**Memo for CCA/UNDP/Adapt Training, Bangkok, January 16-20, 2017**

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**Introduction and Rationale**

This document describes a proposed workshop to enable and empower participants to develop bankable climate change adaptation project proposals, and responds to well-documented and clearly identified capacity gaps. The target audience for the training is national level government officials that are currently, or will potentially be developing adaptation projects.

**Overview and Objectives of Training**

This workshop aims to develop skills among project proponents that are essential for engaging in or supervising the preparation of a bankable climate change adaptation projects that effectively address the most important adaptation needs while attending to the goals and requirements of specific financiers. These skills include:

* Prioritizing adaptation needs according to environmental and socio-economic criteria
* Identifying financing sources and their requirements
* Understanding and complying with fiduciary requirements of financiers (e.g. procurement, financial management, economic and financial analysis, financial and operational sustainability, risk assessment and risk management)

The desired outcome of the workshop is to provide basic tools to help participants develop a “roadmap” for moving from project concept to project design document some of which could later be developed into a full-fledged proposal to access suitable financing sources, including from both domestic and international options. While during 5 days it is impossible to complete a fully developed project design document, it is possible to leverage the experience and expertise of the UNDP and the USAID Adapt Asia-Pacific project to develop a clear plan which outlines the steps, responsibility, and timeline for completing the project design document as well as to identify where additional necessary support can be mobilized. At the same time, the workshop will familiarize participants basic concepts associated with blended finance and public-private partnerships to strengthen scaling-up and sustainability of the proposed concepts. Skills developed in this course will enable participants to eventually develop proposals for larger funds, including the Adaptation Fund and the Green Climate Fund.

**AGENDA**

**Day 1**

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| 8:30 am- 9:00 am | Registration, |
| Opening Remarks by;  Mr. Gordon Johnson, United Nations Development Programme  Mr. Bikram Ghosh, USAID Adapt Asia-Pacific  Mr. Osamu Mizuno, AIT, RRC.AP |
| Group Photo |
| 9:00am- 11:00am | Session 1: Project Concept Presentations by countries   * Cambodia * Vietnam * Lao * Myanmar * Thailand * Indonesia * Philippines |
| 11:00am-1:00pm | Session 2: Understanding the Financial Landscape **ADAPT** |
| 1:00 pm-2:00pm | Lunch |
| 2:00pm-3:30pm | Session 3: Climate Change Processes and Impacts **ADAPT** |
| 3:30 pm-3:45pm | Coffee break |
| 3:45pm-5:30pm | Group Work |

**Day 2**

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| 9:00am-10:30am | Session 4: Planning within Existing Frameworks **ADAPT** |
| 10:30am-10:45am | Coffee Break |
| 10:45am-12:30pm | Session 5: Understanding Risk Management System **UNDP** |
| 12:30pm-1:30pm | Lunch |
| 1:30pm-5:30pm | Session 6: Understanding and Articulating the “Problem” inclusive of group work session **ADAPT** |

**Day 3**

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| 9:00am-10:30am | Session 7: Narrowing the Options A: Economic Considerations **ADAPT/UNDP** |
| 10:30am-10:45am | Coffee Break |
| 10:45am-12:30pm | Session 8: Narrowing the Options B: Social & Environmental Considerations **ADAPT** |
| 12:30pm-1:30pm | Lunch |
| 1:30pm-5:30pm | Session 9: Developing a Vertical Logic inclusive of group work session **ADAPT** |

**Day 4**

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| 9:00am-10:30am | Session 10: Designing a Public-Private Partnership **UNDP** |
| 10:30am-10:45am | Coffee Break |
| 10:45am-12:30pm | Session 11: Traditional Blended Finance Projects **UNDP** |
| 12:30pm-1:30pm | Lunch |
| 1:45pm-3:00pm | Session 12: Management of Design Phase Tasks **ADAPT** |
| 3:00pm-3:15pm | Coffee Break |
| 3:15 pm- 5:30pm | Group Work |

**Day 5**

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| 9:00am-10:30am | Session 13: Monitoring and Evaluation **ADAPT** |
| 10:30am-10:45am | Coffee Break |
| 10:45am-12:30pm | Session 14: Question/Answer with expert panel |
| 12:30pm-1:30pm | Lunch |
| 1:30pm-5:30pm | Session 15: Final Participant Presentations and Next Steps |
| 5:30pm—6:00pm | Wrap up, evaluation |
| Closing Remarks by:  Mr. Gordon Johnson, United Nations Development Programme  Mr. Bikram Ghosh, USAID Adapt Asia-Pacific  Mr. Osamu Mizuno, AIT, RRC.AP |

**Description of Sessions**

Session 1: Project Concept Presentation (Day 1 9am-11am)

Participant groups will make 10-minute presentations on a project concept or idea that they would like to develop into a project. Prior to the workshop, participants will be given a simple worksheet to guide preparations for the presentation. Experts from UNDP will listen to the presentations and provide approximately 5 minutes of feedback on the concept/idea. The experts will make suggestions to the presenters on which elements of the workshop they need to focus on. This will help the participants create their own objectives for the workshop, and will increase participant interest in the workshop because they will understand the immediate relevance for the material.

* OBJECTIVE 1: Participants will receive initial feedback from experts about the most critical elements of their project concepts

Session 2: Understanding the Financial Landscape (Day 1 11am-1pm

This session provides an overview of the global landscape of climate finance.

* Part 1: Global Climate Finance. This section covers the latest figures for global finance. One of the key takeaways is an understanding of the role of public and private sector financing, and the need to justify the use of public funds for any adaptation project, and how participants can do this.
  + OBJECTIVE 1: Participants be familiar with directions and trends in global adaptation/mitigation finance, so they know what is available now and what may or may not be available in the future.
  + OBJECTIVE 2: Participants will describe why their project is an appropriate use of public funds.
  + OBJECTIVE 3: Participants will distinguish which parts of a project are most appropriate for public finance, and which parts are more matched to public-private partnerships or other forms of financing.
* Part 2: Modalities, Responsibilities, and What to Look For. This section covers financier access modalities and procedures in detail, including the responsibilities of the various stakeholders (Fund, NIE, EE).
  + OBJECTIVE 1: Participants will be familiar with the procedures in their country for accessing funds. They will know what steps they need to take and what agencies/representatives to coordinate with in designing the project.
* Part 3: Understanding the Financiers. This section focuses specifically on the priorities and evaluation procedures of the ICCTF and other finance sources available to participants. The point of this section is to ensure that the participants are developing proposals that are consistent with the priorities of their chosen financier, and that explicitly make the case that they harmonize with the mission of the financier.
  + OBJECTIVE 1: Participants will know the eligibility criteria, priorities, and evaluation criteria of the climate fund(s) to which they will apply.

Session 3: Climate Change Processes and Impacts (Day 1 2:00-3:30pm)

Session 2 focuses the types of data and information that are generally used to support climate change adaptation project proposals. The session also addresses the distinction between traditional development projects and climate change adaptation projects so that participants can make a compelling case in the proposal that the project is indeed an adaptation project and therefore eligible for “new and additional” financing.

* Part 1: Introduction to Climate Change and its Impacts: Describes the types of climate information generally used in adaptation projects, where to find the information, and how to use it. Also addresses uncertainty and how to address uncertainty in the project. Describes impacts as a combination of physical processes and socio-economic and political conditions.
  + OBJECTIVE 1: Participants will be familiar with sources of climate information relevant to project design and how to access these sources of information.
  + OBJECTIVE 2: Participants will structure a climate change narrative that can be used in a project document.
* Part 2: What is Climate Change Adaptation: Describes adaptation and various ways to adapt. This section instructs participants how to make a compelling case that the adaptation project is necessary. Also focuses on how to embed the project into broader development strategies.
  + OBJECTIVE 1: Participants will describe climate change impacts and justify why adaptation is necessary, and what may happen if adaptation does not happen.

Session 4: Planning Within Existing Frameworks (Day 2 9am-10:30am)

Session 3 familiarizes participants with their country’s national adaptation strategic framework along with priorities that have already been identified. One of the major goals of the module is to help participant link their projects to this broader adaptation context.

* Part 1: National Climate Adaptation Strategies and Other Sources of Planning Guidance: This part familiarizes participants with documents and policies relevant to adaptation in Indonesia, as well as Indonesia’s UNFCCC communications and plans so that the adaptation project can harmonize with these strategies.
  + OBJECTIVE 1: Participants will identify national and subnational climate change strategy documents as well as sectoral strategies and the priorities contained therein.
  + OBJECTIVE 2: Participants will describe how their project concept is consistent with the aforementioned policies.

Session 5: Understanding Risk Management System (Day 2 10:45am-12:00pm)

This session will cover risk and risk management, defining these terms and describing typical risks in adaptation projects. The session will also cover the role of the private sector in risk management, and how to encourage private sector involvement to ensure sustainability of the project. This session will contribute to the overall development of a toolbox which will enable the participants to develop a plan for moving from project concept to bankable proposal. By the end of this session, participants will be able to use the risk management tool to analyze a sample project so as to improve its efficiency and sustainability.

* + OBJECTIVE 1: Participants will utilize basic risk management tools
  + OBJECTIVE 2: Participants will understand basic principles of risk allocation and the roles of the public and private sector in risk management

Session 6: Understanding and Articulating the Problem (Day 2 1:30pm-5:30pm)

Session 6 introduces problem/objective tree analysis as a tool for examining the direct and indirect drivers and effects of climate impacts and revealing linkages with other development challenges. The technique is also useful for engaging with stakeholders to develop a common understanding of the problem to be addressed in the adaptation project. This enables participants not only to comprehensively describe the impacts of climate change, but also to describe the development context in the project document. Working through an objective tree helps participants identify options for addressing the problem. Overall, this session helps participants frame the problem in a way that in amenable to practical action.

