

Professional Development Workshop on Managing Project Preparation for Climate Change Adaptation

4-5 September 2017, Bangkok, Thailand

Background

Established in 2012, the Adapt Asia-Pacific programme of the United States Agency for International Development (USAID) aimed at capacitating 27 governments – 13 in Asia and 14 in the Pacific – to access and manage climate adaptation funds independently through a direct access accreditation. However, it was soon realized that the core challenge was instead the widespread inadequacy of high quality, scientifically sound, bankable project proposals.

The training programme on *Managing Project Preparation for Climate Change Adaptation* was then developed to build the capacities of governments in managing the entire project preparation process in the context of international access and working with multilateral implementing entities in mind. This meant that government officers were trained to manage a project design team with international experts as opposed to writing the proposals on their own. The five-day training programme was piloted under the Climate Change Asia initiative at the Asian Institute of Technology on 6-10 June 2016. To date, the training programme has been delivered multiple times in India, Sri Lanka, and Thailand attracting more than 100 participants from across Asia and the Pacific with great success.

With the forthcoming conclusion of the Adapt Asia-Pacific programme in September 2017, The Asian Institute of Technology will take ownership of the training programme under the Climate Change Asia initiative.

Objectives

The objective of this workshop is to develop a core group of trainers within AIT faculty and staff to continue the delivery and refinement of the training programme on *Managing Project Preparation for Climate Change Adaptation* in the region.

Expected outcomes

Upon the completion of the workshop, participants will be equipped to deliver the training programme and will have learned the following:

1. Approaches and techniques for delivering the training programme,
2. Key topics covered in the project preparation process,
3. Insights on various challenges during training from the trainer's perspective,
4. Common questions asked by training participants in respective topics,
5. How to customize the training and learning materials, and
6. How to adjust the training style based on the responses of the training participants

Target Participants

AIT faculty and staff who are interested to become part of the core group of trainers for the training programme and who preferably have prior experience in project development and involvement in capacity building of professionals.

Provisional agenda

The workshop will go through the learning modules in the same order as in the training programme. Note that the focus will be on teaching approaches and techniques as well as the trainer's perspective for each learning module. The workshop will be conducted in a facilitative manner and will encourage peer learning.

DAY 1 - 4 September 2017

Time	Topic	Description
9:30-9:45	Opening Session	Welcome address by VPAA (tbd); Introduction of participants; workshop objectives and expected outputs.
9:45-10:00	USAID Adapt Asia Pacific Project	A look back on the USAID Adapt Asia Pacific project and how the training programme on Managing Project Preparation for Climate Change Adaptation was developed.
10:00-10:30	Organization of the workshop	Presentation of the workshop format and modality, what can be expected out of it, and what is expected from participants.
10:30-10:45	COFFEE BREAK	
10:45-12:15	Module 1: Financing climate change adaptation	<u>Landscape of Global Finance</u> <i>Role of public and private finance to help ensure projects are a valid use of public resources</i> <u>Tracking Existing Expenditures</u> <i>Identifying existing activities and expenditures for projects to build on</i> <u>Modalities and Responsibilities of International Financial Institutions</u> <i>Requirements and procedures responsibilities for direct and international access</i> <u>International Financial Institutions</u> <i>Procedures and evaluation criteria of IFIs</i>
12:15-13:15	LUNCH BREAK	
13:15-13:45	Conducting Group Work	Best practices in supporting trainees during group work activities.

13:45-15:15	Module 2: Climate change processes, and impacts	<u>Climate Change Physical Processes from Global to Local</u> <i>Data and information required for project development and its sources</i> <u>Climate Change Impacts</u> <i>Application of the vulnerability framework</i> <i>Relationship of climate change with other existing challenges</i> <i>Formulating the objectives of a project</i>
15:15-15:30	COFFEE BREAK	
15:30-16:30	Module 3: Climate change adaptation options— Planning within existing frameworks	<u>National policy and strategy documents</u> <i>National Adaptation Programmes of Action; Nationally Determined Contributions, etc.</i> <i>Ensuring projects are consistent with NAPAs, NDCs, and national strategies</i> <u>Sector-specific impacts, research needs, and adaptation strategies</u> <i>Impacts expected on key sectors in different countries</i> <i>Adaptation strategies have worked in different countries</i>
16:30-17:00	Daily Assessment and adjustment	How to evaluate each training day and adjust accordingly Workshop tricks, connecting with the trainees

Day 2 - 5 September 2017

Time	Topic	Description
9:30-9:45	Recap	Review of Day 1
9:45-10:15	How to ensure interactivity and engagement	Icebreakers, quizzes with rewards, and other tricks to keep trainees engaged and participative
10:15-11:45	Module 4: Economic and social analyses of climate change adaptation projects	<u>Preparing for Project Design</u> <i>Determining the expertise needed for project design</i> <i>Developing an effective Terms of Reference.</i> <i>Managing bids and consultant selection</i> <u>Economic and Financial Analysis</u> <i>Ensuring rigor and accuracy in the feasibility study</i>
11:45-12:45	LUNCH BREAK	

13:00-14:30	Module 5: Project preparation, implementation and monitoring	<u>Performance targets, indicators, data and reporting for projects</u> <i>Developing SMART indicators appropriate for projects</i> <i>Type and frequency of data to be used for monitoring</i> <u>Project risk management and implementation arrangements</u> <i>How to demonstrate to International Financial Institutions that a project is ready?</i> <i>Drawing on lessons learned from other projects to ensure the best outcome of a proposed project</i>
14:30-15:30	Managing the training programme	Preparing for the training Updating of training materials Post training mentoring.
15:30-16:00	Closing session	Final reflections and wrap-up