

Ref: Award Number AID-OFDA-F-14-00005 with Act for Peace

FINAL REPORT

1. Overview / Brief Summary

The Tonga Community Disaster Risk Management Project (TCDRM) 2 was implemented from July 2014 to June 2015. This period of implementation is the second year in a multi-year program that aims to strengthening the resilience of vulnerable communities to the impact of disaster. The overarching goal of the TCDRM program is to “To support the Government of Tonga to reduce the impact of natural disasters in communities, especially the vulnerable.

The Tonga National Council of Churches (TNCC) has been supported by Act for Peace to work directly with 29 vulnerable communities across Tonga (17 in Vava’u, 8 in Ha’apai and 4 in Tongatapu) to increase their resilience to disasters.

Six communities in Vava’u were supported to establish Village Emergency Committees (VECs) and develop Village Emergency Plans (VEPs). Newly gained knowledge and skills were used to develop project proposals to access a small grant mechanism and implement community based projects to improve village water supply systems. Fifteen communities that were engaged in the first year of the program were supported to review their Village Emergency Plans and participate in emergency simulation exercises. These 21 communities participated in simulation exercises as an opportunity to practice disaster plans in a controlled environment, helping authorities and aid agencies identify ways of improving preparedness and response systems before a disaster occurs.

Eight communities in Ha’apai that were still recovering from the impact of Severe Tropical Cyclone Ian also reviewed their Village Emergency Plan and undertook Basic First Aid.

All of these activities strengthened links with national and local stakeholders allowing communities to be more fully aware of vulnerability exposure to and capacity to cope with natural hazards.

The TNCC supported the National Emergency Management Office (NEMO) in collaboration with SPC/SOPAC¹ to undertake national consultations to develop a draft Community-based Disaster Risk Management (CbDRM) Framework.

¹ SPC GeoScience Division, SOPAC - Pacific Islands Applied GeoScience Commission, Applied Geoscience and Technology Division of Secretariat of the Pacific Community

2. Summary Statistics of Key Indicators/number of beneficiaries

Indicator (output and outcome)	Output
Number of hazard reduction plans, strategies, policies, disaster preparedness, and contingency plans developed and in place;	29 6 new Village Emergency Management Plans in place to be reviewed annually which includes a response arrangement plan and hazard reduction plan 23 Village Emergency Management Plans revised and in place
Number of people participating in discussions regarding national risk reduction strategies as a result of the program, disaggregated by sex;	2470 National Consultation Vava'u – 65 (44M/21F) National DRR Training – 27 (18M/9F) CbDRR Training 6 Community – 218 (120M/98) Refresher DRR and Basic First Aid Training 103 (57M/46F) Updated VEMC and Simulation Exercises – 1958 (860M/1098F) Consultation Meeting for CbDRM Framework - 99 (59M/40F)
Number of communities and stakeholders involved in the development of plans, policies, and strategies; and	29 Project Communities 5 Districts participate in the National Consultation for the CbDRM Framework 20 stakeholders (NGO's, Faith-based Organisation and government departments (Tonga and Vava'u Red Cross, Tonga Trust, NEMO, Ministry of Internal Affairs, Caritas Tonga, Tonga Trust Ministry of Land Climate Change Environment & Natural Resources, MAFF, Tonga Broadcasting Commission, Naunau 'o e 'Alamaite (NGO for Disability), MET, Civil Society Forum, Tonga National Youth Congress, Ministry of Police, Vava'u Youth Congress, Vava'u Environmental Protection Association, Vava'u Family Health Association, Local Government, Governor of Vava'u' and Ha'apai Office, Church Leaders
National and local risk assessment, hazards data and vulnerability information is available within targeted areas (Y/N).	Yes All information is available and stated on Village Emergency Management Plans.

