



BACK TO OFFICE REPORT (BTOR)

Submitted by: Jone Feresi
Title: Dep Project Manager - TCAP
Date Submitted: Feb 8th, 2018
TA Serial Number:

<p>1. Practice Area: Resilience & Sustainable Development – Coastal Adaptation</p> <p>2. Service Line(s):</p>	
<p>3. Mission Period (incl. of travel days):</p> <p>From: Jan 20th, 2018 To: Feb 3rd, 2018</p>	
<p>4. Type of Service/Mission</p> <p><input type="checkbox"/> Advocacy</p> <p><input checked="" type="checkbox"/> Analysis</p> <p><input type="checkbox"/> Policy Advice</p> <p><input type="checkbox"/> Programme / Technical Backstopping</p> <p><input type="checkbox"/> Resource Person</p> <p><input type="checkbox"/> Regional Technical Consultations</p> <p><input checked="" type="checkbox"/> Training / Capacity Development</p> <p><input checked="" type="checkbox"/> Others (specify): Community consultation meeting with Funafuti Kaupule and Funafuti community; Scoping works along Fogafale coastline</p>	<p>5. Client(s)</p> <ul style="list-style-type: none"> Ministry of Education, Youth & Sports (MEYS); Funafuti Kaupule; Funafuti Community; NGO's (JICA & World Bank) – for CTA; Other NGO's, Individuals and government departments who share an interest on the Fogafale coastline
<p>6. Purpose of Mission:</p> <ul style="list-style-type: none"> Developing AWP for TCAP Scholarship Programme with MEYS Finance Training for MEYS; Procurement Training for PMU Team; Scoping Works for Fogafale Coastline; Consultation meeting with Funafuti Kaupule and Funafuti Community 	<p>7. Documents, Materials, Resources from Mission</p> <ul style="list-style-type: none"> Draft Final AWP for Scholarship Programme; Coastal Processes powerpoint presentation; Financial Training presentation; Minutes of Funafuti Community Consultation Meeting;
<p>8. Mission Member(s) (include consultants if any)</p> <ul style="list-style-type: none"> Arthur Webb (Chief Technical Advisor): 20/01-03/02/18; Jone Feresi (Dep Project Manager): 25/01-03/02/18; Timaima Oeranatabua (Procurement Associate): 25/01-03/02/18; Mike Ravono (Finance Associate): 25/01-03/02/18; 	<p>9. Cost (for RCC staff only)</p>
<p>10. Brief Summary of the Mission:</p> <p>10A. Findings</p> <ol style="list-style-type: none"> The AWP on the TCAP Scholarship Programme was partially finalized after two days of meeting and brainstorming with the representatives from the Ministry of Education, Youth & Sports (MEYS). This AWP will then be reviewed and endorsed by UNDP prior to having it signed by both parties (UNDP & MEYS). The Finance training for our government implementing partners went really well and objectively fulfilled the many issues, concerns and questions raised by the government partners on UNDP's compliance requisites and requirements on the proper utilization of disbursed funds. Though MEYS was the major target for this finance training, it was to be an asset for the other government departments present such as Department of Rural Development (DRD), Department of Lands & Surveys (DoLS) as they will also be obliged to comply with UNDP's financial requisites for any future financial transactions pertaining to the TCAP project. These government partners are fully aware that a HACT assessment is mandatory will be carried out for their individual departments prior to any disbursement of funds from TCAP. A great number of consultations was accomplished by the CTA. These consultations included meetings with individuals, technical experts, government departments, NGO's and community members with respect to 	

their array of interests on the Fogafale coastline. The conglomeration of data has shed more valuable insights into the type of coastal intervention(s) best suited for the Fogafale coastline.

4. The community consultation meeting with the Funafuti Kaupule and community had a lot of positive discussions centered around the type of measures that might be best suited for the Fogafale coastline. There was a general consensus on the need to establish a proper plan (like a master plan) to facilitate a smooth transition of the implementation process – taking into consideration the parallel efforts from other organizations focusing on providing some form of improvement(s) to the Fogafale coastline.

10B. Results Achieved (concrete outputs)

- a) Development of a draft AWP for the TCAP Scholarship Programme;
 b) Finance Training for 5xofficers from MEYS, 1xofficer from DRD, 1xofficer from DoLS and 1xofficer from Ministry of Home Affairs;

11. Key counterpart(s) and persons you met in each location and their contact details:

Name:

Mr Neemaia – Ministry of Education Youth & Sports;

Ms Falli – Ministry of Education;

Funafuti Kaupule members;

Funafuti Community members

12. Follow-up Action Matrix

Actions to be taken	By Whom	Expected Completion Date
Circulate the draft final AWP for review, comments and endorsement by UNDP	Jone Feresi	09 th Feb, 2018
Signing of the AWP	Moeo Finaunga/Jone Feresi	16 th Feb, 2018
Island Community Consultation Minutes	Moeo Finaunga	14 th Feb, 2018
Mission Report	Moeo Finaunga/Jone Feresi	23 rd Feb, 2018

13. Distribution List (BTOR sent to):

RSD Team - Group Email

ANNEXES – Mission TOR & Schedule

Mission TOR for TCAP Team January 20th – February 03rd, 2018

Terms of Reference (TOR) and Schedule

Background

The United Nations Development Programme in partnership with the Government of Tuvalu is directly implementing the Green Climate Fund (GCF) funded Tuvalu Coastal Adaptation Project (TCAP) which was signed in June 2017; and officially launched on the 30th of August, 2017.

