

## Terms of Reference

**Consultancy Title:** Project Evaluation Specialist (international)

**Project Name:** Enhancing Resilience of Communities in Solomon Islands to the Adverse Effects of Climate Change in Agriculture and Food Security

**Duty Station:** Honiara, Solomon Islands (3 weeks) and home-based (1 week)

**Duration of the Contract:**

- Contract period: 4 weeks commencing 6<sup>th</sup> December 2013
- Number of working days: 30 days.
- Commencement and end dates of assignment 31<sup>st</sup> January 2014

### **1. Objectives of this Mid-Term Evaluation (MTE)**

The objective of the MTE is to provide an independent analysis of the progress of the project so far. The MTE will identify potential project design problems, evaluate progress towards the achievement of the project objective, identify and document lessons learned (including lessons that might improve design and implementation of other UNDP-GEF supported AF projects), and make recommendations regarding specific actions that should be taken to improve the project. The MTE will evaluate early signs of project success or failure and identify the necessary changes to be made. The project performance will be measured based on the indicators of the project's logical framework (see Annex 1).

The MTE must provide evidence based information that is credible, reliable and useful. The evaluation team is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, UNDP Country Office, project team, UNDP-GEF Technical Adviser based in the region and key stakeholders. The evaluation team is expected to conduct field missions to target Provinces, villages and sites (tbc). Interviews will be held with the following organizations and individuals at a minimum:

1. UNDP staff who have project responsibilities;
2. National Executing agency and key partners
3. The Chair of Project Board
4. The NPD and ANPD
5. Project stakeholders, to be determined at the inception meeting; including academia, local government and CBOs

The team will evaluate all relevant sources of information, such as the project document, project reports – including Annual PPRs, AF Tracking Tools, project budget revisions, progress reports, project files, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation. A list of documents that the project team and UNDP Country Office will provide to the team for review is included in Annex 2 of this Terms of Reference.

## 2. Project Background Information and Objectives

In accordance with the UNDP and AF M&E policies and procedures, a mid-term evaluation of the full-size project SWoCK implemented through the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) is to be undertaken in 2013. The project started on the 30 June 2011 and is in its 2nd year of implementation. This Terms of Reference (TOR) sets out the expectations for this mid-term evaluation.

The essentials of the project to be evaluated are as follows:

<b>Project Title:</b>	<b>Strogen Waka lo Community fo Kaikai - SWoCK Enhancing Resilience of Communities in Solomon Islands to the Adverse Effects of Climate Change in Agriculture and Food Security</b>			
UNDP Project ID:	00078069	Project financing	at endorsement (Million US\$)	at MTE (Million US\$)
ATLAS Project ID:	00061585	AF financing:	5,100,000	
Country:	Solomon Islands	IA/EA own:	N/A	
Region:	Asia-Pacific	Government:	N/A	
Focal Area:	Climate Change Adaptation	Other:	N/A	
		Total co-financing:	N/A	
Executing Agency:	Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM)	Total Project Cost in cash:	5,100,000	
Other Partners involved:	Ministry of Agriculture and Livestock (MAL) School of Natural Resource, Solomon Islands College of Higher Education (SNR-SICHE) Provincial Governments Kastom Gaden, Nut Growers Association of Solomon Islands	Date project began (date of Inception Workshop):		30 June 2011
			Planned closing date: 30 June 2015	Revised closing date:

As a Least Developed Country Solomon Islands is one of the most vulnerable countries to the predicted impacts of climate change. The Solomon Islands National Adaptation Program of Action (NAPA) to address the effects of climate change (2009) identified agriculture and food security as one of the most vulnerable sectors requiring urgent attention. The project entitled “Enhancing Resilience of Communities in Solomon Islands to the Adverse Effects of Climate Change in Agriculture and Food Security” (or locally “Strogen Waka lo Community fo Kaikai (SWoCK)”) addresses the NAPA priority and will contribute to enhancing resilience of the agriculture sector to maintain and improve food security in the country.

The objective of the project is to strengthen ability of communities in Solomon Islands to make informed decisions and manage likely climate change driven pressures on food production and management systems. In particular, the project will lead to the following key results (outcomes); 1) Promote and pilot community-adaptation activities enhancing food security and livelihood resilience in pilot communities in at least 3 selected regions; 2) Strengthen institutions and adjusted national and sub-national policies related to governing agriculture in the context of a range of climate change futures; and 3) Foster the generation and spread of relevant knowledge for assisting decision-making at the community and policy-formulation level. The outcomes will contribute to this objective; the progress toward the objective and outcomes is measured using the indicators in Annex 1.

