



PROJECT INCEPTION REPORT
ENHANCING RESILIENCE OF COMMUNITIES IN SOLOMON ISLANDS TO THE ADVERSE
EFFECTS OF CLIMATE CHANGE IN AGRICULTURE AND FOOD SECURITY
STROGEM WAKA LO COMMUNITY FO KAIKAI (SWOCK)

Ministry of Environment, Climate Change, Disaster Management and Meteorology
May- October 2011



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Cash Transfer Modality: Direct Agency Implementation (UNDP)

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EXECUTIVE SUMMARY

The Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) supported by UNDP submitted a project concept in April 2010 and successfully secured USD 5.1 million from the Kyoto Protocol Adaptation Fund in March 2011. The project, which is implemented through UNDP and executed by MECDM, is the first Adaptation Fund financed project in the Pacific. The objective of the project is to strengthen ability of communities in Solomon Islands to make informed decisions and manage likely climate change driven pressures on food production and management systems.

Following the project approval by the Adaptation Fund, the Project Appraisal Committee endorsed the project in April 2011. An inception workshop conducted on the 28-30 June, 2011. Internal and external sessions were held on 28 – 29th June, during the inception workshop. More than thirty participants from relevant ministries, academia and non-governmental organizations attended the inception workshop. Participants participated in the field visit to a sup sup garden demonstration in suburb areas of Honiara. During the workshop, expected results of the project, related initiatives by national and regional partners for building synergies with the project, and necessary actions to kick-start the project implementation were discussed. Changes were made to the result frame work and the project organization structure. The Multi Year Work Plan and budget was discussed and recommended for revision and approval by the board.

The PMU conducted ongoing consultations and meetings with responsible implementing partners to identify priority activities, strategies for initial implementation of activities and budget for the third and fourth quarter of 2011. A Multi-Year Work Plan –MYWP was drafted for the board's approval. The first project Board Meeting was held mid-July to approve a temporary year one activity schedule and budget. Contact missions to targeted provinces (Choiseul, Isabel, Makira, Malaita and Guadalcanal) for provincial government leaders and communities were held from August to November 2011 by the PMU and responsible implementing partners. Several possible sites have been identified for instalment of AWS equipment during the trip.

An Environment Premiers Roundtable was co-sponsored from 12 to 15 September inviting all premiers from 9 provinces of Solomon Islands. AF project was introduced and the project requested for cooperation by provincial leaders on set up of AF project provincial level Climate Change Steering Committee.

To commence the implementation of the AF SWoCK project the Project Manager and Project Assistant were recruited and took up duties soon after the project approval in May. Eight positions were identified, ToRs were developed and positions were later advertised in the local newspaper.

Implementation of the project activities continued to be coordinated by the Project Management Unit. Project Manager, prepares Annual Work Plan that incorporates project activities and results to be delivered through it. The Government of Solomon Islands as the executing entity is responsible in the execution of the project with the support of UNDP under the National Implementation Modality. UNDP assists MECDM to manage and disburse the fund through the Project Management Unit as well as providing support to the Project Director and Project Manager in order to maximize its reach and impact as well as the quality of its product. The Project Manager and Project Management Unit and Technical Committee assisted MECDM. Implementation of the project is carried out under the general guidance of the Project Board (The Project Steering Committee) under supervision of the Project Director the Permanent Secretary of MECDM.

Back to office report and quarter reports were produced and circulated among UNDP staffs, implementing partners and Board members. The reports provide an update of the project progress and activity implementations

1. INTRODUCTION/PROJECT DESCRIPTION

1.1 Project Overview

The Solomon Islands is one of the most vulnerable countries to the predicted impacts of climate change. The pursuit of climate change adaptation policies is particularly relevant in the subsistence agricultural sector. The vulnerability of communities relying on agriculture for livelihood is due to:

- Limited understanding of adverse impacts of sea-level rise;
- Lack of integration of impending climate change risks into agricultural sector management policies;
- Island communities have not taken measures to manage climate change risks;
- Lack of systematic information on practical adaptation measures including best practices.

