

Readiness Proposal

with Ministry of Finance and Economic Management of Cook Islands

18 october 2021 | Adaptation Planning

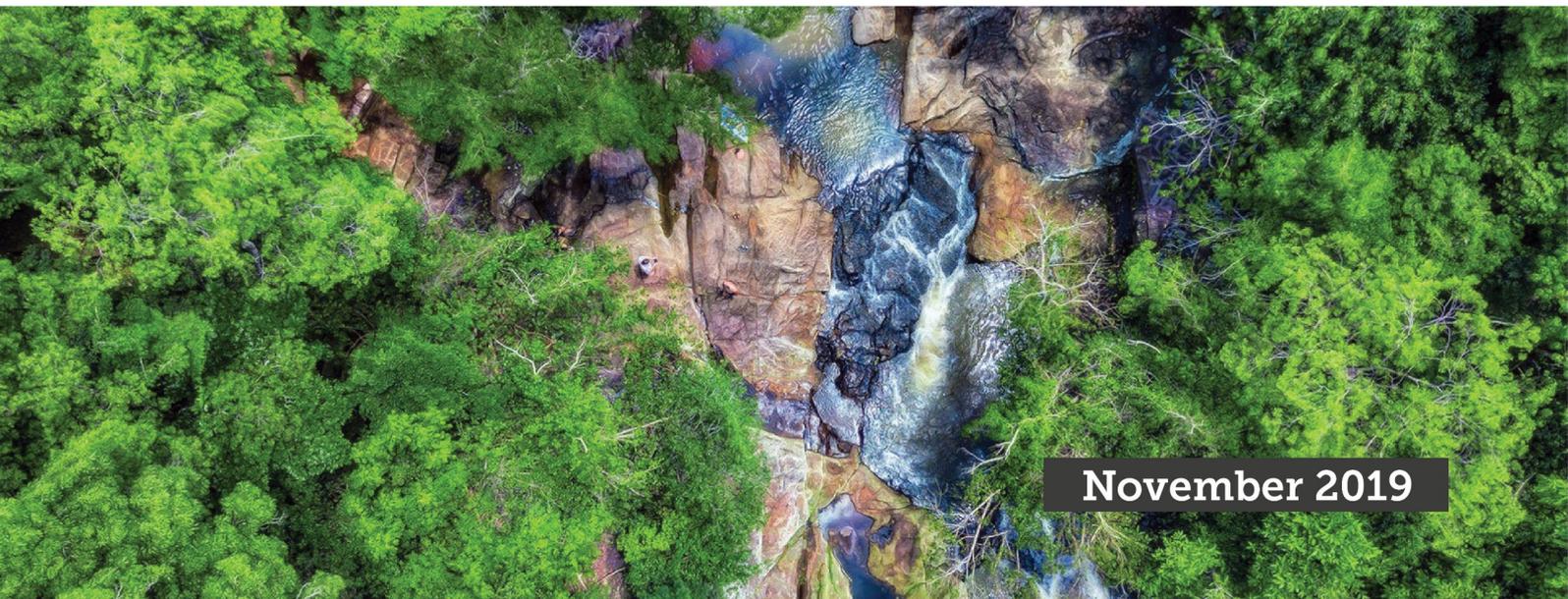


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READINESS & PREPARATORY SUPPORT PROPOSAL TEMPLATE



Proposal title:	Increasing the Resilience of the Cook Islands through Enhancing a National Adaptation Programme
Country:	Cook Islands
National designated authority:	Wayne King, Director, Climate Change Cook Islands, Office of the Prime Minister, Rarotonga, Cook Islands
Implementing Institution:	Development Coordination Division, Ministry for Finance and Economic Management, Rarotonga, Cook Islands
Date of first submission:	17 December 2020
Date of current submission / version number	8 July 2021 V.04



November 2019

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Note: Environmental and Social Safeguards and Gender

Throughout this document, when answering questions and providing details, please make sure to pay special attention to environmental, social and gender issues, particularly to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult Annex IV of the Readiness Guidebook for more information.

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1. SUMMARY

1.1 Country submitting the proposal	<p>Country name: Cook Islands</p> <p>Name of institution representing NDA or Focal Point: Climate Change Cook Islands</p> <p>Name of contact person: Wayne King</p> <p>Contact person's position: Director</p> <p>Telephone number: (682) 25494 ext 7009</p> <p>Email: wayne.king@cookislands.gov.ck</p> <p>Full office address: Office of the Prime Minister, Te Atukura, Rarotonga, Cook Islands.</p> <p>Additional email addresses that need to be copied on correspondences: raymond@moanagemms.co.ck Krystina.Tatuava@cookislands.gov.ck</p>
1.2 Date of initial submission	17 December 2020
1.3 Last date of resubmission	8 July 2021
1.4 Which institution will implement the Readiness and Preparatory Support project?	<p style="text-align: right;">Version number V.4</p> <p><input type="checkbox"/> National designated authority</p> <p><input type="checkbox"/> Accredited entity</p> <p><input checked="" type="checkbox"/> Delivery partner</p> <p>Please provide contact information if the implementing partner is not the NDA/focal point</p> <p>Name of institution: Development Coordination Division, Ministry of Finance and Economic Management</p> <p>Name of official: Mani Mate</p> <p>Position: Director</p> <p>Telephone number: (682) 29521 ext 8506</p> <p>Email: mani.mate@cookislands.gov.ck</p> <p>Full office address: MFEM Building, Avarua, Rarotonga, Cook Islands</p> <p>Additional email addresses that need to be copied on correspondences: tessa.vaetoru@cookislands.gov.ck</p>
1.5 Title of the Readiness support proposal	Increasing the Resilience of the Cook Islands through Enhancing a National Adaptation Programme
1.6 Type of Readiness support sought	<p>Please select the relevant GCF Readiness objective(s) below (click on the box – please refer to Annex I and II in the Guidebook):</p> <p><input type="checkbox"/> I. Capacity building</p> <p><input type="checkbox"/> II. Strategic frameworks</p> <p><input checked="" type="checkbox"/> III. Adaptation planning</p> <p><input type="checkbox"/> IV. Pipeline development</p>

1.7 Brief summary of the request

□ V. Knowledge sharing and learning

The Cook Islands has been implementing a multi-sector approach to adaptation and resilience building. The Cook Islands Climate Change Policy 2018-28 and the Cook Islands Climate Change Country Programme 2018-2030 (Country Programme) have been the main policy and planning documents in this approach, by establishing priorities and forming part of the enabling environment for the development of climate change projects. Some of the proposed projects are now part of Concept Notes being considered by Government for transmission to the Green Climate Fund (GCF).

The Cook Islands Adaptation response is based on the best available science and information, but despite this, the constantly evolving climate change situation creates knowledge gaps. The lack of information in island-specific vulnerability data, ocean-based changes being driven by climate change and their impacts on atoll islands, and the utilisation of traditional adaptation practices are some areas with gaps of particular relevance for the Cook Islands. Similarly, a lack of data on the vulnerability of privately-owned assets and climate change impacts on businesses at a sector level are an increasing focus for the private-sector in the country.

This Enhancing the National Adaptation Programme (ENAP) proposal is designed to address climate change related knowledge gaps in the Cook Islands adaptation approach, and to strengthen our adaptation planning and legal frameworks to support the implementation of the Country Programme. The proposal activities will build knowledge and capacity to consider in detail the potential impacts of slow-onset events such as sea-level rise and ocean acidification, and the long-term adaptive response to those impacts. As well, this proposal includes activities to assess vulnerability of privately-owned infrastructure and climate change impacts on businesses at a sector level. A variety of climate impact and vulnerability assessments will be conducted, along with an analysis of traditional and ecosystem-based adaptation approaches.

This proposal has four specific Outcomes:

Outcome 3.2. Evidence basis produced to design adaptation solutions for maximum impact.

Outcome 3.3. Private sector engagement in adaptation catalyzed.

Outcome 3.4. Adaptation Finance Increased

Outcome 3.1: Adaptation planning governance and institutional coordination strengthened.

The outputs and activities in Outcomes 3.2, 3.3 and 3.4 support their respective outcomes but will also contribute to successfully achieving Outcome 3.1. The combination of the four Outcomes will realise the stated goal to increase the resilience of the Cook Islands to the impacts of climate change.

The proposal outcomes align with the GCF intended outcomes for Readiness and in particular aligns with Readiness Objective Three: Strengthened Adaptation Planning. The activities will also support implementation of the Country Programme and the Cook Islands climate change legislation currently under development. The design of the proposal has been coordinated with current Cook Islands climate change activities being proposed to the GCF and other climate funding agencies activities.

The activities to be conducted are timely as they will feed into reviews of several major planning documents that influence climate change adaptation. The National Sustainable Development Plan 2016-20 (NSDP), Joint National Action Plan-2 2016-20 (JNAP-2), and the National Infrastructure Investment Plan 2015-2025

(NIIP), are all being assessed, and the proposal outputs will link to those evaluations.

Achieving the Goal of this project will contribute to building resilience on a national scale which directly benefits the whole resident population of the Cook Islands, which is most recently recorded as 14,802: 7292 men and 7510 women.¹ In-direct beneficiaries include the over 80,000 Cook Islanders who reside overseas and the Cook Islanders not born yet who will grow up in a more resilient country. Establishing a long-term horizon for our adaptation response creates this inter-generational benefit. National Government agencies, local Government agencies and private sector businesses will all benefit from the successful implementation of the project activities.

This proposal has been based on stakeholder consultations conducted in 2018 and 2019 to develop the Country Programme, the preparation of the Third National Communications under the United Nations Framework Convention on Climate Change (UNFCCC), and the carrying out of a Technology Needs Assessment for Adaptation. Consultations were also held in 2020 with *Pa Enua*² Island Governments, stakeholder groups and Government agencies.

This proposal will enable the Cook Islands to address knowledge gaps about climate change impacts in the Cook Islands context, and to develop long term coherent and coordinated adaptation strategies that are aligned to current and emerging national plans and objectives.

1.8 Total requested amount and currency

USD 2,999,830.00

1.9 Implementation period

36 months

1.10 Is this request a multiple-year strategic Readiness implementation request?

- Yes
 No

For more information on how a country may be eligible to access Readiness support through this modality, please refer to **Annex IV of the Readiness Guidebook**.

1.11 Complementarity and coherence of existing readiness support

- Yes
 No

GCF Readiness and Preparatory Support

In 2016, the Cook Islands received its first Readiness support of US\$150,000 towards establishing and strengthening the National Designated Authority and raising awareness of the GCF.

Following the completion of these activities, in 2017 the GCF approved a second Readiness Fund of US\$29,722 for the Bank of the Cook Islands to support their accreditation gap assessment and action plan to gain direct access with the GCF. This gap assessment was carried out by Price Waterhouse Coopers.

Readiness Support Three, for a sum of US\$689,900 was approved by the GCF in 2017. This programme continued to build upon the first readiness proposal to strengthen the

¹ Cook Islands Government, 2018. Cook Islands Population Census, 2016, Ministry of Finance and Economic Management, Rarotonga.

² *Pa Enua* refers to all the islands in the Cook Islands apart from Rarotonga.

National Designated Authority (NDA), with a key focus on Developing a Country Programme, and gaining Direct Access Accreditation for the Ministry of Finance and Economic Management (MFEM).

Readiness Support Four, for a value of US\$999,996 was approved in December 2019 and is currently being implemented over a 24-month period. This project support will strengthen the implementation of the Country Programme, prepare a national prioritization framework, assist the Bank of the Cook Islands with its accreditation preparation, and build capacity with the NDA, Accredited Entity (AE), Executing Entities (EEs) and the Private Sector. Under Readiness Four, the Cook Islands will primarily identify eligible project concepts where accessing GCF resources can be prioritised in key sectors of the economy.

Adaptation Fund

In 2014, through UNDP as the Regional Implementing Entity (RIE), the Cook Islands received US\$5,381,600 for the 'Strengthening the Resilience of our Islands and our Communities to Climate Change' (SRIC-CC) project. The SRIC-CC used an integrated Adaptation/Disaster Risk Mitigation approach to implement their activities which were focussed on small-scale community initiatives. Learnings from the implementation of those activities will be reviewed as part of the development of the V&A methodology.

One of the aims of the SRIC-CC programme was to strengthen the ability of all Cook Island communities, and the public service, to make informed decisions. The activities under this ENAP will build on progress made under SRIC-CC.

Following the completion of SRIC-CC, the follow-up 'Pa Enea Action for Resilient Livelihoods' (PEARL) project was approved for funding support of US\$2,999,125 and is currently being implemented.

In July 2016, the Ministry of Finance and Economic Management became accredited to the Adaptation Fund as a National Implementing Entity (NIE) to access climate finance directly. MFEM worked on developing their first project proposal to the Adaptation Fund immediately after becoming accredited to the fund and in 2019 approval was received to implement the PEARL project. The objective of the project is to build and implement an integrated approach to further increase the adaptive capacity of remote island communities and ecosystems to disaster risk and climate change impacts.

This ENAP proposal is another step in developing the Cook Islands' response to the impacts of climate change. It will build on the previous funding assistance by addressing knowledge gaps, increasing awareness, and improving both short-term and long-term adaptation planning.

ACRONYMS

AE	Accredited Entity
AF	Adaptation Fund
CCCI	Climate Change Cook Islands
CCTWG	Climate Change Technical Working Group
CICP	Cook Islands Country Programme
CIG	Cook Islands Government
COP	Convention of Parties
CSO	Civil Society Organisation
DCD	Development Coordination Division
DEM	Digital Elevation Model
DP	Delivery Partner
EBA	Ecosystem Based Adaptation
EDA	Enhanced Direct Access
ENAP	Enhancing the National Adaptation Programme
EE	Executing Entity
EEZ	Exclusive Economic Zone
FMCA	Financial Management Capacity Assessment
FNC	Fourth National Communications
FO	Finance Officer
GCF	Green Climate Fund
GDP	Gross Domestic Product
GHG	Greenhouse Gas
GIS	Geographic Information System
HYEFU	Half Year Economic and Fiscal Update
IPCC	Intergovernmental Panel on Climate Change
JNAP II	Joint National Action Plan 2016-20
LIDAR	Light Detection and Ranging
M&E	Monitoring and Evaluation
MFEM	Ministry of Finance and Economic Management
MMA	Marae Moana Act 2017
NAAR	National Adaptation Assessment Report
NDA	National Designated Authority
NDC	Nationally Determined Contributions
NGO	Non-Governmental Organisation
NIE	National Implementing Entity
NIIP	National Infrastructure Investment Plan 2015-2025
NSDA	National Sustainable Development Agenda
NSDP	National Sustainable Development Plan 2016-20
ODA	Official Development Assistance
OECD	Organisation for Economic Cooperation and Development
OPM	Office of the Prime Minister
PA	Project Administrator
PEARL	Pa Enea Action for Resilient Livelihoods
PPF	Project Preparation Facility
SAP	Simplified Approval Process
SIDS	Small Islands Developing States
SPCZ	South Pacific Convergence Zone
SRIC-CC	Strengthening the Resilience of our Islands and our Communities to Climate Change
TCAP	Tuvalu Coastal Adaptation Project
TNA	Technology Needs Assessment
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
V&A	Vulnerability and Adaptation

2. SITUATION ANALYSIS

DEVELOPMENT CONTEXT

At the last Census in 2016, the resident population of the Cook Islands was 14,802.³ Twelve of the 15 islands of the Cook Islands are inhabited and, with the exception of Rarotonga and Aitutaki, the other ten islands have communities of less than 500 people. There is a well-developed private sector on Rarotonga and Aitutaki, mostly based around tourism related businesses. Income generation on the remaining islands is predominantly from central and local government jobs. As New Zealand passport holders, Cook Islanders can move freely into New Zealand, and this option is exercised regularly by families looking for employment opportunities.

The capital of Avarua is on the main island of Rarotonga which holds more than 70% of the resident population and is the site of the major international airport and harbour. Rarotonga is also the administrative centre and the location for the main offices of all the Cook Islands Public Service Ministries and State-Owned Enterprises.⁴

The Cook Islands Exclusive Economic Zone (EEZ) measures 1.97 million square kilometres. The country currently gains income from vessels licensed to fish inside the EEZ and from planes that fly through the airspace above. The potential for seabed minerals is also being assessed and exploration licenses are set to be offered through a robust licensing process in 2020/2021.

The Cook Islands has graduated in January 2020 to the category of High Income Country, from the Organisation for Economic Cooperation and Development's (OECD) Official Development Assistance (ODA) eligibility list.⁵ The graduation has affected accessing foreign aid from some countries and led to an increased reliance on Government appropriation for some projects. This has been impacted negatively by the outbreak of the Covid-19 pandemic, and has left the country fiscally challenged to manage the pandemic impacts.

Prior to Covid-19, tourism was the main industry in the Cook Islands and contributed 65% of GDP. Fisheries, financial services, agriculture and public sector employment are also significant contributors to GDP. At the time of Covid-19 impacting in March 2020, the Cook Islands economy was in a strong position. The country had had six successive years of real GDP growth with the economy growing by 8.9 per cent in the 2017/18 financial year. This put total Cook Islands GDP at NZ\$504.5 million. The recently released Half Year Economic and Fiscal Update (HYEFU) for 2020/21 however, is predicting that GDP will drop by 5.9% in FY 2019/20 and by a further 19.9% in FY 2020/21.

CLIMATE IN THE COOK ISLANDS

The Cook Islands are situated in the central-south Pacific Ocean. They are bordered by French Polynesia to the east, Kiribati to the north, and Niue, American Samoa and Tokelau to the west. South of the country is open ocean to the Antarctic. The fifteen islands are commonly divided into the Northern Group and the Southern Group.⁶

The islands in the Cook Islands are a geological mix of sand cays, low-lying coral atolls, raised coral islands, and small volcanic islands. Only the main island of Rarotonga has peaks over 200 metres above sea level and the total land mass for the country is 236.7 square kilometres.⁷

The winds blow predominantly from the South-east during May to October and from the North and West during November to April. The country lies in the cyclone belt, with the traditional cyclone season being from November to April.

³ Cook Islands Government, 2018. pg ix.

⁴ Cook Islands Government, 2019. *Cook Islands Third National Communication under the United Nations Framework Convention on Climate Change*, Office of the Prime Minister, Rarotonga, pg 22.

⁵ Cook Islands Government, 2019a. *2019/20 Half-Year Economic and Fiscal Update*, Ministry of Finance and Economic Management, Rarotonga, pg 43.

⁶ Cook Islands Government, 2019, pg 22.

⁷ Ibid, pg 23.

The climate of the Cook Islands is determined to a large extent by the South Pacific Convergence Zone (SPCZ). Any movement in the SPCZ location, such as that caused by El Niño and La Niña cycles, can lead to major changes to rainfall distribution and the frequency of extreme weather events in the region.⁸

Climate change impacts are intensified for Small Islands Developing States (SIDS) because of their small geographical area, isolation and exposure. As well as intensified impacts, the ability to implement adaptation responses is less than larger countries because of their more limited economic resources. Table One below illustrates the projected changes in some climate aspects in the Cook Islands by 2055. This is based on a medium level emissions scenario.

Table One: Projected Climate Change Aspects in the Cook Islands

Climate Change Aspect	Projected Change
Surface Air Temp	Temperatures will increase and will continue to warm with more extremely hot days in the future.
Sea Surface Temp	Sea surface temperatures will continue to increase and at a faster rate.
Ocean Acidification	Oceans will continue to become more acidic, resulting in lower aragonite saturation states.
Rainfall Patterns	Average rainfall may not alter but rainfall patterns are projected to change with more frequent and more intense extreme rainfall days.
Sea Level Rise	Sea level in the Cook Islands has risen and will continue to rise throughout this century. By 2055 all models are predicting an increase of between 10 to 30 cm.
Tropical Cyclones	Frequency may decrease, but cyclones will become more intense.

Source: Cook Islands Meteorological Service et al, 2015.⁹

Table Two below, describes some of the projected impacts in the Cook Islands of the climate change aspects.

Table Two: Projected Climate Change Impacts

Climate Change Aspect	Projected Impacts
Surface Air Temp	Increased survival and establishment of invasive species threaten indigenous ecosystems and species; agricultural productivity changes; higher energy demand for cooling; increase in vector-borne diseases impact on human health.
Sea Surface Temp	Increased coral bleaching; marine bio-diversity changes; impacts on food chain; lagoon ecosystem deteriorations.
Ocean Acidification	Coral reef growth decreased; shellfish populations threatened; coastal zones impacted more as reefs deteriorate.
Rainfall Patterns	Agricultural productivity threatened; water security impacted; increased flooding events; increased drought periods.

⁸ Ibid, pg 39.

⁹ Cook Islands Meteorological Service, Australian Bureau of Meteorology, Commonwealth Scientific and Industrial Research Organisation (CSIRO), 2015. *Current and Future Climate of the Cook Islands*, Pacific-Australia Climate Change Science and Adaptation Planning Program, Australia.

Sea Level Rise	Increased erosive impact of storm surges; coastal infrastructure damages increased; impacts on low-lying food growing areas; viability of atoll communities threatened.
Tropical Cyclones	More intense cyclones cause increased damage to homes and buildings; increased loss of life; damage to food crops and biodiversity.

Source: Cook Islands Meteorological Service et al, 2015; Cook Islands Government, 2019b.¹⁰

As well as the above, there will be flow-on economic impacts. Losses in the productive sectors and impacts on tourism will all affect income-generation in those sectors. The Cook Islands Government accounts will in turn be impacted as tax revenues decrease and expenditure increases associated with costs from extreme weather events and ongoing slow-onset changes.

Less documented are the impacts on social cohesion and community wellbeing from climate change impacts. Loss of land, traditional livelihoods and culture, displacement of individuals, families and communities and increased societal inequities may eventuate from climate change impacts.

CLIMATE CHANGE GOVERNANCE

The Climate Change Cook Islands office (CCCI) was established in 2011 as part of the Office of the Prime Minister (OPM). The main role of the CCCI is to coordinate and implement climate change related activities in an integrated manner. The CCCI office has an oversight role of all climate change activities to ensure coordination of the multi-sectoral approach to climate change.

The coordination role ensures alignment of the various climate change activities with the Cook Islands national climate change goals. The CCCI Office can also make sure that there is no duplication and also facilitate activities for issues that may not have been addressed.

The CCCI is responsible for meeting the Cook Islands' obligations under the UNFCCC, including compiling the National Communications, the Nationally Determined Contributions (NDC) and the Technology Needs Assessment (TNA). The CCCI is the NDA for the GCF.

The CCCI has a close working relationship with the Ministry of Finance and Economic Management (MFEM) who is the Delivery Partner for this readiness proposal. A group consisting of the Development Coordination Division (DCD) of MFEM, CCCI, the Bank of the Cook Islands and the Chamber of Commerce forms the Climate Change Technical Working Group (CCTWG), which meets fortnightly to coordinate implementation of the Readiness programme and related climate change projects. This ENAP proposal has been developed by the Cook Islands NDA with input from the CCTWG. Annex One contains a Terms of Reference for the CCTWG.

