



GOVERNMENT OF TONGA

JOINT NATIONAL ACTION PLAN 2 ON CLIMATE CHANGE AND DISASTER RISK MANAGEMENT

2018-2028

Monitoring and Evaluation Standard Operating Procedure



Prepared by Department of Climate Change, Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (M.E.I.D.E.C.C) in consultation with the JNAP task force and national stakeholders, Tonga.

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ACRONYMS

ARD	Annual Resilient Development Report
JNAP	Joint National Action Plan on Climate Change and Disaster Risk Management M&E Monitoring and Evaluation
ORI	Outcome-based Resilience Indicator
PRI	Process-based Resilience Indicator
QRDP	Quarterly Resilient Development Progress Report
RTAR	Resilience Target Area Reporting (Focal Point)
ROR	Resilience Outcome Reporting (Focal Point)
SOP	Standard Operating Procedure

INTRODUCTION

This Standard Operating Procedure (SOP) is one of two user guides for the monitoring and evaluation (M&E) of the *Joint National Action Plan 2 on Climate Change and Disaster Risk Management 2018-2028* (JNAP 2). The two user-guides include:

- i. **JNAP 2 M&E System Guide (System Guide)** explaining the higher level (global, regional and national) policy framework, purpose, scale, institutional arrangements and reporting products to support the M&E of the JNAP 2; and the
- ii. **JNAP 2 M&E Standard Operating Procedure (SOP)** which provides more detailed step-by-step instructions on how to report on national **proces-based** and **outcome-based resilience indicators** as articulated in operationalization component of the *System Guide*.

The the JNAP 2 M&E system includes: the monitoring of the extent to which resilience activities have been achieved via the assessment of **process indicators**; and the more evaluative exercise of determining if and how resilience activities changed vulnerability levels based on the assessment of **outcome indicators**. The outcome indicators' contribution to the achievement of the national sustainable development goals is identified as **impact indicators** and all three indicator clasifications are mappend in Figure 6 of the *System Guide*.

1. Objective/Purpose of the SOP

The *SOP* describes the procedure for gathering, synthesising and reporting on national resilience process indicators and outcome indicators on a quarterly and annual basis respectively.

2. Policy/Guidelines

The JNAP M&E 2 reporting is framed by key global, regional, national and sector policies and guidelines as described in section 2.1 of the *System Guide*.

3. Inputs

The following inputs, sources and processes will be necessary for reporting national resilience process and outcome indicators.

Sr No	Input	Source	Remarks
1	<i>Filled Process-based Resilience Indicator (PRI) Questionnaire on a quarterly basis</i>	<i>22 Target Focal Points within 11 Ministries</i>	Questionnaires will be distributed and collected by the Department of National Planning with the Quarterly Corporate Reporting Process

2	<i>Entry of 22 filled PRI questionnaire into the JNAP 2 M&E Database</i>	<i>National Planning Department (NPD)</i>	NPD delivers filled <i>PRI</i> questionnaires gathered via CP reporting process and delivers to JNAP Secretariat
3	<i>Filled Resilience Outcome Indicator (ROI) Questionnaire on Coordination by JNAP Secretariat (JNAP Objectives 1-6):</i> i. Mainstreaming ii. PResearch, Monitoring and IKM iii. Resilience Building Response Capacity iv. Resilience Building Actions v. Finance vi. Regional & International Cooperation	<i>JNAP 2 M&E Database</i>	JNAP M&E Officer to develop annual draft Synthesis of all 22 filled <i>PRI</i> questionnaires entered into the M&E Database over a 12 month period.
4	<i>Filled ROI Questionnaire for Resilience Targets by Resilience Outcome Reporting (ROR) Focal Point</i>	<i>ROR Focal Points (to be determined with selected national resilience outcome indicators)</i>	Annual National Resilient Development Outcome Report to be facilitated or compiled by respective JNAP 2 M&E WG members.

4. Major Outputs

The key expected reporting outputs and relevant audiences and uses of the M&E results are as follows:

Sr No	Output	Customer	Remarks
1	<i>Quarterly JNAP 2 Progress Report</i>	<i>*JNAP Taskforce – to assess JNAP 2 implementation progress and resilience investment allocation.</i> <i>*JPRM Reporting Team</i> <i>*NDC Reporting Team</i> <i>*Corporate Plan</i>	This report will update the JNAP Taskforce and well as contribute to NDC reporting by highlight this following matters over the past quarter: <ul style="list-style-type: none"> ▪ assess mitigation activity progress & lessons ▪ assess adaptation progress and lessons ▪ track climate finance flows and requirements

		<i>Reporting Team</i>	
2	<i>Quarterly JNAP 2 Progress Report Information Sheet</i>	<i>* General Public</i>	This information sheet will be 2-page summary of the Quarterly Report to inform the public of recent JNAP 2 progress and how/why those achievements are important for community resilience to climate change and disasters
3	<i>Annual Resilient Development Report</i>	<i>*JNAP Taskforce – to assess JNAP 2 implementation progress and resilience investment allocation.</i> <i>*JPRM Reporting Team</i> <i>*NDC Reporting Team</i> <i>*Corporate Plan Reporting Team</i> <i>*Climate sector reporting teams</i>	This report will update the JNAP Taskforce and well as inform and contribute to the SDG, SFDRR and NDC reporting processes based on linkages identified in Figures 3 and 4 in the <i>System Guide</i> .
4	Annual Resilient Development Report Information sheet (island and national level info sheet)	<i>* JNAP Task Force</i> <i>* Island Development Council</i> <i>* Local communities</i>	The aim of this report will be to: <i>*inform JNAP Task Force of the varied types of resilient development problems and urgency levels across islands for future decision-making and budgeting</i> <i>*inform Island management committees of resilient development progress, challenges and lessons for future planning and budgeting</i> <i>*create community awareness of current climate risks and vulnerabilities and ways to mobilise and contribute to addressing resilient development</i>

5. Major Interfaces (Ministries/departments)

The major interface between Ministries and Departments involved with the JNAP 2 M&E system is mediated via the JNAP Task Force and Secretariat, with key support functions by the JNAP 2 M&E Working Group and the M&E Officer.

