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**United Nations Development Programme**

**Project Document template for directly implemented projects  
financed by the Green Climate Fund (GCF)**

<b>Project title:</b> Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands	
<b>Country:</b> Republic of Marshall Islands	
<b>Implementing Partner:</b> United Nations Development Programme	<b>Management Arrangements :</b> Direct Implementation Modality (DIM)
<b>UNDAF/Country Programme:</b> <i>United Nations outcome 1 involving UNDP: By 2022, people and ecosystems in the Pacific are more resilient to the impacts of climate change, climate variability and disasters; and environmental protection is strengthened (From the Subregional programme document for the Pacific Island Countries and Territories (2018-2022)).</i>	
<b>UNDP Strategic Plan Output:</b> <i>Output 2.3.1: Data and risk-informed development policies, plans, systems and financing incorporate integrated and gender-responsive solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent risk of conflict.</i>	
<b>UNDP Social and Environmental Screening Category:</b> <i>Moderate</i>	<b>UNDP Gender Marker for each project output:</b> 2
<b>Atlas Project ID/Award ID number:</b> 00098709	<b>Atlas Output ID number:</b> 00101938
<b>UNDP-GEF PIMS ID number:</b> 5701	<b>GCF ID number:</b> FP112
<b>Planned start date:</b> 2020	<b>Planned end date:</b> 2027
<b>LPAC date:</b> 30 October 2019	
<b>Brief project description:</b>  The project supports the Government of Republic of the Marshall Islands (GoRMI) in adapting to increasing climate risks, particularly more frequent and extreme droughts, which impact the country’s drinking water supply. Communities and the households in RMI primarily rely on a single water resource and supply system, which makes them highly vulnerable to risks of water shortages and drought. Despite previous water related investments, the people of RMI still do not have year-round access to safe freshwater supply for drinking, cooking hygiene and sanitation, particularly under droughts lengthened through climate change impacts.	

The project will improve household and community rainwater harvesting and storage structures to increase resilience of water supply in all outer islands and atolls accounting for approximately 28% of RMI's population, including 7,630 (49%) women, currently at risk. The project will also secure groundwater resources from contamination due to inundation caused by wave overtopping of seawater.

The project will strengthen the technical capacities of national and subnational institutions and key stakeholders for sustaining and replicating project results.

The proposed project leverages domestic financing (USD 6.12 million in cash) to meet baseline water requirements to provide an essential though non-revenue generating public good. The project aligns with GoRMI's key climate change and specifically with water sector policies and strategies and has been developed through extensive consultation with the national and local government units, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI's NDC and country work programme to the GCF. The project will be implemented following UNDP's direct implementation modality (DIM) with GoRMI's Environmental Protection Authority (EPA) as the lead executive for the project.

FINANCING PLAN		
GCF grant		USD 18,631,216
UNDP TRAC resources		-
Cash co-financing to be administered by UNDP (from GoRMI)		USD 6,116,092
<b>(1) Total Budget administered by UNDP</b>		<b>USD 24,747,308</b>
PARALLEL CO-FINANCING (all other co-financing (cash and in-kind) administered by other entities, non-cash co-financing administered by UNDP)		
	UNDP	-
	Government	
<b>(2) Total co-financing</b>		
<b>(3) Grand-Total Project Financing (1)+(2)</b>		<b>USD 24,747,308</b>
SIGNATURES		
<b>Signature:</b>  Hon. Christopher J. Loeak Minister in Assistance to the President and Environment  Hon. Alfred Alfred, Jr. Minister of Finance, Banking and Postal Services	<b>Agreed by Government</b>	<b>Date/Month/Year:</b>  22 May 2020
<b>Signature:</b> Mr. Levan Boudze Resident Representative	<b>Agreed by UNDP</b> 	<b>Date/Month/Year:</b>  21-May-2020

**Disbursement:** Government is aware of the conditions of disbursement ascribed to the first and subsequent tranches of the GCF funding as specified in the FAA (and in particular Clause 8 and 9.02 of the FAA). To the



*extent that these obligations reflect actions of the Government, the Government must ensure that the conditions are met and there is continuing compliance, and understands that availability of GCF funding is contingent on meeting such requirements and such compliance.*

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## II. DEVELOPMENT CHALLENGE

1. **Development:** The Republic of the Marshall Islands (RMI) is a small island developing state (SIDS) consisting of 29 coral atolls and five single islands. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

2. The RMI is particularly vulnerable to climate change. With its climate influenced by large ocean-atmosphere interactions such as trade winds, El Niño, monsoons and tropical cyclones, and with populations and infrastructure concentrated in small low-lying islands and atolls largest of which is only 16 km<sup>2</sup>, any rise in sea-level, changes in weather patterns or extreme events have significant and profound effects on settlements, living conditions and the economy. The hydro-geophysical features of the country significantly contribute to its high vulnerabilities to natural disasters and climate change. Although not RMI is not located within the core cyclone belt, its geographic location is such that it is heavily influenced by storms, king tides, sea level rise, El Niño, reduced annual rainfall and temperature rise contributing to reduction of water security for the residents of RMI.

3. Droughts and storm waves are the main extreme events that impact RMI. Historical data show a decreasing trend of rainfall quantities, with drought risk respectively increasing. Periods of drought are a common occurrence after an El Niño-Southern Oscillation (ENSO). The atolls and islands located 10°N and further north receive less than 1,250 mm (50 inches), while the atolls and islands located further south of 7°N receive more than 2,500 mm (100 inches) of rain annually.

4. Despite the minimal contributions to global greenhouse gas emissions, RMI is disproportionately burdened with the significant impacts from climate change risks. The root cause of this adverse condition is its high exposure and vulnerability to climate hazards, combined with limited adaptive capacity. RMI is highly exposed to, and threatened by; sea level rise, extreme tidal events (such as king tides), as well as higher rainfall episodes with longer and more intense dry periods. A number of environmental, economic, and socio-political factors contribute to its vulnerabilities, and lead to increased risks of climate change impacts in RMI including the following:

- *Small and low-lying atolls and islands*
- *Geographic and economic isolation to other countries and from atoll to atoll within the country*
- *Limited capacity for earning in the outer atolls and islands.*

5. Climate change adaptation and water resilience are key priorities for RMI, and the country has developed policies and plans to execute these commitments. The project is aligned with and directly delivers on these priorities outlined by RMI's national development, climate change, water, and disaster risk management policy. Major policy frameworks in RMI this proposed project is aligned with include Vision 2018, the National Strategic Plan (NSP), the Joint National Action Plan on Climate Change Adaptation and Disaster Risk Management (JNAP), the National Water and Sanitation Policy and the National Environmental Protection Act (Amendment) 2016.

6. Specifically, climate change resilience and water sector improvements are part of three of the ten goals in Vision 2018 (2001), the first segment of RMI's long-term Strategic Development Plan Framework 2003–2018 and is the principal policy instrument guiding RMI's sustainable development. Climate change and water resilience are highlighted as critical priorities in the NSP, particularly in achieving environment and climate change resiliency and infrastructure development. The amended National Environmental Protection Act of 2016 designated RMI Environmental Protection Authority (EPA) as the Water Office, who will monitor and implement the National Water and Sanitation Policy and the 5- year National Water and Sanitation Policy Action Plan.

7. The project is directly aligned with two of the GCF result areas: Increasing climate-resilient sustainable development for increased health and well-being, and food and water security; and for resilient infrastructure and

built environment to climate change threats. Construction of quality rainwater harvesting systems and community storage will ensure that the project improves water security for the vulnerable inhabitants in RMI's outer atolls and islands and increases the resilience of existing rainwater harvesting infrastructure. The project will also introduce and enable sustained operations and maintenance procedures to ensure that the rainwater harvesting infrastructure will continue to supply water throughout its design life. Rehabilitation and protection of the existing groundwater wells will improve the resilience of existing infrastructure to the climate change threat of inundation caused by wave overtopping of seawater.

8. The project also aligns with and delivers on key international goals and frameworks that RMI is committed to, including the United Nations Framework Convention on Climate Change (UNFCCC), the Sendai Framework for Disaster Risk Reduction 2015-2030, and the Sustainable Development Goals (SDGs) – especially SDG6: Ensure access to water and sanitation for all, SDG 5: Achieve gender equality and empower all women and girls, and SDG 13: Take urgent action to combat climate change and its impacts.

#### **Key Barriers**

9. There are a number of barriers faced by the Marshallese people living in the outer atolls and islands that need to be addressed in order to bring about transformational impact that is both effective and sustainable.

10. **Limited national financial resources and dependency on fragmented external financing:** In the remote outer atolls and islands of RMI, there is a lack of income-generating opportunities leading to high unemployment, financial hardship, factors providing incentives for urban migration from outer atolls and islands to Majuro, and international migration to the United States. In outer islands and atolls, 20% of the population lives on less than USD1 a day.

11. Insufficient water infrastructure, not resilient to prolonged drought, leading to lack of and chronic shortage of safe freshwater for people living in the low-lying atolls and islands: The frequent water shortages in the outer atolls and islands are caused by a combination of inefficient water infrastructure unable to meet the minimum demand of 20 litres per person per day, and insufficient and often one-off water-related investments, financed through time-bound projects. Water investments in RMI to date have typically been allocated reactively after a drought event, rather than the investments being placed strategically to avoid or mitigate shortages during droughts and/or to holistically strengthen and improve the freshwater resource system in which communities rely on during drought and non-drought times.

12. **Open groundwater wells susceptible to contamination by wave overtopping, especially during king tides:** Storm surges and king tides have been documented as causing widespread damage in the Marshall Islands during events such as the tidal surge inundation event in March 2014. Based on predictions for Kiribati, RMI can expect a significant increase in the frequency of king tides (currently 3%-5% of high tides) as a result of climate change where 90% of normal high tides will have the same classification as king tides by 2090. Limited information is currently available in terms of location of wells, its quality, quantity and usage of groundwater. Some initiatives have been implemented where groundwater quality have been tested. Data availability is inconsistent in terms of methodology, parameters measured, locations, and frequency, especially in the rural areas of RMI. Groundwater resources can potentially serve as critical alternative to freshwater resources especially in times of low precipitation in the northern atolls and islands.

13. **Limited access and availability, and systemizing knowledge of alternative sources of water for household and community usage:** There is limited information available to the communities in outer atolls and islands on water conservation practices and community-specific water demand management, including the encouragement of sustainable operations and maintenance practices. There are few campaigns for water conservation and virtually no promotion of water efficient appliances.

14. **Unsustainable and ineffective operation and maintenance practices:** Operations and maintenance costs, especially for advanced technology options such as stationary reverse osmosis systems, are often funded through

grants and/or by external providers for limited periods. This is not a sustainable solution. Programmatic and financially sustainable long-term sources of funding to support operations and maintenance of households and community rainwater harvesting systems has not been supported. Improper maintenance of rainwater harvesting systems, often leads to contamination of drinking water and illness. Outer atolls and island communities need to be responsible for the operation and maintenance of their RWH and storage systems. But residents in the rural communities need training in basic carpentry to enable them to maintain and repair RWH systems (especially gutters and downpipes) to capture rainwater from the full roof area. Training is also needed in repair of non-operational or leaking cement rainwater storage tanks.

15. **Limited participation and empowerment of women in efficient water management practices:** Women in RMI generally manage household tasks including care of childcare, the elderly, gardens and small livestock so are heavily impacted by water security issues. However, historically they have limited engagement in water and sanitation decision-making at community or island level and limited exposure to water and sanitation awareness training.

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### III. STRATEGY

The **Project Objective** is to increase resilience of water resources for drinking and hygiene for vulnerable people and communities in the outer atolls and islands of RMI to the impacts of climate change, specifically prolonged droughts.

16. The project has three inter-related outputs that not only aim to achieve impact potential as described in Figure 1 below, but also to create enabling conditions for scaling up and replicating the project impact beyond the immediate target areas. Each of these outputs comprises a set of activities, which in turn have been designed to remove specific barriers that impede the achievement of the climate change resilience objective. It is the combination of all three outputs that will lead to achieving communities in the outer atolls and islands having a reliable, safe freshwater supply and the necessary water governance and coordination mechanisms that are sufficient to see them through the projected future drought periods. All three Outputs are critical for achieving the urgent climate change adaptation priority of strengthening integrated water security for RMI.

17. *The theory of change* for this project described below demonstrates how the implementation of project activities leads to short-term outputs of the project. These outputs lead to longer-term outcomes which include increased water availability to close the water supply-demand balance gap and enhanced ability of RMI to prepare for and respond to climate change induced drought events. These outcomes contribute to strengthening climate-resilient sustainable development of the country.

18. Output 1 of the project will implement the optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI. The optimal mix of interventions is based on resilient design criteria and cost-effectiveness. The interventions need to bridge the gap between current water supply capacity and the capacity needed to supply at least 20 litres per capita per day (lpcd) year round, including during drought events aggravated in frequency and duration by climate change. To achieve this output, two activities will be implemented including improving existing rainwater harvesting systems for community buildings and households and providing additional new rainwater harvesting systems and increase of storage capacity.

19. As described in the barrier section, RMI has insufficient water infrastructure in the low-lying atolls and islands that is not resilient to prolonged drought. Water shortages occur in RMI because access to safe freshwater resources is largely dependent on rainwater. In many communities in both urban and outer atolls and islands of RMI, households rely primarily, and often solely, on their household and community RWH systems. Historically, many of the existing community rainwater harvesting systems have fragmented oversight for their operations and maintenance management which often results in storage tanks sitting empty due to broken gutters and downpipes. Household rainwater harvesting systems also suffer from a lack of maintenance and poor quality materials and workmanship. The resulting efficiency of the existing harvesting systems is currently very low at 20% for households and 35% for community buildings resulting in very low rainwater capture.

20. Climate modeling undertaken for the project distinguished between non-climate-induced (baseline) drought and climate-induced droughts which formed the basis for climate change additionality. The project will meet the water supply gap for both types of drought with the baseline drought requirements fully financed by government and the gap due to climate change supported by GCF. The investments from both government and GCF will be implemented simultaneously.

21. Output 1 will improve existing rainwater harvesting systems through installing new guttering systems at community buildings and households so that all of the available roof area is connected to storage tanks and the overall rainwater harvesting capture efficiency meets best practice. Output 1 will also build new storage tanks at existing suitable community buildings and at new roof catchment systems. Long life, high quality materials will be used at all sites to ensure the sustainability of the project. First flush devices will be included with the guttering systems to protect drinking water quality. The project design incorporates good practices and lessons learned from similar projects including the International Organization for Migration (IOM) “Rainwater Harvesting Improvement Project” supported by the New Zealand Government that piloted the improvement of rainwater harvesting systems at the household level in four of the outer atolls.

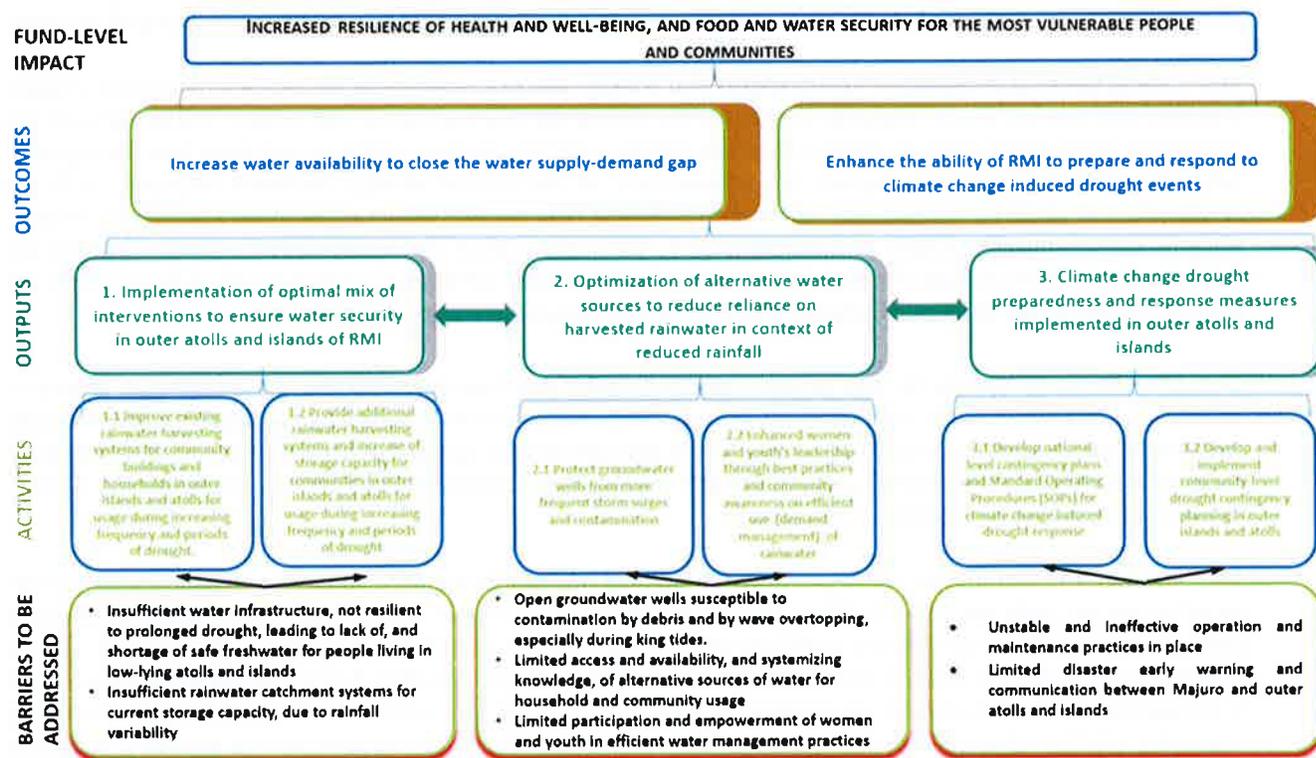


Figure 1: Theory of Change

22. Output 2 will optimize alternative water sources to reduce reliance on harvested rainwater in the context of reduced rainfall. To achieve this output, there are two supporting activities. The first is to protect groundwater wells from more frequent storm surges and contamination. The second is to enhance women and youth’s leadership through best practices and community awareness on efficient use of rainwater.

23. The importance of groundwater as a critical secondary water source for non-potable water uses was demonstrated during previous drought events and is highly relevant for building additional resilience. Its importance

lies in meeting non-potable water demand and reducing the burden on the rainwater harvesting drinking water supplies. As described in the barrier section, at present wells are mostly unprotected and represent a means for contamination from climate change events (e.g. storm surge and king tides) to impact groundwater resources.

24. As described in the barrier section, there is limited technical information available to the communities in outer atolls and islands. Output 2 will provide training for women and youth to ensure that they are empowered for water decision making. This will address the barrier of limited participation and empowerment of women in efficient water management practices. Output 2 will also establish a network of national and regional specialists on climate change through formal and informal trainings, and awareness raising on climate change adaptation. The network will create opportunities for learning exchanges and will facilitate inter-island exchanges on best practices in climate change risk reduction on water resources, including water security and conservation of water resources. Training programs will include the development of Water Safety Plans.

25. Output 3 will implement climate change induced drought preparedness and response measures in outer atolls and islands. This output will be supported through two activities. The first activity is to update national-level contingency plans and national-level water safety plans, and develop Standard Operating Procedures (SOPs) for climate change induced drought response. The second activity is to develop and implement community-level drought contingency planning in outer islands and atolls. As described in the barrier section, there are unsustainable and ineffective operation and maintenance practices in place throughout the outer atolls and islands, and indeed this is also prevalent in the urban center of Majuro. This barrier will be addressed through community-level drought contingency planning with a focus on operation and maintenance of water infrastructure.

26. The implementation of contingency plans (particularly at the community level), water safety plans and SOPs for climate change induced drought response, will catalyze a greater impact potential from sub-components 1 and 2. In other words, without Output 3 activities, the expected impact from the other two Outputs is unlikely to be sustained as the maintenance needs and/or replication/up-scaling needs would have to be financed by another foreign aid.

27. Improving water quality and supply at both community and household level will create more equitable access to water resources for vulnerable groups, including women, children and the elderly, and will improve health and education outcomes, enhance livelihoods, and reduce household and community level conflict caused by water shortages. The establishment of Community-based Water Committees (CWCs) through this project will enable the active and equitable participation of women to support the decision-making in community specific water safety planning.

28. Lastly, the knowledge accumulation and lessons sharing activity under Output 3 is expected to extend the project's replication potential beyond RMI. Many Pacific SIDS face similar vulnerability to climate change induced water scarcity. This project will show that technologically simple, low cost and accessible technologies such as rainwater harvesting if well planned and implemented comprehensively, can solve intractable water scarcity related to climate change. Opportunities exist for RMI to share their experiences gained during the project with other SIDS, this will be facilitated through the support that will be provided by the UNDP office in Fiji that is also supporting other programmes in the region, as well as via other organisations and donors, such as the Secretariat of the Pacific Regional Environment Programme (SPREP), Adaptation Network, World Bank etc. Finally, project learnings can be shared via GCF e.g. through GCFs website and forums such as the Structured Dialogues.

29. In addition to directly addressing the Sustainable Development Goal related to ensure access to water and sanitation for all (Goal 6), and to taking action to combat climate change and its impacts (Goal 13), the project is expected to contribute to the achievement of the goal, inter alia, related to gender equality (through a target approach to increase participation of women in island level decision making for water: Goal 5).

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## IV. RESULTS AND PARTNERSHIPS

### i. Expected Results:

30. The project contributes towards the UNDP Strategic Plan 2018-21 “Outcome 3: Build resilience to shocks and crises”. The project also directly contributes towards achievement of the UN Pacific Strategy 2018-2022 “Outcome 1: By 2022, people and ecosystems in the Pacific are more resilient to the impacts of climate change, climate variability and disasters; and environmental protection is strengthened”. Further, it is aligned with RMI’s Development Strategy Priority/Pillar “Environment, Climate Change and Resiliency.

31. Increasing climate risks have impacted and will continue to impact RMI’s drinking water supplies, particularly droughts which are becoming more frequent and extreme. Over the last 50 years, RMI has experienced ten significant droughts with the last two (in 2013 and 2016) costing the government more than USD 10 million in response and recovery costs. The challenges of responding to water shortages are exacerbated by the remoteness of the outer atolls and islands, the difficulty and high cost of transport between atolls, limited sources of available freshwater, weak water governance and government and community capacity deficiencies.

32. This project extracts and scales good practices and lessons learned from the various water security and resilience initiatives implemented in RMI and in similar small island developing states in the Pacific Region. Resilient design principles were used to evaluate the water resource options. These seven resilient design principles are: Ownership, Redundancy, Effectiveness, Efficiency, Sustainability, Equity, and Coordination. The project design considered five sources of water - rainwater harvested by households, rainwater harvested by communities/municipalities, groundwater accessed through wells, desalinated seawater and demand management – to determine the optimal and cost-effective portfolio of sources to be developed by the proposed project. The design objective was to supply a minimum of 20 litres per capita per day (lpcd) year-round, including during drought events aggravated in frequency and duration by climate change. The analysis used a marginal unit cost of water approach and determined the optimum mix of investments to meet the water security objectives during droughts.

33. Reverse osmosis (RO) desalination solutions were considered extensively since they have been in place in RMI on a few atolls. The consultations raised a key concern of the lack of capacity to operate and maintain them, including supporting large replacement costs for parts during life cycle or total replacement cost at end of life cycle. RO was reviewed and evaluated against the resilient design principles. New RO installations were considered to be a non-viable option for remote rural communities and this was discussed/confirmed through consultations with the stakeholders. Rainwater harvesting and storage was proven through rigorous engineering, financial and economic analyses, to be the most viable and cost-effective option to meet the drought water security needs of the rural communities in RMI’s atolls and islands.

