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WORKPLAN SUMMARY

CLIMATE CHANGE RESILIENT DEVELOPMENT

YEAR FOUR WORK PLAN
UPDATED



AUGUST 2015 (updated)

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Cover Photo: Climate Change Resilient Development (CCRD) project photos in, from left, Kazakhstan, Nepal, Honduras, and Vietnam

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DISCLAIMER

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PROJECT TEAM AND CONTACT INFORMATION

Project Team

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ICF Incorporated, LLC – Fairfax, VA

Stratus Consulting – Boulder, Colorado

Cascadia Consulting Group – Seattle, WA

Travel Solutions Group (TSG) – Beltsville, MD

Himalayan Research Expedition (HRE) – Kathmandu, Nepal

Universities, Research Institutes, and Non-Governmental Organizations (NGO):

Environmental Law Institute – Washington, DC

International Research Institute for Climate and Society (Columbia University) – Palisades, NY

The Mountain Institute – Washington, DC

University of South Carolina – Columbia, SC

University of Texas at Austin – Austin, TX

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INTRODUCTION

On August 5, 2011, the United States Agency for International Development (USAID) awarded International Resources Group (IRG)¹ a Task Order under the Integrated Water and Coastal Resources Management Indefinite Quantities Contract (Water II IQC), titled “Increasing the Global Climate Change Team’s Technical Support Capacity to Global Climate Change, Adaptation, and Development Issues: The Nexus between Water Resources and Climate Change” (IQC Contract No. AID-EPP-I-00-04-00024). By agreement with the Contracting Officer’s Representative (COR), the Task Order is referred to as Climate Change Resilient Development or simply, CCRD. The CCRD consortium has completed activities for Year Three. As specified in the CCRD contract, Engility has prepared a draft Year Four Work Plan. This work plan is structured similarly to previous work plans and includes a discussion of the strategic vision for CCRD in support of USAID’s Climate Change Strategy and elaboration of the three CCRD objectives. The presentation of activities and tasks is organized into two parts:

1. Year Three progress – Description of deliverables drafted and/or finalized in Year Three
2. Year Four activities – Description of tasks and subtasks proposed for Year Four (August 6, 2014 – August 5, 2015; or October 5, 2015 if a NCE is approved by the COR) and summary tables describing team composition, milestones, schedule, and deliverables

STRATEGIC VISION FOR CCRD

USAID programs seek to help developing countries achieve national economic and sector goals through a range of proactive programs featuring investments in infrastructure and technology, capacity building and institutional strengthening, and policy reform. The design of all USAID programs and projects follows a logical process, even if slightly different words are used to describe the steps. First, there must be a clear articulation of the program’s objectives. These objectives provide the benchmark against which activities are assessed in the design process and monitored and evaluated during implementation. Second, it is important to understand existing constraints or barriers that can attenuate the potential benefits of the program. An understanding of the aforementioned will help USAID design measures to address or minimize the potential negative impact on program or project success. Third, programs and projects are designed by taking into account the information from the first two steps, followed by implementation, monitoring, and evaluation. Long-term programs and projects can be managed adaptively with program elements adjusted on the basis of evaluation.

The centerpiece of CCRD is the Climate-Resilient Development (CRD) Framework, a flexible approach of “development first” adaptation planning. The Framework, under development in previous years, was released by USAID in March 2014.² The Framework encourages USAID Bureaus and Missions to follow the five-stage process, initiated by a scoping exercise to determine development goals, elaboration of enabling conditions and identification of climate and non-climate stressors in advance of the assessment of climate vulnerability, and design of options to minimize the negative impacts of climate stressors and/or exploit benefits of climate change (e.g., agriculture in temperate climates). In all of CCRD’s activities, the Framework guides the design of adaptation planning support, capacity building and training, case studies, and technical assistance.

¹ As of July 18, 2012, IRG is a fully-owned subsidiary of Engility Corporation.

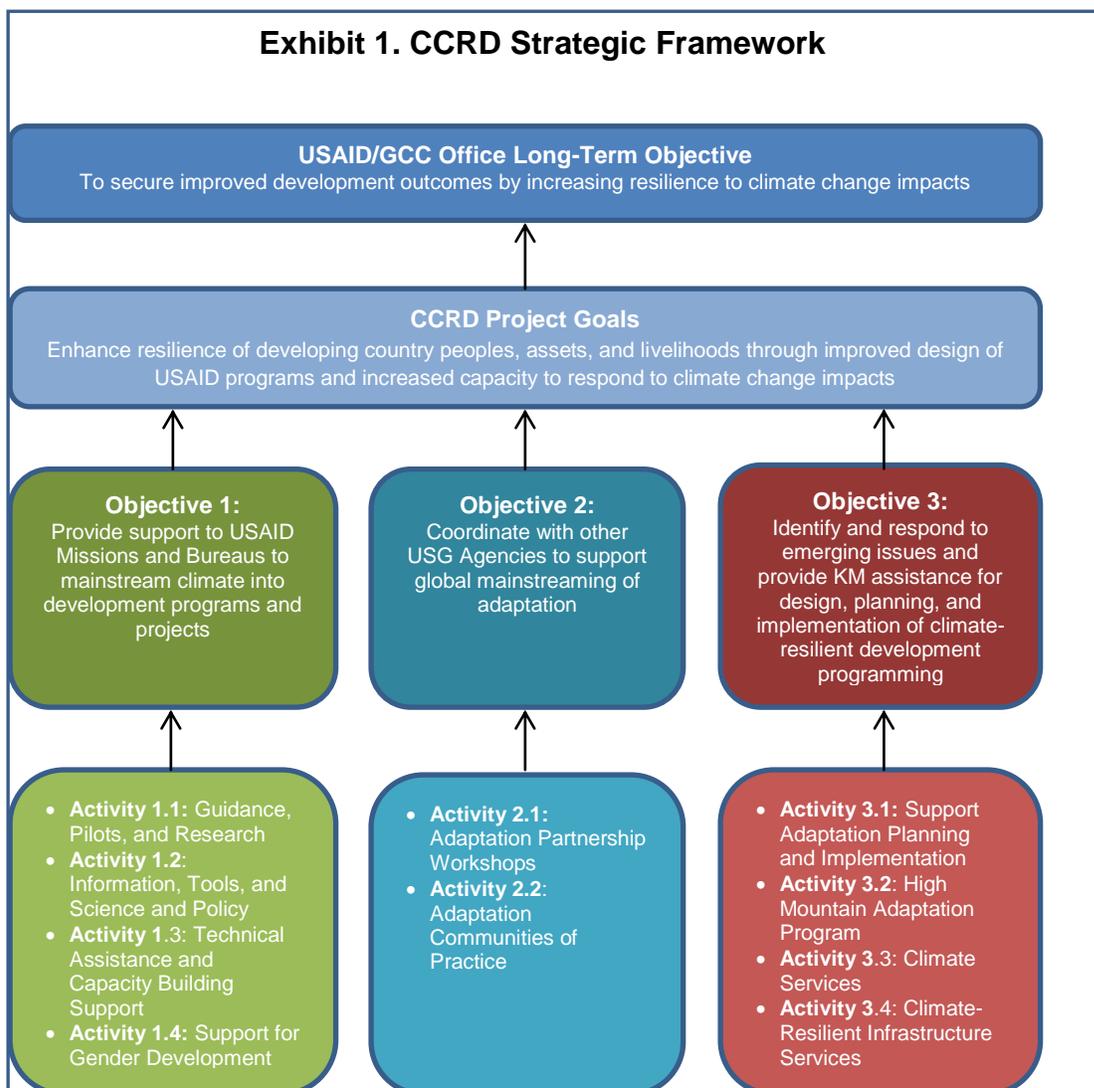
² USAID, *Climate-Resilient Development – A Framework for Understanding and Addressing Climate Change*, Washington, DC, March 2014.

WORK PLAN APPROACH

The remainder of the Year Four Work Plan is organized into sections. The next section describes the tasks required for project management. The remaining sections describe activities and tasks designed to address the three project-level objectives (see Exhibit 1). The CCRD Communications Framework is provided in Annex I. A draft Year Four Budget has been provided as a separate document.

Work Plan activities are organized according to activities corresponding to 11 CLINs approved by the COR, listed below. These CLINs include buy-ins.

- Project Management, Planning, and Evaluation / Knowledge Management and Communications – CLIN 1 (5010.001.000)
- Activity 1.1: Guidance, Pilots, and Research – CLIN 2 (5010.001.001) and CLIN 4 (5010.001.003)
- Activity 1.2: Information, Tools, and Science and Technology – CLIN 3 (5010.001.002)
- Activity 1.3: Technical Assistance and Capacity Building Support – CLIN 6 (5010.001.005)
- Activity 1.4: Technical Assistance to the Office of Gender Equality and Women's Empowerment – CLIN 8 (5010.003.006)
- Activities 2.1 and 2.2: Adaptation Partnership – CLIN 7 and CLIN 5 (5010.002.004 and 5010.001.004)
- Activities 3.1, 3.2, 3.3, and 3.4 – Emerging Issues – CLINs 5, 7, 9, 10, 11, 12 (5010.001.004, 5010.002.004, 5010.005.004, 5010.006.004, 5010.007.005, 5010.008.004)



PROJECT MANAGEMENT, PLANNING, AND EVALUATION

This activity covers all project management, planning, and evaluation tasks related to implementation of the Task Order.

TASK PM-1: DEVELOP YEAR FOUR WORK PLAN

The work planning process for Year Four was initiated at the Senior Advisory Committee meeting from May 8-9, 2014, which facilitated a prioritization process linked to the development of the Year Four budget. Engility intends to issue subcontracts to CCRD partners by the beginning of Year Four, provided the COR and Deputy COR (DCOR) have approved the final Work Plan. To accommodate this schedule, the Year Four Draft Work Plan will be submitted to USAID for review in June and finalized in July or August. Certain activities in the Draft Work Plan will be in different font to indicate contingency upon incremental funding actions and mission buy-ins. Once all CCRD funding actions and buy-ins have been confirmed those activities will be changed to normal font and the work plan will again be resubmitted to USAID for review.

Note that the CCRD Project received a No Cost Extension, extending the Period of Performance to October 4, 2015.

Task PM-1 Summary	
Staff:	Glen Anderson (COP) and Deborah Tepley (Operations Manager), Engility; and Peter Schultz (DCOP), ICF
Schedule:	Draft June 2014

TASK PM-2: UPDATE AND IMPLEMENT PERFORMANCE MANAGEMENT PLAN (PMP)

The Performance Management Plan is an important tool for assessing and reporting progress in achieving the goals of the Task Order. It was developed in parallel with the Year One Work Plan to ensure that implementation milestones and targets were articulated and incorporated into the PMP.

The updates to the PMP will include qualitative analyses that indicate the effect our activities are having in relation to the intended goals of each CCRD task as well as in relation to the broader needs that go beyond the scope or timescale of CCRD.

A final report on the PMP will be prepared alongside the final CCRD Compendium. This report will highlight key statistics and activities which contributed to the generation of PMP indicators.

Task PM-2 Summary	
Task Lead:	Glen Anderson and Mukul Sharma (Engility)
Schedule:	Update prepared and submitted with draft Year Four Work Plan; reporting on a quarterly basis (aligned to fiscal year); final PMP as part of CCRD Compendium

TASK PM-5: REPORTING

Engility, with support from the wider CCRD team, will prepare Quarterly Reports and a final Compendium to summarize implementation progress and project expenditures incurred during the reporting period. Per agreement with the COR, these reports will be aligned with USAID’s fiscal year rather than the project year. All reports will be submitted electronically to the COR by the tenth business day following the end of the reporting period, unless otherwise authorized by the COR.

The Quarterly Reports will: (1) give an update of progress made towards fulfillment of the project’s results; (2) identify implementation issues, obstacles encountered, and possible delays, if any, in fulfillment of activities included in the Work Plan and/or achievement of targets set forth in the PMP; (3) set forth proposed changes, if any, to the Work Plan; (4) contain a forecast of activities for the quarterly period immediately following the period being reported; and (5) act as acceptance of CCRD quarterly implementation. The final Quarterly Report (due to a No Cost Extension) will be for the fourth Quarter (July – September 2015).

Quarterly financial reports will contain a breakdown of project expenditures by CLIN. PMP reports and Grants Under Contract (GUC) Program reports will be appended to Quarterly Reports. The Annual Report will be prepared in lieu of a 4th Quarter Progress Report, but will address the four points described in the paragraph above.

Coinciding with the end of Year Four, the CCRD team will prepare a Compendium book that will substitute for the final implementation report. The Compendium will highlight key activities and outcomes of the program over the course of the four years. This final Report will complement other project-end efforts capturing lessons learned and best practices over the course of the project.

The CCRD team will also design, publish, and disseminate CCRD legacy products, which are new deliverables aimed to showcase CCRD and build a legacy for the entire project. One legacy product is the CCRD Compendium Book. These are described in Annex I: Communications Framework.

Task PM-5 Summary	
Task Lead:	Glen Anderson (Engility), Deborah Tepley (Engility), and Mukul Sharma (Engility)
Schedule:	Ongoing on a quarterly basis, aligned to USAID’s fiscal year; Compendium Report September 2015

TASK PM-7: IMPLEMENT GRANTS UNDER CONTRACT PROGRAM

In Year Four, the CCRD team will continue to manage the remaining small grants from the following programs:

- Climber-Scientist (10)
- Central America (3)
- Climate Resilient Infrastructure Services (5)
- Climate Adaptation Academic Grants (9)
- Climate Services (3)
- Sole Source (5)

The CCRD Central America Grants Program was closed at the end of Year Three. Emphasis during Year Four will be on the proper close-out of each grant as well as capturing results and best practices. Strategic field visits to grantee implementation sites will be conducted by CCRD staff for monitoring and evaluation. This field visits will be performed for the purpose of verifying program implementation and performance management indicators, providing in-person technical oversight, building grantee capacity, and/or capturing lessons learned. M&E reports will be completed for each of the small grants. Furthermore, the CCRD Communications team is working on developing a Small Grants Report that will coincide with the CCRD Compendium.

Task PM-7 Summary	
Task Lead:	Jesica Thavarajah (Engility) (Grants Manager)
Schedule:	Year Four; Final Small Grants Report September 2015

OBJECTIVE I: SUPPORT FOR USAID MISSIONS AND BUREAUS

In support of Objective 1, CCRD has been developing guidance, supporting annexes, and briefs on mainstreaming adaptation into development planning. These guidance documents are intended to help USAID Missions and Bureaus, as well as adaptation practitioners, to more effectively plan, design, and implement climate-resilient development programs. In addition, CCRD will respond to requests from USAID Bureaus and Missions to provide technical assistance related to assessment of climate impacts and vulnerability, support prioritization activities, and help build staff and partner organizational and technical capacity in all facets of climate-resilient program and project planning, design, and implementation. Tasks to support Objective I are organized under six activities: guidance, information, tools, science and technology, technical assistance and capacity building support, and support for gender development.