CLIMATE INFORMATION

The main climate science organisation in the Cook Islands is the Cook Islands Meteorological Office. Climate related information is also stored by a range of other organisations such as:

- ❖ Climate Change Cook Islands
- ❖ National Environment Service
- ❖ Emergency Management Cook Islands (EMCI)
- ❖ Ministry of Health
- ❖ Infrastructure Cook Islands
- ❖ Ministry of Marine Resources
- ❖ Ministry of Agriculture

All these organisations interact at the Climate Change Platform quarterly meetings. (See the paragraph Stakeholder Engagement below for more detail on the Climate Change Platform)

¹⁰ Cook Islands Government, 2019b. *Cook Islands Climate Change Country Programme 2018-2030*, Office of the Prime Minister, Rarotonga, pp17-18.

Vulnerability Assessments

The Country Programme identified Vulnerability and Risk Assessment as one of the gaps in the Cook Islands response to climate change. The last island assessments were carried out in 2009 by a range of contractors using differing methodologies and updating these will be an activity of the ENAP. Having current, island-specific vulnerability data will help to plan climate change responses that address the different development situations inherent in the Cook Islands.

Vulnerability assessments of infrastructure assets have also been done as one-off projects and a broader-based review was completed as part of the National Infrastructure Investment Plan 2015 (NIIP 2015.)

Adaptation responses and corresponding funding support are normally focussed on public sector assets and may not be available to the private sector. Consequently, the vulnerability of privately owned assets is not identified separately from publicly owned assets. This information gap will be addressed under Output 3.3.1.

POLICY AND PLANNING ENVIRONMENT

To direct the activities in the climate change area, the Cook Islands Climate Change office has established national goals for Climate Change, which are:

- ❖ To contribute to the sustainable development of the Cook Islands.
- ❖ To strengthen resilience to the impacts of climate change through a coordinated, inclusive, culturally appropriate adaptation and mitigation programme.
- ❖ To work collaboratively in climate change activities domestically and internationally.¹¹

The National Sustainable Development Plan

The National Sustainable Development Plan 2016-20 (NSDP) is the overarching national planning document.¹² It establishes 16 sector-based development goals and indicators within a national framework to guide the country's development over a five-year period. The NSDP Goals are interwoven but the main Goal relevant to climate change is *Goal 13: Strengthen resilience to combat the impacts of climate change and natural Disasters*.

The work on the next national plan, the National Sustainable Development Agenda (NSDA), is currently underway. It is proposed to have a longer timeframe and the ENAP will facilitate the integration of climate change impacts into the NSDA.

The Cook Islands Climate Change Policy

The Cook Islands Climate Change Policy 2018-28, aligns with other policies for crosscutting issues such as Gender, Disability, the Environment and Culture, to enable linkages between the NSDP goals and individual sector outputs and activities. The Climate Change policy is an integrated approach for how the country can address both mitigation and adaptation aspects of climate change. The climate policy is a step away from the previous consolidation of climate change and disaster risk management together in planning documents such as the Cook Islands Second Joint National Action Plan, 2016-2020 (JNAP II).¹³

The Climate Change Policy has three objectives which support the national climate change goals:

- ❖ Achieving our national climate change goals by providing direction to the national response to the impacts of climate change and strengthening the mainstreaming of climate change in development planning.

¹¹ Cook Islands Government, 2018a. *The Cook Islands Climate Change Policy 2018-28*, Office of the Prime Minister, Rarotonga, pg 7.

¹² Cook Islands Government, 2016. *Te Kaveinga Nui National Sustainable Development Plan 2016 – 2020*, Office of the Prime Minister, Rarotonga.

¹³ Cook Islands Government, 2016a. *JNAP II - Are We Resilient? The Cook Islands 2nd Joint National Action Plan 2016-2020*, Office of the Prime Minister, Rarotonga.

- ❖ Facilitate activities in the climate change area that improve adaptation to and mitigation of, the impacts of climate change, to make the country more resilient.
- ❖ Support meeting our international obligations by providing a domestic focus to our international commitments in the climate change area.

Underpinning the policy objectives are measures for activity areas, to guide implementation and to facilitate reviewing the effectiveness of the climate change policy.

Policy and Planning Linkages

The proposed activities under the ENAP will contribute to achieving all the Climate Change Policy objectives, but with the main ENAP outcomes supporting Objectives One and Two. The policy objectives are to be achieved through specific policy measures designed to enable the sector-based climate change activities by linking the multi-sectoral agencies to a common purpose. The activities in the ENAP link broadly across all the Adaptation related measures in the Climate Change policy, and more specifically to five:

Policy Measure B: Strengthen resilience and reduce vulnerability to climate change

This measure has a particular focus on building resilient infrastructure and conducting climate risk analysis for existing and planned infrastructure developments.¹⁴

Policy Measure D: Resilient socioeconomic and ecological systems

We need to recognise that climate change impacts are not confined only to the environment and we need to include activities that build resilience into our businesses and our social structures as well as our ecosystems. This applies to having more resilient privately-owned assets as well as publicly owned assets.¹⁵

Policy Measure E: Community participation

Participation of the private sector and civil society is a significant aspect of achieving our national climate change goals and the Cook Islands Government will seek ways to incentivise their participation.

Policy Measure F: Akono'anga Māori

By combining traditional knowledge and a nature-based approach with the best available scientific data, we can develop a more locally-specific response to climate change.¹⁶

Policy Measure G: Build capacity and educate

Implementation of climate change activities requires increased capacity across all government and non-government sectors, with particular emphasis in the field of climate change science.¹⁷

Table Three below describes the ENAP outputs for Outcomes 3.2, 3.3 and 3.4 and the climate change policy and country programme priority areas that they link to. The outputs for ENAP Outcome 3.1 are related to assessing and strengthening the overall planning framework that enables climate change activities in the Cook Islands and are not linked to specific priority areas for activities.

Cook Islands Country Programme

The Climate Change policy also supports national climate change initiatives such as the Cook Islands Country Programme, which aims to facilitate access to climate financing to implement the measures of the policy and the activities of the Country Programme. The Cook Islands Country Programme established 11 priority areas for national climate change activities. These are:

- ❖ Renewable Energy Development (including clean energy transportation)
- ❖ Coastal Protection and Restoration
- ❖ Water Security
- ❖ Disaster Risk Management
- ❖ Waste Management
- ❖ Climate Proofing Infrastructure
- ❖ Integrated Flood Management
- ❖ Agriculture and Ecosystem Based Adaptation

¹⁴ Cook Islands Government, 2018a, pg 16.

¹⁵ Ibid, pg 18.

¹⁶ Ibid, pg 19.

¹⁷ Ibid, pg 20.

- ❖ Ocean Management
- ❖ Livelihoods of People and Communities
- ❖ Knowledge, Research and Innovation

Table Three: ENAP Policy and Planning Linkages

ENAP Output	Climate Change Policy Measure	Country Programme Priority Area	ENAP Output	Climate Change Policy Measure	Country Programme Priority Area
3.2.1: V&A assessments of each island completed.	Strengthen Resilience and Reduce Vulnerability to Climate Change	Livelihoods of People and Communities	3.3.1: A Private Sector Vulnerability Analysis produced.	Strengthen Resilience and Reduce Vulnerability to Climate Change	Livelihoods of People and Communities. Climate Proofing Infrastructure.
3.2.2 Climate Impacts modelled and adaptation responses evaluated	Strengthen Resilience and Reduce Vulnerability to Climate Change	Livelihoods of People and Communities	3.3.2: Assess the incentives to stimulate private sector participation in climate innovation for adaptation explored.	Community Participation	Knowledge, Research and Innovation.
3.2.3: Options for development of a national ocean monitoring programme evaluated.	Resilient Socioeconomic and Ecological Systems	Ocean Management	3.4.1 Project and programme concept notes	Strengthen Resilience and Reduce Vulnerability to Climate Change	Livelihoods of People and Communities. Climate Proofing Infrastructure.
3.2.4: A comprehensive survey and analysis of traditional approaches and ecosystem-based adaptation report produced.	Akono'anga Māori	Agriculture and Ecosystem Based Adaptation.	3.4.2: Financing strategies for specific adaptation priorities	Strengthen Resilience and Reduce Vulnerability to Climate Change	Livelihoods of People and Communities.
3.2.5: Atoll Impacts Analysis including an analysis of long-term adaptation requirements to support the viability of communities living on those islands completed.	Strengthen Resilience and Reduce Vulnerability to Climate Change	Coastal Protection and Restoration, Livelihoods of People and Communities			
3.2.6 Climate change related statistics are strengthened by the development of systems for collection and analysis of climate data.	Build Capacity and Educate	Knowledge, Research and Innovation.			

The Country programme is a roadmap for engaging with potential donor partners and for ensuring that resources are directed efficiently towards national climate and development priorities. The ENAP supports the Country Programme by addressing knowledge gaps in those prioritised areas and developing a Monitoring and Evaluation framework for the implementation of the identified Country Programme activities.

The priority programmatic areas are underpinned by several pillars, one of which is “Promoting gender responsive, participatory and transparent low carbon and climate resilient development pathways.” Both the Climate Change Policy and the Country Programme are based on an acknowledgement that climate change impacts differentially, on the various sectors of society and by gender and recognises that there is a broad spectrum of interests. The Cook Islands climate change response therefore is built on working in an inclusive and integrated manner to ensure equity in the planning, participation and outcomes of activities.

Legislation

While the Climate Change Policy and the Country Programme are the main planning documents supporting climate change activities, new legislation is also being developed to further strengthen the enabling framework. The proposed Climate Change Response Bill will establish adaptation and mitigation targets and enact regulations to support reaching those targets. Information gathered under the ENAP will be utilised to assist in establishing national adaptation targets to be included in the Bill.

Marae Moana

The Marae Moana Act 2017 (MMA) has the primary purpose to protect and conserve the ecological, biodiversity, and heritage values of the Cook Islands marine environment which includes the whole of the Cook Islands EEZ.¹⁸ Under the MMA, spatial plans will be developed which establish zones within which certain activities can be conducted. Activities conducted under the ENAP will provide data on how climate change impacts will affect the activities within the spatial plan areas.

Sector Plans

The National Infrastructure Investment Plan (NIIP),¹⁹ is currently being reviewed. Part of the review will include a stocktake of recent climate proofing projects for infrastructure in the Pacific, an assessment of the climate change criteria in the NIIP prioritisation framework and the options for climate finance. The activities identified under the NIIP were all for public sector owned assets and the activities in Outcome 3.3 and 3.4 will supplement this review through the focus on private sector owned assets.

The Cook Islands Sustainable Tourism Development Policy Framework & Goals encourages tourism development at sites that minimises exposure to the risks of climate change.²⁰ One of the suggested activities in the Framework is to quantify the amount of tourism plant in areas that are vulnerable to climate change. The assessment in Output 3.3.1 of the ENAP will provide this information.

The activities to be conducted under the ENAP will also support the objectives of a broad range of other policies and plans such as the Marine Sector Policy 2018-2021, the Agriculture Sector Action Plan 2020-2025, and the Cook Islands National Cultural Policy 2017-2030.

UNFCCC REPORTING

The ENAP activities will provide information that will contribute to the Cook Islands meeting its reporting obligations under the UNFCCC. The Nationally Determined Contributions and the Fourth National Communications are both presently under preparation.

¹⁸ Cook Islands Government, 2017. *Marae Moana Act*, Cook Islands Parliament, Rarotonga, pg 3.

¹⁹ Cook Islands Government, 2015. *National Infrastructure Investment Plan 2015 – 2025*, Cook Islands Investment Corporation, Rarotonga.

²⁰ Cook Islands Government, 2016b. *The Cook Islands Sustainable Tourism Development Policy Framework & Goals*, Cook Islands Tourism Corporation, Rarotonga, pg 15

Review of Nationally Determined Contributions

The Cook Islands is reviewing the country's second NDC. Government is preparing an Action Plan that highlights the economic impacts for achieving an enhanced target of net zero emissions by 2040. The review will focus on Mitigation; mainly on Renewable Energy, the Transport Sector, and the Agriculture sector, as well as on Adaptation, such as health and well-being, slow-onset event impacts, and marine sector adaptation. Targets across these sectors are also planned under the second NDC.

The ENAP complements the NDC review by conducting activities that are going to enhance our adaptation response and which reflect an increased ambition, particularly in meeting the challenge of slow-onset impacts such as sea-level rise and ocean acidification.

Fourth National Communications

The Cook Islands, with the support of the United Nations Development Programme (UNDP), will implement in 2021, the data gathering activities to support the writing of the Fourth National Communications (FNC). The reporting period covered for the FNC is from 2015-2020. The ENAP outputs will provide information to facilitate the drafting of the FNC.

GCF RELEVANT COMPLEMENTARY SUPPORT

Section 1.11 above describes the Adaptation planning support that has already been received. This ENAP proposal is another step in developing the Cook Islands response to the impacts of climate change and it will build on the previous funding assistance by addressing knowledge gaps, increasing awareness, and improving both short-term and long-term adaptation planning. As well as previous projects the ENAP will complement projects the country is preparing in several other areas. Table Four summarises the main details of the projects.

Table Four: Details of Cook Islands Proposed GCF Projects

Project Title	Type	Status	Total Budget (USD)	Accredited Entity	Estimated Start Date
Enhancing Climate Information and Knowledge Services for resilience in 5 island countries of the Pacific Ocean	Full Project	Approved	49,933,658	UNEP	March 2021
Building Resilient and Healthy Cook Islands Communities	PPF	Approved	768,080	MFEM	September 2021
Direct Financing for Communities and Businesses to Respond to Climate Change in the Cook Islands	EDA	GCF Review	26,000,000	MFEM	November 2021
Building Resilience Through Infrastructure	Full Project	Project Design	78,000,000 (est)	Unknown	August 2022

Enhancing Climate Information and Knowledge Services

Through the Cook Islands Meteorological Service, the country is part of a United Nations Environment Programme (UNEP) regional project aimed at facilitating the development of integrated climate and ocean information services and people-centred multi-hazard early warning services. The full Funding Proposal was approved by the GCF Board in November 2020.

Ocean monitoring is one aspect of the Climate Services project and the analysis under the ENAP Output 3.2.3 will complement this work by assessing the requirements for an ocean monitoring programme in the Cook Islands EEZ and evaluating the available data gathering and technology options.

Building Resilient and Healthy Cook Islands Communities

A Concept Note focussing on strengthening the health sector in the Cook Islands has been endorsed following GCF review. Entitled “Building Resilient and Healthy Cook Islands Communities”, the goal of the Simplified Approval Process (SAP) project is to enhance the capacity of the health system of the Cook Islands to protect and improve population health in an unstable and changing climate. A proposal for Project Preparation Facility (PPF) support to help prepare the full project proposal has also just been approved by the GCF. As part of the ENAP, the Vulnerability and Adaptation (V&A) assessments will provide information on the island specific climate change risks that health related activities will be conducted in.

Direct Financing for Communities and Businesses to Respond to Climate Change

A Concept Note on direct financing for communities and businesses to respond to climate change has been prepared and submitted to the GCF through the Enhanced Direct Access (EDA) facility. Using the new 2019 Building Code, this project aims to strengthen vulnerable residential, small-scale commercial and community buildings, and their surrounding environments, to current and projected climate change impacts for a resilient built environment.

The EDA project will include assistance for local Island Government offices to implement ecosystem-based adaptation activities. Under the ENAP, Output 3.2.4 will support this by completing a comprehensive survey and analysis of traditional approaches and ecosystem-based adaptation practices in the Cook Islands and assessing how their application can be extended.

Coastal Infrastructure

A separate Concept Note is also being developed aimed at building the resilience of our coastal infrastructure and communities to minimise impacts from climate related hazards. The targeted infrastructure is focused at present on Government assets, however, the analysis under ENAP Output 3.3.1 and 3.3.2 will broaden the focus to include building the resilience of privately-owned infrastructure. The EDA proposal mentioned above does also include support for privately owned buildings, but this is limited to small scale improvements linked to meeting the new building code. The assessment in Output 3.3.1 and 3.3.2 of the ENAP will be much broader in scope.

The ENAP Outcomes will strengthen our adaptation planning. This is not only for the near-term, as the proposed analysis of the impact on Cook Islands atoll communities of slow-onset climate change events is the initial step in developing a long-term strategy for our response to those impacts.

Adaptation Fund

As mentioned above, the Cook Islands has also received project support from the Adaptation Fund. The present project being implemented is PEARL (Pa Enea Action For Resilient Livelihoods), which continues the approach from SRIC-CC to focus on small scale adaptation activities away from the main centre.

Proposed activities under the ENAP will complement the PEARL project, particularly around the V&A assessments (Output 3.2.1), the Atoll Impacts Analysis (Output 3.2.5) and statistical data collection (Output 3.2.6).

STAKEHOLDER ENGAGEMENT

The Climate Change and Disaster Risk Management Platform is a diverse group of stakeholders interested in climate change and disaster risk management. It consists of Government agencies, NGOs, private sector, and traditional leaders. Quarterly meetings are held on Rarotonga and are open to the general public. Updates of all climate change projects are provided at the Platform meetings. Minutes of

Platform meetings are circulated to those who cannot attend the meeting in person, including people in the *Pa Enua*. The ENAP was first presented at the Platform meeting in June 2020.

More targeted stakeholder engagement is conducted as community consultations on a project by project basis. All community groups are invited and attendance numbers at stakeholder meetings are always disaggregated by gender. Stakeholder engagements are conducted in both Cook Islands Maori and English to ensure accuracy of communication.

As well as the Climate Change Platform meetings, NGOs, CSOs and the Private Sector are always represented in workshops or project planning initiatives. For the Private Sector, this can be as an organization such as the Cook Islands Chamber of Commerce or through individual business owners, or sole traders. The Chamber of Commerce is presently a member of the CCTWG.

The ENAP has been designed based on stakeholder consultations conducted in 2018 and 2019 to develop the Country Programme, compile the Third National Communications and to carry out a Technology Needs Assessment for Adaptation. While this was part of the genesis of the ENAP, consultations have also been held in 2020 with *Pa Enua* Island Governments, the Chamber of Commerce and public sector agencies which will be part of the implementation.

THE PROBLEM

Implementing a multi-sector adaptation response to climate change is very challenging for a small island developing state. Making sure that the response is co-ordinated, effective, relevant and not over-burdensome to small communities is an ongoing consideration.

The Cook Islands approach to climate change has of necessity been initially focussed on structural issues such as capacity-building and setting policy and planning frameworks. As these have been successfully implemented, GCF project proposals are now being developed for climate science, community health, infrastructure and fisheries.

There are knowledge gaps in the present Cook Islands adaptation approach that need to be addressed. Filling in those gaps will provide information for our planning and assist us to develop better-targeted more relevant projects. We also need to begin defining a long-term adaptation response to significant impacts that will be caused by slow-onset events.

There is an awareness that the impacts of climate change are differentiated by gender, disability, income levels and social groupings, but there is little detailed locally relevant information available. This will be addressed in the V&A assessments.

Ecosystem-based approaches to climate change adaptation have not been well promoted but are now being incorporated more often into activities. Utilising EBA as a response however, seems to depend most often on the personal views of project designers, rather than an assessment of the most appropriate response to a particular issue.

The constantly evolving nature of Climate Change can make existing information quickly out-dated and create new knowledge gaps in activity areas. One of the aims of this Readiness proposal is to address current knowledge gaps in the Cook Islands response to climate change. Table Five below lists the identified gaps and the ENAP deliverables that will address them. More detail on challenges and gaps is included in Section Four.

During the initial ENAP project design stage, it became clear that the climate change issues that are the focus of the project would necessitate a three year project timeline. The implementation of the ENAP is taking a phased approach, with the evidence gathering being conducted first which will feed into the analysis and planning. Coordination with other climate change projects, and proposed projects has also been a factor in the designing of the funding proposal in this manner. The projected Budget for the selected activities also indicated that a single proposal would be the optimum project design methodology.

Table Five: Knowledge Gaps Addressed by ENAP

Knowledge Gap	Baseline	ENAP Deliverable
Island-specific vulnerability data including differentiation by gender, disability and social groupings.	2009 V&A studies	V&A assessments completed for all inhabited islands which includes differentiation by gender, disability and social groupings, incorporating data from activity 3.2.1c
No national ocean monitoring programme	Regional Information	Fully costed options report for conducting appropriate ocean monitoring programmes within the Cook Islands EEZ
Lack of information on use of traditional knowledge in adaptation practices		Traditional approaches and EBA report complete, including analysis of traditional approaches and ecosystem-based adaptation in Cook Islands.
No analysis of long-term impacts on atolls in the Cook Islands.	Regional information	Atoll Impacts Analysis report completed.
Lack of data on climate change impacts on the private sector resilience	No sectoral analysis of private sector vulnerability.	Private Sector Vulnerability Analysis Completed
Lack of data on vulnerability of privately owned assets	No assessment of climate risk of privately owned infrastructure.	Private Sector Vulnerability Analysis Completed
Monitoring and Evaluation of Country Programme activities	No Monitoring and Evaluation framework in the country programme document.	Monitoring and Evaluation framework completed

CONCLUSION

The main goal of this proposal is to increase the resilience of the Cook Islands to the impacts of climate change, by addressing knowledge gaps, strengthening planning and broadening the implementation of a co-ordinated multi-sector response. The multi-sector response will be based on identification and understanding of how climate change impacts differentially in the Cook Islands. The activities in this proposal will also catalyze private sector engagement and begin to build a long-term strategy that addresses slow-onset climate change impacts.

The Cook Islands as a whole is very active in climate change activities and considerable endeavour is being put in to encouraging and sustaining the activities. Adaptation planning is a key part of the enabling environment for these activities to occur. Green Climate Fund support through EDA, SAP and Readiness proposals such as the ENAP, are a crucial aspect of the Cook Islands continuing to meet the challenge of climate change. This ENAP has been coordinated with the other GCF proposals to ensure that there is no overlap in activity and that there is complementarity of outcomes.