### **3. Scope of work/Expected Output**

#### **Functions / Key Results Expected:**

The evaluation team will evaluate the following three categories of project progress. For each category, the evaluation team is required to rate overall progress using a six-point rating scale outlined in Annex 3.

#### **3.1 Progress towards Results**

Project design:

- Evaluate the problem addressed by the project and the underlying assumptions. Evaluate the effect of any incorrect assumptions made by the project. Identify new assumptions.
- Evaluate the relevance of the project strategy (and theory of change) and whether it provides the most effective route towards expected/intended results.
- Evaluate how the project addresses country priorities.
- Evaluate the baseline data included in the project results framework and suggest revisions as necessary.

Progress:

- Evaluate the outputs and progress toward outcomes achieved so far and the contribution to attaining the overall objective of the project.
- Examine if progress so far has led to, or could in the future catalyse, beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis. Suggest measures to improve the project's development impact, including gender equality and women's empowerment.
- Examine whether progress so far has led to, or could in the future lead to, potentially adverse environmental and/or social impacts/risks that could threaten the sustainability of the project outcomes. Are these risks being managed, mitigated, minimized or offset? Suggest mitigation measures as needed.
- Evaluate the extent to which the implementation of the project has been inclusive of relevant stakeholders and to which it has been able to create collaboration between different partners, and how the different needs of male and female stakeholders has been considered. Identify opportunities for stronger substantive partnerships.

#### **3.2 Adaptive management**

Work Planning

- a) Are work planning processes result-based? If not, suggest ways to re-orientate work planning to focus on results.
- b) Examine the use of the project document logical/results framework as a management tool and evaluate any changes made to it since project start. Ensure any revisions meet UNDP-GEF requirements and evaluate the impact of the revised approach on project management.

#### Finance and co-finance:

- a) Consider the financial management of the project, with specific reference to the cost-effectiveness of interventions.
- b) Complete the co-financing monitoring table (see Annex 4).
- c) Evaluate the changes to fund allocations as a result of budget revisions and the appropriateness and relevance of such revisions.

#### Monitoring Systems.

- a) Evaluate the monitoring tools currently being used: Do they provide the necessary information? Do they involve key partners? Do they use existing information? Are they efficient? Are they cost-effective? Are additional tools required?
- b) Ensure that the monitoring system, including performance indicators meet UNDP-GEF minimum requirements. Develop SMART indicators as necessary.
- c) Ensure broader development and gender aspects of the project are being monitored effectively. Develop and recommend SMART indicators, including sex-disaggregated indicators as necessary.
- d) Examine the financial management of the project monitoring and evaluation budget. Are sufficient resources being allocated to M&E? Are these resources being allocated effectively?

#### Risk Management

- a) Validate whether the risks identified in the project document, PPRs and the ATLAS Risk Management Module are the most important and whether the risk ratings applied are appropriate and up to date. If not, explain why. Give particular attention to critical risks.
- b) Describe any additional risks identified and suggest risk ratings and possible risk management strategies to be adopted.

#### Reporting

- a) Evaluate how adaptive management changes have been reported by the project management, and shared with the Project Board.
- b) Evaluate how lessons derived from the adaptive management process have been documented, shared with key partners and internalized by partners.

### 3.3 Management arrangements

- a) Evaluate overall effectiveness of project management as outlined in the project document. Have changes been made and are they effective? Are responsibilities and reporting lines clear? Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement.
- b) Evaluate the quality of execution of the project Implementing Partners and recommend areas for improvement.
- c) Evaluate the quality of support provided by UNDP and recommend areas for improvement.

#### Deliverables:

	Deliverables:	Target/Dateline:
1	Inception report	Submission: 11 <sup>th</sup> Sept.  Review and approval: 13 <sup>th</sup> Sept
2	Country mission (meeting key project partners /stakeholders in Honiara, visit to project target provinces and TBC presentation of key findings	16 <sup>th</sup> -25 September 2013

	and preliminary recommendations by end of mission back in Honiara	
3	1 <sup>st</sup> draft mid-term evaluation report	30 <sup>th</sup> Sept – 4 <sup>th</sup> Oct.
4	final mid-term evaluation report	10 <sup>th</sup> October 2013

#### **Resources Provided**

Inputs from the Consultant: The applicant is required to have his/her own computer/laptop and other necessary resources that may be required to support the assignment.

