Community Resilience Partnership Program Trust Fund: Implementation Guidelines

April 2022

Asian Development Bank
### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADB</td>
<td>Asian Development Bank</td>
</tr>
<tr>
<td>CRFPF</td>
<td>Community Resilience Financing Partnership Facility</td>
</tr>
<tr>
<td>CRPP</td>
<td>Community Resilience Partnership Program</td>
</tr>
<tr>
<td>CRPPTF</td>
<td>Community Resilience Partnership Facility Trust Fund</td>
</tr>
<tr>
<td>DMC</td>
<td>developing member country</td>
</tr>
<tr>
<td>KSTA</td>
<td>knowledge and support technical assistance</td>
</tr>
<tr>
<td>NAP</td>
<td>National Adaptation Plan</td>
</tr>
<tr>
<td>NDC</td>
<td>Nationally Determined Contributions</td>
</tr>
<tr>
<td>SDCC</td>
<td>Sustainable Development and Climate Change</td>
</tr>
<tr>
<td>SDCD</td>
<td>Climate Change and Disaster Risk Management Division</td>
</tr>
<tr>
<td>TA</td>
<td>technical assistance</td>
</tr>
<tr>
<td>TRTA</td>
<td>transaction technical assistance</td>
</tr>
</tbody>
</table>

### NOTE

In this report, “$” refers to United States dollars.
I. INTRODUCTION

1. **Urgent actions to build climate resilience at the community level.** Climate shocks and stresses—heat waves, sea level rise, changes in rainfall patterns, and increases in the intensity and frequency of extreme weather events—are already affecting the livelihoods, food security, water security, and health of millions of people in the Asia and Pacific region. Looking ahead, climate change is projected to further alter the frequency, intensity, extent, duration, and timing of extreme weather events, including unprecedented extremes, and alter trends and induce shifts in the long-term average climate. Moreover, the adverse impacts of climate change are manifested largely at the local level due to the local socioeconomic, ecological, institutional, and governance characteristics, thereby requiring resilience solutions at the community level that are tailored to the specific local context.

2. **Transformational solutions targeted at the poor and vulnerable population.** The poor and vulnerable, especially women, the aged, and the youth, are affected disproportionately because of high levels of exposure and vulnerability due to their activities, incomes, and location, as well as due to low adaptive capacity. They have limited access to climate information, are often left out from formal decision-making processes, and have limited financial capacity to undertake resilience solutions. Women and girls are impacted differently compared to men and boys, due to preexisting gender inequalities that exacerbate already unequal rights and responsibilities. This requires climate adaptation measures that are explicitly targeted at the poor and vulnerable population and that focus on solutions tailored to specific locations. Such solutions should aim to address the root causes of vulnerability to climate change, through actions that can have an impact at scale and are sustainable, thereby bringing transformational changes to the lives, livelihoods, and well-being of the poor and vulnerable.

3. **Scaling up climate adaptation finance that reach the local level.** Analysis shows that the adaptation finance gap is not narrowing, with global annual adaptation cost in developing countries alone estimated to be in the range of $70 billion and expected to reach $140 billion–$300 billion by 2030 and $280 billion–$500 billion by 2050. Filling the gap will require additional financing, especially in the current situation, where countries are cash strapped to deal with the recovery from the coronavirus disease (COVID-19) pandemic. Climate finance would need to play a critical role in this. A key objective of climate adaptation finance is to support adaptation solutions that improve the well-being of the poorest who are the hardest hit by the impacts of climate change. However, less than $1 of every $10 of climate finance committed from dedicated climate funds explicitly seeks to support local climate action. Thus, there is an urgent need to address this imbalance by scaling up climate adaptation finance that targets the poor and vulnerable population.

---

1 This paper defines community as group of people who live in a defined administrative unit, share a common culture, values, and norms, or are exposed to shared shocks and stresses. (Source: D. Mfitumukiza et al. 2020. Scaling Local and Community-Based Adaptation. Background paper. Rotterdam and Washington, DC: Global Commission on Adaptation.)

2 Resilience in this context is defined as the capacity of social, economic, and environmental systems to cope with a hazardous event, trend, or disturbance, responding or reorganizing in ways that maintain their essential function, identity, and structure while also maintaining the capacity for adaptation, learning, and transformation. Resilience here is not viewed as an end; rather, it is a means to achieving well-being outcomes and ultimately sustainable development.

3 This paper defines local as the subnational level including provincial, district, city, and village.

4 Vulnerable people as defined by the ADB Corporate Results Framework refers to ethnic minorities, hard-to-reach remote populations, migrants, and internally displaced and/or conflict-affected people, persons with disability, returning refugees, HIV/AIDS-affected individuals and households, the elderly, and households headed by women. (Source: ADB. 2020. Results Framework Indicator Definitions. Manila.)


4. **Strengthened partnerships to scale up adaptation solutions in response to just resilience.** Given the large needs and the ambitious agenda of building resilience, it is important that partnerships are strengthened with a wide range of stakeholders, including national and local governments, local civil society organizations, academia, the private sector, and financial institutions. Such a wide set of stakeholders with different mandates and expertise will be critical to ensure resilience solutions have local political traction, are just, and inspire further actions in the region and globally.

5. **Partnership program to strengthen climate resilience at community level.** It is in this context that the Asian Development Bank (ADB), in partnership with the International Institute for Environment and Development and the Huairou Commission, has developed the concept of the Community Resilience Partnership Program (CRPP) to support strengthening climate resilience in the Asia and Pacific region by scaling up community-level climate adaptation measures that explicitly address the nexus between climate, gender, and poverty. The case for the CRPP has been made even stronger in the context of the COVID-19 crisis, which has reinforced the importance of building resilience of poor and vulnerable people.

6. **Facility to scale up climate adaptation solutions at community level.** To operationalize the CRPP, ADB established the Community Resilience Financing Partnership Facility (CRFPF) on 12 August 2021. The CRFPF will include a multi-partner trust fund—namely, the Community Resilience Partnership Program Trust Fund (CRPPTF)—which would provide technical assistance (TA) and grant resources to scale up climate adaptation solutions at the community level. The CRFPF may also include other forms of partnership agreements during the implementation period, including (i) partnership agreements for project-specific or programmatic cofinancing, (ii) partnership agreements for knowledge and collaboration, and (iii) any other form of assistance and/or collaboration with agreed-upon arrangements where such activities support the objectives and the scope of the CRFPF. The CRFPF will directly support the implementation of Operational Priority 3 of Strategy 2030—tackling climate change, building climate and disaster resilience, and enhancing environmental sustainability—and respond to the priorities of the Climate Change Operational Framework 2017–2030.

7. **This document serves as the Implementation Guidelines of the CRPPTF.**

8. **Impact and outcome.** The CRFPF aims at advancing climate-resilient sustainable development in Asia and the Pacific (impact) by strengthening the resilience of poor and vulnerable people in participating developing member countries (DMCs) to the impacts of climate change (outcome). Three parameters have been identified as necessary for the achievement of the CRFPF outcome: (i) mobilization of large-scale investments that support community-level adaptation of poor and vulnerable people; (ii) national and local policies, plans, and programs that promote

---

7 The International Institute for Environment and Development is an independent research organization, with a mission to build a fairer, more sustainable world, using evidence, action, and influence, working in partnership with others. One of its core research expertise is policy research on scaling up climate adaptation at the local level.

8 The Huairou Commission is a women-led social movement of grassroots groups from poor urban, rural, and indigenous communities in over 50 countries who collectively work for transformative change that improves the living conditions, status, and quality of life of women and their families. One of its key programs focuses on resilience, strengthening the capacity of grassroots women to be agents of change in building resilience.


12 These refer to government programs of a certain scale in the context of a specific country.
financing for community-led adaptation; and (iii) women and men achieve meaningful participation in resilience-related decision-making.

9. **Outputs.** The CRPPTF will support three outputs, as described in Figure 1 and in the paragraphs that follow.

![Figure 1: Community Resilience Partnership Program Trust Fund](image)


10. **Output 1: Knowledge and action research on climate risk-informed pro-poor community level solutions strengthened.** This output will strengthen awareness and capacity of national and local institutions for pursuing climate risk-informed poverty reduction strategies and programs in education, health, social protection, financial inclusion, and livelihoods-related sectors. The output will support countries and communities (i) with research and analysis for identifying transformational adaptation investments that meet community needs and are aligned with national and local climate priorities; (ii) to undertake policy dialogue to influence the wider enabling environment for planning and programming to support investments in community level adaptation, including through participation of the private sector; (iii) in engaging with potential financing partners (national development banks, multilateral development banks, climate finance institutions, bilateral donors, and the private sector) to mobilize adaptation finance, including strengthening linkages with the Green Climate Fund’s Enhancing Direct Access pilot; (iv) with sharing experiences of using innovative financing options for adaptation, including private sector financing; and (v) in documenting and sharing lessons, including lessons emerging from the COVID-19 response, which are critical for building future resilience.

11. **Output 2: Institutional and community capacity to develop and deliver climate adaptation investments at community level strengthened.** This output will strengthen institutions and build national and local capacity to develop and deliver community level adaptation investments
at scale that meet the needs of the poor and vulnerable population. The output will support (i) strengthening institutions and building capacity of governments, civil society organizations, especially grassroots women’s groups, communities, financial intermediaries, and the private sector to actively participate in the process of developing, implementing, and monitoring community level adaptation investments; and (ii) strengthening the capacity of national and local institutions to access international climate finance for community level adaptation projects.