3. LOGICAL FRAMEWORK

Outcomes	Baseline	Targets	Outputs	Activities (brief description)	Deliverables
Outcome 3.2: Evidence basis produced to design adaptation solutions for maximum impact	Vulnerability and Adaptation (V&A) assessments have been carried out for some islands using different methodologies and were developed more than 10 years ago.	All islands in the Cook Islands have current V&As using standardized methodology.	Output 3.2.1 V&A assessments of each island completed.	Activity 3.2.1a: Review existing V&A assessments documents and relevant information. Establish methodology for updating V&A.	Deliverable 3.2.1a: Existing V&A documents reviewed and methodology to update them are established.
				Activity 3.2.1b: Conduct stakeholder consultations to gather feedback and input into the development of V&A's for all inhabited islands.	Deliverable 3.2.1b: Stakeholder feedback and input into the V&As received and workshop report finalized to capture feedback. Report also includes participant breakdown by sex and group representation.
				Activity 3.2.1c: Draft V&As for all inhabited islands with information gathered from activity 3.2.1a and b.	Deliverable 3.2.1c: V&A assessments completed for all inhabited islands incorporating data from digital modelling under activity 3.2.1d. and which includes differentiation by gender, disability and social groupings.
	The Cook Islands have limited existing data in digital format. Also the data is not centralized for easy access to users..	Identify and map the vulnerable areas through digital modeling of all the islands in the Cook Islands to assist with designing adaptation responses. Ensure data stored in the cloud and centralized	Output 3.2.2 Climate Impacts modelled and adaptation responses evaluated.	Activity 3.2.2a: Conduct topographical and bathymetrical survey of each inhabited island.	Deliverable 3.2.2a: Topographical and bathymetrical survey reports completed for each island to assist in the completion of V&A.
				Activity 3.2.2b Develop 3D scale models to: <ul style="list-style-type: none"> analyse the impacts of climate change on infrastructure and the environment. 	Deliverable 3.2.2b: <ul style="list-style-type: none"> Digital elevation model (DEM) for the Cook Islands

Outcomes	Baseline	Targets	Outputs	Activities (brief description)	Deliverables
		on Government GIS database,		<ul style="list-style-type: none"> Identify risk areas on land and in the lagoons and fringing reefs 	<ul style="list-style-type: none"> Detailed maps and 3D models to assist in completion of V&A updating per island Information utilized for Atoll Impacts Analysis report and Private Sector Vulnerability Analysis report. Datasets from surveys stored in the cloud and added to local Government GIS database.
	Under the UNEP Climate Services regional project, there are activities related to ocean monitoring.	An evaluation of possible ocean monitoring options contextualized to the needs of the Cook Islands available.	Output 3.2.3 Options for development of a national ocean monitoring programme evaluated	Activity 3.2.3 Examine/determine the requirements for establishing a national ocean monitoring programme. Assess most suitable method of data collection (climate relevant information, cost, sustainability, other benefits), data analysis and storage.	Deliverable 3.2.3 Fully costed options report for conducting appropriate ocean monitoring programmes within the Cook Islands EEZ.
	Currently there is only one study that has been carried out do date around changes in traditional practices called the Rongo and Dyer (2014), <i>Using local knowledge to understand climate</i>	Evaluation of traditional approaches and ecosystem-based adaption (EBA).	Output 3.2.4 A comprehensive survey and analysis of traditional approaches and ecosystem-based adaptation report. This will include breakdown of participation by gender and age in traditional approaches.	Activity 3.2.4a: Compile examples of existing traditional and ecosystem-based adaptation responses. Activity 3.2.4b Conduct consultations with implementors of traditional management and EBA and review results of relevant projects.	Deliverable 3.2.4: Traditional approaches and EBA report complete. Includes analysis of traditional approaches and ecosystem-based adaptation in Cook Islands including the role of women in both forms of adaptation.

Outcomes	Baseline	Targets	Outputs	Activities (brief description)	Deliverables
	<p><i>variability in the Cook Islands.</i>²¹</p> <p>There has been some work carried out on EBA in the Cook Islands however more comprehensive assessments are required.</p>			<p>Activity 3.2.4c: Assess effectiveness and applicability to climate change response in the Cook Islands.</p>	
	<p>There have been some studies carried out for atoll specific analysis of climate change impact data under the Initial Vulnerability and Adaptation Assessments, however the study does not encompass the level of detail we require today.</p>	<p>A detailed evaluation of atoll specific analysis of climate change impact data on Cook Islands atolls.</p>	<p>Output 3.2.5 Atoll Impacts Analysis including an analysis of long-term adaptation requirements to support the viability of communities living on those islands completed.</p>	<p>Activity 3.2.5a: Evaluate the specific Climate Change impacts on the atolls in the Cook Islands through consultations and site visits to all islands.</p> <p>Activity 3.2.5b: Analyse effectiveness of existing responses and assess the limits of adaptation given the geographical and social characteristics of the islands (including gender, age and social grouping.)</p> <p>Activity 3.2.5c: Using evaluation in 3.2.4a and V&A assessments along with a review of relevant literature, develop analysis of</p>	<p>Deliverable 3.2.5a: Consultations and site visits complete and workshop/site visits report provided as part of V&A.</p> <p>AIA report complete and encompasses: Deliverable 3.2.5b: Description of climate change impacts on atolls in the Cook Islands, and effectiveness of existing adaptation responses and discussion of the limits of adaptation. Deliverable 3.2.5c: Analysis of long-term adaptation requirements for the atoll islands in the Cook Islands.</p>

²¹Rongo, T., and Dyer, C. 2014. *Using Local Knowledge to Understand Climate Variability in the Cook Islands*. Government of the Cook Islands, Rarotonga.

Outcomes	Baseline	Targets	Outputs	Activities (brief description)	Deliverables
				<p>long-term adaptation requirements for the atoll islands in the Cook Islands.</p> <p>Activity 3.2.5d: Assess potential strategies for dealing with slow-onset climate change, and their impacts including on loss of income earning opportunities, national revenues and sovereignty impacts.</p> <p>Activity 3.2.5e Conduct stakeholder consultations to gather feedback and input into the drafting of the analysis.</p> <p>Activity 3.2.5f: Based on feedback from stakeholder consultations of 3.2.5, draft long term projection of the social and economic viability of living on the island and potential adaptive responses</p> <p>Activity 3.2.5g: Explore and evaluate how options for addressing the psychological, social and cultural impact of potential adaptation responses such as displacement, on the atoll societies and wider Cook Islands society.</p>	<p>Deliverable 3.2.5d: Evaluation of short term, medium term and long term climate change impacts and planned or potential adaptation activities including potential strategies for dealing with slow-onset climate change,</p> <p>Deliverable 3.2.5e: Consultations and site visits complete and workshop/site visits report provided.</p> <p>Deliverable 3.2.5f: Long term projection of social and economic viability of living on the islands, and potential adaptive responses</p> <p>Deliverable 3.2.5 g: Evaluation of the psychological, social and cultural impacts of potential adaptation responses on the atoll societies and wider Cook Islands society,</p>
	No adaptation baseline data available	Reliable and accurate statistical data available.	<p>Output 3.2.6 Climate change related statistics are strengthened by the development of systems for collection and analysis of climate data.</p>	<p>Activity 3.2.6a: Assess the current gathering/ methodology of climate statistics within the statistics office at MFEM and evaluate the options for improving</p>	<p>Deliverable 3.2.6a Statistical systems updated to include climate change data collection.</p>

Outcomes	Baseline	Targets	Outputs	Activities (brief description)	Deliverables
				<p>processes and recommend any enhancement.</p> <p>Activity 3.2.6b Implement the recommendations.</p>	<p>Deliverable 3.2.6b Climate change adaptation bulletin produced and circulated once a year.</p>
<p>Outcome 3.3: Private sector engagement in adaptation catalyzed</p>	<p>There has been no sectoral analysis of private sector vulnerability carried out to date nor has there been any assessment of climate risk of privately owned infrastructure in the Cook Islands.</p>	<p>A Private Sector Vulnerability Analysis report.</p>	<p>Output 3.3.1 A Private Sector Vulnerability Analysis produced.</p>	<p>Activity 3.3.1a Conduct a sectoral analysis of private sector activity and the vulnerability to climate change impacts on those sectors. Evaluate existing adaptation responses/activities that support private sector resilience.</p> <p>Activity 3.3.1b Conduct an assessment of the vulnerability of the privately owned commercial infrastructure sector in the Cook Islands.</p>	<p>An assessment report entailing: Deliverable 3.3.1a Outcomes of evaluation of existing and potential adaptation responses/activities to support private sector resilience Deliverable 3.3.1b Outcome of vulnerability assessment of privately owned commercial infrastructure sector in the Cook Islands.</p>
	<p>No incentives provided to private sector to invest in climate innovation</p>	<p>Private sector is involved in climate innovation</p>	<p>Output 3.3.2 Incentives to stimulate private sector participation in climate</p>	<p>Activity 3.3.2a Examine government's role in enabling climate innovation and any potential barriers.</p>	<p>Deliverable 3.3.2a Climate Innovation Report based on:</p> <ul style="list-style-type: none"> governments role to enable climate innovation

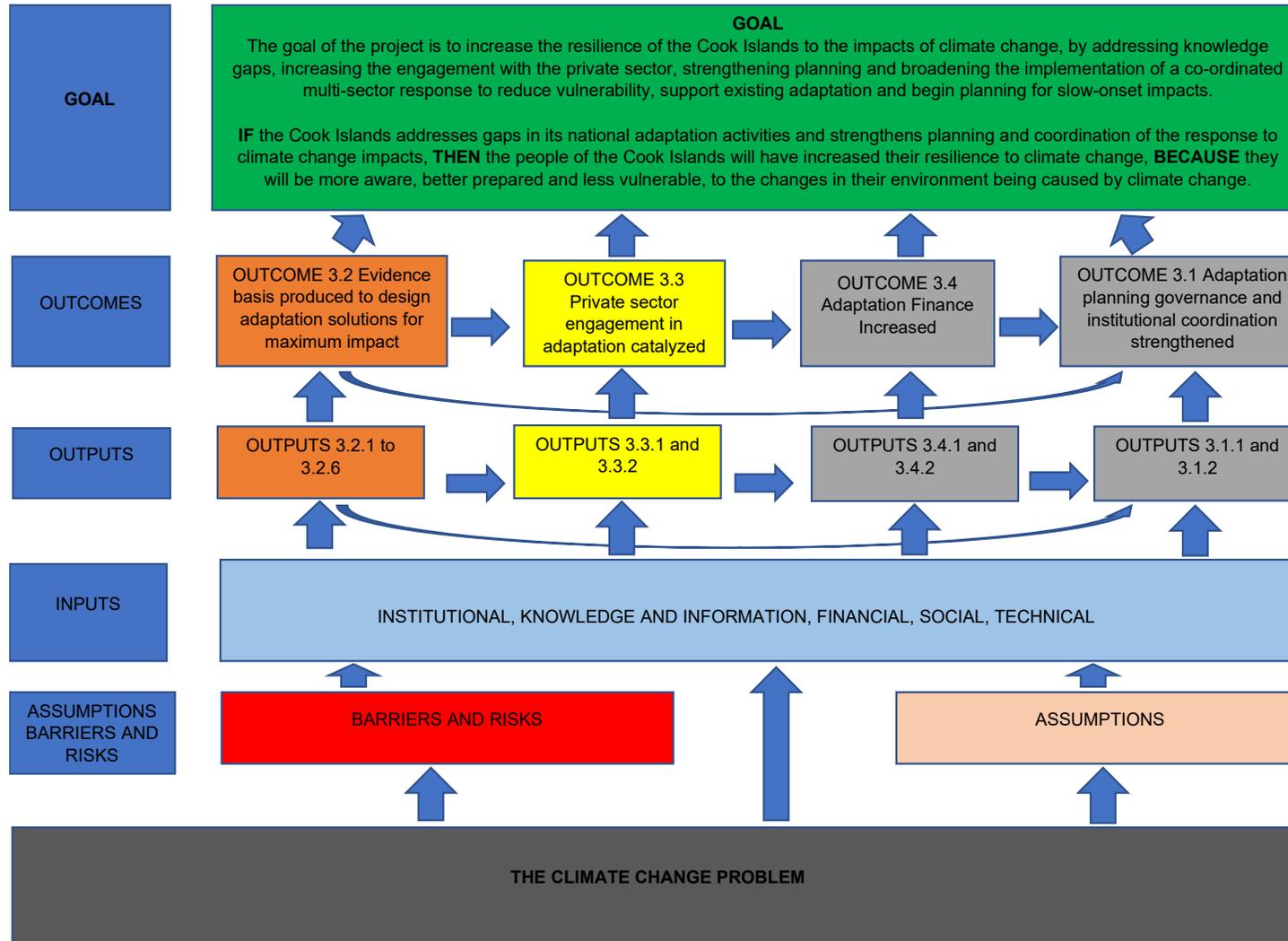
Outcomes	Baseline	Targets	Outputs	Activities (brief description)	Deliverables
			innovation for adaptation explored.	Activity 3.3.2b Explore the incentives required to stimulate private sector participation in climate innovation.	<ul style="list-style-type: none"> barrier analysis assessment of incentives required to stimulate private sector participation in climate innovation.
Outcome 3.4 Adaptation Finance Increased			Output 3.4.1: Project and programme concept notes	<p>Activity 3.4.1a Identify and evaluate potential adaptation responses to increase private sector resilience.</p> <p>Activity 3.4.1b Based on the assessment from the NAAR, identify at least three climate change project ideas that can be developed into Concept Notes for inclusion in the country programme.</p>	<p>Deliverable 3.4.1a Potential adaptation responses to increase private sector resilience are identified and evaluated.</p> <p>Deliverable 3.4.1b At least three concept ideas identified for development into GCF Concept Notes.</p>
			Output 3.4.2: Financing strategies for specific adaptation priorities	<p>Activity 3.4.2a Determine the cost to implement the strategies identified in 3.3.1 and the climate financing options available, including private sector co-financing.</p> <p>Activity 3.4.2b Assess government's ability to support the country programme and the climate financing options available.</p>	<p>Deliverable 3.4.2 Include in the NAAR the assessment of the climate financing options available for adaptation in the Cook Islands.</p>

Outcomes	Baseline	Targets	Outputs	Activities (brief description)	Deliverables
Outcome 3.1: Adaptation planning governance and institutional coordination strengthened	Baseline data is limited in this area as this is the first detailed evaluation of the Cook Islands national adaptation response.	Comprehensive assessment on adaptation planning governance and institutional coordination completed.	Output 3.1.1 National Adaptation Assessment Report (NAAR) produced.	Activity 3.1.1a Assess the present enabling environment at national and island level and identify any changes required to support adaptation activities. Activity 3.1.1b Assess how coordinated and effective the present multi-sectoral response is to climate change impacts. Evaluate how planned activities will build or enhance the adaptive response. Include an analysis of technological and logistical requirements and their cost.	National Adaptation Assessment Report completed encompassing the information gathered under Outcomes One and Two and based on: Deliverable 3.1.1a An evaluation of the present enabling environment at a national and island level and, recommendations for existing policies and Adaptation targets to support the development of the Cook Islands Climate Change Response Bill. Deliverable 3.1.1b An assessment of the effectiveness of the present multi-sectoral approach to adaptation activities and recommendations to enhance coordination and implementation of adaptation activities. This will include an analysis of participation in the adaptation response by gender and social grouping. The NAAR will also include technology and logistical requirements and associated costs required to support enhanced coordination.
	No Monitoring and Evaluation (M&E) framework in the country programme document.	Country programme document includes an M&E Framework.	Output 3.1.2 An M&E framework for adaptation activities within the Country Programme developed. The framework will include indicators and measures based on gender.	Activity 3.1.2a Review the goals and objectives of the Cook Islands Country Programme (CICP) and the Cook Islands Climate Change Policy.	Deliverable 3.1.2a Goals and objectives of CICP and Cook Islands Climate Change Policy reviewed

Outcomes	Baseline	Targets	Outputs	Activities (brief description)	Deliverables
				<p>Activity 3.1.2b Develop a results framework that includes indicators and measures.</p> <p>Activity 3.1.2c Develop a monitoring plan and evaluation timetable including reporting responsibilities.</p>	<p>Deliverable 3.1.2b Results framework with indicators and measures complete</p> <p>Deliverable 3.1.2c Monitoring plan and Evaluation timetable with reporting responsibilities included in the Cook Islands Country Programme.</p>

4. THEORY OF CHANGE

THEORY OF CHANGE DIAGRAM



THEORY OF CHANGE NARRATIVE

The Goal

The goal of the project is to increase the resilience of the Cook Islands to the impacts of climate change, by addressing knowledge gaps, catalyzing private sector engagement in adaptation finance, strengthening planning and broadening the implementation of a co-ordinated multi-sector response which will align with existing adaptation activities and reduce vulnerability.

This project goal supports all three national climate change goals described in Section Two, but in particular aligns with the second national goal of: *to strengthen resilience to the impacts of climate change through a coordinated, inclusive, culturally appropriate adaptation and mitigation programme.*

Goal Statement

IF the Cook Islands addresses gaps in its national adaptation activities and strengthens planning and coordination of the response to climate change impacts, THEN the people of the Cook Islands will have increased their resilience to climate change, BECAUSE they will be more aware, better prepared and less vulnerable, to the changes in their environment being caused by climate change.

Outcomes

The chosen outcomes for the ENAP are those that will support achieving the goal of the project. The proposal outcomes align with the GCF intended outcomes for Readiness and in particular align with Readiness Objective Three (Strengthened Adaptation Planning). While achieving each outcome is a significant step, it is the combination of the three Outcomes that will realise the stated goal to increase the resilience of the Cook Islands to the impacts of climate change.

Outcome 3.2 Evidence Basis Produced to Design Adaptation Solutions for Maximum Impact.

This outcome will provide the data to fill in the knowledge gaps and facilitate designing projects based on the best available science. The outcome will provide the information that will support the NAAR and will lead to the generation of project proposals for activities in areas critical to the Cook Islands response to climate change.

Activities under this outcome will include climate impact evaluations, island vulnerability studies and risk assessment studies. It is recognised that climate change impacts are experienced differently by women and men, the elderly, the disabled and other at-risk groups in our societies. This will be taken into consideration in the design and implementation of the activities, particularly the Vulnerability and Adaptation assessments.

Outcome 3.3 Private Sector Engagement in Adaptation Catalyzed

This will be the first step in catalyzing the private sector to engage more in the Cook Islands response to climate change. This increased engagement will be in adaptation finance, climate investment, and also in climate innovation.

Outcome 3.4 Adaptation Finance Increased

Building on the information gathered under Outcome 3.2 and 3.3, concept ideas will be identified to develop into concept notes for funding proposals. As well, to be added to the NAAR, the financing options to reduce private sector vulnerability and to support the Cook Islands country programme will be assessed.

Outcome 3.1 Adaptation Planning Governance and Institutional Coordination Strengthened

This outcome will also utilize the information gathered under Outcome 3.2 and 3.3 to strengthen planning and broaden the implementation of the Country's response to climate change. This outcome will also directly support the implementation of the Cook Islands Country Programme.

Outputs

To generate the outcomes which will support achieving our goal, activities have been designed which will lead to a series of outputs. The outputs and activities in Outcomes 3.2 and 3.3 support their respective outcomes but will also contribute to successfully achieving Outcome 3.4 and 3.1. The activities will also support implementation of the Country Programme and the Cook Islands climate change legislation currently under development. The

design of the output activities has been coordinated with current Cook Islands climate change activities being proposed to the GCF and other climate change funding agencies.

Outputs 3.2.1 and 3.2.2 are the major activity for this proposal. The information obtained will support activities 3.2.5, 3.3.1 and 3.1.1. The last V&A assessments were carried out in 2009 and updating these will create current island-specific vulnerability data which will enable more focussed design of climate change responses within the Cook Islands.

While the other activities are less broad in application, the outputs from them will all contribute to achieving the desired outcomes.

Outcome 3.2: Outputs and Activities

3.2.1: Vulnerability and Adaptation assessment of each island completed.

3.2.2: Climate impacts modelled and adaptation responses evaluated

3.2.3: Options for development of a national ocean monitoring programme evaluated

3.2.4: A comprehensive survey and analysis of traditional approaches and ecosystem-based adaptation report produced.

3.2.5: Atoll Impacts Analysis including an analysis of long-term adaptation requirements to support the viability of communities living on those islands completed.

3.2.6: Climate change related statistics are strengthened by the development of systems for collection and analysis of climate data.

Challenges and Gaps

Any planning initiatives in the Cook Islands have to take account of two different development situations. The main island of Rarotonga is the equivalent of a small suburban town with matching infrastructure but also with an international airport and harbour. Prior to Covid-19, the island had a rapidly growing tourism industry and a well developed private sector.

With the exception of Aitutaki, the *Pa Enua* islands have much less developed infrastructure, small declining populations and a workforce dominated by public sector jobs. There is a higher cost of living in the *Pa Enua* due to extra freight costs for all commercial products.²² The Cook Islands is implementing a multi-sectoral response to climate change, but the implementation of activities must account for the disparity in resources between Rarotonga and the *Pa Enua*.

Assessing and identifying high climate risk areas and the existing and potential climate impacts on those areas, can be difficult in remote and sparsely populated islands. Similarly, examining the interplay between the natural and manmade environments and how this affects planning adaptation activities to improve resilience in that zone, is rarely done. Aerial survey techniques using Light Detection and Ranging (LIDAR) equipment is becoming the standard in many countries for land and coastal survey work and can also be deployed in remote areas.

The ocean-based changes being driven by climate change; sea-level rise, sea surface temperature increase and ocean acidification, will have significant impacts on Cook Islands communities. Climate change research in these areas in the Pacific is predominantly regional in focus with national extrapolations.²³ As described above, the Cook Islands will be participating in a regional Climate Services project being implemented by UNEP. This project has an ocean monitoring component, but the Cook Islands intends to assess the options for establishing a national ocean monitoring programme to develop more knowledge of the specific conditions in the Cook Islands EEZ.

Traditional knowledge about resources is based on centuries of localised adaptation activities. This knowledge used to be passed down orally from generation to generation, but this system is breaking down as western-based models of teaching and learning take over. There is a need to catalogue and assess traditional and local knowledge to assess how it complements recent research. Rongo and Dyer (2014) have linked local observances of changes in traditional practices and flora and fauna, to climate change induced variability.²⁴

²² Cook Islands Government 2019, pg 37.

²³ Refer to Australian Bureau of Meteorology & CSIRO, 2011, *Climate variability, extremes and change in the western tropical Pacific* Melbourne, Australia, and IPCC, 2014, *Climate Change 2014: Synthesis Report*, Geneva, Switzerland.

²⁴ Rongo, T. and Dyer, C. 2014.

Studies like this can be expanded to illustrate how traditional knowledge and practise can be applied to generate adaptation practices.

The island Vulnerability and Adaptation Assessments, the traditional knowledge, and the ocean monitoring will contribute towards developing a long-term adaptation strategy for communities and in particular our atoll-based communities, to respond to slow-onset climate change events. As well as evaluating planned activities, we also need to include strategies such as planned climate retreat and, given the geographical limitations on atolls, the potential for population displacement.

Climate change driven retreat to date has focused overwhelmingly on physical removal of people and buildings, with little consideration being given to the social, cultural, psychological, or long-term economic consequences.²⁵ Activities in this area will be a first step for the Cook Islands to assess the potential application of climate retreat as a response measure.

As part of the gathering of information on climate change impacts, there is a need for accurate and reliable statistics. These statistics are part of illustrating the climate issues, monitoring the implementation, and then of evaluating the adaptation response. At present, there is no capability in the Statistics office to gather and distribute national climate statistics.

Vulnerability and Adaptation Assessments

Vulnerability and Adaptation assessments will be conducted for each inhabited island in the Cook Islands. The V&A work will use a combination of different assessment techniques. Qualitative data will be obtained by a team of researchers which will visit each island to conduct interviews, meetings and workshops. A standardised methodology will be developed for these visits based on the UNFCCC guidelines and IPCC recommendations.

