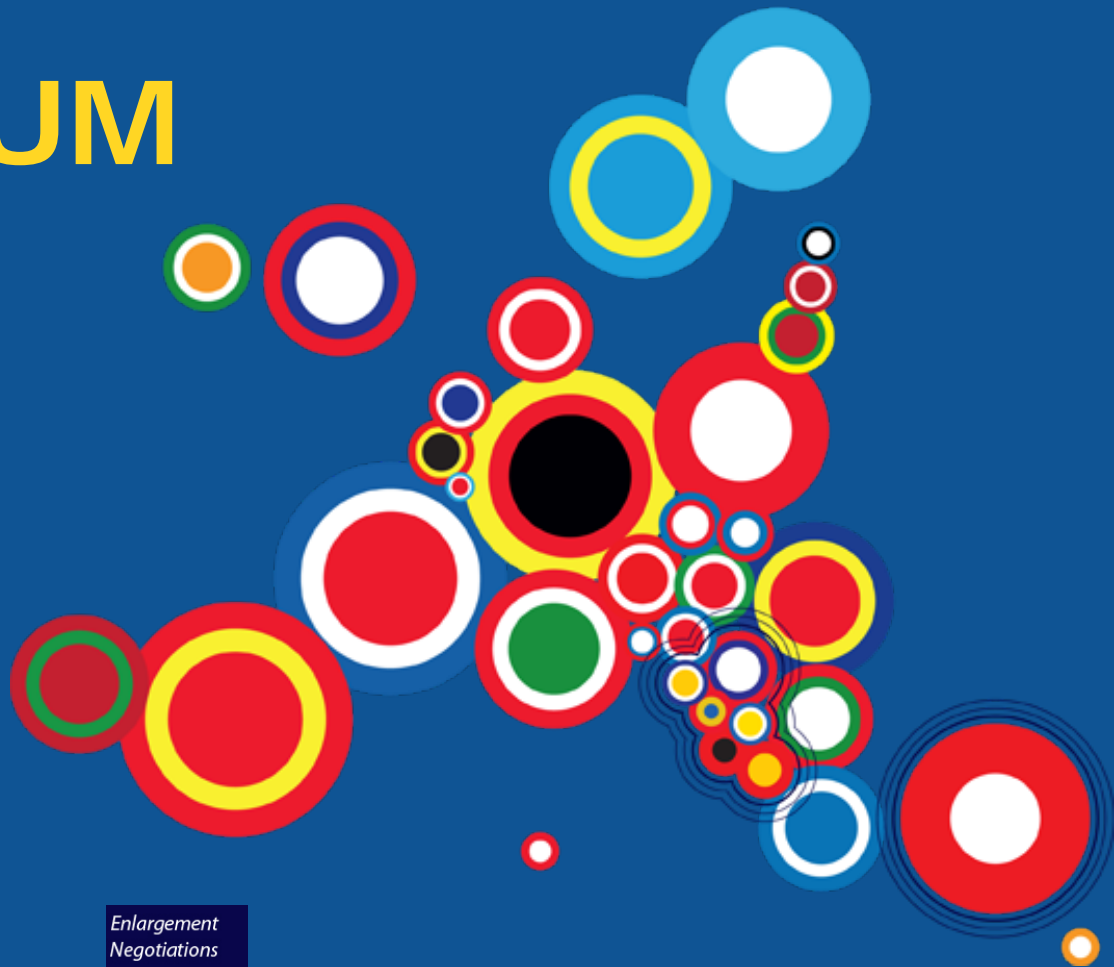




# VADEMECUM



WBIF 22nd PFG  
Pristina, 8-9 Nov 16

Enlargement  
Negotiations

# Vademecum: Background

- Announced at the 14<sup>th</sup> WBIF SC meeting in Oslo (June 2016)
- DG NEAR & WBIF Secretariat are working on first version
- Dissemination following the 22<sup>nd</sup> PFG
- Adoption at the 15<sup>th</sup> WBIF SC meeting in London
- Nature: life document, can and will be updated

# Vademecum: Table of Contents (1)

## **Chapter 1. Overview of the WBIF**

- 1.1. Introduction
- 1.2. WBIF Objectives
- 1.3. Description of the Architecture
  - 1.3.1. Founding Documents
  - 1.3.2. Contribution Arrangement
  - 1.3.3. Adherence Agreement
  - 1.3.4. Payment Provisions
  - 1.3.5. Side Letters
- 1.4. WBIF Stakeholders
- 1.5. Financing of the WBIF
- 1.6. Operations

