

TABLE OF CONTENTS

I. Acronyms	xx
II. Vision Statement	xx
PART I:	
1. Purpose of the Manual	1
2. Summary of the Regional Pacific NDC Hub	1
3. Background and Objective of the Tomai Pacifique Assistance Mechanism (TPAM)	1
4. Background and Objectives of the RRF	2
5. TPAM and RRF Governance Structure & Systems	3
5.1. TPAM Committee	3
5.1.1 Membership	3
5.1.2 Roles and Responsibilities of the PC	4
5.1.3 Conflicts of Interest and Confidentiality	5
5.2. Steering Committee – Pacific Regional NDC Hub Coordination Group (HCG)	5
5.2.1 Roles and Responsibilities of the HCG	5
5.3. Meetings	5
5.3.1 Minutes	6
5.4. Communication and Awareness	6
6. TPAM and RRF Management	6
6.1. Role and Responsibilities of the TPAM Coordinator (TC)	6
6.2. In-country TA Manager (ITM) Responsibilities	8
6.2.1 Progress Reports	9
6.2.2 Final Report on a TA	9
7. Approval Process	9
7.1. Requesting, Appraisal and Approval Process for Technical Assistance (TA)	9
7.1.1 Criteria for Assessing TA Requests	10
7.2. Monitoring	11
7.2.1 Monitoring of TA in-country	11
7.2.2 Monitoring of TPAM & RRF	11
7.3. Evaluation	11
7.3.1 Evaluation of Projects/TA	12
7.3.2 Evaluation of TPAM & RR	12

PART II: TPAM & RRF POLICIES AND PROCEDURES

- 1. Who is eligible to use the TPAM? 13
- 2. Who is eligible to use the RRF? 13
- 3. Who is eligible to receive Technical Assistance (TA) through the RRF funding? 13
- 4. What is eligible for funding? 13
- 5. What type of TA is eligible? 13
- 6. Application process 14
- 7. Application response time 16
- 8. How to register as an expert 16
- 9. Process of selecting experts for Tas 16
- 10. Rules of engagement for experts 17
- 11. Quality control of TA/experts 18

Appendices

- Appendix 1: Design & Monitoring (D&M) Framework 19
- Appendix 2: TA Requesting Form 20
- Appendix 3: CV Template 22

Figures

- Figure 1: TPAM & RRF Conceptual Framework 3
- Figure 2: Requesting, Appraisal & Approval Process for TA 10
- Figure 3: Process of Selecting Experts for TA 17

LIST OF ACRONYMS

ADB	Asian Development Bank
CCA	Climate Change Adaptation
CES-CCRD	CROP Executives Subcommittee on Climate Change & Disaster Resilient Development
CIF	Climate Investment Funds
CROP	Council of Regional Organisations in the Pacific
DMC	Developing Member Countries
DRR	Disaster Risk Reduction
GGGI	Global Green Growth Institute
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
ITM	Incountry TA Manager
M&E	Monitoring & Evaluation
MDB	Multilateral Development Banks
TC	TPAM Project Committee
PCCP	Pacific Climate Change Portal
PICs	Pacific Island Countries
PIFS	Pacific Islands Forum Secretariat
PPCR	Pilot Programme for Climate Resilience
TC	TPAM Coordinator
R-CDTA	Regional Capacity Development Technical Assistance
RRF	Rapid Response Fund
TPAM	Tomai Pacifique Assistance Mechanism
SCF	Strategic Climate Fund
SOE	State Owned Enterprise
SPC	Secretariat of the Pacific Community
SPCR	Strategic Programme for Climate Resilience
SPREP	Secretariat of the Pacific Regional Environment Programme
TA	Technical Assistance
USP	University of the South Pacific
HCG	Hub Coordination Group

Vision Statement

Tomai Pacifique – expertise for the region

Tomai Pacifique Assistance Mechanism (TPAM) and its Rapid Response Fund (RRF) is a collaborative undertaking of the Regional Pacific NDC Hub and its associated development partners and donors. TPAM, formerly known as the Regional Technical Support Mechanism (RTSM), is a true reflection of the Pacific Island region, which promotes the spirit of cooperation and collaboration. The establishment of the TPAM and RRF is a step in the right direction towards 'transformative change', to efficiently provide expertise for the region to serve the priority needs of Pacific Island Countries in relation to climate change adaptation and mitigation.

PART I

1. Purpose of the Manual

The purpose of this Manual is to guide the members of the TPAM, Regional Pacific NDC Hub, Hub Coordination Group (HCG) and the TPAM Coordinator on the operations of the TPAM and associated RRF. It sets out the standards of probity, transparency, and accountability that contributors and potential contributors to the Fund expect in the governance and operations of both the TPAM and RRF. The Manual includes a *TPAM & RRF Policies and Procedures* which lists the types of assistance available, and how to request assistance under the RRF.

The TPAM PC and the HCG may approve amendments to the Manual and associated TPAM and RRF Policies and Procedures.

2. Summary of the Regional Pacific NDC Hub

The Regional Pacific Nationally Determined Contributions Hub (NDC Hub) was launched in 2017 as a response to Pacific Island Countries (PICs) for a regional platform to support them in implementing, enhancing and financing their climate commitments made under the Paris Agreement (CoP21). The NDC Hub is a collaborative effort by Pacific Island Countries and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) (lead partner), Pacific Community (SPC), the Global Green Growth Institute (GGGI) and the Secretariat of the Pacific Regional Environment Programme (SPREP).

TPAM aims to deliver on two main Outputs:

Output 1 – Mainstreaming Climate Change Mitigation, Adaptation and Disaster Risk Reduction;

Output 2 – Building and Supporting Pacific Developing Member Countries’ Capacity to respond to Climate Change Risks:

- Output 2 has two (2) major Activities:
 - a) Activity 1 – *development, establishment and operationalisation of a regional technical support mechanism* – Tomai Pacifique Assistance Mechanism (TPAM). The TPAM consists of: personnel required to manage and operate the database and RRF (i.e. Unit)
 - b) database of experts

Activity 2 – *establishment of a Rapid Response Fund (RRF)*

3. Background and Objectives of the Tomai Pacifique Assistance Mechanism (TPAM)

The Regional Pacific NDC Hub aims to provide assistance to the region through the TPAM which is a registered¹ network of experts (e.g. on gender, climate change financing, knowledge management, monitoring and evaluation etc) that can provide, on the request of Pacific Island Countries (PICs), advice on appropriate resource opportunities, strategic approaches and technical assistance on climate change, as linked to food security and

¹ See Policies & Procedures on registering as a TPAM expert

infrastructure. They also provide where necessary, support in developing project concepts and proposals, preparing reporting requirements and implementing and monitoring projects. The TPAM *facilitates* the Pacifics' rapid access to technical and advisory services and in the process, create or strengthen national capacity to effectively respond to climate change and disaster risk reduction.

In coordination with related activities of Output 1, the TPAM will also develop specific knowledge products for dissemination to member countries through the Pacific Climate Change Portal (PCCP), the Pacific Climate Change Center (PCCC) e-platform and other relevant/similar online information sources.