The island visits will be combined with landscape survey techniques which will generate 3-D models of each island, including the surrounding lagoon and reef. A LIDAR instrument principally consists of a laser, a scanner, and a specialized GPS receiver. Airplanes and helicopters are the most commonly used platforms for acquiring LIDAR data over broad areas and a plane is the proposed deployment method for the Cook Islands.

LIDAR can be utilised to obtain both topographic and bathymetric data. Topographic LIDAR typically uses a near-infrared laser to map the land, while bathymetric LIDAR uses water-penetrating green light to also measure seafloor and riverbed elevations. Areas with a high climate risk can be identified, to inform a better immediate adaptation response and in order to assist with longer term activity planning.

The workshop reports will be incorporated into each island's V&A assessment. The Vulnerability and Adaptation Island assessments will also provide data for the Atoll Impacts Analysis in this Outcome and the Private Sector Vulnerability Analysis in Outcome 3.3.

Ocean Monitoring

Using the ocean monitoring methodology utilised in the UNEP Climate Services project as a baseline, an evaluation will be conducted of the requirements for establishing an ocean monitoring programme in the Cook Islands EEZ and the available data gathering and technology options. The evaluation will determine the requirements for ocean monitoring based on current vulnerability to existing climate impacts and projected future needs.

While increasing our location-specific knowledge, the programme will also complement regional initiatives. Various methodologies will be identified and assessed in order to recommend a fit-for-purpose national ocean monitoring programme that includes gathering climate information but also on formulating and costing a long term monitoring programme.

Survey of Traditional Approaches and Ecosystem-Based Adaptation

Traditional practices in many sectors in the Cook Islands are based on centuries of innate adaptation to changes in the climate. A survey to identify and catalogue traditional adaptation practices will be conducted as the first phase of this activity. These practices will be assessed to evaluate how effective they are in current adaptation and how they could be used in future adaptation responses.

²⁵ Siders et al, 2019. *The Case for Strategic and Managed Climate Retreat*, in Science, Vol. 365, Issue 6455, pp. 761-763.

Traditional practices align well with ecosystem-based approaches to adaptation which are still in the nascent stage of being implemented in the Cook Islands. A stocktake of how and where EBA is being used will be conducted to assess how applications can be improved and broadened in the Cook Islands.

Conduct an Atoll Impacts Analysis

An important part of Outcome 3.2 will be activities to support an analysis of the climate impacts on the atolls and the communities living on those atolls in the Cook Islands. The analysis will include immediate climate impacts as well as slow-onset climate change events. The study will evaluate the appropriate adaptation responses but also focus on the potential down-stream impacts of implementing those responses.

Based on a literature review of international studies of atoll specific impacts, and the completed V&A studies, the effectiveness of present adaptive responses will be assessed. A thirty-year projection of impacts and what potential adaptive responses will be undertaken in that period, will also be discussed. A significant aspect of the discussion will be on the limits of adaptation and an assessment of the long-term viability of atoll communities taking into account the impacts of climate change.

Relocation as an adaptation response and the potential social, psychological, and economic impacts on the affected Cook Islands communities will be studied. Communities based on the impacted atoll, the destination island and the diaspora communities will be included, along with an analysis of national impacts.

Strengthen Climate Change Related Statistics Application

To improve the collection and analysis of climate related statistics, a consultant will be attached to the Cook Islands Statistics Department, within the Ministry of Finance and Economic Management. They will assess the current gathering of climate statistics, evaluate options for improving processes and recommend any enhancements. Following MFEM endorsement, the consultant should also be available to implement any recommended changes.

A Climate Bulletin will be produced annually which will publish the data gathered and analysis conducted as part of this output. The format will be designed as part of the National Climate Statistician's activities.

Outcome 3.3: Outputs and Activities.

3.3.1: A private sector vulnerability analysis produced

3.3.2: Incentives to stimulate private sector participation in climate innovation (or adaptation) explored

Challenges and Gaps

Much of the focus of the Cook Islands response to climate change has been public sector driven. In the Adaptation area, the private sector has been engaged predominantly through stakeholder consultations and as a beneficiary of some community projects. There has also been participation in the climate change response through provision of products and services by wholesale and retail suppliers and consultants.

The private sector are the drivers of the Cook Islands economy. Based on GDP figures released in March 2020, it is estimated that approximately 80% of the Cook Islands GDP was generated by the private sector.²⁶ Consequently, any climate change induced disruption to the private sector has a significant impact on the economic resilience of the country.

Below national planning levels, sector strategies and plans have identified climate change impacts by productive areas such as fisheries, tourism and agriculture. What has not been assessed nationally is the resilience of the private sector on a sector-by-sector basis.

Similarly, the vulnerability of privately owned assets, such as infrastructure is not separated from publicly owned assets. Adaptation responses and corresponding funding support are normally focussed on public sector assets and may not be available to the private sector. Initiatives to include the private sector have different challenges to those focussed on the public sector. Many owners rather than one, a variety of scale (micro to large) and requirements for co-financing, can inhibit private sector participation in adaptation activities.

²⁶ MFEM Correspondence, 3 September, 2020.

Central Governments are not renowned for innovation. Instead, Governments focus on creating an enabling environment for stimulating and supporting innovative activities which are generally led by the private sector or public/private partnerships. To date, climate innovation in the Cook Islands has not been a focus area in the country's adaptation response.

The main output of Outcome 3.2 will be the completion of a Private Sector Vulnerability Analysis (PSVA) which will be based on two activities.

Sector Analysis

Discussions about private sector involvement in climate change need to take account of the broad range of private sector activity. The first activity will be a sectoral analysis of private sector activity and the vulnerability to climate change impacts on those sectors. A focus of the analysis will be how this vulnerability affects the economic resilience of the private sector in those sectors. Developing a sector-level assessment of the climate change impacts on the private sector, will support adaptation planning that is more specific and better targeted to the local context.

Privately-owned Infrastructure

Utilizing the results of the V&A work along with other data, a climate risk assessment will be conducted of the privately owned infrastructure in the Cook Islands. The climate risk assessment will assess the vulnerability of the infrastructure, identify and scale the risk areas, estimate the value of the infrastructure at risk and detail and prioritise the potential adaptation responses.

Privately-owned infrastructure is a key part of the Cook Islands economy, and yet adaptation responses generally concentrate on supporting public infrastructure assets such as ports, roads, bridges and Government buildings. The Cook Islands needs to develop adaptation strategies that recognise the different issues that apply to privately owned infrastructure assets and identify suitable adaptation activities that will improve the resilience of the private sector.

The second output of Outcome 3.3 will be centred on Climate Innovation, which has not been a focus of climate change activity in the Cook Islands. One of the objectives of the Climate Change Policy, however, is to foster innovation in a climate context.²⁷ The ENAP will initiate activity in this area by assessing the requirements to stimulate private sector participation in climate innovation for adaptation.

Outcome 3.4: Outputs and Activities

3.4.1: Project and programme concept notes

3.4.2: Financing strategies for specific adaptation priorities

Challenges and Gaps

Developing climate change funding proposals is always challenging for small Pacific Islands countries. Increasing the private sector participation in those proposals is also difficult given the small scale and limited resources most Pacific Islands businesses have to manage. As mentioned above, there is a lack of data on climate change impacts specifically on the private sector. Similarly there is a lack of data on the vulnerability of privately owned assets.

No assessment has been made of how the Cook Islands will finance its long term climate ambitions. What sources are available and what is required to access them needs to be delineated as part of supporting the country programme.

Programme Development

Utilizing the information from the PSVA, potential adaptation responses to increase private sector resilience will be evaluated and costed. As well, based on the assessments in Outcomes 3.2, 3.3 and 3.4, the NAAR will identify new climate change activities to develop into concept notes to be included in the Country Programme. The activities will be progressed to the Concept Idea stage as part of the ENAP.

Climate Finance Options

As part of designing appropriate adaptation responses for the private sector, fit-for-purpose climate financing options also need to be designed that have the flexibility to suit the broad range of private sector activities.

²⁷ Cook Islands Government, 2018a, pg 14.

Access to insurance and the cost of that insurance will be an important part of those options and this activity will support regional initiatives which are underway to establish a climate change insurance facility.

As well as determining the cost to implement any proposed strategies identified above, the Government's ability to support the Cook Islands Country Programme and the various climate financing options available will be assessed. The co-financing ability of the private sector in the Cook Islands will also be studied.

Outcome 3.1: Outputs and Activities

3.1.1: National Adaptation Assessment Report produced

3.1.2: A M&E framework for adaptation activities within the Country Programme developed

Challenges and Gaps

The main challenge of a multi-sectoral approach, where climate change activities are initiated at the sectoral level, is to ensure coordination. This is important to avoid duplication but also to make sure that we do not fail to address any climate change issues.

Documents such as the Climate Change Policy and the Country Programme give direction and enable linkages between sectoral agencies, which facilitates coordination. The activities under Outcome 3.1 will utilise the results of Outcomes 3.2, 3.3 and 3.4 to ensure that adaptation planning is strengthened and effective. Figure Two below illustrates how the information gathered in Outcomes 3.2 and 3.3 will influence the planning recommendations under Outcome 3.4 and 3.1.

Ensuring that our adaptation response is inclusive in its formulation and relevant to all parts of society in its implementation is an ongoing challenge. Our adaptation response also needs to be culturally appropriate and equitable in the outcomes of activities.

National Adaptation Assessment Report

A National Adaptation Assessment Report (NAAR) will be drafted which will include an evaluation of the enabling environment and the present multi-sectoral approach to climate change adaptation. From the evaluation, recommendations will be made to improve the enabling environment and planning framework for adaptation activities. The evaluations will include analysis of the differentiated climate change impact by gender, and social groups. It will also recognise that what is culturally appropriate may vary by island.

The focus of the NAAR is on maintaining the relevancy and effectiveness of the Cook Islands adaptation response to climate change impacts. The activities will include:

- ❖ Assessing the present enabling environment at a national and island level and identifying any changes required to support adaptation activities.
- ❖ Assessing how coordinated and effective the present multi-sectoral response has been to climate change impacts.
- ❖ Evaluating how planned activities will build or enhance the adaptive response.
- ❖ Analysing the technological and logistical requirements to enhance the Cook Islands Adaptation activities and their cost.
- ❖ Assessing the Cook Islands Government's ability to support the programme and the climate financing options available.

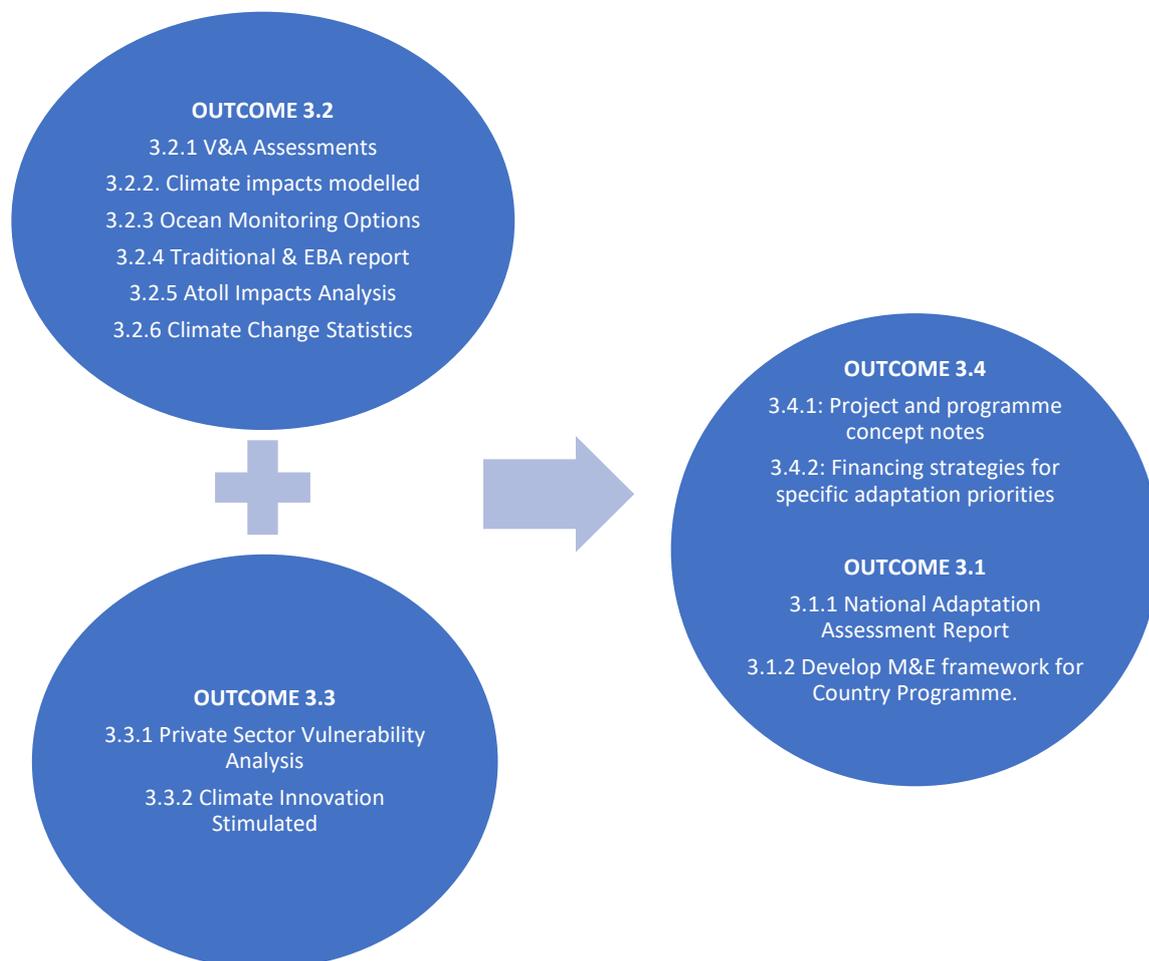
The Country Programme and the Climate Change Policy are the two main guiding documents of the adaptation response. Once enacted, the Climate Change Response Bill will become the third pillar. Adaptation targets to support the development of the Bill will be identified and put forward to the NDA for inclusion in the Bill.

Monitoring and Evaluation Framework

The second output for this outcome will be the designing of a Monitoring and Evaluation framework for the adaptation activities in the Country Programme. The activities for the M&E framework will include:

- ❖ reviewing the goals and objectives of the Cook Islands Country Programme and the Cook Islands Climate Change Policy.
- ❖ developing a results framework that includes indicators and measures,
- ❖ developing a monitoring plan and evaluation timetable that includes an outline of reporting responsibilities.

This can be further developed at a later stage to include monitoring of mitigation activities.

Figure Three: Linkage of Deliverables**Inputs****Institutional**

The support from the NDA and the DP are the necessary first stage of the ENAP. As the project is implemented, the participation of the Island Governments and line ministries will also be important.

Knowledge and information

- ❖ The Climate Change Policy and the Country Programme are the two main documents in ensuring coordination and alignment of planned climate change activities. The requirements of the draft Climate Change Bill will influence activity 3.1.1.
- ❖ The willingness of individuals and groups within the island communities to share traditional knowledge will be essential to output 3.2.4.
- ❖ Cook Islands specific climate science such as the previous V&A assessments will set the scene for activity implementation.
- ❖ Having the relevant technological expertise, such as for the digital modelling, will be a significant input.

Financial

Along with GCF funding support, co-financing from the Cook Islands Government (CIG) and support from the private sector will be necessary.

Social

As mentioned above, community buy-in will be a necessary input along with engagement from the private sector.

Technical

Utilising the appropriate survey methodologies will be important.

Barriers

Social

Restricted access to island communities, consultation fatigue for small communities.

Financial

Financial restrictions from Covid-19 impact for Government and private sector.

Institutional

Lack of available sectoral data on climate change impacts.

Technical

Accessing relevant technology.

The social and financial barriers are also potential risks and have been discussed in Section 6.3 below, with options proposed to address the barriers.

From an institutional perspective, some agencies in the Cook Islands may not have good sectoral data on climate change impacts available. A strategy to address this is to utilise regional databases which have national climate change data.

Accessing relevant technology has been identified as another potential barrier to ENAP implementation. The onus for providing the appropriate technology to implement an activity will be with the appointed consultants. As the planning for the activities described above has developed however, contacts for accessing the required technology are also being noted.

Assumptions and Risks

Assumptions

- ❖ Community Buy-in.
- ❖ Procurement completed on time.
- ❖ Technical capacity available to support technology deployment.
- ❖ Government financial support available as required.
- ❖ Data available to facilitate evaluations.
- ❖ Private sector will engage in assessments.

Risks

- ❖ Consultation fatigue in small communities
- ❖ Delays in implementation lead to project development stalling
- ❖ Limited trained human resources delay implementation
- ❖ Government financial limitations affect line agencies support for project.
- ❖ Data limitations hinder evaluations and assessments.

At this stage, there are no visible factors to indicate that the assumptions described above will not eventuate. Recognising the risk that they won't however, they have been included as a risk in our Risks and Mitigation Measures table in Section 6.3

Beneficiaries

The broad-based approach taken by this programme will ensure that the whole population of the Cook Islands will benefit from this project; women and men, the youth, the elderly, the more vulnerable and those living in remote locations. The most recent Census in 2016 records the resident population as 14,802. By beginning to address slow-onset climate impacts, there will also be an inter-generational benefit for the Cook Islanders not yet born who will grow up in a more resilient community, where adaptation responses have been measured over a longer time frame. Adaptation activities in the Cook Islands also benefits the Cook Islands diaspora of over 80,000 people, who maintain their connection and support to their families and friends still resident in the Cook Islands.

The activities to be conducted are timely as they will feed into reviews of several major planning documents that influence climate change adaptation. The National Sustainable Development Plan 2016-20 (NSDP), Joint National Action Plan-2 2016-20 (JNAP-2), and the National Infrastructure Investment Plan 2015-2025 (NIIP), are all being assessed, and the proposal outputs will link to those evaluations.

As well as the Government agencies involved in development planning, the outputs will also support work being planned by agencies such as Infrastructure Cook Islands and the Ministry of Marine Resources. Local Government agencies such as the individual Island Governments will also become more informed about their specific vulnerabilities to climate change.

The Private Sector is crucial to implementing the Cook Islands adaptation response and the activities of Outcome 3.3 will increase private sector participation. The activities will also contribute to developing concept notes and projects which will be private sector focused.

Gender-Responsive Approach

The Cook Islands is committed to working in an inclusive and integrated manner to ensure equity in the planning, participation and outcomes of climate change activities. A gender-responsive approach is one aspect of this and will be reflected in the inclusion of women equally in the consultations, design and planning and implementation of the activities.

Assessing vulnerability by gender, to identify any differences and any barriers to participation, will be a significant part of the V&A assessments. As well, the major output of the ENAP will be the NAAR which will include an assessment of the differentiated climate change impact by gender, and social groups.

The planned adaptation response through the development of projects will include efforts to reduce identified gender differences in climate change and will incorporate the mainstreaming of gender in the Cook Islands adaptation response.

5. BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT PLAN

5.1 Budget plan

Please complete the Budget Plan in Excel using the template available in the [Library](#) page of the GCF website.

5.2 Procurement plan

Please complete the Procurement Plan in Excel using the template available in the [Library](#) page of the GCF website. For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in section 2, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below and provide a full procurement plan for the entire duration of the implementation period if available at this stage.

5.3 Implementation Plan

Please complete the Implementation Plan in Excel using the template available in the [Library](#) page of the GCF website.

5.4 Disbursement schedule

Please specify the proposed schedule for requesting disbursements from the GCF. For periodicity, specify whether it's quarterly, bi-annually or annually only.

Readiness Proposal that requires a bilateral Grant Agreement

- ❖ The first disbursement amounting USD 1,199,932 (40%) will be transferred upon approval of the readiness request and effectiveness of the Grant Agreement;
- ❖ The second disbursement amounting USD 1,499,915 (50%) will be transferred upon submission of an interim progress report [and audited financial report] , in form and substance acceptable to the Fund, [including an audited expenditure statement]; and
- ❖ The third disbursement amounting USD 299,983 (10%) will be made upon submission of a completion report and financial report, in form and substance acceptable to the Fund, including an audited expenditure statement.

6. IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

6.1 Implementation arrangements

Ministry of Finance and Economic Management

The MFEM will be responsible for the implementation of the readiness support and will carry out all fiduciary and financial management, procurement of goods and services, monitoring and reporting activities under this proposal in compliance with MFEM policies and procedures and with the Bilateral Grant Agreement to be signed with GCF or its fiduciary agent. The NDA will support MFEM as the Delivery Partner with the implementation of activities. Led by a Project Administrator supported by a Finance Officer, their respective roles clarify the fiduciary management aspects of the ENAP and ensures linkage to other current GCF Readiness activities, new GCF Readiness activities, and other related GCF proposal developments.

Climate Change Technical Working Group

A Climate Change Technical Working Group (CCTWG) established under previous Readiness Programme Grants will serve as the ENAP informal advisory group. The CCTWG comprises currently representatives from the DCD of MFEM, Climate Change Cook Islands (CCCI), Bank of the Cook Islands, and the Chamber of Commerce, all of whom will have an interest in ENAP.

National Designated Authority

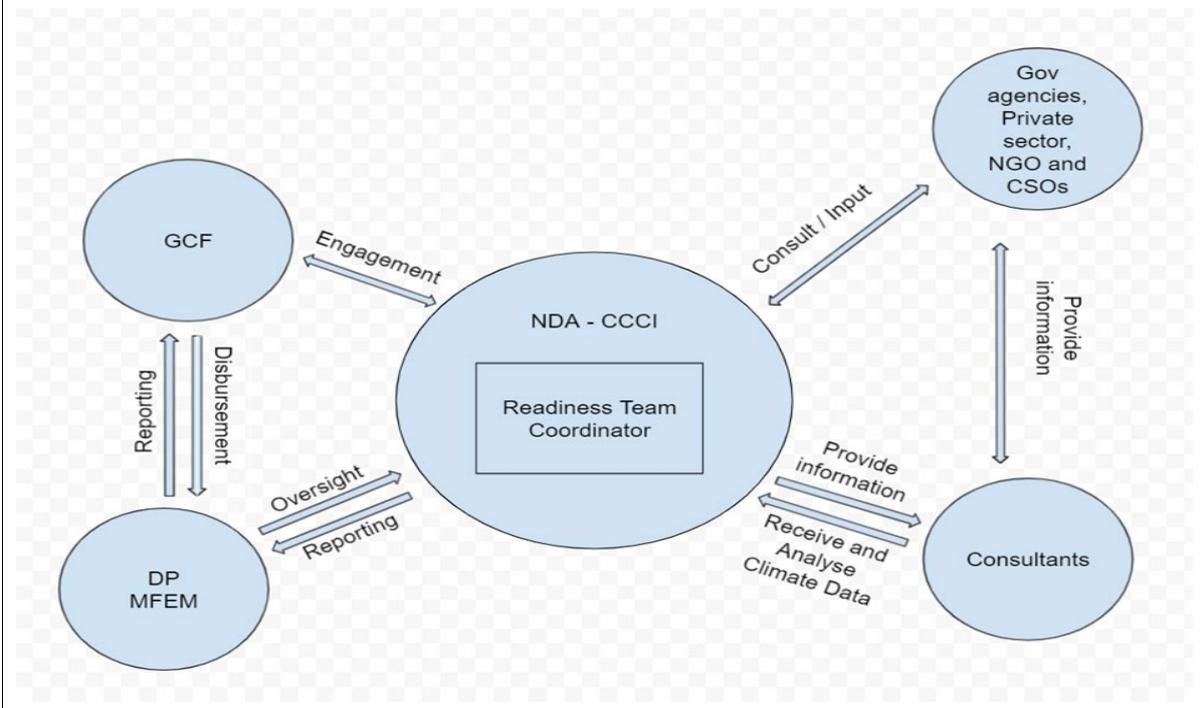
The NDA is situated within the Climate Change Cook Islands Office. A Project Manager based at the NDA will coordinate implementation of activities for the Readiness grant and prepare quarterly progress project reports to the DCD of MFEM.

