



**CLIMATE CHANGE PROJECT PREPARATION FACILITY FOR ASIA
(ADAPT-ASIA)**

**QUARTERLY REPORT
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**By
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1.0 Summary

In this quarter, which covers the period October 1-December 31, 2011, AECOM International Development (AECOM) launched Asia Climate Change Adaptation Project Preparation Facility (ADAPT-Asia) by completing a series of project planning, design, management, and implementation activities. Primary activities focused on: (1) project start-up; (2) work plan and PMP development; (3) project introduction and consultation meeting with USAID missions and key development partners; and (4) initial project implementation activities. Principal achievements this quarter centered on staff mobilization, establishment of core project relationships (including USAID missions and development partners), engagement of the principal subcontractor, commencement of key baseline assessments and conducting of initial “quick-win” project preparation discussions, and development of program management and administrative systems. While AECOM submitted all major deliverables and facilitated a successful launch of the project, outstanding start-up tasks include: staffing of two technical positions (Regional Technical Coordinators) and identifying a focal agency for ADAPT-Asia within the Royal Thai Government.

2.0 Performance Objectives and Expected Outputs

Project performance objectives for the first quarter focused on project start-up (including mobilizing staff and engagement of subcontractors), preliminary activity planning, design and start-up, and partner coordination. Core performance objectives and expected outputs include:

- Completion of Initial Planning Meeting with Contracting Officer’s Technical Representative (COTR);
- Preparation and submission of Start-up Plan;
- Completion of Post-Award Briefing Meeting with Contracting Officer (CO) and COTR;
- Development and submission of First Year Work Plan;
- Development and submission of the draft Performance Management Plan (PMP).
- Development and submission of the Communication Plan;
- Establishment of project office and related operations systems;
- Mobilization of key personnel and other core staff;
- Engagement with core program partners to introduce them to ADAPT-Asia and initiate activity planning and design;
- Development of key parameters for the first ADAPT-Asia Annual Forum;
- Commencement of key baseline assessments and conducting of initial “quick win” project preparation discussions.

3.0 Summary of Major Accomplishments

Major activities and accomplishments during this quarter centered on: (1) project start-up; (2) work plan and PMP development and submission; and (3) initiation of work plan activities.

3.1 Project Start-up

During the program start-up phase, under the guidance of the Regional Development Mission for Asia (RDMA), AECOM initiated project start-up activities, including the Post-Award Briefing Meeting with the COTR and CO on October 20, 2011 and Initial Planning Meeting with the COTR on October 21. Core start-up activities included:

Staff Mobilization

- Mobilizing key staff, including Chief of Party, Deputy Chief of Party, Project Preparation and Finance Team Leader and one Regional Technical Coordinator;
- Putting in place management and local administrative support personnel, and short-term technical consultants; and
- Continued recruitment of two additional Regional Technical Coordinators and engagement of the Capacity Building Team Leader.

Subcontracting

- AECOM initiated cooperation with the Institute for Global Environmental Strategies (IGES), AECOM's principal subcontractor for Tasks One and Two on regional knowledge platform and ADAPT-Asia annual forum.
- AECOM initiated discussions with other subcontractors and resource groups on possible cooperation.

Office Arrangements

- AECOM established field office operations in Bangkok leveraging existing AECOM's presence, including administrative and technical staff, local vendors, office registration, accounting and legal services, etc.

Project Management Systems

- AECOM established core financial management and project backstopping systems and arrangements in Virginia, U.S.A.
- Introduced the "One Source" Project Management system to field staff to streamline the project management and operations process and increase efficiency of project reporting, approval and documentation processes.

3.2 Work Plan Development and Mission Consultation

As an initial step in developing the Work Plan, ADAPT-Asia prepared a preliminary work plan that included proposed activities and expected outputs. To present the preliminary work plan and share ideas on implementation, the ADAPT-Asia team organized an Orientation Meeting with USAID/RDMA on October 21, 2011 in Bangkok. Based on recommendations from USAID/RDMA at the Orientation Meeting, ADAPT-Asia prepared and submitted a draft Work Plan for COTR approval within 30 days of the project start date, and is waiting for final approval.

ADAPT-Asia's senior management, together with Brad Philips, COTR of the project, visited USAID/Philippines, DOS/Laos, and USAID/Cambodia to introduce the project to bilateral missions, learn about related programs in these countries, and identify potential areas of partnership within ADAPT-Asia's Year One Work Plan.

3.3. ADAPT-Asia Annual Forum

The ADAPT-Asia team, in collaboration with IGES, developed a concept paper on the first ADAPT-Asia Annual Forum, which will be held on March 13-15, 2012 in Bangkok. The ADAPT-Asia Forum will be organized as a side event to the Asia-Pacific Adaptation (APAN) Forum, which will be held at the United Nations Conference Center in Bangkok, March 12-13, 2011. The first ADAPT Forum has three main objectives: 1) raise awareness and understanding of potential adaptation project proponents in Asia of

available climate funding resources and the requirements for accessing these funds; 2) identify priority capacity gaps and country needs in preparing climate change adaptation project proposals; and 3) introduce the ADAPT-Asia project and its potential role in facilitating country access to the adaptation funds. AECOM together with IGES developed criteria for the selection of participants for the ADAPT-Asia Annual Forum and identified a preliminary list of potential participants in consultation with USAID/RDMA and bilateral missions.

