

STRATEGIC PROGRAMME FOR CLIMATE RESILIENCE (SPCR) FOR THE PACIFIC REGION



Regional Technical Support Mechanism (RTSM) and Rapid Response Fund (RRF)

Operations Manual

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SPREP
Secretariat of the Pacific Regional
Environment Programme



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List of Acronyms

ADB	Asian Development Bank
CCA	Climate Change Adaptation
CES-CCRD	CROP Executives Subcommittee on Climate Change & Disaster Resilient Development
CIF	Climate Investment Funds
CROP	Council of Regional Organisations in the Pacific
DMC	Developing Member Countries
DRR	Disaster Risk Reduction
GIZ	Deutsche Gesellschaft fuer Internationale Zusammenarbeit
ITM	Incountry TA Manager
M&E	Monitoring & Evaluation
MDB	Multilateral Development Banks
PC	RTSM Project Committee
PCCP	Pacific Climate Change Portal
PICs	Pacific Island Countries
PIFS	Pacific Islands Forum Secretariat
PPCR	Pilot Programme for Climate Resilience
RC	RTSM Coordinator
R-CDTA	Regional Capacity Development Technical Assistance
RRF	Rapid Response Fund
RTSM	Regional Technical Support Mechanism
SCF	Strategic Climate Fund
SOE	State Owned Enterprise
SPC	Secretariat of the Pacific Community
SPCR	Strategic Programme for Climate Resilience
SPREP	Secretariat of the Pacific Regional Environment Programme
TA	Technical Assistance
USP	University of the South Pacific
WARD	Working Arm of the CEO Subcommittee on Climate Change & Disaster Resilient Development

Vision Statement

The Regional Technical Support Mechanism (RTSM) and Rapid Response Fund (RRF) is a collaborative undertaking of all Council of Regional Organisations in the Pacific (CROP) agencies and their associated development partners and donors. It is a true reflection of the Pacific island region, which promotes the spirit of cooperation and collaboration. The establishment of the RTSM and RRF is a step towards a 'transformative change' that is taken by the CROP agencies, to efficiently serve the priority and needs of Pacific Island Countries and Territories in relation to climate change adaptation and mitigation





PART 1

1. Purpose of the Manual

The purpose of this Manual is to guide the members of the RTSM Project Committee (PC), the Working Arm of the CEO Subcommittee on Climate Change and Disaster Resilient Development¹ (WARD) and the RTSM Coordinator (RC) on the operations of the RTSM and associated RRF. It sets out the standards of probity, transparency and accountability that contributors and potential contributors to the Fund expect in the governance and operations of both the RTSM and RRF. The Manual includes an *RTSM & RRF Policies and Procedures* which lists the types of assistance available, and how to request assistance under the RRF. As part of the 'scaling up of good practices' approach, the standards as set out in the Manual also provide an example for countries that do not have Pilot Programme for Climate Resilience (PPCR) country tracks and are interested in replicating such a mechanism to administer and manage climate change funding.

The RTSM PC and the WARD may approve amendments to the Manual and associated RTSM and RRF Policies and Procedures.

2. Summary of the Pacific Regional SPCR Components

The Pacific Regional Strategic Programme for Climate Resilience (SPCR) was first approved by the PPCR Subcommittee on 30 April 2012, with later refinements to the original proposal in October and November 2012 by the CROP agencies, Multilateral Development Banks (MDBs) along with other key development partners. The SPCR has 3 components:

- (i) Component 1², henceforth referred to as **Output 1**—Mainstreaming Climate Change Adaptation and Disaster Risk Reduction (Implementing /Lead Agency – SPREP)
- (ii) Component 2³ – *Identifying and Implementing Practical Climate Change Adaptation and Disaster Risk Reduction Knowledge and Experiences* (Implementing/Lead Agency – SPC) and;
- (iii) Component 3⁴, henceforth referred to as **Output 2** – Building and Supporting Pacific Developing Member Countries' Capacity to Respond to Climate Change Risks (Implementing/Lead Agency – SPREP)

Output 2 has two (2) major Activities:

- ▶ Activity 1 – *development, establishment and operationalisation of a Regional Technical Support Mechanism (RTSM)*
- The RTSM consists of :
- a) personnel required to manage and operate the database and RRF (i.e. Unit)
 - b) database of experts
- ▶ Activity 2 – establishment of a Rapid Response Fund (RRF)

¹Consists of senior representatives from each CROP Agency

²Referred to in Project Document 'Regional-Capacity Development Technical Assistance (R-CDTA) as Output 1

³Funded by the World Bank

⁴Referred to in Project Document 'Regional-Capacity Development Technical Assistance (R-CDTA) as Output 2

3. Background and Objectives of the RTSM

The *Regional-Capacity Development Technical Assistance* (R-CDTA) project document defines the RTSM as a registered⁵ network of experts (e.g. on gender, climate change financing, knowledge management, monitoring and evaluation etc) that can provide, on the request of Pacific Island Countries (PICs), advice on appropriate resource opportunities, strategic approaches and technical assistance on climate change, as linked to food security and infrastructure. They also provide where necessary, support in developing project concepts and proposals, preparing reporting requirements and implementing and monitoring projects. The RTSM *facilitates* the Pacifics' rapid access to technical and advisory services and in the process, create or strengthen national capacity to effectively respond to climate change and disaster risk reduction.

In coordination with related activities of Output 1, the RTSM will also develop specific knowledge products for dissemination to member countries through the Pacific Climate Change Portal (PCCP) and other relevant/similar online information sources.

The RTSM (RC and Database of Experts) is financed by the Strategic Climate Fund (SCF) of the Climate Investment Funds (CIF) and is established with oversight and coordination by the WARD and under the guidance of the CROP Executives Subcommittee on Climate Change and Disaster Resilient Development (CES-CCRD)⁶. The RTSM is accessible to all member countries as well as CROP agencies, MDBs, development partners and others⁷.

Within the RTSM is a Rapid Response Fund (RRF), which finances the deployment of experts (or technical assistance) into PICs.

4. Background and Objectives of the RRF

Hosted within the Secretariat of the Pacific Regional Environment Programme (SPREP) and managed through the RTSM, the RRF is established *initially* with financing from the SCF with a long term vision of it evolving into a climate change financing facility⁸ for the Pacific region. While the RRF-SCF (ADB) funding is only available to finance Technical Assistance (TA) to 14 ADB Developing Member Countries (DMCs)⁹, coverage of RRF will expand as new donors and partners come onboard. These additional funding and/or partnerships will be used to provide TA for non-ADB member countries such as Niue, and other PICs who are not eligible for SCF (ADB) seed funding.

The objective of the RRF is to expedite technical assistance¹⁰ based on requests from PICs¹¹ **to the RTSM to enable the rapid deployment of technical assistance to member¹² countries.**

⁵ See Policies & Procedures on registering as an RTSM expert

⁶ Jointly chaired by SPREP and PIFS, it consists of the Heads from the various regional organisations

⁷ See also "Who is Eligible to use the RTSM" on pg.18

⁸ Through contributions of PIC governments, CROP Agencies, and/or other international and regional development partners

⁹ See "Who is Eligible to receive TA" on pg.18 of Policies & Procedures section. See also footnote12.

¹⁰ Technical assistance are experts (on the field of the request), drawn from the RTSM roster of experts.

¹¹ ADB's 14 Pacific Developing Member Countries (DMCs) : Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Palau, PNG, Samoa, Solomon Islands, Timor-Leste,

Tonga, Tuvalu, Vanuatu. Niue is not an ADB DMC but is eligible to benefit from participation in project-funded workshops and conferences (as per decision of ADB in an email to CROP Agencies dated 11 Oct 2011 later confirmed by WARD February 2014 meeting, Suva, Fiji.

¹² Priority TA for PICs without PPCR country tracks. Attendance of country tracks at PPRC regional meetings and workshops as resource (through lessons learnt) is eligible for funding assistance through the RRF. Country track personnel are also eligible to be funded as national experts to assist other PICs as needed.



