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INTEGRATED GOVERNANCE OF CLIMATE CHANGE AND DISASTER RISK REDUCTION IN VANUATU

TERMS OF REFERENCE



National Advisory Board on Climate Change and Disaster Risk Reduction



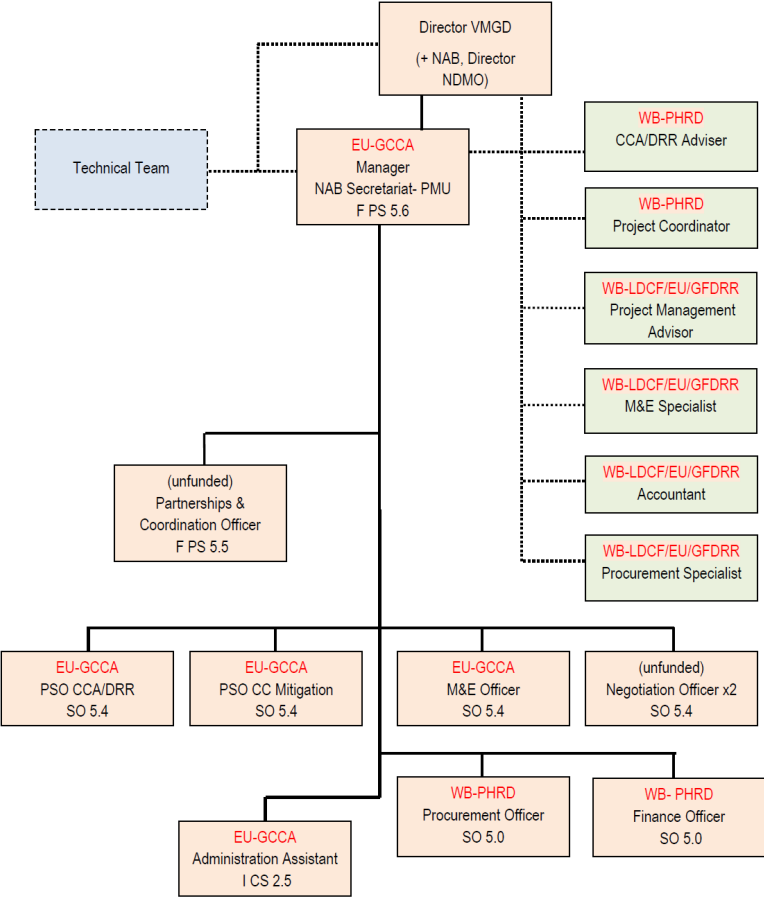
NAB Establishment Members

Name	Position	Signature

Reporting to NAB

All DRR & CC projects, including those implemented and managed by NGOs and other partners, will be obliged to adhere to reporting requirements set by the NAB, to be stipulated in partners' engagement guidelines. The purpose of this monitoring and reporting scheme is to ensure that strengths are enhanced and duplications minimized in across programmes and organizations.

NAB Secretariat-PMU Structure



Project Coordinators

Many CC & DRR programmes and projects have their own technical advisors and project coordinators that are embedded in various government implementing agencies. These project coordinators will liaise closely with the NAB Secretariat/PMU, and will be required to produce work plans, budgets and reporting in the area of their programmes as mandated by the NAB. Each CC or DRR project coordinator will be required to have their TORs approved by the NAB Secretariat-PMU, and these must include provisions and mechanisms for supporting the work of the NAB.

Development Partner Groups

Development Partner's Groups, including the VHT and Vanuatu Climate Adaptation Network are parallel groups to the NAB. Their purpose is to provide an official platform for development partners (including civil society, chiefs, NGOs and donors) to meet and discuss DRR & CC issues and bring these (through representatives) to the government-led NAB. The development partners groups will be self-organized, and meet according to their own needs, however a procedural guideline will be developed to guide their collective participation in the government-led NAB.

Coordination Fees Assessed to Projects (TBD)

Some programmes and projects that require special government steering and oversight, or investment of specialized government climate services or resources, may be assessed a 'coordination fee' payable to the NAB. This fee may be levied on both externally and internally funded DRR & CC programmes and projects. The fee amount and the processes for fees are yet to be determined. The fees may be paid separately or built into the project budgets.

Not all programmes and projects will be assessed a coordination fee. Programmes and projects run, managed and implemented by NGOs and other partners may be exempt from this fee, unless they require government support in financial management, procurement and/or special technical support. Coordination fees may also be assessed to large government-implemented CC & DRR programmes.

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The National Advisory Board on Climate Change & Disaster Risk Reduction (NAB)

Meeting Frequency

The NAB is to meet as required and flexibly.

Sitting Allowances

NAB members will receive a sitting allowance of 2,000vt per sitting (when funding permits) and will receive incentives in terms of rotational travel to international conferences and meetings.

Co-Chairing

The NAB will be co-chaired by the DGs of MIPU and MoIA, or their alternates. Chairing is allocated to the DG position rather than individuals.