3. Key project activities

Milestone	Activities achieved by end of milestone
Milestone 1 – National Consultation & National DRR Training – Engagement 6 communities to receive support with VEC and VEP implementation (July-Aug, 2014)	1.1 National Consultation was conducted to ensure full understanding of project work in Vava’u 1.2 Vulnerability and Capacity Assessment conducted to 6 communities to assess vulnerability 1.3 Staff Development and Capacity Building were conducted to staff 1.4 National DRR Training in Vava’u – A National DRR Training aimed to enhance understanding of DRR/DRM in order to build capacity of the 6 communities, government officials, partners and stakeholders. It was also an opportunity to provide information and relevant skills essential and for participants to understand their roles in DRR
Milestone 2 – CbDRM Training for 6 communities; 6 VEC’s established and VEP’s prepared Simulation Exercise (Sep-Oct, 2014)	2.1 CbDRM Training DRR training for 6 new communities in the main island of Vava’u (Vaimalo, Talihau, Utungake, Holeva, Koloa and Okoa) 2.2 Complete VEMP and finalise project proposal to submit to Grant Advisory Group (GAG) 2.3 Refresher DRR training for the 11 communities in the outer island of Vava’u to conduct Simulation Exercises. All communities were trained for 3 days in design and implementation of simulation exercise (2 days theory 1 day practical) 2.4 Simulation exercise conducted to 18 communities (10 outer island Vava’u, 6 new communities in Vava’u and 2 communities in Tongatapu)
Milestone 3 - 6 Community Small Grants Project Proposals assessed and procurement plans prepared (Nov-Dec, 2014)	3.1 Complete Simulation Exercise for the 3 remaining communities Otea (Vava’u) and Fatai and Matafonua (Tongatapu) and 8 communities in Completion of all planned Simulation exercises to 21 communities 3.2 Small Grant and Community Project - The community’s finalised project proposals to upgrade community water supply systems. Technical assessments were carried out for each project proposal and sites to determine viability of project. 3.3 IEC materials were finalising for printing 3.4 Approval of Project Proposal - The Grant Advisory Group was convened to assess community proposals and appraise community projects. The committee made recommendations to improve proposals where necessary. All recommendations were carried through by the project team. Steering Committee endorsed all 6 communities 3.4 Signing of Grant Agreement 6 communities convened to witness the agreement between the TNCC and communities in implementing project.
Milestone 4 - Community-based resilience	4.1 DRR Refresher Training and First Aid Training to 8 VEMC in the Ha’apai Group of Islands

Tonga Community Disaster Risk Management (TCDRM 2)

project implementation & DRR refresher and First Aid Training in Ha'apai (Jan-March, 2015)	4.2 Despatching of project materials to 6 communities in Vava'u whom access the grant scheme for resilient project that is, for Holeva, Okoa, Koloa, Vaimalo, 'Utungake and Talihau
	4.3 Staff In-house Training to revise DIP and review progress.
Milestone 5: Small Grants Project Implementation (Apr-June, 2015)	5.1 Completion of Community Projects with all water projects completed on time and officially launch to open for community to use.
	5.2 Ensure gender equality and youth participation in all activity
	5.3 Monitoring and Evaluation Visits were completed with lessons learnt documented and significant stories collated.
Milestone 5 (TCDRM): National CbDRM framework process	5.4 This Milestone was carried forward from the first year of program implementation. The process for the framework development was finalized and national and sub-national consultations carried out.

Summary Activities in community level VEMC/VEMP

Description	
Communities Visited	29
New VEMC established and develop new VEMP	6
Village Visited and Updated VEMP	29
Simulation Exercises Completed	21
CDPs Presented	29
Community Project	6

4. Map showing location of community projects





5. Key achievements

The Tonga National Council of Churches (TNCC) Project team are experienced community-based disaster risk management trainers. Post training evaluation and monitoring observations reveal that overall the TCDRM 2 project has been implemented successfully, delivering outcomes that achieve the stated objectives to a high level of quality. The success of the project was underpinned by the utilising an “assets-based community approach (ABCD) whereby people are seen answer. This approach is seen as a way to assist communities to use their own potential to increase resilience to change, and to empower them to engage productively to access external resources to support their own efforts and ensure full participation in sustainable approaches.

Observation and anecdotal feedback suggest that community awareness about disaster risk improved and people’s ability to recognise and respond to their own risk and vulnerability increased as a result of TCDRM activities. At the community level, the VEMC has seen an improvement in their capacity to propose and subsequently manage community-based projects to reduce the risk and impact of disasters.

“I now understand a lot and learned so much from the DRR training as well as gaining skills and confidence on how to write a proposal to seek for funding to implement Village Emergency Management Plan in future, and so glad”
(Siaosi Te’epa’aua, Town Officer-Nga’unoho)

There has also been an improvement in communication between national government agencies and local government. Through strengthening the VEMC the TCDRM project has also strengthened communication channels and linkages with local and national government, giving communities a voice to speak about vulnerabilities that are impacting their livelihoods.

“I am a member of the Vava’u District Disaster Committee but I have no idea what is happening until there is a disaster warning. I now know what the role that we should play and I feel the lack of commitment in our committee and this is the local governance, I will use my skills gained to revive committee and voice out the need for the governors office to be proactive in DRR and CCA initiatives. As the District Officer, I have a lot to work on, and thank you for working on the community level, I will try to work on the National Level in terms of empowering and initiate a more coordinated body to work with the communities of Vava’u.”

