

DRAFT

# Island Council Adaptation Subprojects Manual

Kiribati Outer Islands Resilience and Adaptation Project (KOIRAP)

## Acronyms

ICAS	Island Councils' Adaptation Subproject
ICSP	Island Council Strategic Plan
IPCC	Intergovernmental Panel for Climate Change
KOIRAP	Kiribati Outer Islands Resilience and Adaptation Project
MELAD	Ministry of Environment Lands Agriculture Development
MIA	Ministry of Internal Affairs
MISE	Ministry of Infrastructure and Sustainable Energy
MWYSA	Ministry of Women Youth and Social Affairs
NGO	Non-Governmental Organization
OM	Operational Manual (for KOIRAP)
OB	Office of Te Beretitenti (Office of the President)
PV	Payment Voucher
ToR	Terms of Reference

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## Introduction

1. The Republic of Kiribati is one of the smallest, most remote and geographically dispersed countries in the world. Although located in relatively calm latitudes, Kiribati is highly vulnerable to the impacts of climate change including rising sea levels, warming and acidification of coral fringing reefs, and the possible increase in extreme weather events ranging from prolonged droughts to more frequent and intense storms. Kiribati's low-lying atolls are in many places no more than 3m above mean sea level, and so are not only vulnerable to already documented sea-level rise but, more immediately, a number of human settlements are exposed to and contribute to continual coastal erosion. Assessments in 2018<sup>1</sup> found that flooding of land from the sea tends to occur episodically. Conditions of high (king) tide levels and wave overtopping coinciding with high tide levels frequently occur and result in salinization of soil and groundwater (lenses) supplies. Exceptionally limited freshwater storage facilities directly impact human wellbeing, with poor hygiene from inadequate water and sanitation contributing to a high communicable diseases case load. As a result, Kiribati has one of the highest rates of infant mortality in the Pacific region.
2. The 2020 Population and Housing Census recorded that nearly 60 percent of Kiribati's population of 120,000 people is urbanized, living in the three urban centers of South Tarawa-Betio (53 percent) or Kiritimati Island (six percent). The remaining 41 percent of the population (55,842 people in 2020) lives in the rural 'outer islands' and of these, 93 percent are in the Gilbert Group of islands. Census data over the past point to inter-atoll population movements and a concentration of populations on a smaller number of atolls. Eight outer islands<sup>2</sup> had relatively stable populations over the last 20 years with a small natural population increase (approximately 1.32 percent per year). Seven outer islands are characterized by out-migration and declining populations over the past 30 years.<sup>3</sup> Access to basic 'lifeline' infrastructure and services such as clean water, drainage, sanitation, public services, and connectivity in the outer islands and urban centers of Kiribati are among the lowest in Pacific, and the costs of service delivery are very high due to dispersion. In 2020, 50 percent of the population living on outer islands made use of unprotected wells for drinking water, although there is large variation between islands and among villages and islets of islands.
3. For the past decade, Kiribati has been strengthening its policy and legal frameworks on climate change adaptation. The Government has prepared and is implementing the *Kiribati Joint Implementation Plan (KJIP) for Climate Change and Disaster Risk Management (DRM), 2014-2023*, aimed at mainstreaming adaptation and DRM into all sectoral policies and strategies. In 2019, the Office te Beretitenti (OB) led the preparation of a set of comprehensive climate adaptation options through the *Kiribati Long Term Coastal Security Strategy*. Short and medium-term options promoted by the Coastal Strategy include: (i) incremental raising of land levels on internal areas of existing land supported by practices such as raising building floor levels; (ii) reducing exposure and encouraging planned, safer development set back from the foreshore, including community assets and public buildings with support to relocate or rebuild away from the shoreline where possible; and (iii) prohibiting detrimental human-related impacts that compromise the natural coastal protection and instead strengthen protection through rehabilitating coastal "buffer" zones with appropriate vegetation. Although Kiribati has no obligation under the UNFCCC to reduce its emissions of greenhouse gases, the country has made notable efforts to reduce fossil fuel imports and increase domestic renewable energy use. Under its *Intended Nationally Determined Contribution, 2016*, Kiribati has committed to reduce emissions by 13.7 percent by 2025 and 12.8 percent by 2030 compared to a business as usual projection by increasing renewable energy and energy efficiency in its urban areas and in rural public infrastructure

<sup>1</sup> Conducted by NIWA for the Kiribati Long Term Coastal Security Strategy

<sup>2</sup> Abaiang, Abemama, Banaba, Makin, Nikunau, S. Tabiteuea, Tabuaeran, and Teraina

<sup>3</sup> Arorae, Beru, Butaritari, Marakei, Nonouti, Onotoa, and Tamana

4. Despite widespread recognition of natural hazard risk and the effects of climate change, Kiribati's legislation does not explicitly assign climate change mitigation or adaptation activities to any specific tier of government. —Kiribati's elected subnational governments (Island Councils) are legally responsible for environmental protection, spatial planning and the provision of a wide range of public services. Given the localized nature of climate change impacts and the benefit of well tested adaptation measures, they are well placed to assume responsibility for a climate change mitigation and adaptation actions. However, the Island Councils currently experience critical gaps in their staffing levels and lack the institutional capacity and financial resources to effectively and efficiently carry out their existing and any new climate-related mandates. With appropriate technical and financial support, and coordination through MIA and other central government Ministries and agencies, outer islands can benefit from implementation of locally determined priorities. Island Councils thus have the potential to play a far stronger role than at present in carrying out their core functions, including risk informed spatial planning and development control, and climate change actions in the form of delivery of infrastructure to meet basic needs including clean water supplies and making use of renewable and energy efficient technologies and construction methods.

## Objective of the Island Council Adaptation Subprojects (ICAS)

5. To strengthen the capabilities of island councils for risk-informed land development planning and basic infrastructure and service delivery, and to strengthen the climate resilience of vulnerable communities, the Government of Kiribati (GoK) is implementing the Kiribati Outer Island Resilience and Adaptation Project (KOIRAP) from 2022-2029. KOIRAP has a budget of US\$20 million (approximately AU\$27.8 million) financed as a grant through the World Bank's International Development Association (IDA). The Project is being implemented by the Ministry of Internal Affairs (MIA) in close collaboration and coordination with the Island Councils.
6. KOIRAP has allocated an amount of US\$9.3 million towards the expansion of basic infrastructure and services on outer islands (Component 1 of the Project) and US\$8.1 million for strengthening risk-informed spatial planning and asset management by the island councils (ICs) and central government ministries (Component 2). Component 1 will finance several rounds of "basic" subprojects and one round of larger "competitive" subprojects to eligible ICs for small-scale, risk-informed infrastructure, equipment, and technical studies.
7. The subprojects will increase the resilience of people and assets in outer islands and provide learning-by-doing opportunities for ICs to improve their efficiency and effectiveness in carrying out core local government functions and responsibilities. The small-scale civil works and equipment will be identified and prioritized by the ICs in consultation with their local electorates but procured and constructed or delivered by MIA (the KOIRAP Implementing Agency) using centrally based procurement (tenders) for works, goods and services, and Force Account construction arrangements, all on behalf of the ICs.<sup>4</sup> On completion, all project-funded physical assets will be formally transferred to the relevant IC for ongoing operations and maintenance.

