



EU-GIZ Adapting to Climate Change and Sustainable Energy (ACSE) Programme

PDD Development Training Workshops Report –

Suva, Fiji 28 – 30 October 2014



& Pohnpei, FSM 4 – 6 November 2014



1 Introduction to the EU-GIZ ACSE programme

The European Union (EU) is assisting 15 Pacific island countries¹ through a new regional Programme: ***Adapting to Climate Change and Sustainable Energy (ACSE)*** funded under the 10th European Development Fund (EDF 10) Pacific regional envelope.

The objectives of the ACSE programme are to enhance sustainable livelihoods in Pacific island countries, strengthen countries' capacities to adapt to the adverse effects of climate change and enhance their energy security at the national, provincial and local/community levels.

The ACSE programme has three components:

Component 1: EU-GIZ Adapting to Climate Change and Sustainable Energy (ACSE) Programme (18.64 million Euros) which is administered by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

Component 2: Energy Catalytic Component (10 million Euros) which is managed by selected Pacific Island countries, and is partly co-funded by the Asian Development Bank (ADB) and the New Zealand Government; and

Component 3: Technical and Vocational Education and Training (TVET) on sustainable energy and climate change adaptation (6.1 million Euros) which is managed by the Secretariat of the Pacific Community (SPC) in partnership with the University of the South Pacific (USP).

This report relates to training delivered to build capacity in developing a Project Design Documents (PDD) for Component 1.

2 Workshop Content

The objectives of the workshop were to:

- Inform and update country participants and implementing partners about the EU-GIZ ACSE programme progress and activities;
- Present approved concept notes and identify potential collaboration between countries;
- Inform countries and implementing partners on the processes and procedures for Project Design Document (PDD) preparation, establishment of project management, project implementation and technical and financial management and reporting; and
- Train participants on PDD development.

The workshop was delivered using a mixture of presentations and interactive engaging activities based on a semi-fictional case study focused on a renewable energy project on a small fictional Pacific island.

¹ Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor- Leste, Tonga, Tuvalu and Vanuatu

GIZ staff delivered the first presentation that provided an overview of the ACSE programme and an update on the timelines for the first component of the programme. The key date to note is that PDDs need to be submitted by 31 March 2015.

Participants learnt about the key terms and definitions of the different entities involved in the ACSE projects. These included the

- Contracting Party
- Lead National Agency (LNA)
- National Implementing Agency (NIA)
- Implementing Partner (IP)
- National Authorising Officer (NAO)
- Project Partner(s)
- National Focal Points

The importance of understanding the roles and responsibilities of these entities was stressed so participants could later decide which implementation structure would be best suit their circumstances.

Counties were asked to draw a picture that represented the outputs and outcomes of their concept notes. They then presented these pictures back to all participants. Participants then discussed formal and informal opportunities to partner and collaborate together to develop their PDDs.

Participants were introduced to the 'Guide to Project Design Document Preparation for the EU-GIZ Adapting to Climate Change and Sustainable Energy (ACSE) Programme'. The Project Design Document (PDD) template in Annex 4 of The Guide was broken down and explained section by section to summarise what was required to complete all the sections of the PDD.

The assessment criteria was explained and the importance of answering **all** the prompting questions in the PDD sections was highlighted in order to achieve the number of points required to have the PDD approved.

Ms Marita Manley (GIZ) facilitated a presentation on gender (also referred to as social analysis) to emphasise the importance of considering gender and different roles within communities in the stakeholder analysis and project design. An interactive activity 'The Power Walk' was used to demonstrate how powerful or vulnerable different people (with different roles) in the community are to the impacts of climate change. The use of the Gender in the Pacific Toolkit was encouraged.

A series of processes and tools were covered that would assist countries complete the PDD sections. These were grouped into a series of steps that were covered over the three days of the workshop:

- Step 1. Implementing structure
- Step 2. Background research & scoping
- Step 3. Stakeholder analysis
- Step 4. Problem Analysis / Selecting Solutions
- Step 5. Logframe Matrix
- Step 6. Alignment to national priorities & ACSE objectives
- Step 7. Risk analysis and environmental impact
- Step 8. Knowledge management & communications

- Step 9. Monitoring and evaluation
- Step 10. Sustainability
- Step 11. Timeline
- Step 12. Budget

Ms. Beate Herrmann (GIZ) presented on the topics of the Financing Agreement (contract) to be signed between GIZ and the Contracting Party; and the Memorandum of Understanding (MoU) signed by countries and GIZ. Ms Hermann also spoke about the operational, administration and procurement requirements that Contracting Parties need to meet. The discussion on financing agreements, budgets and procurement generated extensive discussion and questions from participants. The process to establish project management arrangements and the different options for countries to bring on board the in-country coordinator were also discussed.

The workshop concluded with a brief discussion of the training and support requirements identified by countries.

GIZ informed participants that key questions raised and answers will be compiled into an updated Frequently Asked Question (FAQ) that will be shared with country representatives.

3 Suva Workshop Details

The three day PDD development workshop was held at the Tanoa hotel in Suva, Fiji between 28 and 30 October 2014. The workshop was attended by approximately 18 participants from nine Pacific African Caribbean and Pacific States (PACPs) and four ACSE project team members of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). The workshop was facilitated by two consultants from Pacific Research and Evaluation Associates (PREA).

The workshop was opened by Dr. Wulf Killmann (GIZ) with additional opening remarks from Scott Hook from Pacific Island Forum Secretariat (PIFS).

A guest presenter from the Department of Energy, Fiji spoke about the 'Sustainable Energy Project' which implemented biogas digesters at the household (farm) level. A guest presenter from UNICEF talked about the WASH project and broader issues with water management and climate change in the Pacific.

The workshop concluded with a brief discussion of the training and support requirements identified by countries. These consisted of:

- The provision of additional documentation (specifically the draft finance agreement and draft Terms of Reference (ToR) for in-country coordinators.
- Provision of past project documentation (background information – noting this already exists on the ACSE website)
- Cost Benefit Analysis (CBA) training (several countries expressed interest)
- FAQ to be updated

4 Pohnpei Workshop Details

The three day PDD development workshop in Pohnpei, FSM was held at Cliff Rainbow Hotel between 4 and 6 November 2014. The workshop was attended by approximately 8 participants from three Pacific African Caribbean and Pacific States (PACPs) (Marshall Islands, Federated States of Micronesia and Palau) and four staff from GIZ, GIZ ACSE project team members and SPC.

The Pohnpei workshop followed a similar format and contained the same content as the Suva workshop with the exception of guest presenters. The Pohnpei workshop had two guest presentations. The first guest presentation was provided by Rupeni Mario from SPC on 'The North-REP Experience' in proposal preparation and implementation. Ms Pasha Carruthers, Climate Change Adviser – North Pacific (SPC GCCA: PSIS) presented on lessons learnt from the SPC GCCA project. Presentation slides for all presentations are stored in the Dropbox folder that will be shared with workshop participants.

The workshop concluded with a brief discussion of the training and support requirements identified by countries. These consisted of:

- Produce a directory of contact details for key GIZ staff and their roles
- Circulate GIZ style guide that includes use of logos (~60-80 pages)
- Create and circulate a summary of the GIZ style guide containing the key points, use of logos and notes on who needs to approve what kinds of communication products
- Create a boiler plate of key sentences to include in media releases and acknowledgement in speeches or communications materials
- Request for GIZ to provide feedback ASAP on likelihood that countries will meet EU/GIZ requirements for their proposed Contracting Party
- Circulate procurement guidelines

Additional feedback more related to implementation:

- ACSE to facilitate yearly updates on projects to promote collaboration between countries
- Circulate CVs of technical advisors and dates that they will be starting
- Create an online calendar so countries can see when technical advisors are available or traveling.

5 Workshop Evaluation

5.1 Suva

A simple post-workshop evaluation was conducted at the end of each day. Feedback from the first two days indicated that:

- Nearly all participants were highly satisfied with the workshop
- The problem tree and logframe were found to be really useful tools
- Participants enjoyed the energizer activities
- There was a request for more examples on the use of tools
- Request for one-on-one GIZ-country meetings

On day 3, participants completed an evaluation dartboard and comments at the conclusion of the session. A summary of results shows that the workshop was highly successful in achieving its objectives.

Evaluation dartboard results

	Exceeded expectations	Met expectations	Did not meet expectations
Usefulness of activities	16	4	0
Confidence to develop PDD	20	0	0
Training delivery	19	1	0
Usefulness of training materials	18	2	0

Additional participant comments:

- Training was better than previous session
- Well organised
- Very clear delivery of GIZ procedures (PDD & project implementation)
- Very good delivery model for all topics covered – well done.
- Two thumbs up
- Perfect / Great / All good (x 5)
- Very informative
- Excellent presenters
- Improve: Use country-specific examples for the activities.

5.2 Pohnpei

A simple post-workshop evaluation was conducted at the end of day 1. Feedback from the first two days indicated that:

- Nearly all participants were highly satisfied with the workshop
- Participants enjoyed the energizer activities
- There was a request for more local Micronesian examples in discussions
- Presenters need to speak more slowly to be clearly understood

On day 3, participants completed an evaluation dartboard and comments at the conclusion of the session. A summary of results shows that the workshop was successful in achieving its objectives.

Evaluation dashboard results

	Exceeded expectations	Met expectations	Did not meet expectations
Usefulness of activities	4	3	0
Confidence to develop PDD	3	4	0
Training delivery	5	2	0
Usefulness of training materials	4	3	0

Additional participant comments:

- Good guys
- Please have templates in electronic format ready for use at the training workshop
- Fine, understandable
- Good facilitators, thanks for coming and assisting