



Readiness and Preparatory Support Interim Progress Report

Grant Agreement Number (MNE-RS-002)

**Delivery Partner Name: United Nations Development
Programme**

Sections in this report:

- Section 1: General Information
- Section 2: Reporting on Country Readiness Logical Framework
- Section 3: Actual Implementation Timetable
- Section 4: Budget Reporting
- Section 5: Procurement Plan for the Next Reporting Period
- Section 6: Challenges, Lessons Learned, and Way Forward
- Annex: Subsequent Disbursement Request Form

For more information, please refer to the GCF Readiness and Preparatory Support Programme guidebook available [online](#). Please submit the Interim Progress Report to opm@gcfund.org.

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

Daniela Gasparikova, UNDP Resident Representative	Signature: <i>Daniela Gasparikova</i>	Date:
Aneta Kankaraš, Ministry of Ecology, Spatial Planning and Urbanism, GCF focal point	Signature: <i>Aneta Kankaras</i>	Date:



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Received by:	Signature	Date (DD-MM-YYYY)
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EXECUTIVE SUMMARY

Please highlight crucial aspects of the IPR on the following:

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

In line with the UNDP procedures, the UNDP Country Office team, with the support from the NDA's staff and Istanbul Regional Hub support team undertook the process of preparation of the internal project document. This is a necessary step in establishing the project in the UNDP project management system. As part of the process, the Project Document was prepared, followed by financial and technical clearance and the Local Project Appraisal Committee (LPAC) process and meeting was implemented.

The disbursement request was prepared and submitted with the Secretariat releasing the first disbursement to the delivery partner for the approved proposal on January 13th, 2021.

In parallel, the team undertook initial consultations with different partners implementing projects and activities that could benefit the project implementation.

The results of the August 30th election in Montenegro resulted in an Government structure change and appointment of new focal points, including for the GCF. As the process of the appointment of the GCF focal point was finalised the monitoring role for the Government is the responsibility of Prof. Danilo Mrdak, PhD, State Secretary and Aneta Kankaraš, GCF focal point from Ministry of Ecology, Spatial Planning and Urbanism.

(Less than a half page)

SECTION 1: GENERAL INFORMATION

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

1. Country	Montenegro
2. Grant agreement number	MNE-RS-002
3. Implementing Entity	United Nations Development Programme



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Interim Progress Report Template

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4. Date of grant agreement signed	29/10/20
5. Grant effectiveness date	29/10/2020
6. Date of 1st disbursement received from GCF	08/01/21
7. Tranche number of the committed funding during the reporting period	1
8. Reporting period	From: 29/10/20 To: 31/12/20
9. Total approved grant amount	USD 1,721,932.00
10. Total grant amount received from GCF during the reporting period	USD 0
11. Total grant amount expended during the reporting period	USD 0
12. Documents provided (Please tick the relevant boxes)	<input checked="" type="checkbox"/> Interim Progress Report <input type="checkbox"/> Procurement Plan <input type="checkbox"/> Subsequent Disbursement Request <input checked="" type="checkbox"/> Financial Report <input type="checkbox"/> Audited Financial Report


SECTION 2: REPORTING ON COUNTRY READINESS LOGICAL FRAMEWORK

This section requires an update on progress in implementing the planned Readiness activities. Any draft to the expected output should be submitted with progress report.

Progress is reported for the period (should be consistent with section 1.8) From: 10/28/2020 To: 12/31/2020

Outcome 1: Adaptation planning governance, institutional coordination, and technical capacity strengthened.
Outcome narrative: This outcome will set the foundation for adaptation planning throughout the country. This will be achieved by establishing an institutional coordination mechanism with a clear and strong mandate, defining the roles of the participating institutions, and assessing and enhancing the capacity of these institutions. Implementation will get under way from February 2021.

Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
	Please provide a brief summary of the baseline scenario at the proposal stage.		Please comment the status of targets achieved through activities undertaken during the reporting period. Provide a short qualitative description of progress ("target achieved" or "target in progress", for example). If the project lists targets in terms of a numerical scale (0-2), please indicate number achieved.	Based on your approved proposal, please outline the key indicators.	Please state the milestones and deliverables achieved as agreed in Grant Agreement.	In this column, identify and explain the reasons for the difference, if any, between a planned activity and the corresponding actual activity that took place during the reporting period.	In this column, summarize some of the qualitative results achieved through activities undertaken <u>during the reporting period</u> .	Please highlight activities, deliverables and milestones planned for the next reporting period and indicate any modifications that might be made from the original implementation plan. Also, indicate any corrective actions that need to be taken up to address impediments that emerged in the reporting period.
1.1: Institutional capacity for adaptation planning assessed and enhanced	There is insufficient technical capacity within the relevant institutions to understand climate information in the context of	As per approved proposal the Outcome is achieved through 4 sets of activities. Activity 1.1.1 Assess capacity of key stakeholders involved in the NAP process to determine individual and institutional	target in progress	To be determined in collaboration with NDA	Preparation for the inception phase ongoing	n/a	n/a	For the next reporting period no modification of original implementation plan is envisaged. The activities will focus on:

¹ If possible, please provide hyperlinks to supporting documents.



	climate change and impacts, nor to effectively assess, prioritize and monitor adaptation investments.	capacity gaps that are key for integrating climate risks and adaptation into planning Activity 1.1.2 Based on the results of 1.1.1, develop and deliver a training programs to increase the capacity of government officials within the relevant government entities involved in the NAP Activity 1.1.3 Deliver a capacity development program uniquely designed for the private and civil society sectors to improve their understanding of climate risks and vulnerabilities Activity 1.1.4 Train IHSM staff on how to effectively use their mobile climate data collection units. Are listed in the proposal.						<ul style="list-style-type: none"> - Implementation of the inception phase with appointment of the Project Board members - Finalisation of the inception workshops and Inception report. <p>For this specific output, plan envisages procurement of services for:</p> <ul style="list-style-type: none"> - national and international consultants to conduct capacity gap assessment of key government stakeholders
1.2 Institutional coordination to support adaptation planning strengthened	The Working Group on Mitigation and Adaptation to Climate Change within the National Council for Sustainable Development does not have a formalized and codified mission, mandate, governing	As per approved proposal the Outcome is achieved thought sets of activities as listed in the proposal as Activity 1.2.1 Update the mission and mandate of the Working Group on Mitigation and Adaptation to Climate Change in order to appropriately include issues related to adaptation	target in progress	To be determined in collaboration with NDA	Preparation for the inception phase ongoing	n/a	n/a	<p>For the next reporting period no modification of original implementation plan is envisaged. The activities will focus on:</p> <ul style="list-style-type: none"> - Implementation of the inception phase with appointment of the Project Board - Finalisation of the inception workshops and Inception report. <p>For this specific output, plan envisages</p>



	<p>processes and SOP's thus preventing effective adaptation planning.</p>							<p>procurement of services for:</p> <ul style="list-style-type: none"> - national consultant / Legal Advisor to support the Directorate with legal analysis of proposed interventions as well as policy development - national and international consultants to conduct an institutional review and redefine the mission and mandate of the WGMACC as it relates to adaptation in order to enhance coordination, roles, and accountability
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Outcome 2: An enhanced evidence base for designing gender-sensitive adaptation solutions.

Outcome narrative: Under this outcome, existing information will be reviewed and appraised and additional assessments within the priority sectors will be undertaken, gender-sensitive adaptation options will be identified and prioritized, and a NAP policy document will be produced. The compilation of existing vulnerability information and new vulnerability studies will provide the institutional coordination mechanism, national and sector planners to make informed and better decisions with respect to climate change adaptation. Additionally, this evidence base will be key in any efforts to build a case for the allocation of national budget and for seeking and acquiring climate finance from international sources. Implementation will get under way from February 2021.

Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ²	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
2.1 Gender-specific climate change-driven risks and vulnerabilities in priority sectors identified, broad goals and potential adaptation measures developed	There is limited and scattered information on Montenegro's climate vulnerabilities, impacts, and adaptation priorities. Little to no insight on the most pressing climate change driven risks and vulnerabilities within the four sectors. This hinders/prevents informed adaptation planning. No existing process for developing, analyzing and evaluating	<p>As per approved proposal the Outcome is achieved through 3 sets of activities.</p> <p>Activity 2.1.1 Undertake a comprehensive review and consolidation of available climate risks assessments within or related to the four priority sectors that includes an examination of the impacts on both public and private sectors assets and systems in the assessments</p> <p>Activity 2.1.2 Develop gender-sensitive adaptation goals, targets and indicators for each of the four priority sectors.</p> <p>Activity 2.1.3 Review and analyze sectoral development plans and policies (water, agriculture, public health and tourism) to identify entry points</p>	target in progress	To be determined in collaboration with NDA	Preparation for the inception phase ongoing	n/a	n/a	<p>For the next reporting period no modification of original implementation plan is envisaged. The activities will focus on:</p> <ul style="list-style-type: none"> - Implementation of the inception phase with appointment of the Project Board - Finalisation of the inception workshops and Inception report.

² If possible, please provide hyperlinks to supporting documents.



	options. Investment decisions are made on an ad-hoc basis, without a structured methodology frequently leading to sub-optimal outcomes. There is a lack of a pipeline of well-designed relevant adaptation projects.	for integrating gender-sensitive climate adaptation measures. As presented in the proposal.						
2.2 National Adaptation Planning processes established.	The NAP process is in an early development stage and is not advancing. There is essentially no public awareness about the GoM adaptation concerns and aspirations.	As per approved proposal the Outcome is achieved through 6 sets of activities. Activity 2.2.1 Informed by Activities 2.1.1, 2.1.2 and 2.1.3 this activity will establish a team of multidisciplinary national and international experts to formulate and draft a National Adaptation Plan. Activity 2.2.2 Develop a work-plan for implementation of the NAP process over a 3-year period. Activity 2.2.3 Establish a monitoring and evaluation framework for adaptation planning and its effectiveness. This monitoring and evaluation framework will include indicators	target in progress	To be determined in collaboration with NDA	Preparation for the inception phase ongoing	n/a	n/a	For the next reporting period no modification of original implementation plan is envisaged. The activities will focus on: - Implementation of the inception phase with appointment of the Project Board - Finalisation of the inception workshops and Inception report. For this specific component plan envisages securing services for development and delivery of a communications plan and campaign



		<p>and targets for monitoring and evaluation based on sex-disaggregated data.</p> <p>Activity 2.2.4 Develop a Gender Action Plan to ensure gender is explicitly featured in the design and implementation of the NAP.</p> <p>Activity 2.2.5 Coordinate a public and expert review process of the NAP.</p> <p>Activity 2.2.6 A public awareness communications campaign to communicate Montenegro's medium- to long-term adaptation prioritiesAs presented in the proposal.</p>						
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Outcome 3: An adaptation finance mobilization strategy developed.

Outcome narrative: This outcome will equip Montenegro with an enhanced understanding of the landscape of climate financing available for adaptation planning, and enhance the evidence base that supports private investment in low-emission and climate-resilient development. Activities are not anticipated until 2022

Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ³	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
3.1 Mechanisms for funding adaptation investments identified.	There is a lack of clarity on the costs of addressing the adaptation needs in the four priority sectors.	As per approved proposal the Outcome is achieved thought 3 sets of activities. Activity 3.1.1	Choose an item. target in progress	To be determined in collaboration with NDA	Preparation for the inception phase ongoing	n/a	n/a	For the next reporting period no modification of original implementation plan is envisaged. The activities will focus on: - Implementation of the inception phase

³ If possible, please provide hyperlinks to supporting documents.