The TPAM (Coordinator and Database of Experts) is financed by the Pacific NDC Hub, SPREP and other donor partners. It is established with oversight and coordination by the HCG and under the guidance of the SPREP CCR Director. The TPAM is accessible to all member countries as well as CROP agencies, MDBs, development partners and others².

Within the TPAM is a Rapid Reponse Fund (RRF), which finances the deployment of experts (or technical assistance) into PICs.

4. Background and Objectives of the RRF

Hosted within the Secretariat of the Pacific Regional Environment Programme (SPREP) and managed through the TPAM, the RRF is established *initially* with financing from the NDC Hub with a long-term vision of it evolving into a climate change financing facility³ for the Pacific region. This funding is available to finance Technical Assistance for all SPREP member countries.

The objective of the RRF is to expedite technical assistance⁴ based on requests from PICs⁵ to the TPAM to **enable the rapid deployment** of technical assistance to member⁶ countries. The RRF does not replace the everyday technical assistance roles of CROP Agencies. The RRF is open to all donors and development partners who may wish to join as a partner.

It will **only** fund⁷:

- (i) services from approved⁸ and relevant *independent* experts where necessary (consultancy fees, travel costs and per diems); and
- (ii) travel and per diem costs of experts from partner organizations⁹ and PICs

² See also "Who is Eligible to use the TPAM" on pg. 13

³ Through contributions of PIC governments, CROP Agencies, and/or other international and regional development partners

⁴ Technical assistance are experts (on the field of the request), drawn from the TPAM roster of experts.

⁵ SPREP has 21 Pacific Island Member Countries and Territories: American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Mariana's, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis and Futuna. Pacific Island Territories are not eligible for RRF funding. Similarly, the Regional Pacific NDC Hub also currently serves member countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Palau, Papua New Guinea, Nauru, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

⁶ Priority TA for PICs without PPCR country tracks. Attendance of country tracks at PPRC regional meetings and workshops as resource (through lessons learnt) is eligible for funding assistance **through** the RRF. Country track personnel are also eligible to be funded as national experts to assist other PICs as needed.

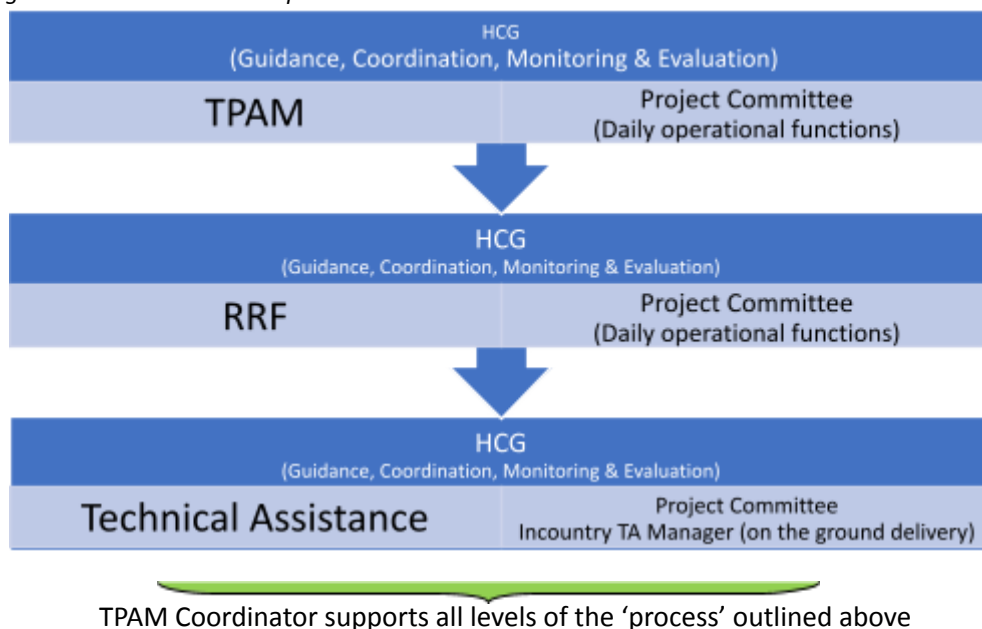
⁷ Directly from the 'Contingency' budget line of the GIZ-SPREP Contract or additional budget line as new development partners/donors come onboard

⁸ See Policies and Procedures on TPAM experts

⁹ Partner organisations include those that have committed to provide technical assistance from existing staff within their respective agencies, e.g. CROP Agencies, regional academics and professionals)

Expected outcome of TPAM and RRF is PICs/DMCs (i) strengthened government capacity to mainstream climate resilience; and (ii) strengthened national coordination mechanism to mainstream climate resilience¹⁰. These expected outcomes form the basis of the criteria for assessing proposals for assistance from the RRF. These criteria are further explained in Section 7.1 of this manual. Fig 1 is a conceptual diagram of the TPAM and the RRF. Specific details on roles and responsibilities of the HCG, Coordinator and Incountry TA Manager (ITM) are detailed in Section 5.

Fig.1: TPAM and RRF Conceptual Framework



5. TPAM and RRF Governance Structure and Systems

The TPAM and RRF will be managed by the TPAM Coordinator on a daily basis under the guidance and supervision of two Committees:

- (i) TPAM Project Committee: responsible for daily general management, administration, and supervision of TPAM and RRF
- (ii) Steering Committee (HCG): responsible for quality control through general oversight, coordination, guidance, monitoring and evaluation of the TPAM and RRF on the regional level.

5.1 TPAM Project Committee (PC)

The initial membership¹¹ of the TPAM Project Committee shall comprise:

- ✓ Director, Climate Change Division (**Chair**)
- ✓ SPREP Legal Adviser
- ✓ NDC Hub Manager
- ✓ SPREP NDC Hub Technical Adviser

The TPAM Coordinator is an ex-officio member of the PC serving mainly to advise, recommend and update the PC on TPAM and RRF status and progress. The composition of

¹⁰ In line with PPCR Monitoring and Reporting Toolkit – Core Indicator 2

¹¹ To be reviewed after initial 12month trial period and as new donors come onboard

the PC may change as new donor partners come onboard. Donor partner inclusion as a PC member will be reviewed in line with any changes to the Financing Plan¹².

5.1.2 Roles and Responsibilities of the PC

The Project Committee is collectively responsible for:

- (i) Approving all TA requests requiring financial commitment over USD40,000¹³;
- (ii) Assessing if TA request is aligned with TPAM/RRF criteria (i.e. value-added, ad-hoc need that is not a 'business as usual' technical assistance). If not, recommending relevant CROP Agency, MDB or Development Partner best suited to respond to TA request;
- (iii) Recommending approval of SPREP Director General for TA requests with a budgeted cost of over USD100,000;
- (vi) Review of draft TPAM and RRF Annual Budget & Work Plan for final approval of HCG;
- (vii) Review of draft TPAM Financing Plan¹⁴ for final approval of HCG;
- (ix) Communicating with contributors and potential contributors.

