

Request for Project Revisions and Communication and Visibility Requirements

Training Workshop on Grant Implementation Guidelines

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National Council for Sustainable Development
General Secretariat
Department of Climate Change



Ministry of Environment

Supported By



Project Revisions

Changes to the original approved project documents is not encouraged; but certain adjustments may need to be accommodated in order:

- To achieve the intended results; or
 - To respond to new situations that arise during the implementation.
- Different types of changes to the Project Documents
1. Changes to the budget;
 2. Changes to the project activities;
 3. Changes to the project personnel; and
 4. Changes to the project duration



Changes to the Budget

Grantees are allowed to manage **15% variance in expenditure** under any particular budget line if the total amount budgeted for the Output remains the same. As long as such variance does **not exceed 15% per line**, grantee does not need to request approval from GSSD.

For a change exceeding authorized variance (15%), the grantee is required to send a **simple written request to the GSSD** outlining the justification for this change accompanied by a revised results-based budget. Written approval from the GSSD is required before the grantee can make this change to the project budget.

Prior consultations with the GSSD are strongly encouraged.



Changes to the project activities (in Scheduling of Activities)

If there is a need to change timelines of activities due to delays or any other reasons, the grantee should inform the GSSD by **sending the revised work plan via email with a short explanation on why this change was made.**

If the changes are deemed significant, the GSSD may request more information/justification.



Changes to the project activities (other changes in activities)

If the grantee **identifies a need** for adjusting/modifying an activity based on new information or a situation encountered during the project implementation, the grantee is **requested to seek approval** through a revised work plan and results-based budget (Annex PR-1).

Sufficient explanation on why the change needs to be made and how the activity will change needs to be provided.

The modified activity should **still contribute** to the original expected results.

Approval from the GSSD is required before the grantee can make this change to the project.



Changes to the project activities (Results Framework)

Substantial changes to results statements are not authorized.

If there is a need to refine the information contained in the project results framework such as indicators, baseline and targets due to new information or situation encountered, the grantee should provide **the revised results framework (highlighting revised parts)**.

Approval from the GSSD is required before the grantee can make this change to the project.



Changes to Project Personnel

The grantee is requested to inform the GSSD through an official letter, providing reasons for the change and attaching the CV of the replacement identified by the grantee for any reason the core project personnel (e.g. Project Manager/ Coordinator, Accountant, consultants etc..) mentioned in the project document need to be replaced due to resignation, non-performance or other reasons,



Changes to Project Duration

In some exceptional cases (such as delay at start or during the implementation), the grantees may request for extension to the project duration at no-cost (i.e. **No-cost extension**).

A written request will be required for processing **no-cost extension, together with an updated results-based budget and work plan.**

The grantee is advised to contact the GSSD **at least 3 months before** the expiry date of the agreement in order to allow sufficient time for approval and processing of the amendment.



Approval from the GSSD

Once a request for approval is submitted, the GSSD will review the case and respond to the grantee within 5 working days.

If more extensive consultations are required before an approval can be granted, the GSSD will inform the grantee to this effect.

GSSD will communicate to the grantee the result of the review in writing.

In exceptional cases, a change to the LoA may be required. This will require re-approval by the CCCA Board. GSSD should be consulted on the process.



Communication and Visibility Guidelines

A. Communication Activities

- Materials (soft & hard copy)
- Media (Radio Program)
- Case Study (text, video, successful stories)
- Website (link to CCD website)
- Advance notice to GSSD for key events

B. Visibility

- Information and Communication Design
- CCCA3 logo must be featured on project sites (sign boards, on project-funded fixed assets/equipment (including vehicles), on all communication materials (videos, photos, leaflets, report, website, etc.), during project events (sign boards/banner).



Thanks for your attention

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