

List of Questions and Answers

Webinar Training on GCF Readiness grant reporting in the Portfolio Performance Management System (PPMS)

2 May 2023

The Q&A below corresponds to the focuses of the webinar on 2 May:

- Readiness Result Management Framework (RRMF) with the grant output-level Indicator Reference Sheet (IRS);
- How the logical framework of the Readiness proposals approved prior to the RRMF is retrofitted against the IRS; and
- How to report against the retrofitted outputs and indicators as well as how to request disbursement and technical support in the PPMS for Readiness.

No.	Question	Answers
Live questions		
1	How can a DP submit the Progress Report in PPMS? Is there a special link?	For DPs to submit a report in PPMS, the report request should be sent by the PM. If you don't see any reports to submit under the Reports tab of your grant, contact your PM focal point. Please refer to the PPMS tutorial video playlist where you can find the tutorial on the report submission (title: how to manage readiness reports).
2	The mapping for our grant showed two indicators that are similar (almost duplicating) as this deliverable was related to the Improved System. Output 1.2.2: Direct Access Applicants supported with training, capacity development, or improved systems to close gaps Indicator 1.2.2.1: Number of nominated Direct Access Entity supported with training, capacity development, or improved systems to close gaps for accreditation Output 1.3.3: Strengthened Information sharing Indicator 1.3.3.1: Has an information sharing mechanism been established to provide access and flow of information among climate change stakeholders?	Please review the original intents of the grant, then decide which of the two outputs and corresponding indicators are the most relevant. However, the output 1.2.2 focus on capacity building for Direct Access Applicants (training and improved systems...), while the output 1.3.3 focuses on strengthening information sharing mechanisms. If the project intends to be an information sharing mechanism among different stakeholders (but not the sharing mechanism for knowledge products), then the output 1.3.3 should be selected. However, if the grant intends to develop and/or strengthen the capacity of the direct access applicants to use the systems (for example, monitoring systems, reporting system., etc.), then the output 1.2.2 should be the most relevant one.

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3	Would you say that the attachments to be included in the Reports should be more or less aligned to the MoVs?	MoV stands for Means of Verification, which asks for where or how to find the required data for the indicator. For example, if the indicator is about the policies developed, its MoV should be NDA's online library/website (location). Or if the training is about capacity of stakeholder trained, its MoV perhaps is the training material, training report with list of participants and post training survey, etc. However, some occasions, deliverables could be also regarded as MoV. For example, If the indicator is the Assessments/studies conducted, its MoV could be 1. DP's grant files/website, or 2. The attachment of assessment report. Therefore, please make your best judgement on what would be the most ideal MoV for each of your selected indicators.
4	Is the system designed to allow the Project Managers/Coordinators to input the information and only the GCF Focal Point has the responsibility to submit to the GCF? Does the system allow different levels of access for staff of DPs?	DP "Focal Point" and "project manager" users can submit the reports and disbursement requests, while "project member" users cannot. The DP Focal Point users has the authority to govern the user management to assign different roles to your team members. Please refer to the user management tutorial video for the details. Link: [General] How to add and manage users - YouTube
5	Could you please give more clarifications with regards to the role that UNOPS will play within the framework of the agreement concluded between GCF and the beneficiary? Is there any agreement protocol between beneficiary and UNOPS or is it only concluded with GCF and UNOPS intervenes on behalf of the latter?	If the grant agreement is signed between GCF and DP, please reach out to your portfolio manager to resolve any issues with respect to PPMS / RRMF retrofitting. For the UNOPS managed grants, UNOPS on behalf of secretariat will engage with DP in this transition towards PPMS and RRMF. GCF will engage with UNOPS in the event of any trouble shooting experienced by DPs with respect to PPMS or RRMF – log frame retrofitting.
6	Will DPs be reporting as per the indicators in the IRS and Instructions based on the Project outputs even though the indicators are not in the initial proposal?	DPs will be reporting based on the output indicators which are retrofitted based on the Readiness Results Management Framework (RRMF) in the PPMS system. Please review the retrofitted outputs in PPMS and compare them with your initial proposal and if you find any inconsistency, please reach out to respective portfolio managers to address your queries.

