

UNITED NATIONS DEVELOPMENT PROGRAMME  
GLOBAL ENVIRONMENT FACILITY

Government of Tuvalu

PROJECT DOCUMENT

Project Number: TUV/03/G37/A/1G/99

Project Title: Tuvalu: Preparation of a National Adaptation Programme of Action (NAPA)

Project Short Title: NAPA

Implementing Agent: United Nations Development Programme (UNDP)

Executing Agent: Environment Department, Office of the Prime Minister

Beneficiary Countries: Tuvalu

Summary of UNDP and Cost-Sharing Financing (US\$)	
UNDP: TRAC	0
Other (GEF)	200,000
<b>Sub Total:</b>	<b>200,000</b>
<b>Parallel Financing:</b>	
Governments	20,000 (in-kind)
<b>Sub Total:</b>	<b>20,000 (in-kind)</b>
<b>Total:</b>	<b>220,000</b>

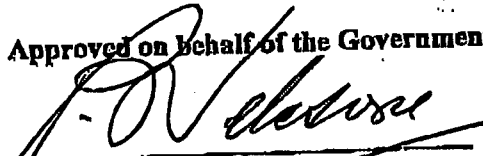
Estimated Start Date: June 2003

Estimated End Date: November 2004

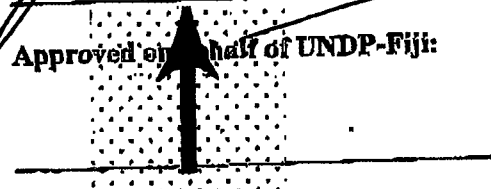
Summary:

The objective of the proposed NAPA project for Tuvalu is to develop a country-wide programme that encompasses the immediate and urgent adaptation activities that address the current and anticipated adverse effects of climate change, including extreme events. The goal of the NAPA for Tuvalu is to provide a framework to guide the coordination and implementation of adaptation initiatives in the country, through a participatory approach and building synergies with other relevant environmental and related programmes. The final outcome of this project will be the production of a National Adaptation Programme of Action on climate change for Tuvalu and at the same time develop a specific priority programme of action for adaptation to climate change.

Approved on behalf of the Government of Tuvalu:

  
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 Approved on behalf of UNDP-Fiji:

Date: 10/06/03



Date: \_\_\_\_\_

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SIGN

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**Approved on behalf of the Government of Tuvalu:**

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**Date:** \_\_\_\_\_

**Approved on behalf of UNDP-Fiji:**

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**Date:** 17/06/2003

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## **Part 1(a): Situational Analysis**

Recent climate change enabling activities that were implemented by Tuvalu under the Pacific Islands Climate Change Assistance Project (PICCAP) verified the long-felt concerns of the Tuvalu people concerning the key issues of climate change, climate variability and sea-level rise as experienced through physical, economic and social impacts. Limited capacity within the country, economic status, and funding sources from the Government of Tuvalu, have prevented effective actions to respond to these impacts. However, the ratification of the UNFCCC in 1993 is a step towards the Government's commitments towards climate change and related concerns.

Based on nine years of data for Funafuti, a short-term trend in sea level of +3.1mm per annum has been identified.<sup>1</sup> The Intergovernmental Panel on Climate Change has predicted long-term trend in global sea level of 1-2mm per annum.<sup>2</sup>

Rainfall is unevenly distributed in Tuvalu, with the northern islands having an annual average of 260cm while the central and southern islands receive 365cm. The El Nino Southern Oscillation (ENSO) is a climate phenomenon that brings heavy rains to most countries in the Pacific region, followed by serious droughts. Associated with the 1997-98 El Nino event, Tuvalu experienced a severe drought lasting 10 to 12 months, causing serious potable water shortages on all the islands and resulting in heavy crop yield losses e.g., over 60% for coconuts, 50% for bananas, and 50% for root crops and breadfruit trees.

Climate change and variability highlight the need for Tuvalu to maintain and to develop more water storage systems like cisterns and reservoirs, in order to meet national development and residential water needs. Without this activity, the impact of drought becomes more severe and the islands could become uninhabitable.

## **Part 1(b): Strategy**

The NAPA formulation will provide a framework in which Tuvalu can identify an integrated series of adaptation activities for each of the islands of Tuvalu. This will be carried out through extensive participatory and consultative studies to ensure that comprehensive assessments of specific needs and priorities are carried out, and building synergies between existing environmental and other related programmes.

A countrywide set of strategies for undertaking the immediate and urgent actions required addressing the adverse impacts of climate change and sea-level rise will be done through NAPA. These strategies will include a set of planning, prevention, survival and recovery options for both the immediate and near-term future. Developing a NAPA will only be the first step. More extensive work will be required to develop a full understanding of the vulnerabilities of Tuvalu, which will be part of the NAPA formulation process. Based on these more comprehensive

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<sup>1</sup> *Sea Level and Climate: Their Present State, Pacific Country Report: Tuvalu*, South Pacific Sea Level and Climate Monitoring Project, Phase III, National Tidal Facility, Australia.

<sup>2</sup> *Climate Change 2001: The Scientific Basis*. Contribution of Working Group I to the Third Assessment Report of the Intergovernmental Panel on Climate Change (IPCC), Cambridge University Press, Cambridge, UK.

studies, Tuvalu will need to develop a more thorough, long-term adaptation strategy. This long-term strategy may even include such options as relocating Tuvaluans to other countries.

The NAPA project will also provide a platform for developing funding proposals for longer-term adaptation strategies and projects, including identification of required financial and technical support, taking into account previous national studies undertaken through PICCAP, national greenhouse inventory, vulnerability and adaptation assessments, preparation of the initial National Communications under the UNFCCC and preparation of the National Implementation Strategy (NIS).

For detailed information, refer to the approved Project Brief – Annex 7.