Outcome 3: An adaptation finance mobilization strategy developed.								
Outcome narrative: This outcome will equip Montenegro with an enhanced understanding of the landscape of climate financing available for adaptation planning, and enhance the evidence base that supports private investment in low-emission and climate-resilient development. Activities are not anticipated until 2022								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved³	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
	Additionally, there is a lack of understanding of the financing options available for adaptation including within GoM budgets but also international sources.	<p>Conduct a preliminary cost-benefit analysis for prioritized CCA investment options</p> <p>Activity 3.1.2 Develop a financing strategy that maps to the prioritized adaptation goals and that identifies and considers the barriers that prevent private sector stakeholders from engaging in low-emission and climate-resilient development.</p> <p>Activity 3.1.3 Informed by Activities 2.1.1, 2.1.2, 2.1.3 and 2.2.1, four Concept Notes will be developed that address the prioritized risks and respond to the identified</p>						<p>with appointment of the Project Board</p> <ul style="list-style-type: none"> - Finalisation of the inception workshops and Inception report.


Outcome 3: An adaptation finance mobilization strategy developed.

Outcome narrative: This outcome will equip Montenegro with an enhanced understanding of the landscape of climate financing available for adaptation planning, and enhance the evidence base that supports private investment in low-emission and climate-resilient development. Activities are not anticipated until 2022

Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ³	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
		adaptation options of each sector. As presented in the proposal.						
3.2 Private sector engagement in adaptation strengthened.	The private sector is not engaged in investing in adaptation projects and activities. They lack knowledge of the risks and costs to their businesses/sectors as well as the options and opportunities that adaptation presents.	As per approved proposal the Outcome is achieved through 2 sets of activities. Activity 3.2.1 Informed by Activities 3.1.1 and 3.1.2, define a sustainable finance sector investment strategy and roadmap to increase the private sector's interest and engagement in adaptation. Activity 3.2.2 Informed by Activities 2.1.1, and 3.2.1, deliver workshops with private sector actors including representatives	target in progress	To be determined in collaboration with NDA	Preparation for the inception phase ongoing	n/a	n/a	For the next reporting period no modification of original implementation plan is envisaged. The activities will focus on: - Implementation of the inception phase with appointment of the Project Board - Finalisation of the inception workshops and Inception report.



Outcome 3: An adaptation finance mobilization strategy developed.

Outcome narrative: This outcome will equip Montenegro with an enhanced understanding of the landscape of climate financing available for adaptation planning, and enhance the evidence base that supports private investment in low-emission and climate-resilient development. Activities are not anticipated until 2022

Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ³	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
		from major companies, industry associations, banks and academia, to explore and present strategies and opportunities for investing in adaptation projects as well as real or potential government incentive schemes aimed at encouraging investment. As presented in the proposal.						

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

Progress is reported for the period (should be consistent with section 1.8) From: 10/29/2020 To: 12/31/2020

Activities &	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	M 25	M 26	M 27	M 28	M 29	M 30	M 31	M 32	M 33	M 34	M 35	M 36
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SECTION 4: BUDGET & EXPENDITURE REPORTING

This section requires the applicant to report on the proposed budget. Please complete this section using the Readiness Budget Expenditure & Resource Report template (MS Excel)

SECTION 5: PROCUREMENT PLAN FOR THE NEXT IMPLEMENTATION PERIOD

List the items planned to be procured during the next implementation period (including consultants) and explain what procedures will be used for these procurements (e.g. direct procurement, open tender, other). Double-click the table below to edit the spreadsheet.

Item to procure	Unit Number or Work month/day	Lump sum or Unit rate	Total Budget	Procurement procedures used
	i	ii	iii = (i x ii)	
Goods and Non-Consulting Services				
Professional services 2.1.1		185,000	185,000	Competitive process. Advertisement in interna
Professional services 2.2.6		45000	45000	Competitive process. Desk review.
Workshops		96000	96000	Direct procurement of individual workshops
Audio Visual & Printing (AV equipment, printing and tra		24000	24000	Direct procurement

⁴ As per signed agreement.