# Vademecum: Table of Contents (2)

## **Chapter 2. Operational Cycles**

### 2.1. From Project Pipeline to Grant Approval

2.1.1. Project Pipeline

2.1.2. Role of Stakeholders

2.1.3. Application Process

2.1.4. Grant Application Form

2.1.5. Selection and Appraisal Process

2.1.6. Approval Process

2.1.7. ToR Preparation and Implementation

### 2.2. Implementation

2.2.1. Contracting and Payment Cycles

2.2.2. Reporting

2.2.3. Visibility and Communication

### 2.3. Amendments to the GAF

# Vademecum: Table of Contents (3)

## **Chapter 3. Operational Issues**

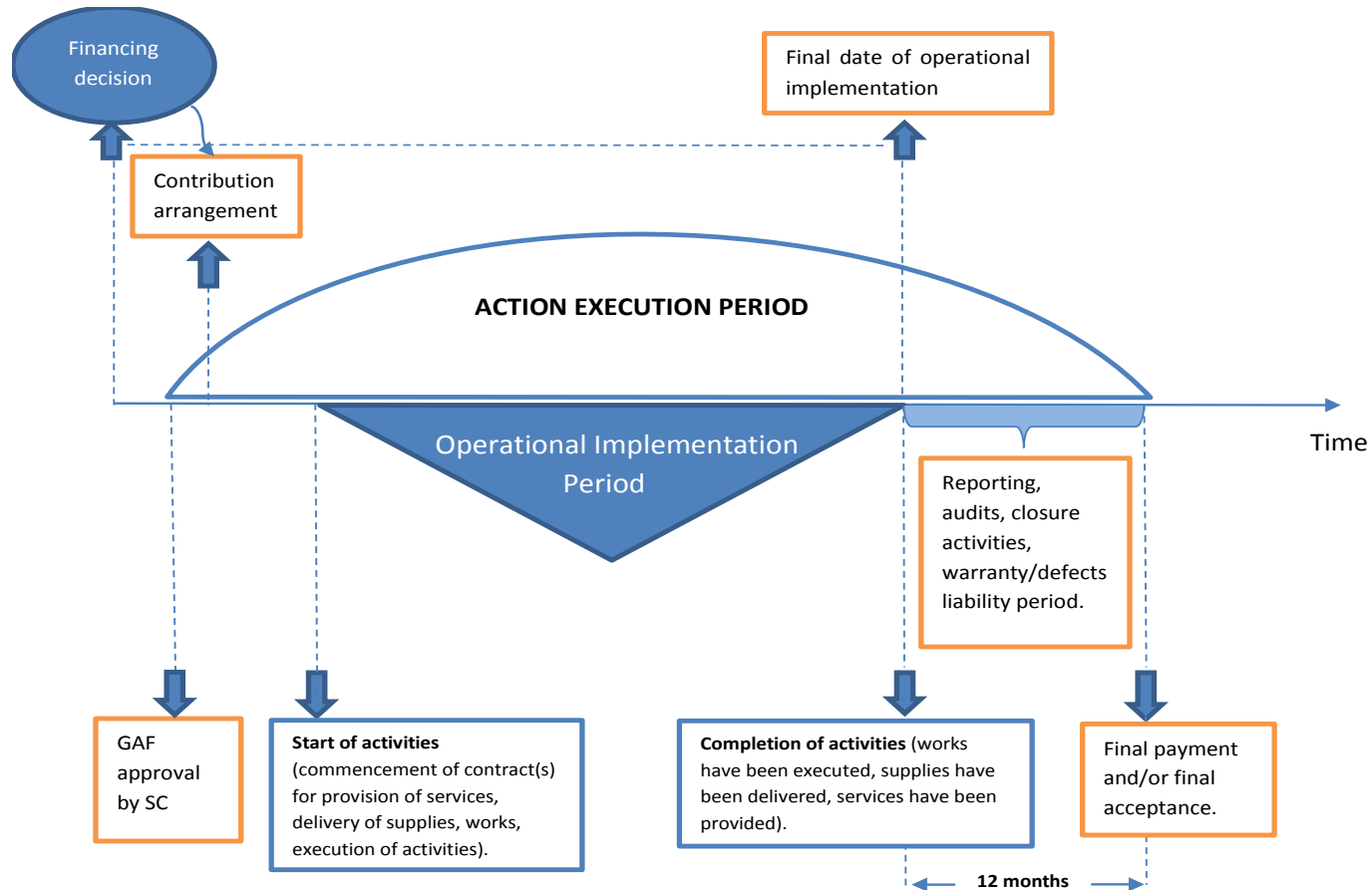
- 3.1. Written Procedure
- 3.2. Cancellations
  - 3.2.1. Cancellation of TA Grants
  - 3.2.2. Cancellation of INV Grants
- 3.3. MIS Scope

## **Chapter 4: Frequently Asked Questions**

### **Annexes**

1. Grant Application Form and Guidelines for TA Grants
2. Grant Application Form and Guidelines for INV Grants
3. Reporting Template
4. WBIF Communication Guidelines
5. Written Procedure Template
6. Abbreviations and terms

# Vademecum: timeline



# Vademecum: amendments to GAF (1)

- Section 5.02 GC regulate Amendments to Actions, the Vademecum is "*written guidance*" mentioned in Section 5.02 (b) GC: "*The Steering Committee of the WBIF may adopt, from time to time, written guidance on working arrangements relating to amendments to the GAF that will be submitted to the Steering Committee of the WBIF for approval and amendments to the GAF that will not require the approval of the Steering Committee of the WBIF*"