**Part 2: Results Framework (taken from Tuvalu's Strategic Results Framework - 2002)**

<b>Intended Outcome</b>	Global environment concerns and commitments integrated in national development planning and policy		
<b>Outcome Indicator</b>	Preparation of National Adaptation Plan of Action with national implementation targets		
<b>Strategic Area of Support</b>	G3-SGN2-SASN2 National capacity for participation in global conventions, regulatory regimes and funding mechanisms for environmentally sustainable development.		
<b>Partnership Strategy</b>	Global environmental concerns and commitments integrated in national development planning and policy		
<b>Project Title and Number</b>	Tuvalu: Preparation of a National Adaptation Programme of Action (NAPA) TUV/02/G37/A/1G/99		
<b>Intended Outputs</b>	<b>Output Targets (years)</b>	<b>Indicative Activities</b>	<b>Inputs</b>
<b>Component One: Implementation and management of the NAPA process</b>			
<b>Activity 1.1: Establish Institutional and Management Arrangements</b>			
<b>Output 1.1</b> <ul style="list-style-type: none"> <li>• TORs for, and appointment of NAPA Coordinator and NAPA Assistant.</li> <li>• Strengthened National Climate Change Country Team, reconstituted as NAPA Team;</li> <li>• Detailed work plan for NAPA formulation project</li> <li>• TOR for all project inputs, personnel and activities</li> </ul>	Year 1 / Quarter 1 <ul style="list-style-type: none"> <li>• Tuvalu NAPA Formulation Team established.</li> <li>• All key stakeholders are represented in the NAPA Team</li> <li>• Multi-disciplinary working groups established</li> <li>• Key personnel recruited</li> <li>• TOR formulation</li> </ul>	<b>Sub - Activities</b> <ul style="list-style-type: none"> <li>• Preparation of detailed work plan</li> <li>• Consultation meeting with communities on all islands</li> <li>• Field studies</li> <li>• Data collection and assessment</li> <li>• Synthesis of data</li> <li>• Identification of priority sectors</li> <li>• Preparation of adaptation project profiles</li> </ul>	<ul style="list-style-type: none"> <li>• Government commitment to spearhead the establishment of a multi-stakeholder NAPA team</li> <li>• Commitment by stakeholders to actively participate in the implementation of project activities.</li> <li>• Available adequate and qualified human resource from Tuvalu Government.</li> <li>• Funds from UNDP/GEF</li> </ul>
<b>Activity 1.2: Ensuring High Level Mainstreaming and Support for the NAPA Process</b>			
<b>Output 1.2</b> <ul style="list-style-type: none"> <li>▪ Three or more ministerial level briefings</li> <li>▪ Regular briefings of National</li> </ul>	Year 2 / Quarter 4 <ul style="list-style-type: none"> <li>• NAPA document endorsed by Cabinet.</li> </ul>	<b>Sub-activities</b> <ul style="list-style-type: none"> <li>• Cabinet briefed three times</li> <li>• Discussion on relevant regulatory measures</li> </ul>	<ul style="list-style-type: none"> <li>• Technical support from Tuvalu Government</li> <li>• Stakeholders participation</li> </ul>

<p>Development Coordinating Committee</p> <ul style="list-style-type: none"> <li>▪ NAPA endorsed by Government</li> </ul>		<p>supporting development of adaptation plans</p> <ul style="list-style-type: none"> <li>• Regular briefings to National Development Coordinating Committee by Secretary to Government, Office of the Prime Minister</li> </ul>	<p>and support;</p> <ul style="list-style-type: none"> <li>• Funds from UNDP/GEF</li> </ul>
<p><b>Activity 1.3 Awareness Raising and Consultation Amongst Key Stakeholders</b></p>			
<p><b>Output 1.3</b></p> <ul style="list-style-type: none"> <li>▪ Awareness raising materials produced in the Tuvaluan and English languages</li> <li>▪ National conference on climate change</li> <li>▪ Media Campaign</li> <li>▪ Documentation on key stakeholders and relevant initiatives that complement the NAPA process</li> <li>▪ Briefings for, and in consultation with, key stakeholders in most vulnerable sectors and locations</li> <li>▪ Guidance and feedback from key stakeholders in the priority sectors</li> <li>▪ Information shared with related projects and other initiatives, and ongoing linkages established</li> </ul>	<p>Year 1 and 2(all quarters)</p> <ul style="list-style-type: none"> <li>▪ Key streams of proposed organisational chart for Tuvalu’s formulation project working together with CT</li> <li>▪ Detailed work plan identifying roles, responsibilities, and mandates accepted and undergoing implementation with full support of NAPA formulation project team</li> </ul>	<p><b>Sub-activities</b></p> <ul style="list-style-type: none"> <li>▪ Analysis to identify key opinion leaders and reps of important stakeholders</li> <li>▪ Production of awareness raising materials in Tuvalu and English languages</li> <li>▪ Carry out stakeholder analysis to identify capacity, needs and concerns</li> <li>▪ Preparation and holding of National conference on CC with multi-stakeholder participation with emphasis on vulnerable communities</li> <li>▪ Identification of target groups and participants in future projects</li> <li>▪ Preparation and implementation of ongoing media campaigns</li> <li>▪ Identification, preparation and publication of key documentation for dissemination to various levels of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Support &amp; commitment from multi-stakeholder groups consulted</li> <li>• Commitment and support by members of the NAPA Team;</li> <li>• Funds from UNDP/GEF</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Strategic briefings with relevant stakeholders/locations/priority sectors.</li> </ul>	
<b>Activity 1.4 Mobilizing Technical and Other In-country Expertise</b>			
<p><b>Output 1.4</b></p> <ul style="list-style-type: none"> <li>▪ Multidisciplinary Working Groups to support the work programme of the Tuvalu’s NAPA formulation project.</li> <li>• Action plan for building the capacity of Government, private sector civil society stakeholders in climate change adaptation</li> <li>• Key players and stakeholders better able to play appropriate, meaningful and productive roles in development and ultimate implementation of the NAPA</li> <li>• Personnel who have enhanced technical- and policy-relevant knowledge and skills related to adaptation</li> <li>• Awareness raising materials in Tuvaluan and English languages</li> <li>• Media campaigns <ul style="list-style-type: none"> <li>▪ Enhanced awareness at high and community levels, in relation to vulnerability and adaptation to climate change</li> </ul> </li> </ul>	<p>Year 1 and 2(Yr 1/Q2 and Y2 / Q1-2)</p> <ul style="list-style-type: none"> <li>• Key personnel and experts for the Multidisciplinary Working Group identified.</li> <li>• TOR for working group approved</li> <li>• Multi-disciplinary working group established.</li> <li>• Key experts/personnel recruited as members of the working group</li> <li>• Adopted Draft Action Plan for capacity development,</li> <li>• Guidelines and advice available from working group on issues such as: methodologies and criteria to be used in developing the NAPA, capacity building requirements and findings of participatory assessment on impact of extreme weather events on Tuvalu society;</li> <li>• Identified pool of CC adaptation requirements needing urgent attention;</li> </ul>	<p><b>Sub-activities</b></p> <ul style="list-style-type: none"> <li>• Identification and Evaluation of potential members of the multidisciplinary working groups.</li> <li>• Prepare, finalize and approve TOR for the working group</li> <li>• Establishment and Participation of Multidisciplinary Working Groups</li> <li>• Prepare and Coordinate NAPA capacity building plan</li> <li>• Conduct of Capacity Building activities as per action/implementation plan</li> <li>• Preparation of awareness and training material and dissemination</li> <li>• Training programmes for various stakeholders</li> <li>• Targeted media campaigns</li> </ul>	<ul style="list-style-type: none"> <li>• Government and stakeholder active participation and collaboration.</li> <li>• Technical support by experts.</li> <li>• Final Capacity Building Action Plan prepared under the National Capacity Self Assessment project.</li> <li>• Funds from UNDP/GEF</li> </ul>