ACTIVITY I.1 GUIDANCE, PILOTS, AND RESEARCH

The USAID Office of Global Climate Change (GCC) has pioneered climate adaptation guidance featuring the Vulnerability and Adaptation (V&A) approach. Guidance manuals were prepared in 2007 (general V&A guidance focused on project-level adaptation) and 2009 (V&A guidance tailored to coastal climate concerns). In Years One through Three, CCRD drafted guidance to emphasize the mainstreaming of climate concerns into development planning at multiple scales. The mainstreaming guidance was finalized and publicly released in Year Three. In addition, annexes on diagnosis (formerly known as the vulnerability assessment), water, coasts, marginal populations, and governance were drafted or are in progress. Most of these annex drafts have been revised based on comments from USAID, CCRD staff, and outside reviewers. They are scheduled for completion during Year Four.

TASK I.1.1: DEVELOP ADDITIONAL MAINSTREAMING GUIDANCE

Year Three Progress and Results: The Mainstreaming Guidance was completed, approved by USAID, and publicly released and distributed as part of the monthly Adaptation Community Meeting in March 2014.

Year Four Activities: The mainstreaming guidance will continue to be distributed to USAID staff and practitioners. There will be some activity involved in distributing the framework, conducting training, developing slide decks, and providing presentations on it.

Task I.1.1 Summary	
Task Lead:	Jason Vogel (Stratus Consulting)
Schedule:	Year Four

TASK I.1.2: DEVELOP CLIMATE GUIDANCE BRIEFS AND ANNEXES

Year Three Progress and Results: CCRD revised and finalized the Water Annex, and prepared draft and near-final versions of the Diagnosis (formerly Vulnerability Assessment), Coastal/Marine, Marginal Populations, and Governance Annexes. The Water and Coastal Annexes are complete and awaiting approval from USAID. Drafts of the Governance and Marginal Populations Annexes were prepared and are awaiting comments from USAID. Work on the Year Three Annexes focused on ensuring consistency of the Annexes with the main Climate-Resilient Development guidance document.

Infusion of CCRD Guidance into CCRD Activities: Engility and ICF will work with CCRD’s grantees and Climate Resilient Infrastructure Services Program (CRIS) pilot cities to ensure that the *Climate-Resilient Development* guidance document and its Annexes are fully utilized. Lessons learned from this utilization will be documented in brief notes that will be shared with CCRD partners and the GCC team. Corresponding adjustments to the guidance documents will be drafted.

Year Four Activities: USAID review and approval of all five annexes will be completed, revised as appropriate, and published or otherwise made final.

Task I.1.2 Summary	
Task Leads:	<ul style="list-style-type: none"> • Diagnosis Annex – Peter Schultz (ICF) • Water Annex – Jason Vogel (Stratus Consulting) • Coastal and Marine Annex – Jason Vogel (Stratus Consulting) • Marginal Populations Annex – Ed Carr (USC) • Governance Annex – Jason Vogel (Stratus Consulting)
Schedule:	Year Four

TASK I.1.6 EVALUATION APPROACHES FOR ADAPTATION AS DEVELOPMENT

This CCRD initiative will focus on promoting the Economic Growth objective within the U.S. Foreign Assistance Framework, by providing analytical intellectual leadership for the Agency climate change adaptation as development program. To date, promoting and integrating climate change adaptation and its integration into other Agency development investments in order to safeguard and promote sustainable, climate-resilient growth has been promoted as a set of best practices and common sense policy goals. The goal of this activity will be to increase the ability of USAID and country partners to more easily make more effective and strategic decisions to prioritize adaptation investment decisions resulting in transformational and sustainable development when based on an enhanced set of analytical development methodologies and metrics. Activities will be based on demonstrating implementation of stressor based methodologies and concepts, and qualitative and quantitative sector metrics to reduce the vulnerability and increase the resiliency of people, places, and livelihoods (or countries and communities) to climate variability and change.

A one-day meeting will be convened in January 2015 to discuss these issues, review progress in climate-resilient development planning, and determine opportunities to develop ideas for USAID to consider in advancing climate-resilient development planning in the Agency. Participants in the one-day meeting will include USAID, World Bank staff, and CCRD staff and consultants. The expected outcome of the one-day meeting will be guidance for CCRD consultant, Dr. Daniel Bromley on the preparation of a paper centered on two issues: 1) Conducting integrated diagnosis of climate and non-climate stressors and 2) Exploring new metrics to compare adaptation options alongside development options, policy reform and improved governance. The draft paper will be presented and discussed with USAID and CCRD and revised on the basis of comments received from participants in the follow-up meeting.

Task I.1.6 Summary	
Task Leads:	Glen Anderson (Engility)
Schedule:	January – August 2015

ACTIVITY 1.3 TECHNICAL ASSISTANCE AND CAPACITY BUILDING SUPPORT

This activity includes tasks, as requested, to support USAID Bureaus, regional and bilateral Missions, and United States Government (USG), non-governmental organization (NGO), research, and private sector partners in developing countries. Illustrative tasks that may be undertaken include preparation of background papers on priority vulnerabilities and adaptation options, vulnerability assessments, sector studies, analyses of existing USAID portfolios, side-by-side assistance to national and sub-national adaptation planning efforts, and training and other capacity building.

TASK 1.3.1: PROVIDE CAPACITY BUILDING SUPPORT ON MAINSTREAMING V&A

Strategic Objective 2 from the USAID Climate Change & Development Strategy is to “increase resilience of people, places, and livelihoods through investments in adaptation” (2012). A critical aspect of enhancing resilience to climate change and of achieving all three Intermediate Results under Strategic Objective 2 – to improve access to science and analysis for decision-making (2.1), establish effective governance systems (2.2), and identify and take actions that increase climate resilience (2.3) – is strengthening adaptive capacity. This in turn requires building the capacity of USAID as well as of developing country partners to better understand and address climate change impacts in support of climate-resilient development.

Capacity has many dimensions, including personnel and financial resources, information, technology, and knowledge. Depending on the type of capacity that is being targeted, different types of activities are required. In Year Four, CCRD’s capacity building efforts will focus on improving knowledge through technical assistance, training, and other capacity building activities.

Year Three Progress and Results: CCRD, working with Ms. Nora Ferm (formerly USAID), conducted a training-of-trainers on the USAID Climate-Resilient Development Framework for USAID/Macedonia’s implementation partner, Milieukontakt, an NGO funded by USAID under the Municipal Climate Change Support Project, and a group of trainers, contracted by Milieukontakt. The training-of-trainers activity included two days of instruction, followed by side-by-side assistance to Macedonian trainers in preparing for their stakeholder workshops. CCRD and USAID reviewed the agenda and presentations for the first workshop conducted by Milieukontakt in Bogdanci municipality, observed the workshop, and provided feedback.

Year Four Activities: CCRD will develop an advanced adaptation course for delivery as a training-of-trainers in Macedonia for Milieukontakt. CCRD will develop course content, agenda, presentations, and exercises. Two CCRD staff will travel to Macedonia to deliver the training-of-trainers in September 2014.

Milieukontakt has also requested support from CCRD to follow-up on the advanced adaptation training: 1) Assistance in integrating elements of the CRD Framework into the NGO’s Green Agenda planning manual; and 2) Assistance to develop a training module that integrates the recent advanced adaptation training with Milieukontakt’s Green Agenda training module. Glen Anderson, followed by Charlotte Mack and Mukul Sharma, will provide technical assistance to MKM on revising the Green Agenda to integrate elements of the CRD Framework into the environmental planning approach as well as USAID’s Low Emissions Development Strategy.

Mukul Sharma will also represent CCRD at MKM’s Second International Climate Change Conference in Ohrid from June 8-10, 2015. The conference will bring together local and international experts and practitioners in the field of climate change adaptation and mitigation to identify new ways of increasing resilience to and mitigating the drivers of climate change in urban communities. Mukul will provide a general presentation on CCRD as well as some of the background on the collaboration between CCRD and MKM. As the last TDY to Macedonia, Mukul will also work with the MKM team to ensure that all final revisions to the Green Agenda are complete and a rollout and sustainability plan is established.

In addition to these planned activities, CCRD may receive new requests from USAID Bureaus and Missions. These requests will be responded to as they are received, and as funding is available.

Task I.3.1 Summary	
Task Lead:	Glen Anderson (Engility)
Schedule:	August-September 2014 for advanced adaptation training in Macedonia; October 2014 to February 2015 for new assistance to Milieukontakt in Macedonia; June 2015 for participation in the Second International Climate Change Conference; TBD for other capacity building support

TASK I.3.3: SUPPORT DEVELOPMENT OF USAID’S FEDERAL AGENCY CLIMATE CHANGE ADAPTATION PLAN AND EXECUTIVE ORDER 13677

USAID is required to develop an agency climate change adaptation plan under Executive Order (E.O.) 13514, Federal Leadership in Environmental, Energy, and Economic Performance, and E.O. 13653, Preparing the United States for the Impacts of Climate Change. These Orders require each agency to evaluate climate change risks and vulnerabilities in order to manage both the short- and long-term effects of climate change on the agency’s mission and operations. The FY 2014 plan, which will be submitted to the Council on Environmental Quality (CEQ) and Office of Management and Budget (OMB) in June 2013, must be updated on an annual basis.

Year Four Activities:

Develop the 2015 Adaptation Plan. The following activities may be required to complete the FY 2015 Adaptation Plan:

- If requested by USAID, CCRD will assist the GCC Office in preparing the annual update of USAID’s Federal Agency Climate Change Adaptation Plan for CEQ. This may require CCRD to conduct background research in order to identify activities that USAID has completed, those they have not completed, as well as those they would like to include in the FY 2015 Plan. The team may also need to respond to comments and update the vulnerability profiles to reflect any requested changes or additions.
- If requested by USAID, CCRD will develop a site assessment checklist that will help USAID to estimate the potential vulnerability of new USAID facilities to climate change. This assessment will take into account the projected weather and climate conditions over the design lifetime of the new facility, linking key climate impacts to potential vulnerabilities and adaptation measures for USAID facilities and operations.
- If requested by USAID, CCRD will craft stock/boilerplate language to enable USAID staff to (voluntarily) embed climate change considerations in procurement documents and contracts. This could include detailed guidance for the implementer on how to ensure a climate-resilient program. It could also include advice and support for USAID staff on how to incorporate climate change considerations into project commissioning, budget approval, monitoring and evaluation plans, and indicators.
- If requested by USAID, CCRD will contribute to the design and implementation of an award program that will incentivize adaptation-related actions to support the climate resilience of USAID’s mission, programs, or operations. This program will encourage and support activities that demonstrate effective integration of climate change considerations into planning and implementation of USAID objectives, programs, or operations. CCRD’s contribution could include the development of award criteria,

drafting the call for nominations, evaluating submissions, and publicizing results that promote climate resilience in USAID investments and activities.

Support USAID in the implementation of Executive Order 13677: Climate Resilient International Development by providing Climate Risk Screening Support. This includes:

- Participating in weekly meetings with smaller working group to begin developing a climate risk screening process; working with USAID to develop meeting agendas; fleshing out ideas from the meetings; circulating notes, results/conclusions, and next steps
- Facilitating monthly large group meetings; working with Becky Chacko and a small group to develop the agenda; circulating notes, results/conclusions, and next steps.
- Providing technical input for how the processes/tools can be designed, and develop intermediate technical inputs to support process
- Taking and refining meeting notes, and developing meeting materials
- Milestones include:
 - Schematic for climate information Washington could provide to missions
 - Schematic for how missions will use that climate information for CDCS
 - Initial draft of concept note on CDCS climate risk screening guidance
 - Concept note on CDCS climate risk screening guidance
 - Sector-specific climate change information developed for 5 missions

Providing Additional Support: CCRD will provide additional support to the GCC Office as needed. This may include attending and/or coordinating meetings, providing technical assistance, conducting research, or coordinating the response to public comments, among others.

Task I.3.3 Summary	
Task Lead:	Peter Schultz (ICF)
Schedule:	Year Four

TASK I.3.4: PROVIDE SUPPORT FOR USAID INTEGRATION PILOT IN KAZAKHSTAN

Since November 2012, CCRD has provided technical assistance in support of the Climate Resilient Wheat Integration Pilot (CRW), awarded to USAID/CAR and implemented by United Nations Development Programme (UNDP). Initially, CRW was funded for two years, but has been extended for two additional years, through September 2016.

Year Three Progress and Results: Following up on the Climate Services Roundtable in May 2013, CCRD has fielded a team of climate services specialists. Key results of this work include capacity building in weather and climate forecasting and the installation of software from IRI to automate the drought index using the Statistical Precipitation Index. Alan Basist (Weather Predict) is working with the National Space Research Institute (NSRI) to strengthen the Institute’s capacity to use remote sensing information and improve the reliability and timing of the crop forecast for wheat. Other activities and results during Year Three included:

- Presentations on options for responding to climate change in the wheat sector as part of three field days organized by CRW.
- Delivery of a training-of-trainers on the Climate-Resilient Development Framework and two training workshops on climate information.
- Assessment of options for improving geoportals for the NSRI and Kazhydromet and preparation of terms of reference for a local consultant to assist in making these improvements
- Planning and facilitation for a two-week study tour for 13 participants from Kazakhstan and Tajikistan on adaptation in the wheat sector and good practices for climate services.

Year Four Activities: CCRD will undertake four activities in Year Four: 1) finalize the first CRW video and potentially, develop a second Russian language video; 2) develop a training course on responding to climate change in the wheat and other sectors in cooperation with KazAgroInnovation for delivery as part of their agricultural extension training program; 3) assist the NSRI and Kazhydromet in upgrading geoportals and visualization of climate information and forecasting products; and 4) prepare (and present) a paper about the findings and recommendations for adapting to climate variability and change in the wheat sector.

