

COOPERATION FUND FOR THE WATER SECTOR

REGIONAL COOPERATION

COORDINATION UNIT PACIFIC PARTNERSHIP INITIATIVE ON SUSTAINABLE WATER MANAGEMENT

&

PACIFIC WATER AND CLIMATE RESOURCE CENTRE

Inception Report

Introduction

The Asian Development Bank (ADB) manages a Water Partnerships program which is part of the regional assistance for promoting effective water management policies and practices (referred to as "RETA-6219") financed by the Cooperation Fund for the Water Sector, a multi-donor umbrella fund administered by ADB.

Two regional projects have commenced with the South Pacific Applied Geoscience Commission (SOPAC) as Implementing Agency for:

- 1) the establishment of a Coordination Unit for the Pacific Partnership Initiative on Sustainable Water Management.
- 2) the establishment of a Pacific Water and Climate Resource Centre.

This project inception report covers the work and financing plan, terms of reference (TOR) and other relevant information for the two activities mentioned above.

The appendices provide the TOR's for the specific staff members and consultant, as well as the activity and deliverables schedule.

I) Coordination Unit Pacific Partnership Initiative on Sustainable Water Management

Objectives and outcomes

The overall impact of the project is expected to be the Pacific region having an improvement in the sustainability of its water management through optimization of implementation of the Pacific Regional Action Plan (RAP) on Sustainable Water Management and increased country and donor support to the water sector. Outcomes will be a strategic and coordinated approach to water management in the Pacific and accelerated improvements in water management (including improved political commitment, institutional reform, technical capacity, and community awareness of water issues) in individual PICs. The activities are also expected to result in enhanced donor coordination and harmonization in the water sector.

Projected Activities 2005-2006

Advocacy, coordination, networking, implementation monitoring and partnership of the Pacific RAP require a significant and dedicated effort, to ensure they are continued and maintained, given that these activities will result in the necessary exchange of information

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and facilitation of the coordination of projects, that will ultimately improve and accelerate progress towards achieving sustainable water management in the Pacific region.

The establishment of a small unit for this facility is, therefore, proposed as an attachment to SOPAC, the regional agency mandated by 18 Pacific Island Countries to provide technical support in the water sector. This location enables the facility to integrate its coordination activities with those of SOPAC, whilst retaining its independence from the SOPAC work program, mandate and membership. Securing the existence of this facility is a priority that once created; it will promote and facilitate the implementation of the Pacific RAP.

In order to have added value to existing regional and national programmes, projects, organizations, networks and activities, the following activities are proposed:

- i) introduce Integrated Water Resources Management concepts in Pacific island countries;
- ii) share information in order to strengthen collaboration & coordination of international and regional initiatives;
- iii) strengthen exchange of information with and between Donor Agencies including consultation on Water Policies, Strategies and Development Programmes;
- iv) strengthen involvement and exchange of information with Water Utilities/ Associations and the private sector; and,
- v) identify and establish resources and institutional measures for the long-term support of the Coordination Unit.

The above activities are consistent with the main roles of the Partnership Facilitators as identified at the Steering Committee meeting of the Pacific Partnership Initiative on Sustainable Water Management held 29-30 January 2004, SOPAC, Suva, Fiji.

Outputs

Specific outputs of the 12-month pilot demonstration will include the following:

- Fully functional and effective Pacific Partnership Coordination Unit
- Establishment of a dedicated Web Site
- Distribution of material through CD Rom
- Establishment of a Partnership Database
- Production of Quarterly Newsletters
- Review implementation of the Pacific RAP through the Action Matrix
- Semi-Annual and Annual Report of Coordination Unit

Resources

The technical expertise needed to fulfill the Coordinator position can be provided as part-time assignment of the Water Adviser, Mr Marc Overmars, of SOPAC's Community Lifelines Program. The Partnership Facility will use a program officer, Ms Sanjeshni Naidu, experienced in research and building and maintaining internet-based networks. Administrative support to the Facility will be sourced from SOPAC's Community Lifelines Program, Ms Alena Lawedrau and Ms Arieta Navatoga.

Activities to date relevant to the Coordination Unit

- Attendance Tokyo IWRM meeting and liaison with Global Water Partnership and Japan Water Forum.

- Preparation of MOU between Global Water Partnership and the Pacific Partnership Initiative.
- Collaboration with the Japan Water Forum on the Pacific preparation for 4WWF through regional partnership review during SOPAC's Annual Session 2005 Science, Technology and Research network (STAR), Water Working Group on 26 September 2005.
- Preparation of Newsletter VI August 2005.
- Development of Partnership Logo.
- Development of Partnership Water Contact Database.

II) Pacific Water and Climate Resource Center

Objectives

The overall impact of the project is expected to be the establishment of a regional coordination and resource center for water and climate in the Pacific region which will continue to assist in achieving the goal of the Pacific Dialogue on Water and Climate: *“to improve the capacity in water resources management to cope with the impacts of increasing variability of the world’s climate, by establishing a platform through which policymakers and water resource managers have better access to and make better use of information generated by climatologists and meteorologists”*.

Projected Activities 2005-2006

The regional coordination and resource center for water and climate programs in the Pacific will organize activities to:

- i) promote the regional DWC consultation outcomes within the Pacific to national governments, stakeholders, civil society and development agencies, as priority areas to be addressed to improve country resilience and alleviate poverty;
- ii) promote the implementation of the Pacific RAP through influence and lobbying of the Pacific Rim donors and their water & climate resource centers, to focus their resources, programs and outputs on the technical needs of the Pacific Islands, whilst tailoring their tools to the capacity of the Pacific water sector specialists to use these products;
- iii) use the Joint Caribbean-Pacific Program for Action (JPfA) launched at the 3rd WWF to ensure south-south transfer of knowledge, expertise and information with the Caribbean SIDS and the Caribbean DWC. The Caribbean has an established climate center, and operational programs in climate adaptation, from which the Pacific could benefit, similarly the Pacific has arguably more advanced regional climate forecasting capability, particularly on ENSO events, which could benefit the Caribbean;
- iv) secure the institutional and financial commitments to implement the Pacific HYCOS project in the Pacific region, to add to the political commitments received in the Pacific Dialogue on Water & Climate;
- v) provide technical support (advice, training materials, wise practice and human resources) to the PICs on water resources management in climatic extremes; and,
- vi) identify and establish resources and institutional measures for the long-term support and of the implementation and Coordination Unit.

Outputs

Specific outputs will include the following:

- Fully functional and effective Pacific Water & Climate Resource Center
- Establishment of a Water and Climate Focal Group
- Promotion of Pacific HYCOS
- Promotion of South-south transfer of knowledge
- Development and Dissemination of Case Studies
- Brochure on Water & Climate
- Annual Report

Resources

The technical expertise needed to establish and maintain the Resource Center can be provided as part-time assignment of the Water Adviser, Mr Marc Overmars, and Water Resources Assistant, Ms Alena Lawedrau and Ms Linda Yuen, under SOPAC's Community Lifelines Program in combination with the contracting out of specific assignments to water and climate specialists who have been involved in the Pacific Dialogue on Water and Climate (hydrogeologists, meteorologists, water management specialists) in and around the Pacific region. SOPAC's procurement rules will be applied in the soliciting of this external support. Liason will be established between the former coordinator of the Pacific Dialogue on Water and Climate, Mr David Scott. Administrative support for the Resource Center will be sourced from SOPAC's Community Lifelines Program, Ms Arieta Navatoga.

Activities to date relevant to Resource Center:

- Submission and promotion of Pacific HYCOS to ACP-EU Water Facility and briefing provided to Brussels-based Pacific country diplomatic missions.
- Establishment of Hydrological Training Programme and delivery of course 1 and 2 (2004-2006).
- Building of Water & Climate network through Water Resources and Hydrology E-mail Focal Group.
- Contributions to Climate Adaptation Programmes in Cook Islands (Aitutaki, CBDAMPIC) and Kiribati (KAP II).
- Contributions to Climate Prediction Programmes of BOM (PICCP), NIWA, IGCI and IRI.
- Production and Dissemination Pacific Island Climate Update (ICU) with NIWA (2003-2006).
- Identification of potential water and climate case studies from the region.
- Identification of associated activities by partner organizations in the Caribbean.
- Contributions to preparations for WMO's Working Group on Hydrology and UNESCO's International Hydrological Programme Regional Steering Committee.

JOB DESCRIPTION

PROJECT OFFICER

**PACIFIC PARTNERSHIP INITIATIVE ON SUSTAINABLE WATER RESOURCES
MANAGEMENT**

1. KEY/DATA/POSITION IDENTIFICATION

Position Title:	Project Officer (Water Partnership)
Programme:	Community Lifelines
Reporting To:	Manager Community Lifelines
Remuneration Level:	Grade (To Be Determined)

2. Context of Position

The SOPAC vision is the sustainable development of natural resources and reduction of vulnerability for the Peoples of the Pacific. To realise this vision SOPAC supports its member countries through three key technical programmes focused on the areas of Oceans and Islands, Community Risk and Community Lifelines.

Through an integrated framework the Community Lifelines Programme's goal is to improve communities' access to energy, water and sanitation, and information and communication technologies for sustainable livelihoods. Focusing on water and climatic issues, SOPAC has developed several activities that aim to improve the lives of people in Pacific Island Countries by helping to increase sustainable access to water resources and climate information, through improved management of water resources and the development of adequate and sustainable water supply and improved climate-information network facilities for all.

Within the framework of the SOPAC Community Lifelines Programme, the **Project Officer** will provide support in developing and implementing projects of relevance and significance to the people and governments of SOPAC member countries.

The **Project Officer** will provide timely and relevant support services on a wide range of water issues to assist Pacific Island Countries address national and global concerns. He/she will be selected from nationals of SOPAC member countries and territories.

The incumbent will be required to work in close collaboration with the Community Lifelines Manager and SOPAC Water Officers for the ADB-supported Coordination Unit of the Pacific Partnership Initiative on Sustainable Water Management.

The overall impact of the one-year support to the Coordination Unit is expected to be the Pacific region having an improvement in the sustainability of its water management through optimization of implementation of the Pacific Regional Action Plan (RAP) on Sustainable Water Management and increased country and donor support to the water sector. Outcomes

will be a strategic and coordinated approach to water management in the Pacific and accelerated improvements in water management (including improved political commitment, institutional reform, technical capacity, and community awareness of water issues) in individual PICs. The activities are also expected to result in enhanced donor coordination and harmonization in the water sector.

3. Accountabilities

The Project Officer will report to the Manager Community Lifelines through the Advisor(s) within the Community Lifelines Programme and duties will include, but not necessarily be limited to the following:

- production of a quarterly newsletter for the Partnership Initiative in order to strengthen collaboration & coordination of international and regional initiatives;
- research available media (including internet) for events and initiatives relevant to the Partnership members;
- development and maintenance of the Pacific Water Action Matrix in database format;
- development and maintenance of the Pacific Partnership Initiative on Sustainable Water Management website;
- development and maintenance of the Pacific Partnership Initiative on Sustainable Water Management contact list and database;
- exchange of information with water utilities, associations, NGOs and the private sector through e-mail focal groups;
- inventory of on-going and new training and capacity building opportunities related to sustainable water management;
- assist in the organisation of the Partnership Steering Committees;
- assist in the production of Semi-Annual and Annual Reports of the Coordination Unit.

The above activities are consistent with the main roles of the Partnership Facilitators as identified at the Steering Committee meeting of the Pacific Partnership Initiative on Sustainable Water Management held 29-30 January 2004, SOPAC, Suva, Fiji.

4. Outputs

Specific outputs of the 12-month pilot demonstration will include the following:

- Fully functional and effective Pacific Partnership Coordination Unit
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- Production of Quarterly Newsletters
- Review implementation of the Pacific RAP through the Action Matrix
- Semi-Annual and Annual Report of Coordination Unit

5. Required knowledge and skills

- Relevant tertiary qualification(s) in Communication Studies;
- Demonstrated understanding of environmental and social issues in the Pacific relevant to SOPAC's Community Lifelines Programme;
- Demonstrated oral and written communication skills;
- Demonstrated ability to create interactive media;

- Demonstrated ability to take initiative and work without supervision;
- Strong analytical and problem solving skills;
- Strong PC based computer skills, preferably with Microsoft Word, Excel, Outlook, Access, PowerPoint and ability to use E-mail and the Internet;
- Good understanding of the working environment in Pacific Island countries;
- Preferably one year of relevant work experience.

6. Selection Criteria

In addition to having the above required knowledge, skills and experience, applicants will be assessed based on interview performance and work sample and the following other requirements:

- Demonstrated oral and written communication skills in English;
- Flexible approach and demonstrated ability to meet deadlines;
- Ability to work as part of a small team, with a high level of interpersonal skills and minimal supervision;
- Demonstrated professional ethics;
- Ability to work effectively in a cross cultural environment and awareness of the need for gender sensitivity and;
- Computer literate.

SOPAC

DRAFT AGREEMENT

to

undertake short term consultancy in providing assistance with particular tasks as noted in Article 1

between

“The South Pacific Applied Geoscience Commission”(hereinafter referred to as **“SOPAC”**)”

and

“Mr David Scott”, (who shall herein after be referred to as the **‘Consultant’**)

It is hereby agreed as follows:

ARTICLE 1 : DESCRIPTION OF WORK

To facilitate the production of deliverables of the Pacific Water and Climate Resource Centre. The Consultant will be expected to provide a total input of about 25 person-days over a period of 12 months. The Consultant will work in close collaboration with the SOPAC Water Adviser and will:

- 1.1 Attend the WMO RA-V WGHy meeting on behalf of SOPAC, Fiji 17-21 October 2005;
- 1.2 Carry out an assessment, over a twelve-month period, consisting of:
 - * A synthesis of existing case studies on water and climate vulnerabilities and local-level coping and adaptation strategies in the Pacific;
 - * identification of pilot or demonstration projects;
 - * A review of national and regional actions implemented under themes 1 and 2 of the Pacific regional action Plan on Sustainable Water management;
 - * An assessment of institutional capacities, both in government agencies, regional organisations and civil society, including knowledge on water & climate issues and capabilities to respond to vulnerabilities now and in the future.
- 1.3 establish dialogues with Pacific Island Countries on ongoing activities related to water and climate;
- 1.4 develop a synopsis of relevant case studies relevant to the theme island vulnerability;
- 1.5 develop and prepare in collaboration with SOPAC the contents of a brochure on regional actions and the water and climate resource centre;
- 1.6 contribute to the final report to ADB on the Water and Climate Resource Centre before the project ends in July 2006.

ARTICLE 2 : DURATION OF AGREEMENT

- 2.1 The Consultant shall ensure that the work is completed by 1 July 2006.
- 2.2 This agreement shall be deemed to have commenced on 1 September 2005.

ARTICLE 3 : FEES

- 3.1 SOPAC shall pay the Consultant a maximum fee of US \$ xx,xxx. Contractual progress payments will be made on the basis of work completed during the various stages of project implementation and are indicated as follows:
 - 25% of total fee at end of October 2005 (attendance WMO meeting)
 - 25% of total fee at end of January 2006 (collection of case studies)
 - 25% of total fee at end of April 2006 (completion brochure)
 - 25% of total fee at end of July 2006 (completion case study report).
- 3.2 SOPAC will provide economy return airfares between New Zealand and Fiji for in-country visits to Fiji, if required. A daily per diem at the appropriate Country Rates will be provided. Per Diem includes accommodation, meals, airport taxes, transfers and local telephone calls. International calls and facsimile will be reimbursed upon submission of receipts.

ARTICLE 4 : TERMS AND CONDITIONS OF PAYMENT

- 4.1 Subject to the Consultant completing his tasks to the satisfaction of the Community Lifelines Programme Manager, SOPAC shall pay the Consultant 100% of the consultancy fees allocated to each component of this project subject to the successful completion of each component.

ARTICLE 5 : AMENDMENTS

- 5.1 This agreement may be amended by a letter of amendment specifying all modifications and signed by both SOPAC and the Consultant.

ARTICLE 6 : GENERAL

- 6.1 SOPAC shall not be held liable for any claims and damages arising out of this consultancy.

It is understood that the Consultant is not covered under any medical, life, permanent disability, workmen’s compensation or similar insurance cover with SOPAC.

SIGNED ON BEHALF OF SOPAC

SIGNED FOR AND ON BEHALF OF THE CONSULTANT

.....
CRISTELLE PRATT

.....
DAVID SCOTT

DIRECTOR

CONSULTANT

DATE:.....

DATE:.....

Promotion buddy system														
Water Action Database														
Updates Action Matrix														
Quarterly Newsletter														
Steering Committee Meeting	unspecified*													
Annual Progress Report														
Monitoring and Evaluation														
Water & Climate Resource Centre														
Initiation of programme														
International and regional forums														
Provide technical support														
Development and sharing of case studies														
Promote Pacific HYCOS														
South-south transfer of knowledge														
E-group on Water & Climate														
Brochure on Water & Climate														
Annual Progress Report														
Monitoring and Evaluation														

Payment Schedule

Mobilization Payment 20 %
 Quarterly Invoicing In Arrears 20 %

Months												
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	



Deliverables Schedule

Initiation Report
 Quarterly Activity Reporting
 Final Report

Months												
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	

