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DRAFT COASTAL COMMUNITY ADAPTATION PROJECT YEAR 1 WORK PLAN

DRAFT C-CAP YEAR 1 WORK PLAN

Activities	
▲= Key Deliverable (Table of contract deliverables in chronological order attached below the work plan)	Month
Start-Up Activities	
Hold start-up meeting with USAID	Oct 12
Recommend four priority countries for Year 1 of operations to USAID	Oct 12
Countries to be targeted in Year 1 are Papua New Guinea, Fiji, Samoa, Tonga	Completed
Finalize and submit draft work plan, deliverables table, and Contract Monitoring Plan (CMP)	Oct 12
Mobilize long-term personnel and Start-Up Team	In progress
As of 25 November 2012, staff already mobilized to PNG are COP, and to Fiji are DCOP, DOS ; To be completed – CLO and CLS in FIJI; Infrastructure Specialist, Finance & Administration Manager (TCN and CCN), Procurement/Subcontracting Coordinator , Accountant, Admin Assistant and Contract Monitoring Specialist in PNG. Country Coordinators in Fiji, PNG, Samoa and Vanuatu. Despite delays due to the complexities surrounding registration in both Fiji and PNG, a number of good candidates for the above listed positions have been identified and interviewed. Once the registration process is completed, the hiring for these positions will follow suit.	
Set-up program management, support office, management information and accounting systems	In progress
Initiate country registration processes	
Law firms in both Fiji and PNG have been engaged to assist with the registration process. Registration is underway in both countries. The Fiji registration is more straightforward whereas that in PNG may take several months to complete. DAI is exploring alternative ways to hire staff provisionally out of the home office until the registration is final.	On going
Conduct training for project staff on gender/disabled-awareness, analysis, and responsive planning	Feb 2013
The “Pacific Disability Forum” was contacted and will conduct training for C-CAP staff members in disability and gender mainstreaming in January and February of 2013 after all staff have been hired.	Fiji in Jan 13 PNG in Feb 13

COMPONENT 1: Coastal Zone Management Improved/Water Resource Management Capacity Improved	
Task 1.1: Identify and prioritize districts and coastal communities for participation and activities for implementation	
▲ Activity 1: Identify three priority C-CAP districts per country	Oct 12
Through GCCA project, USP worked with national and provincial government representatives to shortlist communities based on their vulnerability to climate change; USP then conducted community assessments and V&A analyses to select their priority communities. DAI team will look at the V&A analyses with the goal of preparing a preliminary list of projects identified by the communities. During the week Oct 29-Nov 2 the GCCA will be cross-referenced with the CIMPs and other assessments completed through the SPREP PACC project, and additional V&As and natural resource management plans to validate district and community identification. District and community selection will be endorsed by the appropriate government authorities.	Completed deliverable 1.1.A.1 submitted to USAID on 1 Nov 2012.
▲ Activity 2: Rank five priority communities in each selected district for USAID approval	Nov 12
Communities have been identified in the districts selected in deliverable 1.1.A.1 for year 1 countries as follows: Deliverable 1.1.B - Rank five priority communities in each selected district for USAID approval has been submitted on 30 Nov 2012.	Completed deliverable 1.1.B submitted to USAID on 30 Nov 12
▲ Activity 3: Gain concurrence and establish office-share with district/provincial government	Feb 13
Identify local government units in provinces/districts for close collaboration using an "embedded" approach whereby Country Mobilizers work with appropriate government unit. Existing USP Country Coordinators locations and links to local government will be identified. A short-term trial period will be agreed upon until evaluation of Country Mobilizers can be made. Contacts with climate change working groups at the National Government level and relevant NGOs will be identified in order to provide C-CAP another means to gather information on the progress of the activities being implemented by Country Mobilizers.	
Task 1.2: Develop a network of Social Mobilizers from participating districts/communities	
▲ Activity 1: Identify Social Mobilizer in selected communities	Jan 13
Liaise with USP, and CSOs such as Wan Smol Bag, Mama Graun, Red Cross, Foundation for People of the South Pacific and other groups whose organizations that have conducted community development work through social mobilizers or similar approaches. This exercise is to be conducted in conjunction with the ranking of communities exercise at USP during the week of 29 October to 2 November. DAI's goal is to identify, vet and transition these individuals to serve as Social Mobilizers in targeted communities.	In progress and will be completed by end Jan 13