## Purpose of the ICAS Manual

8. The Island Councils' Adaptation Subprojects Manual (ICAS Manual) has been prepared to provide guidance on how to access, manage and report on Island Councils' adaptation subprojects funded by KOIRAP. The ICAS Manual is intended to provide a single reference guide for all Island Councils, the

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<sup>4</sup> No project funds will be transferred to the ICs.

residents of outer islands, and central government agencies who participate in identifying, implementing, and benefiting from the adaptation subprojects.

9. The ICAS Manual should be read in conjunction with the KOIRAP Project Operational Manual (POM). The KOIRAP POM contains detail on, among other things, the implementation arrangements, procurement and financial management requirements, environmental and social risk mitigation measures, and periodic monitoring and reporting required under the project.

## Types of Island Council Adaptation Subprojects

10. Under Component 1 of the KOIRAP, funding and technical assistance support in an amount of US\$9.1 million will be available from 2022 through 2029 for the expansion of basic infrastructure and services on outer islands in Kiribati. This will include funding support for small-scale, risk-informed infrastructure investments, Island Council equipment, and technical studies. Two types of funding support is offered, namely for (i) specific purpose “basic” adaptation subprojects and (ii) “competitive” adaptation subprojects dependent on the administrative and management performance of the responsible Island Council.

### i) Basic subprojects

11. KOIRAP will finance four annual rounds of support for up to a total of 75 “basic” subprojects from 2023 through 2026 for specific adaptation purposes.
12. As described in the sections below, all outer island councils (but not the three urban councils) are eligible to apply for and if successful, receive one or more basic adaptation subprojects according to the individual needs and priorities of their electorates (communities). The size of annual subprojects may range from AU\$14,000 to US\$42,000<sup>5</sup> with the possibility of applying for further annual rounds of funding to either extend the original subproject or implement one or more separate subprojects in different locations.
13. By Year 4 of the project, all 20 Island Councils will have successfully applied for at least one and up to four annual basic subprojects for specific adaptation purposes.

### ii) Competitive subprojects

14. KOIRAP will finance up to 10 subprojects of between AU\$139,000 and -AU\$167,000<sup>6</sup> where the Island Council must meet a set of administrative and management performance measures in order to access the subproject support. It is likely that only 10 of the outer island councils (but not the three urban councils) will be able to meet the agreed performance criteria. Each eligible island council may only apply for one competitive subproject. -Competitive subprojects may be used to scale up small scale investments commenced with one or more basic subprojects or basic subprojects may be applied for to top-up (gap finance) the competitive subproject. In Years 1 and 2, MIA will provide dedicated KOIRAP-funded advisory support to the 10 potential Island Councils to assist them to meet the performance criteria.

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<sup>5</sup> i.e. ranging from US\$10,000 to US\$30,000 each.

<sup>6</sup> i.e. ranging from US\$110,000 to US\$120,000 each.

15. The specific size and value of each competitive subproject will be proposed by the eligible Island Council and will be evaluated against the design and costings provided in the application submission, as well as the positive impact of the proposed subproject on climate and disaster resilience. The competitive subprojects are intended to provide medium-term adaptation investments in resilient infrastructure and services that have wider beneficiary impact and help to strengthen community resilience more broadly as compared to the basic subprojects.
16. Both the basic and competitive adaptation subprojects are aimed at not only increasing the resilience of communities and assets in outer islands **but also to provide learning-by-doing opportunities for the Councils to improve their efficiency and effectiveness in carrying out their core local government functions and responsibilities as set out in the Local Government Act, 1984.** Implementing the subprojects will strengthen the capabilities of elected Island Council leaders, staff and local administration systems to engage with their electorates/local communities effectively and efficiently and coordinate with other agencies (e.g., central Ministries), to **identify, plan for, operate and maintain basic infrastructure and services** as stipulated in Kiribati's local government legislation.
17. MIA will be responsible for providing centralized design support, procurement, and operations/maintenance training to the island councils. The small-scale civil works will be carried out by the MIA (MISE?) using Force Account arrangements where local contractors are not available due to remoteness of the island. The mode of construction will be based on lessons learned from KAP III, which implemented rainwater harvesting (RWH) systems using community building roofs to collect the water using a mix of contractor-built works (North Tarawa) and labor-intensive construction (Gilbert and Line Islands).
18. KOIRAP also will finance several project consultants and technicians to support MIA and Island Councils with subproject implementation and monitoring, e.g., adaptation subprojects manager, community engagement officers, technicians, and engineering experts.

## Eligibility Criteria for Island Council Adaptation Subprojects

### Eligible islands

19. All Island Councils (excluding the three Urban Councils) will be eligible to apply for the **basic subprojects**.

### Eligible applicants

20. Applicants for the adaptation subprojects, either basic or competitive, will be Island Councils incorporated/declared under the Local Government Act, 1984, but excluding Betio Town Council, Teinainamo Urban Council and Kiritimati Island Urban Council.
21. All applications would need to be approved by the full island Council before submission to MIA. If approved, the successful Island Council would be required to sign a Memorandum of Agreement with MIA, setting out each party's roles and responsibilities (*see Annex 4*).

### Eligible subproject applications

22. (i) All adaptation subprojects put forward for funding must fall within the sole, shared or discretionary service responsibilities of Island Councils as set out in Kiribati's legislation, summarized in Figure 1 below.

