

**THE
GLOBAL ENVIRONMENT FACILITY (GEF) FUND PROJECT
Solomon Islands Water Sector Adaption Project
(SIWSAP) PROJECT
2014 4th Quarterly Report**


Country: SOLOMON ISLANDS

Period Covered: October - December 2014

Prepared by: Deltina Solomon Mamu (Environment Programme Assistant)

Date: 26th February 2015

Approved by:


UNDP Solomon Island
Deputy Resident Representative

Date: 26 February 2015.

Section 1: Summary of overall Project Progress

Insert key highlights, focused on key achievements and explaining impact on the project and the target project beneficiaries. Focus on technical achievements and progress being made in fulfilling the global environmental objectives. If there was a major setback or delay, explain impact on the project then focus on actions taken to correct the situation and bring the project back in track – and by when project expected to be back on track

In the fourth quarter (Q4) the SIWSAP project had recruited the Project Management unit. The recruitment process took longer than anticipated thus had implications on the start up of the project implementation phase. This resulted in delay of the implementation schedule in which a budget revision has been done to shift forward majority of the 2014 budget, to the first two quarters of 2015 and some in 2016 and 2017 to be more realistic. The project in Q4 despite the slow start up has carried out some activities under the project outcome one (1) and five (5) as describe below.

Outcome 1: Formulating, integrating, and mainstreaming water sector-climate change adaptation response plans in the water-related sectors as well as broader policy and development frameworks.

SIWSAP Chief Technical Advisor (CTA) was hired under Individual Contract modality as agreed during SIWSAP PPG LPAC meeting. The recruitment was a Regional Advisory Committee for Procurement's (RACP) case which took a while to get approved. The CTA by 12th January 2015. The CTA will provide support to the Project Management Unit (PMU) and technical support to outcome one (1) specifically output 1.3 supporting cost benefit analysis activities. Output 1.3 is support to implementation of key components of WS-CCAR plans Cost Benefit Analysis (CBA) of proposed Water Sector Adaptation options.

Outcome 2: Increasing the reliability and improving the quality of water supply in targeted areas.

Due to delay of conducting the inception workshop and slow recruitment of Project Management Unit activities under outcome two has been delayed and will be actioned in 2015.

Outcome 3: Investing in cost-effective and adaptive water management interventions and technology transfer.

Planned activities under outcome two (2) was not actioned as per above reasoning of the delay in the establishment of the PMU and inception workshop.

Outcome 4: Improving governance and knowledge management for climate change adaptation in the water sector at the local and national levels.

The delay of conducting the inception workshop and slow recruitment of Project Management Unit resulted in planned activities under outcome 4 being delayed for implementation in 2015

Project Management

Most activities for this quarter focus on project management recruitment process of key PMU staff and establishment and setup of office. The detailed of these activities are summarized below.

1. Recruitment:

Finance and Administration Assistant recruited and began duties on the 16th October 2014. Project Manager recruited and will begin duties by 2nd of January 2015. The following positions have been recommended for review of ToR *and reclassification of grades by next QTR. (see recruitment update for details)*. 1) SIWSAP Provincial Officers-WASH (6 Positions), 2) Technical Advisor- Water Specialist, 3) Technical Advisor-CCA/DRR Specialist, and Provincial officers (6 positions). Initiate the recruitment process by drafting Terms of Reference (TORs) for these positions will continue in the next quarter 1) Technical Officer Communication and Community Engagement 2) Climate Change Adaptation (CCA)/Water Officer and Procurement Assistant Position. The project Chief Technical Advisor (CTA) and Project Manager (PM) will have the role of revising the TORs and rolling out the recruitment process next quarter.

2. Procurement:

- Implementing Partner Ministry of Mines, Energy and Rural Electrification (MMERE) provides an in-kind contribution of office space for the project. UNDP Environment portfolio establish the project PMU office this quarter in procuring office furniture (chairs, office partition blocks and table), stationeries, ICT equipment (i.e. laptops, printer and other ICT accessories), and phone and internet connection.

3. Inception Workshop

- The inception workshop was not implemented this quarter, due to the importance of having the Chief Technical Officer and Project Manager on board before the inception. It is key that the government drive this process thus once key PMU staff are on board discussions on the actual date of the inception workshop will be finalised and inception held in the first quarter of 2015. The project is aware that the inception need to be held as soon as possible as it is six months after the signing of the project document.

4. Multi-Year Annual Work Plan (AWP)

The project multi-year AWP as per the Project Document was revised and ASL requested for 2015. The current AWP will need to be revised once the project manager is finally on board, and shared with stakeholders for comments and input during the inception workshop.

Section 1: SIWSAP Project Support Staff Recruitment Plan 2014 Update

	Details of Post	Classification Approved	Advertisement	Shortlisting	Interview	Recruitment	Current situation of 2012 Q1
1.	Project Manager Level: SBD 5 Where to be based: MMERE, WRD – Ministry of Mines, Energy and Rural Electrification	June 2014	July 2014	August 2014	August 2014	January 2015	Contract was issue on October 2014 however due to the Project Manager need to submit her resignation notice and take up leave entitlements, she will be on board by early January 2015.
2.	Finance and Admin Assistant Level: SB3 Where to be based: MMERE, WRD – Ministry of Mines, Energy and Rural Electrification	June 2014	July 2014	August 2014	August 2014	16 th October 2014	Recruited and on board SIWSAP team
3.	Technical Officer Communication and Community Engagement Level: SB-3 (Medium) Where to be based: MMERE, WRD	January 2015	February 2015	February 2015	February 2015	March 2015	Position draft TOR to be done 4th quarter 2014
4.	Procurement Assistant Level: SB-3 (Medium) Where to be based: MMERE - WRD	January 2015	February 2015	February 2015	February 2015	March 2015	Position draft TOR to be done 4th quarter 2014
5.	Provincial Officers (6 Positions) Level: SB-3 (Medium) Where to be based: Western, Choiseul, Temotu, Makira, Rennell and Bellona, and Malaita Province	January 2015	February 2015	February 2015	February 2015	March 2015	Position draft TOR to be done 4th quarter 2014
6.	Climate Change Adaptation/Water Officer	January 2015	February 2015	February 2015	February 2015	March 2015	Position draft TOR to be done 4th quarter 2014

	Level: SBD 3-Minimum Where to be based: MMERE – WRD/MECDM-CCD								
7.	Technical Specialist (WASH) Level: TBC Where to be based: MMERE-WRD	February 2015	March 2015	March 2015	March 2015	March 2015	April 2015	April 2015	TORs to be drafted first quarter 2015 when Project Manager is on board
8	Technical Specialist (CCA/DRR/EWS) Level: TBC Where to be based: MMERE - WRD	February 2015	March 2015	March 2015	March 2015	March 2015	April 2015	April 2015	TORs to be drafted and modified when Project Manager is on board.
	Post								Current situation
1.	Chief Technical Advisor (CTA) Level: IC Where to be based: MMERE - WRD	May 2014	June 2014	July 2014	July 2014	July 2014	January 2015	January 2015	CTA will be on board by 12 th January 2015.

Section 2: Project progress tracking sheet

The project implementation schedule as per on the project document will be subject to revision, by moving most planned activities of this year 2014 fourth (4th) quarter to first (1st) quarter of year 2015.

Section 3A: Project Risks and Issues

3A: Project Risks Matrix

Document possible threats to the project, risk rating based on impact and the likelihood of occurrence and impact, and what risk reduction (mitigation) strategy is being adopted by the project.

Existing risks/threats identified PRIOR to this quarter

Risk	Level	Mitigation measures	Responsibility
Natural Disaster; - 2014 April flash flood has led the government to focus more on DRR issues, thus little focus on other matters like starting new project.	M	<ul style="list-style-type: none"> - Environment Portfolio continue dialogue and update the government implementing partner the status of the project set up. - Environment portfolio taking the lead to setup the Project Management Unit (PMU) by establishing the PMU's office space and start drafting TOR for other staff. - Continue to follow up with procurement team with regards to SIWSAP Chief Technical Advisor position Regional Advisory Committee to Procurement (RACP) queries. - Follow-up with the recruitment of SIWSAP Project Manager and ensure she is recruited on board soon. 	UNDP Environment Portfolio
Operational Capacity - Delay recruitment of SIWSAP Project Manager, who is a current UNDP staff	M	<ul style="list-style-type: none"> - Discuss with senior management team of UNDP the implications that will occur to SIWSAP project, for delay in releasing an internal staff to move to service contract/or more to project. 	UNDP CO Senior Management, Environment Portfolio
Individual Consultant (IC) modality of hiring Project Chief Technical Advisor (CTA), which has to go through RACP procurement process.	M	<ul style="list-style-type: none"> - An option to hiring Chief Technical Advisor would be in P4 contract modality which has similar benefits to a Fixed Term Appointment contract holder staff. 	UNDP Environment Portfolio

3B: Project Issues

Identify issues (challenges) that the project faced in the quarter, potential impact on the project, how dealt with and the result (i.e. is there negative impact on the overall project

Issue	Potential impact on the project, how dealt with and the result.
Procurement process	Regional Advisory Committee to Procurement (RACP) process of procurement delays the hiring of the Project Chief Technical Advisor (CTA) to on board quickly. The environment portfolio has been proactive in providing feedback to the RACP.
Delay in Staff recruitment	Delay in drafting of key Project Management Unit staff TORs for recruitment process. Ensure to liaise with technical advisors and key government Implementing Partner (MMERE) for endorse of the TORs before rolling out the recruitment process.

Section 4: Lessons Learnt (difficulties occurred and solutions found) and Good Practices (for knowledge sharing purposes)

A good practice of hiring project Chief Technical Advisor (CTA) from other UNDP governance project is to hire CTA on level P4 or P5, which has similar benefits to a Fixed Term Appointment (FTA) staff. This will reduce the burden of going through the procurement process of extending an Individual Contract holder CTA contract.

Section 5: Additional information

Provide please include records of Communication activities (photos, press records, illustrative material), meeting notes, technical documents, publications etc. that support and complement key activities carried out in the quarter.

N/A