The Co-Chairs of the NAB will be responsible for appointing NAB members and alternates as recommended by respective government departments and development partners.

The Co-Chairs of the NAB will be responsible for calling and chairing meetings, and personally taking key messages to the Council of Ministers, Parliament and the Prime Minister.

The Co-Chairs of the NAB will be responsible for driving the disaster risk reduction (DRR) and climate change (CC) agenda in Vanuatu, and for ensuring that these issues are fully mainstreamed in national planning and budgeting.

- 25) Facilitate the transfer of funds to implementing agencies and impress administrators.
- 26) Prepare financial reports from all PMU-managed CC & DRR programmes.
- 27) Obtain, collate, synthesise and report on all climate change related funding in Vanuatu.
- 28) Collect, organize and disseminate documents, reports, proposals, assessments and evaluations on climate change and disaster risk reduction programmes in Vanuatu.
- 29) Collect information from NGOs regarding their use of regional consultants, international consultants, and subcontractors.

Working Groups, Partners, Reporting

NAB Thematic Working Groups

The NAB may, as required, develop thematic working groups (TWGs) to fulfill specific tasks or serve as issue-specific technical bodies. These appointments can be formal or non-formal, large or small, depending on the nature of their work. The formation of any TWG must be guided by a TOR to be developed and approved by the NAB Secretariat -PMU. Members of the TWGs may originate from any agency including but not limited to government employees, NGO staff, private industry, academia and development partners. The thematic working groups that are suggested initially include:

- CCA & DRR Integration TWG (including Policy/Action Plan development)
- REDD+ - Forest Carbon TWG
- Education and Curriculum TWG and/or Industrial Advisory Committee (IAC)
- CC & DRR Communication Strategy TWG

- 15) Monitor and report on the progress and outcomes of climate change and disaster risk reduction projects.
- 16) Guide and support the development of CC & DRR related TORs for regional and international consultants, subcontractors and technical advisors (and review of qualifications).
- 17) Review and provide technical feedback on reports, products and materials resulting from CC & DRR project activities.

Project Management – Financing, Procurement & Administration

- 18) Act as secretariat to the NAB, including drafting meeting agendas, informing and inviting members and observers, organizing venues and per diems, taking minutes, and producing meeting summaries.
- 19) Serve as the NAB's administrative focal point for national, regional and international donors and development partners (e.g. SPC, PIFS, SPREP, UNDP, UNISDR, UNFCCC and local civil society).
- 20) Develop and maintain an updated contact list for NAB members, nationally available technical experts, and international consultants that are relevant to CC & DRR programmes.
- 21) Maintain a database of all current and past programmes, projects and activities undertaken in country related to CC & DRR.
- 22) Develop, support and maintain networks and processes for information sharing, collaboration and advice on CC & DRR among community, national and international stakeholders, including via communication tools such as newsletters, websites, social media etc.
- 23) Establish a process and manage incoming requests from individuals, communities and institutions, including dissemination to appropriate implementing agencies, tracking and follow up.
- 24) Procure or facilitate the procurement of services and other inputs for project and programme interventions.

Membership

Membership of the NAB will be self-determined, with the exception of the inclusion of all members of the NAB Sub Committee (as detailed below) and additional NGO representatives (to be self-determined eg. a representative of VHT Network, Vanuatu Climate Adaptation Network and VANGO).

Government NAB members will ideally be senior-level representatives from key sectoral agencies. Members will be nominated in the first instance by the Directors of VMGD and NDMO and appointed by NAB Co-Chairs at an official NAB meeting.

Membership to the NAB will be allocated to positions rather than individuals (e.g. Director Agriculture).

There is no official quorum required for NAB decisions.

Membership on the NAB should be integrated into job respective descriptions.

Observers and visitors are welcome to attend NAB meetings on a request/invitation basis.

Overarching Purpose of the NAB

- 1) Act as Vanuatu's supreme policy making and advisory body for all disaster risk reduction and climate change programs, projects, initiatives and activities.
- 2) Ensure the development of appropriate Vanuatu DRR and CC priorities, policies, guidelines, positions and stances.
- 3) Advise on the fulfillment of Vanuatu's international, regional, and national DRR & CC obligations.
- 4) Advise, facilitate and endorse the development of new DRR & CC programs, projects, initiatives and activities; including but not limited to related reviews, restructuring, mainstreaming, and policy development.
- 5) Serve as a forum for information sharing, including discussions and reporting on sectoral level initiatives.
- 6) Advise, guide and coordinate the development of national CC & DRR financing processes.
- 7) Ensure that the NAB Secretariat-PMU fulfills the directives of the NAB.
- 8) Any other roles and responsibilities that may be deemed necessary.

1. Note that the NAB does not take operational decisions, which fall under the authority of directors, coordinators and project managers. The three key tasks allocated to the NAB include: 1. Advisory Service to Government; 2. Monitoring & Steering of Implementation; and 3. Follow-up on Policy Development & Implementation.
2. Disaster Response and Disaster Recovery will fall outside of the mandate of the NAB and be further detailed within the context of a revised National Disaster Act.

- 4) Identify collaborative opportunities among partners and stakeholders to further develop and enhance the outcomes of CC & DRR programmes and projects.
- 5) Identify funding priorities and facilitate, initiate, lead and complete funding proposals and applications for CC & DRR programmes and projects.
- 6) Work with donors and development partners to secure funding and technical assistance to implement priority actions.
- 7) Guide, coordinate and facilitate dialogue among donors, development partners and financiers on national CC & DRR priorities and activities.
- 8) Develop and implement a national CC & DRR communication strategy.
- 9) Undertake any other assignments as delegated by the NAB or the Directors of the VMGD or NDMO.

Technical Advice, Project Monitoring & Coordination

- 10) Oversee and assist in the development of project and programme specific work plans in consultation with implementing agencies and CC & DRR project coordinators.
- 11) Track programme and project specific work plans using appropriate tools, and propose interventions to correct deficiencies in project progress.
- 12) Provide and source technical support and advice on CC & DRR issues to implementing agencies and partners
- 13) Assist partners to mainstream CC & DRR considerations into business plans, sectoral policies and programmes
- 14) Introduce systems and procedures for effective project cycle management, including for both internally and externally implemented CC & DRR projects.

NAB Secretariat & Project Management Unit (PMU)

Answerable to the Chairmen of the NAB and the Directors of the VMGD and the NDMO, the NAB Secretariat-PMU is responsible for the day-today management and follow-up of mandates from the NAB.

The PMU-Secretariat will work in close cooperation with both the VMGD and NDMO. Positions in the NAB PMU will be contracted by both the VMGD and the NDMO.

The NAB Secretariat-PMU will have the authority to act as a Financial Management Agent for externally funded programmes and projects and will thus, on behalf of the NAB, be responsible for project financial management and administration.

The NAB Secretariat-PMU will be located on the premises of and an official structural part of the VMGD and NDMO. The VMGD and NDMO will provide logistical support to the PMU, including office facilities, administrative support and transportation.

Roles & Responsibilities

Strategic Governance and Policy

- 1) Facilitate the development of a detailed annual NAB/PMU work plan for adoption by the NAB and monitor and report on progress.
- 2) Support the implementation of international obligations related to CC & DRR and monitor and report on implementation.
- 3) Support the development of national stances/positions to be tabled at international CC & DRR summits and negotiations.

Roles & Responsibilities of NAB Members

- 1) Attend all NAB meetings (directly or through representatives).
- 2) Regularly report to NAB on the progress of DRR & CC implementation in respective sectors and/or areas of interest and influence.
- 3) Disseminate NAB directives, DRR & CC information and knowledge to actors within relevant Ministries, departments, sectors.
- 4) Develop project proposals, ideas and plans that will elevate the integration of DRR & CC into the work of relevant sectors.
- 5) Highlight gaps and challenges related to DRR & CC in relevant sectors and/or areas of interest and influence.
- 6) Ensure that DRR & CC is mainstreamed into the policies, development plans, budgets, structures and job descriptions and other relevant organizational systems and processes of sectors and/or areas of interest/influence.
- 7) Take decisions and steer the CC & DRR agenda of Vanuatu.

NAB – Sub Committee

Meeting Frequency

The Sub-Committee is to meet as needed. Meetings may be held via email or video conference.

Sitting Allowances

A COM & PSC decision will be sought to allocate “extra responsibility” to the NAB Sub-Committee, requiring that departments pay extra allowances with salary.

Chairmanship

The Sub-Committee will co-chaired by the Directors of the VMGD and NDMO.

Membership

Membership of the NAB Sub-Committee will include:

- VMDG Director (Co-Chair)
- NDMO Director (Co-Chair)
- PM’s Office DSPPAC Director
- Environment Director
- Finance Director
- NGO CCA and DRR representatives (to be self decided)
- PMU/Secretariat (not a quorum member; may include programme technical advisors - must avoid conflict of interest).

Quorum = 3 + at least one Co-Chair (can be convened via email).

Roles & Responsibilities

- 1) Present NAB activities, plans, policies etc. to national leaders and decision makers.
- 2) Drive, minimize bottle necks, and follow up on the implementation of DRR & CC initiatives and programmes according to the schedule set by the NAB.
- 3) Facilitate the unencumbered flow of funds (external and internal) to implementing agencies for DRR & CC activities;
- 4) Screen, interview, hire and/or appoint PMU staff or DRR & CC project coordinators or government consultants.
- 5) Nominate individuals to represent Vanuatu at international DRR & CC negotiations and meetings.
- 6) Provide regular guidance to Parliament and high level leaders on DRR & CC in Vanuatu (e.g. signing and ratification of major treaties, conventions, policies and legislations).
- 7) Report regularly to Parliament on the progress of DRR & CC implementation activities including challenges to be addressed and activities planned for each financial year.
- 8) Make emergency or expedited decisions on behalf of the NAB for urgent DRR & CC issues.