The JNAP Secretariat, established at the Department of Climate Change (DCC), is responsible for the implementation and monitoring and evaluation (M&E) of the JNAP 2. The JNAP Taskforce, comprising of senior representatives of respective line ministries as well as non-governmental and private sector organisations, makes decisions and supports the functions of the JNAP Secretariat. The time frame for completion of the JNAP 2 is 10 years, from 2018 to 2028. A critical early measure of success will be the completion of all relevant plans with climate resilience, encompassing Climate Change Adaptation (CCA), reduction of greenhouse gases (clean and efficient energy) and Disaster Risk Management (DRM) fully integrated. Successful completion of these plans is vital to further development and implementation of the JNAP 2.

The **JNAP2 M&E Working Group (WG)** will be responsible for collectively reviewing the outcomes and recommendations of all JNAP2 M&E reports prior to delivery to the **JNAP Technical Team and NGO Forum** for submission and finalisation by the **JNAP Taskforce**.

The **WG** will require that the **JNAP2 M&E Officer** or other individual and/or groups under Climate Change of MEIDECC assigned by JNAP Secretariat, develop the first draft of the JNAP2-related monitoring and/or evaluative reports with data and information sourced from the respective **JNAP M&E Focal Points**.

The tasks may vary in their frequency and technical requirements. For example, those tasks requiring the analysis of lessons from aerial photography and vulnerability mapping are best carried out by the Geology Section of MLSNR. It will be of central importance that the **Working Group** is involved in the development of recommendations to the **JNAP Task Force** based on the analyses of resilience process and outcome indicators.

The **JNAP M&E WG** will assist in:

- Reviewing the progress report in implementing the JNAP2 activities in Tonga Resilience Target Areas based on identified process indicators compiling by JNAP M&E Officer.
- Identifying the barriers and opportunities for enabling and accelerating the implementation of the JNAP2.
- Reviewing the reported changes that result for the implementation of the JNAP2 based on identified outcome indicators.
- Identifying learning, capacity development and adaptive management needs, specific to each Target Area, to facilitate the implementation and M&E of the JNAP2.

The **JNAP M&E WG** will be formed by the developers of the JNAP2 M&E System who represent the varied government departments and non-governmental agencies. The Working Group must comprise of at least one representative of the **JNAP M&E Focal Points** as listed below.

Resilient Tonga Target Area	Agency
T1: Coastal Management	Ministry of Lands and Natural Resources
T2: Transport and Telecommunications Infrastructure	Ministry of Infrastructure
T3: Public, Community and Private Building Infrastructure	Ministry of Infrastructure
T4: Fisheries	Ministry of Fisheries

T5: Energy	Energy Department, MEIDECC
T6: Agriculture	Agriculture Department, MAFF
T7: Forestry and Agroforestry	Forestry Department, MAFF
T8: Biodiversity	Environment Department, MEIDECC
T9: Tourism	Ministry of Tourism
T10: Water Security	Tonga Water Board
T11: Waste/Ocean Pollution	Environment Department, MEIDECC
T12: Community Resilience	NEMO and Climate Change Department, MEIDECC Ministry of Internal Affairs
T13: National Decision-Making	JNAP Secretariat, MEIDECC
T14: Mainstreaming	MEIDECC
T15: Climate Information Services	Meteorology Department, MEIDECC
T16: Education	Ministry of Education
T17: Gender and Social Inclusivity (GESI)	Gender Department, Ministry of Internal Affairs
T18: Private Sector	Tonga Chamber of Commerce
T19: Sustainability	National Planning Department, Prime Minister's Office
T20: Climate Finance	Climate Change Department, MEIDECC
T21: Health	Ministry of Health
T22: Information and Knowledge Management (IKM)	JNAP Secretariat, MEIDECC

The M&E Officer will be responsible for managing the operationalization of the JNAP2 M&E System.

Major Functions/Duties: In close collaboration with the M&E Working Group, Climate Change Department and the National Planning Division, ensure the following:

- Develop and maintain the information knowledge and management system for effectively operationalizing the M&E of the JNAP2.
- Coordinate and support the establishment and functions of the JNAP2 M&E Working Group
- Ensure gender and social inclusion considerations are meaningfully incorporated into the operationalization and adaptive management of the JNAP2 M&E System
- Collect, enter, store and analyze the data and information gathered for the purpose of addressing Resilient Tonga Target process and outcome indicators.

- Monitor the quality of reporting from the Target Area Focal Points in terms stakeholder engagement and content scope and accuracy
- Compile quarterly JNAP2 implementation monitoring reports, including lessons and recommendations for adaptively managing the implementation process of the JNAP2 and solicit feedback and input of the JNAP2 M&E Working Group prior to submission to the JNAP Technical Team and the JNAP Taskforce.
- Disseminate and solicit the input of the JNAP2 M&E Working Group Members to all drafted JNAP-related M&E reports.
- Communicate the JNAP M&E results, lessons and recommendations for adaptive management to the JNAP Taskforce.
- Be responsible for the communication and promotion of JNAP2 M&E related activities.
- Contribute to annual progress reports and provide data and information for reports to donors.