#### **Evaluation team and expert requirements**

The Project Evaluation Expert will be assisted by a national Evaluation Support Expert (in case qualified candidates can be identified in a timely manner), working concurrently according to the planned schedule. The international consultant, who will have in depth understanding of UNDP projects including evaluation experience, will be designated as the team leader and will have the overall responsibility of organizing and completing the review, and submitting the reports. The national consultant will provide supportive roles both in terms of professional back up, translation and conduct of local meetings. The collection of documents is to be supported by National Consultant in coordination with the UNDP Office and SWoCK PMU) prior to commencing the analysis, and he/she will support the team leader to contextualize the information and process, based on her/his knowledge of national/local conditions. The International Consultant has the overall responsibility for completing the desk review prior to the country mission, and for submitting the final report following the country mission. The consultants will sign an agreement with UNDP Solomon Islands Sub-office and will be bound by its terms and conditions set in the agreement.

#### **Supervision/Reporting**

The Project Evaluation Expert is expected to work under the direct supervision of the UNDP Sub-Office Programme staff, the Regional Technical Advisor and MECDM.

#### **Reporting Requirements:**

The Project Evaluation Expert will report to UNDP (UNDP Sub-Office) in Solomon Islands and MECDM.

#### **Requirement for Qualifications & Experience**

##### **Degree of Expertise and Qualification:**

- The Contractor must be qualified with Masters, equivalent or higher with academic and professional background in fields related to climate change adaptation, agriculture, sustainable land use
- Work experience in relevant technical areas for at least 10 years
- Good knowledge of the UNDP Evaluation Policy, experience applying UNDP Results Based

Evaluation Policies and Procedures, good knowledge of the UNDP NIM/DIM Guidelines and Procedures, knowledge of Result Based Management Evaluation methodologies and knowledge of participatory monitoring approaches

**Competencies:**

- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in Adaptive Management, as applied to conservation or natural resource management;
- Demonstrable analytical skills;
- Work experience in relevant technical areas for at least 10 years;
- Excellent English communication skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;
- Experience working in the Pacific) region.

**Proposal Requirements**

**Technical Proposal**

The applicant should submit the following documents:

- a) Technical proposal including: evaluation approach/method and work plan; a P11 form (available on the UNDP website; [www.undp.org.fj](http://www.undp.org.fj), an updated current CV, contact details of at least three referees and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology)
- b) Letter confirming availability and Interest using UNDP template (available on the UNDP website: [www.undp.org.fj](http://www.undp.org.fj) )

**Financial Proposal**

The consultant is requested to provide a quotation or the fees/cost (in USD) for the services which will be rendered using the following format.

Daily consultancy rates	A daily consultancy rate proposed by the consultant
Air Ticket Estimate (UNDP will reimburse based on actual costs)	To and from Home country To and from respective duty station
Living Allowance	Based on the number of days spent at the respective duty station
Other miscellaneous expense	Please state

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the

requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

**Payment Schedule (if required):**

	<b>Deliverables</b>	<b>Target</b>
1	15% upon approval based on review of the Inception Report.	8 <sup>th</sup> December 2013.
2	15% Country mission (meeting key project partners / stakeholders in Honiara, visit to project target provinces and sites- itinerary TBC, presentation of key findings and preliminary recommendations by end of mission, back in Honiara	12 <sup>th</sup> -23 <sup>rd</sup> December 2014
3	35% upon submission and approval based review of 1 <sup>st</sup> draft mid -term evaluation report	5 <sup>th</sup> January -12 <sup>th</sup> January 2014
4	35% upon submission and approval based on review of final Mid-Term Evaluation	17 <sup>th</sup> January-28 <sup>th</sup> January 2014

