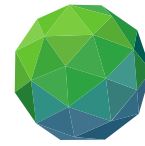


READINESS REPORTING FORM



GREEN
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GCF RRMF Webinar, 6 July 2022

1

Simplified Readiness reporting form



What has changed?

- RRMF-based reporting form with a stronger focus on results rather than on activities
- Auto-population of data fields from GCF's internal databases, thus fewer fields to fill
- Removal of the Gantt chart, and simplified reporting on variances
- No change in budget and procurement tables
- Enhanced section on challenges and lessons learned

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Cover Page

Removal of NDA signature requirement

Readiness and Preparatory Support Interim Progress Report

Grant Agreement Number (XXX-RS-###)

NDA/Delivery Partner Name

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 Programme guidebook available [online](#). Please submit the Interim Progress Report to gpm@gccfund.org.

Interim Progress report should be prepared and signed by Delivery Partner and/or National Designated Authority (NDA).

Name and Title (DP): Position:	Signature:	Date:
Name and Title (NDA): Position:	Signature:	Date:

SECTION 1: GENERAL INFORMATION

Please note that this is part 1 of the 5 section Interim Progress Report. The report will be considered valid only after all five sections and annexes are filled with relevant details.

[The GCF Readiness and Preparatory Support Programme guidebook](#)

For more information, please refer to the GCF Readiness and Preparatory Support Programme guidebook

Please indicate if this report has been shared with the relevant NDA(s)

Yes

Please indicate the date of submission to NDA(s)

The NDA focal point this report has been shared with

Select...

3

Section 1

Only two fields are required to be filled

Readiness and Preparatory Support Interim Progress Report Template, Page 2 of 19 | June 2018 (ver. 14)

EXECUTIVE SUMMARY

Please highlight crucial aspects of the IPR on the following:

Main achievements; key deliverables; lessons; best practices; risks and measures undertaken to address these.

(Less than a half page)

SECTION 1: GENERAL INFORMATION

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

1. Country	Example: The Republic of Vanuatu
2. Grant agreement number	Example: VUT-RS-XXX (refer to Grant Agreement)
3. Implementing Entity	(refer to Grant Agreement)
4. Date of grant agreement signed	Click or tap to enter a date.
5. Grant effectiveness date	Example: see Grant Agreement
6. Date of 1st disbursement received from GCF	Click or tap to enter a date.
7. Tranche number of the committed funding during the reporting period	Example: see Grant Agreement
8. Reporting period	From: <input type="text"/> To: <input type="text"/>
9. Total approved grant amount	Choose an item. Example: USD 100,000
10. Total grant amount received from GCF during the reporting period	Choose an item. Example: USD 100,000
11. Total grant amount expended during the reporting period	Choose an item. Example: USD 118,000
12. Documents provided (Please tick the relevant boxes)	<input type="checkbox"/> Interim Progress Report <input type="checkbox"/> Subsequent Disbursement Request <input type="checkbox"/> Audited Financial Report <input type="checkbox"/> Procurement Plan <input type="checkbox"/> Financial Report

Reporting Period Details

From: *

To: *

The beginning of the reporting period The end of the reporting period

Executive Summary

*

Please highlight key achievements during the reporting period.

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Section 2 - RRMF



Removal of four columns/fields

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: Click or tap to enter a date. To: Click or tap to enter a date.

Outcome 1: Country capacity strengthened
Outcome narrative: Please provide a brief summary of the outcome achieved.

Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
	Please provide a brief summary of the baseline scenario at the proposal stage. X	X	Please rate the status of targets achieved through activities undertaken during the reporting period in the scale 0 to 2, against the baseline and the proposed targets in the proposal.	Based on your approved proposal, please outline the key indicators.	Please state the milestones and deliverables achieved as agreed in Grant Agreement.	In this column, identify and explain the reasons for the difference, if any, between a planned activity and the corresponding actual activity that took place during the reporting period.	In this column, summarize some of the qualitative results achieved through activities undertaken during the reporting period. X	Please highlight activities, deliverables and milestones planned for the next reporting period and indicate any modifications that might be made to the original implementation plan. Also, indicate any corrective actions that need to be taken up to address impediments that emerged in the reporting period. X
1.1 NDA/focal point lead effective coordination mechanism		[Example] 1.1.1 Develop operational guidelines/manuals for the functioning of the NDA, including a procedure to establish an effective coordination mechanism 1.1.2 List activity 2	Choose an item.		[Example] Deliverable: An operational manual defining and describing NDA's roles and functions			

