



# TUVALU COASTAL ADAPTATION PROJECT COMMUNICATIONS STRATEGY

2019-2024



## Abstract

This document outlines the communications management plan and approach, management constraints and requirements, target audiences and key messages for TCAP project. It provides a roadmap for the period 2017 to 2024 and aligns with the UNDP Pacific Office Communications Strategy 2018-2022.



## TABLE OF CONTENTS

PROJECT BACKGROUND	4
OVERARCHING COMMUNICATIONS GOAL	5
COMMUNICATIONS MANAGEMENT APPROACH	5-6
TARGET AUDIENCE & KEY MESSAGES	6-8
ROLES	8-9
PROJECT TEAM DIRECTORY	10-11
COMMUNICATIONS METHODS AND TECHNOLOGIES	11-12
APPROVALS	12
COMMUNICATIONS MATRIX	13
COMMUNICATIONS OVERVIEW	14-15
DETAIL WORKPLAN	16-17



## PROJECT BACKGROUND

The Tuvalu Coastal Adaptation Project has three inter-related outputs that aim to increase the resilience of infrastructure and to adapt to climate impacts which will strengthen adaptive capacity and reduced exposure to climate.

The project has three outputs as follows:

**Output 1** is strengthening of institutions, human resources, awareness, and knowledge for resilience coastal management. This output leads to long term outcomes which include reduced vulnerability of Tuvalu to future impact of climate change, reduced loss from potential natural disasters, enhanced livelihoods and food and water security. To achieve this output, two activities will be implemented including technical capacity building within government departments whose mandate include the protection and monitoring of coastal area, and engaging youths in coastal protection technical training with the intention to build long-term national capacity for resilient coastal management. All technical department in-line with coastal protection will possess enough level of technical expertise to monitor and assess high risk coastlines and possible causes of climate and/or non-climate risks. Youth and women will also engage in coastal protection work in community level monitoring as well as simple repairs needed. Increased knowledge about data and dynamic coastal formation process is an expected outcome in this output.

**Output 2** is reducing coastal vulnerability of Tuvalu to climate change induced hazards. Underlying activities includes island level assessment to finalize the coastal design enhancing the current limited body of knowledge about coastal dynamics and island formation process in the country. The coastal protection measures will be undertaken on three islands and the sea level assessments will be carried out in all the islands of the country. Output 2 is expected to equip the country with a prerequisite often required by technical department staff to obtain hands-on skills and procedures for replicating the Green Climate Fund (GCF) investments beyond the project lifecycle.

**Output 3** is strengthening a sustainable domestic financial mechanism to sustain, replicate and scale GCF investments. This output will be supported through two activities which include the technical assistance for reflecting climate change adaptation concerns into the island strategic plans and their budgets and improving the iterative planning and budgeting process through proper monitoring and reflection of the outcomes in continuous monitoring in the next Island Strategic Plan (ISP). The ISP should involve all groups, including women, youth and other vulnerable groups, to express their different climate change concerns in the design of the ISP. On the other hand, the disbursement of Falekaupule Trust Fund (FTF) and special development



expenditures (SDEs) represent the primary sources of unconditional development grant to support the implementation of ISP. Moreover, technical capacities for coastal protection obtained with relevant government institutions would not be immediately used. The expected result from this output will help leverage the current annual distribution of approximately US\$39,000 and US\$64, 000 per island for Falekaupule Trust Fund (FTF) and Sustainable Development Expenditures (SDE), respectively, for achieving climate resilience development in the country.

### **OVERARCHING COMMUNICATIONS GOALS**

This Communications Strategy is based on five strategic objectives designed to inspire, inform and engage with the communities while extracting, packaging and disseminating success stories and impact result in coordination with Implementing Agencies focal points, and building a knowledge understanding for future management platform that can propel a community practice to stimulate similar initiatives at national and regional level.

The goal of the communications strategy is to contribute to the short, medium and long term strategy of the project by (1) effectively communicating the impact of the results; (2) initiatives and establishing partnerships; (3) strengthening internal and external communications channels and (4) documenting, managing and sharing the good practice and result of the project.

Communications elements and visibility material will profile the project's mission and vision under a project identity, presenting the planned activities, initiatives, opportunities to the benefited communities, while positioning the project as the most comprehensive effort by the Government of Tuvalu, UNDP and GCF to integrate climate adaptation into development planning and an international law model.

Key Communications objectives are:

- ❖ To raise the profile and visibility of the project
- ❖ To promote the achievements of the project to local and international audiences
- ❖ To keep communities / beneficiaries updated and provide a feedback loop
- ❖ To change behaviors and raise capacity on coastal adaptation to share best practices and lessons learned

### **COMMUNICATIONS MANAGEMENT APPROACH**



This Communications Management Plan sets the communications framework for TCAP. It will serve as a guide for communications throughout the life of the project and will be updated as communications needs change. This plan identifies and defines the roles of persons involved in this project. It also includes a communications matrix which maps the communications requirements of this project. An in-depth guide for meetings which includes communications rules and protocols is included to ensure successful meetings. A project team directory is included to provide contact information for all stakeholders directly involved in the project.

The Communications Officer will take a proactive role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix presented in this document. The Communications Matrix will be used as the guide for communications management. Change or updates may be required due to changes in personnel, scope, budget, or other reasons. Additionally, updates may be required as the project matures and additional requirements are needed. For clearance of any communication materials, the Communication Management Plan will follow the UNDP iComms SOP process and once the change is approved, the Communications Officer will update the changes plan and supporting documentation and will distribute the updates to the project team and all stakeholders. This methodology is consistent with the project's Change Management Plan and ensures that all project stakeholders remain aware and informed of any changes to communications management.

## SWOT ANALYSIS

The SWOT stands for Strengths, Weaknesses, Opportunity and Threats and a SWOT Analysis is a technique for assessing the four aspects in the communication strategy plan

The SWOT will allow the plan to assess the project on which is working well, and what's not good. It also focusses on the opportunities that will receive by the project and how to improve it, lastly will be the threat that will be face by the project.

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>Advance of project management</li> <li>Advance of consultant</li> <li>Secure Financial Management</li> <li>Good networking with line ministries and stakeholders</li> <li>Visibility and transparency</li> <li>Skillful work team</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>Incapability of using modern technology</li> <li>Resistance of the workers toward adoption of new working method</li> <li>Uncoordinated with Island Councils</li> <li>Environment Impact</li> <li>Many unforeseen problem</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>Opportunity to improve the safety for those people who live in the area</li> <li>Conserve the environment by eliminating other impacts</li> <li>Improve the economy of the affected area</li> <li>Advance media network</li> <li>Job opportunities</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>Environmental constrain</li> <li>Scope creep</li> <li>Time delay and impact to timeframe &amp; cost</li> <li>People disagree with changes</li> <li>Political issues in government and council</li> <li>New guidelines and standards</li> </ul>



**Target Audience and key messages**

<b>WHO</b>	<b>WHY</b>	<b>HOW</b>	<b>SPECIFIC KEY MESSAGES</b>
Donor (Green Climate Fund)	To communicate impacts & implementation of the project  To demonstrate transparency in project development and implementation	Project reports Regular sharing of project news and content with counterparts (links to press releases, new stories as they are published) Tagging in social media posts	The Project Management Unit (PMU), along with project partners, are accountable and transparent and work to connect government with stakeholders, including the communities, involved in implementing the TCAP Project
Government	To influence and to communicate progress/impacts of project To credit government and build relationship/s	Regular stakeholder meetings Get approval of Environment Social Impact Assessments (ESIA) documents Exchanging of Document and Information Tagging in social media	The project aims to build the adaptive capacity on technical coastal adaptation for project sustainability and monitoring of the project
Partners/ Stakeholders	To communicate impacts of the project To demonstrate transparency in project development and implementation	Regular stakeholder meetings and consultations Pamphlet Billboards Radio news and program	The project will collaborate with its partners and stakeholders to promote visibility, raise awareness and influence change.



Promotion	To strengthen the visibility of the project to all the beneficiaries and target audience for project awareness. Rewards to all participant attending project training and awareness program	Distributions of Information, Education and Communication (IEC) materials	Project aim to build visibility and update implementation to target audience, and stakeholders, project promotion and awareness and influence change
Local and regional media	To communicate progress of project to the public To raise public awareness of climate change impacts, adaptation needs To build public profile of the project in addressing climate change	Building media contacts and relationships Press releases Interviews Tagging in social media	The project is a credible development partner in communicating information and outcomes of its activities in coordination with relevant Government ministries and departments.
Staff (Ministries)	To communicate progress of project	All staff email updates; Trainings Reports Data	The project coordinates activities from its partners and reports on the results of these partnerships, including progress reports and building capacity on technical advisors needed by the project.
Development professionals (SPC, Fugro, etc.)	To share knowledge and experience To demonstrate transparency in project development and implementation	Visibility at conferences and events Dissemination of news and case studies Project Implementation Video	The project values the work of development professionals with advocacy and influencing technical advisors on coastal engineering and looks for collaborative efforts to highlight results and lessons learnt.





Community and target beneficiaries	To communicate progress of project to the public To raise public awareness of climate change impact, adaptation need to build public profile of Government/UNDP in addressing climate change	Community engagement through local leaders Face to face consultation, training and meetings. Promotions of project IC materials with communities	The project values the community views/opinion on decision making on project designs of the coastal protection and need approvals (sign documents) from Falekaupule Leader
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### Project Team Directory

The following table presents contact information for all persons identified in this communications management plan. The email addresses in this table will be used to communicate with these people.

No.	Name	Designation	Office Location	Emails
1	Kevin Petrini	Deputy Resident Representative (DRR) a.i	UNDP Pacific Office, Suva	kevin.petrini@undp.org.
2	Winifereti Nainoca	Deputy Team Leader, Resilience & Sustainable Development (RSD)	UNDP Pacific Office, Suva	winifereti.nainoca@undp.org
3	Arthur Webb	Chief Technical Advisor - TCAP	UNDP Pacific Office, Suva	arthur.webb@undp.org
4	Yusuke Taishi	Regional Technical Advisor (RTA)	Bangkok	yusuke.taishi@undp.org
5	Aishath Azza	Regional Technical Specialist (RTS)	Sydney, Australia	aishath.azza@undp.org



6	Pepetua Latasi	Director Climate Change &(Government of Tuvalu Focal Point)	Partnership House, Funafuti	pepetua@gmail.com
8	Alan Resture	Project Manager	Tuvalu TCAP Office	alan.resture@undp.org
9	Jone Feresi	Deputy Project Manager	UNDP Pacific Office, Suva	jone.feresi@undp.org
10	Mike Ravono	Finance Associate	UNDP Pacific Office, Suva	mike.ravono@undp.org
11	Timaima Qeranatabua	Procurement Associate	UNDP Pacific Office, Suva	timaima.qeranatabua@undp.org
12	Pine Andy Tonga	Finance & Admin Assistant	Tuvalu TCAP Office	pine.andy-tonga@undp.org
13	Puanita Taomia Ewekia	Communications Officer	Tuvalu TCAP Office	puanita.ewekia@undp.org

#### International Contractors and Local Contractors

No	Name	Designation	Office Location	Email Address	Update Status
1	Aliti Vunisea	Gender Consultant	Suva, Fiji	vunisealiti@gmail.com	End contract, 2019
2	James Lewis	Engineer Consultant	Brisbane, Australia	jlewis@bcoast.com.au	Still engage with TCAP
3	Philip Hawes	Safeguards specialist	Brisbane, Australia	philip@esiaconsultant.com	Still engage with TCAP
4	Feue Tipu	ISP Consultant	Funafuti, Tuvalu	tipu1304@gmail.com	Still engage with TCAP
5	Paul Audin	Chief Technical Operation Specialist	Funafuti, Tuvalu	paul.audin@undp.org	Still engage with TCAP
6	Kate Jean Smith	Communication Specialist	Brisbane, Tuvalu	kate.smith@undp.org	Still engage with TCAP



7	Kristina Fidali	Project Management Specialist	Brisbane, Tuvalu	Kristina.fidali@undp.org	End contract, 2020
8	Glen Hind	3D Designer Specialist	New South Wales	<a href="mailto:glhind@googlemail.com">glhind@googlemail.com</a>	Still engage with TCAP
9	Antony Mills	International Mid Term Evaluation Consultant	South Africa	anthony.mills@c4es.co.za	Still engage with TCAP
10	Saamu Tui	Local Mid Term Evaluation Consultant	Funafuti, Tuvalu	mataakapau@gmail.com	Still engage with TCAP
11	Angella Betty Katepu	Individual Consultant	Funafuti, Tuvalu	christinelois@gmail.com	End contract, 2020
12	Mulifenua E Paul	Individual Consultant	Funafuti, Tuvalu	edmas@gmail.com	Still engage with TCAP

## COMMUNICATIONS METHODS AND TECHNOLOGIES

- ❖ TCAP website including Tuvalu Coastal Adaptation Project - <https://tcap.tv>.
  - Articles
  - Blogs
  - Newsletter
- ❖ TCAP Twiter @TCAPforTu8
- ❖ Telephone calls
- ❖ Facebook Tuvalu Coastal Adaptation Project
- ❖ UNDP emails
- ❖ Microsoft Project Team emails
- ❖ Project resources/materials
  - Banners
  - Billboards
  - Brochure



- Presentation
- Reports
- ❖ Consultation/ Project Implementation Reports
- ❖ Video
- ❖ Press Release
- ❖ Radio Program
- ❖ Skype meeting/Face to face meeting

### **APPROVALS**

All communications content - including press releases, blog posts and other written material – will follow the channel of the UNDP iComms SOP process for approval. This process is consistent with the Project Management Plan and ensure that it always follows the procedures.

All project communications and documentation, in addition to being maintained on the project website, will be archived on the internal UNDP OneDrive. The TCAP logo is used in all communications (articles, project websites, presentations, flyers, press release etc) In additions, the GCF, UNDP and Tuvalu Government logo are also included on all communication products

### **COMMUNICATIONS MATRIX**

The following table identifies the ongoing meeting requirements for this project:

<b>Communications Type</b>	<b>Objective of Communications</b>	<b>Medium</b>	<b>Frequency</b>	<b>Audience</b>	<b>Owner</b>	<b>Deliverable</b>	<b>Format</b>
Kick off Meeting	Introduce the project team and the project. Review project objectives and management approach.	• Face to Face	Once	• Project Sponsor • Project Team • Stakeholders	Deputy Project Manager	• Agenda • Meeting Minutes	• Soft copy archived on project SharePoint site
Project Team Meetings	Review status of the project with the team.	• Face to Face • Conference Call	Weekly	• Project Team	Deputy Project Manager	• Agenda • Meeting Minutes • Project schedule	• Soft copy archived on project SharePoint site
Technical Design Meetings	Discuss and develop technical design solutions for the project.	• Face to Face	As Needed	• Project Technical Staff & consultant	Chief Technical Advisor	• Agenda • Meeting Minutes	• Soft copy archived on project SharePoint site
Weekly Project Status Meetings	Report on the status of the project to management.	• Face to Face • Conference Call	Monthly	• PMO	Project Manager	• Slide updates • Project schedule	• Soft copy archived on project SharePoint site



**GREEN  
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Project Status Reports	Report the status of the project including activities, progress, costs and issues.	<ul style="list-style-type: none"> <li>• Email</li> </ul>	Monthly	<ul style="list-style-type: none"> <li>• Project Sponsor</li> <li>• Project Team</li> <li>• Stakeholders</li> <li>• PMO</li> </ul>	Project Manager	<ul style="list-style-type: none"> <li>• Project Status Report</li> <li>• Project schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Soft copy archived on project SharePoint site</li> </ul>
Project Visibility	Expanding the project reach out	<ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Social media</li> <li>• Digital newsletter</li> <li>• Press release</li> </ul>	Quarterly	<ul style="list-style-type: none"> <li>• Board directors</li> <li>• Target Audience</li> <li>• Stakeholders and partners</li> </ul>	Communication Officer and Specialist	<ul style="list-style-type: none"> <li>• Project updates</li> </ul>	<ul style="list-style-type: none"> <li>• Hard and soft copies</li> </ul>



**ANNEX I**

**TCAP COMMUNICATIONS AND VISIBILITY ACTION PLAN**

**2019-2023**

<b>OUTPUTS</b>	<b>ACTIVITIES</b>	<b>SUB ACTIVITIES</b>	<b>TIMELINE</b>	<b>PROPOSED COMMUNICATIONS PRODUCT</b>
OUTPUT 1	Capacity Development of Govt partners	Training of Government Partners: PWD, DOE Climate Change DOLS DRD	Q 1-4 2020 to 2023	Article News Report Awareness programs Social Media Post (FB/Twitter) Blog Video documentary
	Scholarship	Supporting of 1 student doing undergraduate program at USP  Supporting of an additional 4-5 students to commence undergraduate and master's program in 2020	2019 – 2022/23	Social Media (FB/Twitter) Radio Announcement Story News Report Blog
OUPUT 2	Coastal protection	Engineering Design of interventions	Q 2-3 2020	Social Media Post (FB/Twitter) News Report Documentary
	LIDAR	Survey In country training (Land Dept) Present Data	Q 2, 3, 4 2019	2 Article News Report Awareness programs Social Media Post (FB/Twitter)

		Training		Blog Video Documentary Lidar Report-infographics
OUTPUT 2	ESIA/Coastal Assessment (SPC)	Survey Consultation Present data/report	Q 3, 4 2019 Q 1-4 2020	Social Media Post (FB/Twitter) 3 News Report Article Video Documentary
	Construction	Design Implementation at Nanumea, Nanumanga & Funafuti	2020-2024	Social Media Post (FB/Twitter) Awareness Program Video Documentary Gender Training 2 Stories 4 News Report
	ISP related activities,	Island level ISPs review	2020-2024	Social Media Post (FB/Twitter) News Report
	Gender Strategy & Action Plan	Gender strategy	Q 4, 2019	Gender Strategy Plan Social Media Post (FB/Twitter)
	PBCRGS Performance based grant	Awareness Community consultations Disbursement of grants Monitoring	2020-2023	Social Media Post News report Blog Awareness program





**ANNEX II**

**DETAILED WORK PLAN – 2020**

MONTH	DETAILS	MONTH	DETAILS
January	<ul style="list-style-type: none"> <li>- Interviews for stories</li> <li>- Social Media Post</li> <li>- TCAP Bulletin (Board Members)</li> <li>- PMU weekly meeting</li> <li>- Board Meeting Minutes 2019</li> <li>- Start with Newsletter</li> <li>- January Project Report</li> </ul>	July	<ul style="list-style-type: none"> <li>- Interviews for stories</li> <li>- Social Media Post</li> <li>- TCAP Bulletin</li> <li>- PMU weekly meeting</li> <li>- Start with Newsletter</li> <li>- July Project Report</li> </ul>
February	Scholarship / Cyclone Tino <ul style="list-style-type: none"> <li>- Announcement</li> <li>- Press Release</li> <li>- Article</li> <li>- Newsletter Publish</li> <li>- Social Media Post</li> <li>- PMU weekly meeting</li> <li>- TCAP Bulletin</li> <li>- Feb Project Report</li> </ul>	August	Climate Performance Base Grant <ul style="list-style-type: none"> <li>- Social Media Post</li> <li>- TCAP Bulletin</li> <li>- PMU weekly meeting</li> <li>- Press Release</li> <li>- August Project Report</li> <li>- Work on the Newsletter</li> </ul>
March	ESIA / Outer Island Mission <ul style="list-style-type: none"> <li>- Press Release</li> <li>- Social Media Post</li> <li>- TCAP Bulletin</li> <li>- Report (PMU)</li> <li>- PMU weekly meeting</li> </ul>	September	Capacity Building Govt Staff <ul style="list-style-type: none"> <li>- Social Media Post</li> <li>- Press Release</li> <li>- TCAP Bulletin</li> <li>- PMU weekly meeting</li> <li>- Newsletter Publish</li> </ul>



	- March Project Report		
April	<p>Video Expatriate</p> <ul style="list-style-type: none"> <li>- Interview for stories</li> <li>- Social Media Post</li> <li>- Video Story</li> <li>-PMU weekly meeting</li> <li>- TCAP Bulletin</li> <li>- Training</li> <li>- Video Expatriate Report</li> <li>- April Project Report</li> </ul>	October	<ul style="list-style-type: none"> <li>- Interview for stories</li> <li>- Press Release</li> <li>- Social Media Post</li> <li>- TCAP Bulletin</li> <li>- PMU weekly meeting</li> <li>- October Project Report</li> </ul>
May	<p>Engineering work</p> <ul style="list-style-type: none"> <li>- Press Release</li> <li>- Social Media Post</li> <li>- PMU weekly meeting</li> <li>- TCAP Bulletin</li> <li>- May Project Report</li> <li>- Work on Newsletter</li> </ul>	November	<p>ISP Activities/Construction</p> <ul style="list-style-type: none"> <li>- Newsletter writing</li> <li>- Press Release</li> <li>- PMU weekly meeting</li> <li>- TCAP Bulletin</li> <li>- November Project Report</li> <li>- Board meeting logistic</li> <li>-</li> </ul>
June	<p>Environment Activities</p> <ul style="list-style-type: none"> <li>- Newsletter Publish</li> <li>- Social Media Post</li> <li>- PMU weekly Meeting</li> <li>- TCAP Bulletin</li> <li>- Environment Day</li> <li>- June Project Report</li> </ul>	December	<ul style="list-style-type: none"> <li>- Newsletter Publish</li> <li>- Press Release</li> <li>- PMU weekly meeting</li> <li>- TCAP Bulletin</li> <li>- Social Media Post</li> <li>- December Project Report</li> <li>- Board Meeting Minutes</li> </ul>



2021

TCAP

MONTH	KEY RESULT	KEY RESULT INDICATOR	LIST TO DO	PROPOSED COMMUNICATIONS OUTPUTS OR ACTIVITIES
January	Implementation of internal and external communication strategy and outreach	<p>Able to manage and update the project website</p> <p>Newsletter Issue #2</p> <p>Scholarship</p> <p>Board meeting</p> <p>Communication Strategy Action Plan 2020</p>	<p>Training with Kate on updating the TCAP.tv project website</p> <p>Compile Newsletter issue 2 to PDF to disseminate to in line Ministries</p> <p>Update Scholarship news to the public through the Media Team to be on the TV news</p> <p>Share board meeting minutes</p> <p>Shared with the Board Members and public</p>	<p>Website updates, including 'Timeline', 'Meet the Team' and 'Downloads' pages/sections</p> <p>Sharing Newsletter to in line Ministries</p> <p>Media advisory issued to the Tuvalu TV News and Radio</p> <p>Upload to the project website Social Media posting</p> <p>Send to Board Members and upload to the website Social Media Posting to share the minutes</p> <p>Send to Board members Upload to the website</p>
	Work closely with UNDP country office and Communication Officer to ensure	Article on Performance based Training by Local Government	Conduct interviews and draft article on Performance-based Training	Interviews with Feue the ISP to gather all information's needed for the article Social Media Posting on the Article