12. **Output 3: Investments supporting pro-poor community level adaptation measures prepared and/or implemented.** This output will support governments in developing large-scale investment projects that support pro-poor community level adaptation measures by addressing the nexus between climate and poverty, with special emphasis on women. Box 1 provides examples of such investment projects. It is expected that the investment projects will support the following principles: (i) be based on a robust understanding of current and future climate risks; (ii) advance resilience while addressing underlying drivers of multidimensional poverty and gender inequality; (iii) strengthen resilience through interventions at different levels (household, community, local government) and landscapes, with decisions for such investments guided by principles of subsidiarity; (iv) build resilience through interventions that incorporate different dimensions of resilience, including physical, ecosystem based, financial, and social and institutional; and (v) promote cross-sector linkages. The output will also provide grant financing to government and communities, on a selective basis, for pump-priming of innovative concepts for delivering transformational adaptation solutions at the community level.

<table>
<thead>
<tr>
<th>Box 1: Examples of Climate Adaptation Projects Targeted at Improving Lives, Livelihoods, and Well-Being of the Poor and Vulnerable Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Adaptive social protection programs</td>
</tr>
<tr>
<td>• Technical and vocational education and training for climate-resilient skill development</td>
</tr>
<tr>
<td>• Resilience through community-driven development projects</td>
</tr>
<tr>
<td>• Strengthening early warning for public health system in changing climate</td>
</tr>
<tr>
<td>• Strengthening climate services for women farmers</td>
</tr>
<tr>
<td>• Disaster microfinance for women</td>
</tr>
<tr>
<td>• Ecosystem-based adaptation in urban informal settlements</td>
</tr>
<tr>
<td>• Resilient community infrastructure for the urban poor</td>
</tr>
<tr>
<td>• Climate-resilient housing microfinance</td>
</tr>
<tr>
<td>• Diversification of rural livelihoods</td>
</tr>
<tr>
<td>• Climate resilient agribusiness</td>
</tr>
<tr>
<td>• Community-based forest management and adaptation</td>
</tr>
<tr>
<td>• Climate-resilient community-based ecotourism</td>
</tr>
<tr>
<td>• Climate risk-informed decentralization</td>
</tr>
</tbody>
</table>


13. **Gender window.** To promote investments in women-focused resilience building, the CRPPTF will have a dedicated “gender window.” Women-focused investment in resilience requires moving beyond gender mainstreaming to a more dedicated approach. Focusing on women means prioritizing investment projects where the primary stakeholders are women throughout the project cycle, from planning, design, implementation, monitoring, evaluation, and learning. This differs from the conventional approach of gender mainstreaming where gender actions are considered an add-on to investments, with women only receiving “co-benefits” of interventions. The “gender window” will (i) support the development of community level climate adaptation solutions where the primary stakeholders are women, and (ii) provide grant financing for implementing such solutions. Outside
of the “gender window,” all other CRPP activities will also mainstream gender and include gender-specific designs.

14. **Partnerships for implementation.** At the core of the CRPP is a partnership-based approach for scaling up community level adaptation measures. Accordingly, the CRPPTF will include (i) financing partners, i.e., partners that would provide financial support toward the CRPPTF; and (ii) non-financing partners, i.e., the International Institute for Environment and Development and the Huairou Commission because of their vast technical expertise on community resilience and close collaboration with ADB in developing this concept. This partnership does not exclude ADB from entering into partnerships with other organizations in the future.

15. **Monitoring, evaluation, and learning.** The CRPPTF will seek to encourage the systemic change required for locally led adaptation by promoting monitoring, evaluation and learning systems and activities that emphasize and facilitate downward accountability and learning and not just business as usual reporting against predefined targets and milestones. As such, support will be provided for the use of appropriate approaches and methods that facilitate the capturing of learning in a systematic way to better understand complexities of building resilience effectively, sustainably and at scale.

16. Appendix 1 describes the design and monitoring framework for CRPPTF.

## II. GOVERNANCE STRUCTURE

17. **Governance structure.** The governance structure of the CRPPTF will be aligned with the governance structure of the CRFPF, as outlined in the CRFPF Establishment Paper, and will comprise the following: (i) CRFPF Partnership Group, (ii) CRFPF Steering Committee, (iii) CRFPF Working Group, and (iv) CRFPF Secretariat. An organization chart for the governance of the CRFPF is available in Appendix 2.

18. **CRFPF Partnership Group:** The CRFPF Partnership Group will be the primary advisory body to ensure the expected outcomes of the CRFPF are achieved. The CRFPF Partnership Group will have Chair and a Co-Chair. A representative from ADB will serve as the Chair. A member of the CRFPF Financing Partner will serve as the Co-Chair. The group members will include (i) ADB—represented by the CRFPF Facility Manager (described in para. 22 below); (ii) financing partners—countries and institutions that provide resources to the CRFPF; (iii) non-financing partners—International Institute for Environment and Development and the Huairou Commission; (iv) DMCs that receive CRFPF support; (v) representatives from selected global institutions, programs, and/or climate funds promoting climate adaptation solutions at the community level (three positions, on an annual rotational basis); and (viii) independent technical advisors (two positions, on an annual rotational basis). The CRFPF Partnership Group should have good gender balance.

19. **Specific roles and responsibilities of the CRFPF Partnership Group** will include (i) selecting the co-chair (on an annual basis), (ii) providing strategic direction to the CRFPF, (iii) reviewing the CRFPF Annual Work Plan and Annual Report, (iv) establishing linkages between the CRFPF and other global and regional resilience programs, (v) providing guidance on the mobilization of resources for the CRFPF, and (vi) providing inputs and attending the annual CRFPF Partnership Forum.

---

13 The International Institute for Environment and Development and the Huairou Commission will be involved in implementing specific activities under output 1 and 2 of the CRPPTF, which will be processed through a knowledge and support technical assistance with detailed terms of reference.

20. **CRFPF Steering Committee.** The CRFPF Steering Committee will be responsible for approving the allocation of resources for specific projects funded under the CRFPF, based on priorities identified in the Annual Work Plan and the eligibility criteria defined in these Implementation Guidelines. The chair will be the Director General of the Sustainable Development and Climate Change Department (SDCC) of ADB, and the members will include the directors general of the user departments, i.e., ADB departments applying for CRFPF resources. The CRFPF Steering Committee will be the designated authority for approving allocation of CRFPF resources for specific projects. After approval by the Steering Committee for fund allocation, the proposals will be processed in accordance with all relevant ADB policies and procedures for technical assistance and grant approval.

21. **CRFPF Working Group.** The CRFPF Working Group will be responsible for reviewing project proposals and making recommendations to the CRFPF Steering Committee for the allocation of resources. The chair will be the Chief of Climate Change and Disaster Risk Management Thematic Group and Director, Climate Change and Disaster Risk Management Division (SDCD), and the members comprise ADB staff from the Social Development Thematic Group, Gender Equality Thematic Group, Climate Change and Disaster Risk Management Thematic Group, Urban Sector Group, Rural Development and Food Security (Agriculture) Thematic Group, and Governance Thematic Group.

22. **CRFPF Secretariat.** SDCD will manage the CRFPF and act as the CRFPF Secretariat. The roles and responsibilities of the CRFPF Secretariat will include (i) supporting the organization and deliberation of the CRFPF Partnership Group; (ii) preparing the Annual Work Plan and Annual Report; (iii) supervising the day-to-day implementation of the Annual Work Plan; (iv) monitoring, evaluation, and learning; (v) fostering partnerships with relevant institutions and programs at global and regional levels; and (vi) disseminating the CRFPF results and achievements. The Chief of the Climate Change and Disaster Risk Management Thematic Group and concurrently Director of SDCD will be the CRFPF Manager (Facility Manager) with roles and responsibilities that include (i) representing ADB at the CRFPF Partnership Forum, (ii) providing strategic guidance on the day-to-day operations of the CRFPF, (iii) ensuring coherence between different funds and partnerships under the CRFPF to ensure they collectively contribute to the CRFPF objectives, and (iv) leading the mobilization of resources for the CRFPF. The CRFPF Secretariat will be supported by the Facility Management Team, which will comprise staff consultants (full-time or intermittent) with a focus on monitoring, evaluation, and learning; knowledge management; gender; and other expertise, as relevant. ADB will engage consultants as individuals or through firms in accordance with the ADB Procurement Policy (2017, as amended from time to time) and the associated project administration instructions and technical assistance staff instructions. Funding for the Facility Management Team will be borne by the CRPPTF through direct charges.

