Session 2: Brief overview of the project cycle

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Focus on the Project Cycle
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AFB PROJECT CYCLE

A. Submission of the project or programme to the AFB secretariat using templates approved by the AFB

B. Screening for consistency and technical review by the secretariat

C. Review by the Project and Programme Review Committee. Can use services of independent experts

D. Decision-making by the AFB

E. Contracting by the AFB. Disbursement of funds by the Trustee upon written instruction by the AFB.

F. Project implementation and monitoring by the Implementing Entity

ALL PROJECTS: ANNUAL STATUS REPORTS AND TERMINAL EVALUATION REPORTS
Proposal review at the Board level

• The secretariat:
  ✓ Screens all proposals for consistency and provides a technical review. It will then forward the proposals with the technical reviews to the PPRC

• The Project and Programme Review Committee (PPRC):
  ✓ Considers and reviews projects and programmes submitted to the Board, and makes recommendation

• The Board:
  ✓ Takes decision on projects, following recommendation by the PPRC
Review Process: timeline

1. Submission of the proposal to the AFB Secretariat by proponents at deadline 9 weeks before AFB meeting

2. Transmission of Initial Technical Review findings to the proponent.

3. Submission of Revised proposal by proponents

4. Document preparation

5. Review of the revised proposal

6. Document with technical review submitted to the PPRC

7. AFB Makes final decision on proposal at the AFB meeting

8. PPRC makes recommendation on each proposal at its meeting
Intersessional project review

Fewer AFB meetings annually meant fewer opportunities to submit proposals:

- 2010-11: 4 meetings / year
- 2012-13: 3 meetings / year
- 2014-: 2 meetings / year

Intersessional review allows certain proposals to be submitted 3 times a year:

- Resubmissions of concepts + formulation grant requests
- Resubmissions of full proposals

[Diagram showing review periods: 9-week review, 13-week review, 9-week review with decision points labeled AFB23, New Intersessional Decisions, AFB24 Decisions.]

Delay avoided by proponents with intersessional review = 3 months
The Traffic Light System

For projects/programmes larger than USD 1M, a choice of a one step (full proposal) or two step process (concept approval and project/programme document)

For small-scale projects (below USD 1M) one-step process
Consultation and participatory monitoring throughout the project cycle

- **Consultation with vulnerable communities & all stakeholders**
- **APPRAISAL**
  - IE designs proposal accordingly
- **Proposition submission**
- **Comments/input from civil society**
- **TECHNICAL REVIEW**
  - Secretariat and PPRC review proposal.
- **Board approval**
- **IMPLEMENTATION**
  - Secretariat monitors project implementation through annual PPRs.
- **Grievance Mechanism**
  - IE identifies mechanism to facilitate resolving complaints from affected people
Reporting Process

- **PPRs:** on an annual basis;

- **Project completion report,** including any specific Project implementation information, within six (6) months after Project completion;

- **Mid-term review or evaluation report,** for projects of 4 year duration or more;

- **Final evaluation report,** prepared by an independent evaluator. Shall be submitted within nine (9) months after Project completion. Copies of these reports shall be forwarded by the IE to the Designated Authority for information; and

- **Final audited financial statement,** prepared by an independent auditor or evaluation body, within six (6) months of the end of the IE’s financial year during which the Project is completed.
Project Delay Policy

• Signing of legal agreement
  ➢ **Within 4 months** following approval.

• Project start
  ➢ **6 months** from the first cash transfer to project start.

• Project/programme Performance Reports
  ➢ **No later than two months** after the end of the reporting year. Delays in the submission of complete PPRs will result in delays of subsequent funding tranches to the project.

• Project completion
  ➢ Any project/programme implementation delays, these should be reported through the PPR. Any potential delay should be reported through the PPR and an **extension request submitted no later than 6 months prior to completion date**. Extension for up to 18 months may be requested.