<p>▲ Activity 2: Training of Trainers (ToT) for Country Coordinators to replicate training in each community with Social mobilizers. Conference in January for all Country Coordinators for USP will be held in Fiji and will be replicated by the Coordinators for the benefit of Social Mobilizers.</p>	<p>Jan/Feb 13</p>
<p>▲ Activity 3: <i>Facilitate group training and action planning seminar for Social Mobilizers and extension agents</i></p> <p>Between 1 November and 10 January the C-CAP team will develop the training program.</p> <p>The Training Program will include four modules, delivered in the following order:</p> <ol style="list-style-type: none"> 1. C-CAP Project Orientation 2. Gender, Disability, and Vulnerable Population Awareness – 3. Community-Based CCA, DRR and Community Risk and Infrastructure Mapping. 4. Action Planning and Activity Monitoring 	<p>Jan 13</p>
<p>Task 1.3: Develop and apply criteria to identify and prioritize community-specific social and economic infrastructure activities</p>	
<p>▲ Activity 1: <i>Establish Community Committees to govern activities and community decision making</i></p>	<p>Feb 13</p>
<p>USP Country Coordinators have been contacted and are already looking for potential candidates for C-CAP Country and Social Mobilizers. The selection process will be concluded after the January workshop in Fiji.</p>	
<p>▲ Activity 2: <i>Conduct community outreach to set expectations</i></p>	<p>Feb 13</p>
<p>USP Country Coordinators Conference in January will help C-CAP take advantage of their presence in Fiji for the ToT program to accelerate the process for community identification and social mobilizer links in Years 2 and 3 C-CAP countries. Look at ToT to include expectation setting. Country Coordinators and Social Mobilizers will work through Community Committees to explain intended outcomes as well as roles and responsibilities to partner communities. Timeframes, schedules, capacity-building opportunities, and decision-making processes will be outlined clearly within each community, and an anonymous feedback process will be established to ensure full participation by community members. C-CAP will target outreach to traditional authority figures like chiefs, nobles, and landowning families and clans as well as individuals with influence over communities, such as church leaders. Rather than simply issuing fact sheets and holding meetings, the C-CAP team will align outreach with social norms, working with communities to develop short-form dance, song, and storytelling exercises that tie to C-CAP objectives, as appropriate. This culturally sound engagement method will help communities to see, feel, hear, and grasp science-based vulnerability to climate change, giving C-CAP a face within the community and engendering local ownership of project activities. An action plan will be developed for the roll out of C-CAP in the first four countries and countries covered in the second year of implementation.</p>	