(Mapa Hafoka, the Easter District Officer)

Through the provision of water tank and retrofitting of old water tanks, communities are now able to access clean drinking water. The tanks provide a safe place to store fresh rainwater for the village members to use during the dry season. It also provides a sense of security to the community at large.

“It is felt by the chief, elder, men, women and children of the importance of today based on the generosity of the people of America. We are bless with this project, my major concern when it’s dry season we have no water and we buy water from town. With this aid, I know that we will have water and our problem will not happen again. We will maintain these tanks and use water wisely, we would not forget this day and the days that we had suffered with shortage of water. I feel safe now and we are indeed grateful that we are blessed today”

(Viliami Tukuafu of Koloa age 77 years old)

6. Monitoring, Accountability and Improvement

Monitoring and evaluation project implementation employs a cascading interlinked set of processes of data collection and review to inform project management including:

- Detailed Implementation Plans
- Monthly Activity Reports
- Village Reports
- Community Project Reporting
- Field Project Monitoring
- Financial Monitoring & Reporting
- Stories of Change

a) Detailed Implementation Plans

Project activity was monitored according to Detailed Implementation Plans (DIPs) developed to schedule tasks and resources. These are developed at project inception and reviewed monthly as the project implementation progresses. Established at the whole of project level DIPs are a key tool for Project Field Officers to plan their activities at monthly and weekly intervals, to monitor implementation and to make any changes required to plans as result of efficiencies in progress, delays & challenges or lessons learned.

b) Monthly Activity Reports

A Monthly Activity Report template was designed in consultation with project staff to be an easy to follow simple and effective tool to monitor achievement of planned activities and outputs. Monthly Activity Reports are completed and submitted by Project Field Officers for review with the Project Manager. Reports are based on DIP activity schedules and are used as a tool to review progress, successes, challenges faced and strategies to address these. The Project Manager compiles individual reports submitted by Project Field Officers into a consolidated report for review with the Country Program Coordinator. The Monthly Activity Report takes into account all the planned activities in the DIP as well as additional unplanned activities that may have occurred. Variances to activity plans are identified and addressed in the report. The Monthly Activity Report process has proven to be a useful and valued monitoring tool by project staff and managers that has enabled teams to track progress and manage issues with early intervention measures. Appendix 2 shows an example Monthly Activity Report.

c) Village Reports

The Village Report is compiled by Field Project Officers whilst they are in the field working with communities for each visit. The Village Report provides a checklist of comments and recommendations to consider. It is also provides a tool for recording and updating community profile data. Project data including project type, location, objectives, materials and beneficiary numbers is recorded and maintained in a community projects database.

d) Community Project Reporting

Community Project Reporting was developed based on learnings from the first year project implementation. The project has employed a Community-based approach to Disaster Risk Management (CbDRM) to deliver practical action on the ground to increase resilience. CbDRM training is provided to community members as part of the project development

process in how to develop and monitor project plans. The secretary of the Village Emergency Committee submits a weekly report to the Project Field Officers detailing the work done and people involved as the projects are progressing. This is done in writing or by phone ensures that Project Field Officers are kept up to date with current progress and how they have overcome any challenges that may have occurred. These weekly reports are compiled by the Field Project Officer and are used to prepare Monthly Activity Reports submitted to the Project Manager.

e) Field Project Monitoring

A Water and Sanitation Technical Advisor was engaged to support the project by undertaking an assessment of community project proposals and making recommendations on individual project design. Field Project Officers make regular visits to project sites to check project progress and provide feedback and input to communities that are planning and implementing activities and check materials and implementation are based on previous design input recommendations.

f) Financial Monitoring & Reporting

Monthly financial reports and acquittals are prepared and submitted to Act for Peace as a means to tracking expenditure against budgets. Cash books are maintained to record individual transactions and these are reconciled to the project bank account on a monthly basis. Project activity and field trip activity plan budgets are prepared by Project Field Officers and approved the Project Manager. Project Field Officers are responsible for completing acquittals for funds used during activities. The Grants Administration Officer maintains a database of grant expenditure.

g) Stories of Change

When undertaking project monitoring visits to communities, Project Field Officers record Stories of Change in order to capture the impact of the project from the perspective of the individuals involved in the project. A case study / Most Significant Change Story captured during the project is included below.

h) Translation & Reporting

All project materials, documentation and reports captured initially in Tongan language have been translated into English.

i) Evaluation of trainings, workshops and simulation exercises.