A number of short-term consultants will assist in the delivery of the outcomes of the project. All procurement and recruitment of contractors will be in accordance with MFEM's policies and procedures. The roles and responsibilities of project staff and consultants are further elaborated in 6.2.

Programme Management

The ENAP programme management will be coordinated by the Project Administrator, the ENAP Finance Officer, the ENAP Project Manager, and with advice from the wider CCTWG. Implementation aspects of the project activities including fiduciary management will be the responsibility of the DCD of MFEM. Figure One below illustrates the implementation arrangements.

Figure One: ENAP Implementation Arrangements



6.2 Implementation and execution roles and responsibilities

All positions will align with MFEM's Gender Policy, and Environment and Social Safeguards. Due attention will be given to gender equity and environment and social consciousness. Complete confidentiality in line with the Public Service Commission Policy will be adhered to during recruitment. Table Six summarizes the various positions that the ENAP intends to recruit. The consultancies are individual positions. The recruitment process for these positions will be managed by the DCD of MFEM. Recruitment will be in accordance with MFEM procurement policy. Full descriptions of the positions can be found as Annex Two.

Table Six: ENAP Positions

Position Title	Position Description	Individual/Firm
Project Administrator	The Project Administrator (PA) will be responsible for fiduciary management and lead the compilation of reporting requirements of the ENAP, and will be supported directly by the Financial Officer to carry out the day-to-day financial management and administration for the project.	Individual
Finance Officer (FO)	Under the supervision of the Project Administrator, the FO will be responsible for executing financial and accounting operations for the ENAP project in accordance with the project grant agreement and the project document. The FO will be located at DCD within MFEM.	Individual
Project Manager:	A Project Manager based in the NDA will manage and coordinate implementation of activities and provide quarterly progress reports to the PA. They will largely be responsible for supporting the work of the short-term consultants.	Individual
National Climate Change Statistician Consultant (climate resilience):	The post holder will analyze data and present written reports on climate change resilience. A range of statistical packages will be used to analyze and interpret datasets. The Statistician will produce an annual adaptation bulletin and circulate widely.	Individual
Local Lead Consultant Vulnerability and Adaptation Assessments (Output 3.2.1)	The Consultant will lead in the development of the V&A assessments for 12 inhabited Islands. S/he will supervise the work of two consultants and will provide training on V&A methodology. This team will also conduct the Atoll Impacts Analysis under Output 3.2.4	Firm
V&A Support Consultants x 2 (Output 3.2.1)	Two V&A support consultants will be recruited to assist the Lead Consultant in conducting the field visits, preparing V&A reports, identifying and prioritizing Adaptation options to address the impacts of climate change.	Firm
Island Facilitator (Output 3.2.1)	The Island Facilitator will support the work of the V&A fieldwork on the 11 <i>Pa Enua</i> islands. S/he will provide culturally appropriate liaison between island communities and the V&A team.	Individual

Position Title	Position Description	Individual/Firm
Lidar Analysis consultant (3.2.2 a-b)	The consultant will analyse and interpret data from the digital modelling surveys to facilitate incorporation of results into the various reports of the ENAP.	Individual
Ocean Monitoring Consultant to define options for developing a national ocean monitoring programme (Output 3.2.2)	The purpose of this consultancy is to assess and determine requirements for a national ocean monitoring programme. The consultancy will review and assess various methodologies in order to recommend a fit-for-purpose national ocean monitoring programme.	Individual
Consultant for Traditional Approaches to Climate Change and Ecosystem Based Adaptation Consultant (Output 3.2.3)	The consultancy will entail documenting existing adaptation practices which use traditional and local knowledge, along with how EBA is being utilized in adaptation activities. Recommendations will be made as to how their use can be increased.	Individual
Private Sector Vulnerability Analysis Consultant (3.3.1)	The overall objective of this analysis is to carry out an assessment of how climate change affects the economic resilience of the private sector. Part of the analysis will be at a sectoral level. Another activity will involve assessing the vulnerability of the privately owned infrastructure sector in the Cook Islands in order to identify potential adaptation strategies. As part of this analysis, the cost to implement these strategies and climate finance options to make the private sector more resilient will be determined.	Individual
Private sector climate innovation Consultant for climate change adaptation (Output 3.3.2)	The aim of this assignment is to stimulate private sector involvement in finding innovative ways to adapt to climate change.	Individual
National Adaptation Assessment Consultant (Output 3.1.1)	This consultancy will assess the present approach to Adaptation in the Cook islands and make recommendations to improve coordination and effectiveness of efforts. Adaptation targets will also be identified to be included in the Cook Islands Climate Change Response Bill. Based on the reports from Outcomes 3.2 and 3.3, projects will be identified to develop into GCF Concept Notes.	Individual
Country Programme Monitoring and Evaluation Framework Consultant (Output 3.1.2)	The purpose of this assignment is to develop a framework to monitor and evaluate identified adaptation activities under the Cook Islands Climate Change Country Programme.	Individual
Terminal Evaluation Consultant	An independent consultant will be recruited to conduct the Terminal evaluation.	Individual

6.3 Risks and mitigation measures

Risk category	Specific risk(s) / Risk(s) description	Probability of occurrence (low, medium, high)	Impact level (low, medium, high)	Mitigation action(s)	Entity(ies) responsible to manage the risk(s)
Capacity	Lack of relevant technical experts nationally to fill positions	Medium	Medium	Advertise widely through media (locally and overseas) and social media platforms to ensure a wider reach and to increase probabilities of Cook Islanders to apply.	Climate Change Cook Islands and DCD of MFEM
Capacity	Limited national capacity to implement the project.	Medium	Medium	Develop capacity of national experts and training of trainers to support sustained impacts.	Climate Change Cook Islands and DCD of MFEM
Lack of effective stakeholders engagement	Communities lose interest in the project due to failure to report back and engage constructively.	Medium	High	Provide outcomes of consultations to the communities and reports resulting from the discussions. Consult on the topic matter and provide information in the local vernacular Undertake good planning for consultations.	Climate Change Cook Islands
Logistical	Logistical challenges to get to the remote outer islands	Medium	High	Charter a plane, alternatively charter a boat.	Climate Change Cook Islands
Logistical	Bad weather delays implementation	Low	Medium	Build flexibility into timetable	Climate Change Cook Islands
Logistical	Covid-19 impacts on implementation (recruitment, access to communities)	Medium	High	Plan for early recruitment	Climate Change Cook Islands

Risk category	Specific risk(s) / Risk(s) description	Probability of occurrence (low, medium, high)	Impact level (low, medium, high)	Mitigation action(s)	Entity(ies) responsible to manage the risk(s)
Financial	Government financial resources constrained	Medium	High	Plan with agencies for support to be included in appropriation	DCD of MFEM
	Delays in the procurement process	Medium	Medium	Procurement plan established at the beginning of project.	
	Money laundering, terrorist financing, or prohibited practices	Low	High	All activities will be in compliance with MFEM's Policy on Anti Money Laundering and Counter Terrorism Financing 2018	
ESS/Gender	Implementation of project is inequitable	Low	Medium	ESS and Gender considerations included in project activities design and in Terms of References of Consultants The project will disaggregate data on support provided to women and men in accordance with the MFEM Gender Policy	Climate Change Cook Islands DCD of MFEM
Political	Conflicts of interest and political influence affects implementation	Low	High	Consultants are to sign a COI declaration. Early engagement with politicians	Climate Change Cook Islands and DCD of MFEM

An evaluation of the project risks was undertaken by the NDA prior to assessing the risk level (probability of occurrence) and detailing the mitigation actions.

At a national level, a risk assessment of Aid Development funding managed through the DCD of MFEM, was conducted by the Cook Islands Financial Intelligence Unit in 2017. The assessment focussed on the threats, vulnerabilities and risks of money laundering and terrorism financing and the risk was assessed as low.

6.4 Monitoring

MONITORING AND EVALUATION

After the approval of the Grant, a notification letter will be sent by the GCF to NDA with copy to the DP. The date of such notification by the GCF will be treated as the start date for project implementation. From that date, the end date of implementation will be calculated considering the total duration of the project as presented in the approved proposal

The ENAP Monitoring and Evaluation Plan has three aspects: compiling a Results Framework, implementing the Reporting requirements, and conducting a Terminal Evaluation. The plan is based on the Implementation Arrangements described above.

The overall monitoring of the ENAP will be carried out by two personnel to be employed as part of the project management team: the ENAP Project Manager and the ENAP Project Administrator. The Project Manager will be based at the office of the NDA while the Project Administrator will be located at the DCD of MFEM.

Results Framework

The framework will be based on the Theory of Change and the overall goal identified to *increase the resilience of the Cook Islands to the impacts of climate change, by addressing knowledge gaps, increasing the engagement with the private sector, strengthening planning and broadening the implementation of a co-ordinated multi-sector response to reduce vulnerability, support existing adaptation and begin planning for slow-onset impacts*. The outputs that support achieving the goal have identified deliverables, and indicators will be established for measuring progress to achieving the deliverables.

One of the first tasks for the ENAP Project Administrator and the Project Manager will be to lead the completion of the Results Framework based on the ENAP deliverables, along with indicators for measuring progress during implementation and the allocation of monitoring and evaluation responsibilities. The terminal evaluation will be conducted by an independent consultant.

Reporting

The consultants selected for the various outputs will have included in their TOR that they must provide progress reports, utilising the Te Tarai Vaka progress report format. The number and frequency of the reports will depend on the time allocated for the activity. The progress report will include the ongoing monitoring of aspects such as:

- ❖ the activity status – how the implementation is progressing, are they achieving milestones, any issues that may hinder implementation, updating project expenditure,
- ❖ the ongoing management of identified risks,
- ❖ any potential changes to the timetable for implementing the activity and,
- ❖ any learnings emerging.

Key milestones will be agreed with the consultants as part of the contract, to maintain implementation on schedule.

It will be the responsibility of the Project Administrator to coordinate and monitor the implementation of the activities to achieve the stated results or deliverables. The consultant's quarterly reports will be compiled by the Project Administrator and be the basis for completing the reports to GCF according to the agreed schedule.

The CCTWG, which consists of representatives from the DP and the NDA will meet quarterly and:

- ❖ consider the quarterly report from the Project Administrator,
- ❖ assess any learnings for application to project implementation or for evaluation post-completion, and
- ❖ facilitate coordination between agencies as required.

The Management Team will use the progress reports to assess progress to achieving the deliverables and to consider whether any changes need to be made to the ENAP implementation plan.

Terminal Evaluation

A Consultant will be recruited to coordinate the terminal evaluation. It will include:

- ❖ the completing of the final Audit,

- ❖ an assessment of the deliverables completed and dissemination of the ENAP Outcomes,
- ❖ consulting with stakeholders on the results achieved,
- ❖ distribution of any publications from the ENAP.

Project Financial Management

A financial management system will be maintained by the DP, with separate accounts and records for the ENAP. Financial statements will be prepared in accordance with consistently applied international accounting standards, audited by the Cook Islands Audit Office or through an external Audit firm, and furnished to the GCF Secretariat in accordance with the reporting requirements agreed in the Grant Agreement.

Monitoring of the budgets for each output will be conducted by the ENAP Project Administrator and the Finance Officer. A Completion Audit will be conducted by the Cook Islands Audit Office or through an external Audit firm and supported by the Finance Officer.

Table Seven is an initial table of monitoring responsibilities which will be further developed by the ENAP Project Administrator as part of establishing the Results Framework.

Table Seven: Monitoring Responsibilities

Item	Monitoring Activity	Monitoring Responsibility
Individual Outputs and Activities	Activity status, Risk management, timetables, Quarterly reporting.	Appointed Consultants
ENAP Outcomes	Milestones, progress towards deliverables, co-ordination of outputs, GCF progress reports.	Project Manager and Project Administrator
ENAP Financial Management	Financial management – budgets and expenditure, accounting systems.	Project Administrator and Finance Officer.
ENAP Risk Management	Reviewing and evaluating ENAP Project risks throughout implementation.	Project Manager, Project Administrator

6.5 Other Relevant Information

Whistle Blower Policy

The Ministry of Finance and Economic Management considers fraud and corruption as detrimental to the realization of the vision and objectives of the ministry. As such the MFEM has adopted an Antifraud and Anticorruption Policy.

MFEMS whistleblowing procedure directly involves the Cook Islands Audit Office (CIAO) and the Public Expenditure Review Committee (PERC). Any individual who becomes aware of any reprehensible practices related to fraud, corruption, wrongdoing, collusion or any similar act listed in the MFEM antifraud and Anti-corruption, Anti money laundering and counter terrorism financing policy, shall report all confidentially to the CIAO.

NDA/Focal Point and Accredited Entity

The Accredited Entity of this programme is the Ministry of Finance and Economic Management (MFEM). They were also selected as the Delivery Partner because:

1. They are the only eligible entity in the Cook Islands that has successfully undertaken the Financial Management Capacity Assessment (FMCA).
2. As an AE to the GCF, it demonstrates that not only have they gone through the FMCA, they have gone through higher assessments to gain accreditation to the GCF and have the capacity and capability to manage this Readiness proposal.

3. They have successfully managed all four previous Readiness support proposals the Cook Islands have implemented.

The NDA has a very good working relationship with the MFEM and are in constant contact with them on a regular basis on national GCF matters. Therefore, the NDA (Climate Change Cook Islands Office) have confidence in the selection of the MFEM as the Delivery Partner.

Sustainability of Proposed Activities

The proposal has been drafted with sustainability of proposed activities in mind throughout the programme as well as once the programme comes to an end. To ensure that the deliverables from the activities are sustained, Output 3.1 compiles all the data derived from the activities in Outcomes 3.2 and 3.3 into a National Adaptation Assessment Report (NAAR) for the Climate Change Cook Islands office to operationalize. The focus of the NAAR is on maintaining the relevancy and effectiveness of the Cook Islands adaptation response to climate change impacts. The activities will include:

- ❖ Assessing the present enabling environment at a national and island level and identifying any changes required to support adaptation activities.
- ❖ Assessing how coordinated and effective the present multi-sectoral response has been to climate change impacts.
- ❖ Evaluating how planned activities will build or enhance the adaptive response.
- ❖ Analysing the technological and logistical requirements to enhance the Cook Islands Adaptation activities and their cost,
- ❖ Assessing the Cook Islands Government's ability to support the programme and the climate financing options available.

Based on the assessments in Outcomes 3.2 and 3.3, the NAAR will identify new climate change activities to develop into concept notes to be included in the Country Programme document. The activities will be progressed to the Concept Idea stage as part of the ENAP.

The Country Programme and the Climate Change Policy are the two main guiding documents of the adaptation response. Once enacted, the Climate Change Response Bill will become the third pillar. Adaptation targets to support the development of the Bill will be identified under this programme and put forward for inclusion in the Bill.

The Private Sector Vulnerability Analysis from Outcome 3.3 will be used to guide the private sector in developing a draft concept note for the GCF. This report will form the basis of supporting data for the private sector concept note and therefore will ensure the work for Outcome 3.3 is continued and that there is progression after this ENAP is complete.

The NAAR will also highlight the connecting of short term adaptation activities to longer term planning options and the inclusion of activities into the country programme to begin addressing the long-term climate impacts.

Lessons Learned and Best Practice

Documenting lessons learned and best practices is a vital part of any programme. As part of MFEM's accreditation process, all lessons learned were captured in a lessons learned register. This document was valuable as it was shared with another Cook Islands Entity interested in becoming accredited to the GCF.

Given the importance of documenting lessons learned, through this ENAP readiness programme, MFEM and the NDA will be implementing the same system of setting up a lessons learned and best practices register to capture all learnings from this programme. The lessons learned and best practices will be beneficial to the Cook Islands as it will assist with future Readiness Proposals.

Capacity Building and Skills Transfer

Capacity Building has been embedded throughout the entire programme. This has been achieved by ensuring that a Cook Islands national is employed for the full duration of the programme under the NDA as the Project Manager and will be working in parallel with each respective consultant to deliver on the various outputs and activities. The Project Manager will learn from the Activity Consultants throughout the programme as part of the skills transfer process and knowledge transfer to the NDA.

This is a model that has been used for previous Readiness programmes which has been successful in building capacity within the NDA and MFEM. Lessons learned through the implementation of past projects illustrate that utilizing only international consultants without building local capacity, can hinder continuation once the

international consultant departs. Employing Cook Islands nationals as part of the NDA to work beside the consultants not only builds capacity, but also contributes to project sustainability.

Parallel Finance

The Cook Islands Government (CIG) recognizes the importance of gathering detailed topographical and bathymetrical survey data of each of the islands within the country. This enables analysis of the impacts of climate change on infrastructure and the environment and identification of climate risk areas.

Given the importance, the CIG has appropriated NZD500,000 towards conducting digital modelling surveys for the main island of Rarotonga. This ENAP proposal seeks funding to continue this work for the remaining 11 outer islands.

Co-Finance

In addition to the above, the CIG is also providing co-financing through MFEM and NDA staff time of existing employees to assist with the implementation of the ENAP. Table Eight below summarises the time and the estimated amount to be contributed throughout the duration of this ENAP.

Table Eight: NDA and DP Contribution of Staff Time and Cost

ACTIVITY	UNIT COST	DURATION	AMOUNT
MFEM STAFF TIME	\$5,000	9 months	\$45,000
NDA STAFF TIME	\$5,000	9 months	\$45,000

ANNEX ONE: CLIMATE CHANGE TECHNICAL WORKING GROUP TERMS OF REFERENCE

Background

An informal working group to coordinate the implementation of the Green Climate Fund Readiness Four project, has been meeting fortnightly. The various groups involved in the implementation of the Readiness project provide progress reports, share information on other climate change projects, and discuss workflows. It is proposed that this informal working group become known as the Climate Change Technical Working Group (CCTWG).

Purpose of CCTWG

The role of the CCTWG will become more formalised with its primary scope of work covering Readiness Funding Streams of the Green Climate Fund (GCF). While recognising that the group does not affect the decision-making function of the various individual entities, the purpose of the group is to ensure agency co-operation in the facilitation of climate change projects. The CCTWG will be the forum for the sharing of information and coordination of all climate change related projects that involve the participation of the DCD of MFEM and the NDA. The CCTWG is advisory only and has no decision-making authority.

Functions and Responsibilities

The CCTWG will be the mechanism to discuss any policy/technical matters related to the design and implementation of climate change projects within the Cook Islands, in particular under the Readiness Funding Stream. More specifically, it will:

- share information on concept and project development
- provide advice on Readiness activities and project implementation.
- monitor project reporting requirements
- discuss climate finance issues
- increase awareness of climate change funding opportunities.

Figure Two below illustrates the structure of the CCTWG.

Constituents

The core members of the CCTWG will be the Director of the DCD of MFEM, the DCD Development Programme Manager and the Director of the CCCI office. Other individuals can be co-opted on to the group as required. They may be other DCD of MFEM and CCCI staff, represent executing entities, or consultants assisting with project implementation. The core members of the group will nominate a Chairperson to chair the meetings.

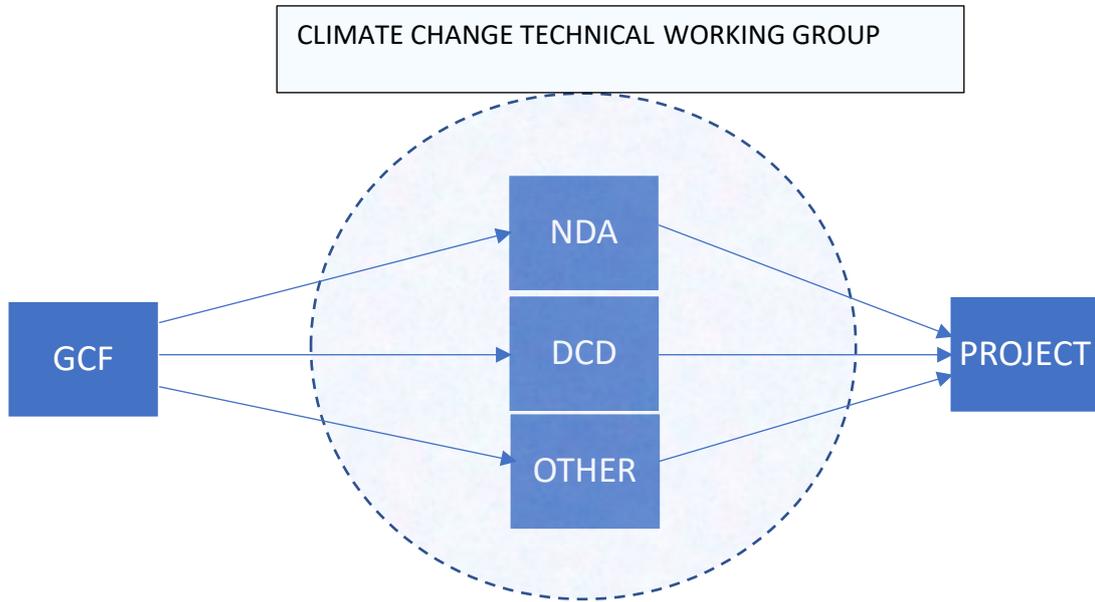
Members are expected to have a high level of personal and professional integrity, work together and bring a broad perspective to issues. Members should declare any conflicts of interest as they arise. They will not be paid consultancy or sitting fees.

Meetings

The Secretariat for the CCTWG will be provided by the DCD of MFEM. The Secretariat will be responsible for the preparation and circulation of relevant papers including agendas and minutes.

The CCTWG will meet fortnightly as schedules permit, but can meet more or less frequently if required. Location can be determined by the Secretariat.

Figure Two: Structural Diagram



ANNEX TWO: FULL DESCRIPTIONS OF POSITIONS

Project Administrator

The Project Administrator will be responsible for management of the overall project and will be supported directly by the Financial Officer to carry out the day-to-day financial management and administration for the project. MFEM will also provide in-kind support to the Unit. S/he will be under the direct supervision of the Director of DCD within MFEM.