6. Key Steps/Activities

The following steps or sub-processes that will need to be followed to reach the desired end product or result. These steps or sub-processes will be refined over the years as the process evolves and is revised.

6.1 Process-based Resilience Indicator Reporting

Sr No	Activity – Brief description	Responsibility	Format/Template, if any, reference	Timeline for Activity
A1	Distribution of PRI Questionnaire to the respective 22 Target Area Focal Points	National Planning Department	Refer to Annex 1 (PRI Questionnaire)	Quarterly with Corporate Plan reporting process
A2	22 Focal Points solicit stakeholder inputs towards addressing PRI Questionnaire	22 Focal points from 11 reporting ministries	Refer to Annex 2 for an example of a filled PRI form	As per Quarterly Corporate Plan Reporting timeline
A3	Collection of filled PRIs	National Planning Department	Annex 2	Collected with CP quarterly reports from Ministries
A4	Collation, checking and verification of 22 filled PRIs	National Planning Department	Annex 2	Checks and verification to be conducted with CP reporting process
A5	Delivery of filled and checked 22 PRI questionnaire to JNAP Secretariat for analysis	JNAP Secretariat M&E Officer	Annex 2	In line with the CP reporting analysis by NPD

A6	Entry of 22 PRI data to JNAP2 M&E database	JNAP Secretariat M&E Officer	Refer to Annex 3	3 days after filled questionnaire received by JNAP Secretariat from NPD
A7	Analysis and compilation of <u>first draft</u> of <i>JNAP 2 Quarterly Progress Report</i>	JNAP Secretariat M&E Officer & WG	Annex 4	1 week after questionnaires received
A8	Review of first draft of <i>JNAP 2 Quarterly Progress Report</i> by M&E WG	JNAP Secretariat M&E Officer & WG	Annex 4	2 weeks after questionnaire received
A9	Incorporation of M&E WG feedback into 2 nd Draft of the <i>JNAP 2 Quarterly Progress Report</i>	JNAP Secretariat M&E Officer & WG	Annex 4	3 weeks after questionnaire received
A10	Distribution of 2 nd draft of the <i>JNAP 2 Quarterly Progress Report</i> M&E WG members via email for endorsement to submit to JNAP Task Force	JNAP Secretariat M&E Officer & WG	Annex 4	4 weeks after questionnaire received
A11	Presentation of <i>JNAP 2 Quarterly Progress Report</i> to the JNAP Taskforce meeting	JNAP M&E Officer and Taskforce	Presentation template to be consistent with report template as per Annex 4	4 weeks after questionnaire received
A12	Incorporation of JNAP Secretariat feedback to <i>JNAP 2 Quarterly Progress Report</i>	JNAP M&E Officer and Taskforce	Annex 4	5 weeks after questionnaire received
A13	Distribution of 3 rd draft of <i>JNAP 2 Quarterly Progress Report</i> to JNAP Secretariat for final endorsement	JNAP M&E Officer and Taskforce	Annex 4	5 weeks after questionnaire received
A14	Finalisation and distribution of <i>JNAP 2 Quarterly Progress Report</i>	JNAP M&E Officer and Taskforce	Annex 4	6 weeks after questionnaire received
A15	Development of Quarterly Report information sheet and distribution to ministry sector	JNAP M&E Officer and Taskforce	Information sheet to be consistent with report template as per Annex 4	6 weeks after questionnaire received

6.2 Outcome-based Resilience Indicator Reporting

Step No	Activity – Brief description	Responsibility	Format/Template, if any, reference	Timeline for Activity
B1	Distribution of Annual <i>Outcome-based Resilience Indicator (ORI) Questionnaire</i> template to the respective Resilience Outcome Reporting (ROR) Focal Points and established indicator assessment method	JNAP Secretariat M&E Officer	Annex 5 (ORI Questionnaire)	First week November
B2	ROR Focal Points solicits stakeholder inputs towards addressing ARD Questionnaire	22 Focal points from 11 reporting ministries	Annex 5	Second week November
B3	Collection of filled ARD questionnaire from respective RORs	JNAP Secretariat M&E Officer	Annex 5	Third week
B4	Collation, checking and verification of filled ORIs	JNAP Secretariat M&E Officer	Annex 5	Third week
B5	Synthesis of questionnaires into ORI report	JNAP Secretariat M&E Officer	Annex 6	First Week December
B6	Review of first draft of ORI Report by the JNAP 2 M&E WG	JNAP Secretariat M&E Officer & WG	Annex 6	First Week December
B7	Incorporation of M&E WG feedback into 2 nd Draft of the ORI Report	JNAP Secretariat M&E Officer & WG	Annex 6	Second Week December
B8	Distribution of 2 nd draft of the ORI to M&E WG members via email for endorsement to submit to JNAP Task Force	JNAP Secretariat M&E Officer & WG	Annex 6	Second Week December
B9	Presentation of ARD Report at the JNAP Taskforce meeting	JNAP M&E Officer and Taskforce	Presentation template to be consistent with report template as per Annex 6	First JNAP Taskforce Meeting for the Year
B10	Incorporation of JNAP Secretariat feedback to ARD Report	JNAP M&E Officer and Taskforce	Annex 6	1 week after first JNAP Taskforce Meeting