1. CRW Video: The Climate Resilient Wheat video was finalized in English toward the end of Year Three and work initiated to develop a similar video in Russian. In Year Four, additional interviews will be recorded and the narration in the English version will be replaced by Russian narration.
2. Training: CCRD will design a training course on climate change and agriculture that will be presented to trainers to assess content and make adjustments in content. Once the training module is finalized, it would be delivered by trainers for the ten agricultural extension centers operated by Kazagroinnovation.
3. Geoportal: The National Space Research Institute has expressed a desire to enhance their capacity to manage and transform weather and climate information into online visualization and mapping products for users. The overall objective of this project is the design, development and launch of a web application that supports the delivery of agricultural information in Kazakhstan. The application will enable the online display and comparison of raster based data in the form of charts and maps. More specifically, this project will organize data sourced by the NSRI of Kazakhstan for online delivery; develop charting functions to compare multiple years of NDVI and weather indices; create the ability to update the application with new types of data; developing a simplified mobile version of the application; follow-up with training and deployment in a way that the application can be maintained locally

The geoportal will be developed by subcontractor SpatialDev. In addition to two trips to Kazakhstan by SpatialDev, The UNDP and USAID/Kazakhstan Mission will send representatives from the NSRI to the offices of SpatialDev in Seattle for five days of technical training on the development and maintenance of the Geoportal. The main goal of the study tour is for NSRI members to understand the specifics of how the Geoportal is being developed and actually help design certain aspects while at SpatialDev. This will ensure sustainability of the project after CCRD has ended as well as that problems can be properly resolved by NSRI as they come up. SpatialDev will also provide training in Almaty when the Geoportal is released, and will continue to be available as a resource to the institute for troubleshooting should any problems arise with the Geoportal or server environment.

4. Findings/Recommendations Paper: CCRD will prepare a paper that summarizes the findings from stakeholder meetings, analysis of climate change and variability vulnerability and impacts and develop a set of recommendations for the wheat sector and agriculture more generally related to adaptation options to increase climate resilience.

Task 1.3.4 Summary	
Task Lead:	Glen Anderson (Engility)
Schedule:	Year Four

TASK 1.3.5: RAPID RESPONSE TECHNICAL ASSISTANCE

From the beginning of the project, CCRD has responded to several quick turnaround technical assistance requests from USAID, ranging from STTA; trainings/workshops; desktop studies review, and research; and travel support. In Year Four, we remain ready to respond to USAID’s requests quickly. Below we provide examples of the types of activities that CCRD can provide surge capacity for:

- Travel: CCRD has well-honed travel procedures in place, overseen by the Operations Manager and Travel Coordinator. The team would be able to cover airfare and travel costs for participants at events that USAID would like to organize or partially support.
- Event planning: Under CCRD, the team has planned and implemented multiple workshops, conferences and trainings. We can quickly pull together an event, including arranging and funding participant travel.
- Consultant opportunities: Under CCRD we can fully execute a consultant agreement within two weeks and provide technical support to a number of existing and new activities
- Communications: CCRD has a roster of writers and editors who can be mobilized quickly to respond to communications requests. Potential to create strong legacy products for GCC office.
- Presentation preparation: Under CCRD, Engility technical and communications staff can mobilize quickly to prepare PowerPoint and other presentation materials for USAID.
- STTA: CCRD has a roster of subject-matter experts and can mobilize quickly to provide STTA, including both desktop research and field support.

Task 1.3.4 Summary	
Task Lead:	Deborah Tepley (Engility)
Schedule:	Year Four

ACTIVITY 1.4 SUPPORT FOR GENDER DEVELOPMENT

TASK 1.4.1: TECHNICAL ASSISTANCE TO THE OFFICE OF GENDER EQUALITY AND WOMEN’S EMPOWERMENT

Progress and Results: In year two, Edward R. Carr of University of South Carolina (USC) and the Society, Environment, Economy Group (SEE Group), working with Mary Thompson of SEE Group, drafted a report on gender and adaptation in agrarian settings. The report included a literature review and three case studies empirically demonstrating the importance of a complex, contemporary approach to gender in the design and implementation of adaptation programming. The literature review was designed to fill a knowledge gap at USAID, while the case studies served to guide USAID staff to empirical understandings of “gender” as a more complex issue than simply women versus men. On April 10, 2013, Carr and Thompson attended the Association of American Geographers Annual Meeting to present the preliminary framing of the literature and case studies, engaging with the academic community focused on gender and adaptation. From this engagement, critical comments were gathered that strengthened the final report and subsequent publications. The presentation also raised the visibility of USAID’s interests in the topic.

During Year Three, Carr and Thompson finalized the USAID report. Carr presented the report at USAID/Washington, informing Agency adaptation specialists and gender specialists about the findings, generating wide interest across the Agency. Carr and Thompson also revised the literature review in the report into a refereed journal article, which was published in 2014. During this time, Carr supervised and worked with Kwame Owusu-Daaku of the University of South Carolina to produce a review document of Agency policies and tools regarding gender analysis. This document lays out the institutional justification for future work piloting the gender approach championed in the USAID report and refereed publication. Owusu-Daaku and Carr drafted a refereed publication on the Mali case study from the report, which is currently in review.

Year Four Activities: The activities proposed for Year Four are described below. CCRD will work with the Office of Gender Equality and Women’s Empowerment and the GCC Office to finalize Year Three activities for this task.

- Coordinate workshop on next steps from the Gender and Adaptation Report – Ed Carr will facilitate a workshop discussion in Washington, DC, about how to follow up on report findings and incorporate these findings into USAID training and capacity building activities on climate change and gender.
- Coordinate workshop to bring together implementing partners and staff of interested missions to discuss piloting new gender and adaptation tools in vulnerability assessments.
- Provide technical support, including mission support, to one or more missions for the integration of gender and adaptation lessons and tools into vulnerability assessments and program/project design.
- Produce summary document capturing lessons learned from pilots.
- Participate in the World Meteorological Organization (WMO)-sponsored conference “Gender Dimensions of Weather and Climate Services” November 5-7, 2014, in Geneva to present on the USAID report and its application/illustration through climate services work in Mali.
- Provide technical support including Mission support to USAID/Malawi for the integration of gender and adaptation lessons into vulnerability assessments and program/project design. CCRD will support a two-day formal training and facilitating a week of field training in Malawi to enumerators on an intersectional gender approach. The two-day training will take place in Lilongwe while the field training will take place in Machinga district. The team, consisting of USC staff, will conduct the trainings and also conduct research for five weeks to follow in two field sites in Machinga district, Malawi. The team will then analyze this information and provide lessons for the integration of intersectional gender approaches into vulnerability assessments. A detailed report will be prepared and shared with USAID and other appropriate development audiences. Results and lessons learned will be shared with USAID Washington and USAID Malawi Mission staff.

Task 1.4.1 Summary	
Task Lead:	Edward Carr (USC)
Schedule:	Year Four

OBJECTIVE 2: COORDINATE WITH OTHER USG AGENCIES TO SUPPORT MAINSTREAMING

The Adaptation Partnership (AP) was created by the Governments of Costa Rica, Spain, and the United States following the United Nations Framework Convention on Climate Change (UNFCCC) Conference of Parties in Copenhagen, Denmark. The three founding countries have been joined by more than 20 countries to support a series of workshops for donors, developing country governments, NGOs, and international practitioners. In addition to workshops on a range of adaptation issues, the AP supports follow-on research and pilots and facilitates communities of practice among workshop participants. CCRD received a buy-in from the U.S. Department of State in Year One to support AP workshops and other activities. CCRD's roles for different AP activities depend on the proposed role for USAID in planning and convening workshops. Follow-on activities are recommended by workshop participants; decisions on these activities are coordinated with workshop participants and donors and scaled according to the resources available through State Department buy-in, CCRD core funding, and co-financing from other donors.

ACTIVITY 2.1 ADAPTATION PARTNERSHIP WORKSHOPS

TASK 2.1.1: CONDUCT ADAPTATION PARTNERSHIP WORKSHOPS

Year Three Progress and Results: Although the AP formally ended in December 2012, CCRD committed to support a follow-on to the Washington, DC, Climate Change Adaptation and Peacebuilding workshop in October 2012. A second workshop was held in Addis Ababa in October 2013. In addition, CCRD, NOAA, and the Western Indian Ocean Marine Science Association (WIOMSA) planned a series of follow-up trainings for marine protected area (MPA) managers in response to the needs assessment in marine and coastal areas of the WIO region that was conducted at the AP workshop in Cape Town in February 2012. The first in the series of MPA workshops was convened in Year Two (November 2013) in South Africa and the second in Year Three (May-June 2014) in Tanzania.

Year Four Activities: In Year Three, NOAA provided \$25,000 to CCRD towards the MPA Workshop in Tanzania (May-June 2014). CCRD agreed to provide \$25,000 in support for the third training, to be held in Year Four. The support will be in the form of financial resources and will not be supplemented by CCRD staff participation in the training. The training, titled Building MPA Practitioner Skills, Knowledge, and Comfort with Tools Used to Monitor Climate Change and Methods for Implementing Coastal Ecosystem Adaptation Strategies Training (tools training), will be held in the Seychelles in late 2015.

During this training, MPA practitioners will apply skills, knowledge and methods of climate change monitoring, assessment and adaptation planning gained from their participation in the two previous trainings and from the tools training. In addition, the Training of Trainer Mentor component will be further institutionalized by involvement of individuals from these trainings as co-trainers in the tools training. These efforts in training the next generation of coastal resource practitioners will result in more effective management of MPAs in the region. The training will focus on a variety of low cost coastal tools for standardizing climate change impact monitoring at the local level, tools for analyzing and presenting data, as well as tools that can engage community members. Regional and global methods and protocols will be shared focusing on those that can be implemented for low cost and low technical requirements.

CCRD will support adaptation assessment and planning capacity by developing tools across a range of media including print, web sites, social media, training, and CDs; these tools may include disciplines as diverse as (but not limited to) communication, physical climate, vulnerability assessment, climate impacts, risk management, monitoring and evaluation (M&E), decision analytics, financing, communicating/educating stakeholders, and governance.

CCRD's contribution will be toward the planning of the training, and will include assessing needs and further refine specific tools to be covered during the training; engaging in dialogue with scientists in the region, within NOAA, and with others working in the region (e.g., TNC) to gain their insight on the needs and methods currently in use in the region; outlining and developing curriculum for the training; training planning and logistics (e.g. venue, instructors, etc.).

OBJECTIVE 3: IDENTIFY AND RESPOND TO EMERGING ISSUES AND FILL GAPS

Activities in support of Objective 3 are designed to promote climate-resilient development on a global scale. Ideally, they include tasks that add value to USAID programs but also respond to new opportunities or emerging issues in international practice of adaptation. In addition, these activities will typically utilize a teaming approach requiring co-financing from other donors and are expected to be beyond the manageable interests or resources of CCRD, acting alone. Four activities are proposed at this point in the Work Planning process. Activity 3.1 supports the demonstration of mainstreaming of adaptation on a national scale. This represents a large effort that CCRD would support along with other donors and/or regional development banks. Activities 3.2, 3.3, and 3.4 are responsive to recommendations from the Adaptation Partnership (AP) workshops in Nepal, New York (as well as an earlier workshop in Dakar, Senegal), and Bangkok for follow-on work related to glaciers and mountains, the role of climate services in adaptation planning, and climate resilient cities.

ACTIVITY 3.1 SUPPORT ADAPTATION PLANNING AND IMPLEMENTATION

This activity is focused on the support of adaptation planning and implementation at the regional, national and sub-national levels. One thrust of this work is on national adaptation plans (NAPs) and demonstrating the benefits of the USAID approach to mainstreaming climate into development planning. CCRD will continue to support the development of a policy framework in Jamaica designed to promote more climate-resilient plans, programs, and projects in the context of Jamaica's national development plan – *Vision 2030*. This work will include preparation of a methodological note and lessons learned related to the mainstreaming approach. In addition, CCRD will elaborate and test the concept of fast track adaptation implementation, designed to help communities or countries move quickly to address high climate vulnerability/risk issues.

TASK 3.1.1: SUPPORT PREPARATION OF NATIONAL ADAPTATION PLANS

Progress and Results:

Jamaica: USAID and the Government of Jamaica (GOJ), with support from CCRD, organized a workshop in July 2012 in Kingston to inform the process of integrating climate considerations into Jamaica's national development strategy – *Vision 2030*. USAID and CCRD staff facilitated a two-day stakeholder workshop. The workshop was attended by over 150 participants from several government ministries, agencies, and other entities within the GOJ; relevant NGOs; academia; the private sector; and international development partners.

A number of high-level speakers opened the event, including: Dr. Conrad Douglas, Chairman of the Climate Change Advisory Committee; Honorable Robert Pickersgill, Minister of Water, Land, Environment and Climate Change; Dr. Honorable Peter Phillips, Minister of Finance and Planning; and Ms. Denise Herbol, Mission Director of USAID/Jamaica. The final plenary discussion session focused on identifying important themes that emerged from the workshop and on providing suggestions for next steps in advancing the policy framework. It was noted that although the adaptation plan will be developed under the Ministry of Water, Land, Environment and Climate Change, it will be important for the plan to be integrated and incorporate inputs from diverse stakeholders.

Tanzania: Working with Tanzania's Vice President's Office, USAID/Tanzania, and the University of Rhode Island's Coastal Resources Center, CCRD conducted a coastal-focused workshop in March 2013 to support and inform Tanzania's national adaptation planning process. The workshop was attended by about 30 people

on Day 1 and 25 people on Day 2, with representatives from Government (e.g., Vice President's Office; Ministries of Agriculture, Water, Livestock and Fisheries, Natural Resources and Tourism; Planning Commission), NGOs (e.g., World Wildlife Fund – WWF), research institutes (e.g., Western Indian Ocean Marine Science Association – WIOMSA), and the private sector (a Norwegian oil company). The objectives of the workshop included: vetting USAID's mainstreaming approach with the stakeholder group, eliciting quality inputs on the coastal sector that the government could use as they move their NAP process forward, and stimulating thinking about criteria for evaluating adaptation options. The Coastal Resources Center developed the final workshop report.

West Africa: Working with the USAID West Africa Regional Mission, Economic Community Of West African States (ECOWAS), and the University of Rhode Island's Coastal Resources Center (CRC), CCRD organized a regional workshop on coastal adaptation in Accra, Ghana, from June 18 to 20, 2013. The purpose of the workshop was to bring together national and regional leaders in West Africa to focus on national development planning and climate change adaptation in coastal zones, with an emphasis on the NAP process. The workshop included participants from 11 West African countries – Ghana, Senegal, The Gambia, Guinea, Sierra Leone, Liberia, Cape Verde, Cote d'Ivoire, Nigeria, Benin, and Togo. By focusing on methods/approaches for developing NAPs rather than detailed country-specific planning, the workshop helped to inspire and equip leaders with knowledge to return to their countries and design NAP processes that address their country's development priorities in an integrated manner, while also contributing to and benefiting from the regional context. Representatives of key regional institutions also participated in the workshop to highlight regional adaptation challenges and discuss how to support the countries as they move forward with their NAP processes. The Coastal Resources Center, in collaboration with Engility and ICF, developed the final workshop report.

Year Four Activities:

NAP Methodology and Lessons Learned: USAID and CCRD plan to document the NAP experiences in the workshops supported by CCRD to date, linked to the Climate-Resilient Development (CRD) mainstreaming approach. The potential outputs include journal article and shorter papers/brochure-style publications.