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Section 2



This section requires an overview of key achievements and deliverables in implementing the Readiness Support activities. Any key deliverables to the agreed outputs should be submitted with the grant progress report.

Select Applicable Objectives *

- ☒ Objective 1: Capacity Building
☐ Objective 2: Strategic Frameworks
☐ Objective 3: National Adaptation Plans and Adaptation Planning Processes
☐ Objective 4: Pipeline development
☐ Objective 5: Knowledge sharing and learning

Objective 1: Capacity Building

Select Applicable Outcomes: 1 *

- ☐ Outcome 1.1: Country NDAs or focal points and the network/ systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective
☐ Outcome 1.2: Direct access applicants and accredited entities (DAEs) have established capacity to meet and maintain the GCF's accreditation standards; and accredited DAEs have the capacity to develop a pipeline of projects and effectively implement GCF-funded activities
☐ Outcome 1.3: Relevant country stakeholders (which may include executing entities, civil society organisations and private sector) have established adequate capacity, systems and networks to support the planning, programming and implementation of GCF funded activities


Summary of Objective 1 *

Please provide summary of the outcomes under this objective

- User-friendly layout
- Selection from a pre-defined list of objectives, outcomes, outputs, and indicators
- Space to upload deliverables (evidence) files

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Section 2



Outcome 1.1: Country NDAs or focal points and the network/ systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective

Select Applicable Outputs: 1.1 *

☐ Output 1.1.1: NDA or FP staff trained in areas relevant to the GCF objectives of the GCF and oversight of GCF activities
☐ Output 1.1.2: NDA mechanisms established or strengthened for interinstitutional coordination, including engagement with the GCF and other climate funds
☒ Output 1.1.3 Decision making processes defined and operationalized at the NDA level for No-Objection Letters and consideration/facilitation of climate

Output 1.1.3: Decision making processes defined and operationalized at the NDA level for No-Objection Letters and consideration/facilitation of climate

Indicator 1.1.3.1: Has the NDA established a decision-making process for the non objection letter?


Progress 1.1.3.1 * <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="X Clear selection"/>	Target * <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="X Clear selection"/>
--	--

Indicator 1.1.3.2: Has the NDAs developed any processes, tools or systems for the consideration and facilitation of climate change projects

Progress 1.1.3.2 * <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="X Clear selection"/>	Target * <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="X Clear selection"/>
--	--

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Section 2



Original Start Date * <input type="text" value="YYYY-MM-DD"/> <small>As stated in the approved proposal, approved extension plan, or in the latest approved IPR</small>	Actual Start Date * <input type="text" value="YYYY-MM-DD"/> <small>Actual start date of the output</small>	Original End Date * <input type="text" value="YYYY-MM-DD"/> <small>As stated in the approved proposal, approved extension plan, or in the latest approved IPR</small>	Actual/Expected End Date * <input type="text" value="YYYY-MM-DD"/> <small>Actual end date of the output if it's already completed, or the expected end date per updated estimates</small>
--	---	--	--

Variance/delay explanation *

Please explain the reasons for any difference between a planned output and the actual output. If there's no variation, please add 'N/A'

Deliverables achieved

B *I* U **≡** **≡**

Please state the actual deliverables achieved from the completed activity and ensure that the deliverables are as per the approved grant. Please underline the deliverables that have changed from the approved grant, if any. If possible, please provide hyperlinks to supporting documents.