## Vademecum: amendments to GAF (2)

- Modification of an action can be substantial (needs SC approval) or minor (both to be defined):
- Always substantial are:
  - Overview of Project's financing plan (section 15)
  - Main objectives of the Project (section 17)
  - Project budget and financing plan (section 22)
  - Costs to be funded from WBIF Grant (if applicable) (section 23)
  - Expected results (section 26)



# Vademecum: changes (1)

GAF section	Section title	Description of amendment	Subst.	Minor	Procedure
8	Lead IFI	Change of Lead IFI	√		Return to SC for approval (WP possible)
9	Co-financier(s)	Change in project co-financier(s)	√		Return to SC for approval (WP possible)
10	Type(s) of WBIF contribution	Addition or cancellation of contribution type	√		Return to SC for approval (WP possible).
11	Grant amount(s) requested	Change in total amount of the grant	√		Return to SC for approval (written procedure possible). Minimum: Assembly of Contributors
		Reallocation between types of contribution /budget lines (from INV to TA and vice versa)		√	Notify the Commission through the WBIF Secretariat.

## Vademecum: changes (2)

GAF section	Section title	Description of amendment	Subst.	Minor	Procedure
13	Responsible beneficiary country authority	Change in authority in charge of the project	√		Lead IFI can approve, if no adverse consequences for project, under Indirect Management, the IFI is choosing their partner under their own rules and responsibilities. IFI can always submit to the SC.
14	Implementing entity(ies) / (Contracting Authority)	Change in entity(ies) tasked with implementing the project	√		As for 13 above.
16	Short description of the Project	Change in scope of the project	√		Return to SC for approval.
17	Main objectives of the Project	Change in objectives	√		Return to SC for approval. Rationale sect. 28.
21	Institutional framework of the project	Change in the framework	√		As for 13 / 14 above

## Vademecum: changes (3)

GAF section	Section title	Description of amendment	Subst.	Minor	Procedure
22	Project budget and financing plan	Any change within budget lines in excess of 25% or any change to the financing plan	√		Return to SC for approval. Rationale including Sections 25 to 27.
25	Grant amount justification	Only if change in grant amount is requested			As part of the SC submission, update the rationale if needed).
26	Additionality of WBIF grant	Only if change in project scope and/or grant amount is requested			As part of the SC submission, update the additionality rationale in case of material change in the grant amount or project scope.
27	Financial leverage of the Project	If material change in the grant amount or in the loan(s) amount			As part of the SC submission, recalculate the ratio(s) based on the new amount(s).

# Vademecum: changes (4)

GAF section	Section title	Description of amendment	Subst.	Minor	Procedure
28	Expected Results	Change in indicators and their related baselines and expected values		√	If the proposed modification does not affect the main purpose of the project as per GAF, Lead IFI may under its own responsibility change the indicators.
			√		In case the modification impacts the purpose of the project, return to SC for approval. rationale for such change(s) sections 16, 17 and 22.
32	Climate Mitigation and Adaptation Aspects	Change in Rio Markers		√	Lead IFI may under its own responsibility amend the values of the Rio Markers and will notify the Commission through the WBIF Secretariat.

# Vademecum: changes (5)

GAF section	Section title	Description of amendment	Subst.	Minor	Procedure
33	Indicative Project calendar	Change of Grant signature date		√	Lead IFI may under its own responsibility update and/or correct the key milestones of the project and will inform the Commission through the WBIF Secretariat.
		Change of loan signature date		√	As above.
		Change of start date of project activities		√	As above.
		Change of start date of grant activities		√	As above.
		Change of contracts' signing date		√	As above.
		Change in payment schedule		√	Lead IFI will notify the EWBIF managers. The manager will collect the updated payment forecast and use them as basis for request for funds.

# Vademecum: changes (6)

GAF section	Section title	Description of amendment	Subst.	Minor	Procedure
33	Indicative Project calendar	Change of final date of operational implementation of the Action	√		SC for approval (written procedure possible) + rational description. Any extension of the operational implementation period must be requested in writing at least 45/60 days before the change is intended to come into effect. The SC shall notify its decision regarding the proposed change in due time. The COM might need to amend the Financing Decision.
		Change of final date of execution of the Action (not in Financing Decision)		√	Lead IFI may under its own responsibility amend the date and / or submit to the SC?
		Change of final date of implementation of the Project	√		As above under "indicative Project calendar".
		Change of final date of execution of the Project		√	Lead IFI may under its own responsibility amend the date and will inform the Commission through the WBIF Secretariat.

# Vademecum: changes (7)

GAF section	Section title	Description of amendment	Subst.	Minor	Procedure
34	Procurement calendar	Change in procurement plan for services/works/supplies		√	Lead IFI may under its own responsibility update/correct the procurement calendar of the Project if such change does not impact the final date of operational implementation of the Action. Otherwise, follow 33 above.
35	Monitoring and Evaluation	Change in Action monitoring and reporting process		√	Unilaterally by Lead IFI under own responsibility.
36	Communication and visibility	Change in the Communication and visibility plan		√	TBC with bilateral donors: it may be changed by the Lead IFI in agreement with the SC/Assembly of Contributors (written procedure).