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**Annex 1.**

Objective / Outcomes	Indicators	Target by end of project, relative to the baseline of 2009 (unless specified otherwise)
<p><b>Objective:</b> Increased level of resilience of community-based food production systems in the agriculture sector in Solomon Islands against hazards and risks related to climate variability and climate change</p>	<p>No. of enabling policy instruments and coordination mechanisms in the agriculture and food security sector reviewed to integrate climate change hazards and risks.</p>	<p>At least four national and provincial level policy instruments, and coordination mechanisms (MAL, CCD, SIMS, SNR) addressing the agriculture sector and food security have integrated climate change risks and hazards</p>
	<p>No. of communities/wards integrating climate change risks into their land use plans and farming systems</p>	<p>By the end of the project communities in at least 18 wards in 3 climatic and geographic cluster areas (windward side, leeward side and man-made islands) have integrated climate change risks into their land use plans and farming systems</p>
<p><b>Outcome 1:</b> Promoted and piloted community-adaptation activities enhancing food security and livelihood resilience in communities</p>	<p>No. of Wards where climate risks are integrated into land use and agriculture production aspects of the Ward Development Planning process</p>	<p>By the end of year 1 detailed land use and climate risk assessments are carried out, and by the end of the project climate-resilient land use planning and agriculture production considerations are integrated into Ward Development Plans in at least 18 Wards in 3 climatic and geographic cluster areas.</p>
	<p>No. of Wards developing climate-resilient farming and aqua-culture production techniques and systems</p>	<p>By the end of the project at least 18 target wards develop climate resilient farming and aqua-culture production techniques and systems.</p>
	<p>No. of national, provincial and field staff across government, NGO, village constituencies are trained to utilize climate information to guide decision making in agricultural production, and climate-resilient farming and aquaculture techniques</p>	<p>By the end of the 2<sup>nd</sup> year at least 200 personnel from government and NGOs (50 Provincial Gov., 70 MAL extension/research/land use officers, 30 SIMS field staff, 20 KGA staff and 140 contact farmers, NGASI – 50 contact farmers), YEP volunteers, and village constituencies (church leaders, women’s groups, farmers, CBOs) are trained in the use of climate information for the agriculture sector and climate-resilient farming and aquaculture techniques</p>



Outcome 2: Adjusted national and sub-national policies related to governing agriculture in the context of a range of climate change futures	No. of national and provincial level policies, strategies, plans and coordinating mechanisms reviewed and incorporate climate change risks	By the end of project climate change considerations are incorporated into the national long term development plan, at least three policy and legislative frameworks (new Food Security Policy, Land-use Policy and Agriculture Act), development planning processes and development plans of at least 4 provincial governments.
	No. of weather stations established in the country, meeting WMO standards and contributing data to national weather service and early warning system	At least 3 AWS and at least 12 voluntary weather stations established at strategic locations, meet WMO standards and contributing to nationwide monitoring and early warning system
	Agriculture-tailored climate early warning and information products established and communicated to users	By year 2 agriculture tailored CLEWS and info products are established, and by the end of the project this information is being used by at least 200 personnel from government and NGOs (50 Provincial Gov., 70 MAL extension/research/land use officers, 30 SIMS field staff, 20 KGA staff and 140 contact farmers, NGASI – 50 contact farmers) and village constituencies (church leaders, women’s groups, farmers, CBOs
	No. of officers within MAL, MECDM, NGOs and SNR trained in methods to support communities integrate climate considerations into agriculture production and land-use planning	At least 200 officers at the policy and field officer level within MAL, MECDM, NGOs and SNR trained in methods to support communities with integration of climate change risks into land use planning and agriculture production.
	GIS-based agriculture information system integrating climate info, and related institutional capacities for climate risk management in agriculture	By the end of year 2 a GIS based agriculture and climate info system is established, and by year 3, 16 MAL, MECDM, and SNR staff trained on its management and application.
Outcome 3: Fostered the generation and diffusion of knowledge on adapting to	No. of knowledge products developed and disseminated	In each project year at least 5 knowledge products (case study, experience note, photo story, video, technical reports, etc.) developed and disseminated to local, national and regional stakeholders.

climate change in a systematic manner at the community and regional level	No. of exchange programs and activities designed to share lessons learnt and raise awareness on climate change impacts on agriculture and food production	Exchange site visits organized between participating pilot communities and a national forum held by year 2 and by the end of the project.
	No. of documented case studies and lessons learnt used in the teaching of short courses as well as certificate and diploma courses in agriculture, forestry and environmental studies in the School of Natural Resources (SNR)	At least four case studies generated by the project are incorporated and used in SNR training courses to promote and raise knowledge and understanding of young Solomon Islanders on climate change adaptation in the agriculture sector

