GLOBAL CLIMATE CHANGE ALLIANCE:
PACIFIC SMALL ISLAND STATES PROJECT

REPORT ON POHNPEI CAPACITY DEVELOPMENT IN PROPOSAL PREPARATION USING THE LOGICAL FRAMEWORK APPROACH WORKSHOP

3-7 February 2014

Introduction

The Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) project is funded by the European Union (EU) and implemented by the Secretariat of the Pacific Community (SPC) in collaboration with the Secretariat of the Pacific Regional Environment Organisation (SPREP). The project budget is €11.4 million. The implementation period for the GCCA: PSIS project is from the date of signature of the agreement, 19 July 2011, to 19 November 2014.

The overall objective of the EU funded GCCA: PSIS project is to support the governments of nine Pacific smaller island states, namely Cook Islands, Federated States of Micronesia (FSM), Kiribati, Marshall Islands, Niue, Nauru, Palau, Tonga, and Tuvalu in their efforts to tackle the adverse effects of climate change. The purpose of the project is to promote long term strategies and approaches to adaptation planning and pave the way for more effective and coordinated aid delivery on climate change at the national and regional level.

The project approach is to assist the nine countries design and implement practical on-the-ground climate change adaptation projects in conjunction with mainstreaming climate change into line ministries and national development plans; thereby helping countries move from an *ad hoc* project-by-project approach towards a programmatic approach underpinning an entire sector. This has the added advantage of helping countries better position themselves to access and benefit from new sources and modalities of climate change funding, e.g. national and sector budget support.

GCCA: PSIS Capacity development in proposal preparation using the logical framework approach Project ('LFA training') in Pohnpei, Federated States of Micronesia

Following a regional workshop on Climate Finance and Proposal Preparation held in Apia, Samoa, 26 – 27 October 2012, and supported by the Asia-Pacific Adaptation Network (APAN), Secretariat of the Pacific Regional Environment Program (SPREP) and SPC, six of the countries (Cook Islands, Federated States of Micronesia, Marshall Islands, Nauru, Nauru and Nauru) involved in the GCCA: PSIS project expressed their interest in having a national training workshop on project proposal preparation using the logical framework approach. FSM made a special request to conduct a training in each of their four states. This LFA training project responds to that expressed need. The project provides a valuable opportunity to strengthen national government staff to develop successful and integrated climate change adaptation project proposals. This will allow PSIS and donors to work together to ensure a more effective and coordinated aid delivery to address climate change at the national and regional level.

The Pohnpei (FSM) training workshop was delivered over 4 days (3-6 February 2014), with an additional morning of mentoring on 7 February 2014. Pacific Research and Evaluation Associates (PREA) were contracted to deliver the LFA training, based on the resources that they had previously developed and piloted in the Cooks Islands. The workshop was held in the Western and Central Pacific Fisheries Commission conference room and was attended by thirty-three participants.

The training made use of a donor directory (Donors for Climate Change Adaptation in the Pacific) developed for SPC and SPREP. PREA also researched additional donors active in the Pacific region who support PSIS. All relevant training resources were provided to participants in hardcopy with an electronic copy provided on a USB stick for all participants.

The training needs analysis was sent electronically to participants prior to the workshop. Thirty-three participants completed the training but only a few had any real experience with proposal writing or any components of the LFA.

The key topics covered during the LFA training include a background on the project management cycle, a detailed look of the logical framework approach, proposal writing (informed by the LFA) and a brief summary of climate change donors active in the Pacific region. A detailed delivery plan is included in Annex 1.

The LFA training workshop was organised by SPC with support from in-country staff Ms Victorina Loyola-Joab from the SPC, and Ms Cynthia Ehmes, Assistant Director, Environment Conservation Division, Office of Environment and Emergency Management. Assistance was also provided by Belinda Hadley, FSM OEEM SPC Climate Change Coordinator.

Mr Andrew Yatilman, Director OEEM, of the FSM Government, welcomed participants and officially opened the workshop. Ms Pasha Carruthers, Climate Change Adviser – North Pacific (SPC GCCA: PSIS) also provided opening remarks, providing context for the training workshop, and background to the SPC GCCA: PSIS project in the FSM.

After introductions, the two training facilitators from PREA began workshop proceedings for day 1.

Workshop Participants

Thirty-three participants attended the training over the four day workshop program representing various departments of the FSM and Pohnpei State Governments and some NGOs (see Annex 2). The training was well attended over the four days, and represented the largest workshop held to date. Learner guides, slide packs and USB flash drives were distributed to all participants.

Workshop Results

Training delivery included a mix of informative presentations, large group activities to demonstrate new knowledge and skills followed by small group activities where participants were challenged to use the knowledge and skills for real-life project ideas they wanted to develop (see Annex 3 for photo of group work). There were three small project groups that worked through the LFA, representing the following project ideas:

1. Community water catchment for climate change resilience in rural and outer islands of Pohnpei
2. Improving internet access for youth and elderly people in rural communities of Pohnpei
3. Promoting FSM culture in the Pacific through attendance at the 2016 Pacific Arts Festival in Guam
4. Reducing energy consumption at the Pohnpei hospital
5. Improving food security in Pohnpei households through promotion of food gardens and local food consumption
6. Increasing access to local produce in Pohnpei urban centres through assistance to farmers and market stall holders

The whole-of-class activity focussed on reducing the level of littered trash in Pohnpei. This topic was used instead of the case study in the learner guide.

The facilitators moved between groups to offer support and advice where required. The presence of two facilitators was valued by participants for both the presentations and the detailed group work. Start of day and post-lunch warm-up activities were conducted to refresh participants and prepare them for learning. Each day began with a recap of the preceding day and each day ended with a re-cap of the days' content.

The in-country staff organised a panel of three donor guest presenters, Liz Terk from The Nature Conservancy (TNC), Okean Ehmes, from UN Joint Presence Office, and Fenno Brunken from the GIZ/SPC Coping with Climate Change in the Pacific Islands Region programme..

The workshop concluded on day group performances which reflected what participants had learnt, group photo and certificate of attendance presentation conducted by Cynthia Ehmes for FSM OEEM and Pasha Carruthers of SPC.

Workshop Evaluation

The results of the workshop evaluation are presented as Annex 4. Twenty-four participants who attended the four days completed the evaluation form.

The Pohnpei training was very successful, due to the large number of participants, and with participants indicating that they valued the learning opportunity the course presented. Participants worked well in their project groups and generally actively engaged in group activities. However, some participants noted in the post-workshop questionnaire that it would have been better if some participants were more active during group work.

The training generally commenced late on the first day due to the Superbowl. As such, the first day only allowed three hours of workshop. The facilitators reduced the length of some activities and did not present on monitoring and evaluation in order to catch up by the final day. This was achieved, but 10 of 13 respondents indicated the course could have been longer, and several commented that more time could have been given to activities.

Most participants indicated a strong to fair degree of confidence in being able to complete the stakeholder analysis, problem tree and solution tree steps of the logical framework approach upon their return to work. There was also strong confidence in developing a logframe matrix and putting it all together to develop a proposal. Participant comments indicated a strong appreciation for the systematic and participatory process provided by the logical framework approach.

What participants found most useful

The LFA, problem tree and solution tree. Most useful was the learning of the concepts from the different group presentations on various areas of interest.
The overall presentation of log frame matrix is very useful
Importance of speaking with all stakeholders from the beginning - before having a project in mind
The logical framework problem analysis

When asked about follow up training, participants' comments included a range of responses:
1. Logframe matrix
2. All of the LFA
3. More on proposal writing

All of the participants indicated that they would recommend the course to their colleagues. There were nearly equal numbers of participants who indicated the course was the right length, and those who wanted it to be longer.

The participants all indicated satisfaction with the delivery, and the resources provided. The following comments reflect the success of the Pohnpei training delivery.

Training was exciting as it involved many group activities and fun activities.
The flash drive as a source of storing information is very good since we can always refresh our memories with the important information stored in it.
The training was very constructive and informative
Overall very well done. Highlights: 1. two different speakers presenting at one given time, 2. Lots of practical exercises. 3. Lots of group activities, 4. Definitely keeps me awake, 5. Very critical information to my work
I hope this kind of workshop conducted next year
Very well conducted
Well organised and put together
Very well delivered

The medium term outcomes resulting from the training will be assessed through issuing a longitudinal post-training survey (3 – 6 months after the training) combined with telephone interviews.

Conclusion

The training was very successful in building capacity and motivation of FSM and Pohnpei government staff and NGO members to use the logical framework approach to design projects and inform the preparation of proposals. The participants noted the benefits of thinking through projects at the design stage, rather than jumping straight to solutions or actions. The impact evaluation in several months' time will determine whether any of the projects worked on during the training will be developed up into real proposals. A number of participants indicated their intention to develop their group project into proposals. There was also a strong interest in developing their skills further by working together to practice the steps of the LFA. The training has also provided some participants with the skills to approach problems with more confidence, and use this to find solutions in in collaboration with all stakeholders.

Annex 1 Workshop Agenda
Secretariat of the Pacific Community

Pohnpei

GLOBAL CLIMATE CHANGE ALLIANCE: PACIFIC SMALL ISLAND STATES

PROPOSAL PREPARATION USING THE LOGICAL FRAMEWORK APPROACH WORKSHOP

Delivery plan summary

	Task / Topic
Day 1	Welcome Gathering group knowledge Introduction to the LFA Project Management Cycle Step 1. Stakeholder Analysis Step 2. Problem analysis
Day 2	Step 2. Problem analysis continued Step 3. Solution Analysis Step 4. Strategy Analysis – Selecting solutions Step 5. Logframe Matrix
Day 3	Step 5: Logframe Matrix continued Step 6: Activity Scheduling
Day 4	Step 7: Resource Scheduling Proposal Writing Donor agencies Celebration and group performances Final feedback and evaluation

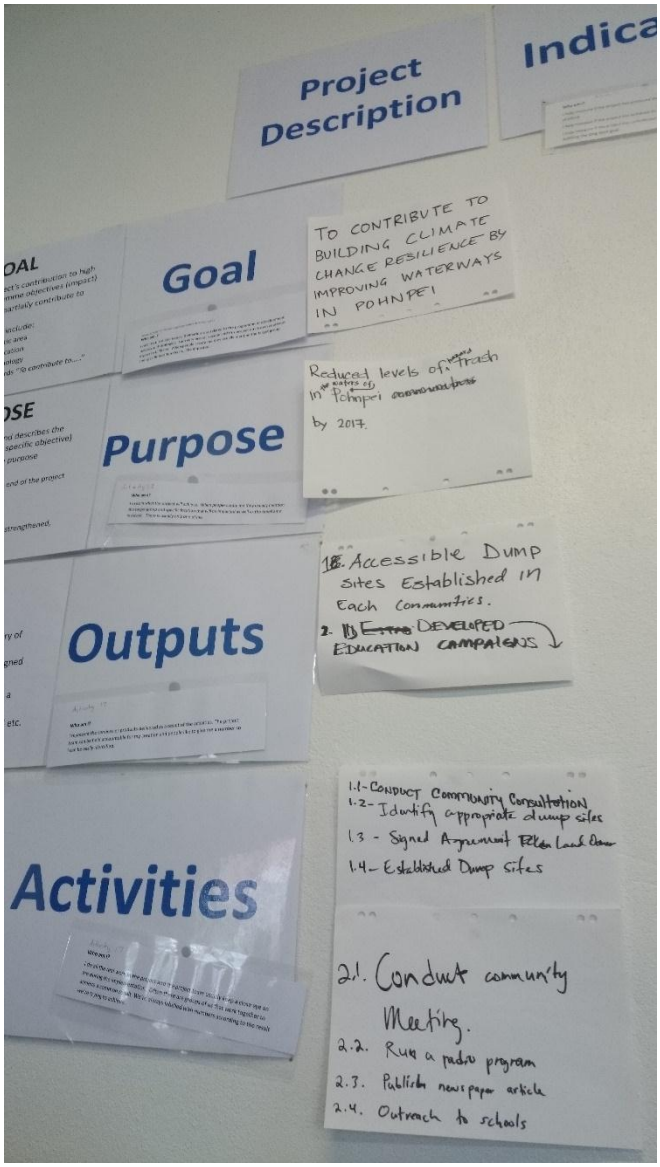
Annex 2 Participants List

					Gender
Name	**Position/Job Title**	**Organisation**	**Email**	**Telephone**	**M / F**
Abello, Mario	Early Childhood Education Specialist	Dept. of Education	mabello@fsmed.fm	(691)320-2609	M
Aldis, Bermance	Program Manger	Dept. of R&D	baldis@fsmrd.fm	(691)320-5133	M
Anson, Jorg	Program Manger	NGO - Conservation Society of Pohnpei	cspmarine@serehd.org	(691)320-5409	M
Priana Andreas	Public Information Officer	Social Security Administration	sspio@mail.fm	(691)320-2706	M
Eldridge, Jimmy	Education Specialist	Pohnpei State Government	luelen04@yahoo.com	(691)320-2103	M
Enicar, Arisako		Dept. of R&D	aenicar@fsmrd.fm	(691)320-5133	F
Falcam, Andrew	Education Coordinator	Conservation Society of Pohnpei	educoordinator@serehd.org		M
Ilai, Fransky	Claims Manager	Social Security Administration	**same as above**	(691)320-2706	M
Gonzaga, Shinmaysin	National Food Inspector	Dept. of Health	sgonzaga@fsmhealth.fm	(691)320-2619	F

Hadley, Belinda	SPC FSM National Coordinator	OEEM, Environment Unit	belinhadley@gmail.com	(691)320-8814	M
Hadley, Johnny Jr.	External Assistance Coordinator/Grant Writer	Pohnpei State Government	dipwinmen@yahoo.ocm	(691)320-7678	M
Jonathan, Angel	Environmental Educator	Conservation Society of Pohnpei	angeljonathan@gmail.com		M
Joseph, Adelman		Dept. of R&D	adelman.joseph@fsmrd.fm	(691)320-5133	M
Joseph, Person	Youth Program Coordinator, Social Affairs Office	Pohnpei State Government	personjoseph15@yahoo.com	(691)320-5142	F
Kusto, Carlos	Grants Officer	NGO - Micronesia Conservation Trust	grants@ourmicronesia.org	(691)320-5670	M
Lemuel, Roster	Federal Program Coordinator, Historic Preservation Office	Pohnpei Sate Government	rosterlemuel@yahoo.com	(691)3202652	F
Ligohr, Shirley	Aid Coordinator/Budget Office	Pohnpei State Government	sligohr@yahoo.com		F
Lorens, Adelino	Administrator, Economic Affairs	Pohnpei State Government	catalinolorens@yahoo.com	(691)320-2712	M
Marguez, Roseo	Senior Grants Officer	NGO - Micronesia Conservation Trust	sgo@ourmicronesia.org	(691)320-5670	M
Mathias, Dave		Dept. of R&D	dave.mathias@fsmrd.fm	(691)320-5133	M
Pernet, Tony	Chief, Divison of Fish & Wildlife	Pohnpei State Government	publicsafety@mail.fm	(691)320-8151	M

Peter, Anderson	Customs Specialist	CTA Central Office	andersonptr@yahoo.com	(691)320-5855	M
Petrus, Patty	Sustainable Development Planner	OEEM, Environment Unit	pattiwarm@gmail.com	(691)320-8814	M
Saimon, Joseph	Administrator, Office of Fisheries & Acquaculture	Pohnpei Sate Government	josedin@gmail.com	(691)320-2298	
Santos, Edgar	Administrator, Pohnpei Hospital	Pohnpei Sate Government	fredka7101@yahoo.com		M
Semens, Alan		SBOC	asemens@sboc.fm	(691)320-2823	M
Sigrah-Asher, Shanty	Assistant Depty Secretary	Dept. of Foreign Affairs	shantysigrah@gmail.com	(691)320-2641	F
Simon, Josephine	Medical Director, Community Health Center	Pohnpei State Government	jmsaimons@yahoo.com	(691)320-2438	M
Susaia, Henry	Environmental Specialist II	Pohnpei State Government	hsusaia@gmail.com	(691)320-1780	M
Tara, Mona	Office Manager	NGO - Island Food Community	same as above	(691)320-3259	M
Turner, April	Food Security Project Officer	NGO - Island Food Community	communitydevelopment@islandfood.org	(691)320-3259	M
Williander, Willie		Dept. of R&D	wwilliander@fsmrd.fm	(691)320-5133	F
Yatilman, FJ		Dept. of R&D	fjyatilman@yahoo.com	(691)320-5133	**M**

Annex 3
Photos of workshop activities


Project Description
Indica
Goal
TO CONTRIBUTE TO BUILDING CLIMATE CHANGE RESILIENCE BY IMPROVING WATERWAYS IN POHNPEI
Purpose
by 2017.
Outputs
Accessible Dump Sites Established IN Each Communities.
DEVELOPED EDUCATION CAMPAIGNS
Activities
1.1- Conduct Community Consultation
1.2- Identify appropriate dump sites
1.3 - Signed Agreement
1.4- Established Dump Sites
2.1. Conduct community Meeting.
2.2. Run a radio program
2.3. Publish newspaper article
2.4. Outreach to schools

Annex 4

POST TRAINING EVALUATION FORM – POHNPEI

Completed by 24 participants

The training was well structured	17	7	☐	☐	☐	☐	☐	The training was poorly structured
The activities gave me the confidence that I can apply the knowledge in my work	20	4	☐	☐	☐	☐	☐	The activities did not give me confidence that I can apply the knowledge in my work
I found the learner guide useful	21	2	1	☐	☐	☐	☐	I did not find the learner guide useful
I learnt things that will be useful to my work	15	7	☐	1	☐	☐	☐	I did not learn things that will be useful to my work
The course was well presented	19	4	1	☐	☐	☐	☐	The course was poorly presented
The facilitators made the material enjoyable	18	4	2	☐	☐	☐	☐	The facilitators did not make the material enjoyable

For each of the following, please rate your level of confidence in being able to undertake the following steps of the logical framework approach when you get back to your job.