The TCAP Project's main objective is to reduce the vulnerability of three islands of Tuvalu (Funafuti, Nanumea and Nanumaga) to the impacts of climate-induced sea level rise and intensifying storm events on their foreshore areas and key coastal infrastructures.

In November of 2017, the TCAP PMU team had carried out a community consultation visit to both the islands of Nanumaga and Nanumea. The island of Funafuti was not included as it was programmed to be visited in January of 2018. This January visit, apart from participating in the community consultation/meeting with the Funafuti Kaupule and Funafuti Community, shares other important objectives as detailed below.

Mission Objectives

The proposed mission, scheduled for January 20th to February 03rd is two-fold with the following objectives:

A. CTA Arthur Webb: Jan 20th – Feb 03rd

- a) To undertake scoping regarding the nature of the potential works TCAP will implement in Fogafale;
- b) To discuss options and expectations with all relevant stakeholders;
- c) To map and collate the diverse range of interests and works already involved on this same (Fogafale) shoreline;
- d) To work with Moeo and Pine to see how best we can coordinate TCAP planned works with these other projects;

B. Jone Feresi/Mike Ravono/Timaima Qeranatabua: Jan 25th – Feb 03rd

- a) To carry out a Finance Training for the Ministry of Education, Youth & Sports personnel (as a follow action from the HACT assessment recommendations);
- b) To carry out basic Financial Training for the Tuvalu PMU Team;
- c) To carry out basic Procurement Training for the Tuvalu PMU Team including training on the Travel & Expense Module;
- d) To finalize on the Work Plan for the Scholarship training programme for 2018 till 2024;

- e) To finalize on the list of tools and equipment that is needed by our local Implementing Partners in the execution of this project (Department of Lands & Survey, PWD, DRD and CCPDCU);
- f) To finalize on PMU's detail AWP for 2018;
- g) To participate in the TCAP community consultation meeting with the Funafuti community;

Mission Team

The mission team will be led by the Chief Technical Advisor Arthur Webb and supported by Deputy Project Manager Jone Feresi, Finance Associate Mike Ravono and Procurement Associate Timaima Qeranatabua.

Mission Schedule

The mission is scheduled for Jan 20th – Feb 03rd , 2018.

Expected Outputs

The expected outputs are:

- Mission Report;
- Funafuti Island Community Consultation minutes;
- TCAP Scholarship Work Plan;
- 2018 Detail AWP;

Detailed Mission Schedule

A. CTA Arthur Webb: Jan 20th – Feb 03rd

Date	Time	Task
Saturday 20 th January, 2018	0900hrs	Depart Suva for Funafuti
Monday 22 nd – Friday 26 th January, 2018	Whole Day	<ul style="list-style-type: none"> Detailed scoping for potential works TCAP will implement in Fogafale; Discussion with relevant stakeholders and collation of information;
Monday 29 th – Thursday 01 st February, 2018	Whole Day	<ul style="list-style-type: none"> Continuation of above scoping works and discussions with relevant stakeholders;
Friday 02 nd February, 2018	Half day	<ul style="list-style-type: none"> Consultation Meeting with Funafuti Kaupule & Community Members;
Saturday 03 rd February, 2018	0900hrs	Depart Funafuti for Suva

B. Jone Feresi/Mike Ravono/Timaima Qeranatabua: Jan 25th – Feb 03rd

Date	Time /Venue	Task
Thursday 25 th January, 2018	0900hrs	Depart Suva for Funafuti
Friday 26 th January, 2018	Whole Day @ Partnership House	Develop the Scholarship training programme Work Plan with MEYS
Monday 29 th January, 2018	Whole Day @ Partnership House	Finance Training for MEYS
Tuesday 30 th January, 2018	Whole Day @ Partnership House	<ul style="list-style-type: none"> Final Wrap Up of Finance Training session with MEYS (half-day 9am – 11 am); Procurement Training for Tuvalu PMU Team(11am – 12:30 pm); Finance Training for Tuvalu PMU Team; Visit key government implementing partners whose mandate includes the protection and monitoring of coastal areas for TCAP: DoLS, PWD, DRD & CCPDCU (2:00 – 4:00pm);
Wednesday 31 st January, 2018	Whole Day	<ul style="list-style-type: none"> Travel & Expense Module Training for Tuvalu PMU Team; Continue discussions with partner government departments;
Thursday 01 st February, 2018	Whole Day	<ul style="list-style-type: none"> Continuation of Training for Tuvalu PMU Team; Signing of agreed AWP with MEYS and TCAP

		PMU; <ul style="list-style-type: none"> • Final Preparatory works for Consultation meeting with Funafuti Kaupule & Community;
Friday 02 nd February, 2018	Half Day	<ul style="list-style-type: none"> • Consultation Meeting with Funafuti Kaupule and Community; • Complete drafting of Concept Note for Funafuti Consultation meeting;
Saturday 03 rd February, 2018	0900hrs	Depart Funafuti for Suva