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<b>Activity 1.5 Monitoring, Review, Evaluation, and Reporting</b>			
<b>Output 1.5</b> <ul style="list-style-type: none"> <li>▪ Required and optional information on project implementation and performance</li> <li>▪ Findings of project reviews and evaluations</li> <li>▪ Required and optional reports</li> </ul>	Year 1(all quarters)Year 2 (all quarters) <ul style="list-style-type: none"> <li>▪ Project Monitoring and Implementation plan adopted</li> <li>▪ Project Reports</li> <li>▪ Capacity Building Report and Review</li> </ul>	<b>Sub-activities:</b> <ul style="list-style-type: none"> <li>• Review National Capacity Building Action Plan relevant to NAPA</li> <li>• Conduct of project reviews as per UNDP and national requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Government and stakeholder commitment and active participation</li> <li>• Available qualified and adequate human resource from governments, technical assistance on adaptation to Climate Change from relevant national, regional, or international expertise</li> <li>• Funds from UNDP/GEF</li> </ul>
<b>Component Two: National and Community Based Activities</b>			
<b>Activity 2.1: Consultations and Awareness Raising</b>			
<b>Output 2.1</b> <ul style="list-style-type: none"> <li>▪ Comprehensive understanding of views of key stakeholders in all island communities, with respect to the actual and anticipated impacts of climate variability and change and sea-level rise, and of potential and preferred adaptation options for the priority sectors.</li> <li>▪ Anecdotal, baseline information on climate variability and change and on sea-level rise</li> </ul>	Year 1(Quarters 1+2) <ul style="list-style-type: none"> <li>▪ Baseline information on climate variability and change, and on sea level rise</li> <li>▪ Assessments of social, economic and environmental impacts and potential adaptation responses</li> <li>▪ NAPA focal points established in communities</li> </ul>	<b>Sub-activities:</b> <ul style="list-style-type: none"> <li>▪ NAPA Team visit to communities on eight (of the 9 Islands, Niulakita is under the jurisdiction of Niutao) islands</li> <li>▪ Consultation with civil societies on climate change, variability and sea level rise</li> <li>▪ Establishing linkages between formal Govt. machinery and non-formal institutions on islands</li> <li>▪ Establishing community NAPA focal points</li> </ul>	<ul style="list-style-type: none"> <li>▪ Active commitment of Government, CSO, community focal points and active participation in decision making</li> <li>▪ Available and qualified expertise to provide services from national, regional and international levels.</li> <li>▪ Funds from UNDP/GEF</li> </ul>
<b>Activity 2.2: Benchmarking</b>			

<p><b>Output 2.2</b></p> <ul style="list-style-type: none"> <li>▪ Quantitative, baseline information on key environmental and human health conditions</li> </ul>	<p>Year 1(Quarter 3) Year 2(Quarters 1-3)</p> <ul style="list-style-type: none"> <li>• Specific indicators and other measures to define benchmarks determined</li> <li>• System for community monitoring of environmental and human health parameters affected by climate change, in place</li> <li>• Baseline information available for: <ul style="list-style-type: none"> <li>- assessment and effectiveness of adaptation activities</li> <li>- comparison of vulnerability &amp; resilience of given sectors for prioritisation of resource allocation &amp; other inputs</li> </ul> </li> </ul>	<p><b>Sub activities</b></p> <ul style="list-style-type: none"> <li>• Community consultation to determine benchmarks related to: <ul style="list-style-type: none"> <li>- rate and consequences of coastal erosion</li> <li>- water quality &amp; quantity</li> <li>- human health indicators</li> <li>- coral reef health</li> <li>- indicator fish species</li> <li>- health and productivity of agricultural crops</li> </ul> </li> <li>• Analysis of baseline information for assessment of adaptation activities and comparison of vulnerability &amp; resilience in given sectors</li> </ul>	<ul style="list-style-type: none"> <li>• Reports and documentations by all relevant agencies and entities.</li> <li>• Relevant information shared to the project by various institutions in Tuvalu and other LDCs.</li> <li>• Support and cooperation of local governments and private sector in the provision of information regarding adaptation efforts and experiences</li> <li>• Funds by UNDP/GEF.</li> </ul>
<p><b>Activity 2.3 Vulnerability and Adaptation Assessment</b></p>			
<p><b>Output 2.3</b></p> <ul style="list-style-type: none"> <li>▪ Vulnerability and adaptation assessments for all nine islands, focusing on the sectors and locations that consultations have been identified as being of high priority for adaptation activities</li> </ul>	<p>Year 1(Quarter 4) Year 2(Quarter 1+2)</p> <ul style="list-style-type: none"> <li>• Vulnerability and adaptation methodologies relevant to Tuvalu identified and reviewed.</li> <li>• Review of participatory and rapid assessment of existing methodologies completed</li> <li>• National expert recruited</li> <li>• Report on review of relevant documentations completed and circulated.</li> </ul>	<p><b>Sub activities:</b></p> <ul style="list-style-type: none"> <li>• Review of V&amp;A methodologies</li> <li>• V &amp; A assessments carried out in eight islands</li> <li>• Strengthening of V&amp;A Methodologies</li> <li>• Strengthen the participatory and rapid assessment components of existing methodologies</li> <li>• Prepare TOR for and recruit national expert to facilitate vulnerability and adaptation assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Technical support by all relevant agencies and experts.</li> <li>• Funds from UNDP/GEF.</li> </ul>

