

## **Addendum to the Guidelines on COVID-19 Coping-up Measures for AFoCO Projects**

### 1. Background:

The Secretariat, in consultation with the respective project Implementing Agencies (IAs) has been implementing alternative activities to mitigate the effects of COVID-19 on on-going projects based on the [AFoCO Coping-up Measures \(hereto attached\)](#). Similarly, a series of pre-inception, pre-implementation, and special technical meetings were organized to facilitate project proposal approval processes and inception arrangements for new projects. Despite such efforts, the implementation of activities in CY2022 for both on-going and new projects is most likely to be heavily affected by the evolving pandemic. Hence, a consultation meeting with National Focal Points (NFPs) and Implementing Agencies (IAs) was conducted on 2 September 2021 to further identify measures to facilitate completion of project activities including budget execution/utilization.

### 2. Supplemental Guidelines in the Identification of Carry-over and Alternative Activities and the Use of Savings for CY 2022

**2.1 Relevant definitions:** within the context of AFoCO Coping-up Guidelines, “**Savings**” will generally refer to the residual budgets generated from implementation of alternative activity that facilitated delivery/completion of certain project outputs consistent with the Objectively Verifiable Indicators (OVIs) in the project log frame. On the other hand, “**Carry-over Budget**” will correspond to project activity(ies) and its budget requirement that cannot be implemented within the year under review (e.g. 2021) and will instead be transferred for implementation by the ensuing year (e.g. 2022)

**2.2 Determination of Carry-over and Alternative Activities:** IAs are expected to review each project activity in CYs 2021 and 2022, to identify carry-over activities/budget (**Table1**) and alternative activities pursuant to AFoCO COVID-19 Coping-up Guidelines (**Table2**), using the attached templates. Respective IAs will be allowed to firstly identify alternative activities and the corresponding budget before determination/projection of savings;

**2.3 Submission Requirements/Procedure:** respective IAs will officially submit recommendations (with cover letter) for carry-over activities to CY 2022/2023 and alternative activities including the projected savings to the Secretariat following the said templates. An online bilateral meeting between the IA and the Secretariat will be arranged as necessary.

**2.4 Utilization of Savings:** Upon submission of **ALL** IAs pertaining to item 2.3, the Secretariat will come up with the “Consolidated Savings” across all projects, the corresponding amount of which will be used to finance common activities emanating from the project outcomes/milestones of completed and on-going projects that need to be

promoted, shared and addressed in relation to varying needs and technical gaps amongst AFoCO Member Countries. These may include but not limited to the following:

- 2.4.1 Capacity building and knowledge sharing by way of customized trainings, workshops and webinars;
- 2.4.2 Production and dissemination of knowledge products; and
- 2.4.3 Technology transfer in terms of procurement of technological hardware and software

2.5 Plan for the implementation of common activities as per item 2.4 will be developed by the Secretariat in consultation with the IAs and NFPs in consideration of the following:

- 2.5.1 Identification of common activities (including indicative budget requirement) to be developed and implemented in CY 2022;
- 2.5.2 Arrangements in the conduct of activities (i.e. whether at the regional and/or in-country level) including budget transfer; and
- 2.5.3 Schedule and level of participation

2.6 Upon determination of savings and carry-over budget, the IA in coordination with the Secretariat will arrange for the conduct of Project Steering Committee (PSC) meeting preferably within November 2021 for the deliberation and approval of the following:

- 2.6.1 Revised Work and Budget Plan for CY 2022, in consideration of the results under items 2.2 to 2.5; and
- 2.6.2 Catch-up plan for certain activities as necessary
- 2.6.3 Determine and present during the PSC meeting the budget breakdown and cost assumption of alternative activities

### 3. Follow-through Actions

- 3.1 The Secretariat will exert best efforts to make appropriate arrangements in securing the inputs of NFPs and IAs and follow-up actions to effectively and efficiently implement the herein guidelines;
- 3.2 The implementation of the guidelines will be reviewed in due course, the output of which will serve as a basis for further enhancement and application beyond CY 2022.