B11	Distribution of 3 rd draft of ORI to JNAP Secretariat for final endorsement	JNAP M&E Officer and Taskforce	Annex 6	2 weeks after first JNAP Taskforce Meeting
B12	Finalisation and distribution of JNAP ROI Report	JNAP M&E Officer and Taskforce	Annex 6	3 weeks after first JNAP Taskforce Meeting
15	Development of ORI Summary information sheet and wide dissemination	JNAP M&E Officer and Taskforce	Information sheet to be consistent with report template as per Annex 6	4 weeks after first JNAP Taskforce Meeting

7. List of Formats/Templates

Annex 1 - Resilience Process-based Indicator (RPI) Questionnaire

TARGET 1: Coastal Resilience: "Resilient coastal development, infrastructure and integrated coastal ecosystem management including the sustainability and resiliency of offshore exploration and mining"					
Resilience Process-Based Indicator Reporting					
Reporting Period:					
Contributing Stakeholders:					
NAME	AGENCY		EMAIL		
Process Indicator	Q1. Is this activity in your corporate plan? Yes, no or partially	Q2. Has there been progress in this activity in the last 3 months?	Q3. What is the current status of this activity? 0: Not raised at all 1: Discussion 2: Decision 3: Resources allocated for implementation 4: Implementation started 5: Implementation mid-way 6: Implementation complete 7: Activity finalized	Q4. Are there capacity issues that need to be addressed? 1. Policies to justify activity implementation 2. Leadership (to discuss and decide to do activity) 3. Skills (accessible and capable to implement the activity) 4. Procedures to facilitate the implementation of the activity	Q5. Comments and lessons for advancing activity for the next 3-months. A) expand on the capacity issues identified in Q4 B) other issues and recommendations (e.g. should the activity be adjusted to suit changing context? Should new activity be added or should an activity be removed because it is no longer relevant?
JNAP Obj 1: Mainstreaming					
1.3.1_PI Vulnerability baselines for the coastal sector developed					
1.3.2_PI A costed and GESI factored resilient plan for the coastal sector developed.					
1.3.3_PI A multi-hazard disaster preparedness, response and recovery plans, including drill exercise for communities and the coastal sector developed.					
1.3.6_PI National coastal zone management plan and national land use plan that is fully aligned with JNAP2 developed.					
1.4.3_PI Resilient Tonga targets and vulnerability baselines (see Activity 1.3.1) incorporated into community development plans					
JNAP Obj 2: Research, monitoring and management of data and information					
2.1.5_PI Resilience process and outcomes indicators for the for 14 climate-sensitive sectors (i.e as identified in the JNAP2 M&E System Guide) developed.					
2.2.2_PI An accessible and fully operational GIS based hub with all relevant data incorporated (including gender disaggregated community data and information, and relevant climate change data and information)					
2.2.3_LIDAR surveys for all of Tonga complete					
2.2.4_PI Training on the management and use of the climate change portal and GIS-based systems completed for coastal sector					
2.3.2_PI Monitoring system for currents, waves and ocean pH levels established					
2.3.3_PI Monitoring system for water, soil health and coastal erosion established					
JNAP Obj 3: Resilience-Building Capacity					
JNAP Obj 4: Resilience-Building Actions					
4.1.5_PI Environmentally sensitive flood management response measures in 80% of coastal communities established					
JNAP Obj 5: Finance					
JNAP Obj 6: Regional and International Cooperation					

TARGET 1: Coastal Resilience

“Resilient coastal development, infrastructure and integrated coastal ecosystem management including the sustainability and resiliency of offshore exploration and mining”

Process Indicator Monitoring Questionnaire

(to be filled collectively by Target Stakeholders every quarter)

Reporting Period: September, 2019

Target Area Focal Point: Ministry of Lands and Natural Resources (Mrs. Ana Maea)

Name	Agency	Email
Victorina Palu	MOI	weinapalu@gmail.com
Moana Kioa	NEMO	mokioa2017@gmail.com
Manu Manuofetoa	Climate Change	manuofetoa_m@yahoo.com
Taaniela Kula	NRD	tkula@naturalresources.gov.to

Silia Leger	NRD	silia.leger@gmail.com
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T2 Process Indicator	Q1. Is this activity in your corporate plan? <i>Yes, no or partially</i>	Q2. Has there been progress in this activity in the last 3 months? <i>Yes or No</i>	Q3. What is the current status of this activity? 0: <i>Not raised at all</i> 1: <i>Discussion</i> 2: <i>Decision</i> 3: <i>Resources allocated for implementation</i> 4: <i>Implementation started</i> 5: <i>Implementation in progress</i> 6: <i>Implementation complete</i> 7: <i>Activity finalized</i>	Q4. Are there potential issues that need to be addressed? 1. <i>Policies to justify activity implementation</i> 2. <i>Leadership (to discuss and decide to do activity)</i> 3. <i>Skills (accessibility and capability to implement the activity)</i> 4. <i>Procedures to facilitate the implementation of the activity</i>	Q5. Comments and lessons for advancing activity for the next 3-months. A) Expand on the capacity issues identified in Q4 B) other issues and recommendations (e.g. should the activity be adjusted to suit the changing context? Should new activity be included or should an activity be removed because it is no longer relevant?)
JNAP Obj 1: Mainstreaming (Coastal Resilience)					
T1&4_1.3.1p: Vulnerable baselines for coastal sector developed.	Yes (NRD) No (MOI)	Yes, Desktop Study to identify the vulnerable community	4 Tongatapu 48% Ha'apai 68%	1, 2, 3, 4	Coastal Protection Bill Training (R2R Project) Projects with similar activities or goals should meet together to work together in order to achieve the COMMON GOAL and to avoid duplication and wasting of financial resources. Need discussion between ministries concerned organization and community to identify way forward and agree upon a coordination in moving forward together.