Use 'Add row' button to add multiple files for deliverables

Attachment

0 / 1 files

Drag & drop a file here or click to browse

Insert deliverables here

Add row

8

Section 3

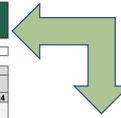
Removal of Section 3 – Gantt chart



SECTION 3: ACTUAL IMPLEMENTATION TIMETABLE
Please provide the timeline of the Readiness Support activities and deliverables described in the outcomes in the Gantt chart below according to the actual progress of the activities and month(s) in which the deliverable was completed. Please ensure the outcomes/sub-outcomes match those highlighted in Section 3.

Progress is reported for the period (should be consistent with section 1.8) From: Click or tap to enter a date To: Click or tap to enter a date

Outcomes*	Activities	Actual Timeline of Implementation of Activities During the Reporting Period (Number of columns can be adjusted depending on the agreed project duration and milestones)																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Outcome 1: Country capacity strengthened																										
1. Country capacity strengthened																										
1.1 NDA/focal point lead effective coordination mechanism																										
1.1.1 Develop operational guidelines/manuals for the functioning of the NDA, including a procedure to establish an effective coordination mechanism																										
1.1.2 Lead activity 2																										
1.1.3 Lead activity 3																										



Output 1.1.2: NDA mechanisms established or strengthened for interinstitutional coordination, including engagement with the GCF and other climate funds.

Indicator 1.1.2.1: Has the NDA established or strengthened a country mechanisms for interinstitutional coordination?

Baseline *	Progress 1.1.2.1 *	Target *
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No
<input checked="" type="radio"/> Clear selection	<input checked="" type="radio"/> Clear selection	<input checked="" type="radio"/> Clear selection

Indicator 1.1.2.2: Has the country been supported with readiness grant to achieve a P&I legal agreement with the GCF?

Baseline *	Progress 1.1.2.2 *	Target *
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No
<input checked="" type="radio"/> Clear selection	<input checked="" type="radio"/> Clear selection	<input checked="" type="radio"/> Clear selection

Original Start Date * YYYY-MM-DD <small>As stated in the approved proposal, approved extension plan, or in the latest approved IPS</small>	Actual Start Date * YYYY-MM-DD <small>Actual start date of the output</small>	Original End Date * YYYY-MM-DD <small>As stated in the approved proposal, approved extension plan, or in the latest approved IPS</small>	Actual/Expected End Date * YYYY-MM-DD <small>Actual end date of the output if it's already completed, or the expected end date per updated estimates</small>
---	--	---	---

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Section 4

No major changes from the current format



- DPs/NDAs will longer be required to report on the procurement plan unless changes have been made to the original plan

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Section 5

Enhanced layout to capture lessons learned and challenges

1. If you have indicated variances and delays compared to the original plan in Section 2 (above), and you can think of something that could have prevented the delay or variance, please explain what could have been done differently. If there are many, please focus on the main three that could provide the greatest learnings for you and for GCF. Please mention if there is anything the GCF could have done to help. *

☐ Yes, I can think of something that could have been done differently by us or others
☐ No, I think that preventing the variance or delay was entirely out of our reach

✖ Clear selection

2. Are there any other challenges that you have encountered but you have managed to resolve and therefore have not led to variances or delays? Are there any particularly good practices that you have implemented that might benefit others or the GCF? *

☐ Yes
☐ No


✖ Clear selection

3. If there are significant changes in the budget and/or the procurement plan (Section 3 & 4), please explain: *

☐ Yes
☐ No

✖ Clear selection

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Section 5

Enhanced layout to capture lessons learned and challenges

ONLY ANSWER QUESTIONS 4 AND 5 IF THIS IS YOUR FIRST IPR. IF YOU HAVE ALREADY ANSWERED THESE QUESTIONS IN A PREVIOUS IPR THERE IS NO NEED TO ANSWER AGAIN.

4. Are you able to identify anything that has worked particularly well for you and could be used by others as a learning or example of good practice at any phase of the project? *

☐ Yes
☐ No

✖ Clear selection

5. Are you able to identify any challenges that you have experienced at any phase of the project and that could be considered by others? *

☐ Yes
☐ No

✖ Clear selection

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Raising
ambition.
Empowering
action.