The Chair is responsible for:

- (i) Approval of all TA requests requiring financial commitment of over USD5,000¹⁵ and less than USD40,000;
- (ii) Approval of all TA payments;
- (iii) Approval of all Calls for TAs;
- (iv) Ensuring the efficient conduct of the PC's business;
- (v) Approving a nominated proxy by a member to PC meetings;
- (vi) Inviting new or replacement members onto the PC, and observers, on a temporary or ongoing basis;
- (vii) Liaising with PIC member countries, MDBs, Development Partners, CROP agencies, donors and potential contributors and partners to the TPAM and RRF;
- (viii) Liaising with the HCG on TPAM and RRF status and progress;
- (ix) Endorsement of the recommended expert by the evaluation panel (via email/telephone or other suitable form of communication. Any verbal decisions to be confirmed in writing
- (x) Publishing an annual report on the TPAM and RRF operations within three (3) months of the end of each financial year¹⁶; and
- (xi) Communicating with the media on the TPAM and RRF's operations

Project Committee members are individually responsible for:

- (i) Liaising with other officers in their respective divisions and with counterparts in other CROP agencies to improve the coordination and knowledge of Climate Change projects, interventions, financing, proposals and activities across the organisation and outside of the organisation; and
- (ii) Promoting the objectives of the TPAM and RRF in relevant forums and meetings

The selection process and decision of the TPAM PC and PICs is final.

¹² A revised Financing Plan will be developed to show new donors and respective funding and budget lines.

¹³ Following SPREP Financial Procedures Manual, SPREP Procurement Manual - Open Tender process or Select Tender in parallel with NDC Hub Guidelines or Practices on Use/Selection of Consultants. See also TPAM Policies & Procedures on TPAM Experts

¹⁴ Financing Plan at Appendix 4 – to be reviewed and refined as more contributors are identified

¹⁵ SPREP Procurement Manual Select Tender process of approaching 3 potentials from the approved TPAM Experts database OR Direct Source (depending on availability of experts) which are also in line with GIZ's or Irish Government's procurement policies and procedures

¹⁶ TPAM/RRF being based in SPREP (Samoa) will conform with SPREP's FY, accounting and auditing policies and regulations

5.1.3 Conflicts of Interest and Confidentiality

All members of the PC must declare any actual, potential or perceived conflicts at the start of each meeting and, if it later becomes evident that such a conflict arises. When an interest that creates an actual, potential or perceived conflict is declared, the Chair must decide whether the relevant member must leave the meeting while the relevant issue is discussed, or how to otherwise deal with it. Where the declaration arises from the Chair, the matter will be passed to the HCG for a decision. In any case, the declaration, and how it was dealt with, must be documented in the minutes of the meeting.

5.2 Steering Committee - Pacific Regional NDC Hub Coordination Group (HCG)

Roles and Responsibilities of the HCG

The HCG¹⁷ is responsible for:

- (i) Overall guidance and approval of TPAM Experts¹⁸, TPAM Financing Plan, Annual Work Plan & Budget;
- (ii) Overall coordination of the TPAM and RRF to ensure it meets stated outputs and outcomes of SPCR
- (iii) Overall oversight, guidance and monitoring¹⁹ of the TPAM and RRF to ensure outputs are in line with PICs needs and priorities²⁰
- (iv) Promoting the objectives of the TPAM and RRF in relevant forums and meetings

To expedite the process of requesting, appraisal, and approval, and ensuring the RRF remains true to its objective of 'rapid deployment of TA' to PICs' requests for assistance, correspondences for assistance from PICs to the TPAM Coordinator and final decisions of the Chair and Project Committee will be decided and communicated via email/telephone or another suitable form of communication. Any verbal decisions will be confirmed in writing.

5.3 Meetings

The PC will meet once every 3 months to monitor the performance and financial status of the TPAM and RRF. Special Meetings will be called when and where the need is urgent. Meeting dates, times and venue will be arranged by the TPAM Coordinator in consultation with the Chair.

The HCG will meet as determined by its mandate or where there is a need. For cost-efficiency purposes, every attempt will be made to hold TPAM/RRF specific HCG meetings directly after regional meetings and forums where at least 60% of the HCG membership is present.

5.3.1 Minutes

The TPAM Coordinator will keep minutes of all PC meetings and will follow up any action items in a timely manner. Draft Minutes of the Meeting(s) will be reviewed by the Chair after the meeting. They will then be provided to the PC members prior to the following meeting for acceptance, with or without modification. Minutes of the Meetings will form part of the reports to the HCG.

¹⁷ Current HCG agencies: FFA, GIZ, PIFS, SPC, SPREP, SPTO and USP

¹⁸ As part of quality control role of the HCG

¹⁹ See relevant M&E section

²⁰ As determined by member countries of each HCG agency

5.4 Communication and Awareness

The Pacific Climate Change Portal (PCCP) <http://www.pacificclimatechange.net> will be the main medium utilized to raise and reinforce awareness of the TPAM and RRF. The PCCP will also host the Experts Database which is, and will continue to be, open to public access²¹. The PCCP will contain the TPAM/RRF Manual, a simplified brochure, TA application form as well as monthly updates subject to new information regarding the TPAM and RRF. The brochure will also be available in hard copy to be given out to PICs as well as at relevant international and regional forums and meetings for higher visibility. Partner organizations' websites with similar interests may also be utilized to mirror information on the PCCP.

6. TPAM and RRF Management

6.1 Role and Responsibilities of the TPAM Coordinator (TC)²²

As the main person responsible for the TPAM and RRF, the TC is responsible for:

- (i) Promoting awareness of the TPAM and RRF and its operations, including:
 - With PICs (members as well as non-members²³);
 - With CROP Agencies;
 - With Multilateral Development Banks (MDBs);
 - With Development Partners;
 - With other relevant stakeholders;
 - With potential contributors to the RRF; and
 - Developing communications and awareness products of the RRF²⁴
- (ii) Final approval of nominated Experts to the TPAM;
- (iii) Final approval of TORs of Experts;
- (iv) Final approval of Contracts for Experts;
- (v) Establishment and mobilization of TPAM Experts Database
 - Conducting stock take of experts in CROP Agencies (e.g., SPREP experts database, PCCP registered experts), Development Partners, Private sector for possible inclusion in Experts Database
 - Undertake Quality Assurance of experts²⁵
 - Sending standard CV template²⁶ for experts to fill and store in Experts Database; and
 - Updating Experts Database and PCCP as TPAM matures²⁷
- (vi) Managing requests for TA, including:
 - Immediate automated acknowledgement of receipt of request²⁸;
 - Response to applicants on their submission:

²¹ Database will show only names of experts and areas of specialisation. Curriculum Vitae will be withheld for internal use only

²² The RC may be joined by an Administration/Contract Management Officer subject to an evaluation on efficiency and utilisation of the RRF and TPAM and approval by the HCG. See also TPAM Coordinator ToR

²³ Current seed funding for the TPAM & RRF covers only Pacific SPREP and NDC Hub member countries. "Non-members" are non-SPREP and non-NDC Hub member countries in the Pacific. As new donors come onboard, the term "non-members" will be revised, according to guidance and decision of the HCG and SPREP

²⁴ In collaboration with SPREP Climate Change Knowledge Management Officer; SPREP Communications Team and SPREP IT team and TPAM/RRF partners, as needed

²⁵ May include reference checks with PPCR Country Tracks; PICTs; CROP Agencies; MDBs; Development Partners etc