⁵ Please provide details information of commitment and accrual including vendor/payee name, amount and payment due date.

⁶ Please provide justification for variance, excess of 10% of the amount originally allocated for a Category shall only be done with the Fund's prior written approval.



SECTION 6: CHALLENGES, LESSONS LEARNED AND WAY FORWARD

Please describe what were the challenges encountered during the current reporting period; what were the solutions to mitigate them; and what were the key lessons learned and what will the project do to undertake course corrections during the next reporting period.

[Example] The budget needed to hire the consultant is lower than projected, use additional resources to support the activities.

Following the election of August 30th, 2020 the ruling government coalition changed after more than 30 years. The main result of the post-electoral period is the change in the Government composition and structure. Consequently, some of the senior positions and focal point appointments within the line ministries are vacant at this time.

One of the focal points in the process of appointment is GCF NDA.

For the purpose of this report, the monitoring role will be undertaken by a senior official Prof. Danilo Mrdak, PhD as State secretary of Ministry of Ecology, Spatial Planning and Urbanism and NDA a.i. Mr. Mrdak accepted to be part of the Project Board, once the NDA is appointed.

Having a senior official from the line ministry is a good first step in the establishment of functional and relevant decision-making mechanism. The challenge the project is facing at this moment is securing equal Project Board representation by remaining partners organisation as most ministries/departments are in the process of appointing new officials to senior positions.

The UNDP Country Office team is closely monitoring the government re-organisation is in contact with partner organisations in order to secure timely implementation.

At this stage, considering that the project is expected to receive funds during January, it is expected that during February will be possible to form the Project Board and initiate the inception phase as the relevant appointments within partner organisation should be finalised.

In parallel, the team is undertaking a mapping of relevant initiatives and establishing communication. Information and experience exchange. A positive example to be replicated, when possible, is the project implemented by the Directorate for Emergency Management/Ministry of Interior. Once operational, this project financed by JICA will focus on establishment of a national forest fires information system and improving the national emergency management system. This project will have an observer in the NAP project board and NAP project board will observe JICA project board. In this manner it is expected to create greater level of coordination between the two projects and other relevant activities.

(Less than one page)

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Comments

Reviewed by:*Name and Title (Reviewer):*
*Position:***Signature:****Date:****(DD-MM-YYYY)****Final assessment by:****(Satisfactory to GCF)**
Name and Title (Reviewer):
*Position:***Signature:****Date:****(DD-MM-YYYY)**



Annex. Subsequent Disbursement Request Form

Please fill the below form to request for the subsequent disbursement when the interim progress report along with unaudited financial statement/financial audit report/certified financial statements as applicable in accordance with Grant Agreement has been submitted to GCF (please note that the disbursement request can be processed only after these conditions are met).

SUBSEQUENT DISBURSEMENT REQUEST	
1. Total amount approved for the project	Choose an item. Example: USD 300,000
2. Disbursement from GCF made to date/Percentage of Total Grant (%)	Choose an item. Example: USD 120,000 /40 % (refer to Grant Agreement)
3. Total expenditure to date	Choose an item. Example: USD 118,000
4. Expenditure rate as of the Interim Progress Report submission date (%)	<i>Please divide the received amount (2) by the executed amount (3). Example: 70%</i>
5. Total amount of the subsequent disbursement to request/Percentage of Total Grant (%)	Choose an item. Example: USD 130,000/43 % (refer to Grant Agreement)
6. Name of Beneficiary Bank and located country	
7. Account number	
8. Bank address	
9. SWIFT (BIC)	
10. IBAN Code	
11. Date of the disbursement request	Click or tap to enter a date.