*Figure 1: Summary of service provision in different spheres of government in Kiribati*  
(Source: Local Government Act, 1984)

Type of Service	National government	Island Councils	Town Councils
<b>General Administration</b>			
Police	○	○	○
Fire protection	○	○	○
Civil protection	○	○	○
Criminal justice	○	○	○
Civil status register	○	○	○
Statistical office	○	○	○
Electoral register	○	○	○
<b>Education</b>			
Pre-school	○	○	○
Primary	○	○	○
Secondary	○	○	○
Vocational and technical	○	○	○
Higher education	○	○	○
Adult education	○	○	○
<b>Social Welfare</b>			
Family welfare services	○	○	○
Welfare homes	○	○	○
Social security	○	○	○
<b>Public Health</b>			
Primary care	○	○	○
Hospitals	○	○	○
Health Protection	○	○	○
<b>Housing and Spatial/Physical Planning</b>			
Housing	○	○	○
Spatial/physical planning	○	○	○
Regional planning	○	○	○
<b>Transport</b>			
Transport	○	○	○
Roads	○	○	○
Airports	○	○	○
Ports/wharves	○	○	○
<b>Environment and Public Sanitation</b>			
Water and sanitation	○	○	○
Refuse collection and disposal	○	○	○
Cemeteries	○	○	○
Slaughter houses	○	○	○
Environmental protection	○	○	○
<b>Culture, Leisure and Sports</b>			
Museums and libraries	○	○	○
Parks and open spaces	○	○	○
Sports and leisure facilities	○	○	○
Religious facilities	○	○	○
<b>Utilities</b>			
Electricity	○	○	○
Water supply	○	○	○
<b>Economic</b>			
Agriculture, forests and fisheries	○	○	○
Local economic development and promotion	○	○	○
Trade and industry	○	○	○
Tourism	○	○	○
○	Sole responsibility service		
○	Joint responsibility service		
○	Discretionary service		

23. (ii) All applications must be approved by the full island Council before submission to MIA. If approved, the successful Island Council is required to sign a Memorandum of Agreement with MIA, setting out each party's roles and responsibilities (see Annex 4).

#### Examples of eligible activities

24. In addition to meeting one or more of the Island Council's sole, shared or discretionary core functions (see Figure 1),

25. **Basic subprojects may be used for the specific purposes of:**

- i) improved access to reliable and potable water (for example, rainwater harvesting systems) including the use of renewable energy solutions,
- ii) small-scale drainage measures,
- iii) climate-resilient solutions to reduce localized flooding or inundation, for remote communities including people of all ages, abilities, and genders,

- iv) equipment to enable implementation of labor-intensive construction activities and routine and periodic maintenance of Island Council assets.

**26. Competitive subprojects may be used for:**

- ii) expanded coverage of basic subproject activities (priority small-scale water supply and drainage improvements such as improved drainage infrastructure and climate-resilient designs that include bioswales, rain gardens, etc.);
- iii) raising ground levels of critical facilities (e.g., to adapt health centers, housing for government staff, and primary schools to climate change effects such as sea level rise);
- iv) risk reduction and climate adaptation of public buildings due for replacement or relocation to safer areas, incl. staff housing, health centers, schools, critical government administration buildings, to improved design and construction standards (including for climate-resilient design such as use of weather resistant materials and infrastructure design that can withstand the impacts of strong winds and flood inundation);
- v) construction/rehabilitation of public spaces including sanitation facilities (including to upgraded design and construction standards as mentioned in (iii) above);
- vi) rehabilitation of grey/green drainage infrastructure based on climate-resilient designs (e.g., access roads, bioswales, rain gardens, detention ponds for flood management); and
- vii) equipment to enable implementation of labor-intensive construction activities and routine, periodic and reconstruction maintenance of IC assets, including solid waste collection (e.g., waste collection equipment and receptacles, construction or operation of infrastructure for waste collection, waste collection and transportation vehicles).

#### Examples of ineligible activities

**27. Adaptation subproject funds may not be used for:**

- i) Activities that are not the responsibility of Island Councils (Local Government Act, 1984)
- ii) Activities that do not contribute directly to the twin objectives of the KOIRAP project, namely to (i) strengthen the capabilities of island councils for risk-informed land development planning and basic infrastructure and service delivery; and (ii) strengthen the climate resilience of vulnerable communities.
- iii) Activities that are not technically, financially or environmentally sustainable.
- iv) Activities that are illegal under Kiribati's legislation or an Island Council's byelaws.
- v) Compensation payments to any person(s) who is the owner of land that is injuriously affected by the execution of any works constructed in connection with the subproject.

## Subproject Approval Process

### Specific Purpose Basic Adaptation Subprojects

28. All Island Councils (excluding the three Urban Councils) will be eligible to apply for the basic subprojects. At the start of each year, MIA will publicly advertise the availability, purpose and eligibility criteria for the basic subprojects. –To provide adequate facilitation support to applying Councils and to appropriately monitor the implementation of the funds, the number of subprojects per year would be capped as follows:

<b>Year 1:</b>	Up to 6 Island Councils
<b>Year 2:</b>	Up to 10 Island Councils (the 6 Councils with basic subprojects from Year 1 would be eligible to apply for a new basic subproject if they have

substantially completed their Year 1 subproject, plus 4 or  
more additional Island Councils could apply)

**Year 3:** Up to 16 Island Councils (the 10 Councils with basic subprojects from Year 2 would be eligible to apply for a new basic subproject if they have substantially completed their Year 2 subproject, plus 6 or more additional Island Councils could apply)

**Year 4:** Up to 20 Island Councils (the 16 Councils with basic subprojects from Year 3 would be eligible to apply for a new basic subproject if they have substantially completed their Year 3 subproject, plus 4 or more additional/remaining Island Councils could apply)

29. In Years 1 (six ICs) and 2 (four ICs) selected Island Councils will be invited to prepare and submit their applications. In Years, 2, 3 and 4, facilitation support to the Island Councils will be provided by MIA staff supplemented by project-funded consultants attached to MIA and its PIU.

30. The Year1 and Year 2 Island Councils will be ranked and selected by MIA based on existing water supply coverage (need), vulnerable groups among the island population, and have a stable or increasing population from 1995-2020 (all using 2020 Population and Housing Census data). This is to open up a longer pathway for the Councils most in need to receive more than one annual basic grant and/or for Councils most able to meet the performance criteria to have adequate time to apply for a competitive subproject.

31. The initial two years' ranking of Island Councils for basic grants will be as follows:

Selection criteria:

1. *Needs-based measure:*

- Percentage of population using unprotected well as main source of drinking water (2020)

2. *Vulnerable population-targeted measure:*

- Percentage of population 0-4 years (OI average 12.4 percent, 2020)
- Percentage of population 65+ years (WHO: 7 percent + = 'ageing')
- Average household size (OI average 4.7 people/hhd, 2020)

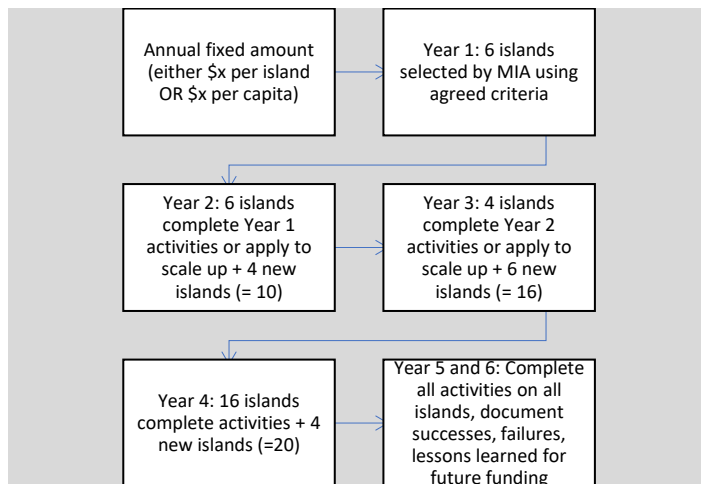
32. Table 1 below highlights (yellow) an preliminary, ranked list of Island Councils for basic subprojects in Year 1 on the basis of the criteria.