Prepare a Paper on National Adaptation Planning: CCRD will work with the GCC Office in preparing a paper analyzing USAID's role in national adaptation planning. The paper, titled *A Perspective on Climate-Resilient Development and National Adaptation Planning Based on USAID's Experience*, will discuss how USAID and CCRD applied the climate resilient development approach to the NAP process and how stakeholder workshops were used to integrate climate change into development planning. The paper will be submitted for formal review to the journal of Climate and Development.

Support for Cambodia NAP: CCRD will provide technical support to the Government of Cambodia to aid it in developing a NAP along with other donors including GiZ. CCRD staff will assist the Cambodia Ministry of Environment in providing technical support on integrating climate considerations into national planning and budget activities, supporting sustainable development planning by the national government, and seeking funding from the Green Climate Fund. This will include preparing a paper on how the US Environmental Protection Agency's experience in incorporating climate change into its planning and budgeting procedures can be applicable to the Government of Cambodia. The technical support may be coordinated with other bilateral donors. CCRD staff will make two site visits to Cambodia. The first one will coordinate with GIZ on technical support and the second will gather information to support the Project Based Budgeting (PBB) analysis, so as to incorporate adaptation into this process.

Jamaica: Pending success by the GOJ and the GCC team in redirecting the country's climate policy planning process in a constructive direction, CCRD will (1) assist in the development of a new draft climate policy that covers the necessary issues related to ministerial commitment and mainstreaming of climate, without over-specification of potential climate vulnerabilities and adaptation tactics that divert from the central policy objectives; (2) assist the GOJ in mainstreaming the climate policy into key ministries, e.g., through the

development of sector-specific action plans; and (3) provide short-term technical assistance (STTA) to the GOJ in understanding vulnerabilities, and developing and implementing adaptation.

West Africa: The CCRD team members involved with the workshop will collect and synthesize feedback from participants and adjust the workshop approach accordingly. Following the West Africa workshop, discussions have continued between USAID/E3, USAID/West Africa, ECOWAS, CCRD, and CRC on follow-on activities including a second regional workshop in December 2013 or January 2014. If requested, CCRD may support NAP activities at the regional and/or country level in West Africa.

Other STTA: Building on CCRD’s NAP work in Tanzania, West Africa, and Jamaica, CCRD will provide short-term technical assistance to other countries or regions as requested by USAID.

Task 3.1.1 Summary	
Task Lead:	Mukul Sharma (Engility)
Schedule:	Year Four

ACTIVITY 3.2 HIGH MOUNTAIN ADAPTATION PROGRAM

The High Mountains Adaptation Partnership (HiMAP) was initiated in March 2012, following the successful 2009 “Adapting to a World without Glaciers” workshop in Peru and 2011 “Andean-Asian Mountains Global Knowledge Exchange on Glaciers, Glacial Lakes, Water & Hazard Management” in the Mt. Everest region of Nepal. Created and implemented by The Mountain Institute (TMI) and the University of Texas at Austin (UT), HiMAP has actively strengthened the scientific, social, and institutional capacity for climate change adaptation and resilient development in glaciated regions of Peru, Nepal, and elsewhere in the high mountain world.

Progress and Results: Detailed local adaptation plans of action (LAPA) were completed for the Nepal and Peru project regions and mainstreamed into UNDP/Nepal, USAID/Peru, and regional/national government sources of funding; state of the art glacial lake evaluations were completed in Nepal and Peru with results incorporated into regional development and disaster management plans; HiMAP lessons learned were routinely captured in a portfolio of peer reviewed, popular, and USAID publications; an innovative Community of Practice (CoP) webpage was created and regularly updated.

Tasks to be completed during Year Four will focus on:

1. Produce a Case Studies and Lessons Learned technical report covering the LAPA and Glacial Lake Rapid Reconnaissance experiences in Peru and Nepal.
2. Produce and distribute Summary LAPA for policy makers and stakeholders and translate into Nepali.
3. Mainstream LAPA into available Buffer Zone Council funds.
4. Complete field phases of the Imja lake reconnaissance work.
5. Transfer HiMAP website and management of CoP to TMI.
6. Participate in the UNFCCC COP20 meeting in Lima, Peru.
7. Field-based assessment of post-earthquake damage to potentially dangerous glacial lakes in Nepal

TASK 3.2.2: BUILD AND DEVELOP GLOBAL CAPACITY FOR HIGH MOUNTAIN GLACIAL WATERSHED CLIMATE CHANGE ADAPTATION

Subtask 3.2.2.1 – Build and consolidate the HiMAP

During Year Four, HiMAP will continue to develop and support the CoP, evaluating, and implementing changes as needed.

- TMI will assume responsibility of the www.highmountains.org website and management of the CoP by transferring the content and databases from Engility servers to designated servers managed by TMI. A newsletter announcement describing this transfer and providing information on COP20 will be delivered by November 15, 2014.
- Revise/update the Summary Khumbu LAPA. Delivered in Year Three, the summary covers LAPA development history, processes, and results for stakeholders, policy makers, and the development community. The draft will be updated by November 30 to include preliminary Lessons Learned. This document will be made available at the COP20.
- Participate in the COP20 meeting, Lima, Peru December 2014.

TASK 3.2.3: CLIMATE CHANGE ADAPTATION IN THE KHUMBU HIGH MOUNTAIN GLACIAL WATERSHED, NEPAL

Subtask 3.2.3.1.a – Local adaptation plan for action for the Khumbu Valley

HiMAP will undertake the following to advance this subtask:

- Formalize necessary MOUs and other arrangements with the DNPWC, Buffer Zone Council, VDC, and other GON agencies as needed.
- Coordinate LAPA priorities with those of other donors investing in the Khumbu region.
- Conduct and document follow up LAPA-related meetings at the Buffer Zone, National Park, District Development Committees, and Regional Development Council levels.
- Integrate LAPA priorities and recommendations into DDC, VDC, National Park, and Buffer Zone Development Plans.
- Identify other funding mechanisms for the implementation of LAPA priorities and recommendations.
- Work with GON, Buffer Zone, and community stakeholders in a facilitative and coordinative capacity to implement identified priority LAPA activities.
- Translate, publish, and distribute LAPA Summaries into Nepali.

Subtask 3.2.3.1.b – Case Studies and Lessons Learned Technical Report

Under the direction of Dr. Daene McKinney, graduate student(s) and the HiMAP team will produce a Case Studies and Lessons Learned technical report.

- The report will compare the LAPA experiences in both Peru and Nepal, with emphasis on the processes of working with the local, regional, and national governments.
- The report will also explore the technical, Rapid Reconnaissance models and respective processes created for the Government of Nepal and were incorporated into the final LAPAs.
- The report will conclude with lessons learned from these processes in each country (Peru and Nepal).

- The primary audiences are government decision makers, high-level stakeholders, and the donor community. UT graduate student(s) will be assigned to assist in the analyses.
- Drafting will occur on a monthly basis and conclude with final delivery January 30, 2015.

Subtask 3.2.3.2.a – Khumbu Valley GLOF reconnaissance, risk modeling, and community-based risk management and mitigation

Activities will include continuing Imja Lake GLOF Risk Reduction activities:

- Recover data and equipment from glacier and meteorological monitoring instrumentation: glacier mass balance/ablation stakes (to detect melting of glacier), meteorological system, time-lapse cameras, and remote sensing images, etc.
- Develop glacial lake hydrology (water balance) model for Imja Lake.
- Acquire recent remote sensing data for Khumbu region for use in Imja Lake evolution analysis. This activity will include the final data recovery and a technical report for USAID.
- Develop and analyze future scenarios of Imja Lake growth and GLOF potential.
- Present draft findings to the community (Khumbu Alpine Conservation Committee (KACC) and Sagarmatha National Park).

Subtask 3.2.3.2.b – Case studies and lessons learned technical report

Under the direction of Dr. Daene McKinney, graduate student(s) and the HiMAP team will produce a Case Studies and Lessons Learned technical report.

- The report will compare the LAPA experiences in both Peru and Nepal, with emphasis on the processes of working with the local, regional, and national governments.
- The report will also explore the technical, Rapid Reconnaissance models and respective processes created for the Government of Nepal and were incorporated into the final LAPAs.
- The report will conclude with lessons learned from these processes in each country (Peru and Nepal).
- The primary audiences are government decision makers, high-level stakeholders, and the donor community. UT graduate student(s) will be assigned to assist in the analyses.
- Drafting will occur on a monthly basis and conclude with final delivery January 30, 2015

Subtask 3.2.3.3 – Field-based assessment of post-earthquake damage to potentially dangerous glacial lakes in Nepal

Remote mountain villages from Gorkha to Sagarmatha Districts have suffered enormously from the April 25, 2015 earthquake that leveled much of Kathmandu and caused thousands of deaths throughout the country. Massive landslides have wiped out entire villages, rivers have been dammed, and the earthquake has further de-stabilized the geologic and geomorphic integrity of high altitude mountains, glaciers, and glacial lakes. In particular, seismic activity can trigger the flooding of potentially dangerous glacial lakes by weakening the structural integrity of the end moraine holding back the water, in many cases millions of cubic meters of water that has accumulated as the glacier recedes. It is of critical importance that post-event assessments of Nepal's most potentially dangerous glacial lakes be conducted as soon as possible to determine the damage caused by the earthquake as well as any increased threats of flooding and damage to downstream communities. The report will compare the LAPA experiences in both Peru and Nepal, with emphasis on the processes of working with the local, regional, and national governments.

Between June and August 2015, the High Mountains Adaptation Partnership (HiMAP) (www.highmountains.org) will conduct detailed remote sensing (ongoing through USAID/NASA SERVIR) and field-based assessments of Nepal’s most potentially dangerous glacial and landslide-dammed lakes in partnership with Nepal’s Department of Hydrology and Meteorology (DHM), International Centre for Integrated Mountain Development (ICIMOD), and Government of Nepal’s Army. Following acclimatization and the detailed assessment of Imja lake (which HiMAP has studied intensively since 2011), the team will survey Tso Rolpa and Thulagi glacial lakes through a combination of foot and helicopter travel. The final selection of lakes to assess will be made after consultation with DHM, ICIMOD, and the Nepal Army. Information and data obtained about the lakes will be conveyed immediately by Satphone to the DHM, downstream populations, donor and scientific communities. Concurrently, the team will conduct detailed surveys of other damage cause by the earthquake to villages located in the high mountain regions where the glacial lakes are located, many of which are not expected to receive any form of assistance for months to come.

Deliverables include:

- Field-based analyses of post-earthquake impacts on the structural integrity and risk of three of Nepal’s most potentially dangerous glacial lakes and landslide-dammed lakes to be determined. Attributes to be considered include any changes in water volume, end moraine stability, lateral moraine stability, seepage, glacial terminus, and ice-cored moraines,
- Regular liaison with the DHM, ICIMOD, GoN Army, USAID/Kathmandu, USAID/DC, and Engility,
- Regular meetings with local communities to share results of the field studies,
- Regular Satphone and text updates to USAID and GoN regarding results of the field studies,
- Final written report intended for peer review journal publication detailing results of the field studies, strategic workplan and budget for further work (not under CCRD), list of people and organizations contacted, and recommendations for next steps (note: all data collected will be shared with ICIMOD, DHM, GoN Army, and other partners), and
- Op-ed for the Washington Post (post field evaluation)

Activity 3.2 Summary	
Task Lead:	Alton Byers (TMI), Daene McKinney (UT)
Schedule:	Year Four

ACTIVITY 3.3 CLIMATE SERVICES

TASK 3.3.2: BUILD AND SUSTAIN A CLIMATE SERVICES COMMUNITY OF PRACTICE: THE CLIMATE SERVICES PARTNERSHIP

Progress and Results: Over the past two years, CCRD has invested in creating an international community of practice around climate services. The Climate Services Partnership (CSP) has provided a mechanism for global knowledge exchange and collaboration directed toward improving both the knowledge and the practice of climate services, with emphasis on the users/beneficiaries of services. CSP efforts increasingly serve to identify and promote good practice in climate services design and implementation – which, in turn, facilitates

improved capacity to manage climate risks, a recognized need for achieving more climate-resilient development pathways.

Growing CSP as an effective network for communication, collaboration, and critical thinking on climate services has entailed infrastructure support as well as investments in major forums, working groups, information resources, and community coordination. With CCRD support, the CSP Secretariat has led the process of designing and conducting a major International Conference on Climate Services each year for the past three years. Each has been an important event for sharing experiences, introducing new ideas, and assessing needs and opportunities for future investments in improved climate services (outcomes). The Secretariat has maintained Partnership communications on several fronts, and has introduced new media for communications: the CSP Knowledge Exchange (online forum and webinars) and the CSP Newsletter (a global source of information, commentary, and partner feature articles). The Secretariat has also developed and maintained the CSP website, which holds a growing library of information and tools to support the Partnership, its projects, and its members.

CSP has fostered collaborative work in several key areas, including case studies and analysis, guidance resources, evaluation, economic valuation, the conduct of climate services (ethics), and is developing ideas on the topic of research prioritization (informed from service implementation). These activities have already produced or are working to produce a variety of outputs/resources: reports, analyses, methodological guidance and proposed community standards. These resources will support improved practice of climate services globally. They will have impact through partnerships CSP has secured with relevant programs and institutions such as the Global Framework for Climate Services, CCAFS, the World Bank, WHO, WFP, Red Cross Federation, and several others.

Year Four Activities: In this final year of CCRD, the efforts will focus on bringing previous investments in CSP work to fruition, delivering key outputs that will have continuing value for the community of practice and partners/sponsors. During this year, we will consolidate resources and sponsors around an agenda for CSP that can be sustained over time. In the mean time CCRD support for backbone functions, infrastructure, communications and coordination will enable a successful transition to help ensure CSP as a lasting legacy of CCRD. The main investment areas are summarized below.

Subtask 3.3.2.1 CSP Secretariat

Secretariat's activities sustain the Partnership and its work, ensure the uptake of information and resources, and build critical program/partner linkages. Year Four activities will include strategic and operational planning for the overall activities of the Partnership. We will develop a white paper on CSP and GFCS linkage and collaboration mechanisms, with the goal of developing a more formal institutional relationship. We will develop a strategic implementation plan for work under the newly emerging USAID/CGIAR's Climate Change, Agriculture, and Food Security (CAAFS) partnership for climate services and work to entrain additional partners into this partnership, including, for example, WMO, World Bank, and WFP.

