



## **Pacific Climate Change Centre Project on Capacity Building on Climate Resilience in the Pacific (CBCRP-PCCC)**

### **GENERAL INFORMATION**

#### **Virtual Training Course on**

#### **“Understanding Access to Climate Finance (Part 3 & 4): Project planning and management”**

**Part 3: 4-22 July 2022**

**Part 4: 25 July – 12 August 2022**

This is a general information note pertaining to the above-mentioned Pacific Climate Change Centre (PCCC) training. It is being implemented virtually as part of the Project for Capacity Building on Climate Resilience in the Pacific at the Pacific Climate Change Centre (CBCRP-PCCC). The project is based on a bilateral agreement between the Government of Japan and the Government of Samoa in cooperation with the Pacific Climate Change Centre (PCCC) hosted by the Secretariat of the Pacific Regional Environment Programme (SPREP) in Apia, Samoa.

#### **PCCC:**

The Pacific Climate Change Centre (PCCC) was pledged by the Government of Japan at the Seventh Pacific Islands Leaders Meeting (PALM 7) in 2015 to respond to a number of needs on climate change in the region. With its strategy and business plan, the PCCC will deliver four mutually reinforcing functions: knowledge brokerage; applied research; capacity building through training and learning; and supporting innovation.

#### **CBCRP-PCCC:**

The Project for Capacity Building on Climate Resilience in the Pacific (CBCRP-PCCC) which is delivered jointly by SPREP, the Government of Samoa and the Japan International Cooperation Agency (JICA) aims to support the operationalization of the capacity building and training functions of the PCCC and contribute to the expected outcomes of the business plan.

# ***I. Description of the Training Course***

## **1. Background**

The Pacific Island Countries (PICs), parties to the UNFCCC, are eligible to access climate finance through multilateral climate change funds such as the GCF in addition to bilateral arrangements or partnerships.

The number of projects being planned and implemented is growing, so as the sectors and stakeholders being engaged in climate actions, in order to respond to critical needs of the PICs, enhance resilience and achieve low carbon development. At the same time, responsibilities, roles and functions required for project development and execution are upon the limited capacity in the PICs, which have become their critical challenges.

The PCCC has delivered the first two parts of the training programs of Understanding Access to Climate Finance in November and December 2020, focusing on the essentials of climate finance, and gender and social inclusion (please see annex).

Following these learning of important requirements and essential concepts of climate finance, the coming two parts of the training program will focus on further practical knowledge and skills of project planning, implementation and management, especially in cost estimation, budgeting, scheduling, resource management, methods to manage consultants, and project monitoring and evaluation (M&E).

## **2. Course objective**

The overall goal of the CBCRP-PCCC training courses is to enhance capacities for climate resilience in the Pacific region. This training program “Understanding Access to Climate Finance (Part 3 and 4)” aims to strengthen the following capacities:

**Part 3: Project planning, budgeting and scheduling** aims to obtain the fundamental knowledge and skills for project planning, budgeting and schedules.

**Part 4: Project execution, monitoring and evaluation** aims to enhance capacities of overseeing functions, including schedule and resource management, management of consultants, and monitoring and evaluation (M&E) execution.

Considering several existing training and capacity development opportunities on project management available in the Pacific region, these two parts will prioritize group exercises and encourage discussion and cooperation among participants.

## **3. Target countries**

Cook Islands, Federated States of Micronesia (FSM), Fiji, Kiribati, Marshall Islands (RMI), Nauru, Niue, Palau, Papua New Guinea (PNG), Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, and Timor-Leste

## **4. Eligible / target participants**

The maximum number of participants per country is 10.

Former participants who have completed either or both Part 1 and 2 of “Understanding Access to Climate Finance” held in November-December 2020 are expected to join Part 3 and 4. In addition, government officials from the climate change divisions and line ministries and practitioners of non-state institutions working with the governments with the following roles and experiences are expected to be nominated up to this maximum number:

- i) currently engaging in planning, formulation and/or implementation of climate change adaptation and mitigation projects;
- ii) having worked in the relevant divisions or organizations for less than two years; and
- iii) having no experience in climate project management in previous divisions or organizations.

## **5. Language to be used in the program**

English

## **6. Training modules**

The training modules are as follows. Please see the annex for detailed agenda.

Part 3: Project planning, budgeting and scheduling

- 3.1 Facilitation of project planning
- 3.2 Project schedule and budget
- 3.3 Group Exercise 1
- 3.4 Live session

Part 4: Project execution, monitoring and evaluation

- 4.1 Project management
- 4.2 Monitoring and Evaluation: from basic to practice
- 4.3 Group exercise 2
- 4.4 Live session

## **7. Schedule of the training programs**

Part 3: Project planning, budgeting and scheduling

Week 1 (4 - 8 July): Self-paced learning of section 3.1 and 3.2

Participants are expected to learn from training materials and relevant resources on the PCCC E-learning Platform. Q&A and discussion forums will also be available.

Week 2 (11-15 July): Group exercise 1 on budgeting and scheduling

Participants of the same country/territory are expected to gather and work on a group exercise as a national group. The deadline for outputs submission of exercise outputs 2 is Friday 15 July for review by experts.

Week 3 (20-22 July): Virtual session on group exercise 1

Consultations with experts and other participants to review the exercise outputs. The tentative schedule is as follows.

Date and Time (Apia)		Countries/Territories
20 July, Wednesday	1-3pm	Fiji, PNG, Solomon Islands, Timor-Leste, Vanuatu
21 July, Thursday	1-3pm	Cook Islands, Niue, Samoa, Tonga, Tuvalu
22 July, Friday	1-3pm	FSM, Kiribati, RMI, Nauru, Palau

Schedule of live sessions is to be determined according to the number of countries/territories joining the training program.

Part 4: Project execution, monitoring and evaluation

Week 1 (25 - 29 July): Self-paced learning of section 4.1 and 4.2

Same structure with Part 3.

Week 2 (1-5 August): Group exercise 2 on monitoring and evaluation

Same structure with Part 3. The deadline for outputs submission of exercise outputs 2 is Friday 5 August for review by experts.

Week 3 (10 – 12 August): Virtual session on group exercise 1

Consultations with experts and other participants to review the exercise outputs. The tentative schedule is as follows.

Date and Time (Apia)		Countries/Territories
10 August, Wednesday	1-3pm	Fiji, PNG, Solomon Islands, Timor-Leste, Vanuatu
11 August, Thursday	1-3pm	Cook Islands, Niue, Samoa, Tonga, Tuvalu
12 August, Friday	1-3pm	FSM, Kiribati, RMI, Nauru, Palau

Schedule of live sessions is to be determined according to the number of countries/territories joining the training program.

## 8. Certification of Completion

Participants who meet the requirements below will receive a certification of completion of training.

- Post at least one input in any discussion forum for modules.
- Pass final quizzes (passing score: 8/10 quizzes)
- Submit exercise outputs
- Attend a live session (If absent, review the video recording and submit a summary note to the project secretariat)
- Submit course evaluation

## **II. Procedure for Nomination**

### **1. Expected role of the Participants**

- (1) This course is designed primarily for national ministries/departments and non-state actors involved in climate change adaptation and mitigation actions. Participants are expected to use the relevant knowledge provided through the course for their current projects or future activities, and contribute to the national planning and the implementation of the National Adaptation Plans (NAPs) and Nationally Determined Contributions (NDCs) to enhance climate resilience.
- (2) The project team will follow up on the activities of participants and may disseminate their stories through the SPREP website.
- (3) The Climate Change Focal Points are requested to nominate participants from various units/sectors working on climate change projects according to the above expectations.

### **2. Participant Qualifications**

In addition to eligibilities in section I. 4, participants are expected to meet the following qualifications. The participants would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. The participants must be either engaged in the said field or working in a field directly related to the program subject.

#### **(1) Current duties**

- (a) Entry to mid-level officials or practitioners of governmental or non-governmental institutions including the private sector
- (b) In charge of relevant fields of this training program: climate change.
- (c) Expected to be in the near future involved or already be involved in the decision-making process of planning/development and implementation of policies in the relevant fields.

#### **(2) Essential Qualifications**

- (a) Computer skills: High computer literacy in Microsoft Office Suite.
- (b) Educational Background: Diploma (two years of tertiary education) or equivalent
- (c) Language: have competent command of spoken and written English.
- (d) Health: must be in good health, both physically and mentally, to participate in the Program
- (e) Age: between the ages of 24 and 40 years
- (f) Must not be serving any form of military service.

### **(3) Recommendable Qualifications**

Gender Consideration: The project promotes gender equality. Women are strongly encouraged to participate in the course.

### **3. Required Documents for Nomination**

Please fill out the Nomination Form (Annex) and submit it to the CBCRP-PCCC Project Team through the Climate Change Focal Points by **Monday 20 June 2022.**

### **4. Conditions for Attendance**

- (1) Not to utilize knowledge and skills acquired in training for military purposes.
- (2) To strictly adhere to the course schedule.
- (3) Not to change the course topics.
- (4) To refrain from engaging in any political activities during the training.