		<ul style="list-style-type: none"> <li>Review related international and national documentations related to NAPA prepared by UNFCCC and GEF</li> </ul>	
<b>Component 3: Preliminary Adaptation Activities</b>			
<b>Activity 3.1 Development of Criteria for Assessing and Prioritizing Adaptation Activities</b>			
<b>Output 3.1</b> <ul style="list-style-type: none"> <li>Criteria for assessing and prioritizing adaptation activities</li> </ul>	Year 1(Quarter 2-3) <ul style="list-style-type: none"> <li>Network with other LDCs established;</li> <li>Possible joint activities with other LDCs identified;</li> <li>LDC coordinated activities identified and implemented.</li> <li>Relevant information, best practices and experiences shared with other LDCs.</li> <li>Participation in LDC arranged meetings and workshops.</li> </ul>	<b>Sub activities:</b> <ul style="list-style-type: none"> <li>Consultations with other LDCs doing their NAPA</li> <li>Setting up, and conduct of LDC meetings.</li> <li>Share information and experiences with other LDCs</li> </ul>	<ul style="list-style-type: none"> <li>Support and cooperation of the government of Tuvalu, and possibly that of other LDCs.</li> <li>Technical assistance from relevant national, regional, or international expertise in the area of adaptation to climate change</li> <li>Funds from UNDP/GEF</li> </ul>
<b>Activity 3.2 Potential Adaptation Strategies</b>			
<b>Output 3.2</b> <ul style="list-style-type: none"> <li>Descriptions of locally appropriate adaptation strategies</li> <li>Compendium of traditional coping strategies, based on experiences of older Tuvaluans</li> <li>Dissemination of information, including that compiled in the</li> </ul>	Year 2(Quarter 2-3) <ul style="list-style-type: none"> <li>Annotated list of locally appropriate adaptation strategies drafted.</li> <li>Report of consultations on adaptation strategies assessed</li> <li>Identification, documentation and application of traditional adaptation strategies</li> <li>Selection of four most possible</li> </ul>	<b>Sub-activities</b> <ul style="list-style-type: none"> <li>Evaluation of possible adaptation activities</li> <li>Preparation of list of potential Adaptation activities to be included in NAPA</li> <li>Activities to develop possible adaptation strategies for each island including: developing shoreline protection strategies,</li> </ul>	<ul style="list-style-type: none"> <li>Commitment and support by all relevant agencies and experts</li> <li>Funds from UNDP/GEF</li> </ul>

<ul style="list-style-type: none"> <li>compendium of traditional coping strategies, including use of radio, leaflets, church process and school curricula</li> </ul>	<p>adaptation strategies to deal with shoreline protection, freshwater conservation, sewage and solid waste management, &amp; coastal fisheries management</p>	<p>freshwater conservation strategies, sewage &amp; solid waste management strategies, protected areas and fisheries management zones to enhance food security, and</p>	
<b>Activity 3.3 Assessing Effectiveness of Potential Adaptation Strategies</b>			
<p><b>Output 3.3</b></p> <ul style="list-style-type: none"> <li>Information on the feasibility, sustainability and effectiveness of selected adaptation strategies</li> <li>Strengthened national and island capabilities to prepare for, and recover from, the adverse effects of extreme events associated with climate variability and change</li> </ul>	<p>Year 2(Quarter 2-4)</p> <ul style="list-style-type: none"> <li>Urgent and immediate adaptation activities drafted</li> <li>Priority Adaptation activities assessed and analysed;</li> <li>Report of assessment on effectiveness of four identified adaptation strategies incorporating comments from stakeholders</li> <li>Report on study examining Tuvalu Govt. efforts to establish regulatory and other measures to ensure that the adaptation strategies are incorporated into Govt. planning.</li> </ul>	<p><b>Sub-activities</b></p> <ul style="list-style-type: none"> <li>Identification and prioritization of Urgent and Immediate Adaptation activities</li> <li>Review analysis of each adaptation activity,</li> <li>Priority Adaptation activities synthesised in report &amp; distributed to all stakeholders for inputs and comments</li> <li>Report on study reviewing mainstreaming adaptation strategies into Government planning is disseminate for comments and planning actions</li> </ul>	<ul style="list-style-type: none"> <li>Commitment and support by all relevant agencies and experts</li> <li>Funds from UNDP/GEF.</li> </ul>
<b>Component 4: Preparation and Endorsement of the National Adaptation Programme of Action</b>			
<b>Activity 4.1 Development of the Draft NAPA Document</b>			
<p><b>Output 4.1</b></p> <ul style="list-style-type: none"> <li>Draft NAPA document, including specific proposals for adaptation activities</li> </ul>	<p>Year 2(3-4)</p> <ul style="list-style-type: none"> <li>Draft NAPA document</li> </ul>	<p><b>Sub activities:</b></p> <ul style="list-style-type: none"> <li>Development of the Draft NAPA, including specific proposals for Adaptation activities</li> </ul>	<ul style="list-style-type: none"> <li>Commitment and support by all relevant agencies and experts.</li> <li>Funds form UNDP/GEF.</li> </ul>
<b>Activity 4.2 Review and Revision of National Adaptation Programme of Action</b>			

<p><b>Output 4.2</b></p> <ul style="list-style-type: none"> <li>• Island and national consultative workshops</li> <li>• Media reports on the consultation process and on the outcomes, including the content of the NAPA itself</li> <li>• Final version of the NAPA, reflecting the results of an extensive, consultative and participatory review process</li> </ul>	<ul style="list-style-type: none"> <li>• Report on the proceedings of consultative workshops</li> <li>• NAPA document reviewed by stakeholders.</li> <li>• Comments and feedback from national and international stakeholders incorporated in the revised NAPA</li> <li>• Final version of the NAPA document</li> <li>• Information on NAPA review process facilitated through media coverage</li> </ul>	<p><b>Sub activities</b></p> <ul style="list-style-type: none"> <li>• Conduct of consultative workshops to review draft NAPA</li> <li>• Review and Revision of National Adaptation Programme of Action by national and international stakeholders</li> <li>• Finalization of the NAPA document preparation</li> <li>• Conduct media coverage of the whole NAPA process to facilitate the flow of information</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment and support by all relevant agencies and experts.</li> <li>• Active participation of technical personnel.</li> <li>• Funds from UNDP/GEF.</li> </ul>
<p><b>Activity 4.3 Endorsement of the National Adaptation Programme of Action</b></p>			
<p><b>Output 4.3</b></p> <ul style="list-style-type: none"> <li>• A NAPA document endorsed by the Government of Tuvalu and other key stakeholders</li> </ul>	<p>Year 2(Quarter 4)</p> <ul style="list-style-type: none"> <li>• NAPA document submitted and presented to Cabinet</li> </ul>	<p><b>Sub activities:</b></p> <ul style="list-style-type: none"> <li>• Submit final NAPA document to Cabinet and other key stakeholders for their endorsement</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment and support by all relevant agencies and experts.</li> <li>• Active participation of technical personnel.</li> <li>• Funds from UNDP/GEF.</li> </ul>
<p><b>Activity 4.4 NAPA Document Dissemination</b></p>			