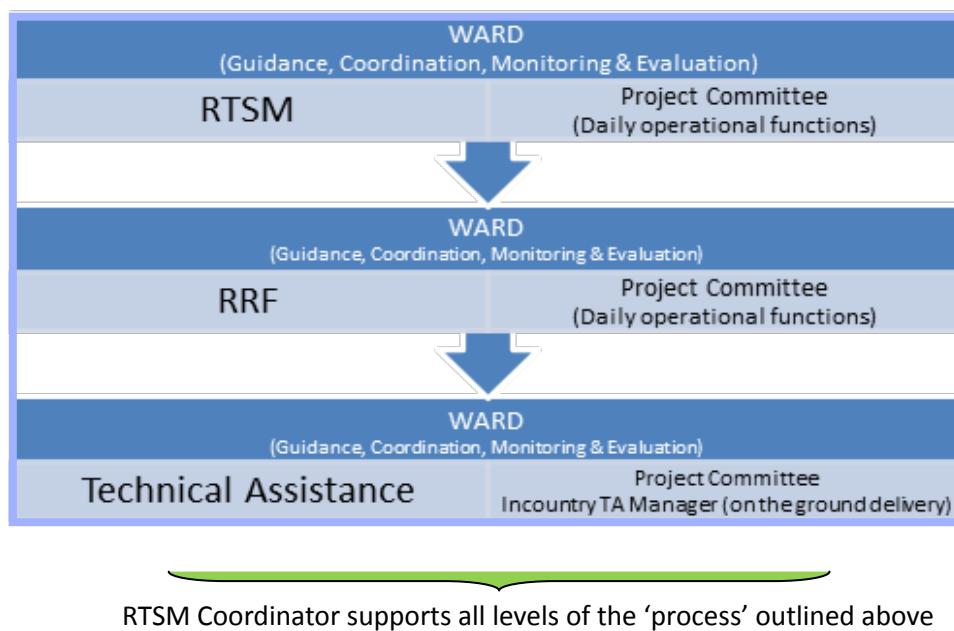
The RRF does not replace the everyday technical assistance roles of CROP Agencies. The RRF is open to all donors and development partners who may wish to join as a partner.

It will **only** fund¹³:

- (i) services from approved¹⁴ and relevant *independent* experts where necessary (consultancy fees, travel costs and per diems); and
- (ii) travel and per diem costs of experts from partner organizations¹⁵ and PICs

Expected outcome of RTSM and RRF is PICs/DMCs (i) strengthened government capacity to mainstream climate resilience; and (ii) strengthened national coordination mechanism to mainstream climate resilience¹⁶. These expected outcomes form the basis of the criteria for assessing proposals for assistance from the RRF. These criteria are further explained in Section 7.1 of this manual. Fig 1 is a conceptual diagram of the RTSM and the RRF. Specific details on roles and responsibilities of the WARD, PC and Incountry TA Manager (ITM) are detailed in Sections 5 and 6.

Fig.1: RTSM and RRF Conceptual Framework



¹³ Directly from the 'Contingency' budget line of the ADB-SPREP Contract or additional budget line as new development partners/donors come onboard

¹⁴ See Policies and Procedures on RTSM experts

¹⁵ Partner organisations include those that have committed to provide technical assistance from existing staff within their respective agencies, e.g. CROP Agencies, regional academics and professionals)

¹⁶ In line with PPCR Monitoring and Reporting Toolkit – Core Indicator 2



5. RTSM and RRF Governance Structure and Systems

The RTSM and RRF will be managed by the RTSM Coordinator on a daily basis under the guidance and supervision of two Committees¹⁷:

- (i) RTSM Project Committee: responsible for daily general management, administration and supervision of RTSM and RRF
- (ii) Steering Committee (WARD): responsible for quality control through general oversight, coordination, guidance, monitoring and evaluation of the RTSM and RRF on the regional level.

5.1 RTSM Project Committee (PC)

5.1.1 Membership

The initial membership¹⁸ of the RTSM Project Committee shall comprise:

- ✓ Director, Climate Change Division (**Chair**)
- ✓ SPREP Legal Adviser
- ✓ PPCR Team Leader/Programme Manager
- ✓ ADB R-CDTA Team Leader

The RTSM Coordinator is an ex-officio member of the PC serving mainly to advise, recommend and update the PC on RTSM and RRF status and progress. The ADB R-CDTA Team Leader's role will be to act as advisor to the Chair of the PC. This may change as new donor partners come onboard. Donor partner inclusion as a PC member will be reviewed in line with any changes to the Financing Plan¹⁹.

5.1.2 Roles and Responsibilities of the PC

The Project Committee is collectively responsible for:

- (i) Approving all TA requests requiring financial commitment over USD40,000²⁰;
- (ii) Assessing if TA request is aligned with RTSM/RRF criteria (i.e. value-added, ad-hoc need that is not a 'business as usual' technical assistance). If not, recommending relevant CROP Agency, MDB or Development Partner best suited to respond to TA request;
- (iii) Recommending approval of SPREP Director General and ADB for TA requests with a budgeted cost of over USD100,000;
- (iv) Final approval of TORs of Experts;
- (v) Final approval of Contracts for Experts;
- (vi) Review of draft RTSM and RRF Annual Budget & Work Plan for final approval of WARD;
- (vii) Review of draft RTSM Financing Plan²¹ for final approval of WARD;
- (viii) Final approval of nominated Experts to the RTSM;
- (viii) Short-listing experts and onforwarding to PICs²² for final decision; and
- (ix) Communicating with contributors and potential contributors

¹⁷ As approved by CES-CCRD, February 2014

¹⁸ To be reviewed after initial 12month trial period and as new donors come onboard

¹⁹ Current Financing Plan shows only ADB financing. A revised Financing Plan should show new donors and respective funding and budget lines.

²⁰ Following SPREP Financial Procedures Manual, SPREP Procurement Manual - Open Tender process or Select Tender in parallel with ADB Guidelines on Use of Consultants. See also RTSM Policies & Procedures on RTSM Experts

²¹ Financing Plan at Appendix 4 – to be reviewed and refined as more contributors are identified

²² Through the RTSM Coordinator



The Chair is responsible for:

- (i) Approval of all TA requests requiring financial commitment of over USD5,000²³ and less than USD40,000;
- (ii) Approval of all TA payments;
- (iii) Approval of all Calls for TAs;
- (iv) Ensuring the efficient conduct of the PC's business;
- (v) Approving a nominated proxy by a member to PC meetings;
- (vi) Inviting new or replacement members onto the PC, and observers, on a temporary or ongoing basis;
- (vii) Liaising with PIC member countries, MDBs, Development Partners, CROP agencies, donors and potential contributors and partners to the RTSM and RRF;
- (viii) Liaising with the WARD and CES-CCRD on RTSM and RRF status and progress;
- (ix) Liaising with ADB R-CDTA Team Leader;
- (x) Publishing an annual report on the RTSM and RRF operations within three (3) months of the end of each financial year²⁴; and
- (xi) Communicating with the media on the RTSM and RRF's operations

Project Committee members are individually responsible for:

- (i) Liaising with other officers in their respective divisions and with counterparts in other CROP agencies to improve the coordination and knowledge of Climate Change projects, interventions, financing, proposals and activities across the organisation and outside of the organisation; and
- (ii) Promoting the objectives of the RTSM and RRF in relevant forums and meetings

The selection process and decision of the RTSM PC and PICs is final.

5.1.3 Conflicts of Interest and Confidentiality

All members of the PC must declare any actual, potential or perceived conflicts at the start of each meeting and, if it later becomes evident that such a conflict arises. When an interest that creates an actual, potential or perceived conflict is declared, the Chair must decide whether the relevant member must leave the meeting while the relevant issue is discussed, or how to otherwise deal with it. Where the declaration arises from the Chair, the matter will be passed to the WARD for a decision. In any case, the declaration, and how it was dealt with, must be documented in the minutes of the meeting.

5.2 Steering Committee - Working Arm of the CROP Executives Subcommittee on Climate Change and Disaster Resilient Development (WARD)

5.2.1 Roles and Responsibilities of the WARD

The WARD²⁵ is responsible for:

- (i) Overall guidance of RTSM Roster of Experts²⁶, RTSM Financing Plan, Annual Work Plan & Budget;
- (ii) Overall coordination of the RTSM and RRF to ensure it meets stated outputs and outcomes of SPCR
- (iii) Overall oversight, guidance and monitoring²⁷ of the RTSM and RRF to ensure outputs are in line with PICs needs and priorities²⁸
- (iv) Promoting the objectives of the RTSM and RRF in relevant forums and meetings

²³ SPREP Procurement Manual Select Tender process of approaching 3 potential from the approved RTSM Experts database OR Direct Source (depending on availability of experts) which are also in line with ADB's CQS and SSS procurement of consultants procedure

²⁴ RTSM/RRF being based in SPREP (Samoa) will conform with SPREP's FY, accounting and auditing policies and regulations

²⁵ Current WARD agencies: FFA, GIZ, PIFS, SPC, SPREP, SPTO and USP

²⁶ As part of quality control role of the WARD

²⁷ See relevant M&E section

²⁸ As determined by member countries of each WARD agency

To expedite the process of requesting, appraisal and approval, and ensuring the RRF remains true to its objective of 'rapid deployment of TA' to PICs' requests for assistance, correspondences for assistance from PICs to the RTSM Coordinator and final decisions of the Chair and Project Committee will be decided and communicated via email/telephone or another suitable form of communication. Any verbal decisions will be confirmed in writing.