T1_1.3.2p: A costly and GESI factored resilient plan for coastal management developed.	No, Why? To avoid duplicating Women's role at MIA	NO (NRD) YES (MIA)	3 (NRD): Resources allocation to proceed to outer islands	4	More awareness & Create policies and legislation for better management of coastal areas
T1, 4, 12_1.3.3p: A multi-hazard disaster preparedness, response and recovery plans, including drill exercise for communities developed.	Yes	Yes (NEMO) Drill Exercise (NRD) Awareness workshop to inform the public & collect more information	(NRD): 1 NEMO: Ongoing	2	Conduct more awareness on each communities and outer islands especially people living on the coastal area. (NRD) Disaster related activities NEMO
JNAP Obj 2: Research, monitoring and management of data and information (Coastal Resilience)					
T1_1.3.6p National coastal zone management plan and land use plan developed	R2R NCZMP Yes, Land Use Plans	Yes, Hihifo in Tongatapu Coastal Zone Management Plan Yes, Land Use Plan and Land Use Policy Development	3, Await the resources allocation to proceed to other islands 2, Decision Land Use Policy Developed	4, Procedures to facilitate the implementation	Work close with Environment and CC Increase public awareness programs Land use planning to plan for coastal development. This will increase resilience of coastal communities.
T1,10,12_1.4.3p Integrated water resource management plans for rural villages integrated with village specific national coastal zone and land-use	Yes	Yes, Niua = 7 Vava'u = 4 Ha'apai = 2 W/Tt = 6 Water Resources Bill	3, Resources to be allocated to other communities	1, Police to justify activity implementation	Engage Consultants to standardize the Water Resources Management

		Developed			
JNAP Obj 3: Resilience-Building Capacity (Coastal Resilience)					
T1&4_2.1.5p: Resilience indicators (process, outcomes and impacts) for the coastal sector developed.	Partially	No, Lack of Expert Staff, Lack of budget to be allocated to capacity building	1, Discussion	3, Skills & Human Resources	Need more staff to do Coastal Modelling, GIS Mapping and Technical Staff
T1_2.2.3p: LIDAR surveys for all of Tonga complete	Yes	Yes, purchased latest drone to be used rather than the LIDAR	2, Decision, LIDAR Survey completed in TT, Foa and Lifuka since 2011 and the other outer Islands is still waiting for funds	4, Procedures to facilitate implementation 3, Lack of Skills Lack of fund for LIDAR survey (it's very expensive)	Education and public awareness. This is the main key to achieving environmental and ethical awareness, attitudes and skills consistent with sustainable development and for effective decision making. CC Portal to be with CC
T1_2.2.4p: Training on the management and use of the climate change portal and GIS-based systems completed (for all sectors)	CC Portal No, GIS Based System	Yes, Ongoing Training	4, Start Implementation Start using Coastal Modelling and projections to identify at risk of Hazards (eg, risk Map and 3D maps) to develop the appropriate mitigation/adaptation options.	3, Skill & Resources Because now we only have few staff that can do modelling, we need more staff and also Resources for mapping (eg, a good Drone, License for mapping software) to implement this activity	Need to increase education and training to build the capacity and broaden the knowledge in Coastal Resilience and Coastal Zone Planning CC Portal to be with CC
T1_2.3.2p: Monitoring system for currents, waves and ocean pH levels established	Monitoring System for current & waves (No) Ocean PH level (Yes)	No, Need New Lab and equipment to progress this activity	4, Implementation started only in the Research boat but not at NRD office	3, Skills & Expert New Lab Recruit expert Staff (High level)	Increase Training and Education Build a relationship with relevant Stakeholder and experts in the Research Boat to share ongoing coastal works

T1,6&10_2.3.3p: Monitoring system for water, soil health and coastal erosion established	Yes, NRD: DO Quarterly Monitoring Water Quality in Tongatapu and only twice per year in outer island Quarterly Beach Monitoring and Beach Profile	Yes, Ongoing monitoring and collection of information	5, Implementation mid-way	3, Skills and Survey Tools Need drone for beach monitoring and license to calculate sand volume to know beach erosion	Need to increase budget allocated for Water and Coastal Monitoring Recruit graduate and more technical Staff.
JNAP Obj 4: Resilience-Building Actions (Coastal Resilience)					
T1&8_4.1.5p: Environmental sensitive flood management response measures in 80% of coastal communities established	Yes	Yes, Work in partnership with MOI	2, Decision	3, Skills Understaff	Training Awareness Recruit appropriate and qualified staff Strengthen partnership with MOI and PUMA
JNAP Obj 5: Finance (Coastal Resilience)					
JNAP Obj 6: Regional and International Cooperation (Coastal Resilience)					