²⁶ Appendix 3

²⁷ Summary of TA undertaken by consultants will be made available on CC Portal/Experts Database as part of Quality Assurance process

²⁸ Automated response if request is sent through the TPAM@sprep.org

- o Initial contact max 3²⁹ working days return time if TA cost³⁰ is less than USD5,000
- o max 5³¹ working days return time if TA cost is more than USD5,000 and less than USD10,000
- o max 10working days return time if TA cost is more than USD10,000 and less than USD40,000³²
- o max 15 working days return time if more than USD40,000³³

Obtaining expert advice³⁴ where required;

Obtaining PC Chair advice where required;

Providing a summary to the Project Committee on requests received on a monthly basis;

Undertaking initial assessments of applications, making recommendations for approval of Project Committee and informing PICs of analysis and recommendation for final decision;

Approving TAs requests up to USD5,000³⁵

Drafting TORs for TAs depending on assistance required³⁶

Drafting Contracts for TA depending on assistance required³⁷

Procuring³⁸, mobilizing and managing experts deployed into PICs

(vii) Monitoring and evaluating TAs and activities financed through the RRF, including:

Obtaining progress, draft and final reports from experts deployed into PICs and posting on PCCP³⁹;

Liaising with experts deployed into PICs;

Liaising with in-country TA Manager' (ITM) of Implementing Agency⁴⁰;

Obtaining TA or project reports from ITM as needed;

Assessing reports from experts and PICs for relevancy, completeness and appropriateness;

Advising the Project Committee on issues that arise from TA requiring urgent attention⁴¹;

Obtaining advise of PC Chair on issues that need to be addressed

Identifying lessons for application to other projects or for other countries;

Arranging as required, independent or in-house evaluation of TAs and experts deployed into PICs;

Drafting reports for the HCG, SPREP, One CROP and others where required.

(viii) Supporting the efficient operations of the PC in consultation with the Chair

including:

Arranging meetings;

²⁹ Includes time for RC to undertake analysis of request against approval process. Does not include selection of expert; contracting and negotiating with potential expert

³⁰ If TA only requires travel and per diem cost of expert to the value of USD5,000 or less

³¹ Includes time for RC to undertake analysis of request against approval process. Does not include selection of expert; contracting and negotiating with potential expert

³² TAs with perceived cost of this nature will usually be for hiring of consultants to undertake work in requesting country.

³³ Ibid

³⁴ See TPAM Policies and Procedures.

³⁵ In line with SPREP Financial Procedures; SPREP Procurement Manual; Pacific NDC Hub Policies/Guidelines on Use of Consultants and TPAM Policies & Procedures. Requests approved by TPAM Coordinator included in monthly update report to the PC

³⁶ In line with TPAM Policies & Procedures. ToR may be drafted in collaboration with CROP agencies and other partners of the TPAM/RRF

³⁷ Ibid

³⁸ In line with SPREP Procurement Manual and Pacific NDC Hub Policies/Guidelines on Use of Consultants

³⁹ Either in summary form or in totality, subject to approval of PC for public consumption

⁴⁰ See Section 6.2.2 for role and responsibility of 'In-country TA Manager' (ITM)

⁴¹ Part of Contract Management procedure

Drafting and circulating agenda and minutes;
Following up PC decisions and action items;
Drafting and revising the TPAM and RRF Operations Manual, Policies and Procedures;
Drafting the TPAM and RRF Annual Report; and
Maintaining proper records on the TPAM and RRF operations⁴²

- (ix) Ensuring the proper accounting for the RRF⁴³, including:
Drafting annual budgets;
Approving payments of experts based on satisfactory performance of TA⁴⁴;
Approval of quarterly financial statements for the PC and financial statements for the annual report⁴⁵; and;
Liaising with SPREP Finance, Internal and Independent Auditors on RRF financial and audit issues

6.2 In-country TA Manager (ITM) Responsibilities

- (i) Lead the planning and implementation of the TA that the expert will be undertaking;
Liaise with the country focal points to finalise the TA TOR and ensuring there is clear TA scope, goals, activities, deliverables and timelines;
Obtain development consents and permits for a TA in compliance with applicable legislation and best practice environmental standards (where relevant);
Manage and provide direction and support for the TA and team of experts;
Manage resource allocation⁴⁶;
Ensure effective engagement through consultations and regular contact with the community for implementation of TA activities;
Identify and manage risks of TA;
Provide feedback on TA to PC and country focal points for quality control, contract management and payment purposes
Keep and maintain proper records, including TA reports;
Prepare and submit financial and acquittal reports⁴⁷, including original receipts to Chair and PC;
Record and report to the PC and country focal points on any important lessons learnt from the project;
Review TA reports in close collaboration with country focal points and relevant member(s) of the PC and/or HCG⁴⁸, for completeness, adequacy, relevance;
Manage, as required an independent or in-house evaluation of the project or TA⁴⁹

6.2.1 Progress Reports

Where the TA is longer than 12 months, the recipient PIC must provide quarterly reports⁵⁰ to the TPAM Coordinator. The progress reports, at a minimum, should provide information on:

- (a) progress on agreed ToR and contract (where relevant); and
(b) any matters that are likely to materially and adversely affect implementation of the

⁴² In close collaboration with the PPCR Procurement & Financial Management Specialist

⁴³ Ibid

⁴⁴ Working within the Contract Management system

⁴⁵ Final actual expenditure compared with the budget, with an explanation of significant variances, and any unexpended balance. Also, for auditing purposes

⁴⁶ In cases where financing is required to conduct national trainings and workshops

⁴⁷ In cases where financing is dispensed into country to fund workshops and training (capacity building TA)

⁴⁸ In cases where TA is undertaken in collaboration with another CROP Agency and/or in cases where the TA falls within the 'mandate' of a specific CROP Agency

⁴⁹ Including but not limited to, performance of expert in-country

⁵⁰ 1page summary to be emailed to TPAM@sprep.org

project

The TPAM Coordinator will use reports to assess whether:

- (a) the project is progressing satisfactorily;
- (b) there are lessons learnt that may be of value or can be replicated in other PICs including promoting opportunities for South-South exchange;
- (d) the requirements of the project/TA request are met to the client's satisfaction;
- (e) the requirements of the TA contract and TORs are met;
- (f) recommend approval of TA payments to Chair of the PC.

The requesting PICs (National Country Focal Point(s) identified in the TA Request Form) must **immediately** notify the TPAM :

- (a) of any significant delays in the TA schedule; or
- (b) any matters that are likely to materially and adversely affect implementation of the TA.