Additional work will include: consultation and support for the CSP international Coordinating Group (including monthly teleconferences); development or co-development of concept notes and proposals on climate services; outreach to relevant sectoral or regional groups/networks, including the European climate services partnership, and ClimDev Africa; participation in advisory boards for external climate services programs, including EUPORIAS; representation of the Partnership at international meetings and symposia (including GFCS Intergovernmental Board meetings); management of CSP-wide communications; development of a Early Career Professionals Network; ongoing management of the CSP website and collaboration platform; reporting on Partnership work and progress; leadership of process to update/expand operating procedures of the Partnership, including membership, working groups, and forums; manage the CSP Newsletter (quarterly) process (collection of inputs, editing; contribution of Secretariat editorial); manage the CSP Knowledge Exchange process, featuring seminars/webinars, and e-discussion forum.

In its work to advance the broad goals of the CSP and its members, the Secretariat will also devote time to learning about climate services activities and the work of individual CSP networks and members, with attention to examples of innovation, linkages, and improvement in climate services.

In Year Four, the Secretariat will complete the project begun in Year Three on analysis of existing climate services-related guidance resources that have been provided to us from a variety of CSP member organizations. A student intern, hired in Year Three, will assist in developing a report to be disseminated to the CSP community early in Year Four.

The CSP Secretariat will also support and contribute to several Working Group activities (summarized below) that have been recognized widely within the CSP community as key gap or opportunity areas.

CCRD will support four international trips for the Secretariat, to include two trips to the European Conference on Applied Climatology in Prague, Czech Republic in October 2014. The remaining trips will be to represent CSP at other international forums, participating in climate services sessions, and sponsoring side events; these may include forums of the Global Framework for Climate Services, European Union sponsored climate conferences, UNFCCC or UN International Strategy for Disaster Reduction conferences, or similar event, to be decided.

Subtask 3.3.2.2 CSP Website, Tools, and Information

The CSP website was developed to provide a portal to the CSP community, including: a basic description of climate services, information CSP membership, including members of the Coordinating Group and how to become a member, a calendar of climate service activities, updates regarding activities of the wider community, materials and deliverables associated with the CSP working groups, and a database of climate service activities around the world. The website will be maintained in Year Four, as a means to keep information current and up to date and to ensure that the CSP activities are properly reflected and publicized on the website. The web team will also develop online resources for Working Groups on good practice, drought information tools, and research prioritization; online resources will also be developed for the Early Career Professionals Network, and for any working groups developing from ICCS 4 (expected to be focused on grasslands and decision support tools).

Subtask 3.3.2.4 CSP Working Groups

The **Working Group on Economic Valuation** has been operating for more than two years, with focus on identification of practical methods to assess the value of climate services. The group will put out a book in February 2015, and is planning two training workshops around climate service evaluation in February-March, 2015 (see Task 3.3.5).

The **Working Group on Good Practices in the Conduct of Climate Services** is taking up the important charge of considering community guidelines for climate services that promote equity, integrity, transparency, accountability, accessibility, as well as quality control on information and products delivered in the name of climate services. The Working Group process is being developed in conjunction with GFCS, which can serve as a governance body for ultimate standards/codes/guidelines. During Year Four, the Group will develop a white paper on these topics and engage in outreach to major stakeholder groups (GFCS board, disasters platform, health, water, agriculture and food sectors, among others). The Secretariat will coordinate the group, contribute to the paper, and engage in outreach. During Year Four, the Group will primarily work remotely but some funds are requested to support the outreach process to several events in 2015. The working group is being supported by a student intern who has begun work in Year Three and will complete a background research paper and design of a community survey early in Year Four.

The **Working Group on Research Prioritization** has developing plans for a process to harness the learning from climate services implementation, as collected and shared within CSP, as a means to inform priorities for research. This is seen as a means to accelerate progress in improving services, channeling the resources of the research communities in directions that are most efficacious. The group plans to develop mechanisms to

engage with stakeholders on the implementation side, and with research programs (such as WCRP, FutureEarth, CGIAR, etc.) on the other in achieving its objectives. IRI is supporting this group through co-leadership of the WG (L. Goddard) and through Secretariat support.

The **Working Group on Drought Information Tools** is funded by a grant from the Columbia Global Centers, with additional resources from the German government and UNESCO. The CSP will organize a meeting for this group in Santiago, Chile, in November 2014; the group will define precise activities at this meeting, but it is expected that this will include sharing existing knowledge and developing new modes of working together in the future.

Task 3.3.2 Summary	
Task Lead:	Steve Zebiak (IRI)
Schedule:	Year Four

TASK 3.3.3: ICCS4

The Secretariat will lead in the planning, program development, convening, communications, and operational support for the fourth International Conference on Climate Services, scheduled for December 10-12, 2014 in Montevideo, Uruguay. It is expected that decision support tools and grasslands management will be highlighted as areas for significant South-South knowledge exchange and collaboration. Significant conference funding is anticipated through a major World Bank funded program. CCRD will provide travel support for IRI and Engility staff attending ICCS4 and for selected developing country participants. Note that a \$50,000 buy-in received from CCAFS will be used to co-finance Task 3.3.3, in addition to core funding.

Task 3.3.3 Summary	
Task Lead:	Steve Zebiak (IRI)
Schedule:	August – December 2014

TASK 3.3.4: CONDUCT CASE STUDIES AND ASSESSMENTS OF CLIMATE SERVICES

Progress and Results: The CSP completed 10 case studies, completed the initial component of the Mali Agromet Program assessment, undertook a detailed analysis of case study and evaluation findings, published synthesis results, and initiated a second tranche of more extensive climate services evaluations.

Initial case studies and a few additional case studies were completed focusing on the application of climate services in different sectors and countries. IRI produced a synthesis document of the Year One case studies undertaken by the CSP and, additionally, material captured in around 60 case studies solicited by the GFCS. The findings were presented at the WMO Extraordinary Congress (October 2012).

Fieldwork and desk research for the assessment of the Mali Agrometeorological Advisory Program was completed in Year Two. IRI completed a full draft of its science assessment in year two. The University of South Carolina continued to work on the field assessment (hindered by the political situation in Mali), made two presentations on the Mali Met assessment (International Conference on Climate Services (ICCS) 2 and the Association of American Geographers Annual Meeting), oversaw the cleaning of the data from the Mali Met field assessment surveys, analyzed the cleaned data, and began drafting the assessment report.

Following up on the recommendations made during ICCS 2 Development Day, the CSP has worked to develop a methodology for the assessment of climate services. The CSP Secretariat and IRI worked with the principals of the Mali Met program and partners to outline a methodology that could provide information good enough to satisfy minimum evaluation standards but that are still practical and affordable. We identified NGOs and other institutions based in relevant regions to conduct the assessments, with an overview from the Secretariat, using the Small Grants Program of CCRD to support the effort. CSP worked with partners to develop the methodology, develop plans, and identify implementers to undertake several mid-level assessments.

The CSP participated in two evaluation-related workshops, including one focused on providing guidance for identifying socioeconomic benefits to climate, weather, and water information, held in conjunction with the World Bank and the WMO in Geneva, Switzerland, April 8-11, 2013. The CSP presented its evaluation activities at the conference. The workshop produced an outline for a book that will be developed over the course of the next year.

The second evaluation workshop took place May 18-25, 2013, in Senegal, where the CSP contributed to the development of a monitoring and evaluation methodology of the agrometeorological project in Kaffrine, Senegal. Carr designed and piloted a field method for assessing farmer weather and climate information needs, and supervised Tshibangu Kalala of the University of South Carolina in the execution of two months of fieldwork to develop a nuanced farmer decision model that will help identify the most productive services and means of delivery.

In Year Three, USC completed analysis of the field data from Mali, and Carr drafted the preliminary assessment report for the Meteo Mali Agrometeorological Advisory Program. With support from colleagues at IRI and CCAFS, Carr edited the document into a final report. Kalala contributed to a training for CCAFS/ANACIM partners in Senegal in January 2014, building local capacity in the University of South Carolina's approach to the assessment of farmer needs. Carr redesigned and piloted a methodology similar to that used in Senegal in Year Two for the qualitative investigation of farmer engagement with the advisories. Carr, University of South Carolina staff, and a team from IER trained by the South Carolina team, executed six weeks of fieldwork in four representative villages in southern Mali. The analysis of this data will be the core of the final assessment report.

Year Four Activities:

Case Studies – This task will include completion of three to five “mid-level” assessments. The Secretariat and IRI will work with the assessment implementers to advise on the process and report on findings (in one case IRI will serve as implementer). The IRI will also work to develop a synthesis paper of the assessments, which will include a finalized methodology for assessments that can be widely distributed. A draft assessment methodology was completed and the CSP would continue to work with partners to refine the methodology, oversee the solicitation and selection of grantees, and collect and edit (as needed) the findings. Following this, the IRI will produce an analysis of what can be learned about minimum standards for evaluation that can be delivered as a CSP resource. The IRI will also produce three new case studies. It is anticipated these case studies will cover the following topics: 1) user experience; 2) institutional analysis; and 3) public private partnerships (supported by three interns). The latter will provide grist for a more thorough analysis of the role of the private sector in providing and maintaining climate services.

Mali Met Assessment – USC will continue work on the Mali Met assessment. Data will be gathered on the impact of the Meteo Mali project to capture information on interannual variability of impact and identify conditions under which the program is more or less effective for farmers. The initial field survey will be redesigned, field survey teams retrained, the survey database redesigned (with Stratus Consulting), and new field survey data analyzed. USC will also use the data collected in the Year Three fieldwork to develop a farmer decision model for each of the four clusters identified in the assessment to allow for interpretation of existing assessment data, baseline data from other sources, and project redesign, and disseminate the findings of the Mali Met field assessment.

Kaffrine CCAFS Program – CCAFS and CCRD partners will build a farmer decision model based on qualitative fieldwork conducted in Year Two. The farmer decision model will be used to interpret existing baseline data on agriculture and livelihoods in Kaffrine. CCRD will also support CCAFS and ANACIM (Senegal National Agency of Civil Aviation and Meteorology) partners in their efforts to redesign, scale up, and evaluate Senegal’s program of climate services for farmers.

Task 3.3.4 Summary	
Task Lead:	Edward Carr (USC)
Schedule:	Year Four

TASK 3.3.5: ECONOMIC VALUATION OF CLIMATE SERVICES

Year Three Progress and Results: During the year, CCRD coordinated the development of the first two drafts of the primer on the economic valuation of climate services and provided financial support to five contributing authors of the book. In addition, CCRD provided trainers for three regional seminars organized and funded by WMO to bring together representatives from meteorological and hydrometeorological services. The CCRD team conducted trainings on designing climate services valuation studies and communicating the results to funding agencies and users and presented the working draft of the primer, followed by detailed discussions of content; they also presented case studies of climate services.

Year Four Activities: CCRD will continue to support the drafting of the primer with CCRD staff and editors working with contributing authors to strengthen their chapters. A decision was taken in Year Three for WMO to do final desktop publishing of the book and print hard copies of the book. CCRD will hand off the final WORD version of the book to WMO in the beginning of November 2014.

The primer, currently titled, Valuing Weather and Climate:: Economic Assessment of Meteorological and Hydrological Services, is expected to be published by WMO in May 2015. Both to facilitate use of the book and help WMO develop a training program on designing economic studies or climate services, CCRD proposed to conduct three training workshops in 2015. Through a competitive solicitation process, national meteorological services would propose to send two staff to a one-week training to design the scope of work for an economic study of the benefits of climate services. Participants would receive training and the training team would advise on design questions as they arise. CCRD would provide two economists for the three training workshops scheduled for Antigua & Barbuda (Cibbean and Central America), Mahe Island, Seychelles (Africa) and Zagreb, Croatia (Southern and Eastern Europe, Caucasus and Central Asia). Each workshop is expected to draw between 15 and 30 participants. WMO will support two additional trainers and the World Bank and WMO will also provide support for participant travel.

Additionally, CCRD will engage the University of Arizona to to produce a systematic economic valuation of the seasonal drought forecast information received by more than 300 farmers and extension agents, from the Jamaican Meteorological Service (JMS), over the course of a drought. In 2014, Jamaica experienced one of the worst droughts in a decade and the fourth worst recorded since the 1970s. The drought caused 30% decline in agricultural productivity in 2014 compared to 2013. This, along with bush fires, resulted in approximately \$1 billion in losses for the economy. Personal stories from farming communities suggest that the losses in agricultural productivity may have been much greater if not for a new seasonal drought forecasting system developed by the JMS and the IRI under CCRD. The JMS produced its first seasonal drought forecast in November 2013 and sent the drought forecast and other information via cell phone text messages to more than 300 farmers and extension agents; communication which continued over the course of the drought of 2013-2014. The economic value of the information would derive from the notion that the recipient farmers were able to make better farming decisions (timing of planting and harvesting, choice of crop, inputs uses), compared to non-recipient farmers, hence minimizing the adverse productivity impacts of the drought. Under CCRD, the University of Arizona will compare the agricultural productivity losses of sub-groups of 300 of the farmers (i.e., who used the information, ignored it, could not use it, etc.) and a pseudo control group of

approximately 300 farmers, who did not attend farmer forums or receive the information via cell phone text messages. The survey will be implemented through personal interviews with the farmers. The survey data will be supplemented by publicly available data from JMS and the ministries of agriculture and rural development.

Task 3.3.5 Summary	
Task Lead:	Glen Anderson (Engility)
Schedule:	August 2014 – July 2015

TASK 3.3.7: PILOT NATIONAL-LEVEL CLIMATE SERVICES

Progress and Results: In “Climate Services for Climate Smart Development: A Preliminary Guide for Investment” (IRI, January 2012) an integrated approach to developing effective climate services capacities in developing country contexts was presented. Over the past two years CCRD has supported efforts led by IRI in several different settings, to implement this approach. Work has been done in Tanzania to build improved high resolution climate analyses, data analysis, display and dissemination systems (utilizing the IRI Data Library). Initial work in West Africa, collaborating with AGRHYMET regional center, focused on developing the same capacities, but at regional scale.

In Year Three IRI substantially built on this base with technical training, but also with partners launched a West Africa climate services community of practice for the agriculture/food security, water and disasters sectors. A regional, multi-stakeholder workshop held in January 2014 convened these groups, provided technical training on existing climate information products, and identified needs for additional and tailored information and decision support tools for practical application. Each West African country will develop a national platform to advance climate services, drawing on the regional strategy and resources, and engaging existing (or inactive) interdisciplinary working groups previously established under the CILSS agenda (drought, food security).

An even broader climate services demonstration project has been undertaken in Jamaica over the past year. In this case IRI has led CCRD activities to identify national priorities and lead stakeholder groups, to assist in establishing a new institutional construct – a multi-agency Working Group - to support agricultural climate services, to provide technical support and training in enhancing data and climate information products (including the introduction of the a new, state-of-the-art operational drought forecasting system); to explore value added information products and decision support tools; to engage policymakers through the hosting of the 3rd International Conference on Climate Services in Jamaica; and to establish an agricultural stakeholder engagement process (first workshop held in April 2014).