Annex 3 – Snapshot of JNAP 2 M&E Database Spreadsheet

Ref	Activity	Process Indicator _PI	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	T13	T14	T15	T16	T17	T18	T19	T20	T21	T22
1.1.1	1.1.1 Conduct relevant awareness training programmes for the NCCCC and the CCSCP;	1.1.1 _PI NCCCC and CCSCP climate and disaster risk reduction training programs implemented																						
1.1.2	1.1.2 Develop national Monitoring and Evaluation plan for JNAP 2 and recruit a M&E officer;	1.1.2 _PI JNAP M&E Plan developed and M&E Officer recruited																						
1.1.3	1.1.3 Strengthen, revitalise and reconfirm the TOR of the JNAP Taskforce	1.1.3 _PI JNAP Task Force Terms of Reference (TOR) strengthened and reconfirmed																						
1.2.1	1.2.1 Develop guidelines, based on the targets for a Resilient Tonga adapted for JNAP 2, to guide ministries and sectors mainstreaming	1.2.1 _PI Resilience capacity building program for public sector, private sector and civil society is developed and implemented																						
1.2.2	1.2.2 Develop processes, guidelines and/or check lists to enable mainstreaming at the decision making, developing planning and budgetary planning levels (e.g. in project development and screening, licensing, development licence and permits etc including social, environment safeguards and gender inclusions).	1.2.2 _PI A process, guideline and checklist for climate and disaster mainstreaming developed (This product should enable mainstreaming at the decision making, developing planning and budgetary planning levels (e.g. in project development and screening, licensing, development licence and permits etc including social,																						

		environment safeguards and gender inclusions).																							
1.2.3	1.2.3 Assess capacity needs and develop appropriate capacity building programmes for each government Ministries, NGO's, and the Private Sector	1.2.3_PI A resilience capacity building program (based on a needs assessment) for public sector, private sector and civil society is developed																							
1.2.4	1.2.4 Recruit dedicated climate resilience staff to all outer islands ministries based on the capacity assessment above;	1.2.4_PI Personnel with resilience knowledge and skills recruited for outer island ministries																							
1.3.1	1.3.1 Conduct sector vulnerability assessments to establish baseline and to inform priority sectors resilient planning;	1.3.1_PI Vulnerability baselines for 14 climate-sensitive sectors (i.e as identified in the JNAP2 M&E System Guide) developed																							
1.3.2	1.3.2 Priority sectors resilient plans to be developed, integrating the gender inclusions, youth, and people with disabilities and other vulnerabilities, costed and fully aligned with the JNAP 2 adapted targets for a <i>Resilient Tonga</i> ;	1.3.2_PI A costed and GESI factored resilient plan for 14 climate-sensitive sectors developed. (i.e as identified in the JNAP2 M&E System Guide) developed.																							
1.3.3	1.3.3 Develop priority sectors multi hazard disaster preparedness, response and recovery plans including regular drill exercises;	1.3.3_PI A multi-hazard disaster preparedness, response and recovery plans, including drill exercise for communities and the 14 climate-sensitive sectors (i.e as identified in the																							

	JNAP 2 targets for a <i>Resilient Tonga</i>	incorporated into community development plans																						
1.4.4	1.4.4 Review and revise all district and island development plans to ensure they are aligned with the adapted JNAP 2 targets for a <i>Resilient Tonga</i> .	1.4.4_PI Resilient Tonga targets and vulnerability baselines (see Activity 1.3.1) incorporated into all district and island development plans.																						
1.5.1	1.5.1 Conduct a study to identify local knowledge regarding the distribution of responsibilities within the family in climate change adaptation and in preparation and response to natural disasters and climate stresses;	1.5.1_PI Study to identify local knowledge regarding the distribution of responsibilities within the family in climate change adaptation and in preparation and response to natural disasters and climate stresses conducted																						
1.5.2	1.5.2 Conduct pilot studies to estimate the cost of climate change and natural disasters impacts on community livelihoods. The case studies could be representatives of urban, rural and outer islands settings	1.5.2_PI Studies to estimate the cost of climate change and natural disasters impacts on community livelihoods. The case studies could be representatives of urban, rural and outer islands settings piloted																						
1.5.3	1.5.3 Conduct a study on scenarios of relocation due to climate change and natural disasters impacts taking into considerations gender perspectives	1.5.3_PI Study of scenarios of relocation due to climate change and natural disasters impacts taking into considerations gender perspectives conducted																						

		course) developed and published																								
3.2.1	3.2.1 Implement capacity building on resilience, incorporating the JNAP 2 adapted targets for a <i>Resilient Tonga</i> , for all public sector employees;	3.2.1_PI Activities for public sector capacity building as per the resilience capacity building program from 1.2.3 implemented																								
3.2.2	3.2.2 Implement capacity building on resilience, incorporating The JNAP 2 adapted targets for a <i>Resilient Tonga</i> , for all private sector organization s and employees;	3.2.2_PI Activities for private sector and employees capacity building as per the resilience capacity building program from 1.2.3 implemented																								
3.2.3	3.2.3 Implement capacity building on resilience, incorporating the JNAP 2 adapted targets for a <i>Resilient Tonga</i> , for all civil society organization s.	3.2.3_PI Activities for civil society organisations capacity building as per the resilience capacity building program from 1.2.3 implemented																								
3.3.1	3.3.1 Develop and implement a fully coordinated capacity building programme on resilience with households/communities throughout Tonga;	3.3.1_PI Develop and implement a resilience capacity building programme for households and communities throughout Tonga																								
3.3.2	3.3.2 Develop activities and programmes involving the arts and media to support 3.3.1.	3.3.2_PI Community climate and disaster resilience awareness raising and behavioral change program involving the arts and the media developed and implemented																								
3.4.1	3.4.1 Build on the 4CA (Child Centred Climate Change Adaptation) project and the GIZ CCCPIR 'Climate Change	3.4.1_PI Climate resilience is integrated into school curricula at all levels																								