<p>▲ Activity 3: <i>Develop infrastructure prioritization index (IPI) for USAID approval</i></p>	<p>Mar 13</p>
<p>The ToT will include the transfer of the methodology to implement the prioritization index during the outreach activities identified above. Country Coordinators will be equipped with tools to train Social Mobilizers in local communities. C-CAP and USP will determine a schedule for the infrastructure prioritization process and participatory identification with Country Coordinators and Social Mobilizers. A multi-criteria analysis tool will be developed to assist communities in the identification of critical infrastructure based on criteria such as number of beneficiaries, engineering complexity, overall cost, environmental impact, economic impact, public health impact, cost-sharing potential, ease of replication, environmental justice, and operation and maintenance costs. It will also identify where appropriate specific groups to implement options such as local youth and women’s groups. Where appropriate C-CAP will also leverage other project funding and technical assistance to scale up activities in identified communities.</p>	
<p>▲ Activity 4: <i>Establish formal MOUs with C-CAP communities</i></p>	<p>Dec - Apr 13</p>
<p>MOUs will serve to define the roles of all parties in the partnership. This clear definition of each partners’ responsibilities will ensure for a transparent relationship prior to the implementation of the infrastructure activities. The MOUs will be developed in a phased approach as infrastructure activities are identified. A draft Partnership Agreement has already been prepared and will be implemented with communities as early as December and January in order to define expectations in each of the communities.</p>	
<p>Task 1.4: Develop specifications, advertise, negotiate, and award and monitor subcontracts for infrastructure rehabilitation, repair or upgrading and new construction activities.</p>	
<p>▲ Activity 1: <i>Develop infrastructure plans, specs for approved projects (includes deliverables: activity specific Quality Assurance Plans and Environmentally Sound Design Manual)</i></p>	<p>Feb- Apr 13</p>
<p>Plans will be developed as early as months 5 or 6 as infrastructure activities are being identified. Work with Kramer Ausenco will help determine the feasibility of different activities with respect to a number of criteria including permitting, construction material availability, local construction firm capacity, accessibility, among others. It will also take into consideration the availability of local materials which do not have any long term environmental impacts (such as timber and sand). Environmental Screening Reports and Environmental Mitigation and Monitoring Programs will be developed for all physical and natural infrastructure to be completed with community participation in order to transfer knowledge on conducting basic environmental impact assessments.</p>	
<p>▲ Activity 2: <i>Hold a pre-tender subcontractor information session for local small construction companies</i></p>	<p>Feb-Mar 13</p>
<p>This will have to be conducted in a phased approach in order to start working on some activities earlier, especially in PNG and Fiji where presence will allow working much sooner with local partners. Kramer Ausenco will help with the details on the specifics for each Y1 country. In some instances infrastructure projects may be constructed using community labor and</p>	

local tradesmen with oversight provided by government engineers.	
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▲ Activity 3: Conduct tender process for fast-track infrastructure activities	Feb - Jul 13
Again this will be done in a phased approach and dependent on the permitting required in each country of operation. Infrastructure will be selected as a function of practical criteria as well as in response to climate change vulnerability. Preliminary findings reveal that the tender process can take as long as 3-4 months in PNG due to complex government regulations and procedures. The process must be started as early as February for PNG Year 1 communities. Priority will be given to locally owned and operated construction companies in the awarding of contracts.	

▲ Activity 4: Complete 12 infrastructure activities.	Mar - Sep 13
These will be implemented in a phased approach most likely first in PNG and Fiji due to their accessibility, followed by Tonga and Samoa.	