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7	For the ongoing projects, as budget was already allocated are we moving budgets to the new indicators? If yes, are we then going to re allocate the budgets? Do we have to then seek approval from GCF for this?	<p>In PPMS, the budget is not retrofitted against the modified outputs. Hence there may be changes in the outcome / output level budget due to this retrofitting of the log frame. However, please note that the retrofitting of the log frame will not have any budgetary impact on the cost-category-wise budget.</p> <p>Since this revision is necessitated due to the introduction of RRME, GCF will consider the latest APR budget and expenditure reporting as revised budget and hence there is no need to seek an approval of this change.</p> <p>In case, if the budget is revised with new cost category, above the re-allocation threshold, official approval request is required.</p>
8	concerning already approved proposals, if the adjustments or changes are needed for the indicators that are already in the PPMS system, will DPs require GCF approval to make changes on PPMS or will an adjustment on the GCF PPMS suffice?	As responded to question 7, since this revision is necessitated due to introduction of RRME, there is no need for approval from GCF. The DPs are required to review the retrofitted logframe in PPMS and report against the progress in each interim and final reports.
9	When are the new templates for the reports going to be published?	The new template is available in the PPMS system, and it will be evolving with revisions and improvements going forward. Should you want to have a look at the reporting template offline, the word template with blank fields is also available in the FAQ menu in the PPMS. Also, please familiarize yourself with the PPMS platform by watching tutorial videos available here .
10	As the report has to be filled out online, can it be saved or will it be automatically saved the session, especially if report filling is done in multiple sessions?	Provided that you have stable internet connection, the information you are adding online is saved automatically as a draft. It is highly recommended to save whenever you can by clicking on the “save draft” button before submission.
11	Do DPs need prior approval from GCF to change the expected project end date as stipulated in the grant agreement?	Yes, DPs require prior approval from GCF for any no cost extension of the project.
12	What if, based on the results of previous activities, it is necessary to adjust the implementation	The introduction of RRMS and the retrofitting of indicators are not intended to make any changes in the implementation arrangements. If DP wishes to make changes to the implementation

	arrangements? Does the program allow you to make changes?	arrangements, they can submit a change request justifying the reason for the same for approval.
13	On the GCF interface, under which tab do we have access to the platform in order to inform all the elements that you are currently talking about?	The two modules explained during the webinar are reports tab and disbursement tab menus. They are found under each project page when you access it from the "my project" button in the landing page.
14	How many people can access this at one point? how many people at DP can access the report? can we fill in and edit the report before submission?	With the launch of the PPMS Readiness system on 31 January 2023, GCF Secretariat has sent to all the Readiness DP "Focal Points" with the log-in credentials to grant access to the system. If you haven't checked it yet, please look for the system notification email in your spam folder sent from: < Green Climate Fund-Readiness noreply@adalia.fi >. DP focal point users have the right to add as many as they need to work on the report and disbursement to the system for each project. Please refer to the user management tutorial video for the details. Link: [General] How to add and manage users - YouTube
15	Is there an automated alert from the system that comes through to our emails to alert on the reviews by GCF?	Yes there is an automated email that DPs receive once GCF has reviewed the report which shows the review comments.
16	Is there a different way to access the GCF PPMS Readiness rather than the usual GCF App platform ? With our AE Account, we can access the GCF PPMS for the funded activity but not for the GCF PPMS Readiness.	Unlike for the GCF PPMS for Funded Activities, the DP focal point email contacts were used to assign the system access for the PPMS Readiness. Should you want to use the generic entity account that you are using with the PPMS FA for the PPMS Readiness as well, please email us at ppms@gcfund.org specifying the name of your entity and your role relating to the readiness project(s).

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17	How long will it take GCF to review and approve the disbursement request? If the disbursement was requested as a batch, can the GCF disburse for some of the grants of the batch that are cleared for disbursement or it will be needed to wait for all the grants to the batch to be cleared to receive the disbursement?	If one or some of grants in the batch disbursement request cannot be disbursed, the disbursement for the eligible grants will be cleared first without keeping them waiting in the process. The system allows the reviewers to selectively approve the disbursement per grant in the batch. DPs do not have to worry about that. For the grant(s) rejected for disbursement in the batch, DPs would need to follow up separately by submitting a separate disbursement request accordingly.

18	What about disbursement requests for PPFs?	PPF modules are under development and will be launched later this year as it is still under development. Once developed and ready for use, GCF will notify our partners accordingly.
19	How is NDA going to endorse reports?	<p>DPs are asked to share the draft report before submission with the NDA. The initial report sharing can be done when the DP download it in PDF and excel, but for later, NDAs can view the report from the system.</p> <p>Also, with PPMS reporting, the Delivery Partner must input the email and contact name of the NDA so that we have evidence that the NDA has been informed about the report. When the NDA has feedback, comments, or inputs to make, these should be done bilaterally with the DP through your usual communication channels. Upon agreement between the NDA and the DP, the NDA input can be included by the DP in the final report submission in PPMS.</p>