	management and climate change adaptation and mitigation (reducing greenhouse gas emissions) strategies and plans through appropriate training or mentoring programmes;																						
3.6.2	3.6.2 Ensure equal access to information for all members of households about preparatory measures to natural disasters including emergency measures, safe roads and shelters, securing the house and productive assets, protecting lives, and other important measures;	3.6.2_PI Appropriate climate and disaster resilience communication products on preparation, emergency, safety, recovery and rehabilitation disseminated an accessible to various members of households																					
3.6.3	3.6.3 Raise awareness about the increased vulnerability of certain members of the family (pregnant women, children, elderly people, and people with disabilities) and certain households and ensure they receive proper attention in the preparedness and recovery phases;	3.6.3_PI Awareness raising activities on particularly vulnerable household members (pregnant women, children, elderly people, and people with disabilities) within families about climate and disaster preparedness and recovery implemented																					
3.6.4	3.6.4 Build the capacity of population living in the rural area and in the outer islands to diversify/adapt their livelihoods to increase their resilience to natural disasters and climate change	3.6.4_PI Livelihoods diversification resilience-building initiatives in rural and outer islands implemented																					

3.6.5	3.6.5 Strengthen initiatives to improve the management and conservation of nature, natural places and natural resources notably of water resources and increase the numbers of Special Management Areas to preserve coastal fisheries, near shore coral reefs and forests;	3.6.5_PI Appropriate conservation management programme that ensures at least 100 Special Management Areas established around Tonga by 2025 and documentation of management and conservation processed developed																						
3.6.6	3.6.6 Support initiatives to improve conservation of energy (in particular in relation to electricity consumption and transport) and promote technologies for renewable energy as a mitigation and adaptation measure keeping in mind that energy services must serve the needs of the household and for the livelihood;	3.6.6_PI Energy efficiency initiatives, technology and infrastructure initiatives expanded and accessible																						
3.6.7	3.6.7 Develop community strategies for the maintenance and adaptation of basic infrastructure and services (hospitals, roads, communication, water and sanitation, waste management) to climate stresses.	3.6.7_PI Strategies for the maintenance and adaptation of basic infrastructure and services (hospitals, roads, communication, water and sanitation, waste management) to climate stresses incorporated into CDPs																						
4.1.1	4.1.1 Strengthen coastal infrastructure maintenance and adaptation of basic infrastructure and services (hospitals, roads, communication, water and sanitation, waste management) to climate	4.1.1_PI Tonga Coastal Resilience Project replicated in outer islands																						

[illegible]

4.2.2	4.2.2 Conduct fishery resources enhancement programme (aquaculture, including farmed coral and aquaculture of giant clam)	4.2.2_PI Environmentally sensitive fishery resources enhancement programs including farmed coral and aquaculture of giant clam resourced																						
4.2.3	4.2.3 Extend and improve the design of the FADs to be more resilient to the impact of storm surge and cyclone	4.2.3_PI Knowledge of fisheries managers strengthened on Fish Aggregation Devices (FADs) in terms of extending their use where appropriate and improving the design to be more resilient to the impact of storms and cyclones.																						
4.3.1	4.3.1 An annual national forum involving all relevant national stakeholders, beginning in the first half of 2019, to identify, review and/or update all actions identified from completed resilience sector plans	4.3.1_PI Resilience building activities by 14 climate-sensitive sectors reviewed and updated																						
4.4.1	4.4.1 Identify at least 23 champion villages, one in each of the 21 Districts and two in two Niuas, and progressively implement revised community development plans which integrate the natural resource management arrangements.	4.4.1_PI 23 champion village (one in each of 21 districts and 2 in Ongo Niua) plans and strategies completed																						
5.1.1	5.1.1 Develop a Resource Mobilization Plan for the Tonga Climate Change Fund including periodic replenishment schedule;	5.1.1_PI Resource Mobilization Plan for the Tonga Climate Change Fund including periodic replenishment																						

		published and distributed to JNAP Taskforce and relevant national CCDRR coordination mechanisms [NECC, NEMC, CCCC, Parliament Standing Committee on CC & DRR]																					
5.1.2	5.1.2 Collaborate with NEMO in developing climate resilience Donor directory;	5.1.2_PI Climate resilience donor directory and funding alerts sent to JNAP Taskforce and JNAP NGO Forum																					
5.1.3	5.1.3 Create a mechanisms to continually update the climate resilience Donor Directory	5.1.3_PI Mechanisms to continually update the climate resilience Donor Directory created																					
5.2.1	5.2.1 Implement the Tonga no objection procedure for the GCF and for accredited entities to work closely with the NDA on project identification and concepts approval aligned with the priorities of JNAP 2	5.2.1_PI Tri-annual donor roundtables convened in alignment with Financial year and reports distributed to relevant climate resilience stakeholders, development partners, and CROPs																					
5.2.2	5.2.2 Conduct national climate resilience donor roundtables;	5.2.2_PI Specified JNAP Programs incorporated into expanded budget support process within the JPRM with progress monitoring report to relevant stakeholders distributed																					

