✓ Ensure the timely delivery of the implementation plan upon receipt of the notification of effectiveness (NOE) by communicating the below to the GCF:
  - Delays in 1<sup>st</sup> disbursement
  - Delays in procurement
  - Any foreseen NDA related changes (e.g. government reform)
- ✓ Any heads-ups in response to the GCF notice mails are strongly encouraged
- ✓ Please copy [opm@gcfund.org](mailto:opm@gcfund.org) in mails related to the post-disbursement implementation matters



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**Thank you!**