

## **DLG/TCAP MISSION REPORT**

**TITLE:** TCAP –DLG Joint Mission to Outer Islands -Nanumea & Nanumaga

**LOCATION:** Nanumea Falekaupule & Nanumea Court House, Nanumea Island, Tuvalu

**DURATION:** 20<sup>th</sup> -25<sup>th</sup> of March 2020

**DESCRIPTION:**

A Joint TCAP-DLG Mission was organized to travel to Nanumea and Nanumaga late last year, however due to various reasons, it was postponed to January 2020. The team consisted of officials from the Department of Local Government under the Ministry of Local Government and Agriculture, the local Consultant for LoCAL, project officers from TCAP and officials from Fiji. The initial plan is to travel to the two islands in the first week of January but given the erratic nature of the shipping schedule, it was impossible for the team to fulfill the plan. Continuous efforts to execute the travel plans in February and early March were not possible due to further changes in the shipping schedule derive from the onset of Tropical Cyclone Tino. The TCAP then decided to charter the “Mataili”, Tuvalu’s patrol boat in order to accomplish the Mission.

With the charter, the DLG-TCAP joint mission finally travelled the Outer Islands with first stop over onto Nanumea. The team spent 7 days on Nanumea and then continued to Nanumaga on the chartered boat. However, due to the COVID-19 global crisis, officials from Fiji needed to return to capital to be evacuated on the last available flight back to Fiji while the rest of the team remained on Nanumea. The team stayed on Nanumea from the 20<sup>th</sup> to the 25<sup>th</sup> of March. Before the officials from Fiji were evacuated, the team had the opportunity to hold consultations with the community in line with Output 2 to allow the TCAP Project Manager update the people of the community regarding the proposed plans on sea-defences. The team further had the opportunity to get endorsement for the project to extract sand from the Hahake sandbanks.

During the second day, the Department of Local Government (DLG) carried out their training programmes for Kaupule staff, which was developed based on the findings and recommendations of the 2017 and 2018 Annual Performance Assessments. The two Assessments identified training gaps and recommended training required to address the gaps. In addition, the DLG team also used the opportunity to trial the Kaupule Induction Manual as well as addressing the specific training requests which the Nanumea Kaupule submitted to DLG earlier.

The TCAP project document in an attempt to sustain the project, decided to adopt and implement the Performance Based Climate Resilient Grant System (PBCRGS) in order to operate its adaptation grants effectively. Therefore, the TCAP proposed a joint mission with the DLG to implement Output 3 that underpins the up-scaling of the PBCRGS mechanism on the projects’ designated islands, i.e. Funafuti, Nanumea and Nanumaga. The up-scale will strengthen the capacity level of respective island Kaupule’s to improve and enhance their performances and accountability actions for planning, public expenditure management,

procurement adaptation, and as well as other related areas to the application of the TCAP adaptation grants.

Output 3 requires “a sustainable financing mechanism established for long-term adaptation efforts”, TCAP will therefore;

- work with Island Kaupule and central government institutions to improve existing Island Strategic Plan (ISP) Framework/process that forms the basis of participatory consultations, identifying climate adaptation priorities and reflecting adaptation priorities in the annual Kaupule development plan and budget; with mandatory obligations relating to coastal adaptation and protection;
- strengthen the functional and technical capacity of key government agencies and especially Kaupules;
- establish a sustainable climate financing mechanism for Kaupules, for long-term adaptation efforts.

Funafuti and Nanumaga are both new entrants to the LoCAL PBCRG and so the need to introduce it to the two islands is fundamental. Nanumea, on the other hand has been one of the three pilot islands for the LoCAL PBCRGS project, which has been implemented successfully. Due to that consideration, the DLG prepared a separate training programme for Nanumea.

The programme for Day 1 was conducted by the TCAP team through carrying out consultations with the community. Day 2 and 3 programmes were conducted by the DLG team through carrying out refresher trainings on PBCRGS as well as training needs to enhance the gaps that were identified on the findings and recommendations of the last APA 2017 & 2018.