The 2009 Solomon Islands National Adaptation Program of Action (NAPA) identified agriculture and food security as one of the most vulnerable sectors requiring urgent attention.

The Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) supported by UNDP submitted a project concept in April 2010, and successfully secured USD 5.1 million from the Kyoto Protocol Adaptation Fund in March 2011. The project, which is implemented through UNDP and executed by MECDM, is the first Adaptation Fund financed project in the Pacific. Following the project approval by the Adaptation Fund, the Project Appraisal Committee endorsed the project in April 2011, and the project document was signed by the MECDM and UNDP in May 2011.

The objective of the project is to strengthen ability of communities in Solomon Islands to make informed decisions and manage likely climate change driven pressures on food production and management systems.

The main beneficiaries are the communities in the provinces of Guadalcanal, Makira, Choiseul, Malaita, and Isabel. In addition, the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Agriculture and Livestock (MAL) and Solomon Islands College of Higher Education (SICHE) and NGOs will also be beneficiaries.

1.2 Key Results and Assumptions

The project will lead to the following key results (outcomes);

- 1) Promote and pilot community-adaptation activities enhancing food security and livelihood resilience in pilot communities in at least 3 climatic geographic regions;
- 2) Strengthen institutions and adjusted national and sub-national policies related to governing agriculture in the context of a range of climate change futures; and
- 3) Foster the generation and spread of relevant knowledge for assisting decision-making at the community and policy-formulation level

In details, refer to the updated project results framework (Annex 1).

1.3 Project Inception Update

1.3.1 Changes in the project document since AF approval

There are few modifications made during the Inception. Major modifications were Results Framework, Project Organization and Project Budget which will be stated later.

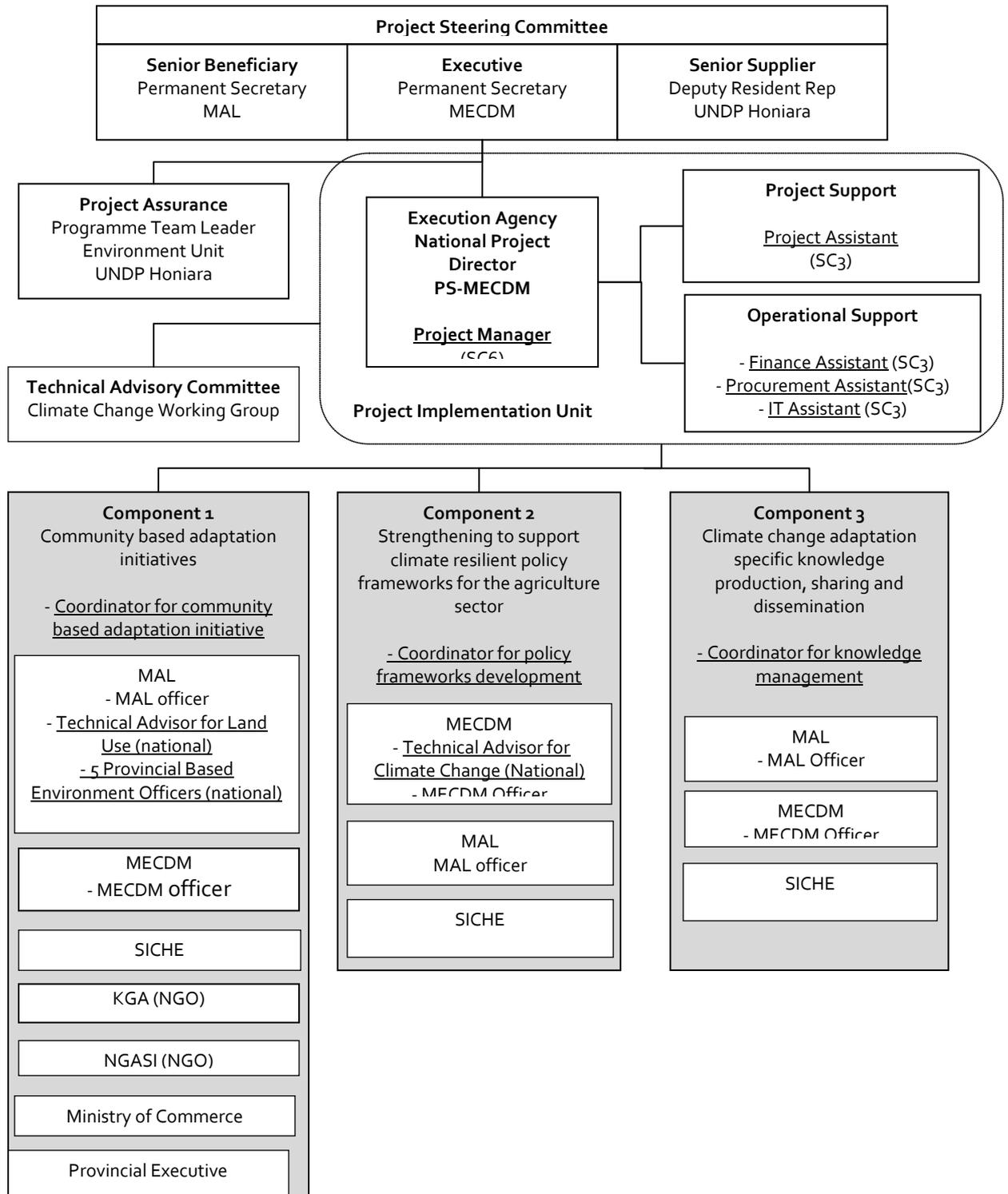
1.3.2 Proposed Revisions to Results Framework (Annex 1)

Major modification and changes made to the result frame work were improvements on the project outcome and output statements, clear and relevant indicators of achievement, baseline data and targets at the end of the project. Changes recommended during the inception period were incorporated into the result framework.

1.3.3 Proposed Revisions to the Project Organization

The project organization structure was revised to reflect the necessary required human resources needed for effective coordination AF SWoCK project at provincial level. It was recommended during the inception that five (5) provincial Based Environment Officers will be based in the five regions to coordinate implementation of project activities at community level. *(See table below for organization structure)*

AF SWoCK PROJECT ORGANIZATION STRUCTURE



* Underlined positions will be recruited by the Project.

1.3.4 Revisions to Project Budget (Annex 2)

Budget for the Multi Year Work Plan (MYWP) was revised to reflect the need and realistic budget allocation for each activity. The revision of the project budget was done in consultation

and inputs from project partners.

2. INCEPTION PHASE DISCUSSIONS

2.1 PAC meeting Summary

Project Appraisal Committee meeting was held on April 7, 2011. After the presentation of the project, several issues were discussed, and issues of sustainability, avoiding overlapping of the activities and building synergies, timeline especially holding an inception workshop and recruitment and timely fund management and implementation were stressed. In details, refer to the PAC minutes (Annex 8).

2.2 Inception Workshop Summary

Inception workshop was held from 28-30 June, 2011. Internal session was held on 28 June, followed by the external session on 29 June. The interested participants continued to participating in the field visit to a sub sub garden demonstration in Boderline, Kaotave Training Centre (as an example of Solomon Islands' typical training centre), Kastom Gaden Association and Zainatina organic farm on June 30. More than thirty participants from relevant ministries, academia and non-governmental organizations attended the workshop. Participants discussed on the expected results of the project, related initiatives by national and regional partners for building synergies with the project, and necessary actions to kick-start the project implementation. The workshop concluded to have the next board meeting to approve the first year work plan in July 2011 and continue discussion on finalizing results framework and multi-year work plan and finalize the inception phase in October 2011.

For more details, refer to the Summary of Inception Workshop (Annex 5), Agenda of the Inception Workshop (Annex 6) and Press release from Inception Workshop (Annex 7).