An evaluation of all training, workshops and simulation exercises was undertaken using pre and post activity assessment with participants. Observation by project field staff was also a key method used to determine impact of training activities with changes in behaviour at the community level witnessed post training.

CbDRM training

- Increased understanding of the roles and responsibilities of VECs at community level in responding of disaster;
- Increased understanding of key elements of a comprehensive disaster preparedness strategy;

- Increased awareness of the roles and responsibilities of Government Line Departments during and emergency; and
- Improved capacity to participate in participatory hazard, vulnerability, capacity and risk assessment of individuals, families and communities;
- Increased community skills in planning and designing effective community disaster awareness initiatives, including training and rehearsals;
- Enhanced capacity of local community to minimize the disaster risks; and
- Leadership capacity and confidence in self-reliance among community members for disaster response

Basic First Aid Training

- Village Emergency Committee (VEC) members developed clear understanding of the roles and responsibilities in all the 3 phases of disasters (i.e. before, during and after a disaster).
- Improvement in the level of awareness and understanding of disaster response functions;
- Increased confidence to carry out DRR/DRM and First Aid using new skills and knowledge in their own respective families and communities.
- Participants' expectations were met following training

The program design resulted in all expected achievements being achieved.

Due to delays in the development of a process for Community-based Disaster Risk Management (CbDRM) Framework planned for year one of the program this activity was carried out during the project period. The National Emergency Management Office (NEMO) in collaboration with Act for Peace and SPC/SOPAC. Consultations were held in Tongatapu, Vava'u, Ha'apai and both the Niuaus to discuss a standardised approach to CbDRM. Consultations on the Framework specifically sought guidance on:

- Interoperability of government agencies and community actors (Inter-agency cooperation & coordination at community, district, Island and national level)
- Assessment of CbDRM capacity of community actors i.e. NGOs, CSOs
- Standardize CbDRM approach/process
- Linking NGOs with NEMO/Ministry of Internal Affairs*/JNAP Task Force

Whilst the framework is yet to be complete, it is expected to be endorsed by the Government of Tonga in October 2015. The progress has provided valuable insights for consideration and input into global processes and aligning the national framework with the Sendai Framework indicators. This should make local and national reporting on Sendai Framework easier for Tonga.

A thorough evaluation of outcomes and impact is proposed in the third year of the program implementation.

7. Approaches and Cross-cutting issues

Gender issues have been a key consideration influencing program design and implementation. The TNCC has a Gender focal point who reviewed Detailed Implementation Plans to ensure women and children had been appropriately considered and were involved in

project delivery. Project staff were provided with training in gender, protection and child protection issues to enforce and enhance understanding of the vital roles that women play in Traditional Tongan society recognising challenges in the traditional attitudes to participation of women. Through training and workshops staff promoted the changing of attitudes to encourage and value the full participation of women in the Village Emergency Management Committee (VEMC). One of the ways this was done was through seeking equal representation of women and men. In most cases the women held the position of secretary on committees ensuring there was an opportunity for their voices are heard. Through the formulation of Village Emergency Management Plan (VEMP) all vulnerability and risk faced by women and children was been identified and their participation in the implementation of project had been considered. A significant change in women's participation was highlighted by project staff as a major transformation in how things were done in the past as a result of the project. Project proposals developed by the community to access small grant include a review to ensure key issues are addressed and incorporated. In most communities women had been the driving force behind the successful implementation of the community projects.

8. Coordination

The NEMO is responsible for the national coordination of DRM activities in Tonga as stipulated by the National Emergency Management Act 2007. The TNCC have worked closely with NEMO in all stages of the project from design and throughout implementation. In fact our project was based within the NEMO office.

A steering committee which included NEMO staff was convened meet quarterly to review project implementation, monitor progress toward achieving the goals and objectives and to endorse selection of eligible communities and grants. This steering Committee is consisted of TNCC personnel, AfP Representative, NEMO, NGO representatives and Church Members.

The project participated in JNAP and NGO coordination meeting monthly to update on activities and progress of report. This platform provided an opportunity to share learning and information regarding DRR initiatives as well as to inform government on issues needed to look at policies for future projects.

In the immediate aftermath of Severe Tropical Cyclone Ian TNCC staff supported the NEMO working in the Emergency Operations Centre (EOC), undertaking assessments and with logistics.

TNCC staff continue to engage diverse range of stakeholders especially the District and Town Officers, Government Ministries, Civil Society and Private Sector to build relationship and seek support on project work. Staff are active members of Protection, WASH and Food Security Clusters in Tonga and the Gender Focal point in Tonga for the Pacific Humanitarian Team.

