

CARIBBEAN PLANNING FOR ADAPTATION TO GLOBAL CLIMATE CHANGE (CPACC)

Component 4 - Formulation of a Policy Framework for Integrated Adaptation Planning and Management

Draft Terms of Reference

Introduction

The Caribbean Planning for Adaptation to Climate Change Project (CPACC), funded by the Global Environment Facility (GEF) and executed by the Organization of American States (OAS), is assisting Caribbean countries in their preparation activities to cope with the adverse effects of global climate change (GCC). The project's overall objective is to support Caribbean countries in preparing to cope with the adverse effects of global climate change, particularly sea level rise, in coastal and marine areas, through vulnerability assessment, adaptation planning, and capacity building linked to adaptation planning. More specifically, the project is intended to assist national governments to:

- (a) strengthen regional capacity for monitoring and analyzing climate and sea level dynamics and trends, seeking to determine the immediate and potential impacts of global climate change;
- (b) identify areas particularly vulnerable to the adverse effects of climate change and sea level rise;
- (c) develop an integrated management and planning framework for cost-effective response and adaptation to the impacts of global climate change on coastal and marine areas;
- (d) enhance regional and national capabilities for preparing for the advent of global climate change through institutional strengthening and human resource development; and
- (e) identify and assist policy options and instruments that may help initiate the implementation of a long-term program of adaptation to global climate change in vulnerable coastal areas.

The project is being executed through the cooperative effort of all twelve participating countries (Antigua and Barbuda, Commonwealth of the Bahamas, Barbados, Belize, Commonwealth of Dominica, Grenada, Guyana, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Republic of Trinidad and Tobago) through a combination of national pilot/demonstration actions and regional training and technology transfer linked to adaptation planning. Project execution is over a four year period and involves both regional and national components. The four regional components include the following:

- (i) Design and Establishment of Sea Level/Climate Monitoring Network (Component 1);
- (ii) Establishment of Databases and Information Systems (Component 2);
- (iii) Inventory of Coastal Resources and Uses (Component 3); and
- (iv) Formulation of a Policy Framework for Integrated (Adaptation) Management and Planning (Component 4).

Project Background

Component Four of the project is intended to support the development of a generic policy framework

for the preparation of integrated planning and management for cost-effective response and adaptation to the impacts of global climate change on coastal and marine areas. The framework is to incorporate mechanisms (i.e. legal and institutional structures) for planning for adaptation to climate change, including specific tools such as land use guidelines and disaster contingency planning. Outputs from other national and regional components are to provide inputs into Component Four and be utilized in the formulation of an appropriate policy framework. It is proposed that the generic framework be presented at a regional meeting of country representatives for review and training, and in-country consultations will be conducted to assist in adapting the framework to meet specific country needs.

Project Elements

As highlighted in Sections 2, 3 and 4 of the “Technical Implementation Proposal” prepared for Component 4 (copy attached), the participating Caribbean countries will need to establish a number of management mechanisms for integrated adaptation planning and management to become a reality. Clearly, each of these mechanisms cannot be established concurrently, and in almost all instances considerable resources (human, technical, financial) will be required to establish the policy, legal and institutional structures that are necessary to give effect to these mechanisms. Most importantly, the implementation of appropriate management mechanisms needs to be achieved in a strategic manner which recognizes existing conditions and restraints.

Accordingly, it is considered that the limited resources that are available under Component 4 of the CPACC project should best be utilized in assisting each participating Caribbean country with the formulation of a *National Climate Change Adaptation Policy* which will serve as the mechanism to facilitate integrated planning and management for cost effective response and adaptation to the impacts of global climate change.

Project Methodology

The CPACC Project Management Unit shall retain a team of technical experts to assist each country with the formulation of their individual *National Climate Change Adaptation Policy* and Implementation Strategy. In view of the complexity of the issues involved in the formulation of such policies and implementation strategies, the technical team shall comprise the following:

- ***Environmental Law, Policy and Institutional Specialist*** (component co-ordinator) with proven experience in the development of policy frameworks at the national and regional level within the Caribbean region, and possessing a background in implementing the United Nations Framework Convention on Climate Change in a small island context and demonstrated experience in resource management, disaster response, environmental impact assessments, physical planning, environmental regulation, and building codes/standards; and
- ***Climate Change and Coastal Zone Specialist*** possessing proven experience in the development of coastal zone management frameworks at the national level and with a background in implementing the United Nations Framework Convention on Climate Change in a Caribbean context.

The ***CPACC Project Manager*** shall accompany the technical team on all in-country visits in order to mobilize the highest level of political support required for Component 4. Since broad-based public

support and participation is essential for the development, adoption and implementation of the national climate change adaptation policies, it is considered that a public awareness and education campaign be established to run concurrently with Component 4 activities. Accordingly, the **CPACC Information Officer** accompany the project team which undertakes the in-country meetings.

In view of the limitations presented by the budget available for undertaking Component 4, the implementation team will have access to the technical resources that may be needed to address the more important issues and options outlined in the technical implementation proposal. Accordingly, where necessary, the team will be supported by a pool of technical experts, including the following:

- ***Environmental Management Specialist*** with a technical background in environmental risk management (with particular emphasis on marine environmental management) and the establishment of management mechanisms which enhance the resilience of natural marine ecosystems, and possessing practical experience in the establishment of marine pollution management regimes in the Caribbean region, with particular emphasis on policy, regulatory and institutional structures for enhancing the resilience of the marine and coastal environment, and possessing proven experience in the development of policy frameworks at the national level within the Caribbean region.
- ***Physical Planning Specialist*** with experience in the physical planning/environmental impact assessment process in the Caribbean region, and possessing proven experience in the development of policy frameworks at the national level within the Caribbean region.

The CPACC Project Manager shall undertake all contractual arrangements to secure the services of the technical team, and shall liaise with participating Caribbean countries to facilitate the convening of meetings and other activities that will be necessary for the formulation of the *National Climate Change Adaptation Policy* and Implementation Strategy.

Members of the technical team shall undertake the following tasks:

Task 1 - Preparation for Inception Mission (10 working days for Component Co-ordinator)

At least 6 weeks prior to the start of the inception mission, the CPACC Project Manager shall have circulated to country Focal Points, a template to assist in the preparation of country-specific “Issues Papers”. It shall be the responsibility of each country Focal Point to prepare such an “Issues Paper” which shall:

- (a) Identify the national context within which adaptation and vulnerability issues will be discussed during Task 2. These issues shall include the physical character, Local climatology, important ecological attributes, a brief socio-economic profile of the country, and a statement of other factors which can exacerbate vulnerability to climate change;
- (b) Identify the critical issues, factors and processes that require urgent attention if meaningful policies and strategies for adaptation to climate change are to be designed and implemented;
- (c) Prioritize identified issues of concern; and
- (d) Summarize institutional and legal structures for responding to identified issues of concern.

Each country Focal Point shall have submitted an “Issues Paper” to the CPACC project office no later than one month prior to the commencement of the inception mission. It shall be the responsibility of the Component Co-ordinator to liaise with the CPACC Project Manager in order to ensure that all necessary actions have been taken to successfully undertake the inception mission (Task 2). In this

regard, and under the direction of the CPACC Project Manager, the Component Co-ordinator shall:

- (i) In consultation with the CPACC project office and country Focal Points, establish the timetable and meeting dates for the inception mission (Task 2);
- (ii) Finalize the meeting agenda and list of participants to be invited to the inception meeting;
- (iii) Ensure that each country Focal Point shall have satisfactorily prepared and returned in reasonable time the country-specific relevant issues paper;
- (iv) Ensure that each country Focal Point has completed all arrangements for the inception meetings, including the transmission of invitations to appropriate participants and the circulation of copies of the meeting agenda, the issues paper and other relevant documents;
- (v) Undertake a trip to Barbados in order to review with the CPACC Project Manager and other members of the project team the issues papers that have been submitted by country Focal Points, and review arrangements for the inception mission; and
- (vi) undertake such other duties and responsibilities relating to the successful completion of the inception mission as the Project Manager may, from time to time, direct.

Task 2 - Inception Mission (20 working days for each team member)

The project team shall receive initial briefing from the CPACC Project Manager, and thereafter undertake an inception mission to each participating Caribbean country. Prior to the arrival of the project team, the Focal Point in each country will have circulated background documents to key stakeholders, and where possible shall have established a project co-ordinating committee.

The inception mission undertaken by the project team shall comprise a one day meeting in each country with the project co-ordinating committee and select stakeholders, including:

- the Ministry/Agency responsible for climate change activities;
- the Ministry/Agency responsible for national planning;
- the Ministry/Agency responsible for physical planning;
- the Ministry/Agency responsible for the environment;
- the Ministry/Agency responsible for coastal/marine affairs;
- the Ministry/Agency responsible for disaster management;
- the Ministry responsible for tourism;
- the Ministry responsible for finance;
- Representatives from the insurance/finance industry;
- Representatives from the Engineering/Construction Industry, and
- other stakeholders with an active interest in the management of climate change impacts.

The purpose of the meeting shall be to review the “Issues Paper” that shall have been prepared by country Focal Points and other material that shall have been circulated, and discuss the nature of activities that will be necessary for the formulation of a *National Climate Change Adaptation Policy* and Implementation Strategy. It is foreseen that stakeholders at the meeting will assist the project team in:

- (a) identifying relevant climate change adaptation issues and pertinent adaptation planning and management mechanisms;
- (b) identifying the nature and scope of an appropriate *National Climate Change Adaptation Policy* and Implementation Strategy, and where possible determining the format and structure of such policy instruments;

- (c) developing an appropriate process that will lead to the formulation and subsequent adoption of the *National Climate Change Adaptation Policy* and Implementation Strategy at the highest level within government;
- (d) formulating an appropriate consultation process to guide the development and subsequent adoption of the *National Climate Change Adaptation Policy* and Implementation Strategy;
- (e) developing an appropriate public education/awareness process in support of the *National Climate Change Adaptation Policy* and Implementation Strategy.

Upon completing the inception missions, the project team under the direction of the component coordinator, shall work with individual country focal points to prepare inception mission reports which shall summarize the outcomes from the one day meeting with stakeholders. Specifically, each inception mission report shall contain the country-specific “Issues Paper” presented in a format that can be circulated for review and comment to the project co-ordinating committee and other stakeholders. The Issues Paper shall identify relevant climate change adaptation issues in the context of each country, presenting an overview of relevant social, economic, environmental and institutional aspects. The paper is to establish the background situation against which appropriate interventions will subsequently be formulated during the policy formulation process.

The CPACC Project Manager shall distribute the appropriate “Issues Paper” to each participating Caribbean country for review. It is foreseen that the project co-ordinating committee in each participating country will embark upon an extensive consultative process to facilitate the development and subsequent approval (by government and the public at large) of the *National Climate Change Adaptation Policy* and Implementation Strategy. With this in mind, the “Issues Paper” shall be presented in a format suitable for use in the consultation process.

Task 3 - Review of “Issues Paper” (30 working days for each team member)

After the Inception Report has been circulated and reviewed within each country (a period of approximately four to six weeks) the project team shall return to convene a two day meeting with the project coordinating committee and other stakeholders. This two day meeting shall focus on:

- (a) a critical review of the “Issues Paper” (day 1) during which comment arising from the consultation process shall be evaluated;
- (b) the identification of appropriate interventions to address identified issues (day 2).

Drawing upon the evaluation of appropriate management mechanisms outlined in this report, the project team shall assist the project coordinating committee and other stakeholders in the evaluation and identification of appropriate strategies for climate change adaptation planning and management.

Task 4 - Development of “Position Paper” (12 working days for each team member)

Upon completing Task 2, the project team under the direction of the component coordinator, shall prepare reports which shall summarize the outcomes from the two day meetings with stakeholders. Specifically, each report shall contain a “Position Paper” presented in a format that can be circulated for review and comment to the project co-ordinating committee and other stakeholders. The Position Paper shall:

- (a) identify relevant climate change adaptation issues in the context of each country, presenting an overview of relevant social, economic, environmental and institutional aspects (drawn from revised Issues Paper); and
- (b) identify potential strategies and management mechanisms for climate change adaptation

planning and management.

The paper is intended to serve as a mechanism to facilitate the evaluation and testing of identified potential strategies and management mechanisms which, once reviewed (and revised as appropriate) will constitute the basis for action at the national level. The strategies and management mechanisms will include an outline of specific actions that need to be undertaken (by public and private sector) and policy, legal, and institutional aspects that need to be addressed.

The CPACC Project Manager shall distribute the appropriate “Position Paper” to each participating Caribbean country for review. It is foreseen that the project co-ordinating committee in each participating country will facilitate the review of the “Position Paper” through an extensive consultative process. With this in mind, the “Position Paper” shall be presented in a format suitable for use in the consultation process.

Task 5 - Development of Draft Policy and Strategy (36 working days for each team member)

After the Position Paper has been circulated and reviewed within each country (a period of approximately six weeks) the project team shall return to each country for a period of two days during which time a meeting shall be convened with the project coordinating committee and other stakeholders. This meeting shall focus on:

- (a) a critical review of the “Position Paper” (day 1) during which comment arising from the consultation process shall be evaluated;
- (b) the finalization of the content and structure for a draft *National Climate Change Adaptation Policy* and Implementation Strategy.

During the two days in each country, and drawing upon the revised “Issues Paper” and “Position Paper”, the project team under the direction of the component coordinator, shall assist the project coordinating committee in developing the first draft text of the *National Climate Change Adaptation Policy* and Implementation Strategy.

It is foreseen that first draft text of the *National Climate Change Adaptation Policy* and Implementation Strategy will:

- (i) Identify anticipated changes to local and regional climate patterns in the short, medium and long term (drawing upon scientific evaluations undertaken by CPACC);
- (ii) Outline anticipated impacts from anticipated local and regional climate patterns (drawing from the CPACC risk assessment program);
- (iii) Identify activities and areas that are vulnerable, or at risk or that may be affected by anticipated local and regional climate patterns (drawing from the “Issues Paper” and the CPACC inventory of coastal resources, the coral reef monitoring program and the coastal vulnerability and risk assessment program);
- (iv) Outline appropriate adaptation planning and management strategies for addressing anticipated climate change impacts in the short, medium and long term (drawing from “Position Paper”);
- (v) Define the implementation plan to give effect to the appropriate adaptation planning and management strategies, including time frames for implementation (drawing from “Position Paper”);
- (vi) Identify activities that should be undertaken at the regional level to support and complement the national policy and implementation plans (see section 5.2. below);
- (vii) Identify the legal, institutional and financial mechanism that will be established to:
 - give effect to the Policy and implementation plan (drawing from “Position Paper”);

- and
 - coordinate national and regional climate change adaptation activities (see section 5.2. below);
- (viii) Outline the process whereby the *National Climate Change Adaptation Policy* will be kept under regular and periodic review (possibly every 5 to 10 years) in order to accommodate changing climate patterns and local circumstances.

It is foreseen that the project co-ordinating committee in each participating country will facilitate the review of the draft Policy and Strategy through an extensive consultative process. With this in mind, the first draft text of the *National Climate Change Adaptation Policy* and Implementation Strategy will be presented in a format suitable for use in the consultation process.

Task 6 - Development of Final Policy and Strategy (12 working days for project team coordinator and 9 working days for other member of project team)

After the first draft text of the *National Climate Change Adaptation Policy* and Implementation Strategy has been circulated and reviewed within each country (a period of approximately six to eight weeks) the component coordinator shall, where required, provide assistance to the project coordinating committee in:

- (a) revising the documents as necessary, and preparing the final text of the *National Climate Change Adaptation Policy* and Implementation Strategy;
- (b) preparing any documents that may be required to facilitate the submission of the *National Climate Change Adaptation Policy* and Implementation Strategy to the highest level of government for consideration and eventual approval.

The component coordinator shall draw upon the resources and expertise of other team members where required to efficiently and effectively undertake this task. It is not anticipated that country visits by the project team shall be required to undertake this task.

Development of Regional Policy and Strategy

It is recognized that during the formulation of a *National Climate Change Adaptation Policy* and Implementation Strategy, each participating country will identify certain activities and actions that cannot be undertaken in isolation and which require regional support or a regional approach in order to effectively address specific issues. Accordingly, a *Regional Climate Change Adaptation Policy* and Implementation Strategy is to be formulated to compliment and support (where necessary) national policies and action programs.

Proposed Methodology (5 working days for each team member)

With the support of the participating countries, the CPACC Project Management Unit shall work with the project team to assist participating countries in the formulation of a *Regional Climate Change Adaptation Policy* and Implementation Strategy.

The process shall be initiated by a Regional Seminar convened by the CPACC Project Management Unit in association with the OECS NRMU, CDERA and other regional inter-governmental environmental agencies. It is anticipated that this seminar will be convened once the "Position Papers" have been developed in each participating country whereby activities required at the regional level will have already been identified to some extent. The purpose of the seminar shall be to:

- (a) review material that shall have been circulated relating to regional climate change initiatives or activities and other regional environmental initiatives that may impact upon climate change activities and programs (e.g. the *Regional Environmental Strategy* currently under development by the OECS NRMU);
- (b) discuss the recommendations relating to regional activities and issues arising from country “Position Papers”;
- (c) identifying appropriate regional climate change adaptation issues and pertinent adaptation planning and management mechanisms at the regional level which can complement and support national climate change adaptation policies and strategies and which are not currently provided under the CPACC project;
- (d) identify the nature of activities that will be necessary for the formulation of a *Regional Climate Change Adaptation Policy* and Implementation Strategy.

The CPACC project Management Unit and the project team shall prepare a report which shall summarize the outcomes from the Regional Seminar. It is foreseen that the CPACC Project Management Unit will embark upon an extensive consultative process to facilitate the development and subsequent approval by participating Caribbean countries of the *Regional Climate Change Adaptation Policy* and Implementation Strategy. Where necessary, subsequent meetings will be convened with the international donor community to seek their participation and involvement in any initiatives outlined in the regional policy and strategy which cannot be implemented by countries in the region without outside technical or financial support. It is not anticipated that project team members will be required to assist with subsequent meetings with the international donor community.