6.2.2 Final Report on a TA

Upon completion of TA, the TC is responsible to ensure a Final Report⁵¹ is prepared containing details on:

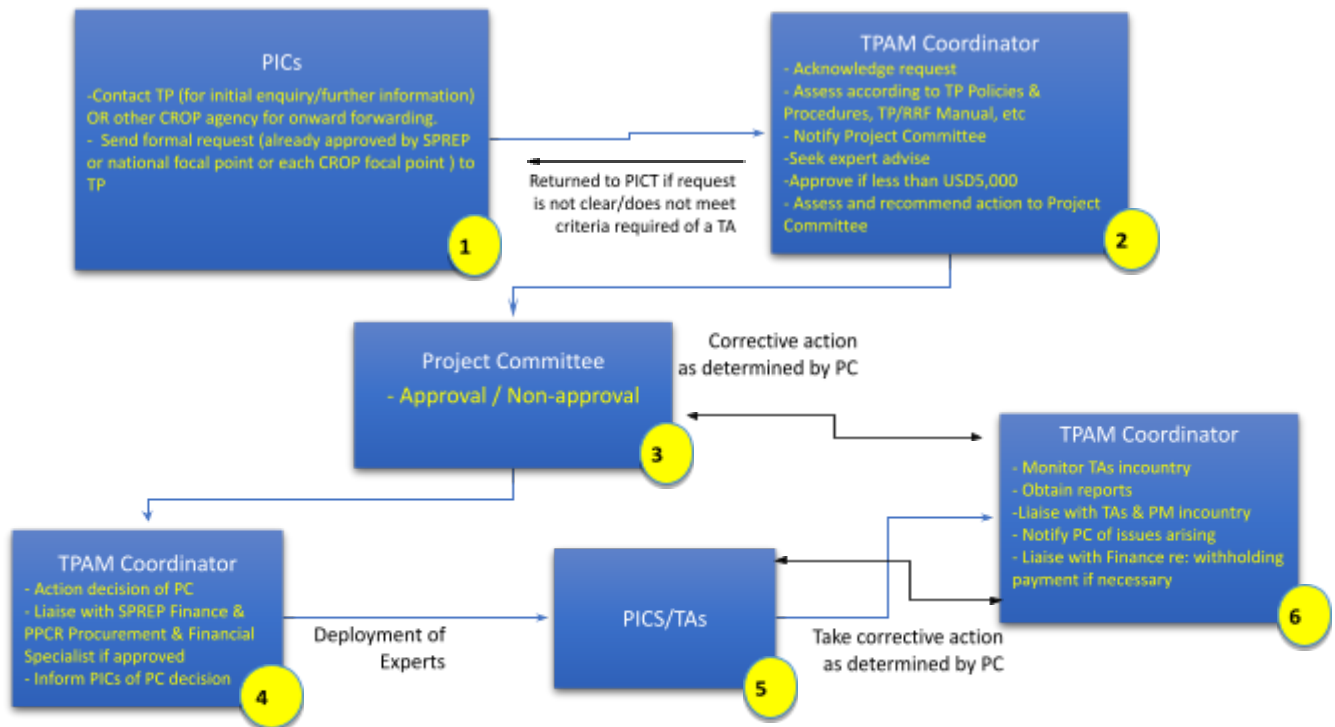
- (a) the achievement of TA objectives (ToR);
- (b) risks that emerged and how they were dealt with;
- (c) an overall judgement on the sustainability of the TA outputs/deliverables;
- (d) any critical issues, lessons learnt and recommendations for similar future projects;

7. Approval Process

7.1 Requesting, Appraisal and Approval Process for Technical Assistance (TA)

Fig.2: Requesting, Appraisal & Approval Process for TA

⁵¹ Compiled/written by expert (national, regional, partner or independent consultant)



Overall, in assessing a request for TA, the TPAM Coordinator will determine whether in deploying the TA, it:

- (a) addresses the overall intended outcome of the Pacific Regional NDC Hub 2030 Strategy, Framework for Energy Security and Resilience in the Pacific (FESRIP), Framework for Resilient Development in the Pacific (FRDP) and **specifically**
- (b) addresses the intended output of Output 2 of Pacific member countries' *capacity to respond to climate change risks built and supported through strengthened adaptive capacities and support*'
- (c) in line with approved definition of eligible Technical Assistance in Section 3 of TPAM Policies & Procedures

7.1.1 Criteria for Assessing TA Requests⁵²

Is it aligned with national NDC or Long Term Strategy (LTS) or national sector priorities? (does it fit with the country's infrastructure/agriculture/fisheries etc plans, national development/sustainable plans, national/sector budgets, deliver on SDGs and provide or improve livelihood and/or basic infrastructure needs?)

Consistent with and designed to advance the national agenda on NDC, LTS, CCA and DRR?

Exhibit good practice in the implementation of projects in relation to NDC, LTS, CCA and DRR?

Does it encourage opportunities for private and community sector involvement?

Promotes social inclusion and equality and target those at risk?

⁵² Aligned with Part 4: TA Request Form. See Appendix 2. A standard matrix will be drafted by TPAM Coordinator for PC to guide assessment

Likely to improve the legal and regulatory processes in the identified sectors?
Country-led and supported by the finance and aid coordination agencies?
Does it indicate whether it has been discussed with donors, development partners at the national level. If yes, did they support TA request?
Encouraging aid effectiveness, country dialogue with donor and development partners, showing desire for long-term or increased level of engagement?

7.2 Monitoring

Monitoring will be performed in the context of a Results-based Management Framework⁵³ and will be undertaken at two levels:

- For each approved and deployed TA; and
- Institutional operations and functionality of TPAM and RRF

7.2.1 Monitoring of TA in-country

Day to day technical supervision and monitoring of deployed TAs is part of the responsibilities of the nominated country focal point within the requesting PIC, with assistance from the TPAM. The requesting PIC **must** ensure there is adequate and effective internal technical and monitoring systems consistent with the TPAM and RRF operational manuals, policies and procedures. The TPAM Coordinator may also arrange with the requesting PIC to use its own national resources to monitor and assist in the management or implementation of TAs where it makes sense to do so (for e.g.: a training or national workshop or field visits).

Assistance from PICs will not be more than 10% of actual value of TA assistance from the RRF.

7.2.2 Monitoring of the TPAM and RRF⁵⁴

The PC and HCG are responsible for ongoing and regular monitoring of the overall programme:

- (a) to ensure that programme objectives are achieved within the required timelines and in line with the TPAM/RRF M&E Framework;
- (b) to ensure quality of assistance to PICs is of the highest standard⁵⁵;
- (c) to monitor effectiveness of TA deployment by the TPAM Coordinator; and
- (d) to identify and address any issues that arise.

The SPREP Internal Auditor will monitor the day-to-day financial operations of the RRF⁵⁶ based on approved audit procedures.

The TPAM Coordinator must provide the PC and HCG with quarterly⁵⁷ progress reports on TAs and projects for PC's and HCG's consideration and decision on any action required.

7.3 Evaluation

Evaluation will be undertaken at two levels:

- On TAs over USD100,000; and
- On the TPAM and RRF programmes

7.3.1 Evaluation of Projects/TAs

⁵³ To be developed in collaboration with SPREP's Monitoring and Evaluation Unit, HCG and GIZ.

⁵⁴ M&E Framework for the TPAM/RRF is yet to be developed in collaboration with SPREP's Monitoring and Evaluation Unit, HCG and GIZ.