9. Challenges and Lessons Learned

Change of management

Due to the resignation of the Project Manager to take up further studies overseas, a change in management occurred. A significant transition of Roles and responsibilities from a Senior Field Project Officer to a Project Manager however the transition was slow but sure. Partly related to the nature of short funding cycles the inability to retain key staff particularly those with DRR expertise is a significant challenge. This impacts not only an organisations capacity to engage in DRR but also the institutional member of that organisation for development good practice.

Recommendation: *Establish a Human Resource retention policy in future and to look at incentives to retain key staff*

Utilising Community Organisers

The establishment of a strong network of a local community facilitators from the grassroots as vehicles for change is particularly noteworthy. This has contributed to the sustainability of the project and their actively engagement with the communities can facilitate wider reach in the target villages.

Recommendations: *Increase awareness on the need for volunteerism in the community and to empower them to be agent of change.*

Flexibility

Flexibility is sorted when working with a community which have own priorities, planned and annual activity. We allow the community to participate effectively by changing dates and time to fit communities proposed activities and project implementation.

Recommendation: *Plan around the village calendar to ensure availability*

Utilising visual aid tools

Using of Photos, drawing and DVD were used for demonstrating in presentation and discussions. People at the community level appreciate and learn more from using different visual tools and it help enhance learning capacity.

Recommendation: *Continue to use visual tools to enhance community learning.*

Government Engagement

Regular consultation and meetings with Government were arranged however at times it can be difficult to consistently as there is lack of staff available. To ensure sustainability of project outcomes Government participation is vital.

Recommendation: *Continue to update NEMO and key stakeholder by email on planned activities and invite to participate in all activities.*

Project Proposal

Project proposal development is a new concept for all the communities and they have welcomed the new skills and knowledge with open arms. The training provided with the community with basic information and understanding required when applying for a project.

Recommendation: *Follow up further training on project proposal to ensure retaining of skills.*

Logistics and Procurement

With Limited supplier in the island of Vava'u there were often delays due to out of stocks or limited stock in place and sometimes not available. Vessels sometimes fail to sail according to their schedule and delays on implementation and schedule

Recommendation: *Identify and contract 'preferred' suppliers to source all required goods for project implementation*

10. Way forward / Sustainability

It is believed sustainability of project outcomes will be achieved due to the approach taken to capacity building, mobilisation, supporting community developed and managed DRR initiatives and advocacy efforts will have equipped the communities with the skills knowledge and practical experience on which to base future DRR initiatives.

Outcomes achieved as a result of the project activities that suggest project sustainability include:

1. Greater capacity in physical and social infrastructure ensuring reduced vulnerability to disaster;
2. Enhanced skills and knowledge amongst stakeholders and at community level to lead DRR initiatives in the future;
3. Greater awareness of DRR issues, and the potential of communities as catalysts for change, amongst national and community decision-makers;
4. Utilising the trust and support of Church networks at both community and National level as an important element to get buy-in and develop sense of ownership; and
5. Traditional knowledge and community know how has formed the basis for an approach that seeks to identify and enhance local capacity to cope with natural events.

11. Case Study / Most Significant Change (MSC) Story

CASE Study: Enough Clean Drinking water



Accessible to Clean Drinking Water is of vital important to the communities of Holeva. The community submitted project proposals for water projects faced hardship obtaining enough clean water before the TCDRM small grant projects were implemented. The community of Holeva had two supply of water, the underground water become saline and not safe for drinking

but can be used for other domestic chores however the borehole no longer exist leaving the community of Holeva with a few water tank. Last year the community faced drought that at some point, the access to water was limited providing 2 can to each family per day. The TCDRM project had delivered significant improvement in water accessibility for community members at the six project sites that implemented water projects. As described by the Town Officer “Before the implementation of the project we recently lost our first source of water (underground). We therefore rely on rain water, however it became low that we had to limit people’s access to water. We allowed two container per household per day and later declared Holeva in a state of emergency when we run out of water. We called upon the Governor’s office for help and even write to them and did not get a respond, we called the Field Project officer for advice hence directed us to call NEMO. NEMO responded with providing water to our empty tanks. This is not the first time it happened, and we are not the only community that lack water, all neighboring communities had the same problem making it harder for us. TCDRM water project has enabled us to access clean drinking water which save us from feeling insecurity and future health complications. I can’t thank the donor enough, we are grateful for the support enabling us to have enough tank to collect rain water.”