## Annex 2. Project STRATEGIC Results Framework (logframe)

<p><b>This project will contribute to the following Country Programme Outcome as defined in CPAP or CPD:</b></p> <p>3.1 Disaster risk reduction and management of responses to humanitarian crisis and natural disasters are effective and integrated into all forms of development</p> <p>4.2 Solomon Islands communities effectively manage and sustainably use their environment, as well as natural and cultural resources</p> <p>4.1 Environmental sustainability and sustainable energy are mainstreamed into regional national policies, planning framework and programmes</p>
<p><b>Country Programme Outcome Indicators:</b></p> <p>3.1 Number of national development plans/strategies that specifically address disaster risk management as a development issue</p> <p>4.2 Number of pilot initiatives in sustainable livelihoods and environment management</p> <p>4.1 Number of national development strategies, policies and plans of PICs incorporating environmental sustainability issues</p>
<p><b>Primary applicable Key Environmental and Sustainable Development Key result Area:</b> 3. Crisis Prevention and Recovery or 4. Environment and Sustainable Management</p>
<p><b>Project Strategy/Goal:</b></p> <p><b>Objective</b></p> <p>Increased level of resilience of community-based food production systems in the agriculture sector in Solomon Islands against hazards and risks related to climate variability and climate change</p>

Indicator	Baseline	Target at end of project	Source of verification	Assumption
No. of enabling policy instruments and coordination mechanisms in the agriculture and food security sector reviewed to integrate climate change hazards and risks.	National policy instruments, coordination mechanisms and institutions in the agriculture and food security sector do not address climate related risks and hazards.	At least four national and provincial level policy instruments, and coordination mechanisms (MAL, CCD, SIMS, SNR) addressing the agriculture sector and food security have integrated climate change risks and hazards	National policy documents Ministry Corporate and Strategic Plans Provincial government development plans	Political stability is maintained Strong coordination amongst climate change stakeholders in the country Political will and commitment by senior government officials to integrate climate change in agriculture and food security
No. of communities/wards integrating climate change risks into their land use plans and farming systems	Communities and agriculture food production systems in coastal areas and highlands of Solomon Islands are exposed to future climate related risks and hazards, have weak coping capacity and have not started building resilience.	By the end of the project communities in at least 18 wards in 3 climatic and geographic cluster areas (windward side, leeward side and man-made islands) have integrated climate change risks into their land use plans and farming	Project monitoring and evaluation reports Project reports Field reports from project personnel Land use plans developed Agro-meteorology tools	Strong community leadership, cooperation and support for project activities. Weather is favorable to implement project activities in the various islands

		systems	developed to support land use and farming systems planning	Agriculture staff are committed to supporting the project
<b>Outcome 1 : Promoted and piloted community-adaptation activities enhancing food security and livelihood resilience in communities</b> Outputs: 1.1 Climate –sensitive land use and agriculture production considerations are integrated in Ward Development Plans in at least 18 Wards in 3 climatic and geographic cluster areas 1.2 Climate change resilient farming and aquaculture production, techniques and systems introduced at community level 1.3 Establishment of provincial and community level food banks to overcome periods of climate related disruptions 1.4 Strengthening capacity for processing and storage of root crops and tree crops 1.5 Government and NGO field staff and communities are trained on the use of climate information in decision making processes				
Indicator	Baseline	Target at end of project	Source of verification	Assumption
No. of Wards where climate risks are integrated into land use and agriculture production aspects of the Ward Development Planning process	No integrated land use planning undertaken and climate change considerations are yet to be factored into land use plans across the different geographic regions in Solomon Islands especially those that are more vulnerable to climate risks	By the end of year 1 detailed land use and climate risk assessments are carried out, and by the end of the project climate-resilient land use planning and agriculture production considerations are integrated into Ward Development Plans in at least 18 Wards in 3 climatic and geographic cluster areas.	V&A assessment reports. Integrated land use plans Government Annual Reports Project Monitoring and Evaluation Reports Provincial government reports Record of community meetings Project baseline assessment report	Appropriate staff members are selected for training by their host agencies.  Very low staff turnover resulting in sustained capacity of government and partner institutions.  MAL and MECM continue to support adaptation in the agriculture and food production sector and to apply and maintain adaptive capacity built during the project
No. of Wards developing climate-resilient farming and aqua-culture production techniques and systems	Smallholder farming systems are not able to cope with declining soil fertility and limited agriculture, processing and food security adaption options and strategies available in the country	By the end of the project at least 18 target wards develop climate resilient farming and aqua-culture production techniques and systems.	V&A assessment reports Annual report of Government, institutions and NGOs Farming systems plans developed by households Field reports from project sites	Communities are willing and committed to actively participate in the project  No political interference in selection of regions and demonstration sites