In Year Three CCRD supported the continuation of a project led by the International Environmental Data Rescue Organization (IEDRO) focused on data rescue – an opportunity to salvage a large amount of historical climate data for the entire African continent, critically important for all climate services in Africa, and currently in danger of being lost. The Year Three effort focused on the capturing of data stored on microfiche to optical images, and was implemented under CCRD via contracts with IEDRO and the African Centre of Meteorological Application for Development (ACMAD).

Year Four Activities:

Subtask 3.3.7.1.a Climate service capacities and communities of practice in West Africa

IRI will lead efforts to build on and strengthen technical capacities and formative communities of practice for the region, through an interactive engagement process and additional technical support/training. This process was started in in Year Three with a very successful workshop organized in collaboration with AGRHYMET. The workshop met its basic objectives to introduce data, products and decision tools to support improved resilience to climate impacts, across sectors, initially targeting agriculture, water and disaster. The workshop

also provided a platform for stakeholders to share their feedback on the value of the new information products and tools for their activities and on recommendations for what is further needed. In Year Four, IRI will host a team from AGRHYMET (under separate support from UNDP) for technical training on the merged satellite data products, and the Map Room facilities that allow the development of new tools, responsive to the workshop outcomes.

CCRD support is requested for Tufa Dinku to attend the European Conference on Applied Climatology, October, 2014, in Prague, Czech Republic, to participate in sessions on climate services, and relay the approaches and results of the work in West Africa to an international community.

Subtask 3.3.7.4 National-level Climate Services development in Jamaica

IRI will lead CCRD efforts to strengthen, consolidate, and ground the climate services activity that has been introduced in Jamaica, with an eye toward establishing it as an effective and sustainable program. This will cover contributions in all investment areas (data and technical capacity, collaboration, stakeholder outreach, communication, capacity building, and policy engagement).

We will continue to work closely with the Jamaica Agriculture and Climate Working Group in Year Four. This currently involves several key partners: Jamaica Met. Service, the Ministry of Agriculture, Policy branch and Agriculture Extension Service, the Jamaica/Caribbean Agricultural Research and Development Institute (CARDI), ACIDI-VOCA (NGO working in agricultural livelihoods, training etc). During Year Four, IRI will participate in the quasi-regular meetings, review and advise on workplans, methods of stakeholder outreach and the assessment of services, and help provide access to international partners and resources in support of the WG.

IRI will provide technical support and training to help Jamaica Met. Service improve seasonal forecast products, including drought forecast products. Work in validation, and the refinement of the first products (spatial resolution and lead time), will be priorities.

The stakeholder engagement process will be further developed in Year Four. IRI will assist the WG in prioritizing the actions in response to the first stakeholder workshop. We will also work with ACIDI-VOCA, Met service and other partners in further developing the training curriculum implemented with agricultural extension service, in order to increase awareness and capacity to deliver effective climate services at the farmer level. IRI will review and provide advice on new agricultural service products to be developed.

In Year Four we will give special attention to gaining awareness and support at the policy level for Jamaica climate services – a key requirement for sustaining the services. The South-South engagement process between Jamaica and Uruguay, which we have already introduced, will be further developed. We are planning a several-day visit of a technical team from Jamaica to visit Uruguay, to spend time with major operational agencies, research institutes, the Agriculture Ministry and other partners involved in the innovative agricultural climate services program in Uruguay.

This will be an opportunity for knowledge exchange and exploration of technologies that could be transferred in support of enhanced climate services in Jamaica. The planned ICCS4 venue in Uruguay provides an opportunity for Jamaica to contribute, and for bilateral exchange (we will organize the technical visit in conjunction with ICCS4, if feasible).

Subtask 3.3.7.1.a Climate service capacities and communities of practice in West Africa	
Task Lead:	Tufa Dinku (IRI)
Schedule:	Year Four
Subtask 3.3.7.4 National-level climate services development in Jamaica	
Task Lead:	Steve Zebiak (IRI)
Schedule:	Year Four

ACTIVITY 3.4 CLIMATE RESILIENT INFRASTRUCTURE SERVICES (CRIS)

Progress and Results: At the end of Year Two, the CRIS program launched in four pilot cities (Nacala-Porto, Mozambique; Santo Domingo, Dominican Republic; Piura, Peru, and Hue, Vietnam). In Year 3, a fifth pilot was added in Trujillo, Peru with support from USAID/Peru. The CRIS program finalized Work Plans and Memoranda of Understanding with each pilot city and implemented activities to support climate-resilient decision-making.

In Year 3, CRIS focused on implementing the CRD Framework in pilot cities, and in developing and testing innovative and practical tools for increasing infrastructure resilience to climate impacts. The CRIS program worked with each city to gather available climate information and make it accessible to inform municipal decision-making. In Piura, CRIS worked with municipal staff to design and implement a CRIS Vulnerability Assessment Screening Tool to evaluate climate impacts on infrastructure projects in the city, developed and implemented a CRIS Adaptation Options Screening Tool, and developed a series of sector-specific adaptation option implementation portfolios with the municipality for the transportation, water and sanitation, and solid waste sectors. In Trujillo, the CRIS program tested USAID’s approach to Fast Track Implementation, building on an existing vulnerability assessment funded by IDB to identify short-term adaptation options (see CLIN 10 for further discussion of Trujillo). In the National District of Santo Domingo, CRIS established a Working Group of key stakeholders to support the district, conducted a project-specific vulnerability assessment of a wastewater treatment plant using a Sensitivity Matrix, and helped the Working Group consider specific adaptation measures in the plant’s design and management. The CRIS team worked with the municipalities of Santo Domingo, Piura, and Trujillo to develop draft Action Plans that outline each city’s priority next steps to advance climate resilience. In Nacala-Porto, CRIS implemented a Training-of-Trainers and Awareness Raising Workshop with local stakeholders around the CRD Framework and developed a tool that helps the municipality screen projects for vulnerability to erosion, sedimentation, run-off, and extreme heat and drought and identify adaptation actions. The activities in these four pilot cities generated practical tools, approaches, and lessons learned that could be broadly disseminated to other cities in Year 4 as part of the CCRD strategy for dissemination of CCRD products.

In addition to the technical activities briefly outlined above, CRIS conducted a range of peer learning and communication activities in Year 3. CRIS held its first regional Climate Leadership Workshop in Santo Domingo, Dominican Republic, in March 2014. Two to four representatives from eight cities in Latin America and the Caribbean participated in the three-day event, along with resource experts from the region and mission representatives from USAID/Peru and USAID/Dominican Republic. Each set of city representatives developed an Action Plan that they would be responsible for implementing as follow-up to the event. The Workshop generated momentum for peer learning and for uptake of the CRD Framework amongst participating cities in Latin America and the Caribbean. Key CRIS communications products were disseminated at the event, including the Infrastructure Fact Sheets developed under CRIS in Year Two, and two-pagers on the CRIS program and the Nacala-Porto pilot. The Infrastructure Fact Sheets, CRD Framework, CCRD White Paper on Evaluation of Adaptation Options, and a summary document on Fast

Track Implementation options have been disseminated to pilot cities to support vulnerability assessment and adaptation option tools and approaches. The CRIS program and the Nacala-Porto pilot were featured in a USAID Frontlines article and the CRIS program co-organized with IDB and presented on a panel at ICLEI's Resilient Cities Forum in May 2014 with IDB and representatives from Santo Domingo and Cuenca, Ecuador.

Under the CCRD Climate Adaptation Small Grants program, CRIS implemented the first round of three small grant opportunities and launched a second round focused on organizations working with the pilot cities in Peru and Mozambique. The first round grantees are testing innovative approaches for rapid vulnerability assessment of urban infrastructure services in Santo Domingo; two cities in India (Visakhapatnam and Panaji); and two cities in Indonesia (Manado and Cirebon). The second round of grants will demonstrate approaches for testing Fast Track Implementation of adaptation options and innovative partnerships between public and private groups to promote climate-resilient infrastructure.

Year Four Activities: Objectives for CRIS in Year Four include the following:

- Complete the pilots in the municipalities of Santo Domingo, Dominican Republic, Piura and Trujillo, Peru, and Nacala-Porto in Mozambique, focused mainly on finalizing municipal action plans, additional assistance related to activities in the action plans, peer learning events and training in the preparation of financing proposals.
- Distill best practices and lessons learned from CRIS pilots and peer learning activities to improve urban resilience in developing country cities as a way to reinforce USAID's position as a thought leader in climate-resilient development.
- Ensure that CRIS pilot cities are able to use CRIS tools and concepts to increase resilience, and are implementing a strong plan of action to secure additional resources and make further progress.

TASK 3.4.2 PROVIDE SUPPORT TO PILOT CITIES TO ACCELERATE CLIMATE RISK MANAGEMENT

Subtask 3.4.2.1: Provide technical support to pilot cities to implement adaptation actions.

CCRD partners ICF and Stratus will complete implementation of the Nacala-Porto, Mozambique pilot. Activities will include:

- Technical assistance for the Municipality of Nacala-Porto in August 2014 to support implementation of the Work Plan. This will include technical assistance for preparation of a proposal for the Rockefeller 100 Resilient Cities Centennial Challenge and a more advanced adaptation training for local NGOs. Based on needs that emerge from other work, it may also include helping Nacala-Porto prepare for the peer-learning event/write-shop (see second bullet), conducting a more advanced training on the availability of climate information or vulnerability assessment, or supporting the municipality in conducting outreach activities within community neighborhoods or with the private sector.
- A TDY trip in November 2014 to conduct a write-shop event in Nacala-Porto. The write-shop will help the municipality of Nacala-Porto identify innovative financing arrangements and prepare proposals for obtaining resources from other funding sources to build on CRIS and other donor programs.
- A TDY mission in February 2015 to conduct a study tour to Quelimane, Beira, and Maputo, Mozambique. The study tour will feature participants from the municipalities of Nacala-Porto, Pemba, and Quelimane, who will meet with municipal representatives, international donors, and National Government organizations in Maputo. Pemba and Quelimane are participating in the USAID Coastal City Adaptation Program (CCAP). The objectives of the study tour are to 1) share lessons learned, promote peer learning, and build relationships among municipalities, NGOs,

National Government, and international donor organizations; 2) understand funding opportunities for climate change adaptation; 3) distribute CRIS tools and materials to other municipalities, partners, and agencies.

- Refinement and finalization of the CRIS Rapid Assessment Climate Vulnerability and Adaptation Project Screening Tool. The CRIS team will finalize this screening tool, drawing on lessons learned from implementing the tool with Nacala-Porto in Year 3.
- Finalization and release of an Action Plan with Nacala-Porto that will identify steps the municipality can take to further mainstream and utilize CRIS tools and approaches in municipal planning, infrastructure investments, and operations and maintenance. It will also serve as a resource the municipality can use to engage other external partners and funders to extend CRIS's work with the municipality.

Subtask 3.4.2.2: Provide technical support to the CRIS pilot city of Piura, Peru.

CCRD partner ICF will provide technical support to Piura to build on the approaches and tools that were developed and tested in Piura in Year 3. Activities will include:

- Complete a final version of Piura's Action Plan through consultation with the city and USAID (in English and Spanish). This will include using the CRIS team's implementation of the CRD Framework in Piura to develop a results-based logical framework.
- Help Piura "get to implementation" of practical adaptation options. The CRIS team will support municipal staff in preparing and implementing a municipality-led process in Piura to train the key staff members in the Infrastructure Department on the CRD Framework and CRIS tools.
- Provide technical support to the Municipality, a technical Working Group initiated by CEDEPAS (a local Peruvian NGO) under a CCRD grant, and an Advisory Council that CEDEPAS has convened to oversee the grant. This may include exploring opportunities for peer learning between Piura and Trujillo, implementing further "training-the-trainers" workshops with core members of the Municipality of Piura, and continuing to support the Municipality and Working Group in identifying practical adaptation options for implementation. These activities are not dependent on additional support through a potential buy-in from the USAID/Peru Mission, but would complement and be foundational for activities that may be undertaken through a separate buy-in from USAID/Peru

Subtask 3.4.2.3: Provide technical support to the CRIS pilot city of Santo Domingo, Dominican Republic.

CCRD partner ICF will provide technical support to the National District of Santo Domingo (ADN) to build on the approaches and tools that were tested in ADN in Year 3. Activities will include:

- Complete a final version of ADN's Action Plan (in English and Spanish) through consultation with the city and USAID. This will include using the CRIS team's implementation of the CRD Framework in Santo Domingo to develop a results-based logical framework.
- Expand the Working Group that CRIS established in the National District in Year 3 in accordance with the Action Plan and in coordination with existing working group members. The expansion will focus on building the expanded working group's capacity to promote climate resilient infrastructure. This will involve working with ADN to articulate a primary focus and objectives of the working group, identify new members, and develop an agenda for a workshop with the expanded group. Two meetings will be held with the expanded working group.
- Develop an approach for incorporation of new requirements to analyze for climate impacts in existing and upcoming contracts associated with the Master Plan for Sanitation. The CRIS team will work with the local water utility, CAASD, to identify one contract for modification and develop language to require climate vulnerability analysis and specification of adaptation measures.

- Establish an approach with ADN for the vulnerability analysis of the Alma Mater Emissary construction locations and redesign to build in greater resilience after disrupted infrastructure is rebuilt. The CRIS team will work with ADN to identify the steps required for ensuring that infrastructure (e.g. roads, electricity distribution service) that is disrupted by the Alma Mater Emissary is built back better using more resilient climate design.

Task 3.4.2.4: Provide technical support to the CRIS pilot city of Trujillo, Peru.

CCRD partner, ICF will work with the Municipality of Trujillo and USAID to finalize an Action Plan to support Trujillo's continued development of climate resilient infrastructure services. Building on its progress with the CRIS program, the Municipality of Trujillo has identified a draft set of actions to continue its work to become more climate resilient.

Specific activities that will be undertaken to complete the Action Plan include:

- Translation of select sections of Action Plan to facilitate draft review by Municipality of Trujillo
- Conduct a conference call with Trujillo Point of Contact to discuss priorities and revisions to Action Plan
- Incorporate a results-focused logical framework, consistent with USAID's CRD Framework into the Action Plan
- Revise the Action Plan based on feedback from USAID, CCDR partners and the Municipality of Trujillo
- Translate the final Action Plan into Spanish and deliver to the point of contact

As required in the Work Plan associated with the Trujillo buy-in, CRIS will provide an assessment of the applicability of the CRD Framework and FTI approach based on the work in Trujillo. In addition, as required in the Work Plan associated with the buy-in, ICF will assess lessons learned from implementation of the Scope, Assess, and Design stages of the CRD Framework. Insights into opportunities to replicate and enhance the tools and approaches tested in Trujillo will be provided (note that modifications to the tools and approaches tested will not be implemented in this task). The CRIS team will work with CCDR to provide the lessons learned as part of cross-CCRD activities to identify and communicate lessons learned from the project. As a result, lessons from the Trujillo pilot will be efficiently incorporated into CCDR products; this may include inputs into a case study on Trujillo or a CCDR-wide lessons learned product.