## ***III. Administrative Arrangements***

### **1. E-learning platform**

The training details including training materials, Q&A and virtual sessions, will be provided through the PCCC E-Learning Platform. Login information of the platform will be shared with all the participants at a later date.

### **2. Location in your country**

The CBCRP-PCCC Project Team requests a Climate Change Focal Point or an office designated by the focal point to arrange a central location for the virtual sessions.

### **3. Organizer**

For enquiries and further information, please contact the below.

**(1)** Name: CBCRP-PCCC Project Team

**(2)** Email: [cbcrp.pccc@gmail.com](mailto:cbcrp.pccc@gmail.com)

**(3)** Office: c/o P.O. Box 240, Secretariat of the Pacific Regional Environment Programme (SPREP), Apia, Samoa

## **Annex 1: Agenda of the training program**

### **Part 3: Project planning, budgeting and scheduling**

#### **3.1 Facilitation for project planning**

The following learning materials are provided:

- Online materials (presentation videos and reading materials) on problem and objectives analysis and logical framework development; and
- Draft project formulation handbook for essentials of project planning.

This submodule is a follow-up to the training program Understanding Access to Finance (Part 1) in November 2020, particularly on problem and objective analysis and logical framework development including a clear explanation of outcomes, outputs, activities and inputs.

Participants are expected to review the draft project formulation handbook, and provide inputs on their own countries' good practices and useful tips for the relevant sections of the draft handbook through the "Discussion Forum" of the PCCC E-learning platform.

Based on inputs and insights from participants, the project secretariat will revise the handbook and share an updated version with participants after the training program so that participants can play as a facilitator of project planning in their countries by using this handbook.

#### **3.2 Project schedule and budget**

The following learning materials are provided:

- i) Project schedule  
Milestones and deliverables of a project, work breakdown structure (WBS)
- ii) Project budget  
Key elements of a project budget, project budgeting process, key budget items for climate change-related projects, cost planning, basic formulas for project budgeting, annual budgets and multi-year budget

#### **3.3 Group Exercise 1**

Groups of participants from the same county are expected to work on project scheduling and budgeting.

Materials and tools provided:

- i) Introduction of Group Exercise 1;
- ii) hypothetical project framework including outcomes, output and activities
- iii) project schedule template; and

iv) budget template including cost category, indicative unit costs of each cost category.

Outputs expected from participants through group exercise 1:

- i) Based on the selected hypothetical project (Safe water access or EbA), sub-activities and necessary inputs as well as their schedule/length of works are identified and presented in the project schedule template; and
- ii) Appropriate cost categories for each sub-activities and their budgets are calculated and presented in the budget template.

### 3.4 Live session

Feedback on outputs of group exercise 1 will be provided.

## **Part 4: Project execution, monitoring and evaluation**

### 4.1 Project management

The following learning materials are provided:

- Fundamentals of project management including project life cycle, quality management, risk management and contingency planning.
- Major challenges of project implementation and possible solutions.

### 4.2 Monitoring and Evaluation: from basic to practice

The following learning materials are provided:

- i) Basics of M&E
  - Key terminologies and their definition: indicators, assumption, means of verification, baseline, targets, and assumptions.
  - Key concept of evaluation: process, impact, cost effectiveness, and behavioral changes.
  - Clarification of the difference between “indicators for policy and strategies” and “indicators for projects.”
- ii) M&E plan required for a project proposal for climate finance
  - Introduction of M&E plan of GCF project proposal
  - Tips and important considerations to identify appropriate indicators and means of verification according to the project outcome, outputs and activities.
- iii) Additional information: Regional initiative to measure climate resilience
  - M&E framework for the Framework for Resilient Development in the Pacific (FRDP)
  - Case studies of climate resilience measurements in Fiji, Kiribati, Tonga and Vanuatu

### 4.3 Group exercise 2

Groups of participants from the same county are expected to work on developing a monitoring and evaluation plan for the selected hypothetical project (logical framework) of Group Exercise 1.

Materials and tools provided:

- i) Introduction of Group Exercise 2;
- ii) template of M&E plan

Outputs expected from participants through group exercise 2:

Based on the selected hypothetical project of Group Exercise 1 (logical framework), monitoring and evaluation plan including monitoring items, indicators, monitoring timing and evaluation methods are identified and presented in the monitoring and evaluation plan template

**Annex 2: Structure of the training program of Understanding Access to Finance**  
[Cir20-90 CBCRP Access Finance .pdf \(sprep.org\)](#)