Very confident							*Not at all confident*
Stakeholder analysis	11	8	3	☐	☐	☐	☐
Problem analysis	10	10	2	☐	☐	☐	☐
Solution analysis	11	9	2	☐	☐	☐	☐
Logframe matrix	12	5	4	☐	☐	☐	☐

I am confident that I can put together a good project proposal	10	11	2	☐	☐	☐	☐	I am not confident that I can put together a good project proposal
I would recommend this course to my colleagues	22	2	☐	☐	☐	☐	☐	I would not recommend this course to my colleagues

Four days for the course was:	About right	13
	Too short	10
	Too long	☐

What was the most useful thing you learnt on this course?

All contents
Creating a problem tree that was the most useful as it makes all the following steps easier. When converted to a solution tree it makes it more understandable.
The LFA, problem tree and solution tree. Most useful was the learning of the concepts from the different group presentations on various areas of interest. The directory of donors is vital.
LFA, proposal writing
The use of the logframe matrix to plan proposals
LFA (bascially the whole concept of LFA)

Steps in the LFA, LFM, Donors, Roughly everything
Networking
The overall presentation of log frame matrix is very useful
All the courses I learn from it
How to put together a proposal, but need more feedback
Importance of speaking with all stakeholders from the beginning - before having a project in mind
The most useful thing I learnt from this course is the variety of information on donors and methodologies of writing proposals
Importance of identifying stakeholders, can be simplified and help me focus on my project priorities and what I want out of the project, developing partners, networking, and building a relationship with donors are important
Developing the problem tree and converting to solution
The proposal writing
Preparing to come up with the proposal
Compiling problem tree and pulling info from it
To write a proposal
The logical framework problem analysis
The problem tree, solution tree and other things
Problem and solution tree
The most useful thing I learnt was the logframe matrix
Logframe matrix

The course would have been more effective if:

7 days long, 5 days learning, 2 days good written real project proposal, draft and final
If it covers one whole week (5 days) but all in all it is an enjoyable learning experience.
I would welcome more sharing of successful proposals, resources, templates.
More practical exercises being done
More background information is presented
There were more exercises
My other support staff attended
I do learn lots from it. Learn sequence of the matrix
I have few more days on the training
Participants were more active (nothing to do with presenters)
More time was give- 5 days perhaps, 4 full days, one half day
If times is extended
More time allocation to each stage
More days
If more time given to produce more proposals, more practice the better
There was more time
Right partners working together
More samples provided
We spent more time on writing proposals
Everything went well

Which topic(s), if any, do you want follow-up training on?

LFA- training again to improve
I would like to do a LFM follow up training as it is the key point for this workshop. Identifying indicators and assumptions are a bit confusing.
More LFA with solution analysis. Explore the technical details of contextualisation and customising proposals.
Using the matrix and putting together in actual proposal writing
Proposal writing, project management
Budget preparation
Collaboration, networking and speakers from local donors and agencies

The logframe
Historic Preservation and culture
Developing indicators that are easily measurable
logframe matrix
None- just dreaming to try one real one
All topics
All topics
logframe analysis
logframe matrix
Donor agencies formats (proposals)
Logframe matrix and proposal writing

Do you have any further comments or feedback about any aspects of the training?

Training was exciting as it involved many group activities and fun activities. I think you should give out more lollies.
The flash drive as a source of storing information is very good since we can always refresh our memories with the important information stored in it. I recommend that this 'give away' is helpful to review beyond the training.
1. To invite the person that would actually do the proposal. 2. Attendance to be mandatory. 3. Refreshments to be served during tea/coffee breaks only. 3. Guest speakers to speak in the invitation purpose.
The training was very constructive and informative
Overall very well done. Highlights: 1. two different speakers presenting at one given time, 2. Lots of practical exercises. 3. Lots of group activities, 4. Definitely keeps me awake, 5. Very critical information to my work
I hope this kind of workshop conducted next year
Keep me more open-minded of how to look for more grant or access to budget
Maybe not all groups needed to present after the group activity, every time- especially close to breaks or finish time. Use reusable cups/forks/plates (ask participants to bring their own or wash up) Very important for climate change groups- need to be role models.
Bravo! Thankyou :)
Discuss how the LFA is compared to other popular methods of proposal writing
Was all resourceful. As a new proposal writing student I have learned a lot
No comment, almost every given topic is well covered, except the time allocation is somewhat too short
Very well conducted
Well organised and put together
Very well delivered
All environmental agencies to attend
Very helpful workshop. It will be good of more stakeholders attended
Maybe more hands on activities would help out a lot more