<p><b>Outputs 4.4</b></p> <ul style="list-style-type: none"> <li>▪ The endorsed NAPA document, submitted to relevant international and bilateral organizations for their consideration</li> <li>▪ Tuvaluan and English versions of the NAPA document</li> <li>▪ Widespread awareness and acceptance of the NAPA, by Government, the private sector and civil society, assisted by the efforts of key players and opinion leaders</li> </ul>	<p>Year 2(Quarter 4)</p> <ul style="list-style-type: none"> <li>• Copies of the endorsed NAPA Document circulated to International and bilateral donors</li> <li>• Copies of the NAPA Document submitted to UNFCCC Secretariat and LDC Expert Group</li> <li>• Tuvalu version of the NAPA document completed</li> <li>• NAPA document disseminated to all stakeholders.</li> <li>• Media campaigns conducted</li> </ul>	<p><b>Sub-Activities:</b></p> <ul style="list-style-type: none"> <li>• Submit the endorsed NAPA Document to relevant international and bilateral organizations for potential funding opportunities</li> <li>• Provide copies of the NAPA document to the UNFCCC and LDC Expert Group</li> <li>• Translate NAPA document into local language</li> <li>• Disseminate NAPA document to all stakeholders</li> <li>• Conduct media campaign to publicise the endorsed NAPA Document</li> </ul>	<ul style="list-style-type: none"> <li>• Support from international and bilateral donors</li> <li>• Support from high and community levels of the endorsed NAPA</li> <li>• Media support</li> <li>• Funds from UNDP/GEF</li> </ul>
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### **Part 3: Implementation and Management Arrangements**

The project implementation and management arrangements are described below:

#### **High level political oversight, coordination and policy integration**

The Environment Department, recently made part of the Office of the Prime Minister, is the lead agency for all climate change activities. It has the mandate to ensure that all proposed activities are appropriately coordinated, monitored and executed according to an agreed timetable.

The institutional arrangements for the implementation of the NAPA will conform to this mandate of the Environment Department and build on the experience, which has already been developed. Through their membership of the NAPA Team, Public Works, Health and Waste will manage the implementation of the water activities, Fisheries, Conservations and Waste will oversee the activities on coastal fisheries management, and Agriculture, Lands, Public Works and Waste will manage the shoreline restoration and agricultural activities. Financial management for the project will be the responsibility of the Aid Coordinator. Based on approved requests made by the Secretary to Government on the recommendation of the Environment Department, the Aid Coordinator will disburse the funds as requested.

#### **Project Management and Operational Coordination**

The NAPA Coordinator, working through the Office of the Prime Minister, will be responsible to the Government of Tuvalu, and to the Implementing Agency, for the successful implementation and completion of the NAPA formulation project. The NAPA Assistant and the NAPA Team will assist him/her. Collectively they will be responsible for coordination of all activities with line ministries, NGOs and the teams responsible for undertaking other national development and management projects. The NAPA Coordinator, Assistant and Team will work closely with those responsible for activities under the UNCCD and the Tuvalu Waste Management Project, to ensure complementarities between all initiatives.

The findings and outputs of the NAPA project will be made available to all stakeholders. Any constraints that are identified during execution of the project will be brought to the attention of the NAPA Team, for an early resolution of the problem.

At least three briefing sessions will be held with Cabinet ministers during the life span of the NAPA formulation project, in order to update Cabinet Ministers on progress made during execution of the project, and implications for the implementation of the proposed adaptation projects.

The mandates for individual members of the NAPA Team in the execution of the NAPA programme rest with the Secretary to Government, in the Office of the Prime Minister.

Consultancy requirements for the NAPA will be entertained through the advice provided by the Tuvalu Environment Adviser and the LDC Expert Group (LEG), if so required.

#### **Involvement of the National Climate Change Country Team and Relation to Tuvalu's National Communications to the UNFCCC**

A strengthened Climate Change Country Team will be reconstituted as Tuvalu's NAPA Team; it will retain responsibility for the preparatory activities related to National Communications to the UNFCCC.

#### **Coordination with other teams for the preparation of national reports (CBD, CCD, others)**

Since the Division overseeing and implementing the NAPA activities has the same responsibilities in relation to CBD, CCD and others, coordination and complementarity with related policies, plans, programmes and action plans will be assured.

Figure 1 shows the organizational diagram for the Tuvalu NAPA formulation project implementation.

#### **Coordination with other NAPA projects in the Pacific Region**

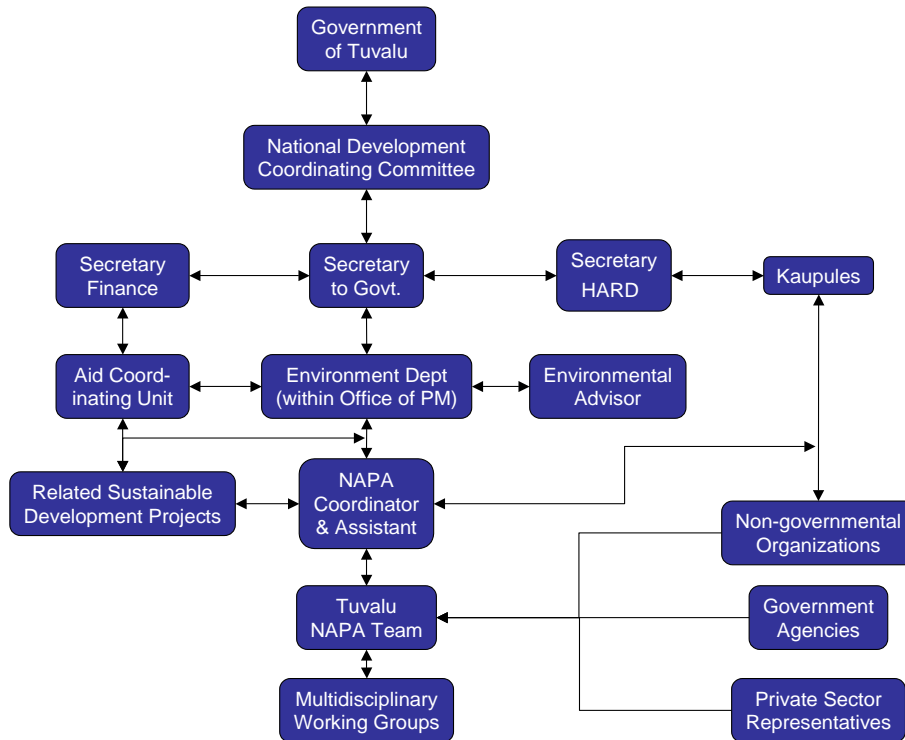
As one of the 5 LDCs in the Pacific Region, Tuvalu's NAPA project can take advantage of the unique opportunity for sharing experience and expertise with the 4 other Pacific LDCs. The implementation of some joint activities will be explored together with these countries, whereby inputs may be shared in order to achieve economies of scale; the Tuvaluan NAPA project staff could participate in meetings to plan and coordinate activities and share experience and expertise.