5.2.3	5.2.3 Engage with regional agencies to coordinate all climate resilience regional initiatives which closely align with JNAP Programmes	5.2.3_PI At least five JNAP Program activities fully implemented via regional climate resilience initiatives with relevant activity reports distributed to JNAP Taskforce, JNAP NGO Forum, TCCL, and other relevant climate resilience coordinating mechanisms																					
5.2.4	5.2.4 Engage with regional agencies to coordinate all climate resilience regional initiatives which closely align with JNAP programmes.	5.2.4_PI At least 80% of regional initiatives carried out in partnership with regional agencies are aligned with the JNAP2 program																					
5.2.5	5.2.5 Undertake an analysis to determine suitable and applicable institutions for accreditation to Direct Access funds including but not limited to the Adaptation Fund; and Green Climate Fund	5.2.5_PI At least two national institutions accredited to Adaptation Fund and/or Green Climate Fund (Accreditation status publicly available on Climate Change Portal, Adaptation Fund and Green Climate Fund websites)																					
5.3.1	5.3.1 Develop strategy to support communities in sourcing and accessing relevant climate resilience funding for implementing Community Development Plans	5.3.1_PI CDP implementation support strategy developed and endorsed by cabinet																					
5.3.2	5.3.2 Government annual contribution to the existing Tonga Climate Change Trust Fund to ensure readily available source of funds for	5.3.2_PI Funds deposited annually to Trust Fund																					

	implementation of Community Developments Plans.																						
5.3.3	5.3.3 Support line ministries and agencies dealing with CCDRM with gender mainstreaming and social inclusion capacity building based on detailed human resources capacity assessments	5.3.3_PI GESI considerations and capacity development activities incorporated into line ministries and agencies dealing with CCDRM																					
5.3.4	5.3.4 Incorporate the ability to track the allocation of funds for gender and social inclusion in CCDRM projects	5.3.4_PI GESI funding tracker developed and applied to climate and disaster financing investments and projects																					
5.4.1	5.4.1 Enact the Tonga Climate Change Fund Bill and Regulation	5.4.1_PI Tonga Climate Change Fund Bill and Regulations endorsed by Cabinet and regulations gazette																					
5.4.2	5.4.2 Develop sub-national planning budgeting, and monitoring guidelines inclusive of climate resilience considerations (see 1.4.3).	5.4.2_PI Sub-national plans and budgets incorporate resilience considerations																					
5.5.1	5.5.1 Develop a compulsory and standardised government reporting framework/template for all aid activity reporting including climate resilience activities.	5.5.1_PI Standardised reporting framework for all aid activity including climate resilience activities developed																					
6.1.1	6.1.1 The policy goal and targets for a Resilient Tonga are promoted through regular participation in relevant regional and international fora and negotiations.	6.1.1_PI On-going participation in relevant regional and international fora and negotiations																					

6.2.1	6.2.1 Regional and international agencies that are best able to support the transformation to a Resilient Tonga are identified and engaged with.	6.2.1_PI On-going reporting and lessons learned to relevant regional and international fora and negotiations																					
6.2.2	6.2.2 When developing guidelines for a resilient Tonga to take into considerations the CC Policy, JNAP 2 and the FRDP	6.2.2_PI Resilient Tonga guidelines, integrating CCP, JNAP2, TCDF and FRDP developed																					

Annex 4 – JNAP 2 Quarterly Resilient Development Progress Report

The template for QRDP will be developed and tested by JNAP 2 M&E Officer via first (Quarterly) reporting period. In general, the QRDP template will have the following information:

1. Reporting period and report number
2. Achievements according to 22 Target Areas
 - 2a. percentage of activities incorporated into CP (pie chart of yes/no)
 - 2b. percentage of activities where progress was made over the last 3 months (pie chart of yes/no)
 - 2c. percentage of activities at varied status of implementation (Pie Chart of implementation status according: discussion; decision; resources allocated for implementation; implementation started; and finalized)
 - 2d. percentage of capacity needs specific to Target Areas (Pie chart: policy, leadership, skills, procedures)
3. Summary lessons according to 22 Target Areas (at least one lesson per target)
4. Achievements according 6 JNAP 2 Objectives
 - 4a. extent to which all of each objective activities have been incorporated into CP
 - 4b. extent to which all of each objective activities have progressed over the last 3 months
 - 4c. extent to which all of each objective activities have been: discussed; decided; resources allocated for implementation; implementation started; and finalized)
 - 4d. percentage of capacity needs specific to Objective Areas (Pie chart: policy, leadership, skills, procedures)
5. Summary of Lessons according to 6 JNAP Objectives (synthesis of lessons from Target Areas as clustered according to Objective Areas).

Annex 5 - Resilience Outcome-based Indicator (ROI) Questionnaire

This questionnaire is to be developed and tested by JNAP 2 M&E Officer once the national ORIs and ROR focal points have been determined.

In general, the QRDP template will have the following information:

- i. Reporting period and report number
- ii. Report of national resilience outcome indicator by ORI focal points
- iii. The report will have the following sections:
 - Description of indicator, its importance and links to process-based (JNAP 2 Activities) and impact-based (national SDGs) indicators
 - Method of assessing indicator
 - Outcomes of assessment
 - Lessons from achievements, opportunities and challenges related to achieving desirable resilience outcomes as well as with indicator assessment method

Annex 6 – JNAP 2 Annual Resilient Development Report Template

To be developed and tested by JNAP 2 M&E Officer via the first (Quarterly) Reporting Period. In general, the QRDP template will have the following information:

1. Achievements and lessons according to the outcomes of the six JNAP 2 objectives (i.e. a synthesis of objectives-based PRIs over the last four quarters as per section 4 of Annex 4).
2. Achievements and lessons according to the selected national outcome-based resilience targets