* OBJECTIVE 1: Participants will create a sample problem tree and objective tree
* OBJECTIVE 2: Participants will present their trees and receive comment about the linkages and logic from experts.

Session 7: Narrowing the Options A: Economic Considerations (Day 3 9am-10:30am)

This session covers basic economic considerations that are important in designing projects. Participants will learn how these considerations factor into decision-making processes, and how they can be used to decide between multiple adaptation options. The session will also elaborate on how to determine which parts of a project should be funded by the public sector and which parts should be funded by the private sector, and what types of analyses are required for each. Experts will help the participants understand rules of thumb for economic and financial viability of project options. This session will help participants understand some guiding principles for allocating limited resources based on cost-benefit analysis and cost-effectiveness analysis.

* OBJECTIVE: Participants will understand and apply decision rules through the application of a case study
* OBJECTIVE 2: Participants will present their trees and receive comment about the linkages and logic from experts.

Session 8: Narrowing the Options B: Social and Environmental Considerations (Day 3 10:45am-12:30pm)

Session 8 introduces social and environmental considerations and the types of screenings that should be done for climate change adaptation projects. Experts will also share with participants the types of environmental and social considerations that can be used in narrowing down adaptation options.

* OBJECTIVE: Participants will identify the kinds of social and environmental screenings that need to be done for their project concept.

Session 9: Developing a Vertical Logic (Day 3 1:30-5:30pm)

In this session participants will work with experts to develop a sample logical framework for their project.

* OBJECTIVE: Participants will identify inputs, activities, outputs, outcomes, and impacts for their projects

Session 10: Designing A Public Private Partnership (Day 4 9:00-10:30am)

This session will introduce public private partnerships, focusing on how they are structured and risk allocation principles. Public-private partnerships are a form of risk allocation, and thus are part of a toolbox to be utilized by participants in developing a plan for moving from project concept to bankable project proposal.

* OBJECTIVE: Participants will understand basic principles of public-private partnerships and how PPPs can help improve the efficiency and sustainability of a project.

Session 11: Traditional Blended Finance Projects (Day 4 10:45am-12:30pm)

This session will cover principles of blended finance, which will enable participants to understand a variety of financing options for their project concepts. This session will also focus on how blended finance projects are typically structures. Participants will be able to identify different financing instruments that could potentially be mobilized to fund a project to ensure efficiency and sustainability.

* OBJECTIVE 1: Participants will understand the type and characteristics of different funding instruments and their benefit-cost requirements
* OBJECTIVE 2: Participants will demonstrate how each instrument can be utilized to address specific risks of a particular project.

Session 12: Management of Design Phase Tasks (Day 4 1:30-3:00pm)

This module draws on the Adapt Asia-Pacific experience to provide best practices so that participants can effectively guide the project design phase. The module is appropriate for participants that are actually engaged in project design, and for those that are tasked with supervising consultant design teams. The module helps participants understand that they can play an active role in ensuring rigor and quality in the project design process, which will result in a more bankable project design document, and will minimize/eliminate delays in the approval process. The session focuses on practical skills related to the development of effective Terms of References, the composition of consulting design teams, the handling of bids and the negotiation of consulting agreements. Emphasis is also placed on best practices for making the most out of the consulting team and establishing a collaborative relationship between the government supervisory team and the consulting design team.

Session 13: Monitoring and Evaluation (Day 5 9:00-10:30am)

This session focuses on due diligence of the project design document, as well as implementation and monitoring considerations with special emphasis on meeting financier requirements and expectations, and how to write these considerations into the project design document.

* Part 1: Final Considerations: The first part of this module briefly focuses on financial management control systems.
* Part 2: Due Diligence/Appraisal of Proposals: This part of the module focuses on the government’s responsibility to appraise the project design document that has been prepared by the consulting design team.
* Part 3: Managing Implementation, Monitoring, and Evaluation: The last part of module 5 addresses best practices for designing implementation arrangements, risk management procedures, and reporting procedures for the adaptation project.

Session 14: Question/Answer session (Day 5 10:45am-12:30pm)

This session will include a panel of experts who will provide answers to questions posed by the participants.

Session 15: Final Presentations

During this session the participant groups will make 20-30 minute presentations on the work they have done during the group work sessions of the workshop. A panel of experts will evaluate the work. The experts will provide practical guidance to improve the product and also recommendations for next steps so that the participants have a list of things they can do after the workshop to move the project concept further.

* + OBJECTIVE: Participants will develop a list of next steps.