			<p>Integrated aquaculture-food crop production system design document</p> <p>Procurement records</p> <p>Project reports</p> <p>Evaluation report on food banks at end of project</p> <p>Agro-biodiversity strategy documents</p> <p>Business plans for root crop processing facilities</p> <p>Technology evaluation report</p> <p>V&amp;A assessment report.</p> <p>Procurement records</p> <p>Technology evaluation report</p>	<p>School of Natural Resources committed to establishing and maintaining the system as a learning demonstration</p> <p>Technology is appropriate for small scale production</p> <p>Landowners are willing to establish or expand their areas for agro-biodiversity collections and food banks.</p> <p>Sufficient supplies of root crops for production of flour and chips</p> <p>MAL and Kastom Gaden field staff collaborating and assisting farmers</p>
<p>No. of national, provincial and field staff across government, NGO, village constituencies are trained to utilize climate information to guide decision making in agricultural production, and climate-resilient farming and aquaculture techniques</p>	<p>Officials, technical experts and field staff of Government, NGOs, private sector and training institutions have limited capacity and not been trained to plan, design and facilitate V&amp;A assessments in the agriculture food production sector.</p>	<p>By the end of the 2<sup>nd</sup> year at least 200 personnel from government and NGOs (50 Provincial Gov., 70 MAL extension/research/land use officers, 30 SIMS field staff, 20 KGA staff and 140 contact farmers, NGASI – 50 contact farmers), YEP volunteers, and village constituencies (church leaders, women's groups, farmers, CBOs are trained in the use of climate information for the agriculture sector and climate-resilient farming and</p>	<p>Project monitoring reports</p> <p>Training evaluation reports</p>	<p>MAL senior officials committed to incorporating climate change considerations in annual and strategic plans and budgeting processes</p>

		aquaculture techniques		
<b>Outcome 2: Adjusted national and sub-national policies related to governing agriculture in the context of a range of climate change futures</b>				
Outputs: 2.1 Integration of climate and disaster risks into national and provincial agriculture and livestock sector policy, other relevant policies and strategies and related instruments and coordination mechanisms 2.2 Capacity of Solomon Islands Meteorological Services (SIMS) Strengthened to produce enhanced weather and climate information services tailored to agriculture sector and land resources management 2.3 Capacity of Climate change division within MECDM, MAL and SNR enhanced to support integration of climate Change risks into land use planning and field operations				
Indicator	Baseline	Target at	Source of verification	Assumption
No. of national and provincial level policies, strategies, plans and coordinating mechanisms reviewed and incorporate climate change risks	Very few national policies taking climate risks into consideration, no policy instruments in place to guide and support communities and households address climate variability and change and coordinating mechanisms not addressing climate change considerations.	By the end of project climate change considerations are incorporated into the national long term development plan, at least three policy and legislative frameworks (new Food Security Policy, Land-use Policy and Agriculture Act), development planning processes and development plans of at least 4 provincial governments.	Institutional capacity assessment reports  Institutional strengthening reports  Training reports  Project monitoring and evaluation reports  National policy documents	Strong strategic leadership and management within government and NGO agencies and national institutions.  Senior officials and technical officers have the time to commit to planning and training activities.
No. of weather stations established in the country, meeting WMO standards and contributing data to national weather service and early warning system	Only five manual weather stations in operation in the country with none located in the windward side of the main islands and in areas more prone to cyclones	At least 3 AWS and at least 12 voluntary weather stations established at strategic locations, meet WMO standards and contributing to nationwide monitoring and early warning system	Procurement records  Site plans for establishment of AWS.  Project progress reports  Project evaluation report  Procurement records	Landowners allowing their land to be used to establish the AWS's.  Voluntary weather recorders are committed and consistently recording data.
Agriculture-tailored climate early warning and information products established and	Historic and new weather data not analyzed and information generated and tailored for distribution to the	By year 2 agriculture tailored CLEWS and info products are established, and by the end of the project this	Procurement records  Monthly newsletters  Training materials	Government supports SIMS with recurrent budget to maintain the database