Tonga Community Disaster Risk Management (TCDRM 2)

INDICATOR	Sector Name:	% or Number of People				
Objective:	<i>To support the Government of Tonga to reduce the impact of natural disasters on communities, especially the vulnerable.</i>	%	M	W	PWD	Total
No of People Targeted:	7,299					
Sub-sector Name:	<i>Capacity Building and Training</i>					
Indicator 1:	<i>Number of people trained in disaster preparedness, mitigation, and management, disaggregated by sex</i>		<i>103</i>	<i>124</i>	<i>34</i>	<i>2313</i>
Indicator 2:	<i>Number of trainings conducted</i>		<i>7</i>	<i>2</i>		<i>1</i>
Indicator 3:	<i>Number of people passing final exams or receiving certificates, disaggregated by sex</i>	<i>100</i>	<i>57</i>	<i>46</i>		<i>103</i>
Indicator 4:	<i>Percentage of people trained who retain skills and knowledge after two months</i>	<i>100</i>				
Sub-sector Name:	<i>Building Community Awareness / Mobilization</i>					
Indicator 1:	<i>Number of people participating in training, disaggregated by sex</i>		<i>103</i>	<i>124</i>	<i>34</i>	<i>2313</i>
Indicator 2:	<i>Percentage of people trained who retain skills and knowledge after two months</i>					
Indicator 3:	<i>Percentage of attendees at joint planning meetings who are from the local community</i>	<i>93</i>				
Indicator 4:	<i>Early warning system in targeted community is in place for all major hazards with appropriate outreach to communities (Y/N) occurring</i>	<i>Y</i>				
Indicator 5:	<i>Percentage of community members who received at least one early warning message from at least one source prior to a disaster</i>	<i>0</i>				

Tonga Community Disaster Risk Management (TCDRM 2)

Sub-sector Name:	<i>Policy and Planning</i>					
Indicator 1:	<i>Number of hazard risk reduction plans, strategies, policies, disaster preparedness, and contingency plans developed and in place</i>					29
Indicator 2:	<i>Number of people participating in discussions regarding risk reduction strategies as a result of the program, disaggregated by sex</i>		59	40		99
Indicator 3:	<i>Number of communities and stakeholders involved in the development of plans, policies and strategies</i>					29
Indicator 4:	<i>National and local risk assessment, hazards data and vulnerability information is available within targeted areas (Y/N)</i>	Y				Y

TRAININGS & WORKSHOPS

Training / Workshop Type	Training / Workshop Date	Location	Community Name	Number of Participants		Percentage of people who retain skills after 2 months	Evaluation Process / Outcomes	Training / Workshop Report
				M	F			
<i>What type of training / workshop did you run?</i>	<i>Date training or workshop was delivered</i>	<i>What was the name of the Island / District where you had the training</i>	<i>What was the name of the community participating in the training / workshop</i>	<i>The number of people attending the training / workshop</i>		<i>How many people do you think remember what they learned after 2 months?</i>	<i>Did you do an evaluation of the training / workshop? What were the key findings from the evaluation?</i>	<i>Did you do a report on the training / workshop? (please attach)</i>
National Consultation Workshop	5 th -6 th August	Neiafu	Okoa Holeva Koloa Vaimalo 'Utungake Talihau Ofu 'Olo'ua Taunga 'Otea Kapa Falevai Lape	65 (44M/21F)		65	No	Yes

Tonga Community Disaster Risk Management (TCDRM 2)

Training / Workshop Type	Training / Workshop	Location	Community Name	Number of Participants	Percentage of people who retain	Evaluation Process / Outcomes	Training / Workshop
			Hunga Ovaka Nuapapu Matamaka				
National DRR Training	11-15 August 2014	Neiafu, Vava'u		27 (18M/9F)	25	-Significan't increase in understanding topic covered shown on the post test results -	Yes
CbDRR Village Training/VECP	September	Vava'u	Okoa Holeva Koloa Vaimalo 'Utungake Talihau	218 (120M/98F)	218	Yes	
Update VEMP and Simulation Exercises	October	Vava'u	Okoa Holeva Koloa Vaimalo 'Utungake Talihau Ofu 'Olo'ua Taunga 'Otea Kapa	1958 (860M/1098 F)	1958	Yes	

Tonga Community Disaster Risk Management (TCDRM 2)

Training / Workshop Type	Training / Workshop	Location	Community Name	Number of Participants	Percentage of people who retain	Evaluation Process / Outcomes	Training / Workshop
		Tongatapu	Falevai Lape Hunga Ovaka Nuapapu Matamaka Fatai Puke Matafonua Hofoa				
Refresher DRR Training and Basic First Aid	21 st – 16 th Feb	Ha'apai	Tongaleleka Holopeka Felemea Pangai/Ha'ato'u Faakakai Muitoa Mo'unga'one	103 (57M/46F)	95	Reinforce skills and learning and increase improved knowledge on DRR and gained basic first aid	Yes