2.3 Post-workshop meetings, activities and discussions

Regular consultations and meetings were conducted with responsible implementing partners to identify priority activities, strategies for initial implementation of activities and budget for the third and fourth quarter of 2011. A Multi-Year Work Plan –MYWP was drafted for the board's approval. First Board Meeting was conducted mid-July to approve a temporary year one activity schedule and budget. The Project Management Unit continued to coordinate implementation of the approved work plan with responsible implementing partners after approval of the Annual work plan by the board.

The first contact missions to five targeted provinces (Choiseul, Isabel, Makira, Malaita and Guadalcanal) for provincial government leaders were held in August 2011. First contact missions to the targeted provinces were held in August 2011. The second mission to select the targeted communities and conduct initial project awareness was commenced in Isabel Province in October 2011. SIMS missions were also conducted in October and November 2011 to Isabel, Makira, Choiseul and Guadalcanal provinces to investigate potential locations to set up AWS equipment

An Environment Premiers Roundtable was co-sponsored from 12 to 15 September inviting all premiers from 9 provinces of Solomon Islands. AF project was introduced and the project requested for cooperation by provincial leaders on set up of AF project provincial level Climate Change Steering Committee. The Environment Premiers Round Table set venue for beginning of an

initiative to establish coordinating mechanism between National and provincial government for community based resource management, review and development of environment focused ordinance, and mainstreaming of environment and climate change issues into provincial development plans.

Recruitment of Project Manager and Project Assistant was commenced soon after the project approval in May, and started their assignments in July, 2011. Eight positions (Technical Advisors for Land Use Planning, Technical Advisor for V& A assessment, Coordinator for Community Base Adaptation, Coordinator for Policy Frameworks Development, Provincial Based Environment Officers, ICT Assistant, Finance Assistant, and Procurement Assistant) were advertised, and currently under selection procedure.

The Project Management Unit continued to coordinate and mobilize responsible implementing partners in the implementation of the approved work plan.

3. PROJECT MANAGEMENT ARRANGEMENTS

3.1 Implementation Arrangements/Management Organization

The Government of Solomon Islands executes the project with the support of UNDP under the National Implementation Modality. The Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM) is the executing institution (in UNDP terms, "implementing partner") responsible for ensuring that the objectives and components of the project are delivered.

As for the cash transfer modality, Direct Agency Implementation is applied. UNDP assists MECDM to disburse the fund through the Project Management Unit which will be dedicated to the Project in keeping with its key principles of transparency, competitiveness, efficiency and economy. Letter of Agreement between UNDP and the Government for the Provision of Support Services was concluded in 20 October, 2011 (Annex 9).

MECDM is assisted by the Project Manager and Project Management Unit and Technical Committee. Instead of having a separate project-based technical committee, the project will consult technical issues at the newly established country framework of Climate Change Working Group to foster strong partnership between stakeholders on matters relating environment and conservation, climate change, disaster risks and management and meteorology. For the details of project structure, refer to the Project Organization Structure (1.3.3 above).

3.2 Roles and Responsibilities

Implementation of the project will be carried out under the general guidance of the Project Board (Terminology was changed from "Project Steering Committee" in Project Document).

The Project Director is the Permanent Secretary of MECDM and is responsible for orienting and advising the Project Manager on Government policy and priorities. The Project Director is also be

responsible for maintaining regular communication with the Climate Change Working Group as a national policy consultation and coordination on Climate Change related issues.

MECDM assisted by the Project Manager, prepares Annual Work Plan that incorporates project activities and results to be delivered through it. The Plan will define the execution time frame for each activity and the responsible parties for its implementation.

The Project Manager is responsible day-to-day management of the project including the mobilization of all project inputs, production of outputs, monitoring and evaluation (M&E) processes, as well as the supervision of Project Management Unit staff, consultants and sub-contractors. The Project Manager reports to the Project Board on a regular basis.

3.3 Project Board

The Project Board includes PS-MECDM as an implementing partner and chair, UNDP Deputy Resident Representative as a senior supplier, and PS-Ministry of Agriculture and Livestock (MAL) represented by senior beneficiaries.

3.4 UNDP Project Assurance (technical support and advisory team)

UNDP provides support to the Project Director and Project Manager in order to maximize its reach and impact as well as the quality of its product. As mentioned earlier, UNDP also supports MECDM to disburse the fund. The financial management and accountability for the resources allocated, as well as other activities related to the execution of Project activities is undertaken by the Project Implementation Unit under the supervision of the UNDP Honiara Sub-Office and Fiji Multi-Country Office. UNDP will undertake the monitoring of the Project and of evaluation activities, taking into account from the outset local capacities for administering the project, capacity limitations and requirements, as well as the effectiveness and efficiency of communications between ministries and other institutions that are relevant to the project.

UNDP is fully accountable for the effective implementation of the project. As a Multilateral Implementing Entity of the Adaptation Fund, UNDP is responsible for providing a number of key general management and specialized technical support services provided through UNDP's global network of country, regional and headquarters offices and units and include assistance in; determination of execution modality and local capacity assessment; briefing and de-briefing of the project staff and consultants; general oversight and monitoring, including participation in project reviews; receipt, allocation and reporting to the donor of financial resources, thematic and technical backstopping; provision of systems, IT infrastructure, branding, and knowledge transfer; research and development; participation in policy negotiations; policy advisory services; programme identification and development; identifying, accessing, combining and sequencing financing; troubleshooting; identification and consolidation of learning; and training and capacity building.

3.5 Project Management Unit

Project Management Unit consists of Project Manager, Project Assistant, ICT Assistant, Finance Assistant and Procurement Assistant. Finance Assistant and Procurement Assistant will be supervised by the Operation Manager of the UNDP Solomon Islands Sub-Office.

3.6 Technical Working Group

As mentioned earlier, the Project Manager will seek technical consultation to Climate Change Working Group when necessary.

4. PROJECT IMPLEMENTATION

4.1 Project Schedule and Activities

A Multi Year Work Plan (MYWP) was developed and circulated to relevant partners and Project Technical Advisors for inputs. The MYWP will be presented during the second Board meeting for approval

4.2 Work Planning and Budgeting

Responsible Implementing partners continued to be consulted in preparing their activity plans and budgets. The initial year one activity schedules and budget are incorporated into the MYWP.

Ongoing consultation and planning meetings with implementing partners will be conducted yearly to identify relevant activities and budget.

4.3 Integrating gender aspects into the project

Gender integration in the project will continue to be monitored and emphasized in the implementation of project activities. During the initial project awareness with provincial leaders and mission by responsible implementing partners in selected target communities, a good number of women have been consulted and participated in the awareness activities. In Isabel province, representatives of the Mothers Union were introduced on the project concept and target communities within their provinces during the awareness trip

5. MONITORING, EVALUATION and REPORTING

5.1 Monitoring and Reporting Indicators

Regular Progress Report:

Project Manager will submit quarterly progress report to the Project Board. The Project Manager should agree in advance with the Project Board on the exact progress reporting format.

Update of the Risk Log:

Based on the initial risk analysis mentioned in the project document, the risk log should be regularly reported by the project manager to re-assess the status of existing risks.

Field Visits:

A representative from the UNDP office should visit project site(s) at least once a year. Field visits serve the purpose of results validation and should provide latest information on progress for annual reporting preparation. Field visits will be documented through brief and action-oriented reports, submitted within the week of return to the office.

Annual Review Report:

Annual Review Report will be prepared by the Project Manager and shared with the Project Board and the relevant outcome group or coordinating mechanism. The report should at least consist of the UNDP Atlas standard format for the project progress report (PPR) covering the whole year with updated information for each element of the PPR as well as a summary of results achieved against pre-defined annual targets at the output level. The report also includes

- In light of operational experience, revalidate the logic of project and programme results and discern what issues have emerged during implementation: Have the foreseen risks and assumption materialized? Have other unforeseen challenges, opportunities and risks materialized? And are they all being managed?
- Confirm that the delivery of outputs would lead to the desired outcome. If not, state what changes are needed. If revisions to project and programme plans are needed, then revisions, results framework with new cost estimates, annual targets etc. should be drafted to facilitate decision making at higher levels.

Annual Project Review:

Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the annual work plan for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. Once cleared, key elements of the reports shall feed directly into annual reporting exercise on results at the outcome level.

5.2 Monitoring Strategy

Meeting/Communication	Schedule	Responsibility
Quarterly Progress Report	Every quarter	PMU
Six Monthly Technical Monitoring Report	Every six month	PMU/Technical Advisors
Project Board meeting	Every six month	PMU
Provincial Climate Change Steering Committee	Every six month	PMU
National Climate Change Country Team	Annually at the end of 12 months	PMU/UNDP CO

Mid-term Evaluation	Half way through project implementation	PMU/UNDP CO, External consultant
Final Project Evaluation	At the end of Project	PMU/UNDP CO, External consultant
Project Terminal Report	During last quarter of final year of the project	PMU/UNDP CO
Audits	Annually	PMU/UNDP CO

6. RISK MANAGEMENT

6.1 Major Risks and Operating Constraints

Poor collaboration between project partners

Collaboration and planning between partners in implementation and planning will need to be emphasized. Initial planning and provincial travelling in provincial target sites for baseline data collection and activities took place, however, with less effort due to work load and lack of coordination.

Limited human resources in SIG agencies to contribute to the activities

Current staffs within partner Ministries are not adequate to support the implementation of AF SWoCK project activities. Additional staffs are required in order to effectively implement the planned project activities.

Land disputes amongst community members affect land use planning exercise

Land dispute is a common issue in any community project and may affect the implementation SWoCK project activities on land use planning

Unusual adverse climatic conditions

Planned missions on baseline data survey and initial awareness at the end of the year experienced minor challenges due to unusual weather conditions in targeted provinces. This has affect some key stakeholders planned missions

The techniques and technologies developed are not gender sensitive.

The initial baseline data survey and awareness participation by gender in communities being reached not gender sensitive.

6.2 Risk Management Strategies

Poor collaboration between project partners

Regular partners meetings and planning being coordinated and supported by SWoCK PMU to encourage partners' collaboration in implementation.

Limited human resources in SIG agencies to contribute to the activities

A recruitment plan and consultation is in place for key implementing partners to employ Technical Advisors and component coordinators at National and provincial level

Land disputes amongst community members affect land use planning exercise

Initial baseline data and survey in target communities will identify an existing community mechanism (modern or Traditional) that can be used to manage land dispute

Unusual adverse climatic conditions

SIMS weather information and production will be used to inform partners and communities make decision on implementation plans and schedule.

The techniques and technologies developed are not gender sensitive.

Gender participation / sensitive tools will be developed and used by implementing partners to monitor and ensure gender sensitive consideration in approaches and technologies developed for the project.

7. INCEPTION RECOMMENDATIONS

Following Recommendations were made during the inception Period;

- That the Project manager revises and make changes to the Result Framework for improvement in consultation with responsible implementing partners. An immediate activity schedule and budget plan for implementation of year one project activities need to be developed and approved by the board prior to implementation of activities.
- A MYWP to be developed, budget to be revised and circulated to partners before approval by the board in the second board meeting
- Liaison with PGSP to be facilitated for establishment of PCDF/LoCal Fund.
- A quarterly project information gathering system on project implementation at National, pilot areas need to be set up.
- A project concept paper explaining the purpose and objective of the project with the attached proposed AF SWoCK project to be prepared for presentation to the three ministers and PS (MECDM, MAL and PG).
- Provincial Premiers need to know and be aware of the initiated AF project and the proposed collaboration between MECDM & PGSP

ANNEXES:

Annex 1: Project Results Framework (updated)

Annex 2: Multi-Year Work Plan and Annual Work Plan and Budget for first Year

Annex 3: Terms of Reference for PMU and support staff/experts (revised/updated)

Annex 4: Summary/Minutes of Inception Workshops and follow up meetings

Annex 5: Agenda of the Inception Workshop

Annex 6: Press conference/release from Inception Workshop

Annex 7: Minutes of the LPAC (with signature)