#### **Reporting and Monitoring Requirements**

The project will be monitored and evaluated following UNDP-GEF rules and procedures. The Executing Agency (Environment Department) will be required to prepare quarterly and annual work plans and to report to UNDP-Suva on progress in achieving targets. The Quarterly Progress Reports (QPRs) will provide a brief summary of the status of project inputs and output delivery, explain variances from the work plan, and present work plans for each successive quarter for review and endorsement. These quarterly reports will include financial statements and the work plan for the subsequent quarter. Annual Project Reports (APRs) will provide a more in-depth summary of work-in-progress, measuring performance against both implementation and impact indicators. APRs would inform decision-making by the Tuvalu NAPA Team, which will evaluate whether any adjustment in approach is required. A terminal report will be completed prior to the completion of the project detailing achievements and lessons learned.

The Environment Department will undertake continuous, self-monitoring. The indicators (output targets) in Part 2 of this Project Document, are the parameters that will be monitored by the Environment Department under the NAPA formulation project. These will be reviewed for their practicability and completeness prior to project implementation. Additional monitoring activities will be carried out (if necessary) to verify the attainment of some specific indicators/targets. The extent by which the NAPA formulation project goal is achieved can be evaluated from the monitored results.





**Figure 1. Proposed organizational chart for Tuvalu’s NAPA Formulation Project**

The Environment Department and UNDP-Suva shall be responsible for the overall monitoring and evaluation framework for the NAPA formulation project and together will appropriately and holistically assess the quality and appropriateness of the various outputs/results of the project activities vis-à-vis the adaptation and national development goals of the country.

The project will be subject to an annual project review, participated in by all parties involved in the project implementation and organized by UNDP-Suva. The Environment Department will prepare and submit to UNDP an Annual Project Report (APR) two months prior to such meeting. These APRs will provide a more in-depth summary of work-in-progress, measuring performance against both implementation and impact indicators. These will inform decision-making by the Tuvalu NAPA Team, which would evaluate whether any adjustment in approach is required. A Terminal Report would be completed prior to the completion of the project detailing achievements and lessons learned. UNDP-Suva will also undertake annual monitoring visits to the country to assess project developments in accordance with UNDP procedures for Monitoring and Evaluation.

Financial Reports will be prepared by the Environment Department and submitted to UNDP on a quarterly basis in accordance with the Guidelines for National Execution.

**Part 4: Legal Context**

This project document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Tuvalu and the United Nations Development Programme. The host country implementing agency shall, for the purpose of the SBAA refer to the government co-operating agency described in that agreement.

UNDP acts in this project as Implementing Agency of the Global Environment Facility (GEF) and all rights and privileges pertaining to UNDP as per the terms of the SBAA shall be extended mutatis mutandis to GEF.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative in Suva, provided he/she has verified the agreement thereto by GEF Unit and is assured that the other signatories of the project document have no objections to the proposed changes:

- (i) Revisions in, or additions of, any of the annexes of the project document;
- (ii) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangements of inputs already agreed to or by cost increases due to inflation; and
- (iii) Mandatory annual revisions which re-phase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility;
- (iv) Inclusion of additional annexes and attachments only as set out here in this Project Document.

The project since it falls under the NEX modality shall be implemented in accordance with the NEX Guidelines, which includes audit requirements.

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An in-kind contribution amounting to US\$ 20,000 is included mainly in the form of office space provision, administrative and logistical assistance, supplementary transport, in-house technical assistance, and Project Director/Manager's responsibilities.

<b>BL</b>	<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Total Budget</b>
<b>10</b>	<b>Personnel</b>			
11	International			
11.01	Regional Consultants	2,500	2,500	5,000
<b>15</b>	<b>Monitoring</b>			
15.01	Project review meetings	1,750	1,250	3,000
<b>16</b>	<b>Mission Costs</b>			
16.01	Mission Costs	2,500	2,500	5,000
16.02	Duty Travel	9,000	8,000	17,000
<b>17</b>	<b>National Professionals/ Consultants</b>			
17.01	National Consultant (Vulnerability & Adaptation)	2,500	2,500	5,000
17.02	National Project Coordinator	15,000	15,000	30,000
17.03	National Project Coordinator Assistant	9,000	9,000	18,000
<b>19</b>	<b>Component total</b>	<b>42,250</b>	<b>40,750</b>	<b>83,000</b>
<b>30</b>	<b>Training</b>			
<b>32</b>	<b>Other training</b>			
32.01	Vulnerability and Adaptation methodologies	3,000	2,000	5,000
32.02	Stakeholder Workshops and meetings	27,000	25,000	52,000
32.03	Project Steering Committee meetings	1,750	1,250	3,000
32.04	Regional Coordination (LDC)	3,000	2,000	5,000
32.05	Awareness programme	5,500	3,000	8,500
<b>39</b>	<b>Component total</b>	<b>40,250</b>	<b>33,250</b>	<b>73,500</b>
<b>40</b>	<b>Equipment</b>			
45.01	Expendable Equipment	4,500	4,000	8,500
45.02	Operations and Maintenance	1,750	1,250	3,000
<b>49</b>	<b>Component total</b>	<b>6,250</b>	<b>5,250</b>	<b>11,500</b>
<b>50</b>	<b>Miscellaneous</b>			
<b>52</b>	<b>Reporting Costs</b>			
52.01	Reporting Costs	2,000	2,500	4,500
52.02	Reports Dissemination	8,500	7,500	16,000
52.03	Translation	2,250	1,750	4,000
52.04	Audit	1,000	1,500	2,500
<b>53</b>	<b>Sundries</b>			
53.01	Sundries	1,500	1,500	3,000
53.03	Communications	1,000	1,000	2,000
<b>59</b>	<b>Component total</b>	<b>16,250</b>	<b>15,750</b>	<b>32,000</b>
	<b>TOTAL</b>	<b>105,000</b>	<b>95,000</b>	<b>200,000</b>

Project Implementation Schedule																									
Phase/Activity	Year 1									Year 2									Year 3						
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
<b>Component No. 1: Implementation and Management</b>																									
Establish Institutional and Management Arrangements																									
Ensuring High Level Mainstreaming and Support for the NAPA Process		M										M											M		
Awareness Raising and Consultation Amongst Stakeholders																									
Mobilize Technical and Other In-country Expertise																									
Monitoring, Review, Evaluation, and Reporting						R						R						R							R
<b>Component No. 2: National and Community-based Activities</b>																									
Consultation and Awareness Raising																									
Benchmarking																									
Vulnerability and Adaptation Assessments																									
<b>Component No. 3: Preliminary Adaptation Activities</b>																									
Criteria for Assessing and Prioritizing Adaptation Activities																									
Potential Adaptation Strategies																									
Assessing Effectiveness of Potential Strategies																									
<b>Component No. 4: Preparation and Endorsement of the NAPA</b>																									
Preparation of the Draft NAPA																									
Review and Revision of NAPA																									
Endorsement of the NAPA																									
NAPA Document Dissemination																									