23. **CRPPTF Manager.** ADB will recruit the CRPPTF Manager (Fund Manager) as staff to exclusively work on supervising the day-to-day operations of the CRPPTF. Salaries, benefits, and other expenses in relation to CRPPTF management (e.g., goods, travels) will be paid by the CRPPTF through direct charges. The Fund Manager will be hired in line with the ADB policies and procedures governing the recruitment, selection, and appointment as an ADB international staff member with tenure that is coterminous with the CRPPTF. The Fund Manager will be located in SDCD and will report directly to Chief of Climate Change and Disaster Risk Management Thematic Group and concurrently Director of SDCD. The Fund Manager will (i) actively explore opportunities for the deployment of CRPPTF resources for projects with operations departments, including through the CRFPF Working Group, as well as with third parties, and where needed support operations departments with applications; (ii) review and recommend to the Facility Manager activities to be
financed through the CRPPTF; (iii) make policy and procedural recommendations to the Facility Manager regarding the CRPPTF’s operations and implementation; (iv) oversee the day-to-day operations of the CRPPTF; (v) contract and supervise consultants contracted to support the work of the CRPPTF; (vi) prepare the Annual Work Plan and Annual Progress Report in close collaboration with the Facility Management Team; (vii) review and make recommendations on the CRPPTF application proposals; (viii) advise on the status and availability of CRPPTF resources; (ix) monitor and report progress of activities supported by the CRPPTF, in consultation with relevant ADB units or offices; and (x) manage the CRPPTF’s investment portfolio during the operational life of projects in receipt of financing from the CRPPTF.

24. The Strategic Partnerships Division of the Strategy, Policy and Partnerships Department will facilitate potential contributions from financing partners and coordinate with partners on procedural agreements for CRPPTF contributions. The Partner Funds Division of SDCC will communicate with financing partners on financial matters including the request for remittance of contributions from the financing partners to ADB in relation to the CRPPTF.

III. ELIGIBILITY CRITERIA

25. **General criteria.** All DMCs are eligible for CRPPTF resources. However, financing partners’ priorities will be considered. The CRPPTF will provide grant financing for investments (loans and/or grants), technical assistance, and direct charges, as described in the following paragraphs.

26. **Eligibility criteria for fund allocation for grant component of investments.** Resources from the CRPPTF for the grant component of investment projects can only be accessed as part of a new or as an addition to an ongoing ADB sovereign project, including projects adopting financial modalities such as policy-based lending and results-based lending. The following eligibility criteria will be applied for projects that are seeking grants for investments projects.

**A. Impact Potential**

i. The project must clearly set out the specific risks and vulnerabilities under current and future conditions of climate change that the project aims to address, articulating a clear causal narrative between specific activities and their objective of reducing climate risk at the community level by contributing to the CRFPF outcome. Projects that include arguments that are well evidenced and quantified using reliable data sources and information will be prioritized. [Required]

ii. Prioritization will be given to those projects that include targeting intervention for poverty reduction—Household, Geographic, or SDG [Strongly Desired]—and social inclusion.

iii. Projects promoting adaptation-mitigation synergies at the community level and/or pursuing green and resilient COVID-19 recovery are preferred. [Desired]

**B. Paradigm Shift Potential**

i. The project must clearly describe how the project outcome will be sustainable in the long run—i.e., through integration into national or local development processes, through securing additional public and/or private financing; and building capacity of national or local institutions to implement similar activities. [Required]

ii. Prioritization will be given to projects that demonstrate the potential of being replicated elsewhere in the same country or other countries in region. [Strongly Desired]

iii. The project promotes innovation, such as through the development and/or adoption of new technology or community-led approaches that can help address adaptation barriers in the region. [Desired]
iv. The project promotes sharing of knowledge and learning using appropriate monitoring and evaluation practices. [Required]

C. Gender
The project must either be categorized as Gender Equity Theme or Effective Gender Mainstreaming as per the Guidelines for Gender Mainstreaming Categories of ADB Projects. [Required]

D. Needs of the Recipient
i. The project aims to overcome barriers related to technical, institutional, and/or financial barriers to climate adaptation at the community level. Prioritization will be given to projects that aim at overcoming more number of barriers. [Required]
ii. The project must strengthen the capacity of local institutions to implement adaptation projects; monitor, evaluate, and learn from their results; enhance coordination; and improve governance. [Required]

E. Country Ownership
i. The project must demonstrate alignment with national climate and/or local priorities as reflected in nationally determined contributions (NDCs), national adaptation plans (NAPs), and/or national or local disaster risk reduction plans. [Required]
ii. The project must demonstrate stakeholder engagement in developing the project, including consultation with local stakeholders including local governments, civil society organizations and communities, especially women and girls. [Required]

F. Efficiency and Effectiveness
The project must demonstrate that grant resources are blended with grants and/or loans from ADB and/or other development partners to augment the volume of financing available for adaptation and better tailor concessionality to achieve transformative investments, which would otherwise not proceed. The ratio of CRPPTF grant to ADB/other financial assistance grant or loan should be at least 1:4. The maximum contribution of grants from the CRPPTF per project shall not exceed $2.5 million. [Required]

27. Eligibility criteria for fund allocation for knowledge and support technical assistance.
Resources from the CRPPTF can be accessed for stand-alone knowledge and support technical assistance (KSTA), and/or KSTA attached to loans for sovereign and nonsovereign projects. The following eligibility criteria will be applied for TAs that aim to provide knowledge and support services.

i. The KSTA must clearly set out the risks and vulnerabilities for men and women under current and future conditions of climate change that it aims to address in the context of poverty reduction, by increasing knowledge, building capacity, demonstrating “proof of concept,” and/or providing policy advice and thereby contributing to the CRFPF outcome. [Required]
ii. The KSTA must clearly describe how the outcome of the TA will be sustainable in the long run, i.e., through integration into national or local development processes, through securing additional public and/or private financing; and building the capacity of national or local institutions to implement similar activities. [Required]
iii. Prioritization will be given to KSTAs that aim to address barriers related to scaling up climate adaptation solutions at the community level. [Desired]
iv. The KSTA must promote sharing of knowledge and learning within and with other CRFPF countries. [Required]
v. The KSTA must demonstrate alignment with national or local climate priorities as reflected in NDCs, NAPs, and/or national or local disaster risk reduction plans. [Required]

vi. All KSTAs must promote partnerships with national and local stakeholders, including with civil society organizations in implementing climate actions. [Desired]

28. **Eligibility criteria for fund allocation for transaction technical assistance.** The following eligibility criteria will be applied for transaction technical assistance (TRTA) that would support the project preparation for sovereign and nonsovereign projects.

i. The TRTA must clearly set out the risks and vulnerabilities for men and women under current and future conditions of climate change that the ensuing project aims to address in the context of poverty reduction, by investments, capacity building, and/or policy advice and thereby contribute to the CRFPF outcome. [Required]

ii. Prioritization will be given to TRTAs that support the preparation of projects aiming to address barriers related to scaling up climate adaptation solutions at the community level. [Desired]

iii. The TRTA must demonstrate that the ensuing project is aligned with national or climate priorities as reflected in NDCs, NAPs, and/or national or local disaster risk reduction plans. [Required]

iv. The TRTA must demonstrate how it will engage with national and local stakeholders in developing the project. [Required]

29. **Gender window.** The dedicated “gender window” of the CRPPTF will provide (i) TA to support the development of community level climate adaptation solutions where the primary stakeholders are women, and (ii) the grant component of investment projects for implementing such solutions. This support will be in addition to gender mainstreaming, which will be undertaken through all other CRPPTF-related support.

IV. **USE OF THE COMMUNITY RESILIENCE PARTNERSHIP PROGRAM TRUST FUND**

30. It is envisaged that the funds from CRPPTF will be applied as follows: (i) about 75% will be used for TA projects to support knowledge and action research, strengthening policy, institutional and community capacity, and project preparation for adaptation solutions at the community level, and for direct charges; and (ii) about 25% will be used for grant components of investment projects to support the implementation of innovative pro-poor climate adaptation solutions at the community level. About 10% of the TA resources allocation will support activities under the gender window.

31. Additionally, and more specifically, CRPPTF resources are meant to be used for the following:

A. **Technical Assistance**

i. Funds can finance consulting services and equipment for:
   a. analytical and diagnostic work linking climate adaptation, gender equality, and poverty reduction at the local level;

---

15 It is further envisaged that about 20% of total TA resources allocation will support the implementation of specific activities related to outputs 1 and 2 through the two core non-financing partners of the CRFPF, the International Institute for Environment and Development and the Huairou Commission. The engagement for these activities will be formalized through KSTAs and will follow ADB’s applicable due diligence and processes. It will be based on detailed terms of reference.
b. developing and preparing projects, transactions, and programs for investments that support overcoming barriers related to implementing climate adaptation solutions at the community level;

c. sharing of knowledge and experiences on developing and implementing large-scale climate adaptation solutions at the community level;

d. building the capacity of local institutions and communities for developing and implementing climate adaptation solutions at the community level;

e. commercializing and replicating new pro-poor climate adaptation finance instruments; and

f. other non-lending measures, i.e., policies, regulations, standards (national, regional, and local), and institutional capacity building.

ii. Small-scale community-led pilots to test innovative approaches and solutions to strengthen community resilience.\(^{16}\)

B. Grant Components of Investment Projects

i. Resources from the CRPPTF for grant components of investments can only be accessed as part of a new or as an addition to an ongoing ADB sovereign project.

ii. The maximum contribution of funds available per project shall not exceed 25% of total ADB financial assistance provided. For multitranche financing facilities, the funds available will be up to 25% of the tranche that it will support. In all cases, the absolute maximum contribution of funds available per project shall not exceed $2.5 million.

iii. Grant components of investments can include all activities listed under the TA section in IV.A, and can also support civil works and procurement of goods and services that directly benefit poor and vulnerable communities, especially women.