34. GCF funds will be used to improve existing rainwater harvesting systems for 158 community buildings and 2,529 households across 77 rural communities in the 24 local government jurisdictions in the outer atolls and islands. The water gap will be closed by installing new community storage tanks, new community roof catchment systems and improving existing rainwater harvesting systems for community buildings and households. Rainwater harvesting system improvements will increase the RWH system efficiency to at least 70% at households and 80% at community buildings. Existing gutters and downpipes will be renewed with high quality materials including larger round pipework 150mm in diameter. The improvements will include first flush diverters and insect screens, for improved water quality. *These improvements will provide an additional 11,302 m<sup>3</sup> of water to achieve the baseline drought, as well as 9,161 m<sup>3</sup> of water to meet the climate change induced drought.*

35. Several different types of community storage tanks were considered during the project design: moulded plastic tanks; concrete tanks; concrete block tanks; modular steel tanks with liner; modular HDPE; and timber tanks with liner. Moulded plastic tanks are already prevalent throughout RMI at both households and some community buildings but have significant disadvantages in life expectancy and transportability, particularly at the large scale.

Many atolls and islands have underground or partially underground concrete structures used to store water, with some built in the 1940s during World War II. The World War II concrete tanks are ageing and while most are left unutilised due to poor condition, lack of nearby roofing surface to capture water, or being located too far away from settlements or too close to the sea making the stored water too brackish, some are still in use today connected to rainwater harvesting systems of households and community buildings. Concrete tanks were considered to have several drawbacks including risk of low potable water quality, risk of leaks and poor environmental sustainability.

36. Flat pack modular tanks are a modern alternative to concrete tanks and are considered to be the most suitable option for the large-scale construction of new tanks throughout RMI. The modular flat packed tank option was selected for its durability, ease and speed of construction, high life expectancy, high potable water quality and transportability. Shipping of large tanks to small communities in the outer atolls and islands is a major constraint for other tank types as materials typically need to be offloaded on to small boats due to a lack of wharf infrastructure. Flat packed tanks also offer the advantage of being able to be moved to different locations, if it becomes necessary.

37. Under Output 2, GCF funds will install covers, line wells, install an apron and raise sidewalls to protect 2,586 groundwater wells identified within the 77 target communities. This intervention will limit organic matter and trash from entering through the groundwater well opening thereby maintaining the water quality sufficiently that it can continue to be used for non-potable purposes (e.g. washing/hygiene). *This will strengthen the importance of groundwater as a supplementary water source, particularly during drought events.*

38. To enhance the value of the GCF investment and create a pathway to scale nationally and regionally, this output will also create opportunities for learning exchanges and will facilitate inter-island exchanges on best practices in climate change risk reduction on water resources, including water security and conservation of water resources. Training programs will include the development of Water Safety Plans, which will be focused on training women and children who are generally responsible to collect water, cleaning and general household duties in the usage of water based on water quality and available quantity etc, RWH systems operation and maintenance, Demand Management, Disaster SOPs and drought preparedness. The training will have a focus on water conservation and prioritization practices especially relating to WASH requirements. This activity will be undertaken in partnership with the Marshall Islands Red Cross Society, WUTMI, the National Youth Congress, and existing women and youth networks.

39. Building on the USP-European Union Global Climate Change Alliance (USP EUGCCA) project, youth expertise in water demand management will be developed through a Climate Change and Disaster Risk Reduction certification programme part of a non-formal course of study at the University of the South Pacific. Women and youth engaged in learning exchange visits will also gather practical management skills, such as project management, written and oral presentation, reporting, monitoring and evaluation of project, conflict management, etc. Training modules for other countries/projects have been developed that can be adapted to suit the needs of the RMI project.

40. Training in water demand management will also leverage from the water conservation education and awareness raising efforts implemented by the Hawaiian Pacific Resources for Education Learning (PREL) in partnership with the Ministry of Education through the Water for Life project (<http://w4l.prel.org/>) focused on schools and youth. The Water for Life project has so far focused only on public schools around Majuro, not in the rural communities of the outer atolls and islands.

41. GCF will support the effectiveness of RMI institutions responsible for drought early warning and preparedness, by strengthening institutional coordination and accountability mechanisms between government departments to initiate drought preparedness and coordinate response. This output will prepare a system and technology roadmap for outer island communications, and upgrade communications systems in remote locations and train people to use them. The project will also support local governments and Community-based Water Committees to mobilize resources and to develop and implement contingency plans in anticipation of and in response to droughts.

42. The transformative change for RMI will be the recognition of the need for and achievement of community-level water resource management. That is, for the first time, combined water capacity and volume data from household and community tanks will be used to more effectively manage the water resources available to the population of RMI.

43. GCF funds will be used to develop operations and maintenance (O&M) plans, related standard operating procedures (SOPs) and provide limited initial capital refurbishment in the form of provisions for materials and spare parts required for general maintenance to extend the asset lifecycle). The beneficiaries will be responsible for the operations and maintenance of water assets and technologies promoted. A four-tiered operations and maintenance (O&M) system is proposed:

- Tier 1: Beneficiary Households and Community Building Owners/Management
- Tier 2: Community-Based Water Committees (CWC) or equivalent representative
- Tier 3: Mayors and Community Leaders (Chiefs) – Mayor Council
- Tier 4: OCS and NDMO/ National Government

44. The institutional changes include the creation of Community-Based Water Committees (CWCs) for each atoll or island with supporting Mayoral level management defining a long-term Operations and Maintenance structure. The CWCs will manage and enforce, through the local community government, long-term asset maintenance practices and support of the installed infrastructure. In addition, over the 25-year life cycle of the project, the national government has budgeted replacement of assets as part of their operations and maintenance commitment. This has been agreed to by the national and atoll governments, including formal signoff from the local mayors/communities. (Letters of support from the mayors are in Annex N).

45. The development and training of CWCs will provide opportunities for knowledge sharing within and between island communities. Women and youth will be targeted for training and engagement in CWCs. The CWCs will be instrumental in not only the operation and maintenance of the RWH systems and protected groundwater wells, but also in the broader education of communities to better manage water resources. Many of the skills that will be developed by the CWCs will be transferable to other sectors.

46. Depending upon the status of sanitation access, RMI will utilize the CWCs as conduits for promoting existing (and future) WASH initiatives as well as repeating surveys to enable the impact of the project on sanitation and health to be monitored. Improved and ongoing information collection on the status of sanitation and WASH practices throughout the outer islands will help focus both government and community actions to where they are most needed and can have the greatest impact.

47. The National Safety Plans require further improvements in documenting and monitoring climate change triggers, in addition to defining better mechanisms for more efficient and timely communication of issues that trigger national or atoll level actions to support vulnerable communities.

ii. Partnerships:

48. The jurisdiction of water security is shared across the Office of the Chief Secretary (OCS) and the Environmental Protection Agency (EPA). EPA is the national authority to coordinate and oversee RMI's water governance and operates as a government funded statutory authority with ties to the Ministry of Health and Environment. This overarching national institution for water governance was only recently formalized through the Water and Sanitation Policy and National Environmental Protection Act amendment and much work remains to be done to enhance institutional effectiveness in RMI. Neither of these departments currently have the technical capacity to implement a project of this size. Nor is there sufficient capacity within the Office of Environmental Planning and Policy Coordination (OEPPC) to coordinate the work of these departments to improve water supply

security in the outer atolls and islands. Due to this limitation, the Government requested UNDP to implement this project under direct implementation modality.

49. During implementation, UNDP will assess the engagement of project partners, including government departments such as EPA and OCS, the International Organization for Migration (IOM) for provision of specific services consistent with the Direct Implementation Modality. IOM has a sub-regional office in Pohnpei and a sub-office in Majuro that have been implementing projects on water in RMI, FSM and other Pacific SIDS.

iii. Risks and Assumptions:

50. A UNDP Risk Log has been prepared and can be found in Annex K. As per standard UNDP requirements, the Project Manager will monitor risks quarterly and report on the status of risks to the UNDP Pacific Office. The UNDP Pacific Office will record progress in the UNDP ATLAS risk log. Risks will be reported as critical when the impact and probability are high (i.e. when impact is rated as 5 and probability is 1,2,3,4, 5 or when impact is rated as 4 and probability is rated at 3 or higher). Management responses to critical risks will also be reported in the Annual Project.

51. This project has completed the UNDP social and environmental screening procedure (see SESP attached as Annex H). The overall social and environmental risk category for this project is Moderate. The project is likely to have some short-term, small-scale environmental impacts during implementation, but will ultimately have considerable, long-term environmental benefits.

52. Only one moderate environmental risk was identified, due to general construction impacts. With the appropriate mitigation measures put in place during construction, the project will have a low risk over the short to medium term. It is highly unlikely that the project will have any medium to long term and/or irreversible impacts.

53. One moderate social risk was identified, associated with the limited capacity of agencies responsible for water. Social benefits are significant and can provide long-term improvements to the lives of communities in the target areas. The project will also promote inclusion, particularly of women and vulnerable groups.

54. Key considerations in minimizing environmental and social impacts during the project are outlined in the Environmental and Social Management Framework and Management Plan (ESMFMP) in Appendix H, but include social inclusion and consultation, sediment and erosion control, and health and safety for workers and community. Physical impacts will be primarily associated with construction and installation of equipment, such as rainwater tanks, groundwater wells and pumps. These impacts will be relatively minor and of a temporary nature.

55. Social and environmental complaints by communities and people affected by the project can be submitted to UNDP's Social and Environmental Compliance Unit (SECU). SECU will respond to claims that UNDP is not in compliance with applicable environmental and social policies. Complaints can be submitted by e-mail to [project.concerns@undp.org](mailto:project.concerns@undp.org) or the [UNDP website](#). Project-affected stakeholders can also request the UNDP Pacific Office for access to appropriate grievance resolution procedures for hearing and addressing project-related social and environmental complaints and disputes. Environmental and social grievances will be monitored and reported in the Annual Project Report.

iv. Stakeholder engagement:

56. A wide range of stakeholders will be involved in the project, tailored to the specific needs of the three outputs. A stakeholder engagement plan is found in Annex I. Key stakeholders to be engaged include a range of government line ministries to support the project implementation, NGOs, and local communities including some of their interest/community groups. The government line ministries include OCS, EPA, the National Disaster Management Office (NDMO), Office of Environmental Planning and Policy Coordination (OEPPC) and the 24 local governments. Other national partners include the Weather Service Office (WSO) and Majuro Water and Sewer Company (MWSC).

57. In general, stakeholder engagement in the project implementation begins at the inception workshop which will be held at the capital. Government departments, mayors from each local government jurisdiction, NGOs/CSOs and citizens will be invited to the workshop and the focus of the project, the timing of island visits and stakeholder consultations, types and nature of adaptation investments, and expectations from stakeholders engaged will be presented. During the first island visit, island-level inception workshop will be organized in each island covering the same topics.

58. Each Output of the project has its own stakeholder groups:

(i) Output 1 will be delivered in partnership with national partners and NGOs, including OCS, OEPPC, NDMO IOM, the Marshall Islands Red Cross Society (MIRCS), and other national entities and international partners.

(ii) Output 2 will be delivered in partnership with national partners including OCS, OEPPC, NDMO IOM, as well as MIRCS, WUTMI, and the University of the South Pacific (USP).

(iii) Output 3 will be delivered in partnership with a range of parties, including the Government of RMI, NGOs, CSOs, academia and the private sector.

59. Informal stakeholder engagement may take place at any time and any location within the operational terms and guidelines set out by the project at start of implementation.

60. Full details on the proposed Stakeholder, Community, and Youth Engagement Strategies can be found in Annex I.

v. Gender equality and empowering women:

61. RMI has a population that is approximately 50% women. The population is also very young, the second youngest in the Pacific region, with just over 50% of the population younger than 20 years of age. Marshallese women are often responsible for water collection and are strongly dependent on availability of water for household chores such as cooking and laundry. Women also share a disproportionate burden from water shortages, given their critical roles they play in household responsible for securing and utilizing safe and sufficient water for the family.

62. The Gender Assessment and Action Plan for this project is presented in Annex J. The project design team used a participatory bottom-up approach to ensure that proposed investments would directly respond to the identified needs and priorities of communities, households and vulnerable groups of people. Access to water is being designed in a way that is equitable and safe for all, but particularly women.

63. The project will increase the availability of fresh water throughout the year and during drought periods. This will result in:

- women and girls spending less time collecting water for their families
- women having access to safe and clean water for menstrual hygiene
- increased resilience of health and well-being, food and water security and
- less interruption to women's handicraft production – a primary source of income for many women in RMI.

64. The project is expected to bring a range of gender-responsive development impacts. Improving water quality and supply at both community and household level through this project will create more equitable access to water resources for vulnerable groups including women, children, the elderly and those with disabilities, and will improve health and education outcomes, enhance livelihoods, and reduce household and community level conflict caused by water shortages.

65. The project will provide for women's direct engagement in a community decision-making process through their inclusion on Community-based Water Committees to ensure they have a formal, public role in water management. Women and youth will particularly be targeted for training. Female trainers will be trained and empowered to ensure that women's specific vulnerabilities to climate change and water management are addressed. Over time, this could lead to women's increased engagement in broader political processes at community and island level.

66. Women and youth from targeted communities will be trained in operations and maintenance and construction skills of household and rainwater harvesting systems, groundwater wells etc. This will enable women and young people living in rural areas who have limited employment opportunities to be actively engaged in designing, constructing, operating, maintaining and monitoring community water security investments, which will serve to build sustainability and increase employability. A Gender and Youth Specialist will be engaged during implementation to build the capacity of project staff and stakeholders for gender mainstreaming and monitoring and assist with implementation as needed.

vi. South-South and Triangular Cooperation (SSC/TrC):

67. Opportunities for cooperation will be identified to assist the government in attracting knowledge and technology transfer through the south-south cooperation in the region and globally, particularly among SIDS in the area of water security in the context of climate change.

vii. Sustainability and Scaling Up:

68. The project was designed in close consultation with and involvement of relevant government agencies and technical line departments, international agencies such as IOM and Red Cross, local NGOs, private sector, and community CBOs on the target atolls. These consultations and discussions, combined with tried and tested models for improved and resilient water management such as the development of the CWCs, provide the project with a sound approach and a set of interventions that meet adaptation priorities and intervention needs that will be implemented with strong community participation and engagement of local officials. Building on this foundation, the project ensures that the investments, as well as the results of the interventions, are sustained beyond the project period and in the longer-term through the following elements of project design and implementation.

69. Approximately 66% of the proposed project investment will be to install and upgrade rooftop rainwater harvesting mechanisms and to increase water storage capacity at the household and community levels. The household investments will be operated and maintained over the lifetime of the components by the private household as it is their private interest to do so. The lifetime of the components used to upgrade or install rooftop water catchment units are 10 years and the lifetime of the water storage tanks are 25 years and 20 years for tank linings as per the manufacturers' specifications certified by independent assessments.

70. To ensure the sustainable management of the harvesting and storage systems and the equitable distribution, operation and maintenance of the water resource, the project will provide training to CWCs to conduct simple water balance assessments and access plans for community water resources.

71. The project will invest in strengthening capacity and existing institutions in charge of early warning, preparedness and response to hydro-meteorological hazards (e.g. National Disaster Management Office). Technical operations staff will be trained to communicate and disseminate drought forecasts and mobilize government departments and ministries in disaster response. The SOPs developed at both national level and at the community level can be further developed and adaptively managed by the beneficiaries.

## V. PROJECT MANAGEMENT

### i. Cost efficiency and effectiveness:

72. Marginal Abatement Cost Curves (MACC) were used to assess the most cost-effective sequence of water supply augmentation measures to ensure water security by 2045 for targeted islands/ atolls. Based on the cost-curve analysis, the three most cost-effective intervention types to meet the water security target were community building RWH improvement and new storage tanks for existing community building; new community roof structures with RWH and storage tanks; and household RWH improvement. This intervention mix was re-evaluated considering implementability, social and gender aspects. Household RWH systems have significant advantages over community RWH systems as they are available at the household level, therefore removing any equity or accessibility issues when compared to community RWH tanks. Based on these criteria, it was decided to provide household RWH improvements to all households in target communities as the first priority. The remaining water supply gaps would be closed by choosing the next most cost-effective intervention for each island/atoll.

73. A grant is deemed the most suitable form of GCF financing for two reasons: a) GoRMI's ability to service a GCF loan from budget or capital market sources is severely constrained; and b) the project will not generate revenues. GCF funding will play a key role in relation to the evident gaps in current baseline water resource investments. Together with the co-financing being mobilized for the proposed project, GCF funds will enable the GoRMI to address the urgent climate adaptation needs in the outer atolls and islands' most vulnerable areas, while also addressing the baseline drought.

### ii. Economic and/or Financial Analysis

74. An economic cost-benefit analysis of the project was carried out in accordance with the Guidelines for the Economic Analysis of Projects of United Nations Development Program (UNDP 2015). The feasibility of the investments was determined by computing the net present value of the project using a 10% discount rate and a time horizon of 25 years.

75. The economic analysis of the proposal was conducted during the design phase, focusing on one major output, namely Output 1: 'Implementation of optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI'. Outputs 2 and 3 are integral parts of the project and the benefit streams from the three outputs cannot be assessed separately.

76. The benefits of this project occur when water security is ensured during a drought, when compared to the status quo. The economic benefits were based on the drought costs for the 2015/16 drought and on the existing water supply infrastructure. The 2015/16 drought is the only drought with detailed information on emergency response costs and an estimate on the drought-related socio-economic costs and losses.

77. The avoided drought emergency response costs were divided into two key interventions. Firstly, the disaster response costs for outer islands incurred by NDMO and IOM for purely drinking water related relief support during the drought 2015/16 were scaled to account for future predicted drought events per affected person and day. Secondly, the avoided costs for deployment of mobile RO units in case of emergency is assessed on community basis and is subject to the existing communities' water supply. The cost-benefit analysis was performed considering two baseline scenarios to provide a more differentiated assessment.

78. The economic analysis indicates that for baseline scenario 1 (GoRMI provides 20 lpcd to the drought affected target population by deploying existing and additional mobile RO units), the net present value is positive, and the expected economic internal rate of return is 12%, which exceeds 10%, the economic opportunity cost of capital. For baseline scenario 2 (GoRMI provides 4.2 lpcd to the drought affected target population by deploying existing mobile RO units only), the net present value is negative, and the expected economic internal rate of return is 4%, which is

below the economic opportunity cost of capital of 10%. The avoided socio-economic drought-related costs and losses are composed of two key impacts, namely: 1) Avoided health treatment costs from drought-related diseases and 2) Loss in reproductive labor due to increased water collection time.

79. The project is expected to generate at least two additional benefit streams. However, these are not easily quantifiable and in some cases confidence in the values may be low. First is a loss of harvest from small agricultural areas due to a lack of non-saline water for irrigation, which significantly affected food security. Secondly, the population from outer islands/ atolls – after completion of the project - would not have to migrate to the two urban centers, i.e. Majuro and Ebeye, in search for water during drought, reducing the pressure on these urban centers. Overall, it can be concluded that the project yields a positive net present value when considering the same target criteria, i.e. 20 lpcd, for the baseline and the project outcome.

iii. Project Management

80. The UNDP Project Management Unit (PMU) will comprise of a group of project-financed staff based in Majuro and the outer islands, RMI. Some project staff to be hired will be sitting at the UNDP Pacific Office to support the DIM arrangement for this project. Details on the project management unit are provided in Section VIII. Governance and Management Arrangements.

iv. Agreement on intellectual property rights and use of logo on the project's deliverables

81. In order to accord proper acknowledgement to the GCF for providing grant funding, the GCF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GCF will also accord proper acknowledgement to the GCF as per the GCF branding guidelines.

v. Disclosure of information

82. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy<sup>1</sup> and the GCF Disclosure Policy<sup>2</sup>.

vi. Carbon offsets or units

83. As outlined in the AMA agreement between UNDP and the GCF, to the extent permitted by applicable laws and regulations, the Implementing Partner will ensure that any greenhouse gas emission reductions (e.g. in emissions by sources or an enhancement of removal by sinks) achieved by this project shall not be converted into any offset credits or units generated thereby, or if so converted, will be retired without allowing any other emissions of greenhouse gases to be offset.

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<sup>1</sup> See [http://www.undp.org/content/undp/en/home/operations/transparency/information\\_disclosurepolicy/](http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/)

<sup>2</sup> See [https://www.greenclimate.fund/documents/20182/184476/GCF\\_B.12\\_24\\_-\\_Comprehensive\\_Information\\_Disclosure\\_Policy\\_of\\_the\\_Fund.pdf/f551e954-baa9-4e0d-bec7-352194b49bcb](https://www.greenclimate.fund/documents/20182/184476/GCF_B.12_24_-_Comprehensive_Information_Disclosure_Policy_of_the_Fund.pdf/f551e954-baa9-4e0d-bec7-352194b49bcb)

## VI. PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s): 6, 5, 13

This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: United Nations outcome 1 involving UNDP: By 2022, people and ecosystems in the Pacific are more resilient to the impacts of climate change, climate variability and disasters; and environmental protection is strengthened (From the Subregional programme document for the Pacific Island Countries and Territories (2018-2022)).

This project will be linked to the following output of the UNDP Strategic Plan:

Output 1.4: Scaled-up action on climate change adaptation and mitigation cross sectors, which is funded and implemented (current 2018-21 UNDP Strategic Plan)

GCF Paradigm shift objectives: Increased climate resilient sustainable development

	Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target	Assumptions
<b>SDG indicators</b>	Indicator 6.1.1 Proportion of population using safely managed drinking water services	0	50% of local government jurisdictions have established and operational policies and procedures for participation of local communities in water management through the community-based water committees (CWCs)	100% of local government jurisdictions have established and operational policies and procedures for participation of local communities in water management through the CWCs	Sufficient local capacities exist with the relevant authorities to uptake additional mechanisms  Willingness of communities and local partners to absorb knowledge specific to operation and maintenance of rainwater harvesting tanks.
<b>FUND LEVEL IMPACT:</b>					
<b>Fund level Impact:</b> <b>A2.0 Increased resilience of health and well-being, and food and water security</b>	A2.1 Number of males and females benefiting from improved health due to safe drinking water supply despite climate shocks and stresses  A2.2 Number of males and females with year-round access to reliable water supply during prolonged drought.  <u>Total Direct Beneficiaries: 15,572; 7,630 are women and 7,942 are men</u>	<5% of population in targeted communities	50% of population in targeted communities (50 % of the beneficiary population to be women; 25 per % of all beneficiaries to be youth)	100% of target population with access to safe drinking water (50 % of the beneficiary population to be women; 25 % of all beneficiaries to be youth)	No major disaster occurs in the project locations that may delay the completion of the water infrastructure work.  Households and communities are properly trained in the use and maintenance of water infrastructure.  No major disaster occurs in the project locations that may delay the completion of the water infrastructure work.