**Table 1: Island Councils ranked by needs, vulnerability and stability of population for Year 1 basic subprojects**

Island Dashboard		Total popn		Total hhds		% Pop ms = unprotectd well (island avg)		Avg hhd size (avg OI 4.7)		% Pop 0-4 (avg OI 12.4%)		% Pop 65+ (>7%)		% hsg stock 31+ yrs (avg 31%)	
Division	Island	1995	2020	2020	2020>1995	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
Central	Banaba	339	333	84	Decrease	0.00%	3.9	17.1	3.0	84%					
Northern	Makin	1830	1914	374	Increase	70.30%	5.1	12.5	4.8	33%					
Northern	Butaritari	3909	3250	624	Decrease	74.60%	4.9	13.8	4.4	19%					
Northern	Marakei	2724	2738	576	Increase	40.60%	3.9	17.1	3.0	22%					
Northern	Abaiang	6020	5815	1110	Decrease	32.70%	4.8	12.7	4.5	13%					
Northern	N Tarawa	4004	7018	1328	Increase	45.60%	4.7	12.4	3.7	12%					
South. Tarawa	S Tarawa (incl.	28350	63072	9576	Increase	14.00%	5.1	12.8	3.3	32%					
Central	Maiana	2184	2345	471	Increase	36.30%	6.5	13.1	3.6	19%					
Central	Abemama	3442	3255	690	Decrease	53.90%	4.9	11.3	4.2	16%					
Central	Kuna	971	1190	252	Increase	57.40%	4.3	11.9	4.4	26%					
Central	Aranuka	1015	1221	267	Increase	83.90%	4.4	12.1	4.5	26%					
Southern	Nonouti	3042	2749	635	Decrease	64.20%	4.4	11.8	5.0	27%					
Southern	N Tabiteuea	3383	4180	758	Increase	77.30%	5.1	12.9	3.5	25%					
Southern	S Tabiteuea	1404	1356	279	Decrease	41.90%	4.9	13.1	5.2	31%					
Southern	Beru	2784	2214	546	Decrease	11.02%	3.9	9.8	5.7	48%					
Southern	Nikunau	2009	2055	439	Increase	54.97%	4.6	12.3	4.5	47%					
Southern	Onotoa	1918	1417	338	Decrease	21.89%	4.1	11.5	6.2	41%					
Southern	Tamana	1181	1028	197	Decrease	38.60%	5.0	9.7	8.8	36%					
Southern	Arorae	1248	994	208	Decrease	45.90%	4.7	9.5	6.8	47%					
Line Is. & Phoe	Teeraina	978	1893	328	Increase	76.38%	5.0	14.1	2.5	20%					
Line Is. & Phoe	Tabuaeran	1615	1990	398	Increase	20.10%	5.0	12.8	3.4	19%					
Line Is. & Phoe	Kiritimati	3225	7369	1253	Increase	15.58%	5.9	13.1	3.0	13%					
Line Is. & Phoe	Kanton	83	41	8	Decrease		4.6	9.8	0.0	0%					

33. Figure 2 below shows the indicative number of Island Councils per year applying for basic subprojects.

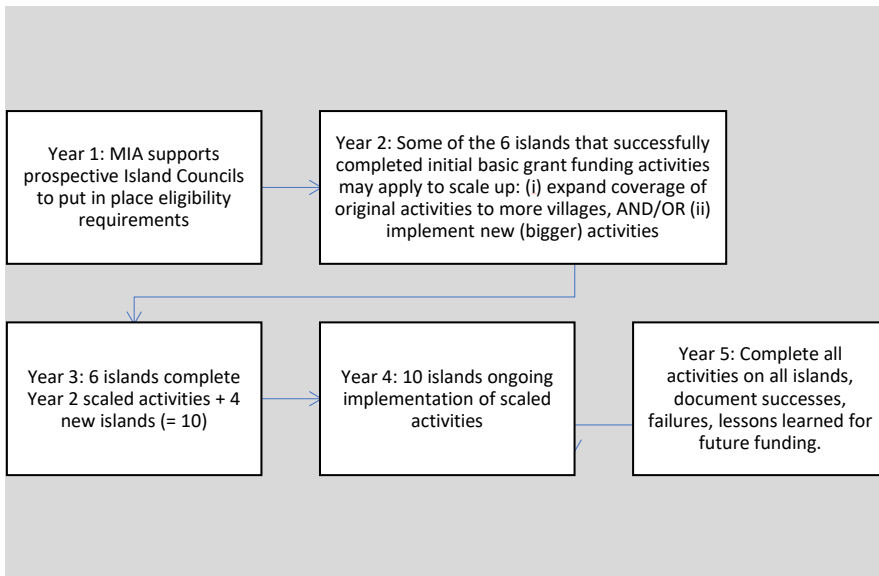
**Figure 2: Basic Adaptation Subprojects – Year by Year Overview**



### Performance-based Competitive Adaptation Subprojects

34. It is likely that only 10 of the outer island councils (and excluding the three urban councils) will be able to meet the agreed performance criteria. Each eligible island council may only apply for one competitive subproject.
35. All of the following criteria need to be met for an Island Council to be eligible to apply for a competitive subproject:
- Outer Island Council has successfully completed activities approved under at least one Basic Subproject
  - Island population has increased over past 25 years (1995-2020)
  - Council has three key staff positions filled (Island Clerk, Financial Officer, Island Planning Officer)
  - Council's annual financial audits are up to date, with no outstanding management issues
  - Climate and disaster risk-informed land development plan adopted by Island Land Planning Board, based on Island Vulnerability Assessment completed in the last five years (for example, under KAP III or LCDP)
36. In Years 1 and 2, MIA will provide dedicated KOIRAP-funded advisory support to the 10 potential Island Councils to assist them to meet the performance criteria.
37. Figure 3 below shows the indicative number of Island Councils per year applying for competitive subprojects.

**Figure 3: Competitive Adaptation Subprojects – Year by Year Overview**



## Financial Regulations for Subprojects

38. All subprojects will be implemented by MIA in accordance with the KOIRAP Operational manual and financing agreements between the World Bank and the Government of Kiribati.