5.3 Meetings

The PC will meet once every 3months to monitor the performance and financial status of the RTSM and RRF. Special Meetings will be called when and where the need is urgent. Meeting dates, times and venue will be arranged by the RTSM Coordinator in consultation with the Chair.

The WARD will meet as determined by its mandate or as required by the CES-CCRD where there is a need. For cost-efficiency purposes, every attempt will be made to hold RTSM/RRF specific WARD meetings directly after regional meetings and forums where at least 60% of the WARD membership is present.

5.3.1 Minutes

The RTSM Coordinator will keep minutes of all PC meetings, and will follow up any action items in a timely manner. Draft Minutes of the Meeting(s) will be reviewed by the Chair after the meeting. They will then be provided to the PC members prior to the following meeting for acceptance, with or without modification. Minutes of the Meetings will form part of the reports to the WARD, SPCR Regional Component Coordinator based at Pacific Islands Forum Secretariat (PIFS), and ADB for monitoring and evaluation purposes.

5.4 Communication and Awareness

The Pacific Climate Change Portal (PCCP) <http://www.pacificclimatechange.net> will be the main medium utilized to raise and reinforce awareness of the RTSM and RRF. The PCCP will also host the Experts Database which is, and will continue to be, open to public access²⁹. The PCCP will contain the RTSM/RRF Manual, a simplified brochure, TA application form as well as monthly updates subject to new information regarding the RTSM and RRF. The brochure will also be available in hardcopy to be given out to PICs as well as at relevant international and regional forums and meetings for higher visibility. Websites of partner organisations with similar interests may also be utilized to mirror information on the PCCP.

The General Procurement Notice (GPN) call for experts will be sent to CROP agencies, MDBs, partner agencies and networks as well as posted on the PCCP every 3months, to coincide with the PC meetings.

6. RTSM and RRF Management

6.1 Role and Responsibilities of the RTSM Coordinator (RC)³⁰

As the main person responsible for the RTSM and RRF, the RC is responsible for:

- (i) Promoting awareness of the RTSM and RRF and its operations, including:
 - ▶ With PICs (members as well as non-members³¹) ;
 - ▶ With CROP Agencies;
 - ▶ With MDBs;
 - ▶ With Development Partners;
 - ▶ With other relevant stakeholders;

²⁹ Database will show only names of experts and areas of specialisation. Curriculum Vitae will be withheld for internal use only

³⁰ The RC may be joined by an Administration/Contract Management Officer subject to an evaluation on efficiency and utilisation of the RRF and RTSM and approval of ADB. See also RTSM Coordinator ToR

³¹ Current seed funding for the RTSM & RRF covers only Pacific ADB member countries. "Non-members" are non-ADB countries in the Pacific. As new donors come onboard, the term "non-members" will be revised, according to guidance and decision of the WARD

- ▶ With potential contributors to the RRF; and
 - ▶ Developing communications and awareness products of the RRF³²
- (ii) Establishment and mobilization of RTSM Experts Database
- ▶ Conducting stocktake of experts in CROP Agencies (e.g. SPREP experts database, PCCP registered experts), MDBs (e.g. staff and consultants registered in CMS for ADB), Development Partners, Private sector for possible inclusion in Experts Database
 - ▶ Undertake Quality Assurance of experts³³
 - ▶ Sending standard CV template³⁴ for experts to fill and store in Experts Database; and
 - ▶ Updating Experts Database and PCCP as RTSM matures³⁵
- (iii) Managing requests for TA, including:
- ▶ Immediate automated acknowledgement of receipt of request³⁶;
 - ▶ Response to applicants on their submission:
 - Initial contact max ³⁷ working days return time if TA cost is less than USD5,000
 - max ³⁹ working days return time if TA cost³⁸ is more than USD5,000 and less than USD10,000
 - max 10⁴⁰ working days return time if TA cost is more than USD10,000 and less than USD40,000
 - max 15 working days return time if more than USD40,000⁴¹
 - ▶ Obtaining expert advice where required;
 - ▶ Obtaining ADB R-CDTA Team Leader advise⁴² where required;
 - ▶ Providing a summary to the Project Committee on requests received on a monthly basis;
 - ▶ Undertaking initial assessments of applications, making recommendations for approval of Project Committee and informing PICs of analysis and recommendation for final decision;
 - ▶ Approving TAs requests up to USD5,000⁴³
 - ▶ Drafting TORs for TAs depending on assistance required⁴⁴
 - ▶ Drafting Contracts for TA depending on assistance required⁴⁵
 - ▶ Procuring⁴⁶, mobilizing and managing experts deployed into PICs

³²In collaboration with SPREP Climate Change Knowledge Management Officer; SPREP Communications Team and SPREP IT team and RTSM/RRF partners, as needed

³³May include reference checks with PPCR Country Tracks; PICs; CROP Agencies; MDBs; Development Partners etc

³⁴ADB/WB CV template with added 'area of specialisation' table

³⁵Summary of TA undertaken by consultants will be made available on CC Portal/Experts Database as part of Quality Assurance process

³⁶Automated response if request is sent through the rtsm@sprep.org

³⁷Includes time for RC to undertake analysis of request against approval process. Does not include selection of expert; contracting and negotiating with potential expert

³⁸If TA only requires travel and per diem cost of expert to the value of USD5,000 or less

³⁹Includes time for RC to undertake analysis of request against approval process. Does not include selection of expert; contracting and negotiating with potential expert

⁴⁰TAs with perceived cost of this nature will usually be for hiring of consultants to undertake work in requesting country.

⁴¹Ibid

⁴²See RTSM Policies and Procedures.

⁴³In line with SPREP Financial Procedures; SPREP Procurement Manual; ADB Guidelines on Use of Consultants and RTSM Policies & Procedures. Requests approved by RTSM Coordinator included in monthly update report to the PC

⁴⁴In line with RTSM Policies & Procedures. ToR may be drafted in collaboration with CROP agencies and other partners of the RTSM/RRF

⁴⁵Ibid

⁴⁶In line with SPREP Procurement Manual, PPCR Procurement Plan and ADB Guidelines on Use of Consultants



- (iv) Monitoring and evaluating TAs and activities financed through the RRF, including:
 - ▶ Liaising with PPCR Output 1 on corresponding activities and experts deployed into PICs;
 - ▶ Obtaining progress, draft and final reports from experts deployed into PICs and posting on PCCP⁴⁷;
 - ▶ Liaising with experts deployed into PICs;
 - ▶ Liaising with in-country TA Manager' (ITM) of Implementing Agency⁴⁸;
 - ▶ Obtaining TA or project reports from ITM as needed;
 - ▶ Assessing reports from experts and PICs for relevancy, completeness and appropriateness;
 - ▶ Advising the Project Committee on issues that arise from TA requiring urgent attention⁴⁹
 - ▶ Obtaining advise of ADB R-CDTA Team Leader (SPREP-ADB contract) on issues that need to be addressed
 - ▶ Identifying lessons for application to other projects or for other countries;
 - ▶ Arranging as required, independent or in-house evaluation of TAs and experts deployed into PICs;
 - ▶ Arranging as required, independent or in-house evaluation of RRF in line with PPCR Monitoring and Reporting Toolkit⁵⁰; and
 - ▶ Drafting reports for the WARD, ADB, SPCR Regional Coordination Secretariat (PIFS) and others where required.
- (v) Supporting the efficient operations of the PC in consultation with the Chair including:
 - ▶ Arranging meetings;
 - ▶ Drafting and circulating agenda and minutes;
 - ▶ Following up PC decisions and action items;
 - ▶ Drafting and revising the RTSM and RRF Operations Manual, Policies and Procedures;
 - ▶ Drafting the RTSM and RRF Annual Report; and
 - ▶ Maintaining proper records on the RTSM and RRF operations⁵¹
- (vi) Ensuring the proper accounting for the RRF⁵², including:
 - ▶ Drafting annual budgets;
 - ▶ Approving payments of experts based on satisfactory performance of TA⁵³;
 - ▶ Approval of quarterly financial statements for the PC and financial statements for the annual report⁵⁴; and;
 - ▶ Liaising with SPREP Finance, Internal and Independent Auditors on RRF financial and audit issues