Community Projects – Baseline data

Baseline & outcomes data for increased water security as a result of the project

Community Name	Number of tanks available to community before the project		Number of tanks installed & storage capacity		Project Budget
	No. #	Volume	No. #	Volume	
Okoa	16	185000	8	110000	27032
Koloa	43	460000	7	105000	24798
Holeva	29	39500	8	155000	27901
Vaimalo	7	40000	8	110000	25260
'Utungake	15	215000	10	210000	16110
Nga'unoho (Talihau)	20	400000	8	70000	21792

NOTES FROM MONITORING VISITS 18/7-20/7

Communities Visited

1. Holeva
2. Koloa
3. Okoa
4. Matamaka
5. Lape
6. Ofu

General Observations

- Completion of Community Projects

Of the 6 communities visited 5 had completed projects as per plans and agreements to a relatively high standard and were serving purpose. A quote by Senior Project Field Officer Mao that applies to each site and sums up *“Before people were worried about water but now there is plenty of water. This time last year there was not enough tanks to store water needed for the community”* Mau

Matamaka were still to install last tank and complete toilet construction. Mau will follow up with the Town Officer on seeing this is done.

Mau, noted sometimes when Town Officers are talking on the phone they will say yes, we have finished the work, but when you check they actually haven't completed. The key challenge here is distance to community to be able to follow up and check on progress. On the main island it is easy to visit sites on a weekly basis and check. The remote islands are much more difficult and expensive to get to and therefore there are less site monitoring visits.

- Capturing baseline data

For the new communities in TCDRM 2 the VCA captured & mapped baseline data. This has not been done for communities in the 1st year of the project.

Community Profiles & Village Emergency Plans (VEPs) are shared with the NEMO.

Actions

1. Follow up with Matamaka Town Officer RE completion of community project.
2. If any other activities or materials have been provided post launching of the original project agreement need to follow up to confirm projects are completed or if there are any issues.
3. Carry out mapping of evacuation centres and water tanks for communities. This can be done by providing Town Officers with an air photo of their village and asking them to mark locations.

4. A database of community profile data from TCDRM projects should be developed and able to be consolidated with information from other DRR & CCA projects (PCIDRR, PCCCR). This should include mapping community locations.
5. Some evaluation of community perceptions of disaster preparedness should be captured. This could be done by survey designed to inform final report. This could be administered by Town Officers with support from PFOs. And should capture responses such as
 - a. *How has this project helped your community be better prepared for disasters?*
 - a. *How are vulnerable people in your community more prepared for disasters?*
 - b. *Do you feel confident you and your family know what to do to keep yourself safe in times of emergencies?*

Discussion on Project Outcomes during monitoring visit

How do we know tanks won't fall in to disrepair?

- Because they are community / committee owned and managed.
- They can be moved, if a house is relocated abandoned etc.
- Last longer than fiberglass & concrete.
- First flush systems installed ensure water is clean all the time

What would you say the main skills & knowledge are that people gained?

- A range, first aid, disaster response (preparedness) hygiene /lifestyle WASH how to manage water.
- Refresher training after 1 year is done to reinforce learning
- Training is focus on committees to sustain and implement the plans. Roles & responsibilities are documented in the plan. The plan can be shared with the community so that people are aware of what the committee are doing.
- Some people especially the secretary learn skills in proposal writing, budgeting, report writing
- CC is a part but not a specific focus. Is identified a hazard and awareness is done during training. This often attracts a lot of questions from people when doing DRR training. CCA awareness covers causes / effects / what is contributing to the level. Don't do an in-depth discussion on CCA now, because focus is on DRR and management.
- If CCA is to be integrated then a different approach is needed to include these topics as well.. They should be done together because they are so closely linked in that CC is the cause of some many natural disasters.
- Project staff can now use google maps to map location of tanks, evacuation centres, people with disabilities etc.

How has the project adapted to or changed as the a result of monitoring implementation?

- Baseline data is captured during VCA at the beginning of the project and documented in project profiles. Also when training evaluations are done this measures changes in people's knowledge and awareness.
- Technical assessment of project proposals and report on best method for tank construction before the projects start to best plan. Technical review of costing and site location inspection to check basement details will be appropriate (standard basement plan). Adjust
- Recommendation to install support posts where pipes are extended from gutter to tank to avoid sagging / breaking.
- Tanks are strapped to basements. First flush installed. If catchment roofs are rusty then recommend replacement be part of the cost share. Communities would not do this otherwise.
- Communities are responsible for choosing location of sites, after monitoring visits to some sites were made it showed that tanks were being installed where catchments had rusty / old roofs. Recommendations made to replace / repair roof before installing new tanks.
- Where there was left over cement this was used to carry repairs to existing tanks that were leaking.
- Location of vulnerable people mapped for TCDRM 2 but not in the 1.

How do communities decide how many tanks?

- Each community gets the same a budget allowance and decides how to best utilise it to reach the most number of people in need.
- There is no technical assessment of catchment / storage capacity per no. people however communities make decisions based on best access for the majority of people depending on population size & proximity to central locations.
- Locations of tanks are sometimes placed together to increase the amount of storage available in one location to meets the needs of a number of families / people.
- Community discussion is to focus on emphasize locating new tanks to improve access for elderly, widows, people with a disability and young people.
- Sometimes tanks are located on private property then a letter is requested from landowner to agree they are happy for the tank to be there and used as a community resource. If there are ever likely to be issues, then the community can decide to move tank to a new location.

Awareness and cross cutting issues

- When discussing cross cutting issues men and women to talk about issues in gender based groups. Old men and youth together allow old people to share experience with young people. This is a topic that usually has a lot of interest. It is always done within the context of disasters e.g. living in close quarters in an evacuation centre.

Community feedback throughout the project received

- People have said when we were doing the first aid training we weren't paying too much attention, but then we needed to use the skills and realized how valuable it was
- This is the new type of training that is the whole package not just one is training. There is follow up with project proposals and implementation, support and monitoring visits etc.
- People like it because they learn a lot of stuff and get to do a lot of stuff on their own (Mau).
- It is a good process....
- Communities always thank Mau for doing monitoring visits to keep them on track. This is something that is normal within communities to fall behind.

What measures are in place to ensure sustainability of the projects?

- By using a management committee to manage water resource

What monitoring processes are used to capture project outcomes?

1. Community rep (usually VEC secretary)
 - signs of on goods received
 - daily recording of works undertaken
 - weekly / monthly report signed off by town officer submitted to PFO
2. PFO
 - regular site visits (2 months) to check work is as reported
 - checking progress against timelines
 - challenges
 - weather delaying activities
 - funerals / family occasions
 - town officer commitment to follow up on work
 - Monthly reports to SPF
3. Project Manager
 - At least monthly support & monitoring visits
 - Daily email and telephone communication
4. Within the team
 - Help each other with capacity building i.e. using computers – excel, google maps etc.

How has the project worked with local government?

Challenges

- At one of the fono (community meeting) one of the town officer didn't tell people exactly what the project was about on? Maybe he wanted to do it for himself and the work. Monitoring visit surfaced that the work wasn't being done, so PFO made a visit to talk to the community

- They expect the town officers and 2 reps understand everything and sharing information and selecting the appropriate people are selected to be part of the committee. This does not always work.
- When something goes wrong you go the whole of the community and speak to the more senior members who are respected and people listen to.
- One of the changes would be for one of the project officer to attend the community fono to answer questions and make sure everybody knows what needs to be done.
- Best thing is to set a good relationship from the first training and making sure you do regular visits. So you know the people and they know you.

USAID Quality Checklist

The final report should emphasize quantitative as well as qualitative data that reflects results, shall measure impact using baseline data and indicators established for the program. For each sector the report should include the following data:

- (i) Number of beneficiaries targeted, by objective
- (ii) Number of beneficiaries reached, by objective
- (iii) Cumulative number of beneficiaries targeted
- (iv) Cumulative number of beneficiaries reached
- (v) Total number of beneficiaries targeted and reached
- (vi) A description of assessments and surveillance data used to measure results. The reports from any evaluations completed should also be included.
- (vii) Success stories and an explanation of successes achieved, constraints encountered, and adjustments made for achieving each objective
- (viii) A discussion of the overall performance of the project, including details of any discrepancies between expected and actual results and any recommendations for improving the design of the program.
- (ix) A comparison of actual accomplishments, with the established goals and objectives, and expected results; the finds of the investigator; or both. Data must be presented using established baseline data, targets, and indicators for each sector objective.
- (x) Reasons why established goals/targets were not met (if applicable), the impact on the program objective(s), and how the impact has been/will be addressed
- (xi) Other pertinent information including, when appropriate, success stories (if available) which illustrate the direct positive effects of the program; how unforeseen circumstances affected overall performance compared to original assumptions (if applicable), how activities were accordingly adjusted or re-targeted; and analysis and explanations of cost overruns or high unit cost.