	effective communication of the project activities to the relevant parties	ESIA report	Print ESIA Reports and to share it to in line Ministries	Social Media Posting on ESIA Report Upload to the project website
February	Implementation of internal and external communication strategy and outreach	Compiling of Newsletter #3 content  Buffer Training  Communication Strategy Action Plan 2021	Complete training with Kate on creating with Mailchimp Share with Kate content of Newsletter and distribute stories to write  Training on Buffer with Kate  Complete and update the workplan	Share with Kate Content of Newsletter and start compiling  Managing of Social media posting for a week  Share the CSAP within the PMU Share with the Board members Upload the CSAP to the website
	Work closely with UNDP country office and Communication Officer to ensure effective communication of the project activities	Funafuti Flyover  Mid Term Evaluation	Share Funafuti Flyover  Social Media Sharing	Social Media post on Funafuti Fly over – Tag other UNDP-Office  Social Media posting on the Mid Term Evaluation Team

	to the relevant parties	Island Strategic Plans Article	Publishing the article and share it on TCAP website and social media	Upload to the website Social Media posting
March	Implementation of internal and external communication strategy and outreach	TCAP Quarterly Newsletter #3 published and disseminate to all stakeholders  Nanumea & Nanumaga Flyover	Finalize and publish in e-newsletter format (MailChimp format) and PDF (Publisher)  Share Nanumea & Nanumaga Fly over	TCAP Quarterly Newsletter #3 issued by email Upload to Website Link post to Social Media Printed copies for inline ministries  Social Media Posting on the Nanumea Flyover Upload it to TCAP website
	Work closely with UNDP country office and Communication Officer to ensure effective communication of the project activities to the relevant parties	Simple project graphics created for social media  Develop Posters on concept designs for the 3 islands	Training with Kate on using Buffer to create simple graphic for the project.  Sharing Poster (A3) size on concept design for the 3 islands	Training with Kate to manage social media posting  Develop simple poster on Coastal protestation
	Undertake systematic capacity development of project team and Government of Tuvalu	Google Doc Share Training on Word and Excel with PMU staff in Tuvalu	Do a short training on Google Doc share in creating link with Word Doc and Excel	Training with PMU in Tuvalu (Individually)



April	Implementation of internal and external communication strategy and outreach	Simple printed graphic created for social media	Training with Kate on using Canva to create simple graphic for the project	Finalize Poster for TCAP's concept design
	Work closely with UNDP country office and Communication Officer to ensure effective communication of the project activities to the relevant parties	Mid Term Evaluation Article  Photo for quarter 1	Conduct interview on the Mid Term evaluation and draft an article on the Mid Term Evaluation  Photo for quarter 1 update on the TCAP-UNDP Share Folder and UNDP Climate Flicker account	Upload Article to the TCAP Website Post on Social Media  Photos are share to Project Share Folder is update and all photos in Q1 is upload to Flicker account
	Undertake systematic capacity development of project team and Government of Tuvalu	Annual Performance Report	Sharing Annual Performance Report to Board members	Project Annual Performance report since 2017 share to Board Members
May	Implementation of internal and external communication strategy and outreach	Newsletter Content for issue #4	Gathered information and interviews for Newsletter #4	Compiling draft version of the Newsletter #4. Share work with Kate on the content

	Work closely with UNDP country office and Communication Officer to ensure effective communication of the project activities to the relevant parties	Develop a short draft advertisement on TCAP overview	Short video clip on TCAP overview	Processing a draft version of the video clip
June	Implementation of internal and external communication strategy and outreach	<p>Publishing Newsletter #4</p> <p>Song competition on Coastal protection with public, Funafuti, Nanumaga and Nanumea</p>	<p>Compiling the final draft and publish the Newsletter #4</p> <p>Open to the public concert for TCAP song competition (Environment day)</p>	<p>Upload newsletter to the website Social Media posting</p> <p>Social Media posting on the competition Social Media posting on the songs Upload the songs to the website</p>
	Work closely with UNDP country office and Communication Officer to ensure effective communication of the project activities to the relevant parties	<p>Article on capacity building hands on training with Government partners</p> <p>Finalizing the TCAP advertisement on Tuvalu TV</p>	<p>Draft the article by interviewing and taking photos of participants in the training</p> <p>Finalizing the video advertisement on the Project overview</p>	<p>Upload the article to the website</p> <p>Media advisory issued to the Tuvalu TV News and Radio</p>