<p><b>A3.0 Increased resilience of infrastructure and the built environment to climate change</b></p>	<p>3.1 Value of infrastructure made more resilient to rapid-onset events (e.g. floods, storm surges, heatwaves) and slow-onset processes (e.g. sea level rise)</p> <p>3.2 Number of new infrastructure projects or physical assets strengthened or constructed to withstand conditions resulting from climate variability and change</p>	<p>None</p> <p>None</p>	<p>beneficiaries to be youth)</p> <p>1,265 households and 79 community buildings made resilient<sup>3</sup></p> <p>79 buildings improved and 60 new community RWH systems installed</p>	<p>population to be women; 25 % of all beneficiaries to be youth)</p> <p>2,529 households and 158 community buildings made resilient</p> <p>RWH systems on 158 community buildings improved and 121 new community RWH systems installed</p>	<p>Households and communities are properly trained in the use and maintenance of water infrastructure.</p>
<p><b>PROJECT OUTCOMES:</b></p>					
<p><b>Project Outcomes</b></p> <p><b>A7.0 Strengthened adaptive capacity and reduced exposure to climate risks</b></p>	<p>7.1 % of vulnerable households in targeted communities with improved access to water, and strategies to respond to climate variability in the outer atolls and islands of RMI</p>	<p>0%</p>	<p>50% of households in targeted communities have upgraded or new RWH and storage (the project will target 49% female headed households)</p>	<p>100% of households in targeted communities (the project will target 49% female headed households)</p>	<p>Infrastructure, adapted rural life activities and climate services are completed and implemented successfully in the 23 local government jurisdictions</p>
<p><b>PROJECT OUTPUTS:</b></p>					
<p><b>Project Outputs</b></p> <p><b>1. Implementation of optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI</b></p>	<p>1.1 Extent of improvements in existing rainwater harvesting systems for existing HH and community buildings in outer islands and atolls</p> <p>1.2 Additional (new) rainwater harvesting and storage systems for communities in outer islands and atolls</p> <p>2.1 Number of groundwater wells protected from more frequent climate change induced storm surges and contamination (through</p>	<p>Water supply gap of 11,302 m<sup>3</sup> under the baseline drought, and an additional 9,161 m<sup>3</sup> under climate change induced drought periods</p> <p>0</p>	<p>Upgrading of RWH for 1,265 households and 79 community buildings.</p> <p>79 new tanks at existing community buildings.</p> <p>60 new community roof/storage systems</p>	<p>Upgrading of RWH for 2,529 households and 158 community buildings.</p> <p>158 new tanks at existing community buildings.</p> <p>121 new community roof/storage systems installed</p>	<p>No major disaster occurs in the project locations that may delay the implementation of water infrastructure at household and community level.</p> <p>Sufficient rainfall can be collected to help achieve water security.</p> <p>Government and local authorities are willing to adjust existing planning instruments</p> <p>No major disaster occurs in the project locations that may delay the implementation of</p>
<p><b>Project Outputs</b></p> <p><b>2. Optimization of alternative water sources to reduce</b></p>	<p>2.1 Number of groundwater wells protected from more frequent climate change induced storm surges and contamination (through</p>	<p>&lt;5% of target household and community</p>	<p>50% of target household and community groundwater wells</p>	<p>100% of target household and community</p>	<p>No major disaster occurs in the project locations that may delay the implementation of</p>

<sup>3</sup> Households will be able to have sufficient water supply for 90% of the projected droughts based on RCP 8.5 models

<p><b>reliance on harvested rainwater in the context of reduced rainfall</b></p>	<p>covering the wells and extending and increasing the height of the surface concrete slab around well)</p> <p>Total Number of Wells Targeted: 2,586</p> <p>2.2 Strengthened local capacities and enhanced women and youth's leadership through best practices on reduced demand for rainwater</p>	<p>groundwater wells (estimated total of 2,586 wells) protected from storm surges and contamination</p> <p>0</p>	<p>protected from storm surges and contamination in 77 target rural communities</p> <p>&gt;50% of training participants who have adopted the best practices (disaggregated by gender)</p>	<p>groundwater wells protected from storm surges and contamination in 77 target rural communities</p> <p>100% of training participants who have adopted the best practices (disaggregated by gender)</p>	<p>groundwater well protection at household and community level</p> <p>Sufficient interest and participation from community partners on training opportunities and workshops</p>
<p><b>Project Outputs</b></p> <p><b>3. Climate change induced drought preparedness and response measures implemented in outer atolls and islands</b></p>	<p>3.1 Updated national-level contingency plans and Standard Operating Procedures (SOPs) for climate change induced drought response</p> <p>3.2 Number of developed and implemented community-level drought contingency plans in outer islands and atolls</p> <p>Number of Community Water Committees</p>	<p>0</p> <p>0</p> <p>0</p> <p>0</p>	<p>&gt;50% of trained CWCs have adopted the contingency plans and SOPs</p> <p>0</p> <p>0</p>	<p>100% of trained CWCs who have adopted the contingency plans and SOPs</p> <p>77</p> <p>24</p>	<p>Sufficient local capacities exist with the relevant authorities to uptake additional mechanisms</p> <p>Willingness of communities and local partners to absorb knowledge specific to operation and maintenance of rainwater harvesting tanks.</p>

In keeping with UNDP guidelines issued for this project document, no activities have been presented here. A list can be found in Annex E which presents a time table of activities

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## VII. MONITORING AND EVALUATION (M&E) PLAN

84. The project results as outlined in the project results framework will be monitored and reported annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

85. Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP POPP and UNDP Evaluation Policy. While these UNDP requirements are not outlined in this project document, the UNDP Pacific Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GCF-specific M&E requirements will be undertaken in accordance with relevant GCF policies.

86. In addition to these mandatory UNDP and GCF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Workshop Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including national/regional institutes assigned to undertake project monitoring.

i. M&E oversight and monitoring responsibilities:

87. **Project Manager:** The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Pacific Office and the UNDP-GEF Regional Technical Advisor of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

88. The Project Manager will develop annual work plans to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GCF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the Annual Project Report, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. Environmental and social management plan, gender action plan etc.) occur on a regular basis.

89. **Project Board:** The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal evaluation report and the management response.

90. **Project Implementing Partner:** In this case, the project will follow Direct Implementation Modality (DIM). UNDP PMU is based in UNDP Fiji office and is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. UNDP PMU will strive to ensure project-level M&E is undertaken by national institutes, and is aligned with national systems so that the data used by and generated by the project supports national systems.

91. **UNDP Pacific Office:** UNDP has no Country Office in RMI but does have country presence (through the shared UN Field Office in Majuro). The UNDP Pacific Office in Suva, Fiji will support the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key M&E activities including the Annual Project Report, the independent mid-term evaluation and the independent terminal evaluation. The UNDP Country Office will also ensure that the standard UNDP and GCF M&E requirements are fulfilled to the highest quality. .

92. The UNDP Pacific Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](#). This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the Annual Project Report and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. Annual Project Report quality assessment ratings) must be addressed by the UNDP Pacific Office and the Project Manager.

93. The UNDP Pacific Office will support GCF staff (or their designate) during any missions undertaken in the country, and support any ad-hoc checks or ex post evaluations that may be required by the GCF.

94. The UNDP Pacific Office will retain all project records for this project for up to seven years after project financial closure in order to support any ex-post reviews and evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GCF.

95. **UNDP-Global Environmental Finance Unit (UNDP-GEF):** Additional M&E and implementation oversight, quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies and the related arrangements agreed to in the Accreditation Master Agreement. Upon request, project audit reports (s) will be shared with the GCF (the donor).

ii. Additional monitoring and reporting requirements:

96. **Inception Workshop and Report:** A project inception workshop will
- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
  - b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
  - c) Review the results framework and finalize the indicators, means of verification and monitoring plan;
  - d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E;
  - e) Identify how project M&E can support national monitoring of SDG indicators as relevant;
  - f) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender action plan; and other relevant strategies;
  - g) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the annual audit; and
  - h) Plan and schedule Project Board meetings and finalize the first-year annual work plan.

The inception report must be submitted to the GCF within six months of project start (i.e. FAA Effective Date). The inception report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and approved by the Project Board.

97. GCF Annual Project Report (due 1 March each year of project implementation): The Project Manager, the UNDP Country Office, and the UNDP-GEF Regional Technical Advisor will provide objective input to the annual project report covering the calendar year for each year of project implementation. The Project Manager will ensure that the indicators included in the project results framework are monitored annually in advance so that progress can be included in the report. The APR will include reporting of: environmental and social risks and related management plans, gender, co-financing and financial commitments, GCF 'conditions precedent' outlined in the FAA, amongst other issues. The annual project report will be due for submission to the GCF in the first quarter of each year for the duration of the project. The last APR will be due for submission within 3 months after the project completion date.

98. The Annual Project Report submitted to the GCF will also be shared with the Project Board. The UNDP Country Office will coordinate the input of other stakeholders to the report as appropriate. The quality rating of the previous year's report will be used to inform the preparation of the subsequent report.

99. **Lessons learned and knowledge generation:** Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

100. **Interim Independent Evaluation Report:** An interim independent evaluation report will be completed within nine (9) months after Year 3 from the Effective Date. The findings and responses outlined in the management response to the interim independent evaluation will be incorporated as recommendations for enhanced implementation during the final half of the project's duration. The terms of reference, the evaluation process and the evaluation report will follow the standard templates and guidance prepared by the UNDP IEO available on the [UNDP Evaluation Resource Center \(ERC\)](#). As noted in this guidance, the evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. Other stakeholders will be involved and consulted during the evaluation process. Additional quality assurance support is available from the UNDP-GEF Directorate. The final interim evaluation report will be available in English and will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and approved by the Project Board.

101. **Final Independent Evaluation Report:** A final independent evaluation report will be completed by Within three (3) months of submission of Project Completion Report but not later than six (6) months after Project Completion Date. The final evaluation will take place upon completion of all major project outputs and activities. The final evaluation process will begin at least three months before operational closure of the project allowing the evaluation mission to proceed while the project team is still in place, yet ensuring the project is close enough to completion for the evaluation team to reach conclusions on key aspects such as project sustainability. The Final Independent Evaluation report is due for submission to the GCF within 6 months after the project completion date..

102. The Project Manager will remain on contract until the final evaluation report and management response have been finalized. The terms of reference, the evaluation process and the final TE report will follow the standard templates and guidance prepared by the UNDP IEO for GEF-financed projects available on the [UNDP Evaluation Resource Center](#). As noted in this guidance, the evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. Additional quality assurance support is available from the UNDP-GEF Directorate. The final evaluation report will be cleared by the UNDP Pacific Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board. The TE report will be publicly available in English on the UNDP ERC.

103. The UNDP Pacific Office will include the planned project terminal evaluation in the UNDP Pacific Office evaluation plan, and will upload the final terminal evaluation report in English and the corresponding management response to the UNDP Evaluation Resource Centre (ERC).

104. **Final Report:** The project's final Annual Project Report along with the final independent evaluation report and corresponding management response will serve as the final project report package. The final project report package shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

**Mandatory GCF M&E Requirements and M&E Budget:**

GCF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget <sup>4</sup> (US\$)		Time frame
		GCF grant	Co-financing	
Inception Workshop	UNDP Pacific Office	USD 27,000	None	
Inception Workshop Report and baseline assessments	Project Manager	USD 5,000	None	Within six (6) months after FAA Effective Date
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Pacific Office	None	None	Quarterly, annually
Risk management	Project Manager UNDP Pacific Office	None	None	Quarterly, annually
Monitoring of indicators in project results framework <i>(including hiring of external experts, project surveys, data analysis etc...)</i>	Project Manager	Per year: USD 7,714.3  Total: USD 54,000	None	Annually
GCF Annual Project Report	Project Manager, UNDP Pacific Office and UNDP-GEF team	None	None	Annually as per FAA
Audit of Implementing Partner as per UNDP audit policies	UNDP Pacific Office	Total: USD 12,000	None	As per UNDP Audit policies
Lessons learned, case studies, and knowledge generation	Project Manager	Per year: USD 1,714.30  Total: USD 12,000	None	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Manager UNDP Pacific Office	Total: USD 12,000	None	On-going
Monitoring of gender action plan	Project Manager UNDP Pacific Office	Total: USD 12,000	None	On-going
Monitoring of stakeholder engagement plan	Project Manager UNDP Pacific Office	Total: USD 12,000	None	On-going
Addressing environmental and social grievances	Project Manager UNDP Pacific Office BPPS as needed	Total: USD 12,000	USD 15,000	<i>Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.</i>
Project Board meetings	Project Board UNDP Pacific Office Project Manager	Per year: USD 6,000  Total: USD 42,000	Per year: USD 15,000	At minimum annually
Supervision missions	UNDP Pacific Office	None <sup>5</sup>	None	Two per year

<sup>4</sup> Excluding project team staff time and UNDP staff time and travel expenses.

<sup>5</sup> The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GCF Agency Fee.

GCF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget <sup>4</sup> (US\$)		Time frame
		GCF grant	Co-financing	
Oversight missions	UNDP-GEF team	None <sup>5</sup>	None	Troubleshooting as needed
GCF learning missions/site visits	UNDP Pacific Office and Project Manager and UNDP-GEF team	USD 22,000	None	To be determined.
Interim independent evaluation and management response	UNDP Pacific Office and Project team and UNDP-GEF team	USD 70,000	None	Within nine months after Year 3
Final independent evaluation and management response	UNDP Pacific Office and Project team and UNDP-GEF team	USD 80,000	None	Within three months of submission of Project Completion Report but not later than six months after Project Completion Date
Translation of evaluation reports into English	UNDP Pacific Office	None	None	As required. GCF will only accept reports in English.
<b>TOTAL indicative COST</b> Excluding project team staff time, and UNDP staff and travel expenses		USD 372,000	USD 120,000	

## VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

### i. Roles and responsibilities of the project's governance mechanism:

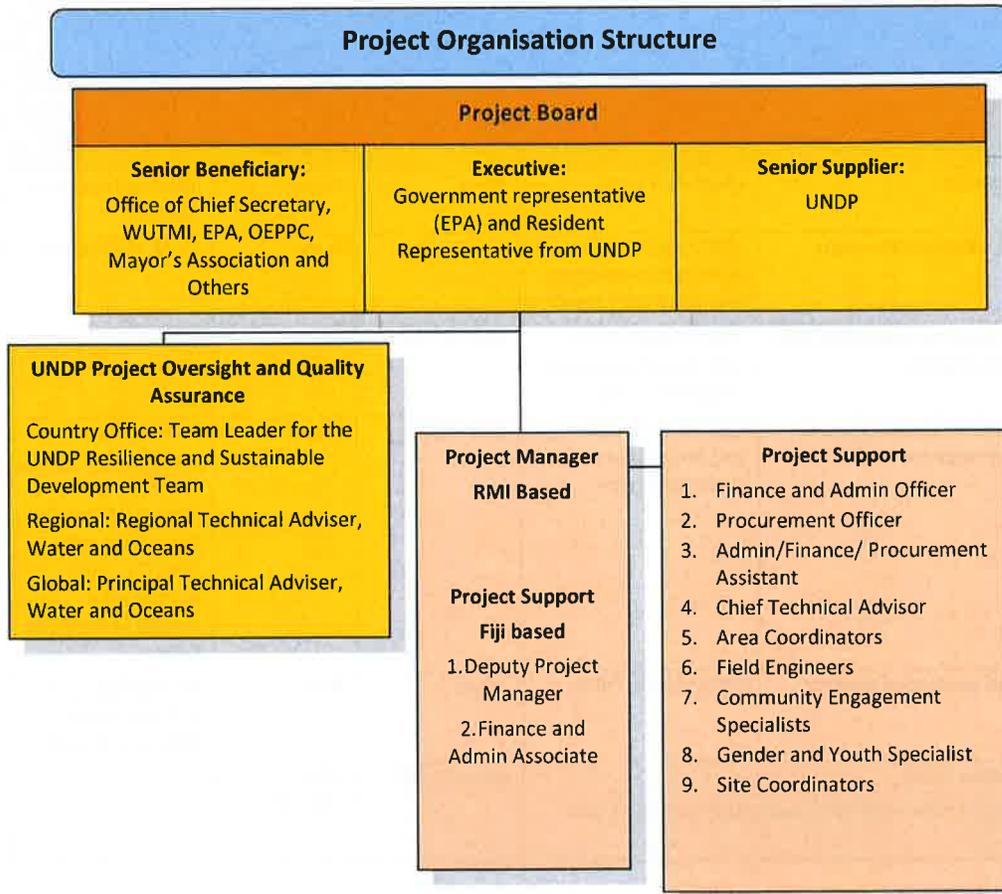
105. The project will be implemented following UNDP's direct implementation modality at the request from the Government of RMI and the GCF National Designated Authority.

106. The **Implementing Partner** for this project is *UNDP*. UNDP will establish a Project Management Unit for the Implementation of the project. UNDP PMU is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources. The Implementing Partner is responsible for:

- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

107. In view of the national ownership and building the national capacity, these responsibilities will be fulfilled by UNDP in close collaboration with the Government of RMI.

108. The project organisation structure is shown in the diagram below.



**Project Board:** The Project Board (also called Project Steering Committee) is responsible for making, by consensus, management decisions when guidance is required by the Project Manager, including recommendations for UNDP/Implementing Partner approval of project plans and revisions, and addressing any project level grievances. The Project Board will be co-chaired by UNDP's Resident Representative or his/her deputy and EPA as the National Designated Authority. The PB is comprised of the OCS, EPA, OEPPC, Major's Association and a representative from the NGO association IOM and WUTMI. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.

109. Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager ;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- Agree on Project Manager's tolerances as required;
- Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;

- Provide ad hoc direction and advice for exceptional situations when the Project Manager's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

110. The composition of the Project Board must include the following roles:

- 1) Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. This role can be held by a representative from the Government Cooperating Agency or UNDP. The Project Board will have two co-chairs: a representative from EPA as the National Designated Authority of RMI and the UNDP Resident Representative.

The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The executive has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

Specific Responsibilities: (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organisation structure and logical set of plans;
  - Set tolerances in the AWP and other plans as required for the Project Manager;
  - Monitor and control the progress of the project at a strategic level;
  - Ensure that risks are being tracked and mitigated as effectively as possible;
  - Brief relevant stakeholders about project progress;
  - Organise and chair Project Board meetings.
- 2) Senior Supplier: The Senior Supplier is an individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required. If necessary, more than one person may be required for this role. Typically, the implementing partner, UNDP and/or donor(s) would be represented under this role. The Senior Supplier is UNDP.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Make sure that progress towards the outputs remains consistent from the supplier perspective;
- Promote and maintain focus on the expected project output(s) from the point of view of supplier management;
- Ensure that the supplier resources required for the project are made available;
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts.

- 3) Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiary role is held by a representative of the government or civil society. The Senior Beneficiary is: the Chief Secretary from OCS, along with representatives from EPA, Office of Environmental Policy and Planning Coordination (OEPPC, the NDA of the GCF), National Disaster Management Office (NDMO), Ministry of Finance (MoF), Weather Service Office (WSO) Majuro, Women's United Together Marshall Islands (WUTMI), the association of Mayors and International Organization for Migration (IOM).

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiary role monitors progress against targets and quality criteria. This role may require more than one person to cover all the beneficiary interests. For the sake of effectiveness, the role should not be split between too many people.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Prioritize and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Specification of the Beneficiary's needs is accurate, complete and unambiguous;
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target;
- Impact of potential changes is evaluated from the beneficiary point of view;
- Risks to the beneficiaries are frequently monitored.

111. **Project Manager:** The Project Manager (PM) has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Board. The PM is responsible for day-to-day management and decision-making for the project. The PM's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

112. The Implementing Partner appoints the PM, who should be different from the Implementing Partner's representative in the Project Board.

113. Specific responsibilities include:

- Provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the Project Board to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Plan the activities of the project and monitor progress against the project results framework and the approved annual workplan;
- Mobilize personnel, goods and services, training and micro-capital grants to initiative activities, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments or reimbursement using the fund authorization and certificate of expenditures;
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation;
- Prepare the annual workplan for the following year; and update the Atlas Project Management module if external access is made available.
- Prepare the Annual Project Report and submit the final report to the Project Board;
- Based on the Annual Project Report and the Project Board review, prepare the AWP for the following year.
- Ensure the interim evaluation process is undertaken as per the UNDP guidance, and submit the interim evaluation report to the Project Board
- Identify follow-on actions and submit them for consideration to the Project Board;
- Ensure the final evaluation process is undertaken as per the UNDP guidance, and submit the final evaluation report to the Project Board;

114. **Project Assurance:** UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the agency fee – involving UNDP staff in Country Offices and at regional and headquarters levels. Project Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project

Manager. This project oversight and quality assurance role is covered by the accredited entity fee provided by the GCF.

115. As an Accredited Entity to the GCF, UNDP delivers the following GCF-specific oversight and quality assurance services: (i) day to day project oversight supervision covering the start-up and implementation; (ii) oversight of project completion; and (iii) oversight of project reporting. A detailed list of the services is presented in the table below.

Function	Detailed description of activity	Typical GCF fee breakdown
Day-to-day oversight supervision	<p><b>I. Project start-up:</b></p> <ul style="list-style-type: none"> <li>• In the case of Full Funding Proposals, prepare all the necessary documentation for the negotiation and execution of the Funding Activity Agreement (for the project) with the GCF, including all schedules</li> <li>• In the case of readiness proposals, if needed assist the NDA and/or government partners prepare all the necessary documentation for approval of a readiness grant proposal</li> <li>• Prepare the Project Document with the government counterparts</li> <li>• Technical and financial clearance for the Project Document</li> <li>• Organize Local Project Appraisal Committee</li> <li>• Project document signature</li> <li>• Ensure quick project start and first disbursement</li> <li>• Hire project management unit staff</li> <li>• Coordinate/prepare the project inception workshop</li> <li>• Oversee finalization of the project inception workshop report</li> </ul> <p><b>II. Project implementation:</b></p> <ul style="list-style-type: none"> <li>• <u>Project Board</u>: Coordinate/prepare/attend annual Project Board Meetings</li> <li>• <u>Annual work plans</u>: Quality assurance of annual work plans prepared by the project team; issue UNDP annual work plan; strict monitoring of the implementation of the work plan and the project timetable according to the conditions of the FAA and disbursement schedule (or in the case of readiness the approved readiness proposal)</li> <li>• <u>Prepare GCF/UNDP annual project report</u>: review input provided by Project Manager/team; provide specialized technical support and complete required sections</li> <li>• <u>Portfolio Report (readiness)</u>: Prepare and review a Portfolio Report of all readiness activities done by UNDP in line with Clause 9.02 of the Readiness Framework Agreement.</li> <li>• <u>Procurement plan</u>: Monitor the implementation of the project procurement plan</li> <li>• <u>Supervision missions</u>: Participate in and support in-country GCF visits/learning mission/site visits; conduct annual supervision/oversight site missions</li> <li>• <u>Interim Independent Evaluation Report</u>: Initiate, coordinate, finalize the project interim evaluation report and management response</li> <li>• <u>Risk management and troubleshooting</u>: Ensure that risks are properly managed, and that the risk log in Atlas (UNDP financial management system) is regularly updated; Troubleshooting project missions from the regional technical advisors or management and programme support unit staff as and when necessary (i.e. high risk, slow performing projects)</li> <li>• <u>Project budget</u>: Provide quality assurance of project budget and financial transactions according to UNDP and GCF policies</li> </ul>	70%

Function	Detailed description of activity	Typical GCF fee breakdown
	<ul style="list-style-type: none"> <li><u>Performance management of staff</u>: where UNDP supervises or co-supervises project staff</li> <li><u>Corporate level policy functions</u>: Overall fiduciary and financial policies, accountability and oversight; Treasury Functions including banking information and arrangements and cash management; Travel services, asset management, and procurement policies and support; Management and oversight of the audit exercise for all GCF projects; Information Systems and Technology provision, maintenance and support; Legal advice and contracting/procurement support policy advice; Strategic Human Resources Management and related entitlement administration; Office of Audit and Investigations oversight/investigations into allegations of misconduct, corruption, wrongdoing and fraud; and social and environmental compliance unit and grievance mechanism.</li> </ul>	
<b>Oversight of project completion</b>	<ul style="list-style-type: none"> <li>Initiate, coordinate, finalize the Project Completion Report, Final Independent Evaluation Report and management response</li> <li>Quality assurance of final evaluation report and management response</li> <li>Independent Evaluation Office assessment of final evaluation reports; evaluation guidance and standard setting</li> <li>Quality assurance of final cumulative budget implementation and reporting to the GCF</li> <li>Return of any un-spent GCF resources to the GCF</li> </ul>	10%
<b>Oversight of project reporting</b>	<ul style="list-style-type: none"> <li>Design and Quality assurance of the project interim evaluation report and management response</li> <li>Technical review of project reports: quality assurance and technical inputs in relevant project reports</li> <li>Quality assurance of the GCF annual project report</li> <li>Preparation and certification of UNDP annual financial statements and donor reports</li> <li>Prepare and submit fund specific financial reports</li> </ul>	20%
	<b>TOTAL</b>	<b>100%</b>

ii. Project Management Unit:

116. The UNDP Project Management Unit (PMU) will comprise of a group of project-financed staff. The PMU will be located in Majuro with several project support staff located in the UNDP Pacific Office in Fiji due to logistical requirements. The PMU will be responsible for the execution of the proposed activities, in collaboration with other responsible parties such as the RMI Environmental Protection Agency, (EPA) the Office of the Chief Secretary (OCS) and other government agencies, international agencies (e.g., International Organization for Migration – IOM) and non-government partners. The PMU will be responsible for supporting the PM in carrying out day-to-day activities of the project, the overall operational and financial management, and liaison with relevant stakeholders for the project. The PMU in RMI will be located within EPA. The PMU comprises of the following positions:

*Majuro-based*

- Project Manager: See above for its key functions.
- Finance and Admin Officer: The Finance and Admin Officer will assist the PM in carrying out day-to-day activities of the project as per the approved work plan, coordinating with stakeholders at the national level, managing project budget and expenditures, and liaising with UNDP Pacific

Office in preparing necessary reports. The Finance and Admin Officer is also responsible for working closely together with the Finance and Admin Associate based in the Suva PMU Office in maintaining the project accounting system.

- Procurement Officer: Oversee every procurement that takes place in the project including individual and institutional contracts.
- Admin/Finance/Procurement Assistant: Provides backstopping support to the two officers.
- Chief Technical Advisor (CTA): The CTA is responsible for bringing in international best practices to the implementation of the project and train the technical personnel in the PMU. The CTA will be an international staff person under UNDP contract. CTA will be hired for the duration of the project. The CTA will be based in Majuro.
- Area Coordinators (2): Oversee the implementations of project activities in the communities by working closely with the field engineers and the site coordinators.
- Field Engineers (2): Responsible for the design and roll-out and technical support for operations and maintenance of household and community rainwater harvesting systems and related interventions.
- Community Engagement Specialists (2): Provide assistance to site coordinators in engaging communities and securing support for project activities.
- Gender and Youth Specialist: Ensure that gender and youth concerns are fully addressed by the project by working closely with all project staff and with communities as needed.
- Site Coordinators (70): Community-based staff working directly with communities in the implementation of project activities.

#### *Suva, UNDP Pacific Office-based Project Support Staff*

- Deputy Project Manager: The Deputy Project Manager supports the PM for day-to-day management of the project. At the same time, he/she supervises the PMU staff members based in Suva and becomes the main interface with the UNDP Pacific Office in Fiji.
- Finance and Admin Associate: The Finance and Admin Associate is responsible for setting up and maintaining the project accounting system, monitor quarterly and activity-wise expenditures vis-à-vis Annual Work Plan, prepare budget revision, process payment requests, update financial plans, and prepare status reports and other financial reports. The Finance and Admin Associate is also responsible for the financial management of the project including the overall budget expenditures according to the Project Document, advising the Government, PMU and UNDP on the need for budget revision and/or off-track activities, and presenting financial analysis at Project Board meetings.
- Short-term consultants will be hired to support the PMU.

## IX. FINANCIAL PLANNING AND MANAGEMENT

117. The total cost of the project is *USD 24,747,308*. This is financed through a GCF grant of *USD 18,631,216* and *USD 6,116,092* in cash co-financing. UNDP, as the GCF Accredited Agency, is responsible for the oversight and quality assurance of the execution of GCF resources and the cash co-financing transferred to UNDP bank account only.

### i. Project Financing

Output	Activity	GCF funding amount (USD)	Govt. Co-financing amount (USD)	UNDP Co-financing amount (USD)	Amount for Entire Project (USD)
Output 1: Implementation of optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI	Activity 1.1 Improve existing rainwater harvesting systems for community buildings and households in outer islands and atolls for usage during increasing frequency and periods of drought	3,691,950	2,667,564	-	6,359,514
	Activity 1.2. Provide additional rainwater harvesting systems and increase of storage capacity for communities in outer islands and atolls for usage during increasing frequency and periods of drought	7,523,785	2,893,919	-	10,417,704
<b>Total Output 1</b>		<b>11,215,735</b>	<b>5,561,483</b>	-	<b>16,777,218</b>
Output 2: Optimization of alternative	Activity 2.1. Protect groundwater wells from more frequent climate change induced storm	1,227,247	-	-	1,227,247

water sources to reduce reliance on harvested rainwater in the context of reduced rainfall	surges and contaminations				
	Activity 2.2. Enhance women and youth's leadership through best practices and community awareness programmes on efficient usage (demand management) of rainwater	1,468,881	-	-	1,468,881
<b>Total Output 2</b>		<b>2,696,128</b>	-	-	<b>2,696,128</b>
Output 3: Climate change induced drought preparedness and response measures implemented in outer atolls and islands	Activity 3.1. Update national-level contingency plans and Standard Operating Procedures (SOPs) for climate change induced drought response	1,502,330	-	-	1,502,330
	Activity 3.2. Develop and implement community-level drought contingency planning in outer islands and atolls	2,481,996	-	-	2,481,996
<b>Total Output 3</b>		<b>3,984,326</b>	-	-	<b>3,984,326</b>
Project Management Cost		<b>735,027</b>	<b>554,609</b>	-	<b>1,289,636</b>
<b>Total project financing</b>		<b>18,631,216</b>	<b>6,116,092</b>	-	<b>24,747,308</b>

ii. GCF Disbursement schedule

118. GCF grant funds will be disbursed according to the GCF disbursement schedule. The Country Office will submit an annual work plan to the UNDP-GEF Unit and comply with the GCF milestones in order for the next tranche of project funds to be released. All efforts must be made to achieve 80% delivery annually.

Disbursements	GCF Proceeds
1	USD 2,323,131
2	USD 4,302,691
3	USD 3,689,288
4	USD 4,944,193
5	USD 1,154,700
6	USD 982,599

<b>7</b>	USD 1,234,614
<b>Total</b>	<b>USD 18,631,216</b>

iii. Budget Revision and Tolerance:

119. Up to 10% of the total approved budget for each output can be reallocated among the budget account categories within the same project output. However, any increase in the amount allocated to project management costs must be communicated by UNDP-GEF to GCF and approved by GCF in advance. Any budget reallocation involving a major change in the project's scope, structure, design or objectives or any other change that substantially alters the purpose or benefit of the project requires the GCF's prior written consent.

120. UNDP requirement: As outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the Project Manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board (within the GCF requirements noted above). Should such deviation occur, the Project Manager and UNDP Pacific Office will seek the approval of the UNDP-GEF team.

121. Any over expenditure incurred beyond the available GCF grant amount will be absorbed by non-GCF resources (e.g. UNDP TRAC or cash co-financing).

iv. Refund to GCF:

122. Unspent GCF resources must be returned to the GCF. Should a refund of unspent funds to the GCF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

v. Project Closure:

123. Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.<sup>6</sup> On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

vi. Operational completion:

124. The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Pacific Office when operational closure has been completed.

Transfer or disposal of assets:

125. In consultation with other parties of the project, UNDP Programme Manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets or equipment purchased during the implementation of the project (such as vehicles or office equipment). Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations upon operational completion of the project. Any funds or proceeds received from the sale of such assets (funded from GCF proceeds) will be refunded/transferred to the GCF by UNDP-GEF HQ upon financial completion of the project. In all cases of transfer, a transfer document must be prepared and kept on file<sup>7</sup>.

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<sup>6</sup> See <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

<sup>7</sup> See [https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PPM\\_Project%20Management\\_Closing.docx&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default).

In addition, the following GCF requirements must be followed: As stated in Clause 9.03 of the Funding Activity Agreement included in Annex<sup>[1]</sup>, the Accredited Entity shall inform the GCF, in the final APR, which steps it intends to take in relation to the durable assets and/or equipment purchased with the GCF Proceeds to implement the Funded Activity.

i. Financial completion:

126. The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

127. The project is required to be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Pacific Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Pacific Office.

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<sup>[1]</sup> 23.04 of the AMA states: " In relation to a Funded Activity that is a grant financed in whole or in part with GCF Proceeds, if any part of such grant is used to purchase any durable assets or equipment used to implement the relevant Funded Activity (such as vehicles or office equipment), upon completion of the Funded Activity or termination of the relevant FAA in accordance with its terms, the Accredited Entity shall take such steps in relation to such assets or equipment which it reasonably deems in the best interest of the continued operation of the Funded Activity taking into consideration the objectives of the Fund and the terms of the applicable SBAA."

## X. TOTAL BUDGET AND WORK PLAN

TOTAL BUDGET AND WORK PLAN	
Atlas <sup>8</sup> Proposal or Award ID:	00098709 Atlas Primary Output Project ID: 00101938
Atlas Proposal or Award Title:	Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands
Atlas Business Unit	FJI10
Atlas Primary Output Project Title	Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands
UNDP-GEF PIMS No.	5701
Implementing Partner	UNDP

Output	Activity	Responsible Party	Financing Source	Budget Account Code	Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Amount Year 5 (USD)	Amount Year 6 (USD)	Amount Year 7 (USD)	TOTAL (USD)	Budget Note		
1. Implementation of optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI	1.1. Improve existing rainwater harvesting systems for community buildings and households in outer islands and atolls for usage during increasing frequency and periods of drought	UNDP	GCF	71400	Contractual Services - Individuals	244,160	420,258	420,258	430,258	244,160	68,062	78,062	1,905,218	1A		
				61100	Salary costs - NP staff	10,464	10,464	10,464	10,464	10,464	10,464	10,464	10,464	10,464	73,248	1B
				71600	Travel	115,400	156,460	40,148	122,091	29,525	29,991	117,060	610,675	1C		
				72300	Materials & Goods	-	-	-	-	9,101	11,202	20,592	40,895	1D		
				74700	Transport, shipping and handle	-	55,123	85,864	51,534	-	-	-	192,521	1E		
					72100	Contractual Services - Companies / Nat-Serv	-	204,426	244,710	420,257	-	-	-	869,393	1F	
					<b>Activity 1.1 Total</b>		<b>370,024</b>	<b>846,731</b>	<b>801,444</b>	<b>1,034,604</b>	<b>293,250</b>	<b>119,719</b>	<b>226,178</b>	<b>3,691,950</b>		
					71400	Contractual Services - Individuals	275,533	275,533	275,533	285,533	232,620	232,620	242,620	1,819,992	1G	
					61100	Salary costs - NP staff	10,464	10,464	10,464	10,464	10,464	10,464	10,464	73,248	1H	
					71600	Travel	-	41,060	40,149	122,091	29,525	29,991	117,060	379,876	1I	
				72300	Materials & Goods	-	-	-	-	7,138	5,516	3,659	16,313	1J		
				74700	Transport, shipping and handle	-	55,123	85,864	51,534	-	-	-	192,521	1K		
				72100	Contractual Services - Companies / Nat-Serv	-	2,162,582	1,698,186	1,181,067	-	-	-	5,041,835	1L		
				<b>Activity 1.2 Total</b>		<b>285,997</b>	<b>2,544,762</b>	<b>2,110,196</b>	<b>1,650,689</b>	<b>279,747</b>	<b>278,591</b>	<b>373,803</b>	<b>7,523,785</b>			
				<b>GCF Total Output 1</b>		<b>656,021</b>	<b>3,391,493</b>	<b>2,911,640</b>	<b>2,685,293</b>	<b>572,997</b>	<b>398,310</b>	<b>599,981</b>	<b>11,215,735</b>			
				<b>GoRMI Co-financing Total Output 1</b>		<b>47,135</b>	<b>2,488,634</b>	<b>1,073,803</b>	<b>1,679,865</b>	<b>61,618</b>	<b>56,605</b>	<b>153,823</b>	<b>5,561,483</b>	CofI		
				<b>Output 1 Total</b>		<b>703,156</b>	<b>5,880,127</b>	<b>3,985,443</b>	<b>4,365,158</b>	<b>634,615</b>	<b>454,915</b>	<b>753,804</b>	<b>16,777,218</b>			
2. Optimization of alternative	2.1. Protect groundwater wells	UNDP	GCF	71400	Contractual Services - Individuals	52,365	52,366	52,366	62,366	52,365	52,366	62,366	386,560	2A		

<sup>8</sup> See separate guidance on how to enter the TBWP into Atlas

Output	Activity	Responsible Party	Financing Source	Budget Account Code	Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Amount Year 5 (USD)	Amount Year 6 (USD)	Amount Year 7 (USD)	TOTAL (USD)	Budget Note	
water sources to reduce reliance on harvested rainwater in the context of reduced rainfall	from more frequent climate change induced storm surges and contaminations			61100	Salary costs - NP staff	8,388	8,388	8,388	8,388	8,388	8,388	8,388	58,716	2B	
				72300	Materials & Goods	-	-	-	-	23,940	26,526	-	-	97,336	2C
				72100	Contractual Services Companies / Nat-Serv	-	168,385	186,576	329,674	-	-	-	-	684,635	2D
		<b>Activity 2.1 Total</b>			<b>60,753</b>	<b>229,139</b>	<b>247,330</b>	<b>400,428</b>	<b>84,693</b>	<b>87,280</b>	<b>117,624</b>	<b>1,227,247</b>			
	2.2. Enhance women and youth's leadership through best practices and community awareness programmes on efficient usage (demand management) of rainwater	71400	Contractual Services - Individuals			180,319	180,319	190,318	147,011	157,011	-	-	-	1,182,308	2E
		61100	Salary costs - NP staff			8,388	8,388	8,388	8,388	8,388	8,388	8,388	8,388	58,716	2F
		71600	Travel	GCF		84,947	84,948	-	-	-	-	-	-	169,895	2G
		75700	Training, Workshops and Conference			57,963	-	-	-	-	-	-	-	57,963	2H
		<b>Activity 2.2 Total</b>			<b>331,617</b>	<b>273,655</b>	<b>188,707</b>	<b>198,706</b>	<b>155,399</b>	<b>155,399</b>	<b>155,399</b>	<b>165,399</b>	<b>1,468,881</b>		
	<b>GCF Total Output 2</b>						<b>392,370</b>	<b>502,794</b>	<b>436,037</b>	<b>599,133</b>	<b>240,092</b>	<b>242,679</b>	<b>203,023</b>	<b>2,696,128</b>	
<b>GoRMI Co-financing Total Output 2</b>						<b>-</b>	<b>-</b>								
<b>Output 2 Total</b>						<b>392,370</b>	<b>502,794</b>	<b>436,037</b>	<b>599,133</b>	<b>240,092</b>	<b>242,679</b>	<b>283,023</b>	<b>2,696,128</b>		
3. Climate change induced drought preparedness and response measures implemented in outer atolls and islands	3.1. Update national-level contingency plans and Standard Operating Procedures (SOPs) for climate change induced drought response			71400	Contractual Services - Individuals	230,087	141,605	141,605	146,605	141,605	141,605	146,604	1,089,716	3A	
				61100	Salary costs - NP staff	7,308	7,308	7,308	7,308	7,308	7,308	7,308	7,308	51,156	3B
				71600	Travel	154,731	-	-	-	-	-	-	-	-	-
	3.2. Develop and implement community-level drought contingency planning in outer islands and atolls	72200	Equipment and Furniture	GCF		14,759	-	14,759	-	-	-	-	-	29,517	3D
		72500	Supplies			23,353	23,352	23,352	23,352	23,353	23,352	23,352	23,353	163,468	3E
		75700	Training, Workshops and Conference			13,741	-	-	-	-	-	-	-	13,741	3F
			<b>Activity 3.1 Total</b>			<b>443,979</b>	<b>172,265</b>	<b>172,266</b>	<b>192,024</b>	<b>172,266</b>	<b>172,265</b>	<b>172,265</b>	<b>177,265</b>	<b>1,502,330</b>	
	3.2. Develop and implement community-level drought contingency planning in outer islands and atolls	71400	Contractual Services - Individuals			150,757	76,117	76,117	187,513	76,117	76,117	76,117	81,117	723,855	3G
		61100	Salary costs - NP staff			7,308	7,308	7,308	7,308	7,308	7,308	7,308	7,308	51,156	3H
		71600	Travel	GCF		421,833	-	-	1,044,691	-	-	-	-	1,466,524	3I
75700		Training, Workshops and Conference			98,150	-	-	142,311	-	-	-	-	240,461	3J	
	<b>Activity 3.2 Total</b>			<b>678,048</b>	<b>83,425</b>	<b>83,425</b>	<b>1,381,823</b>	<b>83,425</b>	<b>83,425</b>	<b>83,425</b>	<b>88,425</b>	<b>2,481,996</b>			
<b>GCF Total Output 3</b>						<b>1,122,027</b>	<b>255,690</b>	<b>255,691</b>	<b>1,573,847</b>	<b>255,691</b>	<b>255,690</b>	<b>265,690</b>	<b>3,984,326</b>		
<b>GoRMI Co-financing Total Output 3</b>						<b>-</b>	<b>-</b>								
<b>Output 3 Total</b>						<b>1,122,027</b>	<b>255,690</b>	<b>255,691</b>	<b>1,573,847</b>	<b>255,691</b>	<b>255,690</b>	<b>265,690</b>	<b>3,984,326</b>		
4. Project Management	4.0. Project Management	UNDP	GCF	71400	Contractual Services - Individuals	81,120	81,120	81,120	81,120	81,120	81,120	81,120	567,840	PM1	
				64300	Services to Projects - CO staff	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	33,600	PM2
				72200	Equipment and Furniture	66,793	66,794	-	-	-	-	-	-	-	133,587
<b>GCF Total Project Management Cost</b>						<b>152,713</b>	<b>152,714</b>	<b>85,920</b>	<b>85,920</b>	<b>85,920</b>	<b>85,920</b>	<b>85,920</b>	<b>735,027</b>		

Output	Activity	Responsible Party	Financing Source	Budget Account Code	Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Amount Year 5 (USD)	Amount Year 6 (USD)	Amount Year 7 (USD)	TOTAL (USD)	Budget Note
	<b>GoRMI Co-financing Total Project Management Cost</b>					<b>79,230</b>	<b>79,230</b>	<b>79,230</b>	<b>79,230</b>	<b>79,230</b>	<b>79,230</b>	<b>79,229</b>	<b>554,609</b>	<b>CoF2</b>
	<b>Project Management Cost Total</b>					<b>231,943</b>	<b>231,944</b>	<b>165,150</b>	<b>165,150</b>	<b>165,150</b>	<b>165,150</b>	<b>165,149</b>	<b>1,289,636</b>	
					<b>Grand Total - GCF</b>	<b>2,323,131</b>	<b>4,302,691</b>	<b>3,689,288</b>	<b>4,944,193</b>	<b>1,154,700</b>	<b>982,599</b>	<b>1,234,614</b>	<b>18,631,216</b>	
					<b>Grand Total - GoRMI Co-financing</b>	<b>126,365</b>	<b>2,567,864</b>	<b>1,153,033</b>	<b>1,759,095</b>	<b>140,848</b>	<b>135,835</b>	<b>233,052</b>	<b>6,116,092</b>	
					<b>GRAND TOTAL - PROJECT</b>	<b>2,449,496</b>	<b>6,870,555</b>	<b>4,842,321</b>	<b>6,703,288</b>	<b>1,295,548</b>	<b>1,118,434</b>	<b>1,467,666</b>	<b>24,747,308</b>	

**Budget notes:**

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
<b>Output 1</b>									
		4 Field Engineers for the first 4 years of the Project	533.63	660	Days	4	Years	1,408,786	
		Project Manager (P4 equivalent) - Activity oversight (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	953.90	1,680	Days	20%	Time	320,510	
		Dept Project Manager (National Professional Officer B level "NOB") - (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	354.10	1,680	Days	20%	Time	118,978	
1A	Contractual Services - Individuals	International consultant to conduct independent and external MTR and TE including travels (mid-term review "MTR" @ \$40,000 and terminal evaluations "TE" @ \$60,000 or average ("avg") of \$50,000 each contract) - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3	50,000.00	2	Contract	20%	Time	20,000	1,905,218
		Security cost for materials for household rainwater harvesting ("RWH") systems and community RWH systems (Distributed across activities at 10% for Activity 1.1, 80% for Activity 1.2, and 10% for Activity 2.1)	123.33	1,680	Days	10%	Time	20,720	
		Procurement officer (Distributed across activities at 10% for Activity 1.1, 80% for Activity 1.2, and 10% for Activity 2.1)	169.00	960	Days	10%	Time	16,224	
		Technical inputs provided by existing UNDP Monitoring and Evaluation staff (7 years @ 30% - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3)	36,000	7.0	Years	6%	Time	15,120	
1B	Salary costs - NP staff	Technical inputs to project implementation provided by existing UNDP Chief Technical Advisor ("CTA") (7 years @ 20% - Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	207,600	7.0	Years	4%	Time	58,128	73,248

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
1C	Travel	2 field engineers visiting all atolls and islands - 1 week for design trip	1,722.39	134.0	Days	-	-	230,800	610,675
		Travel cost and daily subsistence allowance "(DSA)" for 4 people (for construction) and 2 staff (O&M spending 2 weeks at each atoll) - Activity 1.1	1,422.75	267.0	Days	-	-	379,875	
1D	Materials & Goods	Procurement of material required for O&M of community and household RWH systems	60.05	681.0	Items	-	-	40,895	40,895
1E	Transport, Shipping and handle	Material transportation for Activity 1.1 - loading, steaming, and DSA for 2 people	6,526.14	29.5	Days	-	-	192,521	192,521
1F	Contractual Services - Companies / Nat-Serv	Procurement of material for community and household RWH system improvements	1,276.64	681.0	Items	-	-	869,393	869,393
1G	Contractual Services - Individuals	Areas 1 and 2 to be managed fulltime by 2 Area Coordinators	178.81	240.0	Days	7	Years	300,397	1,819,992
		Areas 3 and 4 to be managed by 4 Area co-ordinators. 2 Area coordinators to manage roll-out. Once roll-out is completed coordinators for Areas 1 and 2 to additionally manage Areas 3 and 4.	178.81	240.0	Days	4	Years	171,655	
		Site Coordinators (70 people for \$110/month for 7 years)	7,700.00	11.0	Months	7	Years	592,900	
		Project Manager (P4 equivalent) - Activity oversight (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	953.90	1,680	Days	20%	Time	320,510	
		Dept Project Manager (NOB) - (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	354.10	1,680	Days	20%	Time	118,978	
		International consultant to conduct independent and external MTR and TE including travels (MTR @ \$40,000 and TE @ \$60,000 or avg of \$50,000 each contract) - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3	50,000.00	2	Contract	20%	Time	20,000	

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
		Security Cost for materials for roof catchment systems and community RWH tanks (Distributed across activities at 10% for Activity 1.1, 80% for Activity 1.2, and 10% for Activity 2.1)	123.33	1,680	Days	80%	Time	165,760	
		Procurement Officer (Distributed across activities at 10% for Activity 1.1, 80% for Activity 1.2, and 10% for Activity 2.1)	169.00	960	Days	80%	Time	129,792	
1H	Salary costs - NP staff	Technical inputs provided by existing UNDP Monitoring and Evaluation staff (7 years @ 30% - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3)	36,000	7.0	Years	6%	Time	15,120	73,248
1I	Travel	Technical inputs to project implementation provided by existing UNDP CTA (7 years @ 20% - Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	207,600	7.0	Years	4%	Time	58,128	379,876
1J	Materials & Goods	Travel cost and DSA for 4 people (for construction) and 2 staff (O&M spending 2 weeks at each atoll) - Activity 1.2	1,422.76	267.0	Days	-	-	379,876	16,313
1K	Transport, Shipping and handle	Material for O&M of new roof catchment systems and community RWH tanks	90.13	181.0	Items	-	-	16,313	192,521
1L	Contractual Services - Companies / Nat-Serv	Material transportation for Activity 1.2 - loading, steaming, and DSA for 2 people	6,526.14	29.5	Days	-	-	192,521	5,041,835
		New roof catchment systems including storage tanks	35,307.22	92.0	Items	-	-	3,248,264	
		Community RWH tanks	20,152.48	89.0	Items	-	-	1,793,571	
CoF1	Co-financing for Output 1	Procurement of material for household and community RWH system improvements under Activity 1.1	2,475,181	1	Contract	-	-	2,475,181	5,561,483
		Procurement of material for new roof catchment systems including storage tanks and Community RWH tanks under Activity 1.2	2,814,257	1	Contract	-	-	2,814,257	
		Procurement of material required for O&M of household and community RWH system	192,383	1	Contract	-	-	192,383	

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
		improvements under Activity 1.1 including travel expenses for 2 staff to all atolls for O&M spending 2 weeks at each atoll							
		Procurement of material required for O&M of new roof catchment systems including storage tanks and Community RWH tanks under Activity 1.2 including travel expenses for 2 staff to all atolls for O&M spending 2 weeks at each atoll	79,662	1	Contract	-		79,662	
<b>GCF Total Output 1</b>									
<b>Output 2</b>									
2A	Contractual Services - Individuals	Project Manager (P4 equivalent) - Activity oversight (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	953.90	1,680	Days	15%	Time	240,383	386,560
		Dept Project Manager (NOB) - (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	354.10	1,680	Days	15%	Time	89,233	
		International consultant to conduct independent and external MTR and TE including travels (MTR @ \$40,000 and TE @ \$60,000 or avg of \$50,000 each contract) - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3	50,000.00	2	Contract	20%	Time	20,000	
		Security cost for materials for ground water wells (Distributed across activities at 10% for Activity 1.1, 80% for Activity 1.2, and 10% for Activity 2.1)	123.33	1,680	Days	10%	Time	20,720	
2B	Salary costs - NP staff	Procurement Officer (Distributed across activities at 10% for Activity 1.1, 80% for Activity 1.2, and 10% for Activity 2.1)	169.00	960	Days	10%	Time	16,224	58,716
		Technical inputs provided by existing UNDP Monitoring and Evaluation staff (7 years @ 30% - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3)	36,000	7.0	Years	6%	Time	15,120	
		Technical inputs to project implementation provided by existing UNDP CTA (7 years @ 20% - Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	207,600	7.0	Years	3%	Time	43,596	

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
2C	Materials & Goods	Materials for O&M of ground water wells	37.64	2,586.0	Items	-	Items	97,336	97,336
2D	Contractual Services - Companies / Nat-Serv	Goods & Works cost for concrete lining of ground water wells	264.75	2,586.0	Items	-	Items	684,635	684,635
2E	Contractual Services - Individuals	2 Community engagement specialists covering Activity 2.2 - fulltime for 7 years	138.78	240.0	Days	7	Years	233,154	1,182,308
		2 Community engagement specialists covering Activity 2.2 - fulltime for 4 years	138.78	240.0	Days	4	Years	133,231	
		2 Gender and Youth Specialists covering Activity 2.2 (7 years - fulltime)	138.78	240.0	Days	7	Years	233,154	
		2 Training Specialists covering Activity 2.2	138.78	240.0	Days	7	Years	233,154	
		Project Manager (P4 equivalent) - Activity oversight (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	953.90	1,680	Days	15%	Time	240,383	
		Dept Project Manager (NOB) - (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	354.10	1,680	Days	15%	Time	89,233	
2F	Salary costs - NP staff	International consultant to conduct independent and external MTR and TE including travels (MTR @ \$40,000 and TE @ \$60,000 or avg of \$50,000 each contract) - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3	50,000.00	2	Contract	20%	Time	20,000	58,716
		Technical inputs provided by existing UNDP Monitoring and Evaluation staff (7 years @ 30% - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3)	36,000	7.0	Years	6%	Time	15,120	
2G	Travel	Technical inputs to project implementation provided by existing UNDP CTA (7 years @ 20% - Distributed across project activities at 40% for Output 1, 30% for Output 2 and 30% for Output 3)	207,600	7.0	Years	3%	Time	43,596	169,895
		Travel for 23 representatives for 2 trips to Majuro	960.46	46.0	Trips	-	-	44,181	

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
		DSA for 23 members for a period of 48 days at \$ 115 per day	5,465.81	23.0	Persons	-		125,714	
2H	Training, Workshops and Conference	Cost of venue, refreshments, training material and certificates for Activity 2.2	2,898.15	20.0	Days	-		57,963	57,963
<b>GCF Total of Output 2</b>									
<b>Output 3</b>									
		Water governance coordination specialist - for 7 years	272.87	240.0	Days	7	Years	458,416	
		Water governance assessment & monitoring (International Consultant "IC" Senior)	908.20	40.0	Days	-		36,328	
		Project Manager (P4 equivalent) - Activity oversight (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	953.90	1,680	Days	15%	Time	240,383	
3A	Contractual Services - Individuals	Dept Project Manager (NOB) - (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	354.10	1,680	Days	15%	Time	89,233	1,089,716
		International consultant to conduct independent and external MTR and TE including travels (MTR @ \$40,000 and TE @ \$60,000 or avg of \$50,000 each contract) - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3	50,000.00	2	Contract	10%	Time	10,000	
		International consultant facilitator for workshop for 60 days - Activity 3.1 (Including travel cost @ \$2,000)	869.23	60.0	Days	-		52,154	
		Communication specialist for 7 years for Activity 3.1	120.95	240.0	Days	7	Years	203,202	
		Technical inputs provided by existing UNDP Monitoring and Evaluation staff (7 years @ 30% - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3)	36,000	7.0	Years	3%	Time	7,560	51,156
3B	Salary costs - NP staff	Technical inputs to project implementation provided by existing UNDP CTA (7 years @ 20% - Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	207,600	7.0	Years	3%	Time	43,596	

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
3C	Travel	14 days of travel to outer islands by water governance specialist	238.43	14.0	Days	-	Days	3,338	154,731
		International travel to Majuro by water governance specialist	3,406.00	1.0	Items	-	Items	3,406	
		24 local representatives from outer atolls to Majuro for one week - Activity 3.1	4,497.29	24.0	Items	-	Items	107,935	
		DSA for one week trip for 24 local representatives - Activity 3.1	209.70	191.0	Items	-	Items	40,052	
3D	Equipment and Furniture	Equipment and furniture once in 3 years	4,919.53	6.0	Items	-	Items	29,517	29,517
3E	Supplies	Supplies cost @ \$12,000 annually for 7 years	50.00	1,680.0	Days	-	Days	84,000	163,468
		Printing, design and audio visual production	5,676.31	14.0	Items	-	Items	79,468	
3F	Training, Workshops and Conference	Workshop at Majuro - logistics and catering cost - 7 days	1,963	7	Days	-	Days	13,741	13,741
		Communication specialist for 7 years for Activity 3.2	120.95	240.0	Days	7	Years	203,202	
3G	Contractual Services - Individuals	Project Manager (P4 equivalent) - Activity oversight (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	953.90	1,680.0	Days	15%	Days	240,383	723,855
		Dept Project Manager (NOB) - (Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	354.10	1,680.0	Days	15%	Days	89,233	
		International consultant to conduct independent and external MTR and TE including travels (MTR @ \$40,000 and TE @ \$60,000 or avg of \$50,000 each contract) - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3	50,000.00	2.0	Contract	10%	Contract	10,000	
		Trainer - Senior international consultant	886.64	30.0	Days	-	Days	26,599	
		Expert to train, develop templates, quality check SOP (10 days in country x 2 trips)	886.64	60.0	Days	-	Days	53,198	
		Gender Equality & Social Inclusion ("GESI") expert for SOP	886.64	30.0	Days	-	Days	26,599	

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
		Expert to train, develop drought contingency planning SOP (10 days in country x 2 trips)	888.58	84.0	Days	-	-	74,641	
		Technical inputs provided by existing UNDP Monitoring and Evaluation staff (7 years @ 30% - Distributed across project activities at 40% for Output 1, 40% for Output 2, and 20% for Output 3)	36,000	7.0	Years	3%	Time	7,560	
3H	Salary costs - NP staff	Technical inputs to project implementation provided by existing UNDP CTA (7 years @ 20% - Distributed across project activities at 40% for Output 1, 30% for Output 2, and 30% for Output 3)	207,600	7.0	Years	3%	Time	43,596	51,156
		Travel allowance 78 Community representatives (from the 77 targeted communities) to cover travel cost by charter flights and boats to Majuro - Inception presentation - Activity 3.2 (3 times)*	1,888.81	234.0	Trips	-	-	441,982	
		DSA for one week travel for 78 community representatives (from the 77 targeted communities) - Activity 3.2 (3 times)*	1,882.24	234.0	Weeks	-	-	440,445	
3I	Travel	Travel cost for 24 local government representatives to cover travel costs by flight to Majuro - Activity 3.2 (2 times)	4,438.69	48.0	Items	-	-	213,057	1,466,524
		DSA one week trip for 24 local representatives - Activity 3.2 (2 times)	2,235.17	48.0	Persons	-	-	107,288	
		Travel to Majuro for technical training for 48 representatives including DSA - Activity 3.2	5,130.71	48.0	Items	-	-	246,274	
		Internal travel cost to cover travel by boat for 78 community representatives (from the 77 targeted communities) within atolls - Activity 3.2*	224.08	78.0	Persons	-	-	17,478	
		Inception workshop for all community representatives in Majuro for 7 days	1,963.00	7.0	Days	-	-	13,741	
3J	Training, Workshops and Conference	3 Stakeholder Workshops in Majuro for local government representatives and political leaders at sub-national level	1,963.00	21.0	Days	-	-	41,223	240,461
		O&M training workshop for community representatives for 2 week period	1,963.00	14.0	Days	-	-	27,482	

Budget Note	Budget Account Description	Description of cost items	Unit cost (USD)	Quantity	Unit	Percentage time/duration	Unit	Amount (USD)	Total
		Workshops on O&M SOP for 78 representatives from the 77 communities - Activity 3.2*	1,963.00	17.0	Days	-	-	33,371	
		Workshops on O&M SOP for community representatives at 24 project sites - Activity 3.2	1,404.00	72.0	Days	-	-	101,088	
		Workshops on SOP for 24 local government representatives	1,963.00	12.0	Days	-	-	23,556	
<b>GCF Total of Output 3</b>									<b>3,984,326</b>
<b>Project Management</b>									
PM1	Contractual Services - Individuals	Finance and Admin Officer	169.00	240.0	Days	7	Years	283,920	283,920
		Finance, Admin and Procurement Officer (G7) to support RMI	169.00	240.0	Days	7	Years	283,920	283,920
PM2	Services to Projects - CO staff	Services related to administrative and operations supports provided by UNDP staff including Admin, HR and Finance services over the 7-year project period	100.00	336	Days	-	-	33,600	33,600
PM3	Equipment and Furniture	IT Equipment/Furniture (running cost/insurance)	133,586.60	1	Items	-	-	133,587	133,587
<b>GCF Total of PMC</b>									<b>735,027</b>
CoF2	Co-financing for PMC	Operating expenses over the 7-year project implementation period including (i) Office rental, (ii) Utilities, (iii) Office supplies, and (iv) IT equipment and furniture	554,609.00	1	Contract			554,609	554,609

\* Under Activity 3.2 a total number of 77 communities are targeted, however, under budget notes 31 and 31, reference is made to 78 community representatives as two communities (namely Rongrong and Jelter) in the Majuro atoll have been merged into one community under Aenkan, which is the umbrella name for these two small islands in the Majuro atoll (this is aligned with the 2011 Census where the islands are recorded under Aenkan).

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## **XI. LEGAL CONTEXT**

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Marshall Islands and UNDP, signed on 9 December 1993. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by UNDP in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

Any designations on maps or other references employed in this project document do not imply the expression of any opinion whatsoever on the part of UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

By signing this UNDP GCF project document, the Implementing Partner also agrees to the terms and conditions of the GCF Funded Activity Agreement (FAA) included in Annex A and to use the GCF funds for the purposes for which they were provided. UNDP has the right to terminate this project should the Implementing Partner breach the terms of the GCF FFA.

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## **XII. RISK MANAGEMENT**

1. UNDP as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds] are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
4. UNDP as the Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
5. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
6. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:
  - a. Consistent with the Article III of the SBAA [*or the Supplemental Provisions to the Project Document*], the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's,

subcontractor's and sub-recipient's custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:

- i. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
  - ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
- b. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.
  - c. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
  - d. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at [www.undp.org](http://www.undp.org).
  - e. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.
  - f. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

- g. UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement.

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term “Project Document” as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

- h. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.
- i. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
- j. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled “Risk Management” are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled “Risk Management Standard Clauses” are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

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### **XIII. MANDATORY ANNEXES**

The following documents are mandatory annexes and must be included as part of the final project document package. These documents must be posted to [open.undp.org](http://open.undp.org), and can also be posted to the UNDP County Office website as appropriate.

Annex A: GCF Funding Activity Agreement and Notice of Effectiveness

Annex B: GCF Board approved GCF Funding Proposal

Annex C: Letter of agreement between the Implementing Partner and Responsible Parties

Annex D: Letter of co-financing

Annex E: Timetable of project implementation

Annex F: Procurement plan

Annex G: Terms of References for Project Board and Project Team Staff

Annex H: UNDP Social and Environmental and Safeguards screening procedure (SESP) and Environmental and Social Management Framework and Management Plan (ESMFMP)

Annex I: Stakeholder Engagement Plan

Annex J: Gender Assessment and Action Plan

Annex K: UNDP Risk Log

Annex L: Design & Appraisal Stage Quality Assurance Report

Annex M: Capacity Assessment including HACT micro assessment

Annex N: Additional agreements – Letters of Support from Mayors

A complete list of project documents can be found on the [GEFPIMS+ Database](#)

**Annex A: GCF Funding Activity Agreement and Notice of Effectiveness**

- GCF Funding Activity Agreement can be accessed [here](#) (and attached as a separate annex)
- Notice of Effectiveness is forthcoming

**Annex B: GCF Board approved GCF Funding Proposal**

- Funding Proposal can be accessed [here](#) (and attached as a separate annex)

**Annex C: Letter of agreement between the Implementing Partner and Responsible Parties**

(Forthcoming)



**Republic of the Marshall Islands  
Ministry of Finance**

P.O. Box D Majuro, Marshall Islands 96960  
Tel: (692) 625-8311/8320/7420 ~ Fax No: (692) 625-3607 ~ Email: brenson.s.wase@gmail.com

June 15, 2018

Mr. Howard Bamsey  
Executive Director, GCF  
Songdo Business District  
175 Art center-daero  
Yeonsu-gu, Incheon 22004  
Republic of South Korea

Dear Mr Bamsey,

**Letter of Commitment/ Co-financing Letter**

The Government of the Republic of Marshall Islands (GRMI) would like to express its support to the project titled "Addressing Climate Vulnerabilities in the Water Sector" (ACWA) in the Marshall Islands led by the United Nations Development Programme. We understand that this proposal is seeking funding from the Green Climate Fund and is aligned with our national priorities.

At this occasion, we would like to confirm our commitment to provide co-financing of USD 6,116,092 in the form of grant to be used for this project. The co-financing shall be used to support "Output 1: Implementation of optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI" and part of Project Management Costs and indicated in the Funding Proposal. Output 1 will cover investments in rainwater harvesting and corresponding operations and maintenance costs to meet water requirements during droughts unrelated to climate change. This co-financing amount is intended for the project implementation period of 7 years.

Further, GRMI commits to ensure that the investments by GCF and the Government during the 7-year implementation period are maintained in working condition to ensure water security from the 8<sup>th</sup> to the 25<sup>th</sup> year. Thus, we are pleased to provide in-kind and grant co-financing to cover repair and maintenance costs currently estimated at USD 13.972 million.

We are looking forward to further collaboration under this ACWA Project.

Sincerely,

  
Brenson S. Wase  
Minister of Finance,  
Republic of the Marshall Islands

**Annex E: Timetable of project implementation**

Output/Activity	2020				2021				2022				2023				2024				2025				2026				2027					
	Q1	Q2	Q3	Q4	Q1	Q2																												
<b>OUTPUT 1. Implementation of optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI</b>																																		
Activity 1.1. Improve existing rainwater harvesting systems for community buildings and households in outer islands and atolls for usage during increasing frequency and periods of drought																																		





**Annex F: Procurement plan**

- Procurement plan can be accessed [here](#) (and attached as a separate annex)



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR PROJECT BOARD**

**1. General Conditions of the Project Board**

- 1.1. The Project Board is to be formed in accordance to the Project document.
- 1.2. This document establishes the fundamental tasks, structure, organizational process, and meeting schedule of the Project Board, as well as the functions and rights of the Project Board.
- 1.3. The Project Board is a group providing management and oversight, coordination functions, and political support to the Project.
- 1.4. The activity of the Project Board is based on the principles of free discussion and openness.

**2. Fundamental of the Project Board**

- 2.1. Oversight and coordination of the activities of the Project for successful realization of project activity.
- 2.2. Review, assessment, and elaboration of recommendations, as well as consultative and expert delivery of suggestions on strategy, contents, volume, and timetables to achieve stated objectives of the Project.
- 2.3. Delivery of assistance in the realization of the work plans of the Project.
- 2.4. The Project Board is to be guided by this document with regard to its own activity.

**3. Functions of the Project Board**

- 3.1. Overall direction of the realization of the project;
- 3.2. Definition of high-level directions of project;
- 3.3. Facilitation of collaboration with other complementary projects;
- 3.4. Facilitation of collaboration with government agencies, organizations, and other institutes for the successful realization of the project;
- 3.5. Provision of full access by the project to all documents and information in various government departments necessary for monitoring and realization of the project, as required;
- 3.6. Delivery of methodological and practical assistance to the project on questions of realization of project activities;
- 3.7. Review and confirmation of Annual Work Plans, budget revisions, and staged financing;
- 3.8. Review and confirmation of bi-annual reports on project activity;
- 3.9. Execution of the function of main coordinating body for promotion of the interests of the Project with regard to political, regulatory, legal, and financial support from the project beneficiary Government of the Republic of Armenia;
- 3.10. Continued effort to raise additional co-financing to support results and activities of the project after the conclusion of funding from the Green Climate Fund.
- 3.11. Discussion and confirmation of rationale for establishment of project's ad hoc technical working group comprised by nominees from the key beneficiary ministries and agencies.

**4. Organization of Activity and Scheduling of Meetings of the Project Board**

- 4.1. The Project Board conducts its work at meetings convened at least twice annually, or more often as needed.
- 4.2. Decisions may be made by the Project Board with a quorum of two of its three members in attendance.
- 4.3. The Project Board makes decisions by votes at meetings. Project Board members attending meetings must devote every effort to achieving consensus.
- 4.4. Decisions of Project Board meetings are formulated as protocols.
- 4.5. Project staff will carry out the following activities in support of Project Board meetings: (i) preparation of an agenda, and provision of necessary materials; (ii) advance submittal of the draft

agenda and accompanying materials with a cover letter for the review and approval of the Chairperson or his or her appointed delegate; (iii) announcement of the time and location of the meeting; and (iv) distribution of approved materials to the Project Board members no less than 7 days before the meeting.



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR PROJECT MANAGER

### I. Position Information

Job Code Title:	Project Manager
Pre-classified Grade:	P4
Supervisor:	Team Leader for the UNDP Resilience and Sustainable Development (RSD) Team
Duty Station:	Majuro, RMI
Project Title:	Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. Under the guidance and direct supervision of the Team Leader – RSD, the Project Manager directly supports the effective implementation and management of the “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” project.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR PROJECT MANAGER**

### **III. Duties and Responsibilities**

Under the direct supervision of Team Leader for the Resilience and Sustainable Development Team, the Project Manager is responsible for, jointly with the Chief Technical Advisor (CTA), the implementation and project management of the AWCA. S/he provides the direction of project activities, ensures the achievement of project targets and results, plans project activities and inputs, and manages the day-to-day implementation of the project and supervises project experts and personnel.

The Project Manager will be a Management Specialist, supervising a team. S/he works in close collaboration with the Government of RMI and keeps them abreast of project progress and issues. S/he also liaises closely with UNDP CO Programme and Operations Teams and maintains effective working relationships with project donors and other partners.

#### **Summary of Key Functions:**

1. Undertake efficient and effective day-to-day planning, management implementation and monitoring of project activities and associated results
2. Undertake day-to-day monitoring and reporting of project activities in close collaboration with project partners and stakeholder
3. Align project activities with UNDP priorities
4. Support implementation of project visibility and knowledge management activities.

#### **Undertake efficient and effective day-to-day planning, management implementation and monitoring of project activities and associated results:**

- Manage and monitor on a day-to-day basis the project team , including timely implementation, results –orientation and accountability for project results
- As delegated by the – UNDP Pacific Office in Fiji RSD Management, monitor and evaluate performance of service providers and other contractors.
- Oversee the logistical arrangements for the project management team;
- Prepare a detailed work plan, schedule and budget, for approval by the Project Board, and update it on a quarterly basis (or more frequentable if needed);
- Undertake pro-active day-to-day management, including coordination, and implementation of the project activities, following result-based management;
- Coordinate technical inputs in support to planned project activities in consultation with the UNDP Pacific Office in Fiji RSD Management, the UNDP Regional Technical Advisor, project team as well as the relevant Government entities;
- Prepare terms of reference (TOR) for services to be provided , prepare technical specifications for the goods to be acquired, and, prepare Statement of Works (SOW) for civil works to be undertaken by individual consultants and/or commercial enterprises to be contracted by the project, for further review by the UNDP Pacific Office in Fiji RSD Management and the UNDP Regional Technical Advisor;
- Coordinate activities and manage technical, logistical and administrative processes to ensure the achievement of project outputs;
- Support tender committees for the procurement of services/goods /civil works, ensuring the compliance of documentation with the TOR/technical specifications/SOW and project objectives;
- Supervise project finance, logistical, and administrative arrangements, and project related procurement and HR procedures;
- Provide technical advice to relevant project stakeholders to perform tasks related to project activities efficiently and effectively;



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR PROJECT MANAGER**

- Provide advice and direction on strategic and policy issues to strengthen gender and social inclusion (GESI) initiatives in the project, including work plans and project implementation strategy, and, facilitate the creation of an environment to address GESI issues through the project's activities;
- Manage communications and ensure relevant stakeholders are aware of project activities and progress;
- Prepare a proposal for the transfer of goods/civil works acquired/undertaken with the project resources (including issues of sustainability and post project requirements such as maintenance and replacement);
- Undertake project activities in line with existing UNDP rules and regulations, including related to financial, procurement and administrative aspects, , and, at the same time, observing the project timelines; and
- Undertake other duties as assigned by the UNDP Pacific Office in Fiji –RSD Management.

