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**FORMAT FOR REPORTING ON RESOURCES PROVIDED TO THE  
AGENCIES FOR ADMINISTRATIVE PURPOSES**

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## INTRODUCTION

1. At the GEF Council meeting in November 2010, the Council, having reviewed GEF/C/39/9, *Rules and Guidelines for Agency Fees and Project Management Costs*, welcomed the clarifications provided in the paper regarding the use of these resources provided by the GEF to meet the administrative costs of both GEF Agencies and projects. The Council requested all the GEF Agencies to follow the rules and guidelines outlined in the document. Further, the Council requested the GEF Agencies to collaborate with the Secretariat to agree on an annual reporting format to be utilized for future annual reporting starting in May 2011.

2. This paper, prepared in consultation with the GEF Agencies and the Trustee, has two main objectives: (i) to introduce the revised Agency Administrative Fee Reporting Matrix per Fiscal Year (Annex 1); and (ii) provide definitions and guidelines for consistent interpretation and completion of the Agency Administrative Fee Reporting Matrix by the GEF Agencies. The document builds upon an information document (GEF/C.34/ Inf.8, *Guidelines for Agencies' Reporting of Administrative Expenses*, October 9, 2008) that was submitted for the November 2008 Council meeting.

## DEFINITIONS

### Corporate Activities

3. **Definition.** Corporate activities are such activities where the GEF Agencies engage with the GEF Secretariat, the GEF Trustee, the GEF Evaluation Office and the GEF Council in relation to the formulation of GEF policy and strategy.

4. **Activities covered.** The activities covered by the 1% corporate fee include policy support, portfolio management, outreach and knowledge sharing, and support to the GEF evaluation office as described below.

- (a) **Policy support** includes the development, revision and operationalization of GEF policies, strategies, business plans and guidelines. It also includes participation in meetings of GEF governing bodies.
- (b) **Portfolio management** includes the aggregation of information and data to enable preparation and reporting of projects at a portfolio level to facilitate analysis and decision making processes. For example, pipeline and program management, financial management (including the administrative fees) and data management. It also includes participation in financial consultations organized by the Trustee. It also comprises preparation of the Annual Monitoring Report (AMR), the Annual Portfolio Review for the Evaluation Office (APR) and the overall management of the portfolio regardless of the number of projects undertaken.
- (c) **Outreach and knowledge sharing** includes participation in sub-regional consultations, country dialogues, Scientific and Technical Advisory Panel (STAP) meetings, and familiarization seminars to present information on the GEF, its policies, its programs and its way of working with the GEF Secretariat.
- (d) **Support to the GEF Evaluation Office** includes evaluations, reviews and studies initiated by the GEF Evaluation Office (GEFEO).

## **Project Cycle Management**

5. **Definition.** Agency fees for project cycle management services are provided to the Agencies to enable them to manage a portfolio of projects and programmatic approaches through the various phases of the project cycle including providing quality assurance and oversight.

6. **Activities covered.** The core set of services to be provided by the GEF Agencies for each project include project identification, preparation of project concept, preparation of detailed project document, project approval and start-up, project implementation and supervision, and project completion and evaluation as detailed below.

- (a) Project identification
  - (i) Consult with appropriate stakeholders in-country, including the GEF operational focal point, identify opportunities for GEF financing, using country dialogue and other country planning/sector strategy documents as a basis.
  - (ii) Review options for co-financing and partnerships.
  - (iii) Incorporate GEF opportunities in appropriate planning/country assistance strategy documents of the GEF Agency.
- (b) Preparation of project concept
  - (i) Discuss GEF eligibility criteria with the recipient country's operational focal point and other stakeholders.
  - (ii) Undertake brief in-country consultation mission if necessary.
  - (iii) Consult within the GEF Agency.
  - (iv) Assist project proponent to prepare a Project Information Form (PIF), in consultation with appropriate stakeholders, including the GEF operational focal point and the GEF Secretariat.
  - (v) Assist with the preparation of the Project Preparation Grant (PPG).
  - (vi) Obtain endorsement letter(s) from the operational focal point(s).
  - (vii) Discuss with the GEF Secretariat PIF clearance and PPG approval.
- (c) Preparation of the detailed Project Document
  - (i) Prepare and execute legal agreements for PPG activities. Keep the operational focal point informed.
  - (ii) Help the project proponent write Terms of Reference (TORs) for consultant(s), if required, to undertake PPG activities.
  - (iii) Assist the project proponent to identify and recruit consultants to assist with project preparation, if necessary.
  - (iv) Supervise project preparation, in consultation with all appropriate stakeholders, including missions to the field, with particular focus on risk

assessment, governance issues, execution arrangements, co-financing, capacity development, partnership building and outreach.

- (v) Negotiate and reach agreement on incremental cost with government and other relevant stakeholders.
  - (vi) Submit a Project Document with Request for a CEO endorsement template to the GEF Secretariat.
  - (vii) Coordinate with relevant stakeholders in formulating a programmatic approach (PA); prepare a Program Framework Document (PFD) for submission to the GEF Secretariat for work program entry and Council approval; implement the PA; monitor and report on progress of the PA, prepare and submit for approval all PIFs under the PA; complete implementation of all projects under the PA.
- (d) Project Approval and Start-up
- (i) Appraise project and finalize project implementation arrangements, including mission travel.
  - (ii) Prepare legal and other documentation for approval by the GEF Agency approval authority.
  - (iii) Advise the project proponent on the establishment of a project management structure in the recipient country.
  - (iv) Assist project management to draft TORs and advise on the selection of experts for implementation.
  - (v) Advise on and participate in project start-up workshop.
- (e) Project implementation and supervision
- (i) Mount at least one supervision mission per year, including briefing operational focal points on project progress.
  - (ii) Provide technical guidance, as necessary, for project implementation.
  - (iii) As necessary, include technical consultants during supervision missions to advise government officials on technical matters and provide technical assistance for the project as needed.
  - (iv) Pay advances to the executing entity and review financial reports.
  - (v) Oversee preparation of annual project implementation reports for submission to the GEF Secretariat.
  - (vi) Monitor and review project expenditure reports.
  - (vii) Prepare periodic revisions to reflect changes in annual expense category budgets.

- (viii) Undertake mid-term review, including possible project restructuring. Send a copy to the GEF Secretariat.
- (f) Project completion and evaluation
  - (i) Oversee the preparation of the Project Completion Report/Independent Terminal Evaluation, submit the report to GEFEO and send a copy to the GEF Secretariat.
  - (ii) Prepare project closing documents.
  - (iii) Prepare financial closure of the project

ANNEX 1: AGENCY ADMINISTRATIVE FEE REPORTING MATRIX PER FISCAL YEAR

Corporate Activities / Project Cycle Management	Staff		Consultant		Staff Travel Costs	Consultants Travel costs	General Operating costs	Total Cost
	Staff time (days)	Staff Cost (\$)	Consultant time (days)	Consultant cost (\$)	Total cost (\$)	Total cost (\$)	Total (\$)	Total (\$)
<b>1. Corporate Activities:</b>								
<i>a) Policy support</i>								
i) GEF Council Activities								
ii) Assembly & Replenishment Activities								
iii) GEF Network Activities (Inc. Executive coordination, Task force, Working groups)								
iv) STAP Activities								
<i>b) Portfolio management</i>								
i) Financial and Data Management								
ii) Portfolio Reporting								
<i>c) Outreach and knowledge sharing</i>								
i) Country Dialogues & subregional meetings								
ii) Familiarization seminar								
iii) Knowledge Management								
iv) Conventions Activities								
<i>d) Support to the GEF Evaluation Office</i>								
<b>Subtotal</b>								

<b>2. Project Cycle Management:</b>								
i) Project identification, preparation and coordination								
ii) Project supervision, monitoring and evaluation								
<b>Subtotal</b>								
<b>Total:</b>								

**Reference Notes:** (For detailed info refer to: Rules and Guidelines for Agency Fees and Project Management Costs GEF/C.39/09)

**Activity Categories:**

a) **Policy support** - Development, revision and operationalization of GEF policies, strategies, business plans and guidelines

b) **Portfolio Management** - The aggregation of information and data to enable preparation and reporting of projects at a portfolio level to facilitate analysis and decision making processes. For example, pipeline identification; financial information of GEF projects including the administrative fees; inputs in AMR and APR reporting etc; Trustee related activities

c) **Outreach and Knowledge sharing** - Includes participation in sub-regional consultation, country dialogues and familiarization seminars to present information on the GEF, its policies, its programs and its way of working with the GEF secretariat

d) **Support to Evaluation Office** - includes evaluations, reviews and studies initiated by EO office.

e) **Project Cycle Management** - Management of programmatic approaches & projects through the various phases of project cycle, including identification, preparation, supervision, quality assurance and oversight.

**Cost Categories:**

1) Staff & Consultants: Staff time multiplied by total salary costs (per staff day) to the agency, excluding travel & overhead costs, e.g. using average costs per category of staff. The agency may explain the used method.

2) Travel: Includes ticket cost, per diem and hotel.

3) General Operating cost: include office space, equipments, utilities and Administrative expenses (e.g.,IT, HR, Procurement, legal, finance etc)