July	Implementation of internal and external communication strategy and outreach	Quarter 2 Photos  Brochure on sea level rise	Uploading quarter 2 photos to the shared drive and Flickr account for UNDP Climate  Draft a brochure on sea level rise -information from the LiDAR survey to identify safe zone and risk zone in 10 years to come	All photos in Q2 have uploaded to the share drive and UNDP Climate Flickr account  Work closely with Arthur on the brochure information
	Undertake systematic capacity development of project team and Government of Tuvalu	Mailchimp Training of Trainers	Developing skills on Mailchimp with organizations who have Communication team and interested in Newsletter	Social Media Posting Media advisory issued to the Tuvalu TV News and Radio
August	Implementation of internal and external communication strategy and outreach	Brochure on Tuvalu sea level rise information  Newsletter content for issue #5	Finalize Brochure with the project team  Work closely with Kate to share story writing for the newsletter	Social Media Posting Media advisory on the sea level rise information brochure  Draft work on the newsletter #5 share and distribute work with Kate
	Work closely with UNDP country office and Communication Officer to ensure effective	Brochure on Tuvalu SLR information	Work closely with UNDP Comms on the Brochure	Work with UNDP on the final version from TCAP team

	communication of the project activities to the relevant parties			
September	Work closely with UNDP country office and Communication Officer to ensure effective communication of the project activities to the relevant parties	Article on the enhancement of knowledge about gender differentiated impact of coastal protection  Final design of the Brochure on Tuvalu sea level rise information	Conduct interviews and develop a draft article  Process approval within team and RSD Team Leader and UNDP Comms	Upload Article on Gender to TCAP website Social media posting Media advisory issued to Tuvalu TV News and Tuvalu Radio  Upload on TCAP website Social media posting Media advisory issued to Tuvalu TV News and Tuvalu Radio
	Undertake systematic capacity development of project team and Government of Tuvalu	Consultation on Construction work - Environment Social Management Plan	Do community consultation on Environment Social Management Plan for Kaupule understanding	Social Media posting Media advisory issued to the Tuvalu TV News and Tuvalu Radio.
	Implementation of internal and external communication strategy and outreach	Publishing of the Newsletter #5	Publishing Newsletter #5 and e-newsletter to all email list	Upload to the TCAP website Social Media Posting
	Implementation of internal and external	Photo for Q3	Upload and update all photos in Q3 to Shared	Update all photos in Q3 to the share folder and UNDP climate flicker account October

	communication strategy and outreach		folder and UNDP Climate Flicker account	
	Work closely with UNDP country office and Communication Officer to ensure effective communication of the project activities to the relevant parties	Article on company contracted to build coastal protection measures work in Tuvalu	Conduct interviews and draft article work the company, women, men, working on the coastal adaptation	Upload article on contractor building coastal protection (N&N) adaptation (Funafuti) measures Social Media posting Media advisory issued to the Tuvalu TV News and Radio
November	Implementation of internal and external communication strategy and outreach	Draft content of the Newsletter #6	Conduct interviews and gathered information for newsletter	Draft Newsletter #6
	Undertake systematic capacity development of project team and Government of Tuvalu	Newsletter Training using Publisher (PDF) for printing purpose	Roll out a training on developing newsletter using a publisher	Training of Trainers on developing a newsletter using Publisher
December	Implementation of internal and external communication strategy and outreach	Final Draft of the Newsletter	Compiling work on Newsletter #6	Upload newsletter #6 to TCAP website Social Media Posting



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	<p>Work closely with UNDP country office and Communication Officer to ensure effective communication of the project activities to the relevant parties</p>	<p>Article on Coastal protection and adaptation measures on the ground</p>	<p>Article profiling people working on TCAP coastal adaptation groundwork</p>	<p>Upload to TCAP website article on coastal adaptation groundwork Social Media posting Media advisory issued to the Tuvalu TV News and Radio</p>
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