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March 27, 2017

The Adaptation Fund Board
C/O Adaptation Fund Board Secretariat
1818 H Street NW
Washington DC
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USA
Email: afbsec@adaptation-fund.org

Subject: Notification of readiness project completion

This letter is to inform you that the project to implement the grant proposal for Micronesia Conservation Trust Project to support National Implementing Entity sourcing of Technical Assistance for Assessment and Management of Environmental and Social Risks within projects and programmes in Federated States of Micronesia approved by the Adaptation Fund Board on March 16, 2016 has officially been completed. Details of the project completion are below:

Implementing Entity: Micronesia Conservation Trust

Country: Federated States of Micronesia

Grant Type: TA Grant for the ESP

Project Description: Grant to support national implementing support National Implementing Entity sourcing of Technical Assistance for Assessment and Management of Environmental and Social Risks within projects and programmes in Federated States of Micronesia

Project Start Date: June 1, 2016

Project Completion Date: October 31, 2016

Sincerely

William Kostka
Executive Director

A. COMPLETION REPORT AT LEAST THREE MONTHS BUT NOT MORE THAN SIX MONTHS AFTER PROJECT COMPLETION

Implementing Entity: Micronesia Conservation Trust

Country: Federated States of Micronesia

Adaptation Fund Grant I.D.:

Grant Type: TA Grant

Grant Description: The project activities were designed to result in the development of environmental and social policies and standards that meet international best practice requirements including those of the AF and Green Climate Fund (GCF). The Micronesia Conservation Trust (MCT) contracted an independent consultant to develop the necessary policies and procedures and to train MCT staff in the implementation of such.

Support Activity Provided/Received	Expected Outcomes	Outcome Achieved/Not Achieved	Comment/Explanation (also explain any deviation from initial plan)
Activity 1.1: Draft initial policy based on AF & GCF standards (incorporate PwC findings) Activity 1.2: Receive comments, edits from MCT staff	<i>Outcome 1:</i> E&S Policy Developed	Outcome 1. Achieved	Completed as planned.
Activity 2.1: Design screening template Activity 2.2: Write 1-2 page guide for screening E&S risks	<i>Outcome 2:</i> Guidelines for screening projects for E&S Risks	Outcome 2. Achieved	Completed as planned.
Activity 3.1: Update relevant MCT procedures/guidelines to incorporate E&S risk assessment (Grants Tool, Organizational Due Diligence) Activity 3.2: Integrate E&S risk into MCT's existing M&E system, including guide for formulating risk management plans and monitoring risks	<i>Outcome 3:</i> Integration into MCT's current process/procedures	Outcome 3. Achieved	Completed as planned. All relevant policies and procedure approved by Board of Trustees. MCT staff trained on policy and procedures. MCT to "roll out" monitoring and evaluation policies and procedures (including E&S) to executing partners with third party support in May 2017. Draft revised policy manual including newly approved E&S policy and procedures to be developed in 2017.
Activity 4: Update current Whistleblower process to include procedures for issuing	<i>Outcome 4:</i> Grievance	Outcome 4. achieved	Completed as planned. The Board of Trustees will consider the revised procedure and new language during the next regular quarterly meeting scheduled for April 11,

environmental and social complaints	Mechanism for Complaints		2017. The approved language will be incorporated into MCT's Policy and Operations Manual.
Activity 5.1: Develop training materials (including case study and interactive exercises) Activity 5.2: Deliver training	<i>Outcome 5:</i> Training of MCT staff to carry out the relevant tasks related to the implementation of the E&S Policy	Outcome 5. Achieved	Completed as planned.
Budget	Budget expended as planned.		
Overall outcome	The ESP has been adopted by the Board of Trustees and the staff has been trained on its implementation. There was no specific staff position created for the ESP, but program staff and grants officers are now prepared for implantation of the policy in all current and future projects. The policy and risk screening and grievance procedure language are attached to this report.		

General Comment: [any comment on process or to the secretariat]

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