

Local adaptation planning checklist

Based on the outcomes of the Climate Forum East (CFE) conference on climate change adaptation, Tbilisi 17-18 May 2017

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This checklist is based on key lessons learned from adaptation planning and projects which took place in Armenia, Belarus, Georgia, Moldova and Ukraine as part of the Climate Forum East II program. It aims to provide guidance to civil society organisations and local government staff who are involved in developing and implementing adaptation plans and projects at the community level (“adaptation planning” here refers to the process of developing plans to adjust to the current or expected impacts of climate change). It is not intended to be comprehensive guide to every aspect of adaptation planning, but rather to highlight approaches and entry points which have proved useful in a variety of contexts.

Who should be involved?

Ensuring a participatory approach and community ownership for long-term sustainability

- Choose partners based on experience and interest in the focus area, as well as existing community links
- Create a working group of specialists, civil society, local authorities, community leaders and other target groups; take into account gender, age etc.
- Carry out awareness-raising events and trainings targeted at community to build support for planning process and any projects that result from it
- Include tools for conflict management, feedback mechanisms, etc. as part of the planning process
- Allow sufficient time when planning for feedback rounds with community and working groups
- Explain co-benefits of adaptation to all stakeholders, especially local community; use examples from other countries and regions to raise awareness
- Use planning and projects as a tool for community mobilisation; they can be a starting point for many community activities

How should the planning process work?

Methodology and design of plans and activities

- Keep the methodology simple and straightforward, tailored to local needs
- Build on existing methodologies and experiences of other organisations
- Use different data sources for your plans, include national and local public authorities (e.g. emergency office, public health office, forest department etc.)
- Include cost-benefit analysis where possible (may require some educated guesswork, but in the long term a useful tool for prioritisation)
- A long-term vision helps ensure the sustainability of the plan
- Connect local adaptation plans with other local strategies and national adaptation plans
- Include people as a primary data source: focus groups, interviews, census results, expert advice etc.

What should the plan contain?

Prioritise no-regret approaches

- Assess vulnerability to climate change first: who is most vulnerable to what? What will benefit most?
- Consider an ecosystems-based approach wherever possible
- Prioritise community needs and draw on local knowledge to ensure ownership and acceptance from the community
- Develop vulnerability maps to identify key areas of intervention
- Maximise stakeholders who benefit from the project to increase community acceptance

Good activity selection is essential for effective implementation of adaptation plans

- Develop and publish clear selection criteria to ensure transparency
- If selecting activities through a competitive application process, allow sufficient time for organisations to prepare the application, and consider the timing of the application process to take community/national activities into account
- Prioritise activities linked to existing community plans and strategies
- Build on experiences of previous plans and activities; see what can be scaled up and replicated
- Where possible, choose small local interventions with a large impact on the problem as a whole
- Ensure community involvement in activity selection process, and ensure that a complaints and feedback mechanism are in place



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How should the plan be implemented?

Strategic monitoring is needed to measure success and impact

- Develop activities that have immediate effect and are easy to monitor
- Include adaptive management processes in planning
- Define impact and indicators properly to allow for more straightforward monitoring
- Include resources for M&E in budgeting and planning; work to obtain additional funding from other stakeholders where possible
- Involve different experts as part of the M&E process, including community stakeholders

Effective project management ensures successful implementation

- Keep structures and processes simple, including reporting formats and tender processes
- Shift from response to adaptation in organisational budgeting; support specific budget lines for adaptation measures
- Plan project monitoring and evaluation, consider what resources to allocate and how the results of M&E can be shared with beneficiaries

Resource mobilisation and support

- Seek out mentorship from experienced practitioners; consult more experienced organisations
- Seek out co-financing from authorities and other sources; formalise contributions of authorities where possible
- Consider creating adaptation networks at the regional or national to enable upscaling and better access to larger/broader funding sources
- Consider accessing national/international funding sources for longer term sustainability



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