C. Direct Charges

Resources can be directly drawn down from the CRPPTF by ADB to finance the following eligible items not as part of a TA and/or as part of an investment project:

a. additional resources for project- and operational-related expenses, provided these are direct and identifiable.\(^{17}\) Such activities include

(1) consultant services and related expenses;
(2) service contractors, such as translators, assistant researchers, secretaries, etc.;
(3) conferences, forums, workshops, seminars, surveys, etc., including related expenses;
(4) travel by staff as resource speakers, government officials, and other stakeholders to regional events;
(5) facilitation of learning events such as study tours for government officials;
(6) rental and associated costs for office space, in cases where headquarters space is not available to accommodate any type of non-ADB personnel engaged for the operation of the CRPPTF; and
(7) purchase and/or rental of office equipment relevant for CRPPTF operations;

\(^{16}\)ADB will issue call for proposal with civil society organizations for pilots. Selected civil society organizations will be engaged using output-based terms of reference. The pilots will not include civil works related measures and will be of safeguard category C.

\(^{17}\)Expenses are direct and identifiable if they relate (i) to the activity of a project which is financed by the CRPPTF, or (ii) to an activity which relates directly to the operation of the CRPPTF and the CRPPTF is the only source of financing for such activity.
b. staff salaries and benefits of CRPPTF Manager; and 
c. the maximum amount that can be requested per direct charge application shall not exceed $100,000.\(^\text{18}\)

V. APPLICATION PROCESS

32. Proposals for fund applications in conjunction with projects with ADB participation (ADB projects) may be initiated within ADB, through ADB user departments (i.e., ADB departments applying for resources from the CRPPTF), and by eligible applicants for those projects without ADB participation (or third-party projects). In the first quarter of each year, the CRFPF Secretariat, in close consultation with the CRFPF Partnership Group, will prepare the Annual Work Plan that includes the list of prioritized ADB and third-party projects. Applications will be reviewed and endorsed in batches. The application process for all cases is described in the following paragraphs.

A. ADB Projects: Technical Assistance and Grant Components of Investment Projects

33. ADB user departments will prepare a proposal using the application form (Appendix 3 for grants, Appendix 4 for TA) and draft a concept paper in standard ADB concept paper format, and will submit these to the Fund Manager.\(^\text{19}\) Applications will be reviewed in batches. Due dates for applications will be:

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 January</td>
</tr>
<tr>
<td>31 April</td>
</tr>
<tr>
<td>31 July</td>
</tr>
<tr>
<td>31 October</td>
</tr>
</tbody>
</table>

34. The applications will be reviewed by the Fund Manager to ensure that they comply with the Implementation Guidelines. If an application does not meet the criteria, the Fund Manager will discuss the issues with the user department for revision or withdrawal. If an application complies with the guidelines, it will be discussed with the Facility Manager and included in the batch for circulation to the CRFPF Working Group. The Facility Manager will make a recommendation to the CRFPF Working Group based on (i) the compliance with the Implementation Guidelines for the use of the funds, (ii) the estimated amount of climate finance, and (iii) the overall responsiveness to the eligibility criteria. The Facility Manager will also advise the CRFPF Working Group on the availability of CRPPTF resources to support the applications.

35. The CRFPF Working Group will have 7 working days for review, comment, and endorsement. The user department will then have 5 working days to take the comments into consideration and revise (if necessary) the application. Once completed, the Facility Manager will forward the applications to the CRFPF Steering Committee to approve the allocation of resources from the CRPPTF. A flow chart of this process is available in Appendix 5.

36. After approval by the CRFPF Steering Committee for fund allocation, the proposals will be processed in accordance with all relevant ADB policies and procedures for TA and grant approval, including without limitation, consulting services and procurement, social and environmental safeguards, financial management and reporting, and anticorruption and governance.

B. ADB Projects: Direct Charges

37. User departments will prepare applications using the application form (Appendix 6) and will submit them to the Fund Manager. The Fund Manager will review the applications to ensure that

\(^{18}\)The threshold is not applicable for direct charge applications in relation to the CRPPTF Manager position.

\(^{19}\)The concept paper format will depend on the specific project (i.e., TA concept paper, loan concept paper, etc.).
they comply with the Implementation Guidelines for the use of funds. If an application does not comply, the Fund Manager will discuss the issues with the user department for revision or withdrawal of the application. If it does, the Fund Manager will forward the application to the Facility Manager to approve the allocation of resources from the CRFPF. A flow chart of this process is available in Appendix 7.

C. Third-Party Projects: Technical Assistance

38. The CRPPTF will be able to support third-party knowledge and support technical assistance projects, or projects without current ADB participation, in order to pursue the objectives of the CRPPTF. Third-party projects should comply with all applicable ADB policies and procedures. Up to 20% of CRPPTF TA resources can be used to support these projects.

39. Eligible applicants for third-party projects include (i) agencies and public financial institutions from participating DMCs; (ii) nongovernment, nonprofit, and civil society organizations duly registered in one or more ADB DMCs; and (iii) others as agreed by the financing partners and ADB.

40. Eligible applicants indicated above may submit project proposals directly to the Fund Manager. Applications will be reviewed in batches. Due dates for applications will be:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>31 January</td>
</tr>
<tr>
<td>April</td>
<td>31 April</td>
</tr>
<tr>
<td>July</td>
<td>31 July</td>
</tr>
<tr>
<td>October</td>
<td>31 October</td>
</tr>
</tbody>
</table>

41. Third-party project applications will be subject to detailed due diligence review to be undertaken by the CRFPF Secretariat including, but not limited to, preliminary assessments of the proposed solution against the eligibility criteria outlined in section III and the expected impact and outcome of the CRFPF, risk assessment, integrity due diligence, financial analysis (i.e., financing capacity and operational capabilities), legal due diligence, and ADB safeguards compliance. Third-party project applications will be processed under KSTA. The CRPPTF application form for third-party projects is available in Appendix 8. The procedure for fund application will follow the process shown in Appendix 5.

VI. PROJECT IMPLEMENTATION AND MONITORING

42. Project implementation, supervision, and monitoring will be conducted by user departments following ADB’s standard policies, procedures, and guidelines, including those covering consulting services and procurement; social and environmental safeguards; disbursement; financial management and reporting, including financial reporting and auditing requirements from recipients of grants; and anticorruption and governance.

A. Technical Assistance and Grant Components of Investment Projects

43. For monitoring and reporting, user departments are required to submit to the CRFPF Secretariat (i) a copy of ADB-approved documents for record-keeping and (ii) an annual progress report (Appendix 9).

---

20 Following staff instructions on business processes for KSTA.
B. Direct Charges

44. Direct charges should have a maximum implementation period of 1 year. User departments are required to submit to the CRFPF Secretariat a completion report within 30 calendar days following financial closure (Appendix 10). User departments will facilitate the financial closing of direct charges and inform the Controller’s Department with copy to the CRFPF Secretariat within 3 months following completion of all activities under the direct charges.

45. For any major changes such as in project scope, duration, or funding arrangement, user departments will inform and seek approval from the Facility Manager.

VII. PROJECT CANCELLATION OR WITHDRAWAL

46. All projects approved by CRFPF Steering Committee should be approved by ADB Management/Board within 12 months from approval of CRPPTF funding. A review of all funds committed under the CRPPTF will be undertaken periodically. Funds allocated to TA and grant components of investment projects that (i) are unlikely to be approved by the Management and/or Board, or (ii) will not progress, within the prescribed timeframe will be considered for cancellation or withdrawal, and funds will revert to the pool and be available for reallocation to other projects in the pipeline. Direct charges allocated that will not progress within the prescribed timeframe will be considered for cancellation or withdrawal, and funds will revert to the pool.

47. In case of a cancelled or withdrawn project, user departments will inform the Facility Manager, stating reasons for cancellation or withdrawal in a memorandum.

VIII. IMPLEMENTATION OF THE COMMUNITY RESILIENCE PARTNERSHIP PROGRAM TRUST FUND

48. Annual Work Plan. The CRFPF Secretariat will prepare an Annual Work Plan that includes the work plan for CRPPTF-funded projects. The Annual Work Plan will be endorsed by the financing partners and approved by the Steering Committee.

49. Progress reports and frequency. The CRFPF Secretariat will prepare Annual Reports covering the full calendar year on activities, outputs, and outcomes of all projects under different funds, including the CRPPTF. The reporting format and monitoring indicators may be further developed in consultation with the financing partners. The reports will be submitted to the financing partners within 60 days of the period they cover and will be endorsed by the financing partners and approved by the Steering Committee. The reports will be uploaded on ADB’s corporate website.

50. Anticorruption. The CRPPTF and activities funded thereunder will be subject to ADB’s Anticorruption Policy and Integrity Principles and Guidelines (both as amended from time to time). ADB’s Anticorruption Policy requires ADB staff to adhere to the highest ethical standards and ensure the integrity of ADB operations within their respective area of responsibility. The Anticorruption Policy also requires the borrower or recipient, beneficiaries, consultants, bidders, suppliers, and contractors to observe the highest standards of ethics during the procurement and execution of contracts financed by or related to the CRPPTF or activities thereunder. Violations of ADB’s Anticorruption Policy will be investigated in accordance with its Integrity Principles and Guidelines. In accordance with ADB’s Integrity Principles and Guidelines, any party found in breach of ADB’s Anticorruption Policy may be subject to sanctions or other remedial actions, and any entity or individual debarred.