communicated to users	agriculture sector and other related sectors.	information is being used by at least 200 personnel from government and NGOs (50 Provincial Gov., 70 MAL extension/research/land use officers, 30 SIMS field staff, 20 KGA staff and 140 contact farmers, NGASI – 50 contact farmers) and village constituencies (church leaders, women’s groups, farmers, CBOs	Project reports	Dedicated SIMS staff assigned to manage the database
No. of officers within MAL, MECDM, NGOs and SNR trained in methods to support communities integrate climate considerations into agriculture production and land-use planning  GIS-based agriculture information system integrating climate info, and related institutional capacities for climate risk management in agriculture	Climate Change Division of MECDM has only three staff who already have heavy workloads and not able to support V&A and climate change mainstreaming into agriculture and other sectors  There is currently no research and training facility in the country for GIS and most government departments, NGOs and community based organizations do not have access to such training facility and opportunities in-country.	By the end of year 2 a GIS based agriculture and climate info system is established, and by year 3, 16 MAL, MECDM, and SNR staff trained on its management and application.	Vacancy notice, TOR and annual report of adaptation officer Project reports Building extension plan  Building contract  Certification of completion  Training program  Evaluation of first training workshop	Suitably qualified personnel available in country for the job  Person engaged is motivated and achieving performance targets  Extension to building is completed on time  School of Natural Resources contribution toward the building is secured.
<p><b>OUTCOME 3: Fostered the generation and diffusion of knowledge on adapting to climate change in a systematic manner at the community and regional level</b></p> <p><b>Outputs:</b></p> <p>3.1 Lessons learned and best practices generated (case studies, photo stories, short videos, posters etc.) and distributed to other communities, civil society, policy makers in government and to global community through appropriate mechanisms</p> <p>3.2 Training materials developed incorporating climate change issues and used for training of field staff and students</p>				
<b>Indicator</b>	<b>Baseline</b>	<b>Target at</b>	<b>Source of verification</b>	<b>Assumption</b>
No. of knowledge products developed and	Absence of a communication strategy and	In each project year at least 5 knowledge products	Web-sites	Government and NGOs provide on-going funding support to

disseminated	lack of information management system to support adaptation of the agriculture sector and food security to climate change risks.	(case study, experience note, photo story, video, technical reports, etc.) developed and disseminated to local, national and regional stakeholders.	Fact sheets Radio programs Television programs Project technical reports Project monitoring and evaluation reports	units responsible for information management and dissemination
No. of exchange programs and activities designed to share lessons learnt and raise awareness on climate change impacts on agriculture and food production	No existing nationwide program exists and there is a lack of expertise to integrate climate and agriculture information for dissemination to public.	Exchange site visits organized between participating pilot communities and a national forum held by year 2 and by the end of the project.	Documents on lessons learnt and case studies Reports from site visits and national forums E-mail exchanges with other countries	Locally Available Printing, video and audio production firm have the time to support the project
No. of documented case studies and lessons learnt used in the teaching of short courses as well as certificate and diploma courses in agriculture, forestry and environmental studies in the School of Natural Resources (SNR)	The School of Natural Resources do not have local case studies on climate change adaptation and agriculture for use in the range of courses on offer	At least four case studies generated by the project are incorporated and used in SNR training courses to promote and raise knowledge and understanding of young Solomon Islanders on climate change adaptation in the agriculture sector	Case study documents Teaching materials Record of training activities where case studies are used	Case studies are completed and ready for use SNR lecturers taken an interest in using the case studies





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Resilient Nations.*

## **Annex 2: List of Documents**

1. Project Document
2. AF Project Performance Reports (PPRs) & AF Tracking Tool
3. Quarterly progress reports and work plans of the various implementation task teams
4. Audit reports
5. Financial scorecards
6. The Mission Reports and Lessons learnt study
7. M & E Operational Guidelines, all monitoring reports prepared by the project; and
8. Financial and Administration guidelines.

The following documents will also be available:

9. Project operational guidelines, manuals and systems
10. Minutes of the Project Board Meetings
11. Maps
12. The AF Operations guidelines; and
13. UNDP Monitoring and Evaluation Frameworks.