Subtask 3.4.2.5: Hue and Subtask 3.4.2.6 Support to Vietnam's Ministry of Construction (MOC).

Year Three Progress and Results: By the end of Year Three, Cascadia completed evaluation of the pilot Climate Impacts Decision Support Tool (CIMPACT-DST) deployment in Hue, Vietnam, and dissemination of a national-level Vietnam CIMPACT-DST in Hanoi. CIMPACT-DST facilitates integration of climate change considerations into the urban planning process through the provision of project-specific climate impacts and adaptation information based on simple user inputs.

In Hue, Vietnam, Cascadia completed three evaluation visits to assess application of the pilot Hue CIMPACT-DST to local urban planning activities. Cascadia joined planners from the Hue Planning Institute (HPI) for tours of areas to which the tool had been applied, including the coastal communes of Vinh Thanh and Vinh Hien. Cascadia also administered evaluation surveys to tool users to assess Hue CIMPACT-DST usability, effectiveness, strengths, and limitations. In July 2014, Cascadia and HPI presented the Hue CIMPACT-DST to the Thua Thien Hue Provincial People's Committee (PPC) for approval and support. Through an official Notice dated July 31, 2014, PPC granted local financial support to HPI for continued tool customization and training and requested that the local Department of Natural Resources and Environment coordinate with HPI on tool content development and review.

To inform customization of a nationally-applicable CIMPACT-DST, Cascadia convened six tool training and testing meetings for provincial department staff in the provinces of Can Tho and Ba Ria-Vung Tau and for urban planners at the Vietnam Institute for Urban-Rural Planning (VIUP) in Hanoi. Cascadia revised and finalized both English and Vietnamese versions of CIMPACT-DST based on feedback gathered during these meetings. The final Vietnam CIMPACT-DST was disseminated at a national workshop in Hanoi, which included over 135 participants from local government departments, international funding agencies, non-governmental organizations, and professional associations. Cascadia concluded the workshop trip with a Vietnam CIMPACT-DST administrator training for future tool managers at VIUP and Department of Construction representatives from Can Tho and Ba Ria-Vung Tau provinces.

Year Four Activities: In Year Four, under their initial subcontract, Cascadia will compile a tool conceptual model summary, final trip report, and Hue pilot evaluation report. The project team will also finalize and distribute a Vietnam CIMPACT-DST administrator guide to those who attended the July administrator training. A monitoring and evaluation trip will be proposed for Spring 2015.

In Year Four, USAID determined that there was an urgent need to capture momentum from the pilot CIMPACT-DST in Hue and assist administrators in bridging the sustainable use of CIMPACT-DST. Under a new subcontract, Cascadia will work with existing in-country tool administrators in Hanoi, Hue, Can Tho, and Ba Ria-Vung Tau cities to address remaining uptake, capacity, and installation needs. This will entail the development of two complementary mechanisms: a Science/Planning Mechanism that drives climate science and urban planning information exchange, and a National/Local Mechanism that drives national- and local-level information exchanges. Both exchanges will foster continued and effective tool updates and maintenance over time.

This work will better position CIMPACT-DST for sustained use in supporting climate-resilient urban planning in Vietnam. It would also bridge governmental silos and foster collaboration among departments and levels of government that seldom work together. Such collaborations are critical and, in fact, soon required by law for achieving the country's climate change-resilient development goals.

Mechanism Development: An initial trip in late March 2015 will begin building inter-departmental relationships and outlining information exchange mechanisms. Light-touch trainings will also begin engaging candidate representatives for a local/national information exchange group. Activities will include:

- **MOC/MONRE meeting:** Cascadia will bring together two entities that it has engaged individually throughout this project—the Vietnam Institute for Urban-Rural Planning (VIUP) and the Institute for Meteorology, Hydrology, and Environment (IMHEN)—to promote cross-departmental coordination in support of tool sustainability. Outcomes from this meeting would include draft language that forms a basis for a written statement of agreement between the institutes to collaborate on future tool updates.
- **Science/planning working group:** Cascadia will coordinate an initial meeting for a new national level climate science/urban planning working group to begin outlining a formal mechanism for submitting, formatting, and updating the tool with the latest official climate science. The working group could dovetail with an existing body, such as the Vietnam Urban Forum (VUF) or Urban Climate Resilience Community of Practice (UCR-CoP), in which case there could be a new work stream that is explicitly focused on the tool.
- **Project partner information exchange:** Cascadia will work with established project partners in Hanoi, Hue, Can Tho, and Ba Ria-Vung Tau to begin defining, testing, and refining a parallel mechanism for information exchange and collaboration between institutions at the local and national levels. The design of this second mechanism would build off lessons learned and knowledge gained from the earlier tool customization work in Hue, Hanoi, Can Tho and Ba Ria-Vung Tau.

- Light-touch tool trainings: To identify potential representatives and build support for a broader local/national information exchange working group, Cascadia will team with the national tool administrator at VIUP to conduct “light-touch” tool trainings and engagement in up to 6 select provinces.

Mechanism Refinement: A follow-on trip in late April 2015 will solidify Science/Planning and Local/National Mechanisms and evaluate the effectiveness and sustainability of Vietnam CIMPACT-DST in informing climate-resilient urban planning. Activities will include the following:

- Science/planning mechanism formalization: Bringing together the outcomes from Mechanism Development, Cascadia will work with VIUP and IMHEN to formalize an official tool update mechanism and venue that includes roles, responsibilities, and procedures for submitting, formatting, and incorporating new national climate information into the tool. This mechanism could be formalized through a signed statement of agreement (pending USAID/Vietnam mission approval).
- National/local working group: To then scale the Science/Planning Mechanism established under Mechanism Development to additional provinces, Cascadia will collaborate with VIUP to kick off a national/local working group meeting to bring provincial representatives together for cross-learning and mechanism deployment. This meeting would likely occur in Hanoi and would facilitate use and understanding of the tool across provinces.
- Assessment: Cascadia will collect relevant data to compile an Assessment report or presentation that captures lessons from the pilot overall as well as documents the degree to which the measures proposed in this scope of work effectively bridge the gap from pilot to sustainable use of CIMPACT-DST.

Mechanism Implementation: From May to June 2015, Cascadia will remotely assist in implementation of developed Science/Planning and Local/National mechanisms, including monitoring and support of one full Vietnam CIMPACT-DST update. Activities will include the following:

- Full tool update: Cascadia will remotely support the tool administrator at VIUP in its effort to incorporate new climate projections for Vietnam expected to become available in 2015 into CIMPACT-DST. Cascadia will monitor one full tool update cycle to demonstrate mechanism fidelity and foster continued tool support and engagement among key stakeholders. This update will be managed by VIUP and implemented through the established mechanism; Cascadia’s support will be available for troubleshooting, and will help ensure a complete and correct tool update that can be replicated by the Vietnamese partners on a regular basis moving forward.

Subtask 3.4.2.6: Peru CRIS Pilots – Phase 2

A buy-in from the Peru Mission will allow for continued technical assistance and capacity building to the municipal governments of Piura and Trujillo to develop and test approaches to improve the climate resilience of infrastructure assets and the services they provide, such as potable water and floodwater management. The buy-in is recommended to take advantage of the value of this mechanism to address the immediate need for climate resilient infrastructure while the Mission finalizes the new flagship mechanism (Climate-Resilient Water Security).

Overarching CCRD objective: The overall objective of the buy-in is to move from the Scope, Assess, and Design steps of the CRD framework to Implement, Manage, Evaluate.

Piura Objectives:

- Apply, in detail, the CRIS Vulnerability Assessment Screening Tool and Adaptation Planning Tools to assess vulnerability and incorporate adaptation measures into a specific planned project – with a

preference for a water management or flood control project – as part of the formal SNIP application process as well as a specific “obra”, i.e. project that is being implemented to update, maintain, or retrofit existing assets, or an existing infrastructure network such as drainage or water management infrastructure.

- Develop and implement a methodology for documenting and, to the extent possible, quantifying the anticipated change in resilience achieved through the aforementioned actions. The methodology will complement the existing National System for Public Investment (SNIP) process requirements and be consistent with the climate change risk management guidance developed by the Peruvian Ministry of Economy and Finance (MEF).
- Develop appropriate policies and regulatory language that support the integration of climate considerations into public investments. Support may also include developing terms of reference for contractors, and appropriate guidance, requiring that they incorporate climate considerations into project design.
- Enhance Piura’s capacity to effectively use climate information by refining and extending the Climate Information Database (CID). Provide training to Municipality of Piura staff to use the CID as a component in vulnerability assessments, adaptation screening, project selection, and project design. In addition, develop institutional procedures for ongoing maintenance and updating of the CID in Piura.
- Provide advanced Train-the-Trainers sessions and technical assistance on the CRD Framework and CRIS methodology and tools to enable municipal staff members that have already received training in these areas to further disseminate CRIS tools and integrate them in their activities.
- Continue to work with CEDEPAS NORTE, implementers of the CRIS small grant in Piura, to support the Technical Group that has been formed under the grant to disseminate information on the CRD Framework and CRIS tools to other districts in Piura. Where possible, facilitate linkages between the core members in the Municipality of Piura and staff members in other districts and the Regional Government. This is the sustainability strategy so that ongoing technical assistance can be provided by the Technical Group to municipal staff to continue this effort after the end CCRD.

Trujillo Objectives:

- Evaluate and prioritize the full list of projects they have identified to finalize a coherent portfolio of both short- and long-term adaptation options.
- Maintain engagement with key points of contact at the staff level and support the new leadership’s interest and efforts to promote climate resilience in the municipality.

National Level Engagement Objectives:

- Leverage resources and lessons learned to contribute to the development of national level strategies for promoting the climate resilience of infrastructure services.
- Plan and implement CRIS close-out dissemination event at the national level in Peru.
- Provide input to national guidance being developed by MEF and MINAM for incorporating climate risk into public investment projects, including the potential application of the CRIS methodology and tools.
- Demonstrate the use of the CID in Piura, support dissemination of the tool to other local and regional governments in Peru, and work with USAID, MINAM, and the National Meteorological

and Hydrology Service (Servicio Nacional de Meteorología y Hidrología del Perú – SENAMHI) to identify options for a Climate Information Clearinghouse.

Subtask 3.4.4: Facilitate Global City-to-City Capacity Building and Information Exchange to Multiply Successful Climate Risk Management.

Conduct two panel sessions at ICLEI:

- The first session will feature representatives from up to four CRIS pilot cities, who will share lessons learned and strategies for urban infrastructure resilience developed with the CRIS program. The representatives will discuss new tools that have been developed under CRIS to: (i) apply climate information to inform decisions, (ii) assess the vulnerability of planned and existing infrastructure, and (iii) develop practical adaptation strategies.
- The second session will bring donors and climate practitioners together with city officials to explore practical barriers to climate financing, effective solutions for pursuing funding at the city level, and recommendations for organizations, such as ICLEI, in supporting urban adaptation and resilience funding.
- The CRIS team will present on the CRIS program’s work on urban infrastructure resilience at a USAID side event at the US Pavilion at the 20th Conference of the Parties (COP) in Lima, Peru. The panel session will feature presentations from senior government officials from Piura and Trujillo, who will share the progress their cities have made in climate resilient development under the CRIS program.

Task 3.4.2: Provide support to pilot cities to accelerate climate risk management	
Task Lead:	Joanne R Potter (ICF) City technical lead: Molly Hellmuth (ICF), Andrea Martin (Cascadia)
Timeline:	Year Four

TASK 3.4.5 PROVIDE ASSISTANCE TO USAID STAFF

CCRD partner, ICF, will facilitate a session at the USAID Mission Infrastructure Workshop in December 2014. The session will involve implementation of the CRIS game, as well as other relevant sessions relevant to USAID participants, e.g., lessons learned from CRIS pilots and peer learning activities. ICF will collect feedback from workshop participants on the session and conduct debrief with USAID on the outcomes and lessons learned. ICF will also summarize the key outcomes and capture differences between testing the adaptation game with USAID Missions compared with municipalities as part of the CRIS pilots.

Task 3.4.5: Provide Information and Technical Resources to USAID Staff	
Task Lead:	Joanne R Potter (ICF)
Timeline:	August 2014 – January 2015

ANNEX I. COMMUNICATIONS FRAMEWORK

I. INTRODUCTION

Climate Change Resilient Development (CCRD) is a global, four-year project in support of [USAID's Office of Global Climate Change](#) (GCC). CCRD's climate adaptation-focused programs operate in Asia, Africa, Eastern Europe, and Latin America and the Caribbean.

Employing a strategic "development first" framework, CCRD delivers guidance, technical assistance, and capacity building to USAID Missions and Bureaus, national governments, and local communities around the world to integrate climate change concerns into development policy, planning, and implementation.

CCRD also explores emerging issues in climate adaptation by developing innovative programs, such as the Climate Services Partnership (CSP), the High Mountains Adaptation Partnership (HiMAP), the Climate Resilient Infrastructure Services program (CRIS), and support for the preparation of National Adaptation Plans (NAPs).

CCRD is implemented by Engility Corporation and a consortium of private contractors, NGOs, and universities.

These programs have generated hundreds of deliverables, including USAID's overarching Climate-Resilient Development (CRD) Framework and sectoral-specific annexes, fact sheets, annual reports, technical reports, white papers, workshop summaries, lessons learned, videos, and several other practitioner-related documents. **Figure 1** shows how these products are distributed among the major CCRD programs.

Knowledge-sharing and effective communication between CCRD and the USAID GCC Office is integral to the success of the project. Equally important is effective and efficient knowledge-sharing and communication between the wider USAID community, USG partners, development practitioners, policymakers, and community stakeholders to support climate change adaptation and secure better development results.

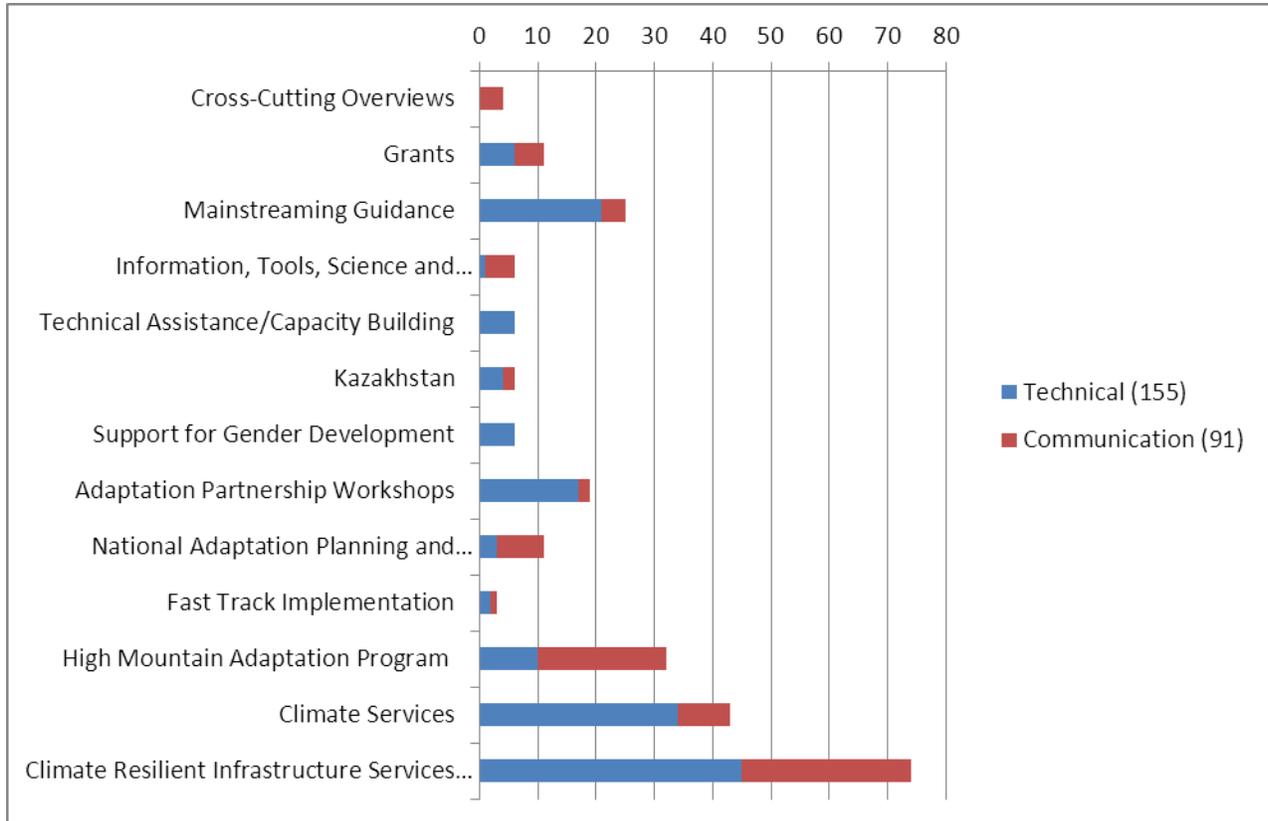
In **Year One**, the CCRD team developed a Communications Plan, redesigned the Adaptation Partnership (AP) website, designed interactive sites for the High Mountains Adaptation Partnership (HiMAP) and the Climate Services Partnership (both sites include interactive Communities of Practice [CoP]), began work on the Adaptation Learning Mechanism website redesign, and developed a design for a CCRD project website.

In **Year Two**, CCRD implemented the Climate Change Resilient Development Communications Plan. Fact sheets, workshop reports, case studies, and field reports were disseminated for use by stakeholders, key USAID staff, researchers, CoPs, and USG agencies. With the completion of the HiMAP and CSP websites, partners now manage and engage stakeholders and practitioners in user forums, webinars, workshops, and conferences.

In **Year Three**, CCRD team substantially narrowed the focus and dissemination of communications materials. In addition to components and products developed in Years One and Two, communications materials included the CRD Framework, high-quality videos, recorded webinars, and workshop reports. In addition, a project management website and "Resource Library" (CCRDProject.com) was developed and launched.

This Communications Framework describes the goals and strategies that will guide the CCRD Communications Team during **Year Four**. The focus for the team is primarily to influence relevant adaptation audiences to consider and adopt the CRD approaches created by CCRD and, secondarily, to create a legacy of the CCRD project as a whole. Legacy building includes strategically disseminating completed work to USAID audiences and the international adaptation community. In the end, products from CCRD will spur action in capacity building to USAID Missions and Bureaus, national governments, and local communities around the world.

Figure 1. Number of External CCRD Products: Technical and Communication
(Based on 246 products through Year Three)



2. COMMUNICATIONS MANAGEMENT

Table 1. CCRD Communications Management and Personnel

Position	Name and Affiliation	Roles, Notes
Communications Manager	Michael Cote, Engility	Overall communications management
Communications Consultant	Jamie Carson, C.C. Global	Lead editor, QA/QC, compliance, and dissemination, Climate Week POC
Communications Intern	Paola Eisner, Engility	Up to 50% - shared with CCRD PMs Engility
Communications Oversight	Glen Anderson, Engility	High priority products review and direction
	Jason Vogel, Stratus	Framework, annexes, and strategic adviser
	USAID/GCC staff	Activity leads for review, clearance, and approvals
Writing Team	ICF and Stratus	Communications writers in lead and support
	CCRD Consortium	Technical reviewers as designated
Secondary Review Team	Laurie Chamberlain, Engility	Final editing on quarterly and annual reports
Production Team	Engility and Stratus	Final editing, design, and graphics
Printing Team	Engility	Printing, binding, and shipping

3. COMMUNICATIONS GOALS AND OBJECTIVES

The overall success and lasting impact of the CCRD project hinges upon an effective communication strategy appropriately targeted to key audiences. This legacy includes a set of ideas, approaches, tools, and lessons learned that promote and enable behavior change in developing countries to achieve climate-resilient development through a “development first” approach. In order to create this legacy, the Communications Team will:

- Tell the story of CCRD as a cohesive set of programs that have helped developing countries achieve climate-resilient development through a “development first” approach and have assembled a set of replicable approaches, useful tools, and important lessons;
- Effectively disseminate the CCRD story, products, approaches, lessons, and tools to all CCRD audience groups described in this framework;
- Raise awareness of the existence and importance of CCRD work;
- Ensure technical and communications products are easily accessible; and
- Ensure target audiences are able to use these products and make inquiries.

In addition, new communication products developed as part of this communication strategy will:

- Demonstrate value from USAID’s investment in the CCRD project;
- Attract support for future CRD-related efforts;
- Communicate the importance of CRD in development actions; and
- Aggregate a record of CCRD activities, results, outputs, and lessons learned.

4. AUDIENCES

The communications team and USAID staff worked together to define the following audiences.

Table 2. CCRD Communications Audiences

Officials	USAID	Practitioners/Researchers	Adaptation Community
<ul style="list-style-type: none"> • Congress/Capitol Hill • Federal Agency Officials • UN/UNFCCC • Development Organization Officials 	<ul style="list-style-type: none"> • GCC • E3 Offices • Missions • Regional Bureaus • Pillar Bureaus 	<ul style="list-style-type: none"> • Practitioners in LDCs • Governmental leaders and staff in LDCs • NGOs • Universities • Research institutions 	<ul style="list-style-type: none"> • Environmental and donor news • Climate/development listservs • Adaptation websites

5. COMMUNICATION FRAMEWORK

To complete the tasks within CCRD, the communications team mapped key objectives to audiences, and identified the appropriate message and products to reach those audiences.

Table 3. CCRD External Audience Engagement Strategy

Tell the CCRD Story			
Objective	Audience	Messages	Products/Activities (as needed)
Promote results from CCRD	Officials Media	CCRD is a set of programs helping developing countries achieve climate-resilient development through a “development first” approach CCRD has demonstrated proven results under efficient budgets CCRD supports the USAID/GCC mission CCRD is testing new approaches, developing best practices, and supporting improved decision-making across a variety of sectors CCRD is empowering citizens and decision-makers to safeguard and improve their communities and livelihoods	CCRD Results Overview Presentation Slides CCRD Week Press Releases COP Side Event Earned media Frontlines articles Video Photo database Media coverage/quote database
Communicate importance of development-first climate-resilient development	All key audiences, especially development practitioners not typically focused on climate (e.g., non-GCC USAID offices/bureaus)	Climate variability and change can impact all aspects of development. Climate considerations should be integrated into all development efforts to ensure efforts are resilient to climate variability and change. Climate-resilient development reduces risk, protects investments, and improves decisions now and into the future. The CCRD project has achieved results by working with developing countries to implement a “development first” approach.	Climate Change and Development Overview Website Approach pages Presentations, including CCRD Week
Aggregate a record of CCRD activities, results, outputs, and lessons learned	USAID HQ Staff	The CCRD project was a four-year long effort comprising 13 individual programs that worked together to develop and test a development-first approach to achieving climate resilience in developing countries.	CCRD Results Overview Website Program Pages Presentation Slides Compendium Book Project Roadmap
Disseminate the CCRD story, products, approaches, lessons, and tools			
Objective	Audience(s)	Message(s)	Products/Activities
Raises	Practitioners	CCRD has developed numerous	Advertise products via existing

awareness of the existence and importance of CCRD products	USAID Staff Research Community	products related to various sectors and regions that can help developing countries achieve climate-resilient development through a “development first” approach. (all audiences) Individual messages will be tailored to each product.	networks Press release for website launch Possible Special issue of scholarly / educational journal Article in scholarly / educational journal
Ensure products are easily accessible	Practitioners USAID Staff Research Community	All CCRD products can be found in one place—on the CCRD project website.	Website Resources Repository Translate key products into other languages Product Roadmap Compendium Book

6. COMMUNICATION PRODUCTS

The CCRD communications team will develop and disseminate new and existing communications products in Year Four.

6.1 COMPENDIUM BOOK

A CCRD Compendium Book will comprise comprehensive yet easily-digestible descriptions of CCRD programs and projects. The compendium will include:

- **Overview of CCRD** – The overview explains the CCRD project history, goals, and lessons learned for practitioners to use as a resource.
- **Projects** – Short-form summaries of programs and projects under CCRD. A profile of the partners and implementers will be included at the end of each summary.
- **Bibliography** – A tabular summary for additional information.

6.2 PRESENTATION SLIDES

A master slide deck and multiple program and project decks will be created to assist USAID and other stakeholders in quickly drawing information for their respective work:

- **Master Deck:** CRD “development first” approach: case studies on CCRD, CRIS, LAPAs, and stakeholder processes
- **Program/Project Decks:** Each narrowly focused on specific CCRD programs such as ALM, AP, CRIS, CSP, CRW, Gender, HiMAP, Small Grants, etc.

Slide decks will include talking points and links.

6.3 CCRD RESULTS OVERVIEW

A fact sheet will be developed covering results and lessons learned from CCRD.

6.4 UPDATED PROGRAM FACT SHEETS

Existing fact sheets will be updated to reflect program results as appropriate and as needed.

6.5 PRODUCT ROADMAP

A CCRD Product Roadmap will be developed to showcase the wealth of CCRD products, provide an overview of available products, and assist users to navigate and locate available products.

6.6 PRESS RELEASES

Press releases will be developed to describe to various media outlets brief summaries of CCRD, individual programs and projects, technical deliverables, and events.

7. ACTIVITIES

Disseminating knowledge regarding both USAID’s “development first” approach and CCRD programs and projects allows the international development community learn from previous experiences, avoid the duplication of efforts, and focus on effective adaptation strategies. Dissemination activities are described in this section.

7.1 FINALIZE TECHNICAL PRODUCTS FOR DISTRIBUTION

The initial priority for the beginning of CCRD Year Four is to finalize all relevant deliverables including the CRD Framework and annexes, fact sheets, annual report, technical reports, white papers, workshop summaries, and other documents. Prior to any dissemination the communications team will:

- Edit, design, polish, and package overall content
- Ensure all deliverables conform to USAID brand standards and CCRD template formatting
- Update metadata
- Ensure Section 508 compliance, as needed
- Create a timeline for dissemination activities

7.2 STOCKTAKING AND CATEGORIZING

A review and categorization process for all CCRD deliverables will be utilized to assist the CCRD communications team streamline dissemination efforts. Internal documents will be identified and separated from the collections, and external documents will be sorted and disseminated as appropriate. This procedure will continue on a rolling basis.

7.3 CREATE HIGH QUALITY METADATA

The CCRD communications team will create high-quality metadata for external, categorized deliverables. PDF, MS Office documents, and webpages will include standardized sets of information contained in the properties or metadata section of HTML. This optimization process will allow products to be indexed by search engines, making the products easily searchable and cited by the public. Metadata will include:

- Title
- Date
- Authors
- Brief description
- Keywords and tags

7.4 CCRD-ORGANIZED EVENTS AND PRESENTATIONS

Lead, participate, and identify opportunities to interact with the various audiences described in **Section 4**. These include brown-bag lunch meetings, conferences, and webinars to present CCRD results to relevant audiences.

Specifically, CCRD organizes USAID Community Adaptation Meetings each month. The meetings bring together the D.C.-based climate change adaptation community to present and discuss projects and issues, and share experiences related to climate change adaptation. The meetings are open to anyone interested in adaptation work in the developing world, including U.S. government agencies, NGOs, contractors, donors, practitioners, and academia. The meetings are also accessible via an interactive live webinar and a webinar recording. The meetings will continue to be held monthly throughout Year Four.

The CCRD project team, in collaboration with the USAID Global Climate Change Office, will also host a weeklong symposium titled Climate Week. The event will host a consortium of presentations, webinars, and brown-bag style gatherings throughout Washington, D.C., tentatively scheduled for March 2015. The event will focus on disseminating lessons learned from the four-year CCRD project and communicating availability of deliverables and resources to assist USAID staff, Missions, Bureaus, and climate adaptation practitioners globally. CCRD leadership and partner organizations will host the technically-driven events at locations such as:

- USAID
- Wilson Center
- Engility Corporation
- Society for International Development (SID)

The CCRD project, by the end of Year Four, will have aggregated approximately 350 deliverables that provide technical guidance on varying climate challenges faced around the world. These vetted, in-depth technical reports, white papers, workshop summaries, factsheets, and more will be showcased and made available to the climate adaptation community through Climate Week. The guidances will also be shared more broadly through USAID channels, a press release, and other outreach opportunities.

7.5 OUTREACH TO USAID NETWORKS

- Postings to the USAID DEC (Development Experience Clearinghouse)
- Postings to the USAID intranet
- Emails through relevant USAID listservs

7.6 OUTREACH TO CCRD PARTNER NETWORKS

- Monthly email blasts emailed to CCRD partners updating on new and existing events, product releases, and existing products.

7.7 OUTREACH TO ADAPTATION/DEVELOPMENT NETWORKS

Disseminate CCRD products, programs, and events across adaptation and development networks, platforms, social media, and listservs:

- IISD
- Devex
- Eldis
- Adaptation Learning Mechanism
- WeAdapt
- Community Based Adaptation Exchange
- CAKEX
- UNFCCC via focal point
- Twitter, Facebook, etc.