**2. Undertake day-to-day monitoring and reporting of project activities in close collaboration with project partners and stakeholder:**

- Prepare or provide, inputs to, regular reports (quarterly and annually), and ensure timely submission of the reports to the relevant entities, such as the Project Board;
- Monitor and report project progress on as per the project results framework and associated performance indicators and take appropriate action;
- Inform the – UNDP Pacific Office in Fiji RSD Management of any possible deviations from the project plan(s) and advice on possible corrective action.
- Make field visits, including collaborate with local counterparts and/or facilitate arrangements for joint monitoring visits to project sites as per the requirement of the project; and
- Monitor project risks and support the development of mitigation measures thereof, relaying information to the UNDP Pacific Office in Fiji RSD Management.

**3. Align project activities with UNDP priorities:**

- Ensure the principles of gender equality, social inclusion and disaster resilience (especially pertaining to Water Security) are effectively reflected in all relevant project activities;
- Ensure that gender equality is pursued in all relevant project activities, including reflected in work plans, budgets, reports, research, and analyses;
- Ensure that accessibility for persons with disabilities is reflected, as appropriate;
- Consult regularly with other relevant UNDP projects on related activities where synergies are possible;
- Strive to engage groups and communities in project activities that affect them; and
- Communicate project goals and activities clearly to both stakeholders and the wider public.

**4. Support implementation of project visibility and knowledge management activities:**

- Contribute to the systematic capacity building of the project team and relevant counterparts through introduction of innovation and best practices, and, facilitate their application to project implementation;
- Capture and disseminate lessons learnt during project implementation;
- Actively engage and promote teamwork, information sharing and collaboration within the project team and between relevant project partners; and
- Provide substantive inputs to presentations, visibility activities, advocacy, and other project-related materials, etc.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR PROJECT MANAGER**

#### **IV. Impact of Results**

The key results have an impact on the effective and timely delivery of the Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands Project.

#### **V. Competencies**

##### **Functional Competencies:**

##### Job Knowledge/Technical Expertise

- Understands the general issues of climate change and water supply and resilience, especially in the low-lying island contexts;
- Continues to seek new and improved methods and systems for accomplishing the work of the unit;
- Keeps abreast of the new developments in the area of professional discipline and job knowledge and seeks to development him/herself professionally.

##### Accountability and results-based management

- Provides inputs to the development of organisational standards for accountability and results-based management;
- Develops and applies tools and techniques in assessing the application of programmes/projects and administration of policies and procedures;
- Undertakes ad hoc analysis of issues emanating from policy application/reviews.

##### Client Orientation

- Anticipates Government needs;
- Works toward creating an enabling environment for a smooth relationship between the Government and UNDP;
- Keeps the Government informed of problems or delays in the provision of services;
- Solicits feedback on service provision and quality.

##### Building Strategic Partnerships

- Effectively networks with partners seizing opportunities to build strategic alliance relevant to UNDP's mandate and agenda;
- Identifies needs and interventions for capacity-building of the Government, potential partners and project staff;
- Sensitizes UN partners, donors and other international organizations to UNDP's agenda identifying areas for joint efforts.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR PROJECT MANAGER**

**Core Competencies:**

- Promotes ethics and integrity and creates organizational precedents;
- Builds support and political acumen;
- Builds staff competence and creates an environment of creativity and innovation;
- Builds and promotes effective teams;
- Creates and promotes environment for open communications;
- Leverages conflict in the interest of UNDP and sets standards;
- Shares knowledge across the organisation and builds a culture of knowledge sharing and learning.

**VII. Recruitment Qualifications**

Education:	Master's Degree in Project Management, Water Engineering, Development Studies, or other Social Sciences, Environmental Management or other similar fields.
Experience:	<ul style="list-style-type: none"> <li>• At least 7 years of working experience in project or programme management, including as Manager;</li> <li>• At least 7 years of experience with water security and resilience and/or environmental management;</li> <li>• Previous experience with the implementation of projects funded by GCF or other environmental vertical funds (e.g. the Global Environment Facility) is an asset;</li> <li>• Substantial, relevant and practical working experience in RMI or other Pacific Island Countries, Small Island Developing States (SIDS) or developing countries;</li> <li>• Experience in an international setting with the UN or with another international organisations an asset.</li> </ul>
Language Requirements:	Fluency in English (oral and written) is a requirement.
Other requirements	Solid experience in the usage of computers and office software packages (MS Office incl. Word, Excel, PowerPoint) as well as experience in handling of web-based management systems.

**VIII. Signatures- Job Description Certification**

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR DEPUTY PROJECT MANAGER**

### **I. Position Information**

Job Code Title: Deputy Project Manager  
Pre-classified Grade: SB4  
Supervisor: Team Leader - Resilience and Sustainable Development Team  
Duty Station: Suva, Fiji  
Project Title: Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### **II. Background Information**

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR DEPUTY PROJECT MANAGER**

### **III. Duties and Responsibilities**

Under the guidance and direct supervision of the Team Leader, the Deputy Project Manager is responsible for the management of UNDP programme within the thematic/sectoral areas assigned. The DPM analyzes political, social and economic trends and leads formulation, management and evaluation of programme activities within his/her portfolio and provides policy advice services.

He /She will supervise the Finance and Admin Associate in Suva. The DPM will working in close collaboration with the Resilience and Sustainable Development (RSD) Unit in directly implementing the ACWA project in the Marshal Islands. This will include planning, coordination, monitoring and evaluation and reporting and pulling together of project pipeline development under UNDP programme funds. The DPM works in close collaboration with the operations team, programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful UNDP Programme implementation. The Deputy Project Manager will be based at the UNDP Pacific Office but may be expected to travel as part of work responsibilities.

#### **Summary of Key Functions:**

- Support implementation of project activities as outlined in the Project Document.
- Ensure the day to day management of the operations aspect of the Project.
- Ensures creation of strategic partnerships and implementation of the resource mobilization strategy
- Ensures provision of top quality technical advice to the GoRMI and facilitation of knowledge building and management.

#### **Support implementation of project activities as outlined in the Project Document:**

- Facilitate Planning and development of Annual Workplans (AWP) and identify Annual Project Targets in accordance to the Project document in close coordination with the Government of RMI and other Project Stakeholders
- Identification of areas for support and interventions within the thematic/sectoral areas assigned.
- Ensure the Procurement of acquired goods and services are done on time, in accordance to the UNDP Procurement Polices
- Lead/Support to the PM with organizing Project Board Meetings twice a year. This includes the preparation and the timely distribution of Project Board Papers.
- Updates the PM on Project Budgets and Expenditures, with support from the Finance and Admin Associate
- Facilitate the establishment of a monitoring system for all Project Activities
- Discus. and identify solutions to address issues/challenges during the duration of the Project that has potential to impact UNDP's effectiveness, financial soundness and reputation.

#### **Ensure the day to day management of the operations aspect of the Project:**

- Lead/support to the Project Manager in carrying out the following:
  - 1) Annual Work Planning
  - 2) Annual Budgeting
  - 3) Budget Revisions
  - 4) Procurement of Goods and Services
  - 5) Monitoring of Project Budget and Expenditure



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR DEPUTY PROJECT MANAGER**

- 6) Contractual Management
- 7) Quarterly progress reports (Narrative/Financial)
- 8) Annual Progress Reports.

- Supervise the Project Personnel based in Suva and report to the Team Leader (RSD) to ensure consistency on quality of work performed.
- Initiation of a project, presentation of the project to PAC, entering project into Atlas (in small offices), finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review. The DPM performs functions of Manager Level 1 in Atlas for POs and vouchers approval, participates in recruitment processes for projects.
- Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of projects.
- Assist with the collection of technical, political, social and operational management situations on the ground that can affect the project implementation to assist CTA carry out risk assessment.
- Provide input to Audit management response, implement audit recommendation of the Project.
- Assist with the development and implementation of communication activities in close collaboration with the RSD Communication Officer
- Evaluation of the programme impact. Monitoring and analysis of the programme environment, timely readjustments in portfolio.

**Ensures creation of strategic partnerships and implementation of the resource mobilization strategy focusing on achievement of the following results:**

- Under the leadership of the Team Leader and the PM, build partnership with the UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas relating to the Project, based on country needs and priorities.
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization/management.
- Management and implementation of partnerships with GCF and UNDP corporate programmes (e.g. GEF Small Grants Programme) Participate in UN related Meetings as and when requested.

**Ensures provision of top quality technical advice to the Government of RMI and facilitation of knowledge building and management focusing on achievement of the following results:**

- Identification and compilation of sources of information related to policy-driven issues and synthesis of best practices and lessons learnt that are directly linked to programme country policy goals.
- Provide input required towards the development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.
- Support and facilitate formal and informal meetings with Government and Project Partners as/when needed for Project Updates.
- Ensure capturing and dissemination of lessons learnt during the project implementation and coordinator with Suva/ RMI based team for wider dissemination
- Facilitate the Projects' representation/and or participation in international forums to draw/share best practices and lesson learned
- Participate in site visits to capture project progress on the ground
- Organization of trainings for the operations/ projects staff on programme issues.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR DEPUTY PROJECT MANAGER**

#### **IV. Impact of Results**

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

#### **V. Competencies**

##### **Functional Competencies:**

##### Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

##### Development and Operational Effectiveness:

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/ attitudinal change.

##### Management and Leadership:

- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities.

##### **Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR DEPUTY PROJECT MANAGER**

**VII. Recruitment Qualifications**

Education:	Master's Degree or equivalent in Natural Resources, Developmental Studies, Environmental Science/Management or related field.
Experience:	Minimum of 5 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
Language Requirements:	Fluency in English (oral and written) is a requirement.

**VIII. Signatures- Job Description Certification**

Incumbent ( <i>if applicable</i> )		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR FINANCE AND ADMIN OFFICER**

### I. Position Information

Job Code Title: Finance and Admin Officer  
Pre-classified Grade: SB-3  
Supervisor: Project Manager – RMI ACWA Project  
Duty Station: Majuro, RMI  
Project Title: Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR FINANCE AND ADMIN OFFICER**

### **III. Duties and Responsibilities**

Under the guidance and direct supervision of the Project Manager, the Finance and Admin Officer is responsible for, jointly with the Finance and Admin Associate, the financial management of the project along with the including the overall budget expenditures according to the Project Document, advising the Government, PMU and UNDP on the need for budget revision and/or off - track activities, and presenting financial analysis at Project Board meetings.

#### **Summary of Key Functions:**

- Administration and implementation of operational and financial services for the project
- Administrative support to the PMU
- Facilitation of knowledge building and knowledge sharing

#### **Administration and implementation of operational and financial services for the project**

- Assist the PM with planning, formulating, tracking of the project budget;
- Ensure full compliance of the project with UNDP and GCF rules and regulations on financial processes, financial records, reports and audit as well as effective and the internal controls frameworks;
- Track project delivery through ATLAS and other tools;
- Maintain an Activity-based expenditure table to monitor expenditure on a real-time basis; ensure that the expenditures are in line with the approved Annual Work Plan;
- Carry out an analysis, as needed, on the expenditure projection based on the deviation of the actual expenditures from the AWP and keep the members of the PMU, Government and UNDP informed of the risk of under-delivery;
- Provide the information/reports on the financial/accounting situation of the project and propose solutions to improve the situation;
- Oversee that the financial/accounting data is accurate in Atlas and take timely corrective actions on erroneous data;
- Accuracy verification of Combined Delivery Reports;
- Provision of necessary financial reports and analyses for donor reporting;
- Verification and reconciliation of various expenditures reports from the Responsible Party(ies);
- Preparing payment requests and processes vouchers in Atlas at request of the PM and DPM.

#### **Provide administrative support for the PMU**

- Maintain PMU documentation in electronic and/or hard copy format (including financial records such as supporting documents for vouchers and POs), according to UNDP policies and guidelines;
- Maintains and regularly updates project counterpart contacts database;
- Review and compile necessary documentations during procurement process, in support of the Procurement Associate;
- Review and verifies invoices and common services expenses charged to the PMU budget (rent, utilities, phone, miscellaneous);
- Organize project-related meetings outside of RMI;
- Provide communication support (electronic and hard copy correspondence, etc.) to all PMU staff.

#### **Facilitation of knowledge building and knowledge sharing**



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR FINANCE AND ADMIN OFFICER**

- Advice to Project staff on UNDP administrative and reporting, in particular, on budgetary issues;
- Organize trainings for the Government of RMI on financial management;
- Synthesize lessons learned and best practices in programme and project finance;
- Sound contributions to knowledge networks and communities of practice.

#### **IV. Impact of Results**

The key results have an impact on the overall efficiency in the administration and implementation of financial and operational strategies for the project. Accurate and timely analysis and presentation of financial conditions of the project mitigate the risk of budget overrun while facilitating the smooth adaptive management.

#### **V. Competencies**

##### **Functional Competencies:**

##### Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things.
- Identifies and communicates opportunities to promote learning and knowledge sharing

##### Job Knowledge/Technical Expertise

- Understands the main processes and methods of work regarding to the position
- Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks (broad range of specialized knowledge related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, reporting).
- Analyzes general information and selects materials in support of partnership building initiatives
- Identifies new and better approaches to work processes and incorporates same in own work
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning  
Demonstrates good knowledge of information technology and applies it in work assignments

##### Promoting Organizational Change and Development

- Documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions

##### Design and Implementation of Management Systems

- Uses information/databases/other management systems
- Makes recommendations related to work procedures and implementation of management systems

##### Client Orientation

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR FINANCE AND ADMIN OFFICER**

- Responds to client needs promptly

**Promoting Accountability and Results-Based Management**

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Maintains databases

**Core Competencies:**

- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
- Promoting learning and knowledge management/sharing is the responsibility of each staff member.

**VI. Recruitment Qualifications**

Education:	Secondary Education, with specialized certification in Accounting and Finance. University Degree in Finance, Business or Public Administration desirable, but it is not a requirement. Part-qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.
Experience:	5 years of progressively responsible financial management or accounting experience is required, with knowledge of programme or project finance desirable. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems. Knowledge of IPSAS and/or IFRS is a distinct advantage.
Language Requirements:	Fluency in English (oral and written) is a requirement whilst proficiency in the Marshallese language is desirable.

**VII. Signatures- Job Description Certification**

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR FINANCE AND ADMIN ASSOCIATE**

### I. Position Information

Job Code Title: Finance and Admin Associate  
Pre-classified Grade: SB-3  
Supervisor: Deputy Project Manager – RMI ACWA Project  
Duty Station: Suva, Fiji  
Project Title: Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR FINANCE AND ADMIN ASSOCIATE**

### **III. Duties and Responsibilities**

Under the guidance and direct supervision of the Deputy Project Manager (DPM), the Finance and Admin Associate is responsible for, jointly with the Finance and Admin Officer, the financial management of the project including the overall budget expenditures according to the Project Document, advising the Government, PMU and UNDP on the need for budget revision and/or off - track activities, and presenting financial analysis at Project Board meetings.

#### **Summary of Key Functions:**

- Administration and implementation of operational and financial services for the project
- Administrative support to the PMU
- Facilitation of knowledge building and knowledge sharing

#### **Administration and implementation of operational and financial services for the project**

- Assist the PM with planning, formulating, tracking of the project budget;
- Ensure full compliance of the project with UNDP and GCF rules and regulations on financial processes, financial records, reports and audit as well as effective and the internal controls frameworks;
- Track project delivery through ATLAS and other tools;
- Maintain an Activity-based expenditure table to monitor expenditure on a real-time basis; ensure that the expenditures are in line with the approved Annual Work Plan;
- Carry out an analysis, as needed, on the expenditure projection based on the deviation of the actual expenditures from the AWP and keep the members of the PMU, Government and UNDP informed of the risk of under-delivery;
- Provide the information/reports on the financial/accounting situation of the project and propose solutions to improve the situation;
- Oversee that the financial/accounting data is accurate in Atlas and take timely corrective actions on erroneous data;
- Accuracy verification of Combined Delivery Reports;
- Provision of necessary financial reports and analyses for donor reporting;
- Verification and reconciliation of various expenditures reports from the Responsible Party(ies);
- Preparing payment requests and processes vouchers in Atlas as request of the PM and DPM.

#### **Provide administrative support for the PMU**

- Maintain PMU documentation in electronic and/or hard copy format (including financial records such as supporting documents for vouchers and POs), according to UNDP policies and guidelines;
- Maintains and regularly updates project counterpart contacts database;
- Review and compile necessary documentations during procurement process, in support of the Procurement Associate;
- Review and verifies invoices and common services expenses charged to the PMU budget (rent, utilities, phone, miscellaneous);
- Organize project-related meetings outside of RMI;
- Provide communication support (electronic and hard copy correspondence, etc.) to all PMU staff.

#### **Facilitation of knowledge building and knowledge sharing**



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR FINANCE AND ADMIN ASSOCIATE**

- Advice to Project staff on UNDP administrative and reporting, in particular, on budgetary issues;
- Organize trainings for the Government of RMI on financial management;
- Synthesize lessons learned and best practices in programme and project finance;
- Sound contributions to knowledge networks and communities of practice.

#### **IV. Impact of Results**

The key results have an impact on the overall efficiency in the administration and implementation of financial and operational strategies for the project. Accurate and timely analysis and presentation of financial conditions of the project mitigate the risk of budget overrun while facilitating the smooth adaptive management.

#### **V. Competencies**

##### **Functional Competencies:**

##### Organizational Learning and Knowledge Sharing

Researches best practices and poses new, more effective ways of doing things.

Identifies and communicates opportunities to promote learning and knowledge sharing

##### Job Knowledge/Technical Expertise

- Understands the main processes and methods of work regarding to the position
- Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks (broad range of specialized knowledge related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, reporting).
- Analyzes general information and selects materials in support of partnership building initiatives
- Identifies new and better approaches to work processes and incorporates same in own work
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

##### Promoting Organizational Change and Development

- Documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions

##### Design and Implementation of Management Systems

- Uses information/databases/other management systems
- Makes recommendations related to work procedures and implementation of management systems

##### Client Orientation

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR FINANCE AND ADMIN ASSOCIATE**

- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

**Promoting Accountability and Results-Based Management**

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Maintains databases

**Core Competencies:**

- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team-work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
- Promoting learning and knowledge management/sharing is the responsibility of each staff member.

**VI. Recruitment Qualifications**

Education:	Secondary Education, with specialized certification in Accounting and Finance. University Degree in Finance, Business or Public Administration desirable, but it is not a requirement. Part-qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.
Experience:	5 years of progressively responsible financial management or accounting experience is required, with knowledge of programme or project finance desirable. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems. Knowledge of IPSAS and/or IFRS is a distinct advantage.
Language Requirements:	Fluency in English (oral and written) is a requirement whilst proficiency in the Marshallese language could be desirable.

**VII. Signatures- Job Description Certification**

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR PROCUREMENT OFFICER

### I. Position Information

Job Code Title: Procurement Officer  
Pre-classified Grade: SB-3  
Supervisor: Project Manager – RMI ACWA Project  
Duty Station: Majuro, RMI  
Project Title: Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR PROCUREMENT OFFICER**

### **III. Duties and Responsibilities**

Under the guidance and direct supervision of the Project Manager (PM), the incumbent is responsible for overseeing every procurement activity that takes place in the project including individual contracts and institutional contract ensuring their effectiveness, transparency and integrity using UNDP Procurement Policy. The Procurement Officer promotes a client-focused, quality and results-oriented approach in the unit.

#### **Summary of Key Functions:**

- Procurement of services and products required for the project
- Organization of procurement processes for the project
- Implementation of sourcing strategy and e-procurement tools
- Control of project assets
- Organization of logistical services
- Facilitation of knowledge building and knowledge sharing

#### **Procurement of Services and products required for the project**

- Ensure timely procurement of services and products required for the delivery of the project, according to the Project Procurement Plan and the Annual Work Plan;
- Provide inputs to the Project Manager (PM) towards development of TORs and take the lead in selection of services and products;
- Perform contract management in close collaboration with the PM and Admin/Finance assistant based in Majuro, RMI;
- Ensure payments and deliveries are made on time to vendors, clients and partners;
- Ensure compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper functioning of a client-oriented procurement management system.

#### **Organization of procurement processes for the project**

- Revise and update the procurement plan, as needed, for the project and their implementation and monitoring;
- Organization of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations;
- Preparation of Purchase Orders and contracts in and outside Atlas, preparation of Recurring Purchase Orders for contracting of services, vendors' creation and buyers profile in Atlas;
- Review of procurement processes conducted by projects; submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP);
- Implementation of the internal control system which ensures that Purchase Orders are duly prepared and dispatched; carry out timely corrective actions on POs with budget check errors and other problems.

#### **Ensures implementation of sourcing strategy focusing on achievement of the following results:**

- Undertake and update an analysis on sourcing strategy by incorporating new developments in market and new development/CCA programs by other partners;



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR PROCUREMENT OFFICER

- Development and update of the rosters of suppliers, implementation of supplier selection and evaluation.

### **Ensures proper control of assets procured in the project focusing on achievement of the following results:**

- Preparation of inventory reports;
- Implementation of Inventory and physical verification control in the project.

### **Ensures organization of logistical services focusing on achievement of the following results:**

- Organization of travel including purchase of tickets, DSA calculation, PO preparation; arrangement of shipments; vehicle maintenance; conference facilities arrangements;
- Timely conduct of surveys relating to DSA, Travel Agencies, hotel and conference facilities.

### **Ensures facilitation of knowledge building and knowledge sharing in the country and the CO focusing on achievement of the following results:**

- Organization of trainings for the operations/projects staff on Procurement;
- Synthesis of lessons learnt and best practices in Procurement;
- Sound contributions to knowledge networks and communities of practice.

## **IV. Impact of Results**

The key results have an impact on the overall efficiency in procurement and success in implementation of operational strategies. Accurate analysis and presentation of information, well-organized transparent procurement processes ensure client satisfaction and timely delivery of the project. The information provided facilitates decision making of the management.

## **V. Competencies**

### **Functional Competencies:**

#### Building Strategic Partnerships

- Analyzes general information and selects materials in support of partnership building initiatives

#### Promoting Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things
- Documents innovative strategies and new approaches

#### Job Knowledge/Technical Expertise

- Understands the main processes and methods of work relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Identifies new and better approaches to work processes and incorporates same in own work
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR PROCUREMENT OFFICER**

Promoting Organizational Change and Development

- Documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

- Uses information/databases/other management systems
- Provides inputs to the development of simple system components
- Makes recommendations related to work procedures and implementation of management systems

Client Orientation

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

Promoting Accountability and Results-Based Management

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Prepares timely inputs to reports

**Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking.
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
- Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

**VI. Recruitment Qualifications**

Education:	Secondary Education with specialized training in procurement. Chartered Institute of Procurement (CIPs) certification would be an advantage. University Degree in Business or Public Administration would be desirable, but it is not a requirement.
Experience:	5 years of progressively responsible experience at the national or international level. Demonstrated experience working as a procurement officer in similar development projects.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR PROCUREMENT OFFICER**

	Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advanced knowledge of automated procurement systems, experience in handling of web-based management systems.
Language Requirements:	Fluency in English (oral and written) is a requirement whilst proficiency in the Marshallese language is desirable.

**VII. Signatures- Job Description Certification**

Incumbent (*if applicable*)

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR ADMIN/FINANCE/PROCUREMENT ASSISTANT**

### I. Position Information

Job Code Title: Admin/Finance/Procurement Assistant  
Pre-classified Grade: SC 5/ SB-3  
Supervisor: Project Manager – RMI ACWA Project  
Duty Station: Majuro, RMI  
Project Title: Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR ADMIN/FINANCE/PROCUREMENT ASSISTANT**

### **III. Duties and Responsibilities**

Under the guidance and direct supervision of the Project Manager, the Project Finance/Admin Assistant is responsible for providing support to the Project Management Unit (PMU), especially the PM and Project Finance and Admin Officer, in financial management of the project including project accounting system, overall budget expenditures according to the Project Document, advising the Government, PMU and UNDP on the need for budget revision and/or off-track activities, and presenting financial analysis at Project Board meetings.

#### **Summary of Key Functions:**

- Administration and implementation of operational and financial services for the project
- Administrative support to the PMU
- Facilitation of knowledge building and knowledge sharing.

#### **Administration and implementation of operational and financial services for the project**

- Maintain the office operations and budget for the PMU in RMI;
- Assist the Project Finance and Admin Officer with tracking project delivery through monitoring of local contracts in RMI;
- Assist the Project Finance and Admin Officer with preparation of project budgets, budget revisions;
- Assist the PM and Project Finance and Admin Officer with monitoring the project expenditures, the deviation from the approved AWP and the need for budget revision;
- Provide the information/reports on the financial/accounting situation of the project and propose solutions to improve the situation;
- Assist the Project Finance and Admin Officer with compilation of necessary financial data for donor reporting.

#### **Provide administrative support for the PMU**

- Is responsible for making logistical arrangements for project personnel, experts, Government and UNDP officers visiting or working in RMI;
- Provide the necessary logistical and administrative support for the biannual Project Board Meetings;
- Under the leadership of the PM, monitor the work and deliverables of project consultants and report to the Procurement Associate for high quality and timely contractual management;
- Assist with follow up of advances to Responsible Partner(s) and review their financial reports together with the PM before the next advance is made;
- Serve as a custodian for PMU stationary supplies, distribution stationary among PMU members and project personnel keeping a log of distribution;
- Maintain financial documents filing system in the PMU in RMI;
- Perform other related duties, backstopping other project assistant as necessary.

#### **Facilitation of knowledge building and knowledge sharing**

- Assist with relevant input to Project staff on UNDP financial matters in particular, on budgetary issues;
- Assist with organising training for the Government of RMI on financial management;
- Synthesis of lessons learned and best practices in programme and project finance;
- Sound contributions to knowledge networks and communities of practice.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR ADMIN/FINANCE/PROCUREMENT ASSISTANT**

#### **IV. Impact of Results**

The key results have an impact on the overall efficiency in administration and implementation of financial and operational strategies for the project. Accurate analysis and presentation of financial ensures proper financial processes towards effective delivery.

#### **V. Competencies**

##### **Functional Competencies:**

##### Building Partnerships

- Analyzes general information and selects materials in support of partnership building initiatives
- Tracks and reports on mobilized resources.

##### Promoting Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things.
- Identifies and communicates opportunities to promote learning and knowledge sharing.

##### Job Knowledge/Technical Expertise

- Understands the main processes and methods of work regarding to the position
- Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks (broad range of specialized knowledge related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, reporting).
- Identifies new and better approaches to work processes and incorporates same in own work
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments.

##### Promoting Organizational Change and Development

- Documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions.

##### Design and Implementation of Management Systems

- Uses information/databases/other management systems
- Makes recommendations related to work procedures and implementation of management systems

##### Client Orientation

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR ADMIN/FINANCE/PROCUREMENT ASSISTANT**

**Promoting Accountability and Results-Based Management**

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Maintains databases

**Core Competencies:**

- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team-work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
- Promoting learning and knowledge management/sharing is the responsibility of each staff member.

**VI. Recruitment Qualifications**

Education:	Secondary Education, with specialized certification in Accounting and Finance. University Degree in Finance, Business or Public Administration desirable, but it is not a requirement. Part-qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.
Experience:	4 years of progressively responsible financial management or accounting experience is required, with knowledge of programme or project finance desirable. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems. Knowledge of IPSAS and/or IFRS required.
Language Requirements:	Fluency in English (oral and written) is a requirement whilst proficiency in the Marshallese language is desirable.

**VII. Signatures- Job Description Certification**

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR CHIEF TECHNICAL ADVISOR**

### I. Position Information

Job Code Title: Chief Technical Advisor  
Pre-classified Grade: P4  
Supervisor: Team Lead for the UNDP Resilience and Sustainable Development Team  
Duty Station: Majuro, RMI  
Project Title: Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project "Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands" implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI's population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI's key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI's NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP's extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR CHIEF TECHNICAL ADVISOR**

### **III. Duties and Responsibilities**

Under the direct supervision of the Team Lead for the Resilience and Sustainable Development Team, the Chief Technical Advisor is responsible for, jointly with the Project Manager, the implementation and project management of the ACWA project. In so doing, the Chief Technical Advisor is expected to bring in international best practices to the implementation of the project and train the technical personnel in the Project Management Unit (PMU).

#### **Summary of Key Functions:**

- Technical oversight of project activities
- Policy advice and capacity building
- Effective project management
- Knowledge management
- Partnership development and advocacy.

#### **Technical Oversight and Expertise:**

- Collaborate with the Project Manager (PM) in executing project activities and its implementation;
- Serve as the chief technical advisor on adaptation options envisaged in the project document, identify needs for external technical support for effective implementation;
- Liaise with Government, UNDP and other development partners on progress and facilitate implementation of project activities;
- Provide technical supervision, backstopping and oversight of all aspects of project activities;
- Is responsible, jointly with the PM, for the implementation and monitoring of all risk mitigation measures during all project phases such as inception, implementation / construction and operation;
- Support the PM in liaising with the Government of RMI by providing high quality technical inputs;
- Support the PM in preparing/organizing the technical materials used in the Project Board Meeting;
- Carry out assessments of the technical, financial, political, operational and management situations on the ground that affect the project implementation and keep the UNDP Pacific Office in Fiji and UNDP Regional Hub in Bangkok abreast of the situations;
- Provide leadership in identifying solutions to address existing gaps arising out of assessments;
- Undertake a comprehensive overview of good international practices in the area of rainwater harvesting and groundwater well rehabilitation projects and build similar practices within the project;
- Build and maintain partnerships with technical partners and donors by reporting project progress and identifying opportunities for collaboration;
- Ensure coordination between UNDP and all project stakeholders.

#### **Policy advice and capacity building:**

- Identify strategic opportunities for the project to achieve greater development impact through partnerships building and adaptive management;
- Strengthen capacities of the PMU and the Government of RMI to plan, budget and deliver water supply security related public services in remote communities;
- Build technical and managerial capacities within the PMU;



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR CHIEF TECHNICAL ADVISOR**

- Provision of advice and support through technical assistance to the national counterparts, as required;
- Provision of other advice as needed to UNDP concerning the evolution and role of the relevant Ministries/stakeholders;
- Participate and actively contribute to the PMU in coordination with the PM;
- Provide policy advice to Government of RMI on water supply security and resilience for remote communities and ensure coherence with the UNDP Pacific Office in Fiji portfolio.

**Effective Project Management in coordination with the PM:**

- Strongly support project implementation and management under the overall guidance of the PM
- Provide strategic input to technical, financial and managerial aspects of the project to ensure that activities are in accordance with the Project Document
- Provide input in joint collaboration with the PM and other members of the PMU on the following elements of project management to ensure achievement of targets and results
- Annual work planning
- Annual budgeting
- Procurement of goods and services
- Budget and expenditure analysis
- Contractual management
- Quarterly and annual progress reporting
- Quarterly operational reporting
- Provide advice for the annual financial audit
- Monitoring and Evaluation of project activities, and identify and implement solutions to bring the project back on track, as needed
- Planning and providing strategic inputs into all aspects of project activities
- Coordinate with the Joint Operations Centre in the Pacific Office in Fiji to ensure that financial and operational procedures of the project are in line with UNDP rules and regulations
- Perform other duties as necessary to ensure effective and efficient implementation of the project.

**Knowledge Management:**

- Identify, analyse and communicate lessons learned that may be useful in design and implementation of similar projects. The duty of identifying and analyzing lessons learned is an on-going one, and the duty to communicate those lessons is on an as-needed basis;
- Share knowledge on the Project and its achievements. Promote identification and synthesis of best practices and lessons learned from Project implementation, for organizational sharing and learning. Promote a knowledge sharing and learning culture
- Produce materials with lessons learnt and best practices and participate in knowledge-based tools
- Contribute to the analytical work of UNDP and ensure high quality knowledge products. Promote the substantive quality of all knowledge products, reports and services, and ensures effective integration thereof with other pillars.

**IV. Impact of Results**



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR CHIEF TECHNICAL ADVISOR**

The key results have an impact on the effective and timely delivery of the Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands Project.

## **V. Competencies**

### **Functional Competencies:**

#### Job Knowledge/Technical Expertise

- Understands the general issues of climate change and water supply security in remote communities.
- Possesses strong skills and experience in managing large-scale (over US\$10 million) projects
- Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks (broad range of specialized knowledge related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, reporting).
- Identifies new and better approaches to work processes and incorporates same in own work
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments.

#### Promoting Organizational Change and Development

- Documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions.

#### Design and Implementation of Management Systems

- Uses information/databases/other management systems
- Makes recommendations related to work procedures and implementation of management systems.

#### Client Orientation

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly.

#### Building Strategic Partnerships

- Analyzes general information and selects materials in support of partnership building initiatives
- Tracks and reports on mobilized resources.

#### Promoting Accountability and Results-Based Management Systems

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Maintains databases.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR CHIEF TECHNICAL ADVISOR**

**Core Competencies:**

- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
- Promoting learning and knowledge management/sharing is the responsibility of each staff member.

**VII. Recruitment Qualifications**

Education:	Masters or equivalent in any Natural Science, Environmental Management or Environmental Engineering or any other relevant field.
Experience:	<p>At least 7 years of relevant experience in managing, overseeing, or being part of large-scale (over US\$10 million) projects.</p> <p>Team Leading experience.</p> <p>Experience providing expert advice and implementing climate change actions.</p> <p>Familiarity with climate change issues.</p> <p>Ability to lead, conduct, facilitate and document discussions with stakeholders.</p> <p>Experience working in institutional development, project development and management, budgeting.</p> <p>Project management experience in climate change related projects would be an advantage.</p> <p>Experience in the Pacific region would be an advantage. Experience working in atolls is desirable.</p> <p>Experience in utilizing infrastructure based adaptation approaches is desirable.</p>
Language Requirements:	Fluency in English (oral and written) is a requirement whilst proficiency in the Marshallese language is desirable.

**VIII. Signatures- Job Description Certification**

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR AREA COORDINATORS

### I. Position Information

Job Code Title:	Area Coordinators
Pre-classified Grade:	SB-2
Supervisor:	Project Manager
Duty Station:	Majuro, RMI
Project Title:	Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR AREA COORDINATORS**

### **III. Duties and Responsibilities**

Under the direct supervision of the Project Manager, the Area Coordinators will oversee the implementation of project activities in the target communities by working closely with the Field Engineers and the Site Coordinators. The Project will operate all outreach initiatives to the target communities based on the four Atoll and Island geographical areas that have been designated based on their geographical locations. There will be an Area Coordinator assigned to each geographical area for the roll-out of the project.

Areas 1 and 2 will be managed fulltime by two Area Coordinators. Areas 3 and 4 will be managed by four Area coordinators. Two Area coordinators will manage roll-out. Once roll-out is completed, the Area coordinators for Areas 1 and 2 will additionally manage Areas 3 and 4. The atolls and islands included in each of the four geographical areas are shown below.

- Area 1. Ailuk, Aur, Likiep, Maloelap, Mejit, Rongelap, Utrik, Wotje
- Area 2. Ailinglaplap, Enewetak, Jabat, Lae, Lib, Namu, Ujae, Wotho
- Area 3. Arno, Majuro, Mili
- Area 4. Ebon, Jaluit, Kili, Kwajalein, Namdrik

The areas were developed to take into account boat and air transport logistics, cultural classification (i.e. Ralik / Ratak chains), and opportunities for adaptive management (i.e. ways to quickly trial approaches and then adjust in the full-scale implementation). Reaching and engaging the 77 communities across the 24 atolls and islands of the 4 geographical areas requires substantial time, especially in light of constraints and uncertainties of transportation – given its limited frequency, reliability, and vulnerability to weather. Therefore, the project activities in the 77 communities will be implemented through a phased approach, especially in relation to the construction-related investments for water security and resilience.

#### **Summary of Key Functions:**

- Oversee the implementation of project activities in the target communities of each geographical area by working closely with the Field Engineers and the Site Coordinators.

#### **Key Functions**

- Supervision of the site coordinators in the designated geographical area. The site coordinators will work in the remote rural communities and the Area coordinators will oversee their work from Majuro.
- Work closely with the Field Engineers to coordinate the infrastructure construction.
- Provision of general office assistance such as response to complex information requests and inquiries reviews, logs and routes incoming correspondence; establishment of filing system and maintenance files/records; organization of meetings, workshops; routine administrative tasks, including maintaining attendance records, assessing telephone billing, etc.
- Compiles, summarizes, and presents basic information/data on specific project and related topics or issues.
- Implement project standard operating procedures in line with the Government and UNDP regulations.
- Participate in the trainings for the operations/ projects staff.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR AREA COORDINATORS**

#### **IV. Impact of Results**

The key results have an impact on the effective and timely delivery of the Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands Project.

#### **V. Competencies**

##### **Functional Competencies:**

##### Job Knowledge/Technical Expertise

- Understands the general issues of climate change and water supply and resilience, especially in the low-lying island context;
- Continues to seek new and improved methods and systems for accomplishing the work of the unit;
- Keeps abreast of the new developments in the area of professional discipline and job knowledge and seeks to development him/herself professionally.

##### Accountability and Results-Based Management

- Provides inputs to the development of organizational standards for accountability and results-based management;
- Develops and applies tools and techniques in assessing the application of programmes/projects and administration of policies and procedures;
- Undertakes ad hoc analysis of issues emanating from policy application/reviews.

##### Client Orientation

- Anticipate Government needs;
- Works toward creating an enabling environment for a smooth relationship between the Government and UNDP;
- Keeps the Government informed of problems or delays in the provision of services;
- Solicits feedback on service provision and quality.

##### Building Strategic Partnerships

- Effectively networks with partners seizing opportunities to build strategic alliance relevant to UNDP's mandate and agenda;
- Identifies needs and interventions for capacity-building of the Government, potential partners and project staff;
- Sensitizes UN partners, donors and other international organizations to UNDP's agenda identifying areas for joint efforts.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR AREA COORDINATORS**

**Core Competencies:**

- Promotes ethics and integrity and creates organizational precedents;
- Builds support and political acumen;
- Builds staff competence and creates an environment of creativity and innovation;
- Builds and promotes effective teams;
- Creates and promotes environment for open communications;
- Leverages conflict in the interest of UNDP and sets standards;
- Shares knowledge across the organization and builds a culture of knowledge sharing and learning.

**VII. Recruitment Qualifications**

Education:	Secondary education with specialized certification in environmental management, social science or public administration will be preferable.
Experience:	Facilitation of stakeholder meetings at the site level. At least three years of experience in supporting/promoting community work development. Understanding of climate change issues. Proficiency in the use of basic software applications (MS Word, MS Excel) and adequate knowledge and practical experience in handling web-based information management systems. Knowledge of and experience in supporting administration, finance and purchasing of development projects highly desirable. Good inter-personal skills.
Language Requirements:	Fluency in Marshallese (oral and written) is a requirement plus professional proficiency in English (oral and written).

**VIII. Signatures- Job Description Certification**

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR FIELD ENGINEERS

### I. Position Information

Job Code Title:	Field Engineer
Pre-classified Grade:	SB4
Supervisor:	Project Manager
Duty Station:	Majuro, RMI
Project Title:	Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands)” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

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- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



### III. Duties and Responsibilities

Under the direct supervision of the Project Manager, the Field Engineers will primarily focus on the design and physical works, but will also have involvement in other aspects of the project as described below.

**The duties of the Field Engineer will include, but are not limited to:**

- Undertake field surveys in the target communities to achieve the following:
  - a. Confirm the existing available household rainwater tanks (including those not attached to buildings) during the validation phase of implementation.
  - b. Confirm the status quo for suitable household roofs during the validation phase of implementation.
  - c. Confirm the existing conditions for household rainwater harvesting improvements based on site surveys during the validation phase of implementation.
  - d. Survey the condition and sizing of all existing community building RWH systems and storage tanks during the validation phase of implementation (including confirmation of the number of suitable community buildings in each community, roof style and available roof area for rainwater harvesting).
  - e. Field siting of all tanks, gutters and downpipes
  - f. Field survey and inventory, assessment of each groundwater well for inundation risk (confirm height well needs to be lifted)
  - g. Completion of a database recording all field survey data including geospatial data for all rainwater harvesting infrastructure.
- Run a rainwater-harvesting model and assess water balance calculations for each community building using the updated infrastructure data, taking into account climate change and increasing future demand projection;
- Produce the necessary detailed design drawings for each island/atoll
- Review recommendations of other experts, and work closely other experts on the team to incorporate climate resilience/adaptation into both physical and non-physical designs and actual construction works and its components;
- Prepare detailed designs for required groundwater wells. Nominate well design category for each site based on field conditions.
- Review groundwater monitoring network and provide recommendations on further development
- Liaise with procurement team and provide necessary specifications and quantities per island/atoll
- Respond to requests for information (RFIs) from tenderers
- Undertake validation activities, including construction inspection and sign off.
- Spare parts inventory at community/atoll levels – provide information to allow shipping of parts required.
- Input to Water Safety Manual
- Coordinate with EPA/Community-Based Water Committees (CWCs) for development of community specific water plans and standard operating procedures (SOPs)
- Input to operations and maintenance (O&M) manuals for both rainwater harvesting systems and groundwater infrastructure.
- Contribute to training of Area Coordinators, Site Coordinators, CWCs, government staff and community members
- Any other responsibilities that may be assigned by the Project Manager.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR FIELD ENGINEERS**

**IV. Impact of Results**

The key results have an impact on the effective and timely delivery of the Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands Project.

**V. Competencies**

**Functional Competencies:**

Job Knowledge/Technical Expertise

- Understands the general issues of climate change and water supply security in remote communities.
- Possesses strong skills and experience in engineering design and operations and maintenance procedures for infrastructure.
- Identifies new and better approaches to work processes and incorporates same in own work.
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning.
- Demonstrates good knowledge of water supply in remote rural communities.

Client Orientation

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly.

Building Strategic Partnerships

- Effectively networks with partners seizing opportunities to build strategic alliance relevant to UNDP's mandate and agenda;
- Identifies needs and interventions for capacity-building of the Government, potential partners and project staff;
- Sensitizes UN partners, donors and other international organizations to UNDP's agenda identifying areas for joint efforts.

**Core Competencies:**

- Demonstrates commitment to the GoRMI mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR FIELD ENGINEERS**

<b>VII. Recruitment Qualifications</b>	
Education:	Graduate degree in Civil or Environmental Engineering or related degree.
Experience:	Minimum 5 years of experience, of which at least 2 years involves the planning and design of water infrastructure projects, preferably in vulnerability and risk assessment and adaptation related projects; Proven knowledge and experience in the implementation of development initiatives, including knowledge of climate change adaptation measures and climate proofing of infrastructure in coastal zones; Working experience within the Pacific region in general is a strong asset; Excellent communication, analysis and writing skills; Sound knowledge of computer aided design software/applications and Microsoft Office package; Good interpersonal skills (the field engineer will contact various stakeholders of the project).
Language Requirements:	Fluency in English (oral and written) is a requirement whilst proficiency in the Marshallese language is desirable.

<b>VIII. Signatures- Job Description Certification</b>		
Incumbent ( <i>if applicable</i> )		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR COMMUNITY ENGAGEMENT SPECIALISTS

## I. Position Information

Job Code Title: Community Engagement Specialists  
Pre-classified Grade: SB4  
Supervisor: Project Manager  
Duty Station: Majuro, RMI  
Project Title: Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

## II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



### III. Duties and Responsibilities

Under the direct supervision of the Project Manager (PM), the incumbent will be responsible for internal and external communications for the project including periodic updates and dissemination of results achieved, synthesis and analysis of lessons learned and production of various communication materials such as videos, photo series, blog articles etc.

#### Summary of Key Functions:

- Design and implementation of internal and external communications strategy and outreach.
- Undertake systematic capacity development of project team and the Government of RMI.
- Work closely with UNDP Country Office Programme staff to ensure effective communication of the project activities to the relevant parties.

#### Design and implementation of internal and external communication strategy and outreach:

- Prepare a Project Communication Strategy which includes the types and number of internal and external communication outreach in the first 24 months of the project implementation; at minimum, the Strategy should require the following Communication tools:
- Prepare content for a dedicated project website (either independently hosted or nested within the UNDP CCA platform <http://adaptation-undp.org/>)
- Manage SNS accounts (Facebook, Twitter, Instagram, etc)
- Provide periodic project progress updates in English and Marshallese (paper and electronic-base)
- Prepare a video product that captures before and after the project intervention
- Undertake external outreach including local, regional and global media
- Undertake event-based outreach such as side events at COP and other high level regional or global forums, meetings and events
- Provide inputs to the Annual Work Planning process to ensure that sufficient resources are secured to carry out activities to implement the Communication Strategy;
- Assist the Procurement Associate in procuring necessary human resource or material inputs for implementing the Communication Strategy;
- Establish a database of all internal and external communication materials with a corresponding file management system;
- Collaborate with national, regional and global media to feed in stories for wider outreach and advocacy of the project and UNDP;
- Make necessary arrangements, as needed, for national and foreign media visits to the country in close collaboration with the Government of RMI;
- Acts as the media focal person for the project.

#### Undertake systematic capacity development of project team and the Government of RMI:

- Analysis of ongoing practices within the Government, especially within the Climate Change and Policy Department, for disseminating information on Government initiatives on climate change;
- Identify necessary capacity development activities targeting the Government and PMU staff;
- Provide assistance to site coordinators in engaging communities and securing support for project activities.



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR COMMUNITY ENGAGEMENT SPECIALISTS

**Work closely with UNDP Country Office, Regional Hub in Bangkok and the Headquarters in New York to ensure effective communication of the project activities to the relevant parties:**

- Ensure that the Project Communication Strategy and its implementation is aligned with the CO communication strategy and plan;
- Ensure that all print, digital and audio publications and communication materials are in alignment with UNDP publication guideline and that of GCF;
- Produce communication products, as required, to ensure maximum exposure of UNDP and, particularly, UNDP Pacific Office in Fiji;
- Coordination and management of CO publication activities, such as content management, norms for publishing, design, etc.;
- Produce communication materials that demonstrate the contributions of the project towards key development goals such as the SDGs, RMI's National Strategic Plan (NSP), RMI's Joint National Action Plan on Climate Change Adaptation and Disaster Risk Management (JNAP), etc.;
- Provide information about the project progress to UNDP Senior Management as needed.

### IV. Impact of Results

The key results have an impact on the overall profile of the project and the UNDP Pacific Office in Fiji through timely dissemination of tangible project progress and achievements. As one of the largest climate change adaptation projects for the UNDP Pacific Office in Fiji, the successful delivery of the project, and positive profile of the project as perceived by internal and external partners, will result in a stronger, more strategic position of the UNDP Office.