21Requests for extension up to a maximum of 6 months are subject to approval by the Facility Manager.
22This time period is not applicable for the direct charge application in relation to the CRPPTF Manager.
or temporarily suspended shall be ineligible to participate in activities financed by or related to the CRPPTF.

51. **Annual CRFPF Partnership Forum.** The CRFPF Secretariat will organize the annual CRFPF Partnership Forum to (i) provide strategic direction to the CRFPF; (ii) review the CRFPF Annual Report, address problems and concerns, and recommend how performance can be further improved, how partnerships can be strengthened at country and regional levels, and other business as required; and (iii) review the Annual Work Plan and provide inputs.

52. **Consultation with financing partners.** The CRFPF Secretariat will undertake consultations with the financing partners twice a year. The first consultation will be part of the CRFPF Partnership Forum, which will include a dedicated discussion with the financing partners, especially to seek endorsement of the Annual Work Plan and Annual Report. The second consultation will be held midyear to discuss progress, address any issues, and identify opportunities.

53. **Annual audits.** The Partner Funds Division of SDCC will coordinate to arrange an annual audit of CRPPTF financial statements by ADB’s external auditors within 6 months after ADB’s fiscal year, which is from 1 January to 31 December. The costs of these audits will be charged to the CRPPTF. The audited financial statements will be submitted to the financing partners.

54. **Fund accounting.** The Controller’s Department will provide accounting functions for the funds and prepare financial statements.

55. **Refund.** Unless otherwise agreed by the financing partners, upon the termination of the trust fund, and subsequent liquidation of the respective accounts, any available funds (the balance of the contributions, together with interest, investment and reinvestment income earned on the contributions, if any, and any gains from foreign exchange transactions, net of all fees and charges and losses) will be returned to the financing partners in proportion to their respective available contributions. ADB shall not be required to return to financing partners the remaining amount if such amount is $100 or less. Following termination of the trust fund, ADB will provide contributors and the ADB Board of Directors with a final report on the projects and activities supported by it.

56. **Exit from the CRPPTF.** A financing partner opting for a refund may exit the CRPPTF after the availability period, or any time provided the financing partner waives its right to refund. An exit may be initiated through a written notice, indicating the desire for a refund or waiver thereof among others, sent to ADB and becomes effective on the last calendar day of the third month from the time ADB acknowledges the receipt of the exit notice (hereafter referred to as the “effective exit date”). Once ADB receives the notice, it shall secure the pro rata share of the exiting partner and will no longer allocate the amount to projects. The refund amount shall be paid within 3 months after the effective exit date.\(^\text{23}\) If ADB decides that a project for which an amount from the trust fund is allocated on or before the effective exit date will not be processed and/or approved, or that the approval given to such project lapses, a pro rata share of such allocated amount will be refunded to the exiting financing partner. Notwithstanding the foregoing, such refund is limited to projects for which a decision is made within 2 years of the effective exit date. The pro rata share may also be retained by the trust fund at the exited financing partner’s discretion through a written notice. The exiting financing partner will no longer receive any report or document on the CRPPTF either than the audit report for the calendar year of the exit.

\(^{23}\) A refund shall be computed at the time of the effective exit date based on the unaudited monthly financial statement prepared by ADB’s Controller’s Department.
57. **External review.** Each financing partner may, separately or jointly with other financing partners, conduct a review of the implementation of the CRPPTF, including whether the funds have been used for the intended purpose. ADB will cooperate with external reviewers in accordance with ADB's guidelines and procedures.

58. **Amendments.** ADB may at any time amend these Implementation Guidelines, if such amendments are consistent with the provisions of the ADB paper establishing the CRFPF. Any amendments shall be made in writing in the form of an exchange of letters between the financing partners and ADB.

**IX. ADB SERVICE FEES FOR FINANCED PROJECTS**

59. **Service fee for projects financed by trust funds under the CRFPF.** ADB will charge a service fee at (i) 5% of amounts disbursed for TA projects financed under the fund; and (ii) 5% of amounts disbursed for investment projects up to $5 million, or 2% of amounts disbursed for investment projects above $5 million with a minimum of $250,000, whichever is greater, in accordance with its fee policy, as revised from time to time. The service fee will be paid from the fund at the time of disbursement.

**X. CLOSING OF THE FUND**

60. **Closing Date.** Unless otherwise agreed by the financing partners and ADB, all activities under the CRFPF, including trust funds, will be closed on or before 30 June 2031. The Partner Funds Division and the CRFPF Facility Manager will consult with the financing partners on how to return or transfer the unused funds and will take necessary actions, as required. Winding up of the CRFPF may commence upon financial closure of all projects and activities financed by the trust funds or other financial partnerships under the CRFPF.

---

24 Service fee is not applicable to Direct Charges.

## Appendix 1: Community Resilience Partnership Program Trust Fund (CRPPTF) Design and Monitoring Framework

**Impact:** Advancing climate-resilient sustainable development in Asia and the Pacific

<table>
<thead>
<tr>
<th>Results Chain</th>
<th>Performance Indicators</th>
<th>Data Sources and Reporting Mechanisms</th>
<th>Risks and Critical Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome</strong></td>
<td>By 2030</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resilience of poor and vulnerable people in participating DMCs to the impacts of climate change is strengthened.</td>
<td>a. Number of poor people (men and women) in high-climate-risk areas in CRPP countries that have directly or indirectly benefited from the program (disaggregated by sex, livelihoods, number of assets/infrastructure protected, income) (2021 baseline = 0)</td>
<td>a. Project reports; annual progress reports (detailed guidance will be provided to user departments for project-level reporting against this indicator)</td>
<td><strong>Critical Assumptions</strong></td>
</tr>
<tr>
<td></td>
<td>b. Number of CRPP countries with new/improved institutional mechanisms in place for meaningful participation of poor and vulnerable people (women and men) in adaptation-related decision-making (disaggregated by type of mechanism) (2021 baseline = 0)</td>
<td>b. Project reports; annual progress reports, including scorecards</td>
<td>CRPP-supported investments improve meaningful participation of poor and vulnerable people in adaptation decision-making.</td>
</tr>
<tr>
<td></td>
<td>c. Number of new/improved national and local policies, plans, programs that integrate climate information for financing community-level adaptation (disaggregated by type of product) (2021 baseline = 0)</td>
<td>c. Project reports; annual progress reports, including scorecards</td>
<td>Knowledge, evidence, and learning emerging from the CRPP implementation process is generated and effectively integrated on an ongoing basis.</td>
</tr>
<tr>
<td></td>
<td>d. Amount ($) mobilized for pro-poor, gender-responsive community-level investments in participating DMCs (ADB, DMCs, or third-party organizations) (2021 baseline = 0)</td>
<td>d. Project reports; annual progress reports</td>
<td><strong>Critical Assumptions</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Critical Assumptions</strong></td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
<td>1a. Number of studies on gender-responsive, pro-poor transformative adaptation solutions carried out (disaggregated by theme women-focused/nature-based solutions, etc.) (2021 baseline = 0)</td>
<td>1a. Project reports; annual progress reports</td>
<td>CRPP-supported investments improve meaningful participation of poor and vulnerable people in adaptation decision-making.</td>
</tr>
<tr>
<td>Results Chain</td>
<td>Performance Indicators</td>
<td>Data Sources and Reporting Mechanisms</td>
<td>Risks and Critical Assumptions</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 1b. No. of participants from key stakeholder groups in CRPP countries who    | 1b. No. of participants from key stakeholder groups in CRPP countries who attend evidence-sharing events that have increased awareness on pro-poor adaptation solutions (at least 50% women participants) (disaggregated by theme, e.g., women-focused/nature-based solutions) (2021 baseline = 0) | 1b. Project reports; annual progress reports                                                                                   | **Critical Risks**  
People of influence from governments, civil society organizations and communities do not participate in the policy dialogues and knowledge sharing events. |
| attend evidence-sharing events that have increased awareness on pro-poor       | 1c. Number of high-level national and regional policy dialogue forums attended by key CRPP stakeholders (governments, civil society, donors, private sector) (2021 baseline = 0)                                                                 | 1c. Project reports; annual progress reports                                                                                   | **Critical Assumptions**  
Capacity building interventions are appropriately designed, effective, and attended by the right people.  
Climate risk assessments and other tools are appropriately designed and become institutionalized within the planning process. |
| adaptation solutions (at least 50% women participants) (disaggregated by      |                                                                                                           |                                                                                                                                  | **Critical Risks**  
High turnover of government employees limits the ability to build institutional capacity over the long term. |
| theme, e.g., women-focused/nature-based solutions) (2021 baseline = 0)       |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| 1c. Number of high-level national and regional policy dialogue forums        |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| attended by key CRPP stakeholders (governments, civil society, donors,      |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| private sector) (2021 baseline = 0)                                          |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| 2a. At least XX participants from key stakeholder groups in CRPP countries,  | 2a. Number of new/improved participatory and gender-responsive climate risk assessment tools used for community level adaptation planning (2021 baseline = 0)                                                                 | 2a. Project reports; annual progress reports                                                                                   | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| of which at least 50% are women, report improved skills or knowledge on      | 2b. Number of government officials, of which at least 50% are women, report improved skills or knowledge to apply climate information into plans, policies, and programs (2021 baseline = 0)                                                                 | 2b. Project reports; annual progress reports, including scorecards                                                                 | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| developing, financing, implementing, and monitoring and evaluating adaptation | 2c. Project reports; annual progress reports                                                                                                                  |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| investments (2021 baseline = 0)                                              |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| 2b. Number of new/improved participatory and gender-responsive climate risk  |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| assessment tools used for community level adaptation planning (2021 baseline  |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| = 0)                                                                         |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| 2c. Number of government officials, of which at least 50% are women, report  |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| improved skills or knowledge to apply climate information into plans,        |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| policies, and programs (2021 baseline = 0)                                   |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| 3a. Number of climate adaptation investments approved (disaggregated by      | 3a. Project reports; annual progress reports                                                                                                                   |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| livelihood, infrastructure, and climate information services focus)          |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| (2021 baseline = 0)                                                         |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| 3b. Number of poor people (disaggregated by sex) that participate in        | 3b. Project reports; annual progress reports, including scorecards                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
| decision-making on supported                                                 |                                                                                                           |                                                                                                                                  | **Critical Assumptions**  
Providing technical assistance for project design and preparation mobilizes large-scale investment in pro-poor local-level climate change adaptation in CRPP countries.  
Grant financing is spent explicitly on activities that support local-level, pro-poor |
### Results Chain

<table>
<thead>
<tr>
<th>Performance Indicators</th>
<th>Data Sources and Reporting Mechanisms</th>
<th>Risks and Critical Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>adaptation projects (2021 baseline = 0)</td>
<td>3c. Project reports; annual progress reports</td>
<td>adaptation. This has a catalytic effect for large-scale investments. <strong>Risks</strong> Debt distress in priority CRPP DMCs limits opportunities for large-scale investments in local-level adaptation.</td>
</tr>
<tr>
<td>3c. Number of initiatives funded that include gender-responsive community resilience-building measures implemented (2021 baseline = 0)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Key Activities

1. **Knowledge and action research on climate risk-informed pro-poor local solutions strengthened.**

   1.1 Conduct research and analysis for identifying a suite of transformational adaptation investments that meet local needs and are aligned with national climate priorities and disseminate their findings.
   1.2 Document and share lessons, including lessons emerging from the COVID-19 response, which are critical for building future resilience, and for sharing experiences of using innovative financing options for adaptation, including private sector financing.
   1.3 Organize workshops, seminars, or other evidence-sharing events on pro-poor adaptation solutions.
   1.4 Conduct national- and regional-level policy dialogues to influence the wider enabling environment for planning and programming to support investments in local adaptation solutions, including through participation of the private sector.
   1.5 Engage with potential financing partners (national development banks, multilateral development banks, climate finance institutions, bilateral donors, and private sector) to mobilize adaptation finance, including strengthening linkages with the Green Climate Fund’s Enhancing Direct Access pilot.

2. **Institutional and community capacity to develop and deliver climate adaptation investments strengthened.**

   2.1 Implement training and capacity-building workshops on developing, financing, implementing, and monitoring and evaluating adaptation investments at the community level, among local government and civil society organizations, as well as at the national level and with the private sector.
   2.2 Develop participatory climate risk and gender, poverty, and other related assessment tools, and support their use in decision-making processes.
   2.3 Implement training and capacity building for government officials on applying climate risk information in the formation of plans, policies, and programs.

3. **Investments supporting inclusive, pro-poor community-level adaptation prepared and/or implemented.**

   3.1 Provide technical assistance for the design and preparation of large-scale adaptation investment projects (feasibility studies and other preparatory work will include appropriate public consultation).
   3.2 Provide grant financing and implementation support to governments and communities for climate change adaptation initiatives implemented as part of new or ongoing ADB projects.

### Inputs

To be confirmed

ADB = Asian Development Bank, DMC = developing member country, COVID-19 = coronavirus disease, CRPP = Community Resilience Partnership Program.
### Appendix 2: Community Resilience Financing Partnership Facility (CRFPF) Governance Structure

<table>
<thead>
<tr>
<th>Party</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **CRFPF Partnership Group** | | i. Select co-chair (on an annual basis)  
ii. Provide strategic direction to the CRFPF in line with the results framework  
iii. Review the CRFPF Work Plan and Annual Report  
iv. Establish linkages between the CRFPF and other global and regional resilience programs  
v. Provide guidance on mobilization of resources for the CRFPF  
vi. Provide inputs and attend the annual CRPP Partnership Forum |
| **Chair:** Representative from ADB  
**Co-Chair:** Member of the CRFPF financing partner members: | |  
- ADB  
- CRFPF financial contributors (countries and financial institutions)  
- DMC beneficiaries  
- International Institute for Environment and Development  
- Huairou Commission  
- Global institutions/programs/climate funds (three positions on an annual basis)  
- Independent technical advisors (two positions, on an annual basis) |
| **CRFPF Steering Committee** | | i. Approve the allocation of CRFPF resources for specific projects  
ii. Approve the CRFPF Work Plan and Annual Report based on endorsement received from financing partners |
| **Chair:** Director General, Sustainable Development and Climate Change Department, ADB  
**Members:** Directors general of the user departments (ADB departments applying for CRFPF resources) | |  
i. Approve the allocation of CRFPF resources for specific projects  
ii. Approve the CRFPF Work Plan and Annual Report based on endorsement received from financing partners |
| **CRFPF Working Group** | | Review project proposals and make recommendations to the CRFPF Steering Committee for allocation of resources |
| **Chair:** Chief of Climate Change and Disaster Risk Management Thematic Group and concurrently Director of the Climate Change and Disaster Risk Management Division (SDCD)  
**Members:** ADB staff from relevant departments with expertise on social development, gender, climate and disaster risk management, urban development, rural development and food security, and governance | |  
i. Approve the allocation of CRFPF resources for specific projects  
ii. Approve the CRFPF Work Plan and Annual Report based on endorsement received from financing partners |
| **CRFPF Secretariat (SDCD)** | | i. Support the organization and deliberation of the CRFPF Partnership Group  
ii. Prepare the Annual Work Plan and Annual Report  
iii. Supervise day-to-day implementation of the Annual Work Plan  
iv. Monitoring, evaluation, and learning  
v. Foster partnerships with relevant institutions and programs at global and regional levels  
vii. Disseminate CRFPF results and achievements |
| **Facility Manager:** SDCD Director  
**Members:** | |  
i. CRPP TF Fund Manager  
ii. Monitoring and Evaluation and Learning Specialist  
iii. Knowledge Management Specialist  
iv. Social Development Specialist (Gender). |
Appendix 3: Application to Access Community Resilience Partnership Program Trust Fund (CRPPTF) Resources for Grant Component of Investment Projects – ADB Projects
(5 pages maximum)

Date: __________________

To: CRFPF Steering Committee
Through: <Department head in principle, or Director with delegated authority>
From: <Project Officer, Division>

Re: Approval for Fund Allocation

Project name: __________________________________________
Country/Region: _________________________________________
Sector: _________________________________________________
Amount of funding requested: ________________________________
Year and quarter fund is needed: ______________________________

A. Project description (Please provide a brief description of the background of the proposed project that the CRPPTF will support by responding to the following questions.)

i. What is the specific problem which the project seeks to address? (Note: This should include a summary of the climate change rationale for the project activities)

ii. What is the project’s overall objective and expected output, outcome, and impact, and how do these align with the CRPPTF design and framework?

B. Use of CRPPTF funds and added value from receiving CRPPTF support (Please indicate how CRPPTF funds will be used, and demonstrate the added value from receiving CRPPTF support to the proposed project.)

C. Consistency with CRPPTF investment criteria (Please demonstrate how the proposed funds meet each of the eligibility criteria for fund allocation for either grant component of investments by responding to the following questions.)

I. Impact potential:

i. What are the specific risks and vulnerabilities, under current and future conditions of climate change, that the project aims to address? (Please articulate a clear causal narrative between specific activities proposed and their objective of reducing climate risk at the community level.)

ii. What is the targeting intervention for poverty reduction: Household, Geographic, or SDG?

II. Paradigm shift potential:

i. What measures will be taken to ensure that the project outcome will be sustainable in the long run? (e.g., integration into national/local development processes, through securing additional public and/or private financing; building capacity of national/local institutions to implement similar activities)

ii. Please indicate the potential of replicating the project elsewhere in the same country or other countries in region.

iii. How does the project promote innovation? (e.g., through the development and/or adoption of new technology or community-based approaches that can help address adaptation barriers in the region)

iv. How does the project promote sharing of knowledge and learning?

III. Gender: What gender category is the project? (Note: The project must either be categorized as Gender Equity Theme or Effective Gender Mainstreaming as per the Guidelines for Gender Mainstreaming Categories of ADB Projects.)
IV. Needs of the recipient:
   i. How does the project aim to overcome technical, institutional, and/or financial barriers related to climate adaptation at the community level? (Note: Prioritization will be given to projects that aim at overcoming a greater number of barriers.)
   ii. How will the project strengthen the capacity of local institutions to implement adaptation projects, enhance coordination, and improve governance?

V. Country ownership:
   i. Please describe how the project is aligned with national climate priorities as reflected in nationally determined contributions (NDCs), national adaptation plans (NAPs), and/or national or local disaster risk reduction plans.
   ii. Please describe how stakeholders have been engaged in developing the project, including consultation with local stakeholders such as local governments and civil society organizations.

VI. Efficiency and effectiveness:
   Please describe how grant resources are blended with ADB grants and/or loans in order to augment the volume of financing available for adaptation and better tailor concessionality to achieve transformative investments that would otherwise not proceed. (Note: The CRPPTF Grant: ADB financial assistance grant/loan ratio should be at least 1:4.)

D. Implementation arrangements and project timeline
   i. Describe the likelihood of timely implementation of the project. What is the project timeline (e.g., the project processing and approval time)? Who is the executing and implementing agency?
   ii. Please indicate the flow of CRPPTF funds for the project, especially if the funds will support community level activities (using a flow chart where possible).
   iii. Please briefly describe the monitoring, reporting, and evaluation plan for the project.

E. Attachments
   Attachment 1: Design and Monitoring Framework (DMF) {The DMF should focus on the activities financed through the CRPPTF and be coherent with the CRPPTF DMF.}
   Attachment 2: Detailed Cost Estimates and Financing Plan {For regional projects, please provide a breakdown per developing member country.}
   Attachment 3: Detailed Terms of Reference {Please provide terms of reference for consultants/firms that will be recruited to implement the investment activities.}
   Attachment 4: Draft project concept paper or report and recommendation of the President (if applicable)
   Attachment 5: Others (if any)

Assigned by CRFPF Secretariat:

<table>
<thead>
<tr>
<th>Fund Code:</th>
<th>Application Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount approved for CRPPTF allocation:</td>
<td></td>
</tr>
</tbody>
</table>

NOTES:
1) Please refer to the Application Number for tracking/monitoring purposes.
2) User/Operations departments are responsible for sourcing funds to support costs incurred beyond the amount approved for CRPPTF fund allocation.
Appendix 4: Application to Access Community Resilience Partnership Program Trust Fund (CRPPTF) Resources for Technical Assistance – ADB Projects
(5 pages maximum)

Date: __________________

To: CRFPF Steering Committee
Through: <Department head in principle, or Director with delegated authority>
From: <Project Officer, Division>

Re: Approval for Fund Allocation

Project name: __________________________________________
Country/Region: ________________________________________
Sector: ________________________________________________
Amount of funding requested: ______________________________
Year and quarter fund is needed: __________________________

A. Project description {Please provide a brief description of the background of the proposed project that the CRPPTF will support by responding to the following questions.}

i. What is the specific problem which the technical assistance seeks to address? (Note: This should include a summary of the climate change rationale for the project activities.)

ii. What is the overall objective and expected output, outcome, and impact of the technical assistance, and how do these align with the CRPPTF results framework?

B. Use of CRPPTF funds and added value from receiving CRPPTF support {Please indicate how CRPPTF funds will be used, and demonstrate the added value from receiving CRPPTF support to the proposed project.}

C. Consistency with CRPPTF investment criteria {Please complete the relevant section below depending on the nature of the technical assistance.}

For knowledge and services technical assistance (KSTA) {Please demonstrate how the proposed funds meet each of the eligibility criteria for fund allocation by responding to the following questions.}

i. What are the risks and vulnerabilities, under current and future conditions of climate change, that the KSTA aims to address in the context of poverty reduction?

ii. How does the KSTA contribute to relevant CRFPF outcomes?

iii. What measures will be taken to ensure that the outcome of the technical assistance will be sustainable in the long run? (e.g., by integrating into national/local development processes; securing additional public and/or private financing; and building capacity of national/local institutions to implement similar activities)

iv. How does the KSTA aim to address barriers related to scaling up of climate adaptation solutions at the local level?

v. How will the KSTA promote sharing of knowledge and learning within and with other CRFPF countries?

vi. Please describe how the KSTA is aligned with national climate priorities as reflected in nationally determined contributions (NDCs), national adaptation plans (NAPs), and/or national or local disaster risk reduction plans.

vii. How will the KSTA promote partnerships with national and local stakeholders, including with civil society organizations, in implementing climate actions?

For transaction technical assistance (TRTA) {Please demonstrate how the proposed funds meet each of the eligibility criteria for fund allocation by responding to the following questions.}

i. What are the risks and vulnerabilities, under current and future conditions of climate change, that the TRTA aims to address in the context of poverty reduction.
ii. How does the TRTA contribute to relevant CRFPF outcomes?

iii. What barriers related to scaling up of climate adaptation solutions at the local level will the projects supported by the TRTA address?

iv. Please describe how the TRTA support is aligned with national climate priorities as reflected in nationally determined contributions (NDCs), national adaptation plans (NAPs), and/or national or local disaster risk reduction plans.

v. How will the TRTA engage with national and local stakeholders in developing the project?

D. Implementation arrangements and project timelines {Please provide information related to the following elements.}

i. Describe the likelihood of timely implementation of the project. What is the project timeline (e.g., the project processing and approval time)? Who is the executing and implementing agency?

ii. Please briefly describe the monitoring, reporting, and evaluation plan for the project.

E. Attachments

- **Attachment 1:** Design and Monitoring Framework (DMF) {The DMF should focus on the activities financed through the CRPPTF and be coherent with the CRPPTF DMF.}

- **Attachment 2:** Detailed Cost Estimates and Financing Plan {For regional projects, please provide a breakdown per developing member country.}

- **Attachment 3:** Detailed Terms of Reference {Please provide terms of reference for consultants/firms that will be recruited to implement the technical assistance/investment activities.}

- **Attachment 4:** Draft technical assistance concept paper or memorandum on increase in technical assistance amount

- **Attachment 5:** Others (if any)

---

Assigned by CRFPF Secretariat:

<table>
<thead>
<tr>
<th>Fund Code: __________________</th>
<th>Application Number: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount approved for CRPPTF allocation: __________________</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

1) Please refer to the Application Number for tracking/monitoring purposes.

2) User/Operations departments are responsible for sourcing funds to support costs incurred beyond the amount approved for CRPPTF fund allocation.
Appendix 5: Community Resilience Partnership Program Trust Fund (CRPPTF) Application Process for Grant Component of Investment Project or Technical Assistance – Flow Chart

1. User Departments/Third Party submit the application with draft ADB documents.

2. CRPPF Secretariat reviews applications for compliance with the Implementation Guidelines for use of funds, including the eligibility criteria, and make recommendations for approval. (5 days)

3. CRPPF Secretariat circulates the application to CRPPF Working Group for endorsement on a no-objection basis.

4. CRPPF Working Group reviews CRPPF applications (7 working days)

5. CRPPF Secretariat forwards the application to CRPPF Steering Committee.

6. User Departments/Third Party addresses minor comments (if any).

7. User Departments/Third Party addresses objections or comments (3 working days) and forwards to CRPPF Secretariat.

8. Application is approved by CRPPF Steering Committee.

9. User Department/Third Party follows standard procedures for implementing TA and Grant supported activities and submission of completion report when project concludes.

Notes:
1. User Departments/Third Party will use the appropriate application form as indicated in Appendix 2 of the CRPPTF Implementation Guidelines.
2. Documents circulated to CRPPF Working Group include: (i) CRPPTF application; (ii) approved concept paper; and (iii) eligibility screening checklist.
3. Secretariat will consolidate all comments before forwarding to User Departments/Third Parties.
4. Documents forwarded to the Steering Committee include: (i) CRPPTF application; (ii) memo requesting allocation of resources; (iii) project concept paper; and (iv) eligibility screening checklist.
Appendix 6: Application to Access Community Resilience Partnership Program Trust Fund (CRPPTF) Resources for Direct Charges
(2 pages maximum)

Date: ______________________

To: CRFPF Fund Manager
Through: <Department Head in Principle, or Director with delegated authority>
From: <Project Officer, Division>

Re: Approval for Fund Allocation

Activity name: __________________________________________
Country/Region: _________________________________________
Sector: _________________________________________________
Category of activity: ______________________________________
Amount of funding requested: _______________________________
Year and quarter fund is needed: _____________________________

A. Activity description {Please provide a brief description of the proposed activity that the CRPPTF will support by answering the following questions.}
   i. What is the context of the activity?
   ii. What is the activity’s overall objective and expected output, outcome, and impact?
   iii. Who is the implementing agency?
   iv. What is the timeline of the activity?
   v. Please include any other relevant information.

B. Use of CRPPTF funds and added value from receiving CRPPTF support {Please indicate how CRPPTF funds will be used by responding to the following.}
   Please provide a brief summary of what the CRPPTF funds will be used for, and describe the added value from receiving CRPPTF funds for the activity.

C. Consistency with the CRPPTF Results Framework {Please demonstrate how the proposed activity aligns with the CRPP Design and Monitoring Framework by responding to the following questions.}
   i. Which of the CRPPTF outputs does the activity directly correspond with?
   ii. How will the activity directly contribute to achieving the CRPPTF results as indicated?
   iii. Please describe the added value from receiving CRPPTF funds for the activity.

D. Attachments
   • Attachment 1: Design and Monitoring Framework (DMF) {If applicable, the DMF should focus on the activities financed through the CRPPTF.}
   • Attachment 2: Detailed Cost Estimates {For regional projects, please include a breakdown per developing member country.}
   • Attachment 3: Detailed Terms of Reference {Please provide terms of reference for consultants/firms that will be recruited to implement the technical assistance/investment activities.}

Assigned by CRFPF Secretariat:
   Fund Code __________ Application Number: _______________
   Amount approved for CRPPTF allocation: ______________________

Notes:
1) Please refer to the Application Number for tracking/monitoring purposes.
2) User/Operations departments are responsible for sourcing funds to support costs incurred beyond the amount approved for CRPPTF fund allocation. Application for supplementary CRPPTF funding is not allowed.
3) Direct charges require that user/operations departments provide midterm updates to the CRFPF Manager (i.e., actual amounts used for the specific items/categories under the direct charges, and activity completion dates). Please see the attached flow chart on disbursements.
Appendix 7: Community Resilience Partnership Program Trust Fund (CRPPTF)
Application Process for Direct Charges – Flow Chart

User department (UD) submits direct charge (DC) application\(^1\)

Does the application originate from SDCD or is it a project team member from SDCD?

CRFFP Secretariat reviews the application against eligibility screening checklist\(^3\), and forwards evaluation to Secretariat (5 working days)

CRFFP Secretariat discusses with UD for revisions and re-submission or withdrawal of application

Does the application meet the eligibility criteria?

CRFFP Fund Manager approves the application

UD follows standard procedures for implementing DC-supported activities and submitting completion report when project concludes

Notes:
1. User Department will use the appropriate application form as indicated in Appendix 6 of the CRPPTF Implementation Guidelines. The following should be attached to the application form: (i) Design and Monitoring Framework (ii) detailed cost estimates; and (iii) detailed TOR for each consultant.
2. The Secretariat will call for volunteer(s) from the CRFFP Working Group to evaluate the application. Volunteer(s) should confirm within up to 5 working days.
3. In lieu of a DMF, the Secretariat will, based on relevant details provided in the application, fill in the section on “Contribution to CRPPTF Performance Targets” of the checklists and confirm with the Project Officer that these items will serve as the activity’s outcome and outputs. Once confirmed, this summary will be used to monitor results.
Appendix 8: Application to Access Community Resilience Partnership Program Trust Fund (CRPPTF) Resources for Technical Assistance – Third-Party Projects
(5 pages maximum)

Date: __________________

To: CRFPF Steering Committee
Through: <Department head in principle, or Director with delegated authority>
From: <Project Officer, Division>

Re: Approval for Fund Allocation

Project Name: ______________________________________
Country/Region: ______________________________________
Sector: ______________________________________________
Amount of funding requested: ___________________________
Year and quarter fund is needed: _________________________
Name of the organization: ______________________________

A. Classification of the applicant (tick as applicable)

☐ Developing member country (DMC) government agency (national)
☐ DMC government agency (subnational/local)
☐ Academia/research institute
☐ Non-governmental, non-profit, and civil society organization
☐ DMC governments and public financial institutions
☐ Others: ________________

B. Project description (Please provide a brief description of the background of the proposed project that the CRPPTF will support by responding to the following questions.)

i. What is the specific problem which the technical assistance seeks to address? (Note: This should include a summary of the climate change rationale for the project activities.)

ii. What is the overall objective and expected output, outcome, and impact of the technical assistance, and how do these align with the CRPPTF results framework?

C. Use of CRPPTF funds and added value from receiving CRPPTF support (Please indicate how CRPPTF funds will be used, and demonstrate the added value from receiving CRPPTF support to the proposed project.)

D. Consistency with CRPPTF investment criteria (Please complete the relevant section below depending on the nature of the technical assistance.)

For technical assistance (TA) (Please demonstrate how the proposed funds meet each of the eligibility criteria for fund allocation by responding to the following questions.)

i. What are the risks and vulnerabilities, under current and future conditions of climate change, that the TA aims to address in the context of poverty reduction?

ii. How does the TA contribute to relevant CRFPF outcomes?

iii. What measures will be taken to ensure that the outcome of the TA will be sustainable in the long run? (e.g., by integrating into national/local development processes, securing additional public and/or private financing, and building capacity of national/local institutions to implement similar activities)

iv. How does the TA aim to address barriers related to scaling up of climate adaptation solutions at the local level?

v. How will the TA promote sharing of knowledge and learning within and with other CRFPF countries?
vi. Please describe how the TA is aligned with national climate priorities as reflected in nationally determined contributions (NDCs), national adaptation plans (NAPs), and/or national or local disaster risk reduction plans.

vii. How will the TA promote partnerships with national and local stakeholders, including with civil society organizations, in implementing climate actions?

E. Implementation arrangements and project timelines

i. Describe the likelihood of timely implementation of the project. What is the project timeline (e.g., the project processing and approval time)? Who is the executing and implementing agency?

ii. Please briefly describe the monitoring, reporting, and evaluation plan for the project.

F. Attachments

- **Attachment 1:** Design and Monitoring Framework (DMF) *(The DMF should focus on the activities financed through the CRPPTF and be coherent with the CRPPTF DMF.)*

- **Attachment 2:** Detailed Cost Estimates and Financing Plan *(For regional projects, please provide a breakdown per developing member country.)*

- **Attachment 3:** Detailed Terms of Reference *(Please provide terms of reference for consultants/firms that will be recruited to implement the TA/investment activities.)*

- **Attachment 4:** Draft TA concept paper or memorandum on increase in TA amount

- **Attachment 5:** Others (if any)

---

**Assigned by CRFPF Secretariat:**

<table>
<thead>
<tr>
<th>Fund Code: ____________________</th>
<th>Application Number: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount approved for CRPPTF allocation: ____________________</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

1) Please refer to the Application Number for tracking/monitoring purposes.

2) User/Operations departments are responsible for sourcing funds to support costs incurred beyond the amount approved for CRPPTF fund allocation.
Appendix 9: Community Resilience Partnership Program Trust Fund (CRPPTF)
Annual Progress Report for Grant Component Investment Project or Technical Assistance

Reporting Period:

<table>
<thead>
<tr>
<th>Project Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CRPPTF Application Number:</th>
<th>CRPPTF Approved Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRPPTF Approval Date:</td>
<td>Target Completion Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Team Leader:</th>
<th>Department/Division:</th>
</tr>
</thead>
</table>

Progress to Date:
Please indicate achieved results at outcome and output levels based on the project level DMF using the matrix below.

<table>
<thead>
<tr>
<th>Result area</th>
<th>Indicator</th>
<th>Baseline</th>
<th>Reported Value</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide a response to the following questions to enable a qualitative analysis of project progress. (The purpose of this section is to provide a critical reflection regarding the desired changes in capacity, decision-making, knowledge, policy, etc. resulting from the project. Answers should be approximately 150-200 words per question.)

- How are actions taken as part of your project contributing to improved climate resilience?
- Have any unexpected changes taken place?
- What substantial changes have been observed in the context of the project’s main objective?
- Is there evidence that the intervention has contributed to behavior change or changes in the decision-making process among beneficiaries or project/program stakeholders?
- Are there any clear signs that the changes/project results are likely to continue beyond the intervention support?
- Is there evidence of replication or multiplying effects across populations, markets, institutions, sectors, and geographic areas?
- What are the key contextual factors that may enable or constrain the desired change brought about by your project?

Rating of Overall Implementation Progress: □ On track □ Delayed

If delayed, please briefly explain reasons or challenges that are delaying project implementation and actions taken/proposed to address the issues.

<table>
<thead>
<tr>
<th>CRPPTF Total Disbursed Amount ($)</th>
<th>□ On track □ Delayed</th>
</tr>
</thead>
</table>

Lessons Learned: Please briefly describe any important lessons from the implementation of the project.

1 Please submit the annual project implementation progress report by 30 December.
Appendix 10: Community Resilience Partnership Program Trust Fund (CRPPTF)
Completion Report for Direct Charges

Title: <Country code and activity name>

<table>
<thead>
<tr>
<th>CRPPTF Application Number:</th>
<th>Amount Approved ($)</th>
<th>Amount Utilized ($)</th>
<th>Amount Undisbursed ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC Approval Date:</td>
<td>Completion Date:</td>
<td>Closing Date: &lt;Date of financial close (to be determined)&gt;</td>
<td></td>
</tr>
</tbody>
</table>

A. Briefly describe the conduct of project activities and delivery of inputs, indicating any diversion from intended activities/inputs and reasons for such.

B. Provide an evaluation of the project outputs and assessment of how the project achieved desired outcomes.

C. Highlight the major lessons learned in the conduct of activities and any recommendations or follow-up actions in support of CRPPTF objectives.

Attachments/supporting documents:
- Any available printed outputs of the activity/project (e.g., Consultant’s Report, Back-to-Office Report, information, education, and communication materials/knowledge products produced, photo documentation, etc.)

Financial report: (The sample line items are provided below; please edit as appropriate.)

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Original Budgeted Amount</th>
<th>Amount Utilized / Actual Expense</th>
<th>Amount Undisbursed / Savings</th>
</tr>
</thead>
</table>
| 1. Consultants
  a. Remuneration and per diem
    i. International consultants
    ii. Domestic consultants
  b. International and local travel
  c. Reports and communications
| 2. Training, workshops, and conferences
  a. Study tour
  b. Workshops and conferences
| 3. Miscellaneous administration and support costs
| 4. Translation and dissemination |
| Total |

Prepared by: | Designation: