



Technical Assistance Report

Project Number: 46449
Regional–Capacity Development Technical Assistance (R-CDTA)
April 2013

Implementation of the Strategic Program for Climate Resilience: Pacific Region (Financed by the ADB Strategic Climate Fund)

ABBREVIATIONS

ADB	–	Asian Development Bank
CCA	–	climate change adaptation
CES-CCC	–	CROP Executives Sub-Committee on Climate Change
CROP	–	Council of Regional Organisations in the Pacific
DMC	–	developing member country
DRR	–	disaster risk reduction
NGO	–	nongovernment organization
PIFS	–	Pacific Islands Forum Secretariat
PPCR	–	Pilot Program for Climate Resilience
RRF	–	Rapid Response Fund
RTSM	–	Regional Technical Support Mechanism
SPCR	–	Strategic Program for Climate Resilience
SPREP	–	Secretariat for the Pacific Regional Environment Programme
TA	–	technical assistance

TECHNICAL ASSISTANCE CLASSIFICATION

Type	–	Regional–Capacity development technical assistance (R-CDTA)
Targeting classification	–	Targeted intervention–geographic
Sector (subsectors)	–	Multisector (agriculture and rural sector development; investment funds; urban sector development; transport management and policies)
Themes (subthemes)	–	Capacity development (institutional development), environmental sustainability (environmental policy and legislation), gender equity (gender equity in economic opportunities, gender equity in empowerment and rights), social development (disaster risk management)
Climate change Location impact Partnership	–	Adaptation
	–	Regional (high), national (high), rural (medium), urban (medium)
	–	Strategic Climate Fund within the Climate Investment Funds

NOTE

In this report, “\$” refers to US dollars.

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I. INTRODUCTION

1. Pacific developing member countries (DMCs) are generally dispersed and remote, with fragile environments, small and scattered populations, and face similar challenges. They are highly vulnerable to climate-related natural hazards, which adversely affect livelihoods and economies. The Pacific countries are being supported in their efforts toward sustainable development, including addressing climate change adaptation (CCA) and disaster risk reduction (DRR), through a regional strategic framework, including (i) the Pacific Plan, 2005, which provides a framework for strengthening regional cooperation and integration, to address climate change;¹ (ii) the Pacific Islands Framework for Action on Climate Change, 2006–2015;² and (iii) the Pacific Disaster Risk Reduction and Disaster Management Framework for Action, 2005–2015 (Regional Framework), which provides overarching policy guidance for disaster risk management and support for building climate-resilient communities.³

2. Based on the recommendations of an independent expert group, the Pacific has been invited as one of two vulnerable regions (the Caribbean being the other) to participate in the Pilot Program for Climate Resilience (PPCR) under the Strategic Climate Fund, a multi-donor trust fund within the Climate Investment Funds. The PPCR aims to help countries transform to a climate-resilient development path, consistent with national poverty reduction and sustainable development goals.⁴ This regional capacity development technical assistance (TA) is intended to support implementation.⁵

II. ISSUES

3. Despite the many initiatives in CCA and DRR in the Pacific region, there has been slow progress towards achieving more climate-resilient development. For one, to reduce the vulnerability of Pacific economies and communities to climate related natural hazards, national and local leaders must not only develop and implement CCA and DRR strategies that are technically, financially, and politically achievable but also mainstream them into the development processes from the national to the local community level. Climate change responses by Pacific DMCs are hampered by limited knowledge, technology, technical capacity, access to climate financing, and effective coordination mechanisms at the regional, national, sector, and local levels. These have been attributed to a number of specific issues and challenges namely the (i) need for improved regional coordination of CCA and DRR agendas and/or frameworks for more effective country-level coordination among concerned government ministries; (ii) weak and limited capacity of countries to absorb the significant CCA and DRR

¹ PIFS (Pacific Islands Forum Secretariat). 2007. *The Pacific Plan for Strengthening Regional Cooperation and Integration*. Suva, Fiji. http://www.forumsec.org/resources/uploads/attachments/documents/Pacific_Plan_Nov_2007_version.pdf.

² SPREP (Secretariat of the Pacific Regional Environment Programme). *Pacific Islands Framework for Action on Climate Change, 2006–2015*. Apia, Samoa. <http://www.sprep.org/attachments/Publications/PIFACC-ref.pdf>.

³ SOPAC (Applied Geoscience and Technology Division of the Secretariat of the Pacific Community). 2005. *Pacific Disaster Risk Reduction and Disaster Management Framework for Action, 2005–2015*. Suva, Fiji. <http://www.pacificdisaster.net/pdnadmin/data/original/mr0613.pdf>

⁴ The PPCR aims to (i) pilot test and demonstrate approaches for integrating climate risk and resilience into development policies and planning; (ii) strengthen capacities at the national levels to integrate climate resilience into development planning; (iii) scale up and leverage climate-resilient investment, building on other ongoing initiatives; (iv) enable learning-by-doing and sharing of lessons at the country, regional, and global levels; and (v) strengthen cooperation and capacity at the regional level. (CIF [Climate Investment Funds]. 2009. *Guidance Note on PPCR Regional Programs*. World Bank Group, Washington DC. https://www.climateinvestmentfunds.org/cif/sites/climateinvestmentfunds.org/files/PPCR_Guidance_Note_on_Regional_Programs_final.pdf).

⁵ The TA first appeared in the business opportunities section of the ADB website on 11 January 2013.

resources available; and (iii) need for core capacity building in national institutions to improve their absorptive capacity.⁶ Thus, Pacific DMCs require assistance in pursuing and mainstreaming regional and national initiatives to address these challenges and reduce their climate hazard vulnerability.

III. THE PROPOSED TECHNICAL ASSISTANCE

4. The proposed regional capacity development TA will support the implementation of the Strategic Program for Climate Resilience (SPCR): Pacific Region, which was approved by the PPCR Sub-Committee on 30 April 2012.⁷ The Pacific Regional SPCR has three complementary components, which will be delivered through the Council of Regional Organisations in the Pacific (CROP) agencies and mechanisms: (i) component 1, mainstreaming CCA and DRR; (ii) component 2, identifying and implementing practical CCA and DRR knowledge and experiences; and (iii) component 3, building and supporting Pacific DMCs' capacity to respond to climate change risks. The Asian Development Bank (ADB) will administer components 1 and 3,⁸ while the World Bank will lead the administration of component 2.

5. The Pacific Regional SPCR will emphasize building capacity, and replicating and scaling up good practices and lessons learned from the country SPCRs in Papua New Guinea (PNG), Samoa, and Tonga to the other 11 Pacific DMCs with no country SPCRs. The Pacific Regional SPCR aims to help bring about transformational change in national programs across the region by (i) integrating CCA and DRR in collaboration with existing regional organizations, (ii) increasing knowledge and awareness, (iii) promoting the replication of climate-resilient measures, and (iv) strengthening knowledge management and national capacities in monitoring and evaluation. The design and monitoring framework is in Appendix 1.

A. Impact and Outcome

6. The impact of the Pacific Regional SPCR will be increased resilience of Pacific DMCs to climate variability and climate change. Its outcome will be the improved capacity of Pacific DMCs to respond to climate change impacts and related natural disasters.

B. Methodology and Key Activities

7. The TA will have two main outputs: (i) CCA and DRR mainstreamed in national and local development policies and plans, and (ii) Pacific DMCs' capacity to respond to climate change built and supported. The TA will focus on priority sectors (food security and infrastructure) of selected Pacific DMCs, and contribute to attaining their sustainable development aspirations. It will provide countries with cost-effective support best offered on a regional basis, and will complement ongoing CCA and DRR initiatives of other development partners.⁹

⁶ Supplementary Appendix A discusses climate change and related issues and challenges in the Pacific Region, including general CCA and DRR programs, institutional framework, and lessons learned in implementing CCA and DRR interventions.

⁷ The Pacific Regional SPCR proposal was jointly prepared by the Asian Development Bank (ADB) and the CROP agencies through a broad-based consultative process, including meetings with the Pacific DMCs, and various studies under PPCR Phase 1 (ADB, 2011. *TA7827-REG: Strengthening Climate Risks and Resilience Capacity of Pacific Developing Member Countries*. Manila.) The proposal was endorsed to the Climate Investment Funds by the Pacific Islands Forum Secretariat (PIFS).

⁸ This TA covers components 1 and 3, herein referred to as outputs 1 and 2, respectively, of the Pacific Regional SPCR document approved by the PPCR Sub-Committee on 30 April 2012.

⁹ The project and its methodology and key activities are described in more detail in Supplementary Appendix B.

8. **Output 1: Mainstreaming climate change adaptation and disaster risk reduction in national and local development policies and plans.** This output will bring integrated CCA and DRR to the local and community levels and build them into budgetary and sector development plans linked to national plans in selected Pacific DMCs and priority sectors. Key activities will include (i) review and assessment of current subnational planning processes to identify priority needs for assistance, (ii) development of new or improvement of existing tools, (iii) building capacity in applying the tools, and (iv) strengthening institutional arrangements and policy support for mainstreaming at the sector level linked to national development processes. For these activities, two or three Pacific DMCs, excluding the three pilot countries (PNG, Samoa, and Tonga), will be selected based on a set of criteria to be jointly agreed by the CROP agencies and the participating multilateral development banks, to ensure consistency among the three components of the SPCR regional track and avoid overlaps. These criteria could be as follows: (i) approved national climate change policy or strategy or approved national DRR action plan or approved joint national action plan or similar plan for CCA or DRR, (ii) willingness to participate in the project, (iii) on-the-ground project implementation capability, and (iv) not being one of the PPCR pilot countries in the Pacific region.

9. A participatory review of existing subnational planning processes, policies, and legislation—involving key stakeholders from government, relevant nongovernment organizations (NGOs), priority sectors, and local communities including women and youth—will identify best practices on CCA and DRR mainstreaming to inform national, subnational, and local stakeholders and secure their concurrence to adopt these practices. A participatory assessment of key CCA and DRR issues and challenges will also be conducted, and existing CCA and DRR mainstreaming tools will be evaluated, to advance mainstreaming from the policy level to the decision making and action level in the target sectors. Capacity building on CCA and DRR mainstreaming will be conducted for community leaders in the public and private sectors. In collaboration with the Pacific Gender Climate Coalition, CCA and DRR policies and plans will be analyzed and, if necessary, revised to become more gender sensitive.

10. Midway through the project, implementation of CCA and DRR mainstreaming in the selected Pacific DMCs and sectors will be reviewed and evaluated. Knowledge products on best practices and lessons will be prepared and disseminated to other sectors in the selected countries and other Pacific DMCs with no PPCR country tracks, for application and/or scaling up, using their own resources or with support from other development partners.

11. **Output 2: Building and supporting Pacific developing member countries' capacity to respond to climate change risks.** Pacific DMCs will be provided with strategic and technical support for improved access to resource information, identification of funding opportunities and assistance in preparing funding applications, and pooling of Pacific experience and knowledge and TA. The two main activities will be (i) the development and operationalization of a Regional Technical Support Mechanism (RTSM) that will respond or facilitate response to the DMCs' CCA- and DRR-related needs; and (ii) the establishment of a rapid response fund (RRF), which will finance the experts deployed by the RTSM to requesting Pacific DMCs.

12. The RTSM will be a network of experts (e.g., on gender, climate change financing, knowledge management, and monitoring and evaluation) who will facilitate the Pacific DMCs' rapid access to technical and advisory services to help strengthen national capacity to respond effectively to climate change. The RTSM will build on existing relationships between governments and development partners, expertise within CROP agencies, and other stakeholders. In coordination with related output 1 activities, it will also develop knowledge

products for dissemination through the Pacific Climate Change Portal and other similar online information sources.

13. The RRF will be established with initial funding from the Pacific Regional SPCR to enable the fast deployment of requested TA to DMCs. It will fund services from relevant independent experts, and travel and per diem costs of experts from partner organizations and national governments.¹⁰ The RRF could evolve into a financing facility through contributions of Pacific governments, CROP agencies, and/or other international and regional development partners.

14. The RTSM and RRF will be established with oversight and coordination by the Working Arm of the CROP CEO Sub-Committee on Climate Change and under the guidance of the CROP Executives Sub-Committee on Climate Change (CES-CCC).¹¹

C. Cost and Financing

15. The TA is estimated to cost \$3.691 million, to be financed on a grant basis by the ADB Strategic Climate Fund and administered by ADB.¹² Participating CROP agencies will contribute in-kind support, such as the cost of participation of agency personnel in TA activities, project management and administration support, office space, and use of facilities.¹³ The cost estimates and financing plan are in Appendix 2.

D. Implementation Arrangements

16. ADB, through its Pacific Department (PARD), will be the executing agency and will exercise overall responsibility for coordination, supervision, and implementation of all project activities. PARD will liaise with other relevant ADB units and/or offices, particularly the Pacific Subregional Office in Fiji and the PNG Resident Mission, and the PPCR focal person in ADB's Regional and Sustainable Development Department.

17. An advisory panel composed of 11 members will provide strategic guidance in implementing the Pacific Regional SPCR under the TA in conjunction with the CROP agencies.¹⁴ It will (i) review program implementation, (ii) ensure regular program monitoring and evaluation, (iii) oversee periodic progress reporting as required by the PPCR Sub-Committee, and (iv) recommend work progress for reporting to the countries. The panel will meet at least

¹⁰ Partners will include organizations that have committed to provide TA from existing staff within their respective agencies, e.g., CROP agencies, the United Nations, and the multilateral development banks. The partners involved are expected to increase over time, but initially, it will be important to allow the CROP agencies to develop the RTSM by building on each agency's specific comparative advantages.

¹¹ The Working Arm of the CROP CEO Sub-Committee on Climate Change (WACC) consists of senior officials from each CROP agency, and facilitates increased interaction among the CROP focal points, especially the exchange of experience and information related to climate change housed in the different CROP agencies. The CES-CCC, jointly chaired by PIFS and the Secretariat of the Pacific Regional Environment Programme (SPREP), consists of the heads of the various regional organizations.

¹² Under the Pilot Program for Climate Resilience financed by the Strategic Climate Fund.

¹³ The Climate Investment Funds-approved Pacific Regional SPCR concept paper shows the contribution of participating regional organizations as follows: \$455,000 from SPREP for components 1 and 3, and \$340,000 from the Secretariat of the Pacific Community for component 2.

¹⁴ The advisory panel will consist of 11 members: one representative each from the CROP agencies involved in implementing the Pacific Regional SPCR (SPREP, PIFS, the Secretariat of the Pacific Community, and the Forum Fisheries Agency); one country representative each from Melanesia, Micronesia, and Polynesia; one representative from the three PPCR pilot countries in the Pacific region (PNG, Samoa, Tonga); and one representative each from ADB, the World Bank, and the Australian Agency for International Development.

annually or as often as required, chaired by a CROP agency representative, as determined by the CROP executives and ADB.

18. A coordination secretariat, consisting of an international secretariat coordinator and a national administration and finance officer, will be established in the Pacific Islands Forum Secretariat (PIFS) to (i) serve as the secretariat of the advisory panel, (ii) facilitate coordination among the regional SPCR components and between the SPCR regional and national programs, and (iii) coordinate relevant development partner assistance programs to encourage sharing experiences and lessons and to avoid duplication of efforts.¹⁵

19. The Secretariat of the Pacific Regional Environment Programme (SPREP) will be engaged by ADB, through single source selection, to manage the program.¹⁶ As such, SPREP will have responsibility for the daily management of program implementation and for providing the required technical advice for CCA and DRR mainstreaming under output 1 and for RTSM and RRF implementation in output 2. SPREP will also manage and administer studies and surveys, training programs, workshops, and conferences, including subcontracting service providers such as academic and training institutions, NGOs, and community-based organizations as necessary.

20. The TA will be implemented over a 3-year period commencing on 1 June 2013 and ending on 31 May 2016.¹⁷ ADB, through SPREP, will engage a team of international and national consultants to provide 159 person-months of project management consulting services (para. 19) based in the SPREP headquarters in Apia, Samoa. To undertake the tasks described in para. 18, an international regional SPCR secretariat coordinator (18 person-months) will be recruited directly by ADB and will be based at the PIFS headquarters in Suva, Fiji. The outline terms of reference for consultants are in Appendix 3.

21. Consultants will be engaged by ADB according to its Guidelines on Use of Consultants (2010, as amended from time to time). Disbursements will conform to ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time), and procurement of equipment will follow ADB's Procurement Guidelines (2010, as amended from time to time).

IV. THE RANKING VICE-PRESIDENT'S RECOMMENDATION

22. The Ranking Vice-President, acting in the absence of the President, under the provisions of Article 35.1 of the Articles of Agreement of ADB, recommends that the Board approve ADB administering technical assistance not exceeding the equivalent of \$3.691 million to be financed on a grant basis by the ADB Strategic Climate Fund for the Implementation of the Strategic Program for Climate Resilience: Pacific Region.

¹⁵ The PIFS mandate includes program coordination. Running costs of the coordination secretariat will be shared equitably between ADB and the World Bank to cover all three components of the Pacific Regional SPCR.

¹⁶ SPREP as a regional center of excellence and the lead Pacific organization with demonstrated capacity in climate change work is best suited to manage the proposed TA. It has a long experience in managing regional and/or multi-country projects particularly on climate change. SPREP has implemented over 100 internationally-funded regional projects in climate change and environmental management, in general, and in CCA and DRR mainstreaming, in particular, which lies at the core of the Pacific Regional SPCR. Further information about SPREP is available in Supplementary Appendix C and at www.sprep.org.

¹⁷ The detailed project implementation schedule is in Supplementary Appendix D.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact</p> <p>Increased resilience of Pacific DMCs to climate variability and climate change</p>	<p>By 2023, from the 2013 baseline^a:</p> <p>Number of households classified as poor or food insecure in most climate change affected regions reduced by 10%</p> <p>Number of lives lost and injuries from extreme climate events reduced</p> <p>Damage and economic losses from extreme climate events reduced</p>	<p>National statistics</p> <p>Vulnerability assessment findings</p> <p>Millennium Development Goals reports</p>	<p>Assumption</p> <p>Participating governments and Pacific regional organizations sustain their commitment to the SPCR and continue to provide the necessary resources to attain its intended impact and outcome.</p> <p>Risk</p> <p>Climate change effects are too severe to prevent, mitigate, or offset.</p>
<p>Outcome</p> <p>Improved capacity of Pacific DMCs to respond to climate change impacts and related extreme events that can contribute to disasters</p>	<p>By 2016:</p> <p>Effective integrated CCA and DRR response system with gender-sensitive indicators is operational in selected Pacific DMCs.</p> <p>A working regional mechanism for responding to climate change impacts and related extreme events that can contribute to disasters is established.^b</p>	<p>National development plans and budgets</p> <p>Sector plans and policies</p> <p>Project monitoring reports</p> <p>Coordination secretariat reports</p> <p>Maps and GIS data sets in government departments</p> <p>Local government and program records</p>	<p>Assumptions</p> <p>Critical CCA and DRR knowledge is available, accessible, and widely disseminated in the Pacific.</p> <p>Commitment of Pacific DMCs to regional cooperation remains strong.</p>
<p>Outputs</p> <p>1. Climate change adaptation and disaster risk reduction are integrated and mainstreamed into national and local policies and plans, resulting in climate-responsive development planning.</p>	<p>By end of project, in 3 pilot Pacific DMCs:</p> <p>At least 9 gender-sensitive CCA and DRR integration and mainstreaming tools (3 per selected country) (e.g., checklists, guidelines) available at national and sector levels are studied and programmed for replication.</p> <p>At least 6 policies developed or strengthened (2 per country) to include CCA and DRR and gender considerations in at least 2 sectors (food security and infrastructure) following the guidelines developed.</p> <p>CCA and DRR are included in national and local budgets following the processes outlined in the selected countries.</p>	<p>Country and sector technical reports or project plans</p> <p>Government's policy issuances</p> <p>Country and sector financial and budget reports</p> <p>Project implementation timetable (showing completion date was shortened versus planned, or delayed)</p>	<p>Risks</p> <p>CCA and DRR mainstreaming is not prioritized in the national government agenda.</p> <p>High turnover of qualified and trained staff in CROP agencies and the public sector causes project implementation delays.</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>2. Pacific DMCs' capacity to respond to climate change risks built and supported through strengthened adaptive capacities and support facilities, such as RTSM and RRF.</p>	<p>By end of project:</p> <p>RTSM and RRF are rated <i>satisfactory</i> under the monitoring and evaluation framework by at least 20% of clients.</p> <p>CCA and DRR knowledge and tools are applied in 3 pilot Pacific DMCs and rated satisfactory by at least 60% of the users.</p>	<p>Client surveys</p> <p>National and local government agency reports</p> <p>Pacific regional organization reports</p>	<p>Risks</p> <p>Limited availability or accessibility of funds for the RTSM</p> <p>Limited expertise compatible with the requirements of the Pacific countries</p>
Activities with Milestones		Inputs	
<p>1. Output 1: Integrated CCA and DRR mainstreamed in national, sector, and local policies and plans</p>		<p>ADB Strategic Climate Fund:^c \$3.691 million</p>	
		<p>Item</p> <p>Consultants</p> <p>-International</p> <p>-National</p> <p>-International and local travel and per diems</p> <p>-Reports and communications</p> <p>Equipment</p> <p>Workshops, trainings, and conferences</p> <p>Surveys and studies</p> <p>Miscellaneous administration and support costs</p> <p>Contingencies</p>	<p>Amount (\$'000)</p> <p>2,218</p> <p>234</p> <p>428</p> <p>10</p> <p>20</p> <p>450</p> <p>180</p> <p>90</p> <p>61</p>
<p>1.1 Identify Pacific DMCs' CCA and DRR mainstreaming gaps and priorities</p>			
<p>1.1.1 Conduct situation analyses (policy, institutional, stakeholder, social and gender assessment) to identify key national and sector development planning processes that will be the focus of component 1 (completed by month 6)</p>			
<p>1.1.2 Review and analyze national planning and decision making tools; and identify gaps and key challenges to mainstreaming of CCA and DRR into national, sector, and local policies, plans, and programs (completed by month 6)</p>			
<p>1.2 Select and strengthen tools to accelerate mainstreaming in identified pilot countries</p>			
<p>1.2.1 Identify and document best practices for mainstreaming that could accelerate country, sector, and local level implementation under output 1 (completed by month 6)</p>			
<p>1.2.2 Develop or adapt country and sector-specific CCA and DRR mainstreaming tools that ensure consistency at national and local levels (completed by month 18)</p>			
<p>1.2.3 Develop, strengthen, and document good examples of enabling policy and institutional frameworks to monitor mainstreaming activities in key sectors at the national and community levels (completed by month 18)</p>			
<p>1.3 Jointly plan and implement, with the selected countries, the accelerated mainstreaming of CCA and DRR in those key phases of mainstreaming where gaps were identified</p>			
<p>1.3.1 Carry out advocacy for fast-tracking identified CCA and DRR mainstreaming priorities and mobilize mandated drivers (completed by month 6)</p>			
<p>1.3.2 Develop and implement capacity building programs to support practical application of mainstreaming tools in pilot countries and sectors (completed by month 36)</p>			
<p>1.3.3 Implement CCA and DRR mainstreaming in pilot</p>			

Activities with Milestones	Inputs
<p>countries and target sectors through the strengthening of national, sector, and local governance frameworks and integration into national sustainable development strategies and district or community development plans (completed by month 36)</p> <p>1.3.4 Replicate and scale up CCA and DRR mainstreaming in non-pilot Pacific DMCs and sectors and disseminate lessons learned, including those from the PPCR country tracks (completed by month 36)</p> <p>2. Output 2: Building and supporting Pacific DMCs' capacity to respond to climate change risks</p> <p>2.1 Conduct consultations with Pacific DMCs, CROP agencies, and other stakeholders about the intended role, scope, and functions of the RTSM (completed by month 3)</p> <p>2.2 Undertake a stocktaking of existing capacity within CROP agencies and development of a roster of CCA and DRR experts to form the basis for the RTSM network (completed by month 3)</p> <p>2.3 Establish a register of national and regional accredited experts who could support the RTSM (completed by month 6)</p> <p>2.4 Develop policies, operational guidelines, and quality control mechanisms, including monitoring and evaluation, of RTSM and RRF (completed by month 6)</p> <p>2.5 Process requests for technical assistance from Pacific DMCs (commenced by month 7)</p> <p>2.6 Promote the engagement of additional entities willing to partner and provide support through the RTSM (commenced by month 1)</p> <p>2.7 Manage the RRF and prepare regular financial reports (commenced by month 12)</p>	

ADB = Asian Development Bank, CCA = climate change adaptation, CROP = Council of Regional Organisations in the Pacific, DMC = developing member country, DRR = disaster risk reduction, GIS = geographic information system, PPCR = Pilot Program for Climate Resilience, RRF = Rapid Response Fund, RTSM = Regional Technical Support Mechanism, SPCR = Strategic Program for Climate Resilience.

^a The 2013 baseline will be collected during year 1 of project implementation.

^b The mechanism is able to respond effectively to countries' requests for technical assistance and access to climate change financing.

^c Under the Pilot Program for Climate Resilience financed by the Strategic Climate Fund. The ADB Strategic Climate Fund is administered by the Asian Development Bank. The total cost of Outputs 1 and 2 of the R-CDTA is estimated at \$3.691 million.

Source: ADB estimates.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Amount
ADB Strategic Climate Fund^a	
1. Consultants ^b	
a. Remuneration	
International and national consultants (177 person-months)	2,452.0
b. International and local travel and per diem	428.0
c. Reports and communications	10.0
2. Equipment ^c	20.0
3. Workshops, training, seminars, and conferences ^d	450.0
4. Surveys, studies ^e and pilot demonstrations ^f	180.0
5. Miscellaneous administration and support costs ^g	90.0
6. Contingencies	61.0
Total	3,691.0

ADB = Asian Development Bank.

^a Under the Pilot Program for Climate Resilience financed by the Strategic Climate Fund, administered by ADB. The total cost of outputs 1 and 2 of the Pacific Regional SPCR is estimated at \$3.691 million.

^b Including consulting services for project management, the coordination secretariat, and the Regional Technical Support Mechanism.

^c Equipment purchased with TA funds are ADB's property and will remain so until they are transferred to the government or disposed of in accordance with ADB Procurement Guidelines (Ref: PAI 5.09 on Purchasing Equipment and Vehicle, para 31, dated 24 Jan 2011).

^d Mainly for output 1, such as training on the development of climate change adaptation and disaster risk reduction mainstreaming tools and capacity building and training of national and local government officials on the use of said tools.

^e Such as policy and legislative reviews prior to the drafting of appropriate policy issuances and legislation and regulations related to climate change adaptation and disaster risk reduction.

^f Such as demonstration of the use of climate change adaptation and disaster risk reduction mainstreaming tools.

^g To cover administrative support staff costs to be administered by ADB, as well as travel of ADB project staff serving as resource persons during project activities, e.g., as facilitators, speakers, panelists in project workshops, seminars, and/or training courses.

Source: ADB estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

A. Overview

1. A team of international and national consultants will be engaged by the Asian Development Bank (ADB) through the Secretariat for the Pacific Regional Environment Programme (SPREP) to provide 159 person-months of project management consulting services out of the SPREP headquarters in Apia, Samoa. In addition, an international regional Strategic Program for Climate Resilience (SPCR) secretariat coordinator will be recruited individually by ADB to serve for 18 person-months at the Pacific Islands Forum Secretariat (PIFS) headquarters in Fiji. In total, the project will require 177 person-months of international and national consulting services throughout its 3-year duration.

B. Program Management Consulting Services

2. SPREP will be engaged by ADB, through single source selection, to manage the program, and as such will be responsible for the daily management of program implementation and for providing the required technical advice for climate change adaptation (CCA) and disaster risk reduction (DRR) mainstreaming under output 1 and for Regional Technical Support Mechanism (RTSM) and Rapid Response Fund (RRF) implementation in output 2.¹ Its main tasks will include (i) detailed work planning and budgeting, (ii) coordinating program implementation with other partners and relevant parties, (iii) procurement of goods and services, (iv) financial management, and (v) documentation and reporting. It will provide the services of the following consultants (Table A3), with the terms of reference given below.

Table A3: Breakdown of Program Management Consulting Services

Specialist	No. of person-months
1. Program manager (international) ^a	33
2. Integrated climate change adaptation and disaster risk reduction mainstreaming specialist (international) ^b	33
3. Regional Technical Support Mechanism coordinator (international) ^c	30
4. Procurement and finance officer (national) ^b	27
5. To be determined (international, 24 person-months; national, 12 person-months) ^b	36
Total	159

^a Mainly for output 1.

^b For both outputs 1 and 2.

^c Mainly for output 2.

Source: ADB estimates.

1. Program Manager (international, 33 person-months)

3. The program manager should be a senior specialist with a degree in economics, natural resources, environmental management, or allied fields, with at least 15 years of international

¹ SPREP is a regional center of excellence and the lead Pacific organization in climate change work. SPREP has implemented over 100 internationally-funded regional projects in climate change and environmental management, in general, and in CCA and DRR mainstreaming, in particular, which lies at the core of the Pacific Regional SPCR. Further information about SPREP is available in Supplementary Appendix C and at www.sprep.org.

experience in managing internationally-funded projects, preferably in natural resources, environment, or climate change, in the Pacific region. He/she will be based in Apia, Samoa, reporting to the director of SPREP's Climate Change Division, with the following tasks:

- (i) Provide overall direction, coordination, and supervision of project activities, including preparing the overall project work plan and work plans in the pilot countries, and preparing the required technical assistance (TA) reports including inception, quarter progress, midterm, draft final, and final reports as well as financial reports and statement of expenses and reporting these to the Climate Change Division director.
- (ii) Efficiently manage a team of multidisciplinary experts, oversee and review the performance of the individual team members, and guide them to successful completion of the assignment.
- (iii) Ensure the achievement of the project outputs and produce quality reports documenting technical, social, institutional, and economical findings, providing a comprehensive analysis of the problems and issues encountered and measures adopted for their resolution, coordinating development and dissemination of knowledge management products, and highlighting the project outputs and outcomes, as well as follow-up actions and recommendations.
- (iv) Work with the CCA and DRR mainstreaming specialist in supporting the selected countries in developing the policy framework for the integration of CCA and DRR considerations in national, sector, and local or community plans.
- (v) Coordinate closely with national and local government officials, private investors, community representatives, and local nongovernment organizations (NGOs), Council of Regional Organisations in the Pacific (CROP) agencies, and development partners involved in the implementation of outputs 1 and 2, particularly with the team of the World Bank-managed component of the Pacific Regional SPCR and other concerned development partners (such as the Australian Agency for International Development, German development cooperation through GIZ, the European Union, the United States Agency for International Development), and other stakeholder groups.
- (vi) Perform other activities that may be assigned by the Climate Change Division director and/or the ADB project officer from time to time.

2. Integrated Climate Change Adaptation and Disaster Risk Reduction Mainstreaming Specialist (international, 33 person-months)

4. The specialist should have a graduate degree in environment, natural resources management, or related fields and at least 10 years of prior experience in climate change adaptation and disaster risk reduction in the Pacific region. He/she should have been involved in actual field project implementation and in providing technical advice and assistance to countries in their CCA and DRR efforts. Actual experience in CCA and DRR mainstreaming into national, local, and sector policies and plans will be an advantage. To be based in Apia, Samoa, he/she will report to the program manager and closely coordinate with the RTSM coordinator and with the team of the World Bank-managed component of the Pacific Regional SPCR. He/she will have the following responsibilities:

- (i) Organize and facilitate a participatory review of existing provincial or district and local development planning processes, policies, and legislation in the selected countries to identify the measures that would be needed in mainstreaming climate change. The review will involve key stakeholders including

representatives of government, relevant NGOs, local communities, including women and the youth, and those associated with the natural resources sector to ascertain the implications and the need for improvement or change.

- (ii) Assist the program manager and RTSM coordinator in the preparation of annual work and financial plans for the overall project and for the individual pilot countries.
- (iii) Take the lead in providing technical advice to the selected countries in the following:
 - (a) conduct of a review and assessment of the socioeconomic, ecological, and development vulnerability issues and challenges arising from climate change and disaster impacts;
 - (b) development of new or improvement of existing tools for mainstreaming CCA and related DRR specific to each participating country and target sector (food security and infrastructure), including the preparation of checklists, guidelines, and draft legislation, among others;
 - (c) building of country capacity in the use and application of CCA and DRR mainstreaming tools, including conduct of training needs assessment, design of training programs to address identified knowledge and skills gaps, supervision and monitoring of training programs, and preparation of training reports;
 - (d) supporting the selected countries in developing the enabling policy framework for the integration of CCA and DRR considerations in national, sector, local, and community plans;
 - (e) strengthening of institutional arrangements for mainstreaming at the sector level linked to national development processes, including review and assessment of the existing institutional environment for CCA and DRR mainstreaming; and
 - (f) preparing technical and progress reports on output 1 activities in the selected countries and for the overall ADB-managed project.
- (iv) Perform other activities that may be assigned by the program manager and/or the ADB project officer from time to time.

3. Regional Technical Support Mechanism Coordinator (international, 30 person-months)

5. The specialist should have at least a graduate degree in environment, natural resources management, climate change adaptation, or related fields and at least 10 years' experience in planning and development of project proposals and management of development projects in the environment and natural resources sectors in the Pacific. Prior working experience in the Pacific will be an advantage. The specialist will facilitate the development and operation of the RTSM and the related RRF in collaboration with the Working Arm on Climate Change of the CROP Executives Sub-Committee on Climate Change (CES-CCC). He/she will also lead in conceptualizing and developing a sustainability strategy for the RTSM and RRF. To be based at the PIFS headquarters in Suva, Fiji, the RTSM coordinator's tasks will include the following:

- (i) Consult with, and raise awareness among, relevant stakeholders about the intended role, scope, and functions of the RTSM.
- (ii) Develop the operational aspects and policies of the RTSM, including drawing on the associated RRF.
- (iii) Foster the engagement of additional entities willing to partner and provide support through the RTSM.

- (iv) Build on current registers of experts; and maintain and enhance a regional roster of expertise that could include government officials, CROP staff, multilateral agency staff and consultants, academics, the private sector, and civil society.
- (v) Raise funds to populate the RRF on a needs basis and facilitate self-funding of the management of the RTSM from administrative fees.
- (vi) Facilitate and process requests for TA among the members of the RTSM and member country experts.
- (vii) Prepare regular reports to the coordination secretariat, ADB, CES-CCC, and RTSM members on the progress of RTSM establishment and operation.
- (viii) Be responsible for financial management and reporting on expenditures related to the deployment of experts using resources from the RRF or other sources, where necessary.
- (ix) Perform other activities that may be assigned by the program manager and/or the ADB project officer from time to time.

4. **Procurement and Financial Management Specialist** (national, 27 person-months)

6. The specialist should have a degree in finance, economics, management, or related fields, with at least 7 years of experience in procurement and financial management in internationally-funded projects, preferably those funded by ADB or the World Bank in the Pacific region. To be based at SPREP, Apia, Samoa, he/she will report to the program manager, closely coordinate with the RTSM coordinator, and assist the program manager in the following tasks:

- (i) Preparation of annual work and financial plans, including the consolidation of inputs by other consultants and stakeholders.
- (ii) Organizing and managing procurement activities, ensuring that procurement is undertaken in the most efficient and cost-effective manner in accordance with ADB guidelines applicable to the project.
- (iii) Establishing a procurement monitoring system at the coordination secretariat to allow the collection and recording of procurement data for the purpose of (a) timely information exchange, submission, and approval of terms of reference, shortlists, and other requirements; (b) tracking all necessary and critical procurement actions and activities including advertising, bidding, contract award, and completion time for individual contracts; (c) prompt reporting of contract award information by the coordination secretariat to ADB; and (d) preparation of quarterly reports for submission to ADB.
- (iv) Development of a contract management system to ensure that records and data are stored systematically and cross-referenced with the financial accounts of the project.
- (v) Ensuring the effective and efficient conduct of all financial management and disbursement activities associated with the project, including keeping necessary records to support TA disbursement applications in full compliance with ADB requirements and procedures.
- (vi) Establishing the project financial management system in accordance with ADB requirements, including preparation of specifications and installation of appropriate accounting system to ensure that transactions are properly processed and recorded in accordance with the ADB *Technical Assistance Disbursement Handbook* (2010, as amended from time to time).

- (vii) Providing on-the-job training to SPREP's administrative and finance staff to ensure that project expenditures are incurred in accordance with ADB regulations.
- (viii) Preparation of the necessary financial reports and statements for quarterly progress reports, audit reports, midterm review, and project completion reports.
- (ix) Carrying out any other activities that may be assigned by the program manager, RTSM coordinator and/or the ADB project officer from time to time.

5. Short-Term Specialists (international, 24 person-months; national, 12 person-months; to be determined)

7. Technical specialists will be recruited by SPREP to provide short-term advisory services to the Pacific developing member countries as requested through the RTSM. These specialists are expected to render advice in areas mostly related to the technical aspects of CCA and DRR, but specialists in other fields may also be required, such as policy and legislation, community mobilization, environmental and social safeguards, gender, knowledge management, and monitoring and evaluation, among others. A total allocation of 36 person-months will be provided for these consultants, of which about 24 person-months will be international and the balance, national. Their terms of reference will be prepared by the RTSM coordinator in consultation with the SPREP Climate Change Division director and the program manager, for approval by ADB, as basis for their engagement. These specialists will be hired on an individual basis according to ADB's Guidelines on the Use of Consultants (2010, as amended from time to time).

C. Regional Strategic Program for Climate Resilience Secretariat Coordinator (international; 18 person-months)

8. To run the day-to-day functions of the Pacific Regional SPCR Coordination Secretariat to be established in PIFS, an international secretariat coordinator will be engaged by ADB and assigned to PIFS.² The coordinator should have a graduate degree in natural resource management, environment, or related fields with at least 10 years of experience in the actual coordination and management of internationally-funded projects in the Pacific region, including monitoring and evaluation. Prior experience in ADB, World Bank, or Australian Agency for International Development projects is an advantage. The specialist will be based at the PIFS headquarters in Suva, Fiji and report to the Regional SPCR advisory panel through the designated CES-CCC member. He/she will:

- (i) Exercise day-to-day management of the coordination secretariat.
- (ii) Prepare annual work plans for review by the advisory panel and ADB.
- (iii) With inputs from the ADB (and World Bank) team leaders, design and establish a program performance management system for the Pacific Regional SPCR.
- (iv) Facilitate coherence between the SPCR regional and national programs.
- (v) Facilitate communication between ADB and the World Bank and between the multilateral development banks and the components.
- (vi) Set up a monitoring and evaluation system for the project and perform regular monitoring and evaluation of the regional SPCR components with respect to their progress, overall objectives, and target outcomes.
- (vii) Prepare regular progress and monitoring and evaluation reports for submission to the advisory panel and ADB.

² The cost of running the coordination secretariat will be shared equitably between ADB and the World Bank to cover all three components of the Pacific Regional SPCR.