### V. Competencies

#### Functional Competencies:

##### Job Knowledge/Technical Expertise

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Analyzes the requirements and synthesizes proposals
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments.

##### Promoting Organizational Learning and Knowledge Sharing

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies and new approaches

##### Advocacy/Advancing a Policy-Oriented Agenda

- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR COMMUNITY ENGAGEMENT SPECIALISTS**

- Maintains a functioning network of contacts with a variety of stakeholders to promote a better understanding of UNDP's mandate and to support advocacy efforts

Client Orientation

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients.

Building Strategic Partnerships

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders
- Establishes and nurtures positive communication with partners.

Creating Visibility for UNDP/Supporting UNDP's Capacity to Advocate

- Promotes awareness of UNDP's centrality to development through dissemination of information and materials
- Maintains networks and knowledge assets for use in visibility and image activities

Global Leadership and Advocacy for UNDP's Goals

- Identifies and communicates relevant information for advocacy for UNDP's goals for a variety of audiences
- Maintains a functioning network of contacts in the media and civil society, to promote a better understanding of UNDP's mandate and to support advocacy efforts

Conceptual Innovation in the Provision of Technical Expertise

- Keeps updated in his/her area of substantive expertise
- Identifies opportunities for conceptual innovation

**Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR COMMUNITY ENGAGEMENT SPECIALISTS**

**VII. Recruitment Qualifications**

Education:	At least a Master's degree (or its equivalent) in media studies, social science, political science, international relations or a related field.
Experience:	At least 4 years of relevant experience at the national or international level in public relations, communications or advocacy. Previous experience with a multilateral or international organization is helpful but not mandatory. Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems.
Language Requirements:	Fluency in English (oral and written) is a requirement whilst proficiency in the Marshallese language is desirable.

**VIII. Signatures- Job Description Certification**

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR GENDER AND YOUTH SPECIALISTS**

### **I. Position Information**

Job Code Title: Gender and Youth Specialist  
Pre-classified Grade: SB3  
Supervisor: Project Manager, ACWA Project  
Duty Station: Majuro, RMI  
Project Title: Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### **II. Background Information**

The project "Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands" implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

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The project aligns with GoRMI's key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI's NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP's extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR GENDER AND YOUTH SPECIALISTS

From a gender equity and social inclusion (or GESI) perspective, it is clear that improving water quality and supply at both community and household level through the project will create more equitable access to water resources for vulnerable groups including women, children, the elderly and those with disabilities, and will improve health and education outcomes, enhance livelihoods, and reduce household and community level conflict caused by water shortages.

### III. Duties and Responsibilities

Under the direct supervision of the Project Manager, the Gender and Youth Specialists will be responsible for ensuring that gender and youth concerns are fully addressed by the project by working closely with all project staff and with communities as needed and implementing the gender equity and social inclusion (or GESI) Action Plan. The Gender and Youth Specialists will also seek inputs from and consult with the UNDP Pacific Office Gender Team as well as Regional Technical Specialists (RTA) and Gender Expert from the Bangkok Regional Hub (BRH) for guidance. The consultant is expected to be guided by the examples and best practices from the GESI strategy and action plans of other GCF approved projects, as well as by the priorities of the relevant government policies such as the RMI National Water and Sanitation Policy and the RMI National Climate Change Policy Framework.

The main objectives of the Gender and Youth Specialist role are to:

1. Review the GESI Action Plan under Annex J of the Project Document; and
2. Develop a GESI Strategy and finalize the GESI Action Plan for the RMI ACWA project.

Key GESI implications identified in the GESI Action Plan that will need to be taken into consideration in the community level project design and implementation include:

- Ensure the initial Water Resource Survey to be conducted in all targeted rural communities at project inception captures the views of women, men and youth.
- Ensure women, men and youth are equitably represented and actively involved in all Community-based Water Committees.
- Train women and youth from targeted communities in operations and maintenance (O&M) and construction skills of household and rainwater harvesting systems, groundwater wells etc.
- Ensure new Standard Operating Procedures for household and community water security measures are gender and age sensitive.
- Work with the Environmental Protection Authority (EPA) to improve water testing capabilities at community level and ensure that women and youth are involved in this process.
- Ensure that drought warnings and other relevant weather information is conveyed in accessible formats to all community members so that everyone has access to information required for improved readiness.
- Facilitate Inter-island knowledge exchange visits with women and youth sharing experience and best practice on climate change risk reduction on water resources.

The Gender and Youth specialists will take the lead in implementing the GESI Strategy and Action Plan for the RMI ACWA project. It will be the joint responsibility of the entire project team and key stakeholder groups to ensure that the GESI quantitative and qualitative outcomes in the GESI Action Plan are achieved.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR GENDER AND YOUTH SPECIALISTS**

**Summary of Key Functions:**

Ensure that the community level project design and implementation takes into consideration the GESI Strategy and GESI Action Plan. The following are some of the areas the consultant will be expected to focus on to facilitate development of the Strategy and the Action Plan:

- Review the GESI Action Plan under Annex J of the Project Document;
- Review available national laws and policy document(s) in RMI on gender and social inclusion;
- Review key project planning documents to inform suggestions on specific gender-implementation strategies and actions;
- Review the roles and responsibilities of project partners with regards to developing the GESI Action Plan;
- Review GESI strategies of other approved GCF adaptation projects;
- Consult with the GCF's Gender Policy and Action Plan;
- Consult with the GCF document on mainstreaming gender and social inclusion in GCF programmes;
- Assess existing institutional, policy and legal frameworks of sectors relevant to ensuring gender mainstreaming in the project's implementation;
- Assess gender sensitiveness of the:
  - a. project objectives
  - b. project activities and
  - c. project indicators and targets.
- Identify gender and youth inequality issues specific to the project's proposed activities, such as barriers to women's and girl's participation in decision making, capacity building and climate change adaptation planning;
- Identify opportunities to address the gender and youth related barriers;
- Identify gaps and strategies for collecting age and sex disaggregated data for conducting gender analysis and project reporting;
- Identify appropriate gender and youth sensitive indicators, targets and activities in the implementation of the project; and
- Conduct consultation meetings with the relevant public and private sectors, line ministries, women's groups and NGOs, development partners and the local communities to improve gender equality and empowerment outcomes for the project.

**Key Deliverables:**

- Preparation of Inception Report to include the following:
  - a. detailed recommendations from the review of the GESI Action Plan under Annex J of the Project Document;
  - b. detailed technical approach, methodology to be adopted and a concise work plan to achieve the RMI ACWA GESI Strategy & Action Plans.
- Gender and youth targeted, stakeholder consultations in Majuro with field travel to the project sites in the remote communities as required.
- Final GESI Strategy and Action Plan that includes an associated timeline and budget (incorporating feedback from the project team and the project's corporate team).



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR GENDER AND YOUTH SPECIALISTS**

#### **IV. Impact of Results**

The key results have an impact on the effective and timely delivery of the Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands Project.

#### **V. Competencies**

##### **Functional Competencies:**

##### Job Knowledge/Technical Expertise

- Understands gender equity and social inclusion issues, particularly related to climate change and water supply security and resilience;
- Understands the general issues of climate change and water supply security and resilience, especially in the low-lying island context;
- Keeps abreast of the new developments in the area of professional discipline and job knowledge and seeks to development him/herself professionally.

##### Promoting Organizational Change and Development

- Documents 'best practices' in organizational change and development to address GES issues within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions.

##### Client Orientation

- Anticipate Government needs;
- Works toward creating an enabling environment for a smooth relationship between the Government and UNDP;
- Keeps the Government informed of problems or delays in the provision of services;
- Solicits feedback on service provision and quality.

##### Building Strategic Partnerships

- Effectively networks with partners seizing opportunities to build strategic alliance relevant to UNDP's mandate and agenda;
- Identifies needs and interventions for capacity-building of the Government, potential partners and project staff;
- Sensitizes UN partners, donors and other international organizations to UNDP's agenda identifying areas for joint efforts.

##### **Compliance with UN Core Values:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR GENDER AND YOUTH SPECIALISTS**

**VII. Recruitment Qualifications**

Education:	Minimum Master's degree in development, gender, rural development, climate change adaptation or related fields.
Experience:	At least 10 years' experience in conducting gender analysis and developing gender strategies in the climate change adaptation sector. Demonstrated expertise in gender issues in the climate change adaptation sector. Demonstrated experience on working with stakeholders in the government as well as development partners on gender issues. Proven experience of conducting similar nature of assignment in the past preferably for UN organizations. Ability to operate in different cultural settings and with a variety of stakeholders who are culturally and gender sensitive. Experience on working in the Pacific or sub-tropical environment - ideally in an atoll island environment.
Language Requirements:	Fluency in English (oral and written) is a requirement whilst proficiency in the Marshallese language is desirable.

**VIII. Signatures- Job Description Certification**

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR SITE COORDINATORS

### I. Position Information

Job Code Title:	Site Coordinators
Pre-classified Grade:	SB-2
Supervisor:	Project Manager
Duty Station:	Rural community in outer atoll or island of RMI
Project Title:	Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands

### II. Background Information

The project “Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands” implemented by the Government of the Republic of Marshall Islands (GoRMI) in collaboration with UNDP became operational in January 2020 with the objective to address expected impacts of climate change on water security on Republic of Marshall Islands (RMI).

RMI is a small island developing state in the Pacific. The nation is a large-ocean state, with a total land area of only 182 km<sup>2</sup>, spread across over 2 million km<sup>2</sup> of ocean. There are 24 inhabited atolls and islands, which are mostly remote and lie merely 2 m above sea level on average. There are no rivers, streams or lakes in RMI and the number of small surface ponds is very limited.

GoRMI, with the assistance of UNDP, has developed a project on adaptation to climate change impacts to water supply in RMI. The project is co-financed by GoRMI and Green Climate Fund (GCF). The project will build resilience to the impacts of climate change on water supply, particularly in 24 atolls and islands that are highly vulnerable to drought. The project will invest in improving water security, water resilience and water governance through:

- **Water Security** - Improving household and community rainwater harvesting and storage structures to increase resilience of water supply in 77 rural communities in the outer islands and atolls accounting for approximately 28% of RMI’s population, including 7,630 (49%) women, currently at risk.
- **Water Resilience** - Securing groundwater resources from contamination due to inundation caused by wave overtopping of seawater.
- **Water Governance** - Strengthening the technical capacities of national and subnational institutions and key stakeholders to integrated climate change risks into water governance processes so that management of climate change risks are coordinated, effective, participatory, equitable, and sustained over the long-term when risks are expected to worsen.

The project aligns with GoRMI’s key climate change policies and strategies and has been developed through extensive consultation with government, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs) and beneficiary communities. The proposed project is aligned with RMI’s NDC and country work programme to the GCF. The NDA has issued a letter of no-objection and the proposed project is aligned with the work programme of the AE (UNDP) selected by the NDA.

This GCF project will be executed by UNDP, in close partnership with the GoRMI, given UNDP’s extensive experience in implementing climate change adaptation projects globally. The project implementation will be led by a team based in Majuro, RMI and Suva, Fiji.



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION FOR SITE COORDINATORS**

### **III. Duties and Responsibilities**

Under the direct supervision of the Project Manager, the Project Site Coordinators are community-based staff working directly with communities in the implementation of project activities (70 Site Coordinators for the 77 target communities).

The Project Site Coordinators are part of the Project Management Unit working in close collaboration with the GoRMI keeping them abreast of project progress and issues. S/he also liaises closely with UNDP Country Office Programme and Operations Teams and maintains effective working relationships with project donors and other partners.

#### **Summary of Key Functions:**

Under the supervision of the Project Manager, the Site Coordinators are responsible for assisting and supporting the project implementation, monitoring the project work plan, and the achievement of outputs and targets at the site level for water security and water resilience. The Site Coordinators will work closely with local Community-Based Water Committees (CWCs) and service providers supporting construction of infrastructure in the field and capacity building for the CWCs.

#### Key Functions

- Provision of general office assistance such as response to complex information requests and inquiries reviews, logs and routes incoming correspondence; establishment of filing system and maintenance files/records; organization of meetings, workshops; routine administrative tasks, including maintaining attendance records, assessing telephone billing, etc.
- Compiles, summarizes, and presents basic information/data on specific project and related topics or issues.
- Implement project standard operating procedures in line with the Government and UNDP regulations.
- Participate in training sessions for the operations/projects staff.

### **IV. Impact of Results**

The key results have an impact on the effective and timely delivery of the Addressing Climate Vulnerability in the Water Sector (ACWA) in the Marshall Islands Project.

### **V. Competencies**

#### **Functional Competencies:**

#### Job Knowledge/Technical Expertise

- Understands the general issues of climate change and water supply and resilience, especially in the low-lying island context;
- Continues to seek new and improved methods and systems for accomplishing the work of the unit;
- Keeps abreast of the new developments in the area of professional discipline and job knowledge and seeks to development him/herself professionally.



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION FOR SITE COORDINATORS

### Accountability and Results-Based Management

- Provides inputs to the development of organizational standards for accountability and results-based management;
- Develops and applies tools and techniques in assessing the application of programmes/projects and administration of policies and procedures;
- Undertakes ad hoc analysis of issues emanating from policy application/reviews.

### Client Orientation

- Anticipate Government needs;
- Works toward creating an enabling environment for a smooth relationship between the Government and UNDP;
- Keeps the Government informed of problems or delays in the provision of services;
- Solicits feedback on service provision and quality.

### Building Strategic Partnerships

- Effectively networks with partners seizing opportunities to build strategic alliance relevant to UNDP's mandate and agenda;
- Identifies needs and interventions for capacity-building of the Government, potential partners and project staff;
- Sensitizes UN partners, donors and other international organizations to UNDP's agenda identifying areas for joint efforts.

### **Core Competencies:**

- Promotes ethics and integrity and creates organizational precedents;
- Builds support and political acumen;
- Builds staff competence and creates an environment of creativity and innovation;
- Builds and promotes effective teams;
- Creates and promotes environment for open communications;
- Leverages conflict in the interest of UNDP and sets standards;
- Shares knowledge across the organization and builds a culture of knowledge sharing and learning.

## **VII. Recruitment Qualifications**

Education:	Secondary education with specialized certification in environmental management, social science or public administration will be preferable.
Experience:	Facilitation of stakeholder meetings at the site level. At least two years of experience in supporting/promoting community work development. Understanding of climate change issues. Proficiency in the use of basic software applications (MS Word, MS Excel) and adequate knowledge and practical experience in handling web-based information management systems.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION FOR SITE COORDINATORS**

	Knowledge of and experience in supporting administration, finance and purchasing of development projects highly desirable. Good inter-personal skills.
Language Requirements:	Fluency in Marshallese (oral and written) is a requirement plus professional proficiency in English (oral and written).

<b>VIII. Signatures- Job Description Certification</b>		
Incumbent ( <i>if applicable</i> )		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date

**Annex H: UNDP Social and Environmental and Safeguards screening procedure (SESP) and Environmental and Social Management Framework and Management Plan (ESMFMP)**

- SESP can be accessed [here](#) ; ESMFMP, [here](#) (and attached as separate annexes)

**Annex I: Stakeholder Engagement Plan**

- Stakeholder Engagement Plan can be accessed [here](#)

**Annex J: Gender Assessment and Action Plan**

- Gender Assessment and Action Plan can be accessed [here](#)

**Annex K: UNDP Risk Log**

#	Description	Date Identified	Type (equivalent to GCF category)	Impact & Probability (equivalent to GCF level of impact + probability of risk occurring)	Countermeasures / Mngt response (equivalent to GCF mitigation measures)	Owner	Submitted, updated by	Last Update	Status
1	<p>Exclusive reliance on government scheduled boat and chartered boat to outer islands limit the delivery of Outcomes in a timely manner.</p> <p><i>(In Atlas, use the Description field.</i>  <b>Note: This field cannot be modified after first data entry)</b></p>	<p>January 2019</p> <p><i>(In Atlas, select date.</i>  <b>Note: date cannot be modified after initial entry)</b></p>	<p>Technical and operational</p> <p><i>(In Atlas, select from list)</i></p>	<p>This will result in delays in implementation since the resources (human, materials, etc) are not able to reach the outer islands on time</p> <p>P = 2 I = 4</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P = (choose 1,2,3,4,5)</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = (choose 1,2,3,4,5)</p> <p><i>(In Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i></p>	<p>The logistical issues will be addressed through two risk mitigation measures. First, for the transport of construction materials, one of the selection criteria for the vendor/construction company will be the transportation capability so that the project will not rely on the existing boats in the country. Second, for transporting project personnel for carrying out activities in outer islands, the partnership with the other development partners allows the possibility to cost share transportation (eg charters). This will help the project to reliably adhere to the original island visit schedule.</p> <p><i>(In Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes</i></p>	<p>Project manager</p> <p><i>(In Atlas, use the Management Response box)</i></p>	<p>Wimifereti Nainoca, Project Manager</p> <p><i>(In Atlas, automatically recorded)</i></p>	<p>When was the status of the risk last checked</p> <p><i>(In Atlas, automatically recorded)</i></p>	<p>e.g. over, reducing, increasing, no change</p> <p><i>(In Atlas, use the Management Response box)</i></p>

#	Description	Date Identified	Type (equivalent to GCF category)	Impact & Probability (equivalent to GCF level of impact + probability of risk occurring)	Countermeasures / Mngt response (equivalent to GCF mitigation measures)	Owner	Submitted, updated by	Last Update	Status
2	Building ownership/ownership of wells in project locations can cause delays and limit the successful implementations of water security interventions.	January 2019	Social and environmental <i>(In Atlas, select from list)</i>	Delays in putting up water security works if there is no permission given by individually owned or consensus by communally owned buildings/wells for  P = 3 I = 4  Enter probability on a scale from 1 (low) to 5 (high) P = (choose 1,2,3,4,5)  Enter impact on a scale from 1 (low) to 5 (high) I = (choose 1,2,3,4,5)  <i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	It is expected that owners will allow the water security interventions. The project aims to work through island governance systems to ensure that communities are part of the decision making process thus increasing ownership. The process of obtaining a community endorsement will start during the environmental and social impact assessment. Awareness campaigns on water security interventions will improve the understanding of the proposed interventions making sure they are supported and endorsed by the community.	Project Manager	Winifereti Nainoca, Project Manager	When was the status of the risk last checked  <i>(In Atlas, automatically recorded)</i>	e.g. over, reducing, increasing, no change  <i>(in Atlas, use the Management Response box)</i>
3	Extreme climate events such as typhoons will affect the progress of	January 2019	Social and environmental <i>(In Atlas, select from list)</i>	Typhoons may cause delays in implementation	Notwithstanding that the annual probability of severe typhoons affecting the country is	Project Manager	Winifereti Nainoca, Project Manager	When was the status of the risk last checked	e.g. over, reducing, increasing, no change

#	Description	Date Identified	Type (equivalent to GCF category)	Impact & Probability (equivalent to GCF level of impact + probability of risk occurring)	Countermeasures / Mngt response (equivalent to GCF mitigation measures)	Owner	Submitted, updated by	Last Update	Status
	project and moreover, the water security interventions may not withstand climate change impacts including intensity of typhoons.			<p>P = 2 I = 4</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P = (choose 1,2,3,4,5)</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = (choose 1,2,3,4,5)</p> <p><i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i></p>	<p>relatively low, water security interventions will be designed to ensure longevity based on methodologies that considers worst case scenarios.</p> <p>In order to mitigate this risk, the constructions of the warwe security interventions will be undertaken in months when the risk of typhoons is significantly lower..</p>			<i>(In Atlas, use the Management Response box)</i>	<i>(in Atlas, use the Management Response box)</i>
4	High staff turnover and limited local human resource base could compromise the project management unit and delay implementation	January 2019	Technical and operational <i>(In Atlas, select from list)</i>	<p>Delays due to procurement of replacement staff</p> <p>P = 3 I = 2</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P = (choose 1,2,3,4,5)</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = (choose 1,2,3,4,5)</p> <p><i>(in Atlas, use the Management Response box.</i></p>	<p>Project Management Unit will have some necessary "redundancies" in the functions of project personnel so that staff turnover would have minimum impact in terms of continuity of the project implementation. This is based on lessons from earlier projects. The other possibility is to create several positions that straddle multiple UNDP-supported projects. This will facilitate better</p>	Project Manager	Winifereti Nainoca, Project Manager	When was the status of the risk last checked  <i>(In Atlas, automatically recorded)</i>	e.g. over, reducing, increasing, no change  <i>(in Atlas, use the Management Response box)</i>

#	Description	Date Identified	Type (equivalent to GCF category)	Impact & Probability (equivalent to GCF level of impact + probability of risk occurring)	Countermeasures / Mngt response (equivalent to GCF mitigation measures)	Owner	Submitted, updated by	Last Update	Status
5	Political Risks: Changing leadership at national and local level resulting in project delays or refocus and/or suspension	January 2019	Other <i>(In Atlas, select from list)</i>	The incoming leadership may not support the project  P = 3 I = 1  Enter probability on a scale from 1 (low) to 5 (high) P = (choose 1,2,3,4,5)  Enter impact on a scale from 1 (low) to 5 (high) I = (choose 1,2,3,4,5)  <i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	coordination across these projects and a more flexible arrangement whereby a shortage of staff in one project can be supplemented, at least in the interim.  The probability of a leadership change resulting in refocus of the project is highly unlikely given that Water Security is unequivocally a national priority. However, delays in project decision making is a likely consequence. The project will work closely with the national government and the island governance structure to ensure that these key stakeholders are updated with progress and would be able to keep national and local leaders updated.	Project Manager	Winifereti Nainoca, Project Manager	When was the status of the risk last checked  <i>(In Atlas, automatically recorded)</i>	e.g. over, reducing, increasing, no change  <i>(in Atlas, use the Management Response box)</i>

**Other Potential Risks in the Horizon**

**Potential risks in price determination**

The water security intervention work proposed will likely involve minimum of two contractors: first to carry out island-level assessments in all islands; second to construct the water security intervention as per the drawings produced as a result of the assessment process. Due to this two-step process and the wide coverage of islands at the scale proposed in the project, there is a certain level of uncertainty in the pricing of the final work contracted. Although the project budget has been developed with the best available estimates using the and through consultations with experts who have worked in the region, the overall project budget must be carefully monitored.

#	Description	Date Identified	Type (equivalent category)	Impact & Probability (equivalent to GCF level of impact + probability of risk occurring)	Countermeasures / Mngt response (equivalent to GCF mitigation measures)	Owner	Submitted, updated by	Last Update	Status
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Potential risks of community engagement  
Water 'Insecurity' is undoubtedly an urgent priority shared by all levels of society in RMI. At the same time, there is a sense of "consultation fatigue" within communities including those in RMI. This may be due of some of past development assistance that had a series of consultations without concrete benefits on the ground. This could potentially create impatient demands to see the construction as soon as the project implementation starts. To manage expectations of the community, during the initial island visits, implementation schedule, expectations, and community engagement requirements will be clearly spelled out.

**Annex L: Design & Appraisal Stage Quality Assurance Report**

- Quality Assurance report can be accessed [here](#)

**Annex M: Capacity Assessment including HACT micro assessment**

HACT micro assessment can be assessed at these links below (and attached as a separate annex):

Environmental Protection Authority (EPA): [EPA Micro Assessment](#)

Ministry of Finance: [MoF Micro Assessment](#)

Weather Service Office Majuro: [WSO Micro Assessment](#)

**Annex N: Additional agreements – Letters of Support from Mayors**

- Letters from Mayors can be accessed [here](#) (and attached as separate annex)