The mission objectives will therefore be to:

- Promote and build awareness and understanding of the Falekaupule, Kaupule and communities about TCAP overall objective and three Outputs. More significantly, this will include the expectations of the project, especially from the standpoint of UNDP TCAP and Tuvalu Government with respect to the commitments and contributions expected of the island government (Falekaupule and Kaupule) and communities;
- Provide opportunity for the TCAP team to introduce the project team and also to build good rapport and relations with island governments (i.e. Falekaupule, Kaupule and island communities) on the three islands where the sea-defences will be build and to allow the TCAP team answer any queries they may have on the project
- Provide an opportunity for TCAP to discuss the technical designs of the coastal interventions and answer queries from island governments and their communities
- Concomitant with the above objective is to seek the approval of the Falekaupules concerned of those designs
- Provide introductory and basic training on the financial and procurement requirements of the project including the PBCRG System requirements.

**Day 1****Date -20<sup>th</sup> March, 2020****Venue -Nanumea Falekaupule****Facilitation Team –TCAP****Target Audience -Community**

The TCAP team conducted consultations with the Community. The team presented the overall objectives and the three outputs of the project. In addition, the Team presented and discussed the technical designs of the project and responded to arising concerns from individuals.

Furthermore, the Project Manager requested the people of the community to endorse the extraction of sand from the Hahake sandbanks in which a letter of consent was presented to the Project Manager approving the request.

Project Staff Members who are part of this mission;

- 1) Alan Resture -Project Manager
- 2) Jone Feresi -Deputy Project Manager
- 3) Mike Ravono – Finance Associate
- 4) Puanita Ewekia -Communication Officer
- 5) Pine Andy Tonga -Finance and Administration Assistant
- 6) Feue Tipu – ISP Consultant

Project Outputs;

- 1) Strengthened institutions, human resources, awareness and knowledge for resilient coastal management
- 2) Reduced vulnerability of key coastal infrastructure
- 3) Establish a sustainable financial mechanism for long -term adaptation efforts.

**Day 2****Date -23<sup>rd</sup> March 2020****Venue -Nanumea Court House****Facilitation Team -DLG****Target Group(s) –Kaupule Staff & Kaupule members**

The DLG conducted training workshop for Kaupule members and staff. However, the team members were assigned specific topics needed for the training. The topics were adapted from the training needs analysis recommended under the APA report 2017 & 2018.

As follow are team members with their designations;

- 1) Lopati Samasoni (Team Leader) -Local Consultant for the Local Government Integrated Training Programme
- 2) Brian Ionatana -LGO Nanumea & Niutao
- 3) Sepoe Tafea -LGO Nui & Nukufetau
- 4) Maryanne Vunisarati -Project Development & Rural Trainer
- 5) Feue Tipu -ISP Consultant

During the training workshop, the Kaupule staff and Kaupule elected officials showed great interest in the training attended the session. The programme of the day was presented with the introduction of the team members along with the overview description on the training outcomes. The team leader elaborated more on the significance of having training interventions at local level in order to adopt Capacity Development strategy. According to UNDP, capacity development is “...the process through which individuals, organisations and societies obtain, strengthen and maintain the capabilities to set and achieve their own development objectives over time”.<sup>1</sup>

Below is the list of facilitators with allocated training topics:

- 1) Filing System -Brian Ionatana
- 2) Planning and Budgeting -Sepoe Tafea
- 3) Reporting Management System -Maryanne Vunisarati
- 4) Meeting Management System -Lopati Samasoni

To understand the program in details please see Annex 1.

### **Day 3**

**Date -24<sup>th</sup> March 2020**

**Venue -Nanumea Court House**

**Facilitation Team –DLG**

**Target Group(s) –Kaupule members & Staff**

The intention of Day 3 session was to induct the newly elected members to carry out their roles and responsibility under their mandate to ensure effectively and efficiently delivery of services to the community. The induction programme was divided into two parts; Part 1 is the presentation and discussion on the Manual Induction followed by the introductory session on the functions of Kaupule members required to be carried all the time.