## Subproject Process

### Application Process

39. The application process for basic and competitive subprojects is a two-step approach:

1. Is the Island Council eligible for the type of subproject being applied for; and
2. Merit criteria for approving subprojects.

### 1. Island Council eligibility and prioritization

40. *(See above)*

### 2. Merit Criteria for Subprojects

41. The size of the subproject that an Island Council receives is decided on the basis of an assessment of the need and adaptation impact, and an assessment of the Island Council's capacity (ability and willingness) to identify, plan for and ultimately take over the operations and maintenance of the subproject efficiently, up to a maximum amount of basic or competitive subproject, per application.

42. Eligible applications will be assessed against the following criteria to determine their relative merit:

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Criterion 1: Addresses basic needs within the settlement and application shows how the project will have a positive adaptation and development impact (or at minimum meets 'do no harm' principles) with respect to the physical environment and vulnerable members of the community → 30 points

Criterion 2: Subproject design has been prepared in consultation with the community or relevant part of the community → 20 points

Criterion 3: Problem within the community has been identified and subproject design has been costed and found to be justified in comparison to other types of subprojects (costing clearly shows any contributions in cash or kind contributions to be made by the community, user fees to be charged, and how the contributions and/or user fees are to be collected, and any other contributions by partner agencies/NGOs, etc.) → 25 points

Criterion 4: Subproject implementation plan has been drawn up within a realistic timeframe and specifies how the subproject is to be implemented and by whom → 10 points

Criterion 5: Application shows how the subproject is to be operated and maintained for at least three years in the future, detailing the role played by Island Council, other government agency, and

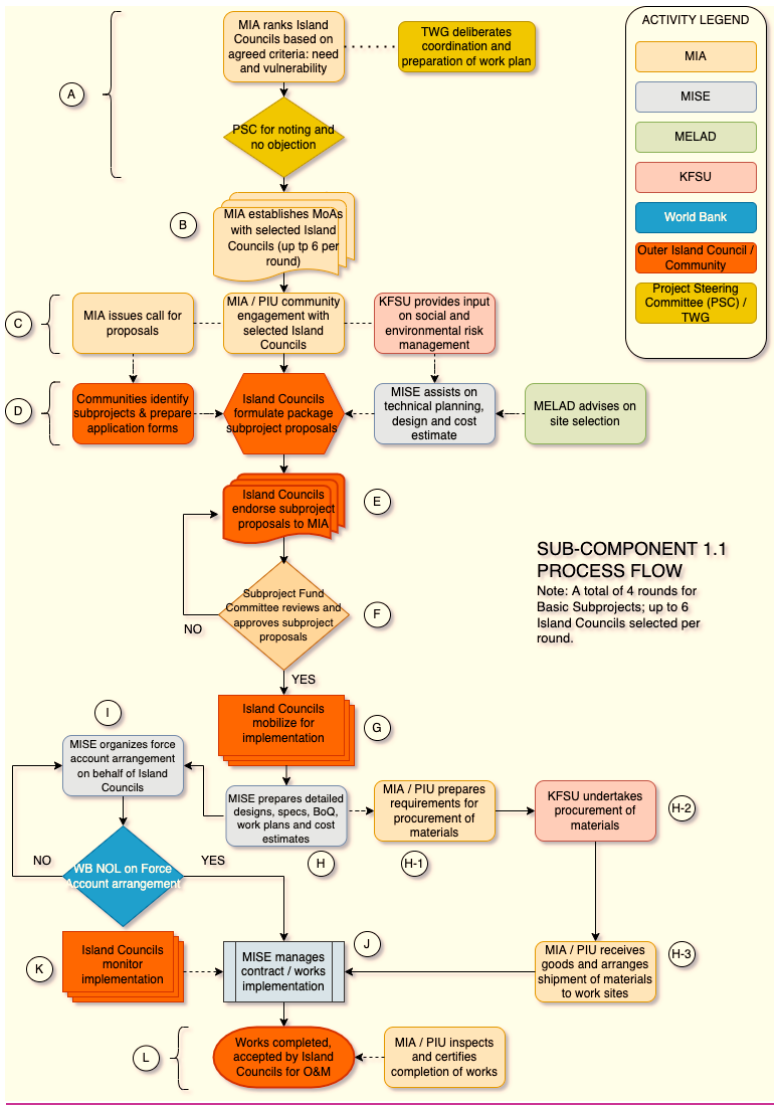
including any letters of firm support from such partners → 10 points

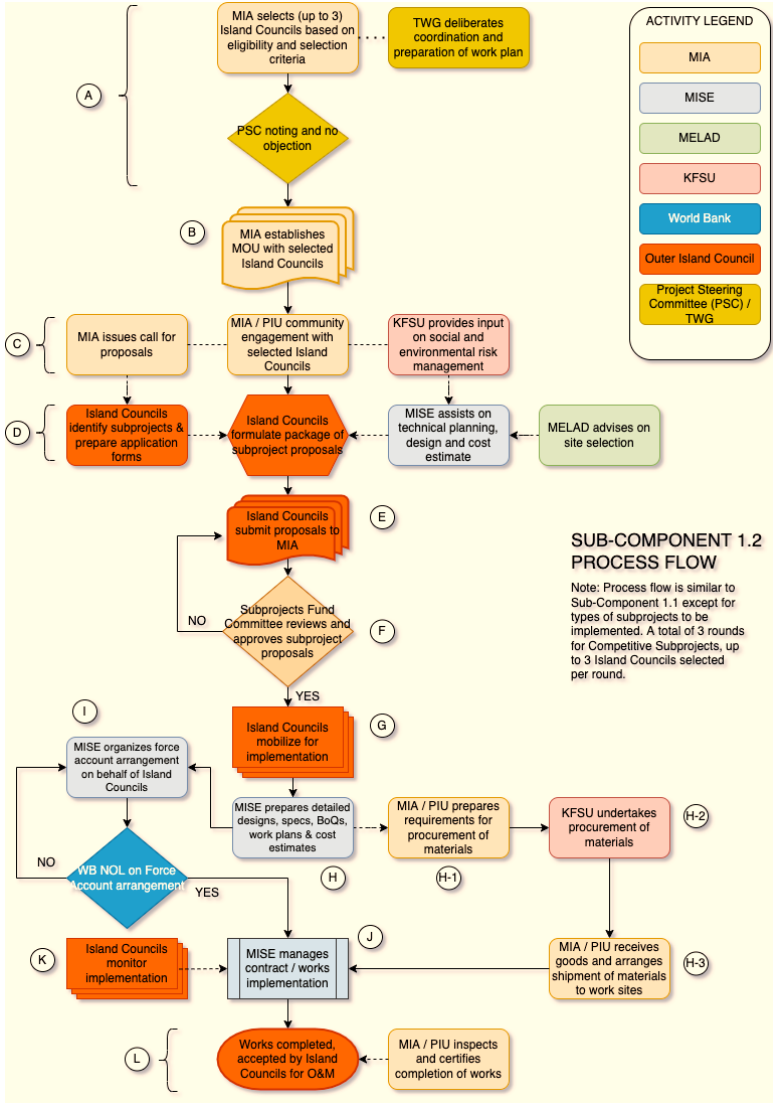
Criterion 6: Any other relevant considerations that the applicant Island Council may wish to include → 5 points

TOTAL POINTS → 100 points

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43. This two-step application is shown in more detail in the figures overleaf:





If the Application is Successful

Adaptation Subproject Agreement

44. See Annex 4

### Counter-party responsibilities

45. Subproject applicants will, if successful:

- Provide in-kind contribution through provision of voluntary labor and local materials where needed for the project.
- Be responsible for participating in a formal handover of the works or equipment when completed and for financing and implementing any on-going maintenance required.

### Reporting Requirements

46. *See Annex 3*

### Composition and Tasks of Technical Working Group

47. (Refer to KOIRAP POM) In summary:

A Technical Working Group (TWG) will be established and include technical counterparts from relevant ministries/agencies to provide technical advice and guidance to MIA and its Project Implementation Unit (PIU) on key decisions, challenges and priorities relating to the KOIRAP project. Members of the TWG will be chaired by a representative of MIA and will include technical representatives from the same ministries as the PSC. This group will further support improved day-to-day coordination among the relevant critical ministries and provide technical inputs on the any issues facing MIA and the Island Councils with regards to implementation of the adaptation subprojects.

## Annex 1: Island Council Self-test Eligibility Check

These questions are designed to assist the applicant Island Council in identifying whether your Council and your adaptation subproject proposal may be eligible for making an application for an Island Council Adaptation Subproject. If you answer YES to ALL of these questions, then you may wish to contact MIA to obtain an Island Council Adaptation Subproject Application Form. Work through each question; if your answer is “Yes”, then proceed to the next question. If it is No, seek advice on whether to proceed with making an application or not from the KOIRAP Project Manager in the Project Implementation Unit, MIA.

APPLICANT INFORMATION		
1. Is the proposed adaptation activity to be carried out within an eligible Island Council area?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No – Not eligible
2. Does the proposed adaptation activity to be carried out fall within the sole, shared or discretionary service responsibilities of the Island Council, per the Local Government Act, 1984 (see Figure 1)	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No – Not eligible
3. Has the Island Council making the application recorded (i) minutes of all consultation meeting with communities in identifying and prioritizing the preferred subproject, including a record of any groups consulted (e.g., youth, women’s groups, businesses), and (ii) minutes of the full Council meeting approving the subproject?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No – Not eligible
4. Has the Island Council making the application established or is it able to establish a formal cooperation partnership (as evidenced by an Memorandum of Agreement or other acceptable agreement) with MIA and any other support partners (e.g. an NGO, church, etc.)?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No – Not eligible
5. If the Island Council making the application has received basic subproject previously, has MIA already spent and accounted for 85% of that subproject to the satisfaction of MIA and the Island Council?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No – Not eligible

If you are able to answer “Yes” to all of the above, your group might be eligible to obtain an adaptation subproject. You should contact MIA to obtain an application form and further guidance on lodging your application for the next round of submissions.

## Annex 2: Island Council Adaptation Subproject Application Form

### APPLICATION FORM FOR WORKS

#### 1. GENERAL

Name of applicant Island Council(s):	
Position of Person authorized to submit application:	
Name of Person authorized to submit application:	
Address:	
Phone, email or other contact details:	
What are you requesting be funded (title of subproject):	
Location (Island, Village(s), where on the village):	
Total Cost of Project:	
Amount requested:	
Project duration:	Time for detailed design and getting any permissions or approvals required _____ Time for procurement of materials on the site _____ Time for actual works _____

2. ORGANISATION and MANAGEMENT

2.1 Council Committee and Department responsible for the project

--

2.2 Names and positions of responsible officer(s) in the Council for implementing the subproject


2.3 Names of any other partners who will be collaborating with the Council to implement the subproject (e.g., NGO, church, women’s group, etc) and the contact person name in this partner(s)


2.4 Accomplishments of the Island Council in the past ten years to meet the needs of the island population (*include relevant experience and achievements, highlighting any achievements addressing climate change; and an explanation of how the description you provide makes your Council an appropriate grantee*).


3. PROJECT DESCRIPTION

3.1 What is the problem that this project is trying to address, and why it is a problem *(give as much detail as you can to support your claim, and include photos if possible?)*


3.2 What does the project involve *(give details, e.g. installing 4 rainwater tanks and 30m of guttering on xx primary school)*


3.3 What is the expected lifetime of the project, both with regular maintenance, and without regular maintenance?


3.4 Attach map (can be hand-drawn or on GoogleEarth) showing where works are to be undertaken, and any other features of importance (a separate sheet can be attached if space provided is not enough).

3.5 Attach drawing (can be hand drawn) showing works to be undertaken, measurements, and any specifications, *(e.g. if rainwater system, give layout including dimensions and height of roof, where tanks would be located, where tap stands would be located, and any other details)*. A separate sheet can be attached if space provided is not enough.

3.6 What are the skills and specialised machinery required to undertake the project? *(Give as much detail as possible, e.g. may require a skilled person to undertake design, or an excavator if a pipe is underground)*


**3.7** What risks and constraints need to be considered? *(For example, land use, training, technical assistance, equipment, land ownership)* What can be done to minimise and manage these risks?


**4. OPERATION OF PROJECT**

4.1 Who will own the project? *(Give as much detail as possible)*


4.2 Approximately how many will benefit from the project, and who are the people who will benefit? *(E.g. gender, whether it will be a particular religious group or disadvantaged group)*


4.3 How will the system be operated and who will operate it *(e.g. if a water supply may need to be turned on once a day)*


4.4 How will maintenance be funded and undertaken (*give as much detail as possible, e.g. if a water supply may need cleaning once a week and replacement of a filter once a month*)


4.5 What risks and constraints need to be considered with regards the operation, maintenance and monitoring? What can be done to minimise and manage these risks?


**5. UNDERTAKING OF PROJECT**

5.1 Who will actually do the work? Do you need any skilled personnel from outside the Council and outside the community need to be involved, and if so, give details of how you intend to obtain these personnel, will they be aid or voluntary, etc.


5.2 Who would be the responsible person for overseeing the works to ensure they meet the design standards, and what skills or experience do they have in this, and how will the supervision be undertaken?