Name and Title*: Position:	Signature:	Date:
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**The signatory of grant agreement (either NDA or Delivery Partner) or any authorised person who is certified in the letter of authorisation submitted to the Fund can sign here. When this is not plausible, please kindly consult with the Fund (opm@gcfund.org) prior to the submission of the disbursement request.*



SPECIAL ADDENDUM: COVID-19 RELATED IMPACTS

This section provides information on temporary measures to support project implementation through the extension period. Please be advised that the measures do not constitute a permanent change in policy. If you have any questions, please feel free to send an inquiry to opm@gcfund.org.

GCF has granted up to six-months extension of the grant term/anticipated duration of readiness activities for specific grants that had been approved by the GCF prior to the pandemic having arisen and which expire after 1 March 2020 and are effective prior to 8 April 2020. GCF has granted additional flexibilities with guidelines as outlined below.

No-Cost Extension

- i. All grants will be automatically extended by six months. However, please be informed that the willingness on the part of the GCF to provide this six-month extension on the basis of the COVID-19 pandemic is not intended to prevent RPSP activities from being delivered under the pre-pandemic existing contractual timelines. Delivery partners and National Designated Authorities/Focal Points (NDA/FP) can complete the grant implementation sooner than the full no-cost extension period. Therefore, the GCF expects that delivery partners will fully coordinate with NDA/FPs in relation to the application of the said extension as a result of the COVID-19 pandemic.
- ii. Delivery partners should include a revised workplan for the new period in the next reporting cycle.
- iii. Grants requiring an extension longer than the six-months must submit well justified requests in line with standard practices and procedures for the GCF's consideration and approval.
- iv. The originally agreed grant sum required to complete the activities under the respective legal agreements remains unchanged for grants accepting the no-cost extension.

Project management costs: The project management costs (PMC) cap has been increased from 7.5 percent to 12.5 percent of the total activity budget approved. Partners can tap into the approved contingency fund to meet these additional costs up to the 12.5% cap. If the delivery partner increases the PMC, then the delivery partner is required to provide detailed documentation and justification supporting the increase in PMC and clearly outlining how the additional costs are related to the COVID-19 pandemic. This justification should be included in the interim progress report or completion reports due for submission as detailed in the grant agreement.

Contingency budget: The approved contingency amount included in the budgets for these activities may be used to cover unforeseen costs relating to the COVID-19 pandemic without prior approval from GCF. The contingency budget may be used for project management costs (PMC). The said contingency expenses will need to be justified and included in the detailed reports that are required to be submitted by the delivery partner/recipient under the respective legal agreement between the delivery partner/recipient and the GCF.

Budget Re-allocation: The reallocation of approved budget among the budget line items can be made from one budget category to another up to 25 percent variation across the categories. The receiver and giver budget category can only take or give without prior fund approval up to 25 percent based on the previously approved budget. Budget can also be reallocated from outputs without changing the project scope to PMC if the contingency budget is insufficient to meet the increases in PMC. The delivery partner is required to provide detailed documentation and justification supporting the budget reallocation in the submitted reports in line with the grant agreement.



Types of Measures	Output No.	Activity No.	Implementation and Deliverables Schedule				Budgetary Implications
			(Please provide details of the change to activities, deliverables, etc.)				
			Impact on delivery modality	Deliverable	Original Date	Revised Date	
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							

In-country Status (Please provide an update of the status of the country due to COVID-19 pandemic.)	
Justification for Requests and Implications (Please provide details of the changes to support utilization of temporary measures.)	
Mitigation Measures (Please provide details of how risks will be mitigated)	



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Comments

Reviewed by:

Name and Title:

Position: DSS Finance

Signature:

Date:

(DD-MM-YYYY)

Certified by:

Name and Title:

Position: DSS Finance

Signature:

Date:

(DD-MM-YYYY)

Approved by:

Name and Title:

Position: CFO

Signature:

Date:

(DD-MM-YYYY)

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Comments

Reviewed by:

Name and Title (Reviewer):

Position:

Signature:

Date:

(DD-MM-YYYY)

Final assessment by:

(Satisfactory to GCF)

Name and Title (Reviewer):

Position:

Signature:

Date:

(DD-MM-YYYY)