The team leader with the support from members of the team led the programme of the day. The session presented the obligations that each Kaupule member should be embedded into their code of conduction. With reference to the Falekaupule Act 1997, certain clauses have been abstracted to channel the linkages of Kaupule members’ powers and functions with the general administration of the Kaupule. It has been recognized that with the operative management of the Kaupule’s administration, the Kaupule members were vested with the role of approving strategic decisions and to oversee that these decisions are implemented to realise the aspiration of the community. All these associated functions are related to the preparatory training session, which was held on Day 2.

After the induction program, an additional proposed exercise was inserted into the program. The exercise was on strengthening the ability of Kaupule Staff to identify adaptation priorities on projects and reflect them during the annual kaupule development plan and budget. An example of the exercise was abstracted from the Kaupule’s on –going project i.e. Piggery Constructions. The activity was in fact stressing out on how important it is to identify the key performance indicators in order to measure the overall enactment of the project.

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<sup>1</sup> UNDP (2009), “Capacity Development -A UNDP Primer”

The conclusion of the day was decided with a proposed request from staffs to have an additional training program on the next day. Since executive officers from the Community Fisheries Centre (CFC), Nanumea Women Association (NWA) and “the six Chiefs” have been joining the programme since day 1, they requested if the focus of the training could be on financial preparedness.

#### **Day 4**

**Date -25<sup>th</sup> March, 2020**

**Venue -Nanumea Court House**

**Facilitation Team –DLG**

**Target Group(s) –CFC EO, NWA EO & EO for the “Six Chiefs” /Kaupule Staff**

The program of the day was anticipated to train staffs who are interested in to prepare and formulate financial accounts. The intended purpose of the exercise is to train the Executive Officers from the CFC, NWA and the “Six Chiefs” on the basic excel accounting system. During the training session, the facilitators together with participants were able to create and formulate a template that could be used for reporting commitments. The purpose of the template is to compile monthly accounts and translate them in to a report for stakeholders’ information. Also, another template has been designed as a fortnightly payroll template for workers that are paid on fortnightly basis.

At the end of the day, the participants agreed on the templates which have been formulated and would constitute good practices in terms of reporting obligations. Participants were asked to reflect on what needs to be added on the training session of the day to foster honesty and courtesy towards their stakeholders and especially on the organization as a whole. Those comments and recommendations are all reflected in the evaluation report.

#### **CONCLUSION:**

The overall mission was well appreciated. To my observation, all the objectives embedded for the mission have been successfully established. The TCAP managed to hold consultations with the community on the project’s output 2 and also had the opportunity to discuss the technical designs on the coastal interventions. In addition, the project team was able to get the letter of consent from the community for the project to go ahead with the implementation of the presented designs and to extract sands from the Hahake sand –banks.

Lastly, the DLG successfully accomplished the objectives of the mission. The team managed to inaugurate the training programme for the Kaupule Staff as well as Kaupule elected officials. Most of the participants had never attended such type of training. It was described as “eye opener” and many regretted actions that could not have happened if only they were given this type of training. Participants were enthusiastic to put what was learnt in to practice. However, from the returned evaluations from participants, most of the respondents have recommended that three days for the workshop was too short and would be propose to increase the number of days for the training to ensure a wider coverage of all the important topics. More time was also needed to spend on the job training so that whatever was discussed during the presentations would be more comprehensible (the details are in Appendix 5 & 6).

**COST/FUNDING:** \$5,100.00 (fully funded by TCAP) **Total Imprest - \$9,210 AUD Total expenditure for Nanumea - \$4,580 AUD retired total Imprest - \$4,630 return to TDF (cash)**

**PARTICIPANTS:**

Day 1 -38 participants attended the consultation. Of these, there were 28 men and 10 women. All the participants were men and women of the community.

Day 2 -19 participants attended the workshop. Of these, there were 9 men and 10 women. All the participants were Kaupule members and staffs.

Day 3 –16 participants attended the workshop. Of these, there were 8 men and 8 women. All the participants were Kaupule members and staffs.

**PROGRAM  
STAFFING/  
RESOURCE  
PERSONS:**

TCAP Team & DLG Teams

**EVALUATION:** The participants rated the course very highly. The overall average rating by participants of the program was 4.4 out of a possible 5.0. Each participants was asked to evaluate the training session and the details are in Appendix 5 & 6.