M- Meeting; R- Report

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## **Annex 1**

### **Terms of Reference**

NAPA Steering Committee

#### **Objective**

The Government of Tuvalu has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the setting up of Tuvalu NAPA Team to carry out the following tasks:

#### **Tasks**

- Provide overall policy guidance for the project;
- Provide support and advice to the project team on implementation of the project activities;
- Provide advice on stakeholder identification and participation and endorse the defined roles for each of the participating agency;
- Ensure participation of stakeholders through liaison with relevant stakeholder groups;
- Review and endorse the project work plan in line with the project document;
- Participate in the inception workshop as part of the capacity building activities for the project;
- Monitor the performance of the project through evaluation of three monthly reports produced by the project coordinator and project team;
- Facilitate effective inter-agency sharing of information relevant to the project;
- Quality control of technical reports prepared by the national consultants and the project coordinator;
- Evaluate and approve all draft reports/policy papers etc produced as outputs of the project;
- Liaise with government to ensure government commitment to the project and approval of all produced Reports by Cabinet;
- Facilitate discussions on possible funding sources for the NIP.
- Lay down policies defining the functions, responsibilities and delegation of powers for the local implementing agency and the Project Management Office and the NAPA Team.
- Coordinate and manage the overall project activities and the budget.
- Facilitate coordination of project activities across institutions.
- Review the project activities, and their adherence to the work plan set forth in the project document.
- Review and comment on each year's proposed work plan and budget
- Take decisions on the issues brought to its notice by UNDP and other cooperating institutions, and advise regarding efficient and timely execution of the project.
- Initiate remedial action to remove impediments in the progress of project activities that were not envisaged earlier.

#### **Composition**

The Committee shall comprise of high level officials from relevant Government agencies, community groups, non-government organizations, and the private sector.

## **Annex 2**

### **Terms of Reference**

#### **National Project Director**

##### **Objective**

The Government of Tuvalu has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the appointment of a National Project Director to carry out the following tasks:

The National Project Director shall be the Director for Environment and is responsible for the following tasks:

##### **Tasks:**

The National Project Director's tasks shall be to:

- Ensure appropriate and adequate office space is provided to the NAPA project team as part of the Government's in-kind contribution to the project;
- Manage and supervise the overall implementation of project activities;
- Contract and manage the consultants and project teams' work;
- Provide update reports to the Prime Minister and Secretary to Government on project progress;
- Provide update reports to the Project Steering Committee on project activities and progress;
- Manage the disbursement and utilization of projects funds in accordance with Government and UNDP procedures;
- Liaise closely with UNDP Suva on matters relating to the project;
- Ensure the timely delivery of quarterly financial and progress reporting requirements of UNDP;
- Ensure close collaboration with relevant stakeholders including members of the Steering Committee;
- Supervise the work of the Project Coordinator and technical experts.
- Assure the Government inputs to the project are forthcoming in a timely and effective manner
- Assure the project stays in line with national programs, strategies, and objectives and full achievements of the immediate objectives and outputs

With the support of the National Project Coordinator, the NPD shall:

- Oversee establishment of the Project Management Office with systems put in place for sound management of all project subcontracts and financial disbursements.
- Prepare detailed draft work plan and inception report for all project objectives and identify resource requirements, responsibilities, task outlines, performance evaluation criteria and work plans/schedules.
- Develop detailed and measurable quarterly performance indicators for each project output at the outset of the project.

- Prepare quarterly work plans, which are to include indication of extent to which previous quarter's activities have contributed to project's overall objectives.
- Create detailed TOR and qualifications for each subcontract and international expert.
- Coordinate international experts and advise on international training and workshops.
- Submit, as required, Annual Performance Review (APR) to tripartite (TPR) review meetings.
- Approve detailed terms of reference and qualifications for each subcontract.
- Direct and supervise the establishment of project administration procedures for all staff, subcontractors, and participating agencies.
- Approve quarterly status and financial reports for comment and approval of the Project Steering Committee.
- Approve six-month budget forecast requests for approval of the Project Steering Committee.
- Oversee implementation of Project Steering Committee directives.

(The National Project Director role is the key responsibility of the lead agency as part of the Government's in-kind contribution to the project)



## **Annex 3**

### **Terms of Reference**

#### **National Project Coordinator**

##### **Objective**

The Government of Tuvalu has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the recruitment of a National Project Coordinator to carry out the following tasks:

##### **Tasks**

- Prepare the annual work plans of the project, in a manner consistent with the reporting, budgeting, monitoring and evaluation procedures of the Government, and UNDP's guidelines for National Execution (NEX), on the basis of the Project Document, and in close consultation and cooperation with the Project Steering Committee, Task Team and the National Project Director;
- Coordinate and monitor the activities described in the work plan;
- Prepare quarterly and annual financial and project progress reports as per UNDP monitoring requirements;
- Facilitate national consultations together with the Task Team;
- Conduct inception workshop to introduce and review project plan, and implementation arrangements;
- Coordinate the development of Terms of References for the necessary contractors and consultants.
- Provide guidance and assistance to the contractors and consultants;
- Establish links with LDC experts (regionally and internationally);
- Prepare technical papers for information of the Steering Committee and other stakeholders;
- Review reports produced by consultants and ensure wide circulation to committee members and other technical experts;
- Foster and establish links with other related environment programmes in Tuvalu;
- Provide technical assistance to the Task Team in the implementation of project activities particularly the preparation of the NAPA document.

##### **Qualifications**

- An advance degree or equivalent in a field relevant to the objectives of the project;
- At least 5 years of working experience in a relevant field;
- Have a good understanding of the local institutions and stakeholders;
- Fluent in English and preferably Tuvaluan;
- Good communications and report writing skills;
- Must be computer literate

## **Annex 4**

### **Terms of Reference**

#### **Environmental Advisor**

##### **Objectives**

The Government of Tuvalu has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes engaging the services of two senior advisors will be responsible for the provision of technical and management advisory services for the activities of the various multidisciplinary working groups as set out in the project document. They are responsible to the NPC and NPD to carry out the following tasks:

- Work together with the NPC and the NAPA Team Leader in preparing work schedules for the multidisciplinary working groups, contractors and consultants.
- Interact with all the stakeholder groups involved for efficient and timely execution of the component activities.
- Get Environment Department staff members involved in the implementation of the activities so as to gain experience.
- Assist in the management and administration matters of the multidisciplinary working group activities
- On the advice of the NPC, to certify service provided for purposes of payment where provided for.
- Ensure active participation of local counterparts in the activities
- Provide expert advice on troubleshooting any project implementation problems.
- Supervise and evaluate together with the NAPA Team Leader the activities of the contractors, consultants and the NAPA Team
- Provide training to Environment Department staff attached to the program

##### **Qualifications**

- University degree in engineering or environmental sciences
- At least five years of experience in designing and implementing climate change adaptation-related projects.
- Familiarity with, and updated on, various international efforts in vulnerability and adaptation to climate change and climate variability
- Relevant exposure or involvement in the activities of the project
- Good oral and communication skills.
- Project team experience

Language: English

## **Annex 5**

### **Terms of Reference**

#### **National NAPA Team**

##### **Objectives**

The Government of Tuvalu has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the setting up of National Task Team comprised of representatives of the lead agency and other key players, including stakeholders such as members of relevant government agencies, and representatives of donor institutions, regional and local authorities, the production, consumption and service sectors and civil society organizations. The NAPA Team is tasked to do the following:

##### **Tasks:**

- Responsible for preparing the NAPA, and for ongoing coordination and oversight of NAPA activities;
- Establish multidisciplinary Working Groups comprising relevant members of the NAPA Team, and other individuals as and when required;
- Develop an action plan designed to enhance the capacity of the Government and private sectors, and of civil society, in order to ensure that key players and stakeholders can play an appropriate, meaningful and productive role in the development and ultimate implementation of the NAPA;
- Responsible for monitoring, reviewing, evaluating and reporting on the project implementation and achievement of the specific outputs;
- In conjunction with relevant Working Groups, consider all potential adaptation activities and subsequently develop a list of proposed activities to be undertaken in order to negate or reduce the identified risks associated with climate variability and change (including extreme events);
- Organize national consultative workshops to solicit views on the list of proposed NAPA activities that would be subject to a more comprehensive and detailed prioritization and selection process;
- Review the findings of the vulnerability and adaptation assessments that were conducted as part of the enabling activities for the Initial National Communication;
- Assemble the findings of all other impact and vulnerability assessments;
- Evaluate how and to what extent the identified coping practices can address the vulnerabilities identified for Tuvalu's social, economic and environmental systems and assets, and what additional adaptation interventions will be required;
- Facilitate all workshops required as part of the project process;
- Review the analysis of each of the priority adaptation activities and subsequently prepare a draft synthesis report discussing priority activities addressing needs to cope with adverse effects of climate change;
- Develop a framework for the proposed adaptation programme, based on the information assembled during the vulnerability and adaptation assessments;

- Draw on the results of the national consultative workshops, and use the ideas expressed at those workshops to help frame, elaborate and strengthen the descriptions of the specific adaptation activities that will be included in the NAPA as a result of their high priority;
- Ensure that the proposed adaptation activities, as well as the overall Programme of Action, have complementarity with the Strategy for the Development of Tuvalu and with national, sectoral and local policies and action plans, including those related to land degradation and biodiversity conservation; and
- Prepare profiles of priority project-level activities for adaptation in Tuvalu, including objectives, description of activities, required inputs, short-term outputs, potential long-term outcomes, institutional arrangements, risks and barriers, evaluation and monitoring, and the financial and other resources required.

### **Qualifications**

#### For NAPA National Experts

- Preferably a postgraduate degree holder, in a field relevant to the specific project activities;
- At least 5 years of relevant working experience;
- Good basic knowledge of climate change issues;
- Good communications skills and report writing.

#### For Sectoral Consultants

Depending on the prioritized sectors and the technical requirements of multidisciplinary working groups, consultants will be engaged to fill up these teams. The following is the general terms of reference for these consultants (local or international).

Duties: Reporting to the NPD, the expert will perform the following duties:

- Assist NPD in preparing the work plan and inception report dealing with the adaptation assessments for the relevant sector needing the consultant's expertise.
- Provide suggestions and feedbacks to the relevant working team on the assessment and design of specific adaptation projects.
- Provide suggestions on the budget and implementation requirements of specified adaptation projects in the relevant sector.
- Prepare mission report at the end of each mission.
- Assist the NAPA Team in preparing the work plan and inception report dealing with the adaptation assessments for the relevant sector.
- Carry out the V&A assessment (using agreed methodology) in his/her sector, and design of specific adaptation projects.
- Prepare the budget and implementation requirements of specified adaptation projects in the relevant sector

#### **Qualifications:**

- Postgraduate degree in relevant environmental science or engineering field (corresponding to sector)

- Extensive experience in the assessment of vulnerability to climate change and variability, as well as in the formulation and implementation of adaptation measures
- Project team experience
- Familiarity with, and updated on, various international efforts in vulnerability and adaptation to climate change and climate variability
- Fluent in the English language.

## **Annex 6**

### **Terms of Reference**

#### **National Expert (Vulnerability and Adaptation)**

##### **Objectives**

The Government of Tuvalu has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the recruitment of a National Expert on Vulnerability and Adaptation to carry out the following tasks:

##### **Tasks:**

- Support and facilitate the multidisciplinary teams that will carry out the required vulnerability and adaptation assessments;
- Review related international and national documentation (in particular all NAPA-related documents prepared by UNFCCC and GEF) with regards to V&A assessments, and propose the strengthened assessment methodologies most suited to Tuvalu;
- Facilitate the workshop on participatory assessment of vulnerability and identification of potential adaptation activities.
- Assist NPD in preparing the work plan and inception report dealing with the adaptation assessments.
- Provide suggestions and feedbacks to working teams on methodology to be used in prioritizing sectors and activities, as well in the assessment of critical sectors. In particular, provide assistance in preparation of analysis of vulnerability of critical sectors in Tuvalu.
- Provide suggestions on agenda and invitees (local and international) for the national workshops on the proposed NAPA. Agenda would include exchange of experiences on methodologies and implementation of NAPA activities. Experience in other LDCs doing NAPA would also be covered.
- Facilitate the national consultative workshop on vulnerability and adaptation assessments.
- Provide suggestions on specific information exchange activities and/or regional cooperation with other LDCs doing NAPA.
- Monitor results of adaptation assessment activities, providing technical feedback. Review drafts of all written outputs for the objective and provide feedback.

##### **Qualifications:**

- A university degree, preferably a BSc. in a field relevant to the specific activities of this consultancy;
- At least 5 years of working experience in a relevant field;
- Extensive knowledge, involvement and experience in climate change issues in Tuvalu or the Pacific;
- Good communications skills and report writing.

**Annex 7**  
**Approved Project Brief**