Task 1.5: Conduct activity management	
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▲ Activity 1: Provide technical oversight and QA/QC for infrastructure projects	As needed
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Ensure a comprehensive checklist for quality assurance/quality control by supervisors from Kramer Ausenco construction firm. These oversight visits will be scheduled in a phased approach to match the implementation schedule of the infrastructure activities. A schedule of these visits will be updated on a regular basis and shared in at least monthly reports to USAID. Kramer Ausenco will provide a QA report for all infrastructure projects.	
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▲ Activity 2: "Self-perform" on construction where local firm capacity is weak	As needed
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This activity is to be activated only if the local construction firm is unable to carry out their obligations. In the event of this scenario, the C-CAP will play a greater role in supervising Kramer Ausenco in hiring alternative contractors to complete the work.	
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▲ Activity 3: Conduct O&M training	Mar – Sep 13
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Infrastructure specialist will develop manuals for training on operation and maintenance of the different infrastructure activities once they are identified by the communities. The Community Committees will have oversight of all operation and maintenance activities while promoting strong linkages with local government structures where appropriate maintenance is included in their budgets.	
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COMPONENT 2: Disaster Management Strengthened	
Task 2.1: Risk identification – develop or update locally tailored assessments to improve understanding of current and future risks	
▲ Activity 1: <i>Conduct gap analysis of existing vulnerability assessments</i>	Jan 13
This work will start early on including analysis of USP, TNC comprehensive assessment, SPREP, and SPC work. A more complete inventory of vulnerability assessments will be included in the updated Annual Work Plan for Year 1. Linkages will be developed with the appropriate local committees such as disaster management committees.	Ongoing
▲ Activity 2: <i>Lead participatory risk mapping exercise across priority C-CAP communities</i>	Jan 13
Initial mapping exercises have been carried out in Fiji and PNG and a draft methodology has been developed for the participatory mapping activities and tools to be used in the two remaining year 1 countries – Tonga and Samoa. A schedule of mapping activities will most likely coincide with the infrastructure prioritization exercise in order to maximize effort once engaged in the community. <ul style="list-style-type: none"> • PNG and Fiji communities will be completed in December 2012 • Tonga and Samoa communities to be completed in first half of January 2013 	Ongoing
▲ Activity 3: <i>Update community hazard, risk, and/or vulnerability maps</i>	Jan 13
Dependent on Activity 2 and USP coordination for Community Mobilizer input and Social Mobilizer identification to work with communities. C-CAP will meet with SPC's Applied Geoscience and Technology Division as well as representatives from USP and the East West Center who are partnering to implement the USAID-funded Pacific Islands Climate Services Forum (CSF) project. Through the CSF, USP and the East West Center are supporting the collection and dispersion of climate change and meteorological data throughout the Pacific region. University of Papua New Guinea, USP, SPC, Vanuatu Meteorological Office, JICA all have spatial data that can be shared with C-CAP. Several of the communities can benefit from existing high resolution imagery on Google Earth. These maps will be updated by the C-CAP team during the meeting in Fiji during the end of January.	Ongoing
Task 2.2: Options identification- identify gaps and opportunities to reduce vulnerability and risk over both short and long time scales	
▲ Activity 1: <i>Identify risk reduction options through collaborative process</i>	Jan-Mar 13
In parallel with activities for participatory risk identification and infrastructure identification this will have to be closely coordinated with trips to the communities. A more detailed schedule for the sequencing of activities based in the communities will be developed during the first 2 weeks of November while in Suva with USP input. It will also identify	

where appropriate specific groups to implement options such as local youth and women's groups. Where appropriate, C-CAP will also leverage other project funding and technical assistance to scale up activities in identified communities.	
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▲ Activity 2: Create C-CAP Prioritization Index for risk reduction measures	May 13
Full V&A assessments will be conducted using the GCCA methodology in communities where they have not yet been completed. These are being programmed in conjunction with Community Mapping exercises between January and March of 2013. An index will be developed from cross reference data between the V&A findings and the community risk mapping exercises.	
Task 2.3: Risk reduction : support for implementation of risk reducing adaptation activities at community level	
▲ Activity 1: Gather baseline socioeconomic data in advance of activity implementation	Jun 13
A two tiered approach will be used to gather data. First a review of the literature for C-CAP's selected areas will be necessary to get a body of baseline data. This existing data will be checked against a series of questions asked by C-CAP team members when engaging the communities for the first set of activities. C-CAP will ensure data collection methods take into consideration the views and priorities of all sections of the community including women, youth, children and those with disabilities.	

▲ Activity 2: Support implementation of prioritized risk reduction and prevention activities	Jul 13
To be added to the community level assessments implemented in association with Components 1 and 2 in conjunction with Country Coordinators and Social Mobilizers. This will also be added to the sequencing exercise to be completed with partners during the first half of November. C-CAP will ensure all activities are gender, youth and disability inclusive and where appropriate the focus will be on a specific group such as improved access for the disabled into public buildings designated as emergency shelters . The impact of activities will not only be measured using the collection of data but other methodologies will explored to develop success stories such as most significant change and photo voice.	
▲ Activity 3: Negotiate a public-private partnership with a mobile service provider for SMS-based DRR tools	Aug 13
Preliminary talks with mobile phone service providers shows interest on the part of the companies. The only issue is the cost of sending the messages. C-CAP staff will continue looking for interested private sector actors who may be able to sponsor the messages as potential advertising space.	