⁴⁷ Either in summary form or in totality, subject to approval of PC for public consumption

⁴⁸ See Section 6.2.2 for role and responsibility of 'In-country TA Manager' (ITM)

⁴⁹ Part of Contract Management procedure

⁵⁰ And in line with RTSM M&E Framework to be developed by RTSM Coordinator in collaboration with CIF, ADB and Caribbean Regional Track

⁵¹ In close collaboration with the PPCR Procurement & Financial Management Specialist

⁵² Ibid

⁵³ Working within the Contract Management system

⁵⁴ Final actual expenditure compared with the budget, with an explanation of significant variances, and any unexpended balance. Also for auditing purposes



6.2 In-country TA Manager (ITM) Responsibilities⁵⁵

The 'ITM's responsibilities include:

- ▶ Lead the planning and implementation of the TA that the expert will be undertaking;
- ▶ Liaise with the RTSM Coordinator to finalise the TA TOR and ensuring there is clear TA scope, goals, activities, deliverables and timelines;
- ▶ Obtain development consents and permits for a TA in compliance with applicable legislation and best practice environmental standards (where relevant);
- ▶ Manage and provide direction and support for the TA and team of experts;
- ▶ Manage resource allocation⁵⁶;
- ▶ Ensure effective engagement through consultations and regular contact with the community for implementation of TA activities;
- ▶ Identify and manage risks of TA;
- ▶ Provide feedback on TA to RTSM Coordinator for quality control, contract management and payment purposes
- ▶ Keep and maintain proper records, including TA reports;
- ▶ Prepare and submit financial and acquittal reports⁵⁷, including original receipts to RTSM Coordinator;
- ▶ Record and report to the RTSM Coordinator on any important lessons learnt from the project;
- ▶ Review TA reports in close collaboration with RTSM Coordinator and relevant member(s) of the WARD⁵⁸, for completeness, adequacy, relevance;
- ▶ Manage, as required, and in collaboration with the RTSM Coordinator, an independent or in-house evaluation of the project or TA⁵⁹

6.2.1 Progress Reports

Where the TA is longer than 12months, the recipient PIC must provide quarterly reports⁶⁰ to the RTSM Coordinator. The progress reports, at a minimum, should provide information on:

- (a) progress on agreed ToR and contract (where relevant); and
- (b) any matters that are likely to materially and adversely affect implementation of the project

The RTSM Coordinator will use reports from ITM to assess whether:

- (a) the project is progressing satisfactorily;
- (b) there are lessons learnt that may be of value or can be replicated in other PICs including promoting opportunities for South-South exchange;
- (d) the requirements of the project/TA request are met to the client's satisfaction;
- (e) the requirements of the TA contract and TORs are met;
- (f) recommend approval of TA payments to Chair of the PC.

The requesting PICs (ITM and National Focal Point(s) identified in the TA Request Form) must immediately notify the RTSM :

- (a) of any significant delays in the TA schedule; or
- (b) any matters that are likely to materially and adversely affect implementation of the TA.

⁵⁵ Working in close collaboration with the RTSM Coordinator

⁵⁶ In cases where financing is required to conduct national trainings and workshops

⁵⁷ In cases where financing is dispensed into country to fund workshops and training (capacity building TA)

⁵⁸ In cases where TA is undertaken in collaboration with another CROP Agency and/or in cases where the TA

⁵⁹ falls within the 'mandate' of a specific CROP Agency

⁶⁰ Including but not limited to, performance of expert in-country

⁶⁰ 1page summary to be emailed to rtsm@sprep.org



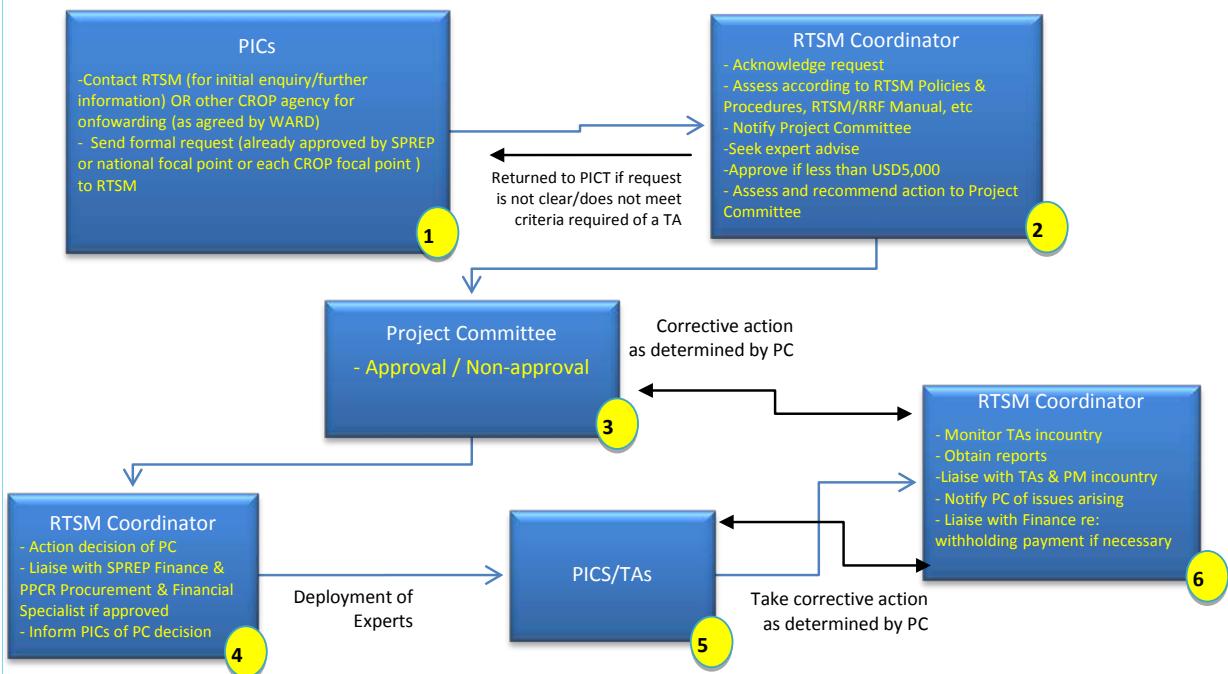
6.2.2 Final Report on a TA

Upon completion of TA, the ITM is responsible to ensure a Final Report⁶¹ is prepared containing details on:

- (a) the achievement of TA objectives (ToR);
- (b) risks that emerged and how they were dealt with;
- (c) an overall judgement on the sustainability of the TA outputs/deliverables;
- (d) any critical issues, lessons learnt and recommendations for similar future projects;

7. Approval Process

7.1 Requesting, Appraisal and Approval Process for Technical Assistance (TA)



Overall, in assessing a request for TA, the RTSM Coordinator will determine whether in deploying the TA, it:

- (a) addresses the overall intended outcome of the Pacific Regional SPCR of *'increasing resilience of Pacific countries to climate variability and climate change'*; and specifically
- (b) addresses the intended output of Output 2 of *'Pacific DMCs' capacity to respond to climate change risks built and supported through strengthened adaptive capacities and support'* in line with approved definition of eligible Technical Assistance in Section 3 of RTSM Policies & Procedures

7.1.1 Criteria for Assessing TA Requests⁶²

- ▶ Is it aligned with national or sector infrastructure/food security development priorities? (does it fit with the country's infrastructure/agriculture/fisheries etc plans, national development/sustainable plans, national/sector budgets, deliver on MDGs and provide or improve livelihood and/or basic infrastructure needs?)
- ▶ Consistent with and designed to advance the national agenda on CCA and DRR?
- ▶ Exhibit good practice in the implementation of infrastructure and food security projects in relation to CCA and DRR?

⁶¹ Compiled/written by expert (national, regional, partner or independent consultant)

⁶² Aligned with Part 4: TA Request Form. See Appendix 2. A standard matrix will be drafted by RTSM Coordinator for PC to guide assessment



- ▶ Does it encourage opportunities for private and community sector involvement?
- ▶ Promotes social inclusion and equality and target those at risk?
- ▶ Likely to improve the legal and regulatory processes in the identified sectors?
- ▶ Country-led and supported by the finance and aid coordination agencies?
- ▶ Does it indicate whether it has been discussed with donors, development partners at the national level. If yes, did they support TA request?
- ▶ Encouraging aid effectiveness, country dialogue with donor and development partners, showing desire for long-term or increased level of engagement?