3.4 Initial Engagement on the Project Preparation Facility

To initiate engagement on activity implementation, the ADAPT-Asia team met with several USAID bilateral missions (USAID/Philippines and USAID/Laos) during the first quarter and relevant development partners (ADB, UNEP and UNDP) to introduce ADAPT-Asia and explore partnership opportunities. Specific activities to initiate the project preparation facility include the following:

- Together with the COTR, Lee Baker conducted a presentation on ADAPT-Asia for the project teams of ADB in Manila to present the program and discuss future collaboration on climate change adaptation-related project design and packaging. ADAPT-Asia identified several potential climate change adaptation project proposals initiated by ADB that can be supported by ADAPT-Asia. The Cambodia Strategic Program for Climate Resilience Program funded by PPCR is one of the promising projects of ADB that is of interest to ADAPT-Asia and the USAID/Cambodia bilateral mission. ADAPT-Asia will continue to explore the possibility of supporting this program in the second quarter.
- ADAPT-Asia met with UNDP and UNEP regional offices in Bangkok to present the project and explore potential collaboration in developing climate change adaptation proposals for funding from global and regional climate change adaptation funds. ADAPT-Asia identified two potential projects initiated by UNDP in Laos and Nepal to be financed by GEF LDCF and started discussions with UNDP country offices and UNDP/Bangkok to define ADAPT-Asia's role in the project preparation process.
- ADAPT-Asia initiated a comprehensive assessment of active bilateral and multilateral climate change adaptation funds, including their resources; application procedures; eligibility criteria; pipeline projects by sector, region and country, etc.
- ADAPT-Asia commenced a review of available documentation on climate change action plans and other source materials prepared by the 13 ADAPT-Asia target countries to identify feasible adaptation projects and their respective national and sub-national implementing agencies in order to serve as an entry point(s) for possible collaboration in the preparation of adaptation projects.

4.0 Outstanding project implementation tasks and challenges

Outstanding project implementation tasks and challenges during the first quarter are: (1) completing project start-up activities and (2) finalizing introductory meetings with USAID bilateral missions and other potential partners to present the ADAPT-Asia project.

Outstanding start-up tasks include: (1) identification of a focal agency for ADAPT-Asia within the Royal Thai Government to obtain administrative support for the project's operation in Thailand; (2) finalization of the subcontract agreement with IGES; and (3) continuing to recruit and fill all remaining project positions, namely, two Regional Technical Coordinators.

ADAPT-Asia continues meeting with different bilateral USAID missions to inform them about the program and gain their support in initiating program activities in their respective countries. Due to the

conflicting and busy schedules of the different actors involved and the holidays during the first quarter, the process is taking more time than expected. The ADAPT-Asia team works with the COTR to arrange meetings with key bilateral missions in the countries where we foresee opportunities for ADAPT-Asia to support climate change adaptation projects.

5.0 Resource Leveraging and Sustainability

During the first quarter, AECOM worked closely with RDMA to initiate ADAPT-Asia's core implementation strategy of leveraging programming resources and capabilities with project partners, including USAID missions. As detailed in Sections 3.3 and 3.4, AECOM also met with key international development partners to explore strategies for cooperation that will include resource leveraging and ensuring overall program sustainability.

6.0 Performance Objectives for Next Quarter

In the second quarter of performance, AECOM will focus on activity implementation per the first-year work plan. Key performance objectives for the quarter will include:

- Continuing mission briefings to confirm cooperation strategies, meet with core partners and identify project opportunities;
- Developing and launching the ADAPT-Asia website;
- Developing a communication strategy to disseminate ADAPT-Asia's knowledge products;
- Completing the assessment of climate change adaptation funds and developing a draft adaptation fund compendium;
- Organizing the First Annual Forum on March 13-15, 2012;
- Commencing assessment of existing climate change adaptation project preparation-related capacity building programs in the region and internationally;
- Carrying out a review of existing capacity building/training needs and gap assessments and determining the need for further assessments;
- Developing a compendium of climate change adaptation courses;
- Completing assessment of existing climate change adaptation projects and identifying 4-5 strategic project/country implementing agency entry points;
- Working with UNDP/Laos and UNDP/Nepal on the definition of ADAPT-Asia's role in supporting UNDP's climate change adaptation projects in those countries;
- Continuing discussion with ADB on the prioritization of climate change adaptation project proposals to be supported by ADAPT-Asia;
- Establishing a relationship with the Royal Thai Government to support climate adaptation activities and project endorsement; and
- Finalizing the Performance Management Plan (PMP).