COMPONENT 3: Resilience in Communities Strengthened – Climate Resilient land Use Planning and Building Standards	
Task 3.1: Develop plan of action to integrate climate adaptation into land-use planning and building standards	
▲ Activity 1: Conduct Preliminary Analysis of Existing Policies on Land Use and Building Codes	Jan 13

<p>Building codes will have to precede land use planning for the purposes of infrastructure activities and land use information will be added later before the due date for this deliverable. C-CAP team members are in the consultation process with Kramer Ausenco regarding building codes and permitting procedures for the C-CAP countries in which it has implemented work. This information will help inform the infrastructure identification process in terms of what C-CAP is able to implement dependent on the timeframes required for different types of infrastructure support. Visits to Kramer Ausenco offices in PNG, Fiji, Tonga and Samoa are being finalized. PNG and Fiji will be conducted in early December and Tonga and Samoa in early January. A preliminary report will be ready as of the end of January.</p>	
<p>▲ Activity 2: Generate Action Plan based on C-CAP Prioritization Index</p>	<p>Sep 13</p>
<p>As information is gathered from Activity 1 above, the important issues identified in the community risk prioritization exercises will influence the ranking of land use and building standards actions. As communities rank and map risks, C-CAP will continuously input the information in a database which will be used in developing the Action plan for years 2-5. C-CAP will explore the introduction of community based advocacy tools such as Community Voice and Action to assist communities to make appropriate demands on local government services and budgets to ensure climate related issues are adequately addressed—and where appropriate, mainstreamed into provincial or government policy—on completion of C-CAP.</p>	

Deliverables by Task in Sequence by Due Date	Target	Month	Month
Quarter 1			
1.1.A.1 Identify three priority C-CAP districts in each country of operations	12	1	Oct-12
1.1.B.1 Rank communities in priority districts: one district, five communities in both Samoa and Tonga; and two districts and 10 communities in both Fiji and PNG for USAID approval.	20	2	Nov-12
1.2.A.1 Identify Social Mobilizers in selected communities	20	3	Dec-12
Quarter 2			
Facilitate ToT with all Country Coordinators	1	4	Jan-13
1.2.B.1 Facilitate Group Training/Action Planning Seminar in each country of operations	4	4	Jan-13
2.1.A.1 Conduct gap analysis of existing vulnerability assessments across C-CAP	20	4	Jan-13
2.1.B.1 Lead participatory risk mapping exercise across C-CAP communities	20	4	Jan-13
2.1.C.1 Update community hazard, risk and/or vulnerability maps	20	4	Jan-13
1.3.A. Develop Infrastructure Prioritization Index for USAID approval	1	6	Mar-13
Quarter 3			
1.3.B.1 Establish formal MOUs with C-CAP communities	12	7	Apr-13
1.4.A.1 Develop infrastructure plans, specifications for approved projects	12	7	Apr-13
1.4.B.1 Develop activity-specific Quality Assurance Plans	12	7	Apr-13
1.4.C. Complete, submit Environmentally Sound Design Manual	1	7	Apr-13
1.4.D.1 Hold pre-tender subcontractor information session for local small construction companies in each country	4	8	May-13
2.2.1 Create C-CAP Prioritization Index for Risk Reduction Measures across C-CAP communities	20	8	May-13
2.3.1 Gather baseline socioeconomic data in advance of activity implementation	20	9	Jun-13
3.1 Conduct preliminary analysis of existing policies on land use and building codes	1	9	Jun-13
Quarter 4			
1.4.E.1 Conduct tender process for fast-track infrastructure activities	12	10	Jul-13
1.5.1 Completed infrastructure activities	12	10	Sep-13
3.1-1 Generate action plan based on C-CAP Prioritization Index	1	12	Sep-13