7.2 Monitoring

Monitoring will be performed in the context of a Results-based Management Framework⁶³ and will be undertaken at two levels:

- ▶ For each approved and deployed TA; and
- ▶ Institutional operations and functionality of RTSM and RRF

7.2.1 Monitoring of TA in-country

Day to day technical supervision and monitoring of deployed TAs is part of the responsibilities of the nominated 'project manager' (ITM) within the requesting PIC, with assistance from the RTSM. The requesting PIC **must** ensure there is adequate and effective internal technical and monitoring systems consistent with the RTSM and RRF operational manuals, policies and procedures. The RTSM Coordinator may also arrange with the requesting PIC to use its own national resources to monitor and assist in the management or implementation of TAs where it makes sense to do so (for e.g.: a training or national workshop or field visits).

Assistance from PICs will be not more than 10% of actual value of TA assistance from the RRF.

7.2.2 Monitoring of the RTSM and RRF⁶⁴

The PC and WARD are responsible for ongoing and regular monitoring of the overall programme:

- to ensure that programme objectives are achieved within the required timelines and in line with the RTSM/RRF M&E Framework;
- to ensure quality of assistance to PICs is of the highest standard⁶⁵;
- to monitor effectiveness of TA deployment by the RTSM Coordinator; and
- to identify and address any issues that arise.

The SPREP Internal Auditor will monitor the day-to-day financial operations of the RRF⁶⁶ based on approved audit procedures.

The RTSM Coordinator must provide the PC and WARD with quarterly⁶⁷ progress reports on TAs and projects for PC's and WARD's consideration and decision on any action required.

7.3 Evaluation

Evaluation will be undertaken at three levels:

- ▶ Mandatory evaluation of TAs over USD100,000;
- ▶ Project-based evaluation of in-country TAs; and
- ▶ On the RTSM and RRF programmes

⁶³ To be developed mid-2014 in collaboration with CIF Administration Unit and ADB in line with PPCR Results Framework, rev. Jan 14 2013. Note: M&E Framework of the RTSM/RRF will be aligned with the Pacific Regional Track M&E Framework which is developed in collaboration with the Caribbean Regional Track through the CIF Administration Unit.

⁶⁴ M&E Framework for the RTSM/RRF will be developed mid-2014 in collaboration with CIF, ADB and Caribbean Regional Track

⁶⁵ See also Part II: RTSM & RRF Policies & Procedures, Section 11

⁶⁶ Using Internal Audit Policy; Internal Audit Charter as well as Audit Committee procedures

⁶⁷ Or earlier if the expert is failing to achieve TA ToR, deadline (i.e. contractual issues) while deployed in-country



7.3.1 Evaluation of Projects/TAs

An independent evaluation is mandatory for TAs involving a RRF contribution⁶⁸ of at least USD\$100,000. The timing of such an evaluation will coincide with the annual independent evaluation of the RTSM and RRF (7.3.2). To ensure cost effectiveness, TA evaluations may be undertaken with 7.3.2 as a combined exercise. However, a Requesting PIC and Implementing Agency is encouraged to conduct project based evaluations⁶⁹ (including in-house evaluations) for smaller projects/TAs in particular, where there are lessons learnt for other similar projects/TAs⁷⁰ or PICs in the future. These evaluations serve also as part of the quality assurance process for both the RTSM and RRF.

7.3.2 Evaluation of RTSM and RRF

An independent external review⁷¹ and independent audit will be conducted on the operations of the RTSM and RRF on an annual basis. The external audit may include the normal SPREP annual audit or as a Special Audit to be conducted by ADB or other internationally approved auditor.

Evaluation ToRs for both levels will be drafted by the RTSM Coordinator as projects and TAs are developed. ToR for the evaluation of the RTSM will be drafted by the RTSM Coordinator based on the M&E Framework, in collaboration with ADB or any other entity as designated by ADB⁷².

Annual surveys and focus group discussions with PICs will be undertaken to gauge client satisfaction of RTSM services (TA deployment, administration and management of TAs etc) and products. These surveys will, where possible, be undertaken in collaboration with other CROP agencies and/or partners of the RTSM and RRF. The PPCR Monitoring & Reporting Toolkit⁷³ once finalised, will also be used to evaluate the RTSM and RRF from the national, regional and global perspective.

PART II: RTSM & RRF Policies and Procedures

1. WHO IS ELIGIBLE TO USE THE RTSM?

The **RTSM** is accessible to all member countries of CROP agencies, as well as development partners, donors and networks with a common interest (i.e. CCA & DRR).

2. WHO IS ELIGIBLE TO USE THE RRF?

The **RRF** is open to all donors and development partners. The **current** RRF is financed by the ADB. 'Rules of eligibility' (3-5 below) are ADB specific. However, new⁷⁴ eligibility rules will be introduced as more donors and development partners come onboard. Eligibility rules of the ADB will not apply in this case.

3. WHO IS ELIGIBLE TO RECEIVE TECHNICAL ASSISTANCE (TA) THROUGH THE RRF-SCF (ADB)

All 14 ADB Developing Member Countries – Cook Islands, Fiji, Federated States of Micronesia* (FSM), Kiribati*, Nauru, Palau, Papua New Guinea (PNG), Republic of the Marshall Islands (RMI), Samoa, Solomon Islands, *Timor Leste*⁷⁵, Tonga, Tuvalu* and Vanuatu. Priority for TA assistance will be for the 11 without PPCR Country Tracks⁷⁶.

⁶⁸ Total cost for TA (travel, per diem, consultancy fees, printing, communication etc)

⁶⁹ To be undertaken as detailed in Sections 6.1(iv) – M&E responsibilities of RTSM Coordinator and 6.2 – Responsibilities of the In-Country TA Manager

⁷⁰ May include questionnaires, interview process etc

⁷¹ Requirement also in line with normal SPREP audit policies

⁷² And other partner/donor agency upon joining the RRF

⁷³ Draft developed by Pacific and Caribbean Regional Tracks, MDBs and CIF, June 2014.

⁷⁴ Aligned with revised Financing Plan, specific donor/development partner requirements and relevant budget lines

⁷⁵ Not a PIC. Timor Leste participation at PPCR workshops may be funded or financing can be sourced from other partner agencies (as agreed by the Inception Workshop, January 2014 and WARD Meeting, February 2014)

⁷⁶ PPCR Country Tracks : PNG, Samoa and Tonga



*FSM, Kiribati and Tuvalu are the 3 Pacific Pilot Countries who will receive substantial technical and advisory assistance through Output 1 and Component 2 (SPC led) of the SPCR. To ensure there is no overlap, financing of TA to the 3 Pilot Countries will be subject to a different⁷⁷ assessment process.

Niue is not eligible for TA under the RRF-SCF (ADB). However, Niue is eligible for funding of attendance and participation at meetings, workshops and conferences that contribute to achieving the overall outcome and outputs of the Pacific SPCR.

Pacific Island Territories, CROP Agencies, Multilateral Development Banks, Development Partners are **not** eligible for TA funding *unless* TA requested of partner agencies is outside mandate or 'normal business' of partner agencies⁷⁸. This approach will make for a much more coordinated and streamlined approach at providing climate change related, technical assistance to PICs.

4. WHAT IS ELIGIBLE FOR FUNDING?⁷⁹

Only Technical Assistance costs⁸⁰ provided by **approved**⁸¹ international, regional and national experts will be funded by the RRF.

5. WHAT TYPE OF TECHNICAL ASSISTANCE (TA) IS ELIGIBLE?

Technical assistance that targets strategic approaches to effective resourcing; project development, project monitoring and evaluation across key areas related to climate change such as adaptation, mitigation, climate science and meteorological services, policy development, multilateral and bilateral negotiations, capacity building, economics and knowledge management and information.

Under the RRF-SCF (ADB), focus⁸² of assistance will be limited to two (2) specific Sectors – **Infrastructure⁸³ and Food Security⁸⁴**.