In addition, the Project Administrator will be responsible for the regular monitoring of project results and risks. S/he will ensure a high level of transparency, responsibility and accountability in M & E and reporting of the project results.

Responsibilities:

- ❖ Work with the Readiness Coordinator and CCTWG to ensure timely reporting to GCF
- ❖ Manage financial resources in consultation with the Director of DCD, and human resources with both the Director, CCCI and Director DCD.
- ❖ Lead the preparation and implementation of the annual results workplan and budget and logical framework alongside the Project Manager
- ❖ Manage and monitor the project risks as identified in the project proposal and submit new risks to the DCD Director and project team for consideration. S/he will also document and update the status of these risks.
- ❖ Monitor project activities, budget, and prepare quarterly reports to submit to the Director of DCD for onward submission to the GCF Secretariat.
- ❖ Work with the Project Manager to prepare ToRs and Job descriptions for project consultants
- ❖ Work closely with the Project Manager and Climate Change Cook Islands to procure contract services in alignment with MFEM's policy and procedures
- ❖ Provide oversight to the work of project staff to ensure that project results are met within the approved timeframe.
- ❖ Support the Project Manager manage and organize the distribution of responsibilities among project team members and staff.
- ❖ Ensure the mid-term and terminal evaluation process is undertaken as per MFEM guidance, and submit the final reports to the Director of DCD for onward transmission to the GCF Secretariat.
- ❖ With the Project Manager, assist manage relationships with project stakeholders, GCF Secretariat, NGOs, Government agencies, Private Sector, communities, Research Organizations, media and others as needed.

Skills required:

- ❖ Proven administration, or management, and leadership experience
- ❖ Demonstrated track record in administration, or management, monitoring and reporting of similar projects in the Cook Islands
- ❖ Minimum of 15 years work experience
- ❖ Experience in guiding, mentoring, and supervising multi-disciplinary teams
- ❖ Sound knowledge of Adaptation policies and legal frameworks in the Pacific Islands Context.
- ❖ Masters degree in any of the following Public Management, climate change, natural resources management, development studies, Geography, Environmental Management or closely relevant subjects.

Finance Officer (FO)

Under the supervision of the Project Administrator, the FO will be responsible for executing financial and accounting operations for the ENAP project in accordance with the project grant agreement and the project document. The FO will be based within the PEU located at DCD within MFEM.

Responsibilities:

- ❖ In consultation with the Project Administrator and Project Manager, prepare annual and quarterly budget reports.

- ❖ Regularly monitor the financial implementation of the project within the approved budget and within MFEMs policy and procedures.
- ❖ Prepare financial reports and analysis on financial matters of the project. In addition, make recommendations on financial matters for the project.
- ❖ Arrange annual project audits of and implement internal control measures recommended by the auditor.
- ❖ Maintain accounting records of the project
- ❖ Carry out an annual inventory on fixed assets of the project
- ❖ Ensure smooth implementation of project accounting activities including bank reconciliations, invoicing, monitoring expenditure levels against the approved budget and obligations, financial projections and submission of reports and any other financial practices.
- ❖ Process payment for project activities.

Skills required:

- ❖ At least seven years of financial management and accounting implementation within a programme or project.
- ❖ Knowledge and experience in applying financial procedures within the Cook Islands
- ❖ Good writing and communication skills.
- ❖ Ability to work under pressure
- ❖ Good with MS Office applications and financial software
- ❖ Possess a degree in accounting or financial management

Project Manager

A Project Manager will be based in the Climate Change Cook Islands office. S/he will provide technical advice to the project and will provide quarterly progress project reports to MFEM. S/he will largely be responsible for supporting the work of the short-term consultants. The Project Manager, in close collaboration with the DP and CCCI will secure consultancy services to carry out the ENAP activities. The Manager will report directly to the Director of CCCI. The position is for the entire duration of the ENAP project.

Specifically, the Manager will:

- ❖ Work with the Readiness Coordinator and CCTWG to ensure reporting timelines are met.
- ❖ Provide technical advice to the project.
- ❖ Alongside the Project Administrator lead the preparation and implementation of the annual results workplan and budget and logical framework
- ❖ Support the preparation of quarterly and annual reports to submit to the Director of DCD for onward submission to the GCF Secretariat.
- ❖ Work with the Project Administrator to prepare ToRs for project consultants.
- ❖ Support the Project Administrator manage and organize the distribution of responsibilities among project team members.
- ❖ Manage relationships with project stakeholders, GCF Secretariat, NGOs, Government agencies, Private Sector, communities, Research Organizations, media and others as needed.
- ❖ Support the recruitment of contractors, goods and services, organize training activities, draft terms of references and work specifications, and oversee all contractors' work.
- ❖ Be responsible for preparing and submitting progress reports to MFEM on a quarterly basis.
- ❖ Keep good records of spending made in accordance with the approved budget.
- ❖ Capture lessons learned during project implementation.
- ❖ Contribute towards the preparation of the project annual progress and budget reports, workplans and project risk management.
- ❖ Plan the activities of the project and monitor progress against the project results framework.
- ❖ Support the work and logistical arrangements for consultants
- ❖ Monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required.

Skills required:

- ❖ Proven management leadership experience
- ❖ Demonstrated track record in administration, or management, monitoring and reporting of similar projects in the Cook Islands
- ❖ Minimum of 15 years work experience

- ❖ Experience in guiding, mentoring, and supervising multi-disciplinary teams
- ❖ Sound knowledge of Adaptation policies and legal frameworks in the Pacific Islands Context.
- ❖ Masters degree in any of the following Public Management, climate change, natural resources management, development studies, Geography, Environmental Management or closely relevant subjects.
- ❖ Sound knowledge of the position of the Cook Islands Government on Climate Change
- ❖ Excellent English drafting, presentation and facilitation skills.
- ❖ Knowledge of Cook Islands culture and language.
- ❖ Strong interpersonal skills, communication skills and ability to work in a team

National Climate Statistician (Output 3.2.6)

The post holder will analyze data and present written reports on climate change resilience. A range of statistical packages will be used to analyze and interpret datasets. The Statistician will produce an annual adaptation bulletin and circulate widely. S/he will report to the Director of Climate Change Cook Islands.

Responsibilities

- ❖ Design ways of collecting and administering climate resiliency data
- ❖ Analyze data using statistical software and techniques
- ❖ Interpret statistical analysis for policy development
- ❖ Evaluate surveys, methods, and performance to improve future surveys
- ❖ Produce an annual adaptation Bulletin
- ❖ Summarize survey data using tables, graphs, and fact sheets

Skills:

- ❖ Minimum 5 years of experience in statistical surveys
- ❖ Excellent in report writing
- ❖ Bachelor degree in statistics, economics, demography, social sciences or a related field
- ❖ Strong quantitative research and analytical skills
- ❖ Strong in data collection, and data processing procedures

Local Lead Consultant Vulnerability and Adaptation (V&A) Assessments (Output 3.2.1)

The Consultant will lead in developing V&A reports and long-term adaptation options. S/he will report to the Project Manager. S/he will lead in the development of the V&A for 12 inhabited Islands. The Consultant will work closely with Climate Change Cook Islands and DCD of MFEM staff, Statistical Officer and the Project Manager in preparing the V&A and Adaptation option reports. The Lead Consultant will supervise the work of two consultants and will provide training on V&A methodology to CCCI staff, the two consultants and any other personnel involved in climate change adaptation and resilience building work. The timeframe to carry out the work will be 30 months and includes fieldwork on 12 islands including Rarotonga.

Responsibilities:

The V&A expert main responsibilities will be:

- ❖ Lead the preparation of V&A of climate change impacts reports for all inhabited islands of the Cook Islands.
- ❖ Train personnel in V&A methodologies, including IPCC Technical Guidelines for Assessing Climate Change Impacts and Adaptation, facilitate the identification of appropriate tools and methodologies for use in the Cook Islands.
- ❖ Undertake specific analysis of climate change impacts on Atolls (including social, environmental, psychological, and cultural).
- ❖ Undertake an evaluation on the short, medium- and long-term climate change impacts and identify adaptation measures.

Specifically:

- ❖ S/he will prepare a work plan of action to undertake the work. The timetable for the work plan will include completing the Northern Group islands first in order to facilitate the Atoll Impacts Analysis.

- ❖ Undertake literature review that assesses the climate change vulnerability and adaptive capacity of the following sectors: agriculture, land, water resources, coastal zones and marine ecosystems including fisheries resources as well as other natural ecosystems, tourism, infrastructure and human health.
- ❖ Review and analyze available information on climate change impacts (sudden and gradual)
- ❖ Gather, review and analyze socio economic information
- ❖ Analyze the climate changes that have occurred for the last 50 years and project changes into the future.
- ❖ Prepare maps and spatial information for the Vulnerability and Adaptation Report Assessments for each inhabited island.
- ❖ Develop and implement a training programme to train personnel on appropriate tools and methodologies to use for V&As
- ❖ Recommend schedule for updating V&A assessments and data modelling
- ❖ Undertake community consultations in the *Pa Enua* and Rarotonga
- ❖ Ensure gender consideration are included in the V&As
- ❖ Finalize potential adaptation measures based on stakeholder input.
- ❖ Develop a mechanism for prioritization of adaptation measures.

Deliverables:

- ❖ Detailed workplan outlining activities and timelines in developing V&A
- ❖ Vulnerability and Adaptation Assessments reports
- ❖ Prioritized adaptation options finalized.
- ❖ An analysis of long-term adaptation requirements to support the viability of communities living on atolls.
- ❖ Recommendations on long-term priority adaptation strategies, policy and measures.
- ❖ Detailed training programme and agenda.

Skills:

- ❖ At least 7 years working experience in vulnerability and adaption to climate change
- ❖ Excellent skills for both verbal and writing are required
- ❖ Excellent communication skills, especially presentation skills
- ❖ Experience in capacity development is beneficial
- ❖ Excellent computer skills
- ❖ A relevant post-graduate qualification.

V&A Support Consultants x 2 (Output 3.2.1)

Two V&A support consultants will be recruited to assist the Lead Consultant in preparing V&A reports, identifying, and prioritizing Adaptation options to address the impacts of climate change

The consultants will report to the Lead V&A consultant and work closely with the CCCI staff, the Project Manager, and key stakeholders.

Responsibilities:

- ❖ Assist the preparation of V&A of climate change impacts reports for all inhabited islands of the Cook Islands.
- ❖ Assist preparations in training personnel in V&A methodologies, including IPCC Technical Guidelines for Assessing Climate Change Impacts and Adaptation, facilitate the identification of appropriate tools and methodologies for use in the Cook Islands.
- ❖ Assist the analysis of climate change impacts on Atolls (including social, environmental, psychological, and culturally).
- ❖ Assist in undertaking an evaluation on the short, medium- and long-term climate change impacts and identify adaptation measures.
- ❖ Provide feedback and information on outcomes and results of work carried out to stakeholders.

Skills:

- ❖ Excellent English and Maori verbal and written skills
- ❖ Good computer skills and strong presentation skills
- ❖ A relevant undergraduate degree
- ❖ Enthusiasm and drive

Island Facilitator (Output 3.2.1):

This position will be responsible to the Director of Climate Change Cook Islands. The Island Facilitator will support the work of the V&As field work on the 11 *Pa Enua* islands. S/he will provide culturally appropriate liaison between island communities and the V&A team. They will work closely with the lead V&A consultant and support V&A consultants.

Responsibilities:

- ❖ Provide timely and accurate support in logistical arrangements on island to support V&A field work.
- ❖ Provide cultural guidance and work in a manner that ensures sound community networks and fosters and maintains positive stakeholders relationships.
- ❖ Support feedback loop mechanisms that report on outcomes and results of consultations and findings of V&As.

Skills and qualifications:

- ❖ Must be resident on the subject island.
- ❖ Must be fluent in Cook Islands Maori and/or Pukapukan
- ❖ Demonstrated ability to engage and work effectively with indigenous people and communities.
- ❖ Strong interpersonal and communication skills.
- ❖ Ability to work independently and as a team member.
- ❖ Good organisation skills

Lidar Analysis Consultant (3.2.2 a-b)

The consultant will provide digital analysis and interpretation of high-resolution satellite imagery and LIDAR data to provide an overview of climate risk areas on the 12 inhabited islands. This work will input to the V&A report development and the Atoll study.

S/he will work closely with the Projector Coordinator, V&A consultants, Statistical Officer, Infrastructure Cook Islands and Climate Change Cook Islands staff. The Consultant will report to the Project Manager.

The main deliverable will be a report explaining:

Status and trend of vulnerable and high-risk areas and important physical features, information on biophysical and priority areas requiring climate change adaptation.

The consultancy will be for a period of 3 months and cover 12 Islands.

Tasks:

- ❖ The consultant will use data collected from the LIDAR assessments and from other secondary source data to make assessments.
- ❖ Develop and print 3-D scale model maps.
- ❖ Develop reports on the data analysis and interpretation for 12 islands (including Rarotonga)

Skills:

- ❖ The consultant will have qualifications in Geographic Information System (GIS) mapping
- ❖ Adept in documenting, assessing, analyzing and characterizing key LiDAR data
- ❖ A degree in Geographical Information Systems

Consultant to Define Options for Developing a National Ocean Monitoring Programme (Output 3.2.3)

The purpose of this consultancy is to assess and determine requirements for an ocean monitoring programme. The consultancy will review and assess the most suitable method of data collection (climate relevant information, cost, sustainability, and other benefits). The assessment will include analysis and storage requirements of data and information. This is a one-month consultancy. The work will liaise and link to the approved GCF project: *Enhancing Climate Information and Knowledge Services for resilience in 5 island countries of the Pacific Ocean*

Deliverable

A report that evaluates options for developing a national ocean monitoring programme that includes:

- ❖ Fully costed adaptive measures to strengthen the resilience and sustainability of the Cook Islands ocean
- ❖ Requirements for a monitoring programme,
- ❖ Agencies to be involved to access and distribute data and information.

Tasks:

- ❖ Consult with organizations (nationally, regionally and internationally) involved in coastal/ocean monitoring and related work
- ❖ Literature review of relevant documents to achieve the required deliverable.

Skills:

- ❖ Experts with advanced University degree in a field related to the coastal/marine environment, such as environmental sciences, biological and/or chemical oceanography
- ❖ Experts with at least 7 years of professional working experience, including a minimum of 5 years of proven experience in work related to coastal/marine studies and/or management

Traditional Approaches to Climate Change and Ecosystem Based Adaptation Consultant (Output 3.3.2)

The Consultant will carry out a comprehensive survey and analysis of traditional and local approaches and ecosystem-based adaptation practices being applied in the Cook Islands. The consultancy will entail surveying and documenting the present situation and evaluating the effectiveness of the application. The consultant will also make recommendations to broaden the incorporation and improve the effectiveness of using traditional knowledge and EBA in climate change adaptation in the Cook Islands.

The consultancy will be for a period of two months.

Deliverable

A report on the use and application of traditional knowledge and EBA in climate change adaptation. The report will include findings and recommendations to develop adaptation in response to a changing environment and climate. The Consultant will complete a report on their findings and make recommendations for broadening the incorporation of both aspects into future adaptation practices.

The Consultant will report to the Project Manager.

Responsibilities:

- ❖ Define survey and research methodologies to be undertaken
- ❖ Undertake literature review.
- ❖ Consult with key partners and relevant stakeholders.
- ❖ Collate regional and local data relevant for understanding local-scale climate change impacts, adaptation involving local and indigenous knowledge holders
- ❖ Conduct a stock take of how and where EBA is being applied nationally and regionally.
- ❖ Prepare a report on findings of research and recommendations on how traditional and local knowledge that can be used in adaptation responses.
- ❖ Present results to key stakeholders

Skills:

- ❖ Extensive knowledge and work in the areas of environment, climate change and conservation in the Cook Islands.
- ❖ Must be familiar with the Cook Islands context and working environments
- ❖ Has good networks throughout the Cook Islands.
- ❖ Has undertaken research in the Cook Islands.
- ❖ Has carried out similar research.
- ❖ Hold a relevant postgraduate degree.

Private Sector Vulnerability Analysis Consultant (3.3.1, 3.4.1a)

Privately owned infrastructure is a key part of the Cook Islands economy, and yet adaptation responses generally concentrate on supporting public infrastructure assets such as ports, roads, bridges and buildings.

The overall objective of this analysis is to carry out an assessment of how climate change affects the economic resilience of the private sector. This will be by assessing the vulnerability of the privately owned commercial infrastructure sector in the Cook Islands and identifying potential adaptation strategies. As part of this analysis, the cost to implement these strategies and climate financial options to make the private sector more resilient will be determined. This will be a nine months consultancy.

Deliverable:

A finalized report that assesses the impacts of climate change and associated costs on the private sector, how the private sector has prepared to and responded to the effects, and recommendations for improvements. This will include Deliverable 3.4.1a.

Responsibilities:

The consultant will conduct a sectoral analysis of private sector activity and the vulnerability to climate change impacts on those sectors. Evaluate existing and potential adaptation responses/activities to support private sector resilience. The consultant will carry out the following tasks:

- ❖ A literature review to document private sector activity
- ❖ Describe impacts of climate change by sector and within those sectors, the impacts on private-sector businesses.
- ❖ Assess how the private sector have been involved in design and implementation of adaptation responses.
- ❖ Make recommendations on improving Private Sector resilience within the different sectors.
- ❖ Describe the vulnerability and climate risks areas of present privately owned infrastructure. This work will be carried out concurrently with the V&A assessments.
- ❖ Describe impacts of climate change on this infrastructure and existing and potential adaptation responses.
- ❖ Determine the cost to implement the strategies identified in 3.3.1 and 3.3.2 and the climate financing options available, including private sector co-financing.

Skills:

- ❖ Expert level with at least 7 years' experience in climate change.
- ❖ High quality report writing skills in English
- ❖ Expert in adaptation measure to address climate change
- ❖ Experience in analysis of costing to implement adaptation measures.
- ❖ High level of experience with working with the Private Sector on adaptation measures.

Private Sector Climate Innovation Consultant (Output 3.3.2):

Innovation to address the challenges associated with climate change has not been a focus of activity in the Cook Islands. One of the objectives of the Cook Islands Climate Change Policy 2018-2028, however, is to foster innovation in a climate context. The aim of this assignment is to stimulate private sector involvement in finding innovative ways to adapt to climate change. This two-month assignment will assess the current state of the enabling environment to support innovation to address climate change adaptation, with a particular focus on the private sector.

Deliverable:

An outcome report on incentives required to stimulate private sector participation in supporting innovation to meet climate change challenges. This will also include government's role to facilitate innovation in climate change adaptation. Furthermore, the report will examine the barriers and gaps that prevent the private sector's contribution to innovated adaptation measures.

Responsibilities:

- ❖ The assignment will be mostly desktop work and consultation with key stakeholders and interested Parties such as Tourism, Marine, Agriculture, Financial Services, Construction, Transport, Restaurants.
- ❖ The consultant will present findings to the Cook Islands Chamber of Commerce, business owners and operators and other interested parties.
- ❖ Conduct a barrier analysis to climate innovation and recommend measures to overcome those barriers.
- ❖ Make recommendations on improving the enabling environment and increasing the private sector participation.
- ❖ Review the current state of innovation and future needs to improve adaptation measures.

Skills:

- ❖ Expert level with at least 7 years' experience in climate change.
- ❖ Experience in innovation in response to climate change and technology transfer.
- ❖ High quality report writing skills in English
- ❖ Expert in adaptation innovation to climate change
- ❖ High level of experience with working with the Private Sector on adaptation measures.

National Adaptation Assessment Consultant (Output 3.1.1, 3.4.1b, 3.4.2)

The Government of the Cook Islands recognizes the need to fully understand and manage the increasing impacts of climate change. Accordingly, the Government has embarked on strengthening its legal and policy frameworks to better prepare and build capacity to address the growing climate change challenges. Part of this process has involved mainstreaming climate change into sector policies and planning frameworks.

To support the strengthening of the enabling environment, the Consultant will conduct an assessment and evaluation of the present multi-sectoral approach to climate change adaptation. From the evaluation, recommendations will be made to improve the enabling environment and planning framework for adaptation activities. The evaluations will include analysis of the differentiated climate change impact by gender, and social groups. It will also recognise that what is culturally appropriate may vary by island.

This consultancy will:

1. Review the current mechanisms to assess coordination and effectiveness of efforts,
2. Develop adaptation targets for the Cook Islands Climate Change Response Bill and
3. Identify potential projects to progress to GCF Concept Notes.

This is a six months consultancy.

Deliverable:

A National Adaptation Assessment Report that:

- ❖ Assesses the present enabling environment at a national and island level and identifies any changes required to support adaptation activities.
- ❖ Assesses how coordinated and effective the present multi-sectoral response has been to climate change impacts.
- ❖ Evaluates how planned activities will build or enhance the adaptive response.
- ❖ Analyses the technological and logistical requirements to enhance the Cook Islands Adaptation activities and their cost.
- ❖ Assesses the Cook Islands Government's ability to support the programme and the climate financing options available.
- ❖ Identifies adaptation targets to support the development of the Cook Islands Climate Change Response Bill.
- ❖ Based on the activities in Outcome 3.2 and 3.3 of the ENAP, the report will identify activities that will be progressed to the Concept Idea stage as part of the ENAP, and which will be in alignment with the Cook Islands Climate Change Country Programme 2018 - 2030.
- ❖ Recommendations for existing policies and Adaptation targets to support the development of the Cook Islands Climate Change Response Bill.
- ❖ This will also include results from deliverables 3.4.1b and 3.4.2.

Responsibilities:

- ❖ Conduct an assessment of the present enabling environment at a national and island level and,
- ❖ Conduct an assessment of the effectiveness of the present multi-sectoral approach to adaptation activities and recommendations to enhance coordination,
- ❖ Analyze technology and logistical requirements and associated costs required to support enhanced coordination.
- ❖ Identify at least three climate change activities to develop Concept Notes in alignment with the country programme.
- ❖ Assess existing policies and adaptation targets to support the development of the Cook Islands Climate Change Response Bill.

Skills:

- ❖ Expert level with at least 7 years' experience in climate change.
- ❖ Possess adequate knowledge and background on the development of Climate change projection a scenarios, have suitable skills on climate vulnerability, risk, impact assessment, and defining climate change adaptation strategies
- ❖ High quality report writing skills in English
- ❖ Experience in developing adaptation legal and/or policy frameworks
- ❖ Expert level in developing climate change projects.

Monitoring and Evaluation Consultant (Output 3.1.2)

In 2018, the Cook Islands Government produced its first Climate Change Country Programme 2018-2030 that was developed as part of the GCF Readiness and Preparatory Support program. The Country Programme outlines the priorities that can be supported by the GCF and other development partners to achieve low emissions and climate resilient development. The Country Programme concluded that to effectively monitor and evaluate progress, the Cook Islands would need to develop an M & E framework.

The purpose of this assignment is to develop a framework to monitor and evaluate identified adaptation actions under the Cook Islands Country Programme. This assignment is a period of one month. The selected consultant will report directly to the Project Manager.