5.3 Do you need materials or tools from another island or from overseas? If so what materials?


## 6. BUDGET for PROJECT

Attach a table with a list of items that require funding (include materials, labour and tools), and state the budget for each item, the amount of money that is being requested from KOIRAP Project, and the amount of money that will be provided from other contributions (Council Budget, other Government grant, or in-kind (the Council must show its commitment to the proposed subproject through financial and/or in-kind contribution).

The table should also state the source of each item. Attach a separate sheet of paper to illustrate your budget following the example below:

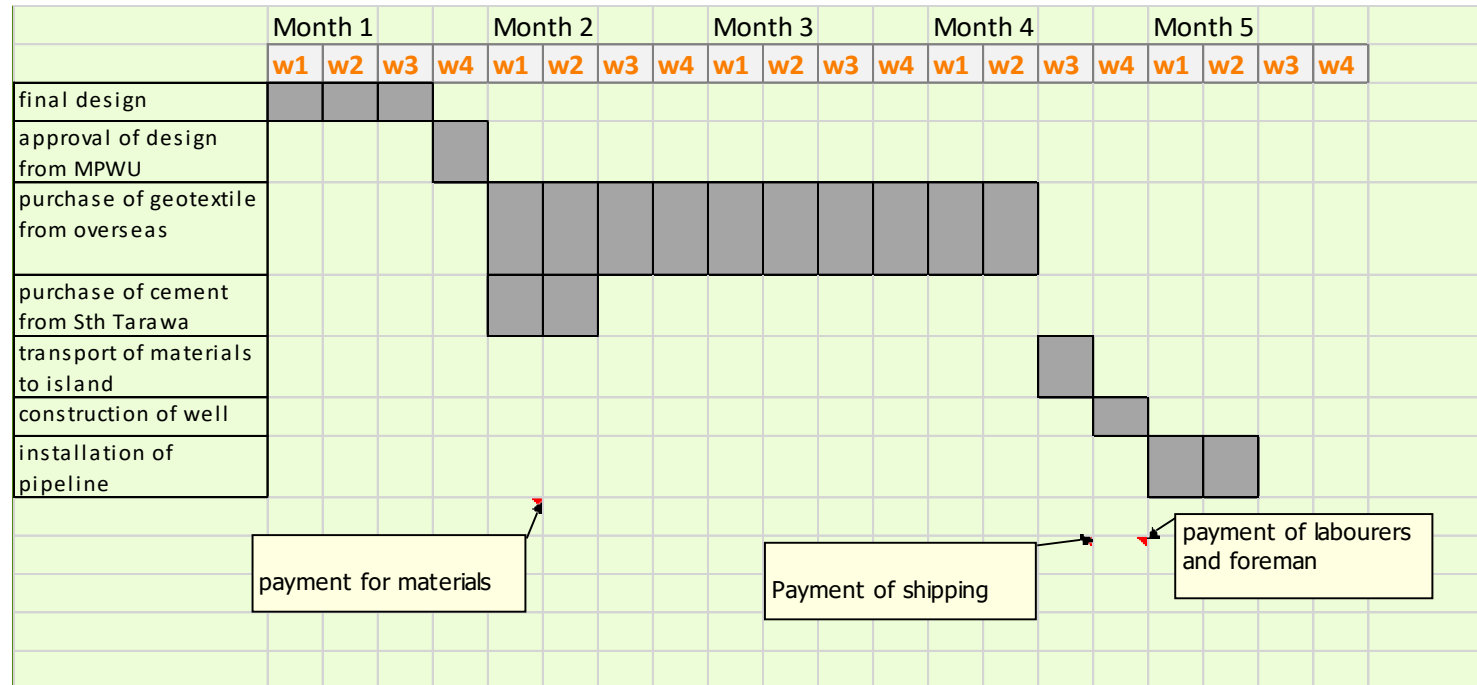
ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL BUDGET REQUIRED	AMOUNT FROM RESILIENCE FUND	AMOUNT FROM OTHER SOURCE	IN-KIND CONTRIBUTION	SOURCE OF ITEM
e.g. cement	bags	500	\$20/bag	\$10,000	\$200	0	0	South Tarawa
e.g. gutter	m	50	\$20/m	\$100	\$100	0	0	Overseas
e.g. general labour	Days	5 people for 15 days	\$20/day	\$1,500			\$1,500	village
e.g. skilled labourer (foreman)	Days	15	\$50	\$750	\$750			Skilled person to be engaged from another village
e.g. wheelbarrow	No	1	\$200	\$200		\$200 (from project x)		South Tarawa
Freight	Trips	1	\$5,000	\$5,000	\$5,000			Boat from Sth Tarawa
Maintenance for five years	Years	5	\$100	\$500			\$500	Fund-raising in community
<b>TOTAL</b>								

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## 7. TIMELINE for PROJECT

Attach a timeline showing all the steps involved in the project, including detailed designs (note designs must be approved by the relevant Ministry), any permits, procurement of materials, and works, as well as when monies would be required.

Example Timeline:



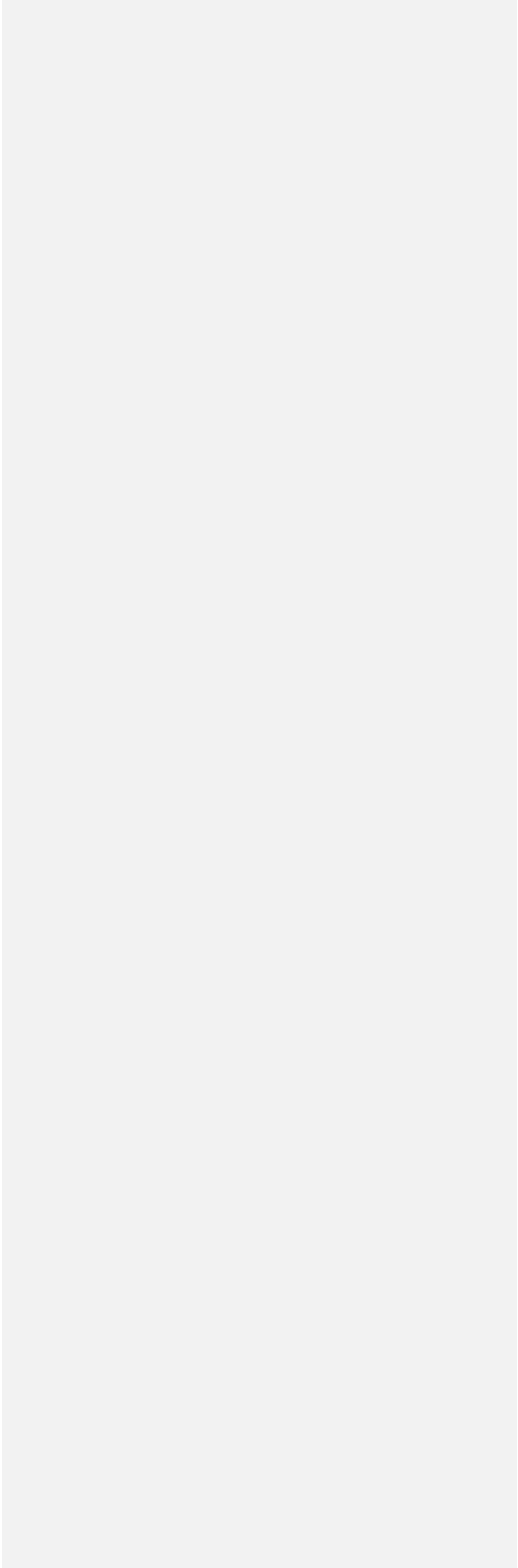
Commented [BK1]: Change MPWU to MISE

**8) APPROVAL DETAILS**

Name of Island Council .....

**Authorising Signatories**

<b>Name</b>	<b>Role</b>	<b>Signature</b>	<b>Date</b>
1.	Clerk to island council		
2.	Chairperson to island council (mayor)		
3.	Treasurer to island council		



### Annex 3: Progress Report Form

(To be completed by the Island Council at the Mid-Term and Completion of the Subproject or as specified in the Letter of Agreement)

Date

Island Council Name

Subproject title

Progress Report Number

Island Council's Details

Name	
Physical address	
Contact phone number	
Contact e-mail	

Type of Subproject (tick):

Specific Purpose Basic

Performance Based

Total Subproject Amount

#### PROGRESS SINCE LAST REPORTING PERIOD

1. Have there been changes to the plans and objectives for the period covered by this Progress Report?  
Yes / No Please explain any changes:



**THE PROJECT GOING FORWARD**

Are there any expected changes to your activities for your next milestone?  
 (Will your next milestone be progressing as originally planned?) **Yes / No** **If Yes, please explain.**


**ADAPTATION SUBPROJECT - EXPENDITURE RECORDS** *(to be completed by PIU)*

Activity/ Milestone Description <i>(from Letter of Agreement)</i>	Actual Start Date	Actual End Date	Subproject Funds spent to Date <i>(attach invoices)</i>		Other Sources of Funds Spent to Date <i>(attach invoices)</i>		Total Expenditures to Date
	(m/y)	(m/y)	Cash (A)	In Kind (B)	NGO (C)	Other Govt. Agency (D)	<i>(Total = A+B+C+D+E)</i>
1.							
2.							
3.							
4.							
<b>Totals</b>							

Annex 4: Draft Agreement for Implementation of the Island Council  
Adaptation Subprojects

**Memorandum of Agreement**

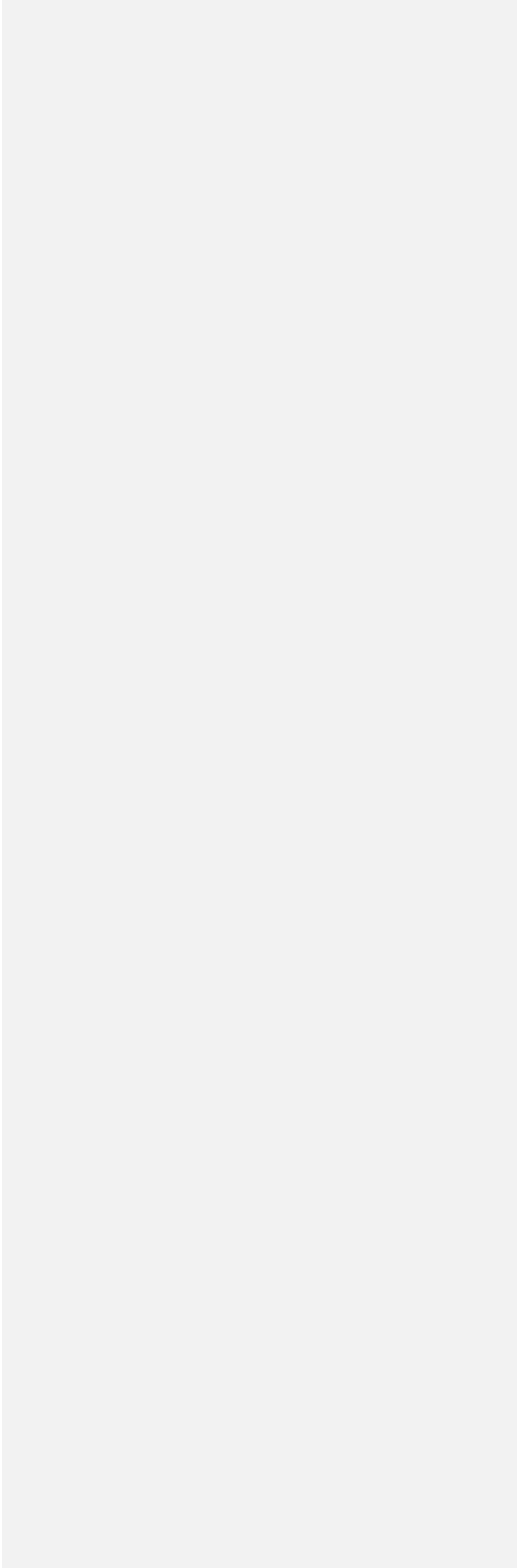
**Between**

**Ministry of Internal Affairs, Government of Kiribati**

**and**

..... **Island Council**

DRAFT



**Ministry of Internal Affairs, Government of Kiribati**

**Kiribati Outer Islands Resilience and Adaptation Project (KOIRAP)  
(KAPIII)**

**Island Councils Adaptation Subproject Agreement**

For the implementation of a

Basic Adaptation Subproject / Competitive Adaptation Subproject (*delete inapplicable*)

Name of Island Council: .....

Adaptation subproject title: .....

Date Memorandum of Agreement -Signed: .....

Total Approved Subproject Amount: .....

Period of Subproject :

Start date: .....

Completion handover date : .....

Source of Subproject Funds - Financing Agreement for Kiribati Outer Island Resilience and Adaptation Project signed on ..... between the World Bank and the Republic of Kiribati.

The Undersigned Parties - This contract is signed on .....date..... between the Secretary, Ministry of Internal Affairs (MIA), and ..... and ..... (*Names of Mayor and Town Clerk of Island Council*)

During the period of delivery and implementation of

.....

(name of approved subproject)

the two parties above agree as follows:

The Ministry of Internal Affairs agrees to:

Provide an adaptation basic/competitive (*delete inapplicable*) -subproject of a total amount of AU\$..... to

.....