TA may be technical (practical, field work) **or** advisory and will include⁸⁵:

- ▶ Capacity building⁸⁶ of members on climate finance, economic analysis, food security in relation to climate change (e.g. training on development of project proposals, options analysis including cost benefit analysis for climate change financing);
- ▶ Development of climate change finance project concepts and proposals that will trigger resourcing opportunities (e.g. how to become a National Implementing Agency (NIE) for the Adaptation Fund; establishment of a Climate Trust Fund etc);
- ▶ Inputs to policy development (in mainstreaming CCA and DRR into national, sector and/or organisation plans (e.g. ministry work programmes and budgets),
- ▶ Support to manage and oversee strategic and project level planning at all levels (national including sector, sub-national, and local).
- ▶ Development of strategic and project-level planning tools at all levels (national including sector, sub-national, and local)
- ▶ Training and remote mentoring in the use of planning tools at all levels (national including sector, sub-national, and local);

⁷⁷Using criteria plus review of work and budget already undertaken under Output 1

⁷⁸Value-added, ad-hoc country requests that are not written into 'locked' organisational workplans are eligible as long as the request is within the boundaries of TA definition. A value-added 'ad-hoc' request is an unforeseen event or opportunity as opposed to an unplanned event that PICs should have anticipated in the planning process but did not.

⁷⁹See also Section 7.1.1 of RTSM & RRF Operational Manual

⁸⁰Travel costs and per diem for partner agencies and country experts. Normal consultancy costs for independent consultants. Consultancy rates will be determined by the PC with guidance from the WARD

⁸¹See Approval Process for Experts. Experts Database approved by the WARD and PC will be available on Pacific Climate Change Portal

⁸²Focus for TA may widen to include other sectors as more development partners and donors join the RRF. Decision of the WARD Meeting, February 2014

⁸³To complement assistance available through the PRIF and other development partners

⁸⁴To complement assistance available through SPC, FAO and other development partners

⁸⁵Can be added or modified by WARD and PC as more partners join the RRF

⁸⁶May include one-on-one in-country training & mentoring by expert, secondment or attachment of PIC to another NIE, OR attending **technical hands-on** workshops



- ▶ Assessing and addressing social aspects of climate change (e.g. community-based adaptation through identifying opportunities to strengthen local development planning and upscaling ongoing community based adaptation initiatives)
- ▶ Undertake assessment in climate change risk management capacities of Government Ministries and major infrastructure projects;
- ▶ Undertake situation analysis (institutional and governance analysis), including progress in considering climate resilience in development planning and investments and other ongoing planned programmes at all levels (national, sector, ministry, and community);
- ▶ Preparation or review of Climate Risk Profiles which include spatial, economic and social data required for planning large development projects related to infrastructure, agriculture, fisheries, and tourism;
- ▶ Development or review of gender-aggregated data, disability data and issues for mainstreaming into national, sector and organisation level CCA & DRR planning (e.g. ensure there is interlinkages in planning and drill down to actual organisation implementation level);
- ▶ Development or strengthening of knowledge management systems (collection, analysis, management to capture baseline data, capture and share lessons learnt and success stories etc) to enhance the flow of policy relevant CCA & DRR information **consistent⁸⁷** with local capacities and capabilities;
- ▶ Analysis of current structures and processes and support to strengthen the integration of gender considerations and women's participation in policy, planning and implementation processes, institutional and governance frameworks at all levels⁸⁸ Development or review of sex-disaggregated data to support mainstreaming gender into national, sector and organisation level CCA & DRR planning and implementation mechanisms;
- ▶ Peer exchange and/or secondments of national experts to other PICs if requested (e.g. Samoa's expertise developed in climate resilience building for their main arterial road may be transferred to another PIC through peer exchange method); and
- ▶ Strengthening monitoring and evaluation processes and undertaking specific evaluations of projects undertaken in PICs

6. APPLICATION PROCESS

All requests for assistance should be submitted to the RTSM, having been stamped and approved by a nominated National Focal Point (SPREP Focal Point⁸⁹ or any other CROP agency Focal Point – e.g. Ministry of Foreign Affairs, Ministry of Finance etc) in eligible countries.

PICs must identify (i) Implementing Agency where the TA will focus and be based while in country; and (ii) a lead person in-country (i.e. In-country TA Manager (ITM)) that will take on the job of overall direction, coordination, control, monitoring and supervision of specific TA in requesting PIC. The same person will be liaising with the RTSM Coordinator to ensure work is progressing according to agreed⁹⁰ TORs of deployed TAs.

⁸⁷ To ensure interventions can be sustained by PICs once TA ends

⁸⁸ In relation to CCA and DRR

⁸⁹ Both Political and Implementation Focal Points should sign

⁹⁰ Initial TOR to be developed by PIC. Further refinement to be done collaboratively with RC, relevant WARD and/or PC



STEP	WHAT (WHEN)	BY WHOM
1. Application	TA requests are accepted and considered throughout the year on a rolling basis, using the TA Request Form ⁹¹ . Timeframe for 'rapid response'- from receipt of official request to deployment is no more than 3months ⁹² . Email requests to rtsm@sprep.org ⁹³	PICs with assistance from RTSM Coordinator if/as requested
2. <i>Initial</i> screening	RTSM will review TA Request Form to ensure it is properly filled in and aligned with criteria. Applicant must respond to RTSM Coordinator within 1month if there is a need for further information/clarification ⁹⁴ . Conduct initial search of experts database in preparation for assessment and approval stage	RTSM Coordinator and requesting PIC
3. Assessment and approval	Project Committee will assess the TA Request against RTSM/RRF Operational Manual ⁹⁵ and relevant SPREP & ADB guidelines and make appropriate recommendations whether eligible for RRF financing or other partner organisations. Shortlisted experts will be passed to applicant for comments, to assist in the final (expert) selection.	PC and requesting PIC ⁹⁶
4. Deployment of Expert	PICs informed and Formal documentation (drafting of ToRs, contract etc) and arrangements for deployment prepared	RTSM Coordinator and/or relevant partner organisation
5. PIC TA application/approval Update	Summary of approved TA (inclusive experts deployed) posted on PCC Portal	RTSM Coordinator, CC Knowledge Management team and/or relevant partner organisation

7. APPLICATION RESPONSE TIME

The definition of 'rapid response'⁹⁷ is 3months (from date of official request to date of deployment) :

- ▶ Response to applicants on their submission:
 - Immediate automated acknowledgement of receipt of request
 - Initial contact max 3⁹⁸ working days return time if TA cost⁹⁹ is less than USD5,000

⁹¹ See Appendix 2

⁹² Definition of 'rapid response' as agreed at the WARD Meeting, February 2014.

⁹³ Direct access points – through PCCP under Contact Us link or email directly

⁹⁴ To meet the 3month 'rapid response' requirement, applicants who do not respond within a month to RC's comments/queries may have their application put on hold

⁹⁵ May include on-forwarding short-listed experts for PICs final decision. The PIC/applicant will provide comments on non-preferred expert and make recommendations on preferred expert. The final decision will be made by the PC after full consideration of all comments and recommendations. This procedure is dependent on the number of available experts listed in the database

⁹⁶ The requesting PIC has the final say in who the expert will be. See also footnote 95 above.

⁹⁷ As agreed at WARD Meeting, February 2014

⁹⁸ Includes time for RC to undertake analysis of request against approval process. Does not include selection of expert; contracting and negotiating with potential expert

⁹⁹ If TA only requires travel and per diem cost of expert to the value of USD5,000 or less