Deliverable:

A Monitoring and Evaluation framework for the Cook Islands Country Programme.

Tasks:

- ❖ Review the goals and objectives of the Cook Islands Country Programme and the Cook Islands Climate Change Policy.
- ❖ Update progress on the Programmatic Areas identified under the Country Programme.
- ❖ Develop a results framework that includes indicators and measures.
- ❖ Develop a monitoring plan and evaluation timetable including reporting responsibilities.
- ❖ Consult with key stakeholders.
- ❖ Present findings to key stakeholders.

Skills:

- ❖ Extensive experience in developing climate change related policies and strategic frameworks, log frames, project development, Monitoring and Evaluation of projects.
- ❖ A postgraduate degree in a relevant subject.

ANNEX THREE: LIDAR COSTING BREAKDOWN

The use of Lidar survey methods as part of the Vulnerability and Adaptation Assessments will be a crucial aspect of identifying island-specific vulnerabilities and designing suitable adaptation responses.

Table Nine below demonstrates a breakdown of costs for a plane-based LiDAR system for two other Pacific Island countries. The lower cost column is based on an average of USD\$1,474/km² and the higher cost column is based on an average cost of USD\$1,889/km². This information was provided by the Tuvalu Coastal Adaptation Project (TCAP) which used plane-based LiDAR survey methods. The lower cost is based on the price to survey Tuvalu in 2019 and the Upper cost is based on a quote to survey an un-named Pacific Island country this year. This is only a preliminary estimation, but it includes all costs from the inception report to delivery of the Digital Elevation Models (DEM) inclusive of bathymetrical data and imagery.

Table Nine: Plane-based LiDAR

Island	Area sqkm	Lower Average Cost USD	Higher Average Cost USD
Aitutaki survey	120	176,880	226,680
Mangaia survey	63	92,862	119,007
Mauke survey	28	41,272	52,892
Mitiaro survey	30	44,220	56,670
Atiu survey	37	54,538	69,893
Palmerston survey	75	110,550	141,675
Penrhyn survey	276	406,824	521,364
Rakahanga survey	15	22,110	28,335
Manihiki survey	72	106,128	136,008
Pukapuka survey	39	57,486	73,671
Nassau survey	3.6	5,306	6,800
Total 11 islands	758.6	1,118,176	1,432,995
Ave. per island	69	101,652	130,272

Table Ten below estimates costs for a drone-based Lidar model combined with photogrammetry, provided by the ICI technical advisor. This results in a lower average cost per island and could be an alternative methodology.

For the ENAP Budget we have used an estimate between the lower and upper average costs in Table Nine, to calculate the per island average cost of \$110,000. The area surveyed in Tuvalu was 500sqkm and the other Pacific Island is 415 sqkm. At approximately 760 sqkm, we are anticipating a slightly lower average cost than the un-named Pacific Island.

Table Ten: UAV-based LiDAR/photogrammetry

Summary of costs	USD \$
Establishment and mobilisation	39745
De-mobilisation	29035
Equipment	90000
Northern group charters	60000
Aitutaki survey	59127
Mangaia survey	96372
Mauke survey	52973
Mitiaro survey	58292
Atiu survey	69247
Palmerston survey	83016
Penrhyn survey	127780
Rakahanga survey	43313.5
Manihiki survey	67553
Pukapuka survey	61395
Nassau survey	25796
Total	963,645
Total per island	87,604

READINESS & PREPARATORY SUPPORT

BUDGET, PROCUREMENT & IMPLEMENTATION PLAN



Readiness Grant Budget Preparation Guidelines

This file contains three specific planning tools to complete the supplementary information required when submitting a proposal for Readiness Programme support (including for NAP/adaptation planning):

- Budget plan and accompany Budget notes
- Procurement plan
- Implementation plan

The following considerations are important when completing the budget:

1. Before preparing the Readiness and budget, procurement, and implementation plans, please read the full guidance contained in the Readiness Programme Guidebook, specifically Part III Section 5
2. You can select the appropriate budget categories from the dropdown list in the budget plan:
3. To insert additional rows, right click on the row number below where you wish to insert the new row and choose INSERT.
4. Additional budget categories may be added by manually typing them on the Budget Category sheet. :
5. The Budget Notes sheet should be used to record explanations, further details or cost breakdowns for individual lines

The diagram illustrates the process of selecting and adding budget categories. On the right, a 'Budget Categories' dropdown menu is shown with 'Travel - International' selected. An arrow points from this menu to a 'Budget Categories' sheet on the left. This sheet lists various categories like 'Audio Visual & Printing', 'Audit Fee', 'Consultant - Individual - International', etc. A red box highlights the bottom of the sheet with the text 'Indicate additional budget categories' and an arrow pointing to a new row.

Project Management Cost:

Project management costs (PMC) are the direct administrative costs incurred to execute a project. They should cover only incremental costs incurred due to the GCF contribution. In most cases, these costs are directly related to the support of a dedicated project management unit which manages the day to day execution related activities of the project.

General Principles for PMC costs:

1. The percentage of PMC financed by GCF should not be more than the percentage share of the overall budget financed by GCF
2. PMC budget thresholds: Up to 7.5 per cent of total activity budget.
 - > PMC exceeding 7.5 per cent for the readiness (including NAPs) proposals, and PPF proposals, up to \$ 3 million will require detailed documentation and justification supporting the entire PMC budget.
 - > The PMC should be shown as a separate component in the project budget. A detailed breakdown of PMC should be provided by budget category.
 - > Indicative list of eligible project management costs:
 - > **Project staffing and consultants:** Project manager, Project Assistant, Procurement personnel, Finance personnel & Support/admin. Personnel
 - > **Other direct costs:** Office equipment, Mission related travel cost of the PMU, Project management systems and information technology, Office supplies, Audit cost

Contingency :

1. Select the appropriate % of Contingency Budget from the dropdown list :
2. Contingency budget for unforeseen costs arising during the project implementation should not be included in the outcome budget separately.
3. Contingency budget must be used for any unforeseen programme (output level) cost that is unrelated to implementation/service fee.
4. Any use of contingency must be reported to and agreed by the GCF Secretariat in writing in advance provided with justifications that are acceptable to the GCF
5. If by the end of the grant implementation period, you have not spent Contingency, you may not increase the scope of the project or make any other expenditures using the Contingency.

The screenshot shows a table titled 'Total Outcome Budget'. The 'Contingency' row has a dropdown menu open, showing options from 0% to 5%. The value '0.03' is entered in the cell next to the dropdown. A red arrow points to the dropdown menu.

Total Outcome Budget	
Project Management Cost (PMC)	
Contingency	0.03
	Choose percentage
	0
	1%
Sub-Total (Total Out)	2%
	3%
	4%
Delivery Partner F	5%

Budget Categories
Audio Visual & Printing
Audit Fee
Consultant - Individual - International
Consultant - Individual - Local
Professional Services – Companies/Firm
IT Equipment
Office Supplies
Travel - International
Travel – Local Boat
Workshop/Training
Per-diems
Accommodation
Stakeholder Consultation
Island Facilitator
Consultant - Individual - Project Manager
Consultant - Individual - Programme Administrator
Terminal Evaluation
Travel - Local Plane
Office Rent

Indicate additional budget categories

Choose percentage
0
1%
2%
3%
4%
5%

5.1 Budget Plan

Please add rows for Outcomes, Outputs and Cost Categories as required. Additional budget categories may be added by manually typing them on the Budget Category sheet.

Outcomes / Outputs		Detailed Budget (in US\$)					Expenditure Plan						Budget notes			
		Budget Categories <small>choose from the drop-down list</small>	Unit	# of Unit	Unit Cost	Total Budget <small>(per budget category)</small>	Total Budget <small>(per sub-outcome)</small>	Total Budget <small>(per outcome)</small>	6m	12m	18m	24m		30m	36m	
Outcome 3.2 Evidence basis produced to design adaptation solutions for maximum impact	3.2.1 Output V&A assessments of each islands completed	Professional Services – Companies/Firm	Lump Sum	30	16,000	480,000	829,850	2,398,970	96,000	96,000	96,000	96,000	96,000		A	
		Island Facilitator	Day	110	100	11,000			2,400	2,400	2,400	2,400	1,400		B	
		IT Equipment	Laptop	4	1,500	6,000			6,000							C
		IT Equipment	Tablets	4	1,000	4,000			4,000							D
		Office Supplies	Lump Sum	1	9,350	9,350			5,350		2,250			1,750		E
		Travel - Local Plane	Trip	50	700	35,000				17,500			17,500			F
		Travel - Local Plane	Trip	2	30,000	60,000				30,000			30,000			G
		Travel – Local Boat	Trip	2	15,000	30,000				15,000			15,000			H
		Per-diem	Day	440	100	44,000				22,000			22,000			I
		Accommodation	Nights	330	250	82,500				41,250			41,250			J
		Workshop/Training	Workshop	30	1,000	30,000				6,000	6,000	6,000	6,000	6,000		K
		Audio Visual & Printing	Workshop	30	200	6,000				1,000	1,500	1,000	1,500	1,000		L
		Consultant - Individual - Project Manager	Month	8	4,000	32,000				16,000			16,000			M
	3.2.2 Output Climate impacts modelled and adaptation responses evaluated	Professional Services – Companies/Firm	Lump Sum	11	110,000	1,210,000	1,346,480	2,398,970		660,000	550,000				N	
		Consultant - Individual - International	Month	3	10,000	30,000				15,000	15,000					O
		Travel - International	Trip	1	3,000	3,000				3,000						P
		Per-diem	Day	90	322	28,980				14,490	14,490					Q
		IT Equipment	Printer	1	10,000	10,000					10,000					R
		Travel - Local Plane	Trip	15	700	10,500				10,500						S
		Travel - Local Plane	Trip	1	30,000	30,000				30,000						T
		Travel – Local Boat	Trip	1	15,000	15,000				15,000						U
		IT Equipment	Lump Sum	1	5,000	5,000				5,000						V
		Consultant - Individual - Project Manager	Month	1	4,000	4,000				2,000	2,000					M
	3.2.3 Output Options for development of a national ocean monitoring programme evaluated	Consultant - Individual - International	Month	1	10,000	10,000	26,660				10,000				W	
		Travel - International	Trip	1	3,000	3,000					3,000				X	
		Per-diem	Day	30	322	9,660					9,660				Y	
Consultant - Individual - Project Manager		Month	1	4,000	4,000					4,000				M		
3.2.4 Output A comprehensive survey and analysis of traditional approaches and ecosystem-based adaptation and assess applications in the Cook Islands produced	Consultant - Individual - Local	Month	2	8,000	16,000	41,000			16,000					Z		
	Stakeholder Consultation	Meeting	10	500	5,000				5,000					AA		
	Travel - Local Plane	Trip	5	700	3,500				3,500					BB		
	Travel - Local Plane	Trip	1	5,000	5,000				5,000					CC		
	Travel – Local Boat	Trip	3	2,500	7,500				7,500					DD		
	Consultant - Individual - Project Manager	Month	1	4,000	4,000				4,000					M		
3.2.5 Output Impacts Analysis including an analysis of long-term adaptation requirements to support the viability of communities living on those islands complete	Consultant - Individual - International	Month	3	10,000	30,000	70,980			15,000	15,000				EE		
	Travel - International	Trip	1	3,000	3,000				3,000					FF		
	Per-diem	Day	90	322	28,980				14,490	14,490				GG		
	Stakeholder Consultation	Meeting	10	500	5,000					5,000				HH		
	Consultant - Individual - Project Manager	Month	1	4,000	4,000					4,000				M		
3.2.6 Output Climate change related statistics are strengthened by the improvement of official statistics collection and analysis	Consultant - Individual - Local	Month	24	3,500	84,000	84,000		21,000	21,000	21,000	21,000			II		
	Consultant - Individual - Local	Month	4	8,000	32,000	32,000						32,000		II		

Office Supplies	18,500.00
Travel - International	9,000.00
Travel - Local Boat	52,500.00
Workshop/Training	30,000.00
Per-diem	114,120.00
Accommodation	82,500.00
Stakeholder Consultation	20,000.00
Island Facilitator	11,000.00
Consultant - Individual - Project Manager	120,000.00
Consultant Finance Officer	105,000.00
Terminal Evaluation Consultant	12,000.00
Travel - Local Plane	148,700.00
Office Rent	19,500.00
Total Outcome Budget + PMC	2,764,820.00

<hr/>	
Sub-Total (Total Outcome Budget + Contingency + PMC)	2,764,820.00
Delivery Partner Fee (DP) - Up to 8.5% of the Sub-Total	235,009.70
<hr/>	
Total Project Budget (Total Activity Budget + Contingency + PMC + DP)	\$ 2,999,830.00

Budget Note	Detailed Description	Output
A	<p>The plan is for a team of 3 consultants - 1 Local lead consultant at \$8k per month over 30 months AND 2 local support consultants at \$4k per month (total cost of \$16,000 per month) over 30 months. It is envisioned that a team effort will be required to carry out this section as an individual is not enough. They will conduct V and A work as well as the atolls study.</p> <p>The total lump sum amount is \$480,000 which is made up of 30 months at \$16,000 per month for the team of 3 as per breakdown above</p>	3.2.1
B	<p>This cost is to fund 1 island facilitator per outer island visit - Estimated time of input per facilitator would be 2 weeks (1 week prep - logistical support and 1 week on the ground). Unit cost per facilitator per day is USD100 - 10 days \$1000 x11 ppl</p>	3.2.1
C	<p>x3 Laptops required at \$1500 each to carry out work over 30 months - The laptops are for the 3 consultants as listed in budget note A</p> <p>X1 Laptop required at \$1500 for NDA PM Consultant</p>	3.2.1
D	<p>4 tablets required to conduct surveys for the V an A's - 1 per professional service member (Local lead consultant AND 2 local support consultants) and 1 for the island facilitator to use whilst on island at \$1000 each to complete output 3.2.1</p>	3.2.1
E	<p>- Budget of \$1000 for 30 months for office supplies for this output are for the V&A consultants/team Items include stationery supplies - pens, pencils, paper, bluetack, poster paper, paper clips, celotape, corrector/twink - a range of small office supply goods for 30 months.</p> <p>The office supplies below are to Support the PM role within the NDA office as well as the programme activities for the 3 year programme.</p> <p>One off purchases at beginning of programme to support NDA Office PM Role and activities</p> <ul style="list-style-type: none"> - Projector x1 for workshops at \$1000 - Office desk x1 at \$600 - Harddrives x2 large 1 TBs at \$100 each - \$200 - Office Chair X1 - \$300 - Office Printer x1 at \$1000 -Toners - \$1000 per year (\$3000) -Pens, Pencils, twink, stablers/holepunchers, bluetack, stationery holders, erasers, plug extension cords - \$750 per year (2250) 	3.2.1
F	<p>Consultation Trip to the Southern Group Islands of Aitutaki, Atiu, Mangaia, Mauke, Mitiaro (5 islands) via Air Rarotonga Domestic Airline:</p> <p>Total of two rounds of consultation trips</p> <p>Consultation Trip Round 1 - Purpose of this consultation is to propose what the team is carrying out, to gather their input, feedback and consensus on consultants approach, workplan, ideas</p> <p>Consultation Trip Round 2 - is for follow-up with the Pa Enuu as they often complain that consultants travel to the outer islands to gather their ideas, thoughts, input however hardly follow up with the results and final documents/policies/publications. Therefore last trip is to present to them the final draft for verification and to ensure all their feedback, comments etc are incorporated</p> <p>Travelling members for both trips are: Professional firm made up of the 3 consultants, 1 staff from the NDA (National representative), 1 Climate Change Staff</p> <p>The costs for a round trip to 1 outer islands is \$700 per person</p> <p>Trip 1 costs is: 5 people x \$700 is \$3,500 per island. There will be 5 islands in the southern group to visit, therefore the total cost is \$3,500 for 5 people x 5 islands is \$17,500</p> <p>Trip 2 cost is: \$17,500</p> <p>TOTAL COST FOR SOUTHERN GROUP FOR TWO ROUNDS OF CONSULTATION IS \$35,000</p>	3.2.1
G	<p>Consultation Trip to the Northern Group Islands of Manihiki, Penrhyn, Pukapuka via Air Rarotonga Domestic Airline :</p> <p>Total of two rounds of consultation trips</p> <p>Consultation Trip Round 1 - Purpose of this consultation is to propose what the team is carrying out, to gather their input, feedback and consensus on consultants approach, workplan, ideas</p> <p>Consultation Trip Round 2 - is for follow-up with the Pa Enuu as they often complain that consultants travel to the outer islands to gather their ideas, thoughts, input however hardly follow up with the results and final documents/policies/publications. Therefore last trip is to present to them the final draft for verification and to ensure all their feedback, comments etc are incorporated</p> <p>Travelling members for both trips are: Professional firm made up of the 3 consultants, 1 staff from the NDA (National representative), 1 Climate Change Staff</p> <p>A chartered flight to cover all three islands is the most cost effective. 1 round trip charter on Air Rarotonga to cover all 3 islands above is \$30,000 for 5 people.</p> <p>Trip 1 cost is: \$30,000 Trip 2 cost is: \$30,000 TOTAL COST: \$60,000 FOR NORTHERN GROUP TWO ROUNDS OF CONSULTATION</p>	3.2.1

H	<p>This cost x 2 return boat trips to the other 3 remote islands in the northern group - these islands can only be accessed by boat, not plane</p> <p>The islands that the boat trip will travel to are: x2 ex raro (palmerston, nassau) x1 ex manihiki (rakahunga)</p> <p>The cost of the Boat trip is \$15,000 for a chartered boat for the 5 people to travel to 3 islands. The boat will take the 5 people to the most remote islands of Palmerston, Rakahunga and Nassau. There are only two trips for the 5 people as stipulated above.</p> <p>1 chartered boat trip costs \$15,000, therefore for two rounds of consultations, it will cost a total of \$30,000 to go to these 3 islands twice</p>	3.2.1
I	<p>Per-diems for 440 days at \$100 per day for the consultants in the pa enua, note this per diem rate only covers for daily allowance for food, incidentals, transport based on cook islands government travel policy for pa enua travel- totaling 44,000</p> <p>Note that there is a difference between DSA's for international consultants travelling to Rarotonga to carry out work AND DSA for the outer islands.</p> <p>For outer island travel, we do not use the UN rates, we use the cook islands government travel policy for outer islands which is a daily allowance of \$100 which only covers food, incidentals, transport, it does NOT cover Accommodation. This is usually covered separately.</p> <p>For short term international consultants carrying out work in Rarotonga, the international airfares must be covered as well as they receive DSA based on UN rates.</p> <p>In this instance, the travel is local travel to the outer islands and therefore its worked out as:</p> <p>Travelling members for trips are: Professional firm made up of the 3 consultants, 1 staff from the NDA (National representative), 1 Climate Change Staff - 5 travelling people altogether</p> <p>5 travelers receive \$100 per day whilst on each different island. The islands that will be travelled to are the below islands two times because there will be two rounds of consultation - one at beginning of work and the last towards the end of the work to verify the work. There are 11 islands all up and 5 people will need DSA on each island for the days they are on island which will be 4 days per island. Calculations are 11x5x4days x 2 because there are two rounds of consultations which will give you a total number of 440 days for DSA of \$100</p> <p>Aitutaki - 2 Atiu - 2 Mauke - 2 Mitiaro - 2 Mangaia - 2 Pukapuka - 2 Manihiki - 2 Penrhyn - 2 Palmerston 2 Rakahunga - 2 Nassau - 2</p>	3.2.1
J	<p>As per budget note I, for local travel to the outer islands, the accommodation costs will be paid separately and is not part of the DSA. The Accommodation cost is worked out on a nightly rate and the average rate in the outer islands per night is \$250</p> <p>Travelling members for trips are: Professional firm made up of the 3 consultants, 1 staff from the NDA (National representative), 1 Climate Change Staff - 5 travelling people altogether</p> <p>5 travelers will need accommodation per night of \$250 per night on each different island. The islands that will be travelled to are the below islands two times because there will be two rounds of consultation - one at beginning of work and the last towards the end of the work to verify the work. There are 11 islands all up and 5 people will need accommodation on each island for the nights they are on island which will be 3 nights per island.</p> <p>Calculations are 11x5x3nights x 2 because there are two rounds of consultations which will give you a total number of 330 nights for accommodation at \$250 per night.</p> <p>Aitutaki - 2 Atiu - 2 Mauke - 2 Mitiaro - 2 Mangaia - 2 Pukapuka - 2 Manihiki - 2 Penrhyn - 2 Palmerston 2 Rakahunga - 2 Nassau - 2</p> <p>330 nights at \$250 per night for the consultants - totaling 82,500</p>	3.2.1

K	<p>This cost covers the cost per workshop to host on each island</p> <p>1: i\$1000 per workshop - total of 30 workshops and two rounds of workshops to cover items such as catering, venue hire, sound system hire - mics etc, chairs, tables hire, media coverage etc - totaling \$30,000</p> <p>Average number of participants per workshop should be 30 people (\$34 cost per participant based on the average number of participants of 30 people per workshop). The breakdown of costs are as follows:</p> <p>\$1000 per workshop is made up of \$500 catering, \$200 venue hire, \$150 sound system hire, \$150 chairs/table hireage TOTAL OF \$1,000 Per workshop.</p> <p>The breakdown of the 30 workshops are as follows: Southern Group Islands - reason for more consultations on Rarotonga and Aitutaki as the populations are larger than the rest of the outer islands. The rest of the islands have 2 workshops per island - Frist consultations for trip no. 1 and the second consultation for Trip no. 2 Rarotonga - 6 Aitutaki - 4 Atiu - 2 Mauke - 2 Mitiaro - 2 Mangaia - 2</p> <p>Northern Group Islands Pukapuka - 2 Manihiki - 2 Penrhyn - 2 Palmerston 2 Rakahunga - 2 Nassau - 2</p>	3.2.1
L	<p>This cost covers items such as printing, markers, posters, adverts for workshop etc. at a budget of \$200 per workshop - total of 30 workshops and two rounds of workshops - totaling \$6000</p> <p>The \$1000 per workshop above in budget note I does not include printing materials, stationery such as white board markers, poster paper for breakout/brainstorm sessions, markers, bluetack etc therefore \$200 per workshop is budgeted for to cover for these costs</p>	
M	<p>This Consultant is the Project Manager based out of the CCCI office. Main role and function is to coordinate across all activities within the NAP to ensure progress is being make against milestones. Role is also to offer all consultancies support in completing all activities and to report to the AE with quarterly reports on progress made throughout the total duration of the project - 36 weeks. They will also assist the AE in completing the half year report and completion report that is due to GCF.</p> <p>This role is part of capacity building and skill transfer to the NDA. The consultant will work in parallel with the technical international and local consultants that carry out all the activities. They will assist in the completion of these activities and will also learn from the consultants and ensure that the work carries on into the future.</p> <p>The predominate role of the PM is to support the lead consultants across all activities of this programme hence the reason the budget to cover the cost of the PM is split across all activity budget line items. In accordance with the TOR, S/he will largely be responsible for supporting the work of the short-term consultants. NOTE THAT THIS ROLE IS BASED WITHIN THE NDA OFFICE.</p> <p>Given the nature of the role also supports the PA within MFEM, we have split the costs as suggested from GCF with 9 months of this role at \$4000 per month to be included under the PMC cost (9 months of the consultants time at \$4000 per month totaling 36,000 from PMC and the balance from the Total activity costs). Note that the budget note relates to all references to the Project Manager role from the Budget plan tab.</p> <p>The main deliverables will support the technical work and logistical arrangements for consultants for outcomes 3.2.1, 3.2.2; 3.2.3; 3.2.4, 3.2.5; 3.3.1; 3.3.2; 3.1.1; 3.1.2, please refer to full TOR annexed in the word document</p>	Across all outputs
N	<p>This cost is at \$110,000 per island for 11 of the outer islands. Rarotonga Island the capital of the Cook Islands has been budgeted at NZ\$500,000 to carry out the data collection and data analysis. The pa enua islands are smaller than rarotonga in land mass and will therefore be a lot cheaper than rarotonga and the cost we have allocated is \$110,000 per island.</p> <p>Two tables to the right demonstrate the breakdown of costs.</p> <p>The first table is plane-based LiDAR with the lower amount being USD\$1,474/km2 and the higher amount being USD\$1,889/km2. This information was provided by the TCAP tech advisor on plane-based LiDAR costs. He has advised on costs for two PICs, the first being an un-named country that will be surveyed next year and the second being Tuvalu which was surveyed 2019. Please refer to extract email from TCAP tech advisor from LIDAR in green on the right above of the two tables fyi.</p> <p>The bottom table is an estimate provided from our Infrastructure Cook Islands Technical advisor for UAV survey. Note that the 11-island plane survey would have a total area of ~760 km2 which is a bit larger than the Tuvalu survey (500 km2) and so we can expect the cost per km2 to also be a little lower. As a best estimate, it should be somewhere between the lower and upper of the amount and therefore we have used the \$110k per island amount on average.</p>	3.2.2

O	This cost is for a consultant (technical level) at a cost of \$10000 over 3 months to analyse and interpret all the data	3.2.2
P	This cost is the airfare cost to get the international consultant to rarotonga to carry out the work	3.2.2
Q	This cost is DSA for consultant in budget note O for the entire duration of 3 months at the international civil service commission rate (suggested by GCF) of \$322 for Rarotonga per day - this equates to 90 days altogether at \$322 per day bringing the total DSA to \$28980 to cover for meals and accommodation.	3.2.2
R	This is to purchase a 3D printer to print 3D Models of all islands in the cook islands	3.2.2
S	This is for 3 consultants from the professional firm to travel by plane to the southern group islands to carry conduct the surveys	3.2.2
T	This is for 3 consultants from the professional firm to travel by plane to the northern group islands to carry conduct the surveys - Manihiki, Pukapuka, Penrhyn	3.2.2
U	This is for the 3 consultants to travel to the northern group remote islands that you can only access via boat to conduct the surveys while the data is being collected - Nassau, Rakahunga, Palmerston The cost of the Boat trip is \$15,000 for a chartered boat for the 5 people. The boat will take the 5 people to the most remote islands of Palmerston, Rakahunga and Nassau.	3.2.2
V	This cost is for data storage costs the the above V and As - This will be for costs to store the information in the cloud so that its easily accessible for a wide range of users. This cost will cover the service by way of paying the subscription costs for the duration of this ENAP programme - 3 years.	3.2.2

W	This cost is for an international consultant to develop a national ocean monitoring programme - estimated timeframe for work is 1 month at the rate of \$10,000	3.2.3
X	This cost is the airfare cost to get the international consultant to rarotonga to carry out the work	3.2.3
Y	This cost is DSA for the entire duration of 1 month at \$322 per day to carry out work This DSA includes daily allowance for food/meals, incidentals and accommodation for the international consultant	
Z	This cost is for a local consultant to Carry out a comprehensive survey and analysis of traditional approaches and ecosystem-based adaptation and assess applications in the Cook Islands - estimated timeframe for work is 2 month at the rate of \$8,000 per month	3.2.4
AA	This cost of \$500 per stakeholder meeting is to cover the cost to host the meeting. The \$500 covers costs such as adverts, morning tea or afternoon tea, printing of materials for meetings, venue hire. These are more smaller focused group meetings. The amount of participants will be approximately 10-15 per meeting	3.2.4
BB	This cost is for the consultant to travel to the southern group to carry out consultations in all 5 islands - aitutaki, atiu, mauke, mitiario, mangaia at \$700 per return airfare. This is for the 1 consultant (Traditional Approach Consultant) to travel to 5 islands of Aitutaki, Atiu, Mauke, Mitiario and Mangaia. The round trip fare per island is \$700. Therefore the total is \$700 x 5 islands	3.2.4
CC	This cost is for 1 Traditional Approach Consultant to travel to the Northern group to carry out consultations in all 3 islands - which will get to you Manihiki, Penrhyn, Pukapuaka This is for the 1 consultant to travel to 3 northern group islands of Pukapuka, Manihiki and Penrhyn. The \$5000 is for 1 person, the Traditional Approach Consultant on the basis that they can get a ticket on a chartered flight that goes around the rocks which covers the 3 mentioned islands. Its not viable to charter a plan for just 1 person to cover all three islands so this one person would need to keep in close contact with the domestic airline to get an update on any other charters that other agencies or organizations are arranging where they could purchase a seat on the charter.	3.2.4
DD	This cost x 3 return boat trips for 1 Traditional Approach Consultant at \$2500 per trip to the other 3 remote islands in the northern group - these islands can only be accessed by boat, not plane x2 ex raro (palmerston, nassau) x1 ex manihiki (rakahunga)	3.2.4
EE	This cost is for an international consultant to Develop analysis of long-term adaptation requirements to support the viability of communities living on those islands - estimated timeframe for work is 3 months at the rate of \$10,000 per month	3.2.5
FF	This cost is the airfare cost to get the international consultant to rarotonga to carry out the work	3.2.5
GG	This cost is DSA for the entire duration of 3 months at the international civil service commission rate of \$322 for the cook islands per day - this equates to 90 days altogether at \$322 per day bringing the total DSA to \$28980 to cover for meals and accommodation.	3.2.5

HH	This cost of \$500 per stakeholder meeting is to cover the cost to host the meeting. The \$500 covers costs such as adverts, morning tea or afternoon tea, printing of materials for meetings, venue hire. These are more smaller focused group meetings. The amount of participants will be approximately 10-15 per meeting. A total of 10 stakeholder meetings is required for this output 3.2.5	3.2.5
II	This cost is to hire a climate change statistics analyst to be based within the national statistics office over 2 years at a local rate of \$3500 per month. It is envisioned that the national statistics office will taken on the consultant costs after the funding for 2 years ends	3.2.6
JJ	This cost is for a local consultant to carry out sectoral impacts of climate change, assess vulnerability of privately owned infrastructure to make private sector more resilient - estimated timeframe is 4 months at \$8,000 per month	3.3.1
KK	This cost is for the local private sector consultant above to travel to aitutaki (where private sector is also present within the cook islands) to carry out consultations with private sector	3.3.1
LL	This cost is for the local private sector consultant to travel to Manihiki (where private sector is also present within the cook islands) to carry out consultations with private sector	3.3.1
MM	This cost is for Per-diem for outer islands for the private sector consultant at \$250 per day for 10 days which covers accommodation, meals, transport. 5 days in aitutaki, 5 days in Manihiki costs	3.3.1
NN	This cost is the expenses related to stakeholder meetings with approximately 5 meetings at a cost of \$500 per meeting to cover expenses such as adverts, morning tea or afternoon tea, printing of materials for meetings.	3.3.1
OO	This cost is for a local consultant to Explore incentives required to stimulate private sector participation in climate innovation - estimated timeframe is 2 months at \$8,000 per month	3.3.2
PP	This cost is the expenses related to stakeholder meetings with approximately 10 meetings at a cost of \$500 per meeting to cover expenses such as adverts, morning tea or afternoon tea, printing of materials for meetings.	3.3.2
QQ	This cost is for a local consultant to Identify of at least three climate change project ideas that can be developed into Concept Notes for inclusion in the country programme - estimated timeframe of 2 months at \$8,000 per month.	3.4.1
RR	This cost is for a local consultant from Budget Note JJ to determine costs to implement strategies from 3.3.1 and identify climate finance options to make private sector more resilient. Important to ensure its included into NAAR - estimated timeframe is 3 months at \$8,000 per month	3.4.2
SS	This cost is for a local consultant to develop the National Adaptation Assessment Report activities, assess the effectiveness of present multi sectoral approaches to current and planned adaptation activities, identification of adaptation targets and identification of activities to feed into the country programme - estimated timeframe of 4 months at \$8,000 per month.	3.1.1
TT	This cost is for a local consultant to develop an M & E framework for adaptation activities in the country programme - estimated timeframe of 1 month at \$8000 per month.	3.1.2
UU	This cost is the expenses related to stakeholder meetings with approximately 5 meetings at a cost of \$500 per meeting to cover expenses such as adverts, morning tea or afternoon tea, printing of materials for meetings.	3.1.2
VV	This cost is part of the Project Management Costs to fund a Local consultant Finance Officer" within the AE to provide Financial oversight of project and assist with the completion all GCF progress reports, In addition, the AE fee will also cover the cost of a Project Administrator. The duration of FO is for 35 months at \$3000 per month	ALL
WW	This cost is to fund Office supplies for the total duration of the 3 year programme for PMC for PA and FO roles, this cost cover items such as stationery, office furniture set up for new PMC Consultants - printers, constant supply of ink toners, paper Breakdown as follows: Office supplies with allocation of \$10,000 per year for PMC fo PA and FO roles -Toners - \$1000 per year - Pens, Pencils, twink, staplers/hole punchers, blue tack, stationery holders, erasers, plug extension cords - \$750 per year One off purchases at beginning of programme - Projector x1 for workshops at \$1000 - Office desks x2 at \$600 each - \$1,200 - Hard drives x1 large 1 TBs at \$100 each - \$100 Office Chairs x2 - \$300 each, total of \$600 - Office Printer x1 at \$1000	ALL
XX	Office Rent for PMC and NDA - Office space rental for x2 PMC staff within MFEM building which covers power, office space, internet costs, telephone costs at \$4,000 per year - Office space rental for x1 NDA coordinator staff within NDA building which covers power, office space, internet costs, telephone costs at \$2,500 per year	ALL
YY	This cost is to purchase x2 laptops at \$1500 per laptop - for the programme administrator and the finance officer	ALL
ZZ	This cost is to cover the end of programme terminal evaluation fees AT \$12000 for an independent consultant to carry out	ALL

5.2 Procurement Plan

For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in Section 3, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below and provide a full procurement plan for the entire duration of the implementation period if available at this stage.

Item	Item Description	Estimated Cost (US\$)	Procurement Method	Thresholds (Min-Max monetary value for which indicated procurement method must be used)	Estimated Start Date	Projected Contracting Date	Output
Goods and Non-Consulting Services							
Audio Visual and Print	a total of 30 workshops will be carried out for 3.2.1 - there is a budget of \$200 per workshop to pay for printing of documents, posters	6,000.00	Shopping	0-\$1,000	M1	Y1/Y2	3.2.1
Workshop/Traning	This is for 30 workshops at a cost of \$1000 per workshop - \$500 catering, \$200 venue hire, \$150 sound system hire, \$150 chairs/table hirage	30,000.00	Shopping	0-\$1,000	M3-M33	Y1,2	3.2.1
Per-Diem - Workshop	This is for 440 days of per-diem for 5 ppl to travel to all 11 islands in the cook islands and carry out x 2 rounds/trips	44,000.00	CIGOV Official Travel Policy June 2019	\$30,000 - \$59,999	M3-M33	Y1,2	3.2.1
Accommodation - Workshop	This is for 330 nights of accommodation for 5 ppl to travel to all 11 islands in the cook islands and carry out x 2 rounds/trips	82,500.00	Quotes	\$1,000-\$29,999	M3-M33	Y1,2	3.2.1
IT Equipment	x4 laptops at \$1500 each	6,000.00	Quotes	\$1,000-\$29,999	M1	Y1	3.2.1
IT Equipment	x4 tablets for surverys at \$1000	4,000.00	Quotes	\$1,000-\$29,999	M1	Y1	3.2.1

Office Supplies	<p>- Budget of \$1000 for 30 months for office supplies for this output are for the V&A consultants/team Items include stationery supplies - pens, pencils, paper, bluetack, poster paper, paper clips, celotape, corrector/twink - a range of small office supply goods for 30 months.</p> <p>The office supplies below are to Support the PM role within the NDA office as well as the programme activities for the 3 year programme.</p> <p>One off purchases at beginning of programme to support NDA Office PM Role and activites - Projector x1 for workshops at \$1000 - Office desk x1 at \$600 - Harddrives x2 large 1 TBs at \$100 each - \$200 - Office Chair X1 - \$300 - Office Printer x1 at \$1000 -Toners - \$1000 per year (\$3000) -Pens, Pencils, twink, stablers/holepunchers, bluetack, stationery holders, erasers, plug extension cords - \$750 per year (2250)</p>	9,350.00	Shopping	0-\$1,000	M1	Y1,2	3.2.1
Travel Plane - Southern Group	The only domestic airline Air Rarotonga charge \$700 per return trip to the souther group islands - there are 5 islands in the southern group and the cost is for 5 ppl to travel to the 5 southern group islands twice therefore that's a total of 50 trips	35,000.00	Direct procurement	\$30,000 - \$59,999	M3 and again in M16	Y1,2	3.2.1
Travel Plane - Northern Group	The only domestic airline Air Rarotonga charge \$30,000 to charter a plane to th Northern group islands - this is the best way to reach the northern group islands however only 3 of the 6 northern group islands have an air strip so this cost will only get the consultants to Manihiki, Pukapuka, Penryhn. This cost is for x2 charters at \$30000 each.	60,000.00	Direct procurement	\$60,000 >	M5 and M18	Y1,2	3.2.1
Travel Boat - Northern Group	For the remaining 3 northern group islands that Air Rarotonga cannot reach, these must be accessed by boat trips on the only domestic shipping line Taio Shipping for Rakahunga, Nassau and Palmerston islands. The cost is \$15,000 to charter a boat to all 3 islands and there will be x2 trips for the duration of the work - 30 months	30,000.00	Direct procurement	\$30,000 - \$59,999	M5 and M18	Y1,2	3.2.1

Travel Internatoinal	For x1 return internatoinal airfare for the international consultant to travel to cook islands to carry out the work	3,000.00	Direct procurement	\$1,000-\$29,999	M15	Y2	3.2.2
DSA for International LIDAR Analysis Consultant	This is for 90 days of accommodation for1 person to stay in rarotonga	28,980.00	Travel Policy - International civil service commission rate (suggested by GCF) of \$322 for Rarotonga per day	\$1,000-\$29,999	M15	Y2	3.2.2
IT Equipment	X1 3D Printer	10,000.00	Quotes	\$1,000-\$29,999	M3-M33	Y1,2	3.2.2
Travel Boat - Northern Group	For the remaining 3 northern group islands that Air Rarotonga cannot reach, these must be accessed by boat trips on the only domestic shipping line Taio Shipping for Rakahunga, Nassau and Palmerston islands. The cost is \$15,000 to charter a boat to all 3 islands	15,000.00	Direct procurement	\$1,000-\$29,999	M12	Y1	3.2.2
Travel Plane - Southern Group	The only domestic airline Air Rarotonga charge \$700 per return trip to the souther group islands - there are 5 islands in the southern group and the cost is for 3 ppl to travel to the 5 southern group islands	10,500.00	Direct procurement	\$1,000-\$29,999	M12	Y1	3.2.2
Travel Plane - Northern Group	The only domestic airline Air Rarotonga charge \$30,000 to charter a plane to the Northern group islands - this is the best way to reach the northern group islands however only 3 of the 6 northern group islands have an air strip so this cost will only get the consultants to Manihiki, Pukapuka, Penryhn. This cost is for x 1 charter at \$30000	30,000.00	Direct procurement	\$30,000 - \$59,999	M12	Y1	3.2.2
IT Equipment	Data storage online subscription to pay for cloud storage for all data	5,000.00	Direct procurement	\$1,000-\$29,999	M3	Y1	3.2.2
Travel Internatoinal	For x1 return internatoinal airfare for the international consultant to travel to cook islands to carry out the work	3,000.00	Direct procurement	\$1,000-\$29,999	M12	Y1	3.2.3
DSA for International Ocean Monitoring Consultant	This is for 30 days of accommodation for1 person to stay in rarotonga	9,660.00	Travel Policy - International civil service commission rate (suggested by GCF) of \$322 for Rarotonga per day	\$1,000-\$29,999	M13	Y2	3.2.3
Stakeholder consultations	For 10 meetings at \$500 per meeting to cover venue hire for small meeting area \$150, catering for smaller group \$200, printing materials \$100, chair/table hire \$50	5,000.00	Shopping	0-\$1,000	M8	Y1	3.2.4

Travel Plane - Southern Group	For 5 trips to souther group for 1 consultant at \$700 per return trip	3,500.00	Direct procurement	\$1,000-\$29,999	M8	Y1	3.2.4
Travel Plane - Northern Group	For 1 trip for consultant to x3 northern group islands with airstrip	5,000.00	Direct procurement	\$1,000-\$29,999	M8	Y1	3.2.4
Travel Boat - Northern Group	For x3 boat trips to the other remaining 3 northern group islands without an air strip - rakahunga, nassau, palmerston	7,500.00	Direct procurement	\$1,000-\$29,999	M8	Y1	3.2.4
Travel Internatoinal	For x1 return internatoinal airfare for the international consultant to travel to cook islands to carry out the work	3,000.00	Direct procurement	\$1,000-\$29,999	M15	Y2	3.2.5
DSA for International Long Term Atoll Analysist Consultant	This is for 90 days of accommodation for1 person to stay in rarotonga	28,980.00	Travel Policy - International civil service commission rate (suggested by GCF) of \$322 for Rarotonga per day	\$1,000-\$29,999	M15	Y2	3.2.5
Stakeholder consultations	For 10 meetings at \$500 per meeting to cover venue hire for small meeting area \$150, catering for smaller group \$200, printing materials \$100, chair/table hire \$50	5,000.00	Shopping	0-\$1,000	M16	Y2	3.2.5
Travel Plane - Southern Group	For 1 trips to southern group for 1 consultant at \$700 per return trip - Aitutaki	700.00	Direct procurement	\$1,000-\$29,999	M24	Y2	3.3.1
Travel Plane - Northern Group	For 1 trip for consultant to 1 northern group islands with airstrip - Manihiki	4,000.00	Direct procurement	\$1,000-\$29,999	M24	Y2	3.3.1
DSA for International Consultant	For DSA in Pa Enuu for international consultant which covers food, accommodation for 5 days in southern group and 5 days in northern group	2,500.00	CIGOV Official Travel Policy June 2019	\$1,000-\$29,999	M24	Y2	3.3.1
Stakeholder consultations	For 5 meetings at \$500 per meeting to cover venue hire for small meeting area \$150, catering for smaller group \$200, printing materials \$100, chair/table hire \$50	2,500.00	Shopping	0-\$1,000	M20-21	Y2	3.3.2

Stakeholder consultations	For 10 meetings at \$500 per meeting to cover venue hire for small meeting area \$150, catering for smaller group \$200, printing materials \$100, chair/table hire \$50	5,000.00	Shopping	0-\$1,000	M31-32	Y3	3.1.1
Stakeholder consultations	For 5 meetings at \$500 per meeting to cover venue hire for small meeting area \$150, catering for smaller group \$200, printing materials \$100, chair/table hire \$50	2,500.00	Shopping	0-\$1,000	M1	Y1	3.1.2
Office Supplies	Office supplies for PMC (for PA and FO roles) -Toners - \$1000 per year (3000) - Pens, Pencils, twink, stablers/holepunchers, bluetack, stationery holders, erasers, plug extension cords - \$750 per year (2550)	5,250.00	Direct procurement	\$1,000-\$29,999	M1, M13,	Y1	ALL
	One off purchases for PMC at beginning of programme (for PA and FO roles) - Projector x1 for workshops at \$1000 - Office desks x2 at \$600 each - \$1200 - Harddrives x1 large 1 TBs at \$100 Office Chairs x2 - \$300 each, total of \$600 - Office Printer x1 at \$1000	3,900.00	Shopping	0-\$1,000	M1	Y1	ALL
IT Equipment	X2 Laptops for PMC Programme Administrator and Finance Officer	3,000.00	Quotes	0-\$1,000	M1	Y1	ALL
Sub-Total (US\$)		\$ 509,320.00					
Consultancy Services							
Professional services	Team Approach - V and A's	480,000.00	Open tender/Closed tender	\$60,000 >	M1-2	Y1	3.2.1 & 3.2.5
Island Facilitators	x11 per outer island	11,000.00	Competitive Bidding	\$1,000-\$29,999	M3-33	Y1,2	3.2.1
Professional services	Team Approach - LIDAR Team	1,210,000.00	Open tender/Closed tender	\$60,000 >	M3-5	Y1	3.2.2
International Consultant	LIDAR Analysis Consultant	30,000.00	Competitive Bidding	\$30,000 - \$59,999	M17	Y2	3.2.2
Local Consultant	NDA Project Manager	120,000.00	Competitive Bidding	\$60,000 >	M1	Y1	ALL
International Consultant	Ocean Monitoring Consultant	10,000.00	Competitive Bidding	\$1,000-\$29,999	M12	Y1	3.2.3
Local Consultant	Traditional Approaches Consultant	16,000.00	Competitive Bidding	\$1,000-\$29,999	M7	Y1	3.2.4
International Consultant	Long Term Atoll Analyst Consultant	30,000.00	Competitive Bidding	\$1,000-\$29,999	M17	Y2	3.2.6
Local Consultant	National Climate Change Statistician Consultant	84,000.00	Competitive Bidding	\$60,000 >	M1	Y1	3.2.7
Local Consultant	Private Sector Vulnerability Consultant	56,000.00	Competitive Bidding	\$30,000 - \$59,999	M20	Y2	3.3.1

Local Consultant	Private Sector Climate Innovation Consultant	16,000.00	Competitive Bidding	\$1,000-\$29,999	M19	Y2	3.3.1
Local Consultant	National Adaptation Assessment Consultant	48,000.00	Competitive Bidding	\$30,000 - \$59,999	M30	Y3	3.1.1
Local Consultant	Country Programme M&E Consultant	8,000.00	Competitive Bidding	\$1,000-\$29,999	M1	Y1	3.1.2
Terminal Evaluation Consultant	Terminal Evaluation Consultant	12,000.00	Competitive Bidding	\$1,000-\$29,999	M36	Y3	ALL
Finance Officer PMC	Project Finance Officer - PMC	105,000.00	Competitive Bidding	\$60,000 >	M1	Y1	ALL
Sub-Total (US\$)		\$ 2,131,000.00					

