

Concept Note

Training Workshop Managing Project Preparation for Climate Change Adaptation

11-15 September 2017 in Bangkok, Thailand

1. Background, Rationale, Objectives and Expected Outcomes

The workshop is designed to enable and empower participants to develop bankable climate change adaptation project proposals, and responds to well-documented and clearly identified capacity gaps in this area.

The target audience for the training programme is policy and technical staff from national governments, non-governmental organisations, academia and the private sector who are involved in national adaptation planning process and/or development of project proposals on climate change adaptation, or will perform such tasks in the future.

This workshop aims to develop skills that are essential for engaging in or supervising the preparation of bankable climate change adaptation projects that effectively address the most important adaptation needs, while attending to the requirements of specific international financial institutions. These skills include:

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

It is expected that the workshop will provide basic tools to help participants develop a “roadmap” for moving from a project concept to a project design document, which could later be developed into a full-fledged proposal to access suitable financing sources, including from both domestic and international options.

The workshop will also familiarize participants with basic concepts associated with blended finance and public-private partnerships to strengthen scaling-up and sustainability of the proposed concepts.

Skills developed in this course will enable participants to eventually develop proposals for international financial institutions, including the Adaptation Fund, the Green Climate Fund and the Global Environment Facility.

The methodology and training materials for the workshop have been developed under the USAID Adapt Asia-Pacific project.

The training workshop is offered under the umbrella of the Climate Change Asia initiative (<http://www.cca.ait.asia/>). It is jointly organized by the Asian Institute of Technology and the United Nations Development Programme.

Training Workshop
Managing Project Preparation for Climate Change Adaptation

11-15 September 2017, Bangkok, Thailand

Provisional Agenda

Day One	
08:30 – 9:30	<u>Participants arrival and registration.</u>
09:30 – 10:00	<p><u>Opening Session</u></p> <ul style="list-style-type: none"> - <u>Welcome Speech</u> - <u>Key Note Speech</u> - <u>Overview of the Workshop: Objectives, Expected Outcomes and Participants’ Introduction</u> - <u>Group Photo</u>
10:00 – 11:30	<p><u>Session 1: Landscape of Global Climate Finance</u></p> <ul style="list-style-type: none"> - <u>Presentation</u> by Adapt Asia-Pacific - <u>Q & A Session: (15 min)</u>
11:30 – 11.45	Coffee break
12.00 – 13:30	<p><u>Session 2: Climate Change, Adaptation and National Priorities</u></p> <ul style="list-style-type: none"> - <u>Presentation</u> - <u>Q & A Session: (15 min)</u>
13:30 – 14:30	Lunch
14.30 – 16.00	<p><u>Session 3: Green Climate Fund</u></p> <ul style="list-style-type: none"> - <u>Presentation</u> - <u>Q & A Session: (15 min)</u>
16.00 – 16.15	Coffee break
16.15 - 17.30	<p><u>Session 4: Adaptation Fund</u></p> <ul style="list-style-type: none"> - <u>Presentation</u> - <u>Q & A Session: (15 min)</u>

Day Two	
9.30 – 11.10	<p><u>Session 5:</u> Planning Within Existing Frameworks</p> <ul style="list-style-type: none"> - <u>Presentation</u> - <u>Q & A Session:</u> (15 min)
11.10 – 11.30	Coffee break
11.30– 12.30	<p><u>Session 6:</u> Defining the Problem: Problem/Objective Tree Analysis Model</p> <ul style="list-style-type: none"> - <u>Presentation</u> - <u>Q & A Session:</u> (15 min)
12.30 – 13:30	Lunch
13:30 – 16.00	<p><u>Session 7- Exercise:</u> - Working Group Discussion to use Problem Tree and Objectives Tree Analysis Models</p> <ul style="list-style-type: none"> - <u>Working Group Discussion:</u> <i>Using Problem Tree Analysis model</i> - <u>Working Group Discussion:</u> <i>Using Objectives Tree Analysis model</i> - <u>Plenary Discussion:</u> <i>“ Presenting Group Work Outcomes “</i> (40 min)
16.00 – 16.15	Coffee break
16.15 – 17.30	<p><u>Session 8 - Exercise:</u> - Preparing for Project Design</p> <ul style="list-style-type: none"> - <u>Presentation</u> - <u>Q & A Session:</u> (15 min)

Day Three	
9.30 – 11.15	Session 9 Exercise: - Working Group Exercise/ Discussion on Developing Terms of Reference <ul style="list-style-type: none"> - <u>Working Group Discussion: Developing ToR</u> - <u>Plenary Discussion: “ Presenting Group Work Outcomes ”</u>
11.15 – 11.30	Coffee break
11.30 – 12.30	Session 10 - Economic Analysis of Adaptation Projects <ul style="list-style-type: none"> - <u>Presentation</u> - <u>Q & A Session: (15 min)</u>
12.30 – 13:30	Lunch
13:30 – 17.00	<u>STUDY TOUR</u>

Day Four	
9.30 – 11.15	Session 11 - Understanding Environmental and Social Safeguards <ul style="list-style-type: none"> - Presentation - <u>Q & A Session: (15 min)</u>
11.15 – 11.30	Coffee break
11.30 – 12.30	Session 12 - Implementation and Monitoring <ul style="list-style-type: none"> - <u>Presentation</u> - <u>Q & A Session: (15 min)</u>
12.30 – 13:30	Lunch
13:30 – 15.00	Session 13: - Using Results Based Management Approach for Planning and Management of Adaptation Projects <ul style="list-style-type: none"> - <u>Presentation:</u> - <u>Q & A Session: (5 min)</u>
15:00 – 15:15	Coffee break
15.15 –17:00	Session 13: - Using Results Based Management Approach for Planning and Management of Adaptation Projects <ul style="list-style-type: none"> - <u>Presentation:</u> - <u>Q & A Session: (5 min)</u>

Day Five	
9.30 – 11.15	<p><u>Session 15: - Exercise:</u> - Working Group Exercise/Discussion on how to use Results Based Management Approach for Planning, Implementation, M&E and Reporting of Adaptation Projects</p> <ul style="list-style-type: none"> - <u>Working Group Discussion:</u> <i>“Developing Draft Adaptation Project Proposal using RBM approach”.</i> - <u>Q & A Session:</u> (10 min)
11.15 – 11.30	Coffee break
11.30 – 12.30	<p><u>Session 16: - Exercise:</u> - Working Group Exercise/Discussion on how to use Results Based Management (RBM) Approach for Planning, Implementation, M&E and Reporting of Adaptation Projects</p> <ul style="list-style-type: none"> - <u>Working Group Discussion:</u> <i>“Developing Draft Adaptation Project Proposal using RBM approach”.</i>
12.30 – 13:30	Lunch
13:30 – 15.00	<p><u>Session 17 - Exercise:</u> - Working Group Exercise/Discussion on how to use Results Based Management (RBM) Approach for Planning, Implementation, M&E and Reporting of Adaptation Projects</p> <ul style="list-style-type: none"> - <u>Working Group Discussion:</u> <i>“Developing Draft Adaptation Project Proposal using RBM approach</i> - <u>Plenary Discussion:</u> <i>“ Presenting Group Work Outcomes “</i> (40 min)
15:00 – 15:15	Coffee break
15.15 – 16.30	<p><u>Session 18 - Next Steps, Wrap Up and Evaluation</u></p> <ul style="list-style-type: none"> • Summarizing agreed follow-up activities and planning next steps • Wrap up and Closure of Workshop • Evaluation