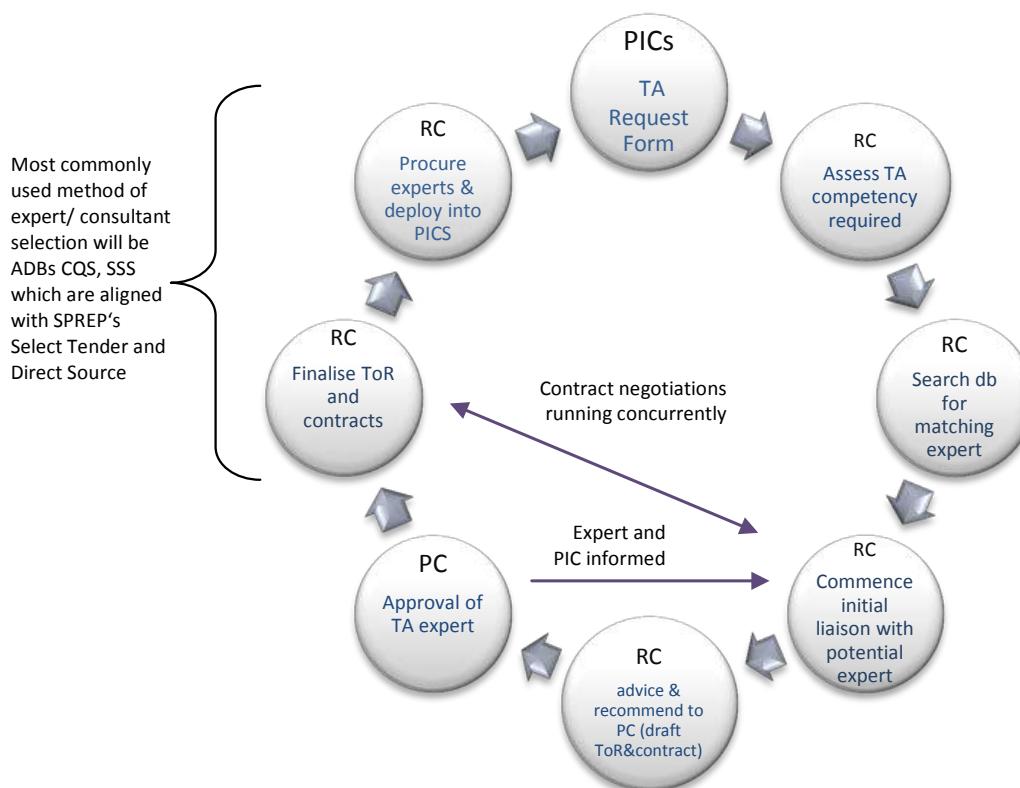
- max 5¹⁰⁰ working days return time if TA cost is more than USD5,000 and less than USD10,000
- max 10 working days return time if TA cost is more than USD10,000 and less than USD40,000¹⁰¹
- max 15 working days return time if more than USD40,000¹⁰²

8. HOW TO REGISTER AS AN EXPERT

1. Fill in standard CV template¹⁰³
2. Tick area of interest, competency, specialisation (e.g. gender specialist, climate financing, community development, civil engineer, climate change specialist, knowledge management specialist, economist, legal specialist, M&E specialist etc)
3. Email completed CV to rtsm@sprep.org

9. PROCESS OF SELECTING EXPERTS FOR TA

The process of selecting experts should be no more than 15 working days. However, if the TA is more than USD40,000 process may take up to 1.5 months¹⁰⁴.



¹⁰⁰Includes time for RC to undertake analysis of request against approval process. Does not include selection of expert; contracting and negotiating with potential expert

¹⁰¹TAs with perceived cost of this nature will usually be for hiring of consultants to undertake work in requesting country.

¹⁰²Ibid

¹⁰³Appendix 3

¹⁰⁴To accommodate for time required to put out a Call for Tender/Expression of Interest and deadline for bids



10. RULES OF ENGAGEMENT FOR EXPERTS

The RRF will manage and deploy experts on three (3) different levels:

EXPERT TYPE	ENGAGEMENT TYPE	DELIVERABLES
1. CROP Agency staff; MDB staff ¹⁰⁵ ; Development Partner staff ¹⁰⁶ ; RTSM Partner Agencies	(i) Simple agreement/contract and ToR ¹⁰⁷ detailing TA to be implemented, signed by PC Chair and Head of respective organization/individual and requesting country ¹⁰⁸ (ii) Airfare and Perdiem ¹⁰⁹ payments only.	- Reports (from expert and ITM (where appropriate)) - Original boarding passes (for financial & admin purposes)
2. Country experts (civil servants)	(i) Simple agreement ¹¹⁰ (SPC Twinning Arrangement or PIFS Peer-to-Peer exchange model) and ToR ¹¹¹ details of assistance to be attached to agreement and signed by SPREP Director General and Head of respective Government Ministry/SOE. (ii) Airfare and Perdiem ¹¹² payments only.	- Reports (from expert and ITM (where appropriate)) - Original boarding passes (for financial & admin purposes)
3. Independent consultants ¹¹³ (national, regional and international)	(i) Consultancy contract (ii) ToR ¹¹⁴ of TA (iii) Consultancy fees ^{115*} (iv) Airfare and Perdiems	- Reports (inception, progress, final) from expert ITM (where appropriate) - Original boarding passes

*Current committed SCF (ADB) funding shows 24 person-months are available for international/regional consultants and 12 person-months for national consultants.

11. QUALITY CONTROL OF TA/EXPERTS

All experts' performance and work in country will be monitored and evaluated by the WARD, PC, RC and ITM¹¹⁶ to ensure work undertaken is of the highest standard. This includes checking for: validity of recommendations; plagiarism; suitability of consultations proposed; methodology proposed etc. Details of 'quality control' terms will be included in all TA ToRs and Consultancy/Experts' Contracts which are monitored through a separate Contract Management System¹¹⁷.

¹⁰⁵ MDB staff may not be necessarily funded by the RRF but may be deployed as a partner of the RTSM
¹⁰⁶ Ibid

¹⁰⁷ ToR may be drawn up in collaboration with other CROP agencies, development partners, MDBs etc.

¹⁰⁸ Subject to each individual organisation's policies and procedures. Contracts will stipulate legal, technical and quality control terms and conditions

¹⁰⁹ SPREP per diem rates as approved by Inception Workshop, January 2014 and WARD Meeting, February 2014

¹¹⁰ Subject to member country policies and procedures on use of civil servants for 'contracted' work (may use peer-to-peer review setup/agreement or any other country-country agreement already in existence)

¹¹¹ See footnote 90

¹¹² SPREP per diem rates as approved by Inception Workshop, January 2014 and WARD Meeting, February 2014

¹¹³ Using market rates as agreed at Inception Workshop, January 2014 and WARD Meeting, February 2014. Rates to be determined by the PC with guidance from the WARD, based on complexity of TA, qualifications and Pacific experience, not nationality.

¹¹⁴ See footnote 90

¹¹⁵ See Issues Paper in PPCR Inception Report. Depending on level of complexity, contracts will be either (i) Time-based; (ii) Lump-sum or (iii) Performance-based using ADB Guidelines on Use of Consultants as a basis upon which contracts will be drawn and agreed. The latter (iii) is preferred as it'll be easier for in-country TA Manager and RTSM to supervise, manage and assess for payment purposes. Requires a lot of 'admin' time of the RTSM Coordinator to draft milestones etc.

¹¹⁶ See specific responsibilities of WARD, PC, RC & ITM in Part I: Sections 5-6 and 7.2-7.3

¹¹⁷ See separate Contract Management manual, policies and procedures developed by Finance & Procurement Specialist. Contracts may be developed using ADB standard contract templates



APPENDICES

APPENDIX 1: Design and Monitoring (D&M) Framework (revised Jan 2014)

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
Impact Increased resilience of Pacific DMCs to climate variability and climate change	By 2023, from the 2013 baseline ^a . Number of households classified as poor or food insecure in most climate change affected regions reduced by 10% Number of lives lost and injuries from extreme climate events reduced Damage and economic losses from extreme climate events reduced	National statistics Vulnerability assessment findings Millenium Development Goals reports	Assumption Participating governments and Pacific regional organisations sustain their commitment to the SPCR and continue to provide the necessary resources to attain its intended impact and outcome Risk: Climate change effects are too severe to prevent, mitigate, or offset
Outcome Improved capacity of Pacific DMCs to respond to climate change impacts and related extreme events that can contribute to disasters	By 2016: Effective integrated CCA and DRR response system with gender-sensitive indicators is operational in selected Pacific DMCs. A working regional mechanism for responding to climate change impacts and related extreme events that can contribute to disasters is established ^b	National development plans and budgets Sector plans and policies Project monitoring reports Coordination secretariat reports Maps and GIS data sets in government departments Local government and program records	Assumptions Critical CCA and DRR knowledge is available, accessible, and widely disseminated in the Pacific Commitment of Pacific DMCs to regional cooperation remains strong



Outputs	<p>1. CCA and DRR are integrated and mainstreamed into national and local policies and plans, resulting in climate responsive development planning</p> <p>By end of project, in 2 pilot Pacific DMCs: At least 6 gender sensitive CCA and DRR integration and mainstreaming tools (3 per selected country)</p> <p>(e.g. Checklists, guidelines) available at national and sector levels are studied and programmed for replication</p> <p>At least 4 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 prioritised in the national government agenda</p> <p>High turnover of qualified and trained staff in the 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							
2. Pacific DMCs capacity to respond to climate change built and supported through strengthened adaptive capacities and support facilities, such as RTSM and RRF	<p>By end of project: RTSM and RRF are rated satisfactory under the monitoring and evaluation framework by at least 20% of clients</p> <p>CCA and DRR knowledge and tools are applied in 2 pilot Pacific DMCs and rated satisfactory by at least 60% of the users</p>	<p>Client surveys</p> <p>National and government agency reports</p> <p>Pacific regional organisation reports</p>	<p>Risks: 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		<p>Inputs</p> <p>ADB Strategic Climate Fund: \$3.691million</p>								
<p>Output 1: Integrated CCA and DRR mainstreamed in national, sector, and local policies and plans</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</p>		<table border="1"> <thead> <tr> <th data-bbox="1147 1192 1529 1224">Item</th><th data-bbox="1529 1192 2131 1224">Amount (\$'000)</th></tr> </thead> <tbody> <tr> <td data-bbox="1147 1224 1529 1287">Consultants</td><td data-bbox="1529 1224 2131 1287">2,218</td></tr> <tr> <td data-bbox="1147 1287 1529 1319">International</td><td data-bbox="1529 1287 2131 1319"></td></tr> <tr> <td data-bbox="1147 1319 1529 1460">National</td><td data-bbox="1529 1319 2131 1460">234</td></tr> </tbody> </table>	Item	Amount (\$'000)	Consultants	2,218	International		National	234
Item	Amount (\$'000)									
Consultants	2,218									
International										
National	234									



the focus of component 1 (completed by month 6)	International and local travel and perdiems	428
1.1.2. Review and analyse 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)	Reports and communications	10
	Equipment	20
	Workshops, trainings & conferences	450
1.2 Select and strengthen tools to accelerate mainstreaming in identified pilot countries	Surveys & studies	180
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)	Misc admin and support costs	90
1.2.2. Develop or adapt country and sector-specific CCA&DRR mainstreaming tools that ensure consistency at national and local levels (completed by month6)	Contingencies	61
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)		
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		
1.3.1. Carry out advocacy for fast-tracking identified CCA and DRR mainstreaming priorities and mobilise mandated drivers (completed by month 6)		
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)		
1.3.3. Implement CCA and DRR mainstreaming in pilot 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)		
1.3.4. Replicate and scale up CCA & DRR mainstreaming in non-pilot Pacific DMCs and sectors and disseminate lessons learned, including those from the PPCR country tracks (completed by month 36)		
Output 2: Building and supporting Pacific DMCs' capacity to respond to climate change risks		
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 36)
- 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)
- 2.3 Establish a register of national and regional accredited experts who could support the RTSM (completed by month 6)
- 2.4 Develop policies, operational guidelines and quality control mechanisms, including monitoring and evaluation, of RTSM and RRF (completed by month 6)
- 2.5 Process requests for technical assistance from Pacific DMCs (commenced by month 7)
- 2.6 Promote the engagement of additional entities willing to partner and provide support through the RTSM (commenced by month 1)
- 2.7 Manage the RRF and prepare regular financial reports (commenced by month 12)

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

^aThe 2013 baseline will be collected during year1 of project implementation

^bThe mechanism is able to respond to countries requests for technical assistance and access to climate change financing

^cUnder the PPCR financed by the Strategic Climate Fund. The ADB SCF is administered by the ADB. The total cost of Outputs 1 and 2 of the R-CDTA is estimated at \$3.691 million. Source: ADB estimates

APPENDIX 2: TA Requesting Form

SPREP
Secretariat of the Pacific Regional Environment Programme

THE UNIVERSITY OF THE SOUTH PACIFIC



REGIONAL TECHNICAL SUPPORT MECHANISM (RTSM)

TECHNICAL ASSISTANCE REQUEST FORM

Name of Technical Assistance Project: _____

Country: _____

Requesting Agency and Contact Person: _____
_____Implementing Agency and 'Project Manager': _____

1. Coverage of TA: {check one}	<input type="checkbox"/> National	<input type="checkbox"/> Sector	<input type="checkbox"/> Ministry	<input type="checkbox"/> Community/NGO
2. Sector:	<input type="checkbox"/> Infrastructure (identify specific sub-sector) <input type="checkbox"/> Food security (identify specific sub-sector) <input type="checkbox"/> Multi-sector			
3. Type of TA required:	Strategic/Management <input type="checkbox"/> Policy Development/Review/Advise <input type="checkbox"/> Survey/Feasibility study <input type="checkbox"/> M&E Framework development Climate Financing <input type="checkbox"/> Project development <input type="checkbox"/> Budgetary development <input type="checkbox"/> Legal drafting <input type="checkbox"/> Capacity building/Institutional strengthening <input type="checkbox"/> Development of Tools (gender, cost-benefit etc) <input type="checkbox"/> Knowledge Management <input type="checkbox"/> Proposal writing <input type="checkbox"/> Financial analysis <input type="checkbox"/> Resourcing opportunities			



4. Give a brief description of the TA required (2-5 paragraphs):

{Identify the underlying climate change related problem the TA will help to address. Describe how the proposed TA supports, or addresses one of the causes of the problem by creating or strengthening national capacity to effectively respond to these issues. Identify similar previous, current or planned TAs, grants or loans by any development partner; cite 2-3 reasons why the proposed TA is necessary; and describe foreseen scope of the required TA, including identification of beneficiaries of the support. Identify the national development plan, climate change policy or strategy, sector strategy priorities this TA will address. }

5. Government Support

{Please indicate support to be provided by Government – e.g. In-country TA ‘manager’, office space, logistical and administration support in organizing necessary meetings, workshops etc)

Name & Signature of SPREP/CROP/National Focal Point

Stamp

Date: _____



APPENDIX 3: STANDARD CV TEMPLATE

Curriculum Vitae (CV)

1. Name: _____

2. Profession & Address: _____

3. Date of Birth: _____ 4. Nationality: _____

5. Membership in Professional Societies:

6. Education:

7. Other training:

8. Countries of Work Experience:

9. Languages (Excellent, Good, Average)

	Reading	Speaking	Writing

10. Employment record: [list only employment in last 10years]

Date				Location	
Company				Position	

Professional Experience record: (e.g. list of projects/assignments with dates, location, position and project title and brief description):

Date	Location	Position			Title

Date				Location	
Company				Position	

Professional Experience record: (e.g. list of projects/assignments with dates, location, position and project title and brief description):

Date	Location	Position			Title

Date				Location	
Company				Position	

Professional Experience record: (e.g. list of projects/assignments with dates, location, position and project title and brief description):

Date	Location	Position			Title

11. Consultancy record: [list only consultancy work in last 10 years]

12. Areas of Expertise: [CHECK COLUMN THAT BEST FITS YOUR AREA OF EXPERTISE]

CLIMATE CHANGE AND RELATED ISSUES (CLIMATE RESILIENCE, CLIMATE CHANGE ADAPTATION, MITIGATION, DISASTER RISK REDUCTION)	
- Gender mainstreaming	
- M & E specialist	
- Climate financing specialist	
- Legal specialist (climate change/environmental law/MEAs)	
- Knowledge management specialist	
- Database/Network specialist	
- Economist (cost-benefit analysis of CC)	
- Civil engineering (hard and soft engineering solutions)	
- Community development specialist	
- Proposal writing/Report writing	
- Community trainer specialist	
- Capacity building specialist	
- Meteorologist	
- GIS specialist	
- Disaster Relief/Management specialist	
- Environmental and social safeguards specialist	
- Other (must be related to CCA, DRR, DRM, etc)	



13. COMPETENCY MATRIX (This section is NOT to be filled in until INVITED to submit a bid)

Experiences and competencies that are **directly relevant** to the call include the roles and responsibilities as national consultant for the following projects and positions. The Activities, Tasks and Outputs **as applicable and relevant to the [.....] position** are listed in table form for ease of reference:

Competencies Technical	Previous Assignments/Clients and Organisation	Position Held and Activities Undertaken	Achievements
[list ToR of current call in this column]	[list relevant/similar Work undertaken that matches ToR in Column 1]	[list relevant information only –related to ToR]	[list only achievements matching ToR – i.e. output/results based achievements]
1. Draw up...		—	
2. Conduct....			

Referees: [provide 3 recent referees – preferably from projects and countries in which projects were undertaken]

1.
2.
3.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience relevant only for this particular TA.

Date: 16/07/2014

Name of Expert



APPENDIX 4: FINANCING PLAN

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.

Source: ADB R-CDTA April 2013 *Implementation of the Strategic Program for Climate Resilience : Pacific region*



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