⁵⁵ See also Part II: TPAM & RRF Policies & Procedures, Section 11

⁵⁶ Using Internal Audit Policy; Internal Audit Charter as well as Audit Committee procedures

⁵⁷ Or earlier if the expert is failing to achieve TA ToR, deadline (i.e., contractual issues) while deployed in-country

An independent evaluation is mandatory for TAs involving a RRF contribution⁵⁸ of at least USD\$100,000. The timing of such an evaluation will coincide with the annual independent evaluation of the TPAM and RRF (7.3.2). To ensure cost effectiveness, TA evaluations may be undertaken with 7.3.2 as a combined exercise. However, a Requesting PIC and Implementing Agency is encouraged to conduct evaluations (including in-house evaluations) for smaller projects/TAs⁵⁹ in particular, where there are lessons learnt for other similar projects/TAs or PICs in the future. These evaluations serve also as part of the quality assurance process for both the TPAM and RRF.

7.3.2 Evaluation of TPAM & RRF

An independent external review⁶⁰ and independent audit will be conducted on the operations of the TPAM and RRF on an annual basis. The external audit may include the normal SPREP annual audit or as a Special Audit to be conducted by SPREP, NDC Hub or other internationally approved auditor.

Evaluation ToRs for both levels will be drafted by the TPAM Coordinator as projects and TAs are developed. ToR for the evaluation of the TPAM will be drafted by the TPAM Coordinator based on the M&E Framework, in collaboration with SPREP and NDC Hub.

Annual surveys and focus group discussions with PICs will be undertaken to gauge client satisfaction of TPAM services (TA deployment, administration and management of TAs etc) and products. These surveys will, where possible, be undertaken in collaboration with other CROP agencies and/or partners of the TPAM and RRF.

⁵⁸ Total cost for TA (travel, per diem, consultancy fees, printing, communication etc)

⁵⁹ May include questionnaires, interview process etc

⁶⁰ Requirement also in line with normal SPREP audit policies

PART II: TPAM & RRF POLICIES AND PROCEDURES

1. WHO IS ELIGIBLE TO USE THE TPAM?

The **TPAM** is accessible to all member countries of CROP agencies, as well as development partners, donors and networks with a common interest (i.e. CCA & DRR).

2. WHO IS ELIGIBLE TO USE THE RRF?

The **RRF** is open to all donors and development partners.

3. WHO IS ELIGIBLE TO RECEIVE TECHNICAL ASSISTANCE (TA) THROUGH THE RRF FUNDING?

All SPREP and NDC Hub Member Countries – Cook Islands, Fiji, Federated States of Micronesia (FSM), Kiribati, Nauru, Niue, Palau, Papua New Guinea (PNG), Republic of the Marshall Islands (RMI), Samoa, Solomon Islands, *Timor Leste*⁶¹, Tonga, Tuvalu and Vanuatu.

Pacific Island Territories, CROP Agencies, Multilateral Development Banks, Development Partners **are not** eligible for TA funding.

4. WHAT IS ELIGIBLE FOR FUNDING?⁶²

Only Technical Assistance costs⁶³ provided by **approved**⁶⁴ international, regional and national experts will be funded by the RRF.

5. WHAT TYPE OF TECHNICAL ASSISTANCE (TA) IS ELIGIBLE?

Technical assistance that targets strategic approaches to effective resourcing; project development, project monitoring and evaluation across key areas related to climate change such as adaptation, mitigation, climate science and meteorological services, policy development, multilateral and bilateral negotiations, capacity building, economics and knowledge management and information.

Under the RRF for now until further funding is received from other interested donor partners, focus⁶⁵ of assistance will be limited to NDC activities for now.

TA may be technical (practical, field work) **or** advisory and may include⁶⁶:

Capacity building⁶⁷ of members on climate finance, economic analysis, food security in relation to climate change (e.g. training on development of project proposals, options analysis including cost benefit analysis for climate change financing);

Development of climate change finance project concepts and proposals that will trigger resourcing opportunities (e.g. how to become a National Implementing Agency (NIE) for the Adaptation Fund; establishment of a Climate Trust Fund etc);

⁶¹ Not a PIC. Timor Leste participation at PPCR workshops may be funded or financing can be sourced from other partner agencies (subject to approval by the HCG, CROP Heads and other partners where necessary)

⁶² See also Section 7.1.1 of TPAM & RRF Operational Manual

⁶³ Travel costs and per diem for partner agencies and country experts. Normal consultancy costs for independent consultants

⁶⁴ See Approval Process for Experts. Experts Database approved by TPAM Project Committee will be available on Pacific Climate Change Portal

⁶⁵ Focus for TA may widen to include other sectors as more development partners and donors join the RRF.

⁶⁶ Can be added or modified by the HCG and PC as more partners join the RRF

⁶⁷ May include one-on-one in-country training & mentoring by expert, secondment, or attachment of PIC to another NIE, OR attending **technical hands-on** workshops

Inputs to policy development (in mainstreaming CCA and DRR into national, sector and/or organisation plans (e.g. ministry work programmes and budgets),
 Support to manage and oversee strategic and project level planning at all levels (national including sector, sub-national, and local).
 Development of strategic and project-level planning tools at all levels (national including sector, sub-national, and local)
 Training and remote mentoring in the use of planning tools at all levels (national including sector, sub-national, and local);
 Assessing and addressing social aspects of climate change (e.g. community-based adaptation through identifying opportunities to strengthen local development planning and upscaling ongoing community based adaptation initiatives)
 Undertake assessment in climate change risk management capacities of Government Ministries and major infrastructure projects;
 Undertake situation analysis (institutional and governance analysis), including progress in considering climate resilience in development planning and investments and other ongoing planned programmes at all levels (national, sector, ministry, and community);
 Preparation or review of Climate Risk Profiles which include spatial, economic and social data required for planning large development projects related to infrastructure, agriculture, fisheries, and tourism;
 Development or review of gender-aggregated data, disability data and issues for mainstreaming into national, sector and organisation level CCA & DRR planning (e.g. ensure there is interlinkages in planning and drill down to actual organisation implementation level);
 Development or strengthening of knowledge management systems (collection, analysis, management to capture baseline data, capture and share lessons learnt and success stories etc) to enhance the flow of policy relevant CCA & DRR information **consistent**⁶⁸ with local capacities and capabilities;
 Analysis of current structures and processes and support to strengthen the integration of gender considerations and women’s participation in policy, planning and implementation processes, institutional and governance frameworks at all levels⁶⁹
 Development or review of sex-disaggregated data to support mainstreaming gender into national, sector and organisation level CCA & DRR planning and implementation mechanisms;
 Peer exchange and/or secondments of national experts to other PICs if requested (e.g. Samoa’s expertise developed in climate resilience building for their main arterial road may be transferred to another PIC through peer exchange method); and
 Strengthening monitoring and evaluation processes and undertaking specific evaluations of projects undertaken in PICs

6. APPLICATION PROCESS

All requests for assistance should be submitted to the TPAM, having been stamped and approved by a nominated National Focal Point (SPREP Focal Point⁷⁰ or any other CROP agency Focal Point – e.g. Ministry of Foreign Affairs, Ministry of Finance etc) in eligible countries.

PICs must identify (i) Implementing Agency where the TA will focus and be based while in country; and (ii) a lead person in-country (i.e., Country focal point) that will take on the job of

⁶⁸ To ensure interventions can be sustained by PICs once TA ends

⁶⁹ In relation to CCA and DRR

⁷⁰ Both Political and Implementation Focal Points should sign

overall direction, coordination, control, monitoring and supervision of specific TA in requesting PIC. The same person will be liaising with the TPAM Coordinator to ensure work is progressing according to agreed⁷¹ TORs of deployed TA's.

STEP	WHAT (WHEN)	BY WHOM
1. Application	TA requests are accepted and considered throughout the year on a rolling basis, using the TA Request Form ⁷² . Timeframe for 'rapid response' - from receipt of official request to deployment is no more than 3months ⁷³ . Email requests to TPAM@sprep.org ⁷⁴	PICs with assistance from TPAM Coordinator if/as requested
2. Initial screening	TPAM will review TA Request Form to ensure it is properly filled in and aligned with criteria. Applicant must respond to TPAM Coordinator within 1month if there is a need for further information/clarification ⁷⁵ . Conduct initial search of experts database in preparation for assessment and approval stage	TPAM Coordinator and requesting PIC
3. Assessment and approval	Project Committee will assess the TA Request against TPAM/RRF Operational Manual ⁷⁶ and relevant SPREP & NDC Hub guidelines and make appropriate recommendations whether eligible for RRF financing or other partner organisations. Shortlisted experts will be passed to applicant for comments, to assist in the final (expert) selection.	PC and requesting PIC ⁷⁷

⁷¹ Initial TOR to be developed by PICs. Further refinement to be done collaboratively with RC, HCG and/or PC

⁷² Appendix 2

⁷³ Definition of 'rapid response' carried on from the previous donors and partners meeting.

⁷⁴ 2direct access points – through PCCP under Contact Us link or email directly

⁷⁵ To meet the 3month 'rapid response' requirement, applicants who do not respond within a month to RC's comments/queries may have their application put on hold

⁷⁶ May include on-forwarding HCG short-listed experts for PICs final decision. The PIC/applicant will provide comments on non-preferred expert and make recommendations on preferred expert. The final decision will be made by the PC after full consideration of. This procedure is dependent on the number of available experts listed in the database

⁷⁷ The requesting PIC has the final say in who the expert will be

4. Deployment of Expert	PICs informed and Formal documentation (drafting of ToRs, contract etc) and arrangements for deployment prepared	TPAM Coordinator and/or relevant partner organisation
5. PIC TA application/approval Update	Summary of approved TA (inclusive experts deployed) posted on PCC Portal	TPAM Coordinator, CC Knowledge Management team and/or relevant partner organisation

7. APPLICATION RESPONSE TIME

The definition of ‘rapid response’⁷⁸ is 3months (from date of official request to date of deployment) :

Response to applicants on their submission:

- o Immediate automated acknowledgement of receipt of request
- o Initial contact max 3⁷⁹ working days return time if TA cost⁸⁰ is less than USD5,000
- o max 5⁸¹ working days return time if TA cost is more than USD5,000 and less than USD10,000
- o max 10 working days return time if TA cost is more than USD10,000 and less than USD40,000⁸²
- o max 15 working days return time if more than USD40,000⁸³

8. HOW TO REGISTER AS AN EXPERT

1. Fill in standard CV template⁸⁴
2. Tick area of interest, competency, specialisation (limit to three)
3. Email completed CV to TPAM@sprep.org

9. PROCESS OF SELECTING EXPERTS FOR TA

The process of selecting experts should be no more than 15 working days. However, if the TA is more than USD40,000 process may take up to 1.5 months⁸⁵.

Fig.3: Process of Selecting Experts for TA

⁷⁸Carried on from the previous donors and partners agreement during the initial development of this manual, February 2014

⁷⁹ Includes time for RC to undertake analysis of request against approval process. Does not include selection of expert; contracting and negotiating with potential expert

⁸⁰ If TA only requires travel and per diem cost of expert to the value of USD5,000 or less

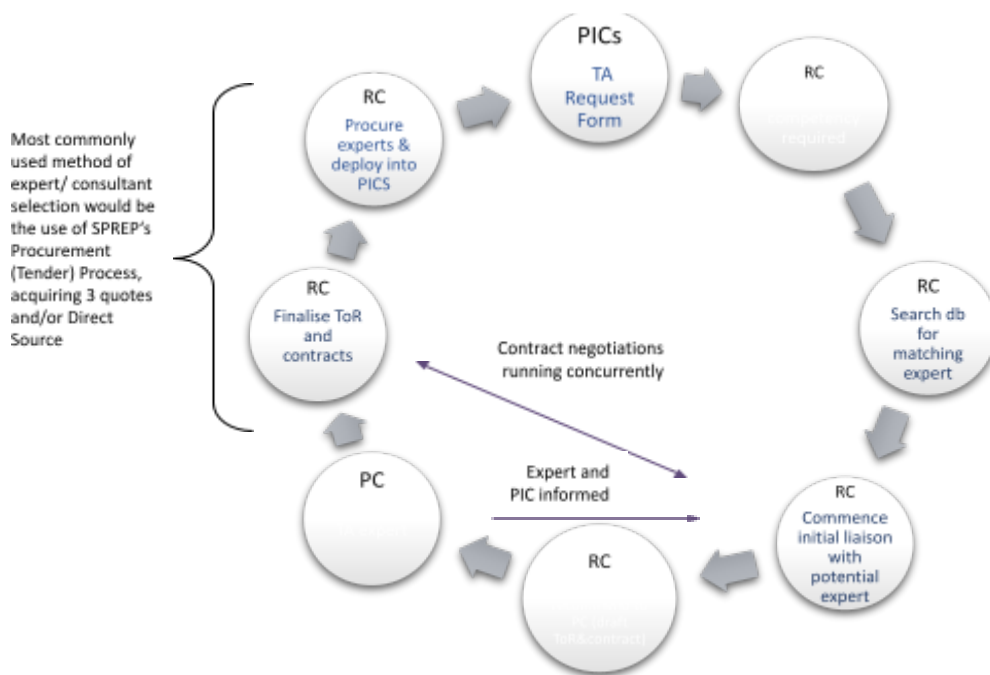
⁸¹ Includes time for RC to undertake analysis of request against approval process. Does not include selection of expert; contracting and negotiating with potential expert

⁸² TAs with perceived cost of this nature will usually be for hiring of consultants to undertake work in requesting country. Includes time for RC to undertake analysis of request against approval process. Does not include advertisement of tender, selection of expert, contracting and negotiating with potential expert

⁸³ Ibid

⁸⁴ Appendix 3

⁸⁵ To accommodate for time required to put out a Call for Tender/Expression of Interest and deadline for bids and evaluation



10. RULES OF ENGAGEMENT FOR EXPERTS

The RRF will manage and deploy experts on three (3) different levels:

EXPERT TYPE	ENGAGEMENT TYPE	DELIVERABLES
1. CROP Agency staff; MDB staff ⁸⁶ ; Development Partner staff ⁸⁷ ; TPAM Partner Agencies	(i) Simple agreement / contract and ToR ⁸⁸ detailing TA to be implemented, signed by PC Chair and Head of respective organization/individual and requesting country ⁸⁹ (ii) Airfare and Per diem ⁹⁰ payments only.	- Reports (from expert and country focal point where appropriate) - Original boarding passes (for financial & admin purposes)
2. Country experts (civil servants)	(i) Simple agreement ⁹¹ (SPC Twinning Arrangement or PIFS Peer-to-Peer exchange model) and ToR ⁹² – details of assistance to be attached to agreement and signed by SPREP Director General and Head of respective Government Ministry/SOE.	- Reports (from expert and ITM (where appropriate)) - Original boarding passes (For financial & admin purposes)

⁸⁶ MDB staff may not be necessarily funded by the RRF but may be deployed as a partner of the TPAM

⁸⁷ *Ibid*

⁸⁸ ToR may be drawn up in collaboration with other CROP agencies, development partners, MDBs etc.

⁸⁹ Subject to each individual organisation's policies and procedures. Contracts will stipulate legal, technical, and quality control terms and conditions

⁹⁰ SPREP per diem rates apply

⁹¹ Subject to member country policies and procedures on use of civil servants for 'contracted' work (may use peer-to-peer review setup/agreement or any other country-country agreement already in existence)

⁹² See footnote 92

	(ii) Airfare and Per diem ⁹³ payments only.	
3. Independent consultants ⁹⁴ (national, regional, and international)	(i) Consultancy contract (ii) ToR ⁹⁵ of TA (iii) Consultancy fees ^{96*} (iv) Airfare and Per diems	- Reports (inception, progress, final) from expert ITM (where appropriate)) - Original boarding passes

11. QUALITY CONTROL OF TA/EXPERTS

All experts' performance and work in country will be monitored and evaluated by the HCG, PC, TC, and country focal point⁹⁷ to ensure work undertaken is of the highest standard. This includes checking for: validity of recommendations; plagiarism; suitability of consultations proposed; methodology proposed etc. Details of 'quality control' terms will be included in all TA ToR's and Consultancy/Experts' Contracts which are monitored through a separate Contract Management System⁹⁸.

⁹³ SPREP per diem rates apply

⁹⁴ Using market rates as agreed at Inception Workshop (by previous donors and partners in January 2014). Rates to be determined based on complexity of TA, qualifications, and Pacific experience, not nationality. Subject to change as donors and partners change.

⁹⁵ See footnote 92

⁹⁶ See Issues Paper in PPCR Inception Report. Depending on level of complexity, contracts will be either (i) Time-based; (ii) Lump-sum or (iii) Performance-based using the SPREP Procurement Manual as a basis upon which contracts will be drawn and agreed. The latter (iii) is preferred as it'll be easier for in-country TA Manager and TPAM to supervise, manage and assess for payment purposes. Requires a lot of 'admin' time of the TPAM Coordinator to draft milestones etc.

⁹⁷ See specific responsibilities of HCG, PC, RC & ITM in Part I: Sections 5-6 and 7.2-7.3

⁹⁸ Contracts may be developed using GIZ/Irish standard contract templates

APPENDIX 1: Design and Monitoring (D&M) Framework

[to be inserted]

APPENDIX 2: TA Requesting Form (Draft ONLY)



REGIONAL
PACIFIC
NDC HUB



**TOMAI PACIFIQUE ASSISTANCE MECHANISM (TPAM)
TECHNICAL ASSISTANCE REQUEST FORM**

Name of Technical Assistance Project: _____

Country: _____

Requesting Agency and Contact Person: _____

Implementing Agency and 'Project Manager': _____

1. Coverage of TA: {check one} National Sector Ministry Community/NGO

2. Sector:
- Energy (identify specific sub-sector)
 - Transport (identify specific sub-sector)
 - Multi-sector
 - Other

3. Type of TA required:

Strategic/Management

- Policy Development/Review/Advise
- Survey/Feasibility study
- M&E Framework development

- Capacity building/Institutional strengthening
- Development of Tools (gender, cost-benefit etc.)
- Knowledge Management

Climate Financing

- Project development
- Budgetary development
- Legal drafting

- Proposal writing
- Financial analysis
- Resourcing opportunities

4. Give a brief description of the TA required (2-5 paragraphs):

{Identify the underlying climate change related problem the TA will help to address. Describe how the proposed TA supports or addresses one of the causes of the problem by creating or strengthening national capacity to effectively respond to these issues. Identify similar previous, current, or planned TAs, grants, or loans by any development partner; cite 2-3 reasons why the proposed TA is necessary; and describe foreseen scope of the required TA, including identification of beneficiaries of the support. Identify the national development plan, climate change policy or strategy, sector strategy priorities this TA will address.}

5. Government Support

{Please indicate support to be provided by Government – e.g., office space, logistical and administration support in organizing necessary meetings, workshops etc.}

Name & Signature of SPREP/CROP/National Focal Point

Stamp

Date: _____

APPENDIX 3: STANDARD CV TEMPLATE (Draft ONLY)

Curriculum Vitae (CV)			
		4. Nationality:	Female <input type="checkbox"/> <input type="checkbox"/>
Professional Societies: 			
Professional Experience: 			

10. Languages (Excellent, Good, Average)

	Reading	Speaking	Writing

11. Employment record: [list only employment in last 10years]

Date		Location	
Company		Position	
Professional Experience record: (e.g., list of projects/assignments with dates, location, position and project title and description):			
Date	Location	Position	Title
Date		Location	
Company		Position	
Professional Experience record: (e.g., list of projects/assignments with dates, location, position and project title and description):			
Date	Location	Position	Title

Date		Location	
Company		Position	
Professional Experience record: <i>(e.g., list of projects/assignments with dates, location, position and project title and description):</i>			
Date	Location	Position	Title

Record: [list only consultancy work over last 10 years]

PROJECT NAME	CLIENT	DATE	POSITION	DELIVERABLE(S)

Expertise: [CHECK COLUMN THAT BEST FITS YOUR AREA OF EXPERTISE]

CLIMATE CHANGE AND RELATED ISSUES (CLIMATE RESILIENCE, CLIMATE CHANGE ADAPTATION, MITIGATION, DISASTER RISK REDUCTION)	
- Gender mainstreaming	
- M & E specialist	
- Climate financing specialist	
- Legal specialist (climate change/environmental law/MEAs)	
- Knowledge management specialist	
- Database/Network specialist	
- Economist (cost-benefit analysis of CC)	
- Civil engineering (hard and soft engineering solutions)	
- Community development specialist	
- Proposal writing/Report writing	
- Community trainer specialist	
- Capacity building specialist	
- Meteorologist	
- GIS specialist	
- Disaster Relief/Management specialist	
- Environmental and social safeguards specialist	
- Other (must be related to CCA, DRR, DRM, etc)	

COMPETENCY MATRIX

Experiences and competencies that are **directly relevant** to the call include the roles and responsibilities as national consultant for the following projects and positions. The Activities, Tasks and Outputs **as applicable and relevant to the [.....]** position are listed in table form for ease of reference:

Competencies Technical	Previous Assignments/Clients and Organisation	Position Held and Activities Undertaken	Achievements
[list ToR of current call in this column]	[list relevant/similar Work undertaken that matches ToR in Column 1]	[list relevant information only related to ToR]	[list only achievements matching ToR – i.e., output/results-based achievements]
1. Draw up...		—	
2. Conduct....			

Referees: [provide 3 recent referees – preferably from projects and countries in which projects were undertaken]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience relevant only for this particular TA.

Date: