



United Nations Development  
Programme, Suva Country  
Office, Resilience and  
Sustainable Unit

**BACK TO OFFICE REPORT (BTOR)**

**Submitted by:** Luisa Katonibau and Rusi R.

**Title:** RSD Finance Focal Point and Programme Analyst

**Date Submitted:** 1 October 2018

1. **Mission to:** Kiribati's LDCF 1 – Enhancing National Food Security Project and the Cross-Cutting Capacity Development Project in alignment to the 3 Rio Conventions

2. **Mission Period (incl. of travel days):** 6th to the 13th August 2018

**Mission Itinerary:** Suva/Nadi – Tarawa – Nadi/Suva

3. **Type of Mission**

- Oversight/Monitoring
- Event Related
- Resource Person
- Training / Capacity Development
- Advisory and Support
- Others (specify):

4. **Purpose of Mission/Objectives**

- (i) Assist in the consolidation and financial reporting of the project as we are moving the reporting to the Kiribati Fiduciary Services Unit (KFSU)
- (ii) Provide Financial Management Training to the project management unit (PMU) Staff of KFSU with regards to UNDP Reporting and Deadlines.
- (iii) Help set up the Chart of Accounts for UNDP Projects with the KFSU Department.
- (iv) Ground truth the changes or results captured on the narrative reports received so far from the in-country PMU.
- (v) Assist the PMU with it's reporting, reporting against targets, outputs and outcomes. These are for:
  - The quarterly narrative reports that are complemented by the financials and the FACE form.
  - The project implementation report (PIR) for the GEF.
  - The annual project report (APR) for the UNDP update on Atlas, fulfilling ROAR, especially the evidence-based results reporting which ultimately contributes to the IATI platform.

5. **Mission Member(s):**

- I. Luisa Katonibau – RSD Finance Focal Point
- II. Rusi R. – Programme Analyst

Key counterpart(s) and person(s) met:

Names:

Nenenteiti Ruatu Teariki (Director – Environment & Conservation Division), Tererei Abete-Reema (Project Manager – Kir. LDCF1), Marii Marae (Senior Environment Officer – ECD), Eritina Benete (Climate Change Planning Officer – ECD), Kabure Takaeria (Biodiversity Conservation Officer – ECD), Taomarie Baraam (Project Coordinator – Kir. CB2), Arawaia Moiwa (Finance Focal Point – Kir. LDCF1), Bokai Kaitu (Finance Focal Point – Kir. CB2), Atanteora Beiatu (Manager – KFSU), Tekiera Ruaia (Assistant Manager – KFSU), Nemani Tebana (Senior Tourism Officer), Kiarake Karuaki (Product Development Officer), Mouaa Iona (Senior Local Government Officer – Ministry of Internal Affairs), Tearawa Teem Senior Assistant Local Government Officer – Ministry of Internal Affairs), Regina Rotitaake (Urban Manager – Ministry of Internal Affairs), Ieeta Timea (Agricultural Assistant – Ministry of Environment, Land and Agricultural Development), Maio Tebania (Agricultural Assistant – Ministry of Environment, Land and Agricultural Development), Tarateiti Uriam (Community Based Fisheries Management Program Coordinator - Ministry of Fisheries and Marine Resources Development), Max Peter (Fisheries Research Officer – MFMRD), Manibua Rota (FRO – MFMRD), Tekateteke Metai (FRO – MFMRD), Rateiti Vaimale (Fisheries Officer – MFMRD), Taati Eria (Senior Fisheries Officer – MFMRD) Bwebwenikai Rabwere (Senior Fisheries Assistant – MFMRD), Kokoria Temware (SFA, MFMRD), Ueneta (Director – Kiribati Meteorological Services), Roonga (Senior Technical Officer – KMS)

7. Documents, Materials and Resources Related to Mission:

Please find in the One Shared Drive, the folder, Kiribati LDCF 1, Enhancing National Food Security Project:

- 1. The mission ToR.

2. The mission itinerary.
3. Signed participants' list at the meeting with the Kiribati National Tourism staff – Kiribati LDCF 1
4. Signed participants' list at the meeting with the Kiribati Ministry of Internal Affairs staff – Kiribati LDCF 1
5. Signed participants list at the meeting with the Agricultural Division staff – Kiribati LDCF 1.
6. Participants' list at the meeting with the Ministry of Fisheries and Marine Resource Development
7. Signed participants' list at the meeting with the Kiribati Fiduciary Support Unit – Kiribati LDCF 1
8. The Kiribati CB2 Board meeting minutes and the signed participant's list of those present.

8: Tasks and actions performed:

### **Kiribati LDCF 1 – Enhancing National Food Security Project**

#### **Project Financial Reporting Shift from the Kiribati Ministry of Finance to the Kiribati Fiduciary Support Unit (KFSU)**

Previous to the meet, email correspondences and pertinent project documents, legal and financial, were sent to the KFSU from the project closely supported by the country office. In addition, the PMU had requested UNDP to clarify with the KFSU the financial reporting timeframe, the reporting template and the details required by the UNDP as per the reporting. And the reporting lines from KFSU to the PMU first and then after approval from them, then payment or procurement of services or submitting reports to the UNDP. Ms. Luisa, the RSD financial focal point was on hand at the meeting to facilitate, presenting a PowerPoint on UNDP's Financial Requirements and fielded questions after.

The whole effort of shifting the financial reporting component from the mainline ministry to the specialized unit was to reduce the turn over time of reconciliation. It usually takes as long as 3 to 6 months to reconcile between the project account and the Kiribati Government accounts. This change hopes to reduce or even eliminate the delay altogether. We left them discussing with their bank the opening of an account to facilitate the Kiribati LDCF 1 Project transactions.

#### **Follow up actions:**

1. **To upload the KFSU vendor details with GSSU in Malaysia.**
  - This has been partly carried out; vendor uploaded on the 26<sup>th</sup> September and awaiting GSSC's response on the VID number.
2. **Verify the effectiveness of the shift with the disbursement of the next tranche, to see the time it takes to move the funds from KFSU to the responsible parties compared to pre-shift.**
  - On this the 2018 quarter 4 advance request has been received, however the delay is from GSSC on the vendor creation. Once this is sorted we can do the transfers.

#### **Validating Project Implementation Received Through the Quarterly Narrative Reports**

Out of the 10 Kiribati Government ministries co-implementing the project, we were able to visit 5. These were the:

1. The Ministry of Environment, Land, and Agricultural Development (MELAD). It is the ministry that houses the project, the main implementing partner. It had two divisions, we managed to visit both. They were the:
  - a. Agricultural Division (AD) and;
  - b. The Environmental Conservation Division (ECD).
2. The Ministry of Fisheries and Marine Resources Development (MFMRD)
3. The Office of Te Beretitenti, which has under it the Kiribati Meteorological Services (KMS). We visited the KMS.
4. The Ministry of Internal Affairs.
5. Ministry of Communication, Transport and Tourism Development

There were five others as listed in the project document but they were either in the field or busy with other Government priorities.

#### *Agricultural & Land Division (ALD):*

The visit allowed for a better understanding of the 'on the ground' reality of work. An example of this was in the length of time to actually prepare a sample plot for vegetables in the schools. The proper time needed is about a whole month before anything can be planted. As much as possible fertilizers were organic in nature, food peelings and leftovers. This is vastly different from a volcanic island, which takes a maximum of only three to four days to thoroughly prepare vegetable plots.

In alignment to the Kiribati national objectives, the project through the ALD is assisting to revive the planting of native species of food crops and fruit trees. Examples of these are the breadfruit trees, the local figs, pandanus and dwarf variety of coconut trees. Not only does it revive the native species of food crops and fruit trees but also supports the revival of environmentally friendly and inorganic fertilizers-free traditional cropping methods. A

technical personnel is assigned to archiving these traditional cropping methods. Also noted the attempt by the ALD to revive local agricultural cooperation like the island wide Farmers' Association (FA). An association to share ideas and access assistance funding. In Maiana the FA did enough to win the support of the highly influential Elders' Association that it was allotted land to implement these agricultural

In the effort to implement sustainable farming practices, the ALD has established the baseline in each pilot island by conducting a household survey on a sample of the island's communities. This was used to gauge the farming strengths, areas of need, areas of potential and opportunities.

**Follow up actions:**

- 1. Assistance to put together a realistic costed work plan for the 4<sup>th</sup> quarter, 2018. Focusing on the activities of Output 2.3 in the 2018 AWP.**
- 2. Assistance to put together a CWP for the 2019-year and accurately project a multi-year work plan to the end of the programme cycle.**
- 3. Ensure that the scope of sampling in the pilot islands covers all its communities. This will give a better representation and analysis in using their SPSS software.**

*Environmental Conservation Division (ECD):*

The ECD houses the project under MELAD. Gathering from the interview with Director Nenenteiti, the project through ECD spearheads community driven management for coastal protection interventions such as mangroves reforestation and the conservation of natural resources. Culminating to the drawing up of ecological land use maps for the communities. As much as possible they coordinate with the other implementing partners especially the ALD from with the ministry. Targeting the Agricultural Assistants on the pilot islands equipping them with key environmental knowledge. Regarding vulnerability assessment, they have completed work on the two islands of Abemama and Nonouti.

**Follow up actions:**

- 1. Assistance to put together a realistic costed work plan for the 4<sup>th</sup> quarter, 2018. Focusing on the coordination of activities under Outputs 1.5, 2.1 and 2.2 in the 2018 AWP.**
- 2. Consistent reminders to process; entry, cleaning and analysis of the data that collected thus far.**
- 3. Assistance to put together a CWP for the 2019-year and accurately project a multi-year work plan to the end of the programme cycle.**
- 4. Assistance to coordinate the overall project.**

*The Ministry of Fisheries and Marine Resources Development (MFMRD):*

The MFMRD another major implementing partner of the project. For Output 1.2, they have completed:

- The Community Based Fisheries Management Programme (CBFMP) for Nonouti

For Output 1.3, they have completed:

- The socio-economic surveys for the 3 pilot islands. Targeting a 30% to 70% coverage of the total number of households per community. Interestingly one of the findings from the surveys was that the number of ciguatera poisoning was more on the two islands of Abemama and Nonouti as compared to Maiana.
- Biological and creel surveys in the marine area of the 3 pilot islands
- Value adding workshops of edible marine resources on the 3 pilot islands

For Output 1.4, they have:

- Started consultations with the relevant stakeholders, engaging SPC to assist in drafting the Fisheries Regulations
- Completed the development of Nonouti's community fisheries monitoring, control and surveillance unit.

For Output 1.5, they have:

- Conducted a training needs assessment of the extension officers on the pilot islands
- Almost completed the first draft of the training manual to be used by the extension officers
- Collected and assessed the monthly reports submitted by the Fisheries Assistants and the Fisheries Extension Assistant (FEA) to gauge the effectiveness of the training they have received

**Follow up actions:**

- 1. Assistance to put together a realistic costed work plan for the 4<sup>th</sup> quarter, 2018. Focusing on the coordination of activities under Outputs 1.2, 1.3, 1.4 and 1.5 in the 2018 AWP.**
- 2. Assistance to put together a CWP for the 2019-year and accurately project a multi-year work plan to the end of the programme cycle.**
- 3. Consistent reminders to have pending activities of this quarter and the next conducted.**

*Kiribati National Tourism Office (KNTTO):*

The KNTTO under the Ministry of Communication, Transport and Tourism Development (MCTTD) is tasked with the exploration of community feasible and sustainable tourism opportunities. This is with the assistance of

consultants in specialized fields of tourism hired through the project. Potential opportunities include sport fishing, bird watching and the development of a historical or cultural tour on the islands. The KNTTO in coordination with one of the consultants, Tie 'n' Fly Company have been exploring the feasibility of sport fishing on the 3 pilot islands. In Nonouti the training by the consultant has gained enough of an interest that a MoU between the Nonouti Island Council and Tie'n'Fly is currently drafted. This signifies a business opportunity for the island.

Supplementing this in the area of catering and front desk services, again through the KNTTO the Service Pro (SPTHI) company was contracted to assist the viable sport fishing communities on the island on the front desk services and catering

**Follow up actions:**

1. **Assistance to put together a realistic costed work plan for the 4<sup>th</sup> quarter, 2018. Focusing on the coordination of activities under Outputs 1.5, 2.1 and 2.2 in the 2018 AWP.**
2. **Consistent reminders to process; entry, cleaning and analysis of the data that collected thus far.**
3. **Assistance to put together a CWP for the 2019-year and accurately project a multi-year work plan to the end of the programme cycle.**
4. **Update of the MoU between the Nonouti Island Council and Tie'n'Fly.**
5. **Update on the exploration for the other two pilot islands.**

*Ministry of Internal Affairs (MIA):*

The MIA is the doorway ministry to the island communities. They assist to translate Government's priorities to the communities and are also responsible of escalating communities' view to the national platforms of policy making. For this project they lead in refining the pilot islands' strategies aligned to Government's enhancement of food security goals. They have collected the BRA and IVA data to assist in determining the baseline.

**Follow up actions:**

1. **Assistance to put together a realistic costed work plan for the 4<sup>th</sup> quarter, 2018. Focusing on the coordination of activities under Outputs 1.5, 2.1 and 2.2 in the 2018 AWP.**
2. **Consistent reminders to process; entry, cleaning and analysis of the data that collected thus far.**
3. **Assistance to put together a CWP for the 2019-year and accurately project a multi-year work plan to the end of the programme cycle.**
4. **Update of the each pilot island strategy.**

*Kiribati Meteorological Services (KMS):*

The KMS under the Office of the Beretitenti (OB) is tasked to lead the setting up of automated weather stations (AWS). Equipment for the AWS, a complete consignment each for the pilot islands has been delivered in-country. Government leases of the ground area to set up the AWS on each island have been secured. Quotations to the fencing for each island have been received. The KMS awaits the release of funds to purchase the fencing materials and to install the AWS.

**Follow up actions:**

1. **Update on the AWS set up (but this will depend on KMS receiving its next tranche of the project funding).**

Overall the implementation that was reported as per the narrative reports received were verified factual however it was noted that the project delivery was slow. This mainly stemmed from the delay reconciliation process between the main implementing partner accounts and the **Government's**. It was also when funds are disbursed as tranche advances from the country office it take a good 3 weeks to a month to have it reach the project account at ECD, MELAD.

**Kiribati CB2 – Cross-Cutting Capacity Building Project**

Even though the Kiribati CB2 project's Environmental Management Information System (EMIS) was developed in 2016, progress to have it operational has stalled. The protocol for its use is not finalized, even though a draft of this was prepared by the consultant way back in 2016. Consequently the MoU between the data providers and ECD have not been drafted. Due to the project's closure in 2019, the Kiribati LDCF 1 project will carry forward the EMIS protocol finalization and formalization. It will also see though the MoUs between the data providers and the ECD finalized. A significant issue with the project currently is its inability to access the EMIS, either the password is incorrect/invalid or the license of it has expired. Something that will need addressing immediately.

The CB2 project board meeting was conducted in the afternoon of the 9<sup>th</sup> of August (2018). High on the agenda and had most of the board discussion time spent, was the EMIS issues and resolving these immediately. The EMIS is core to the CB2 project. A project retreat was organized to deal specifically with these EMIS issues as well as charting the AWP for the final year of implementation 2019. Please find the Kiribati Board Meeting minutes

supplied.

**Follow up actions:**

- 1. Update on CB2 project retreat, acquiring the report.**
- 2. Follow through as per the commitments from the retreat concerning the EMIS.**
- 3. Finalization of the EMIS data protocol.**
- 4. Finalization of the MoU between the data providers and MELAD.**

Overall the project had not fully utilized the time extension granted them by the GEF Secretariat. The country office will have to do due diligence following up on the project for the last quarter of this year to its final year of implementation. The positive thus far is in the collaboration between the two projects linking them through the INFORM project of SPC through the medium of the EMIS. For the remainder of the CB2 project life it will be working closely with the LDCF project, handing over the EMIS responsibility first to bring it to an operation ready status and its operationalization from then on.

10. Distribution List (BTOR sent to):

- (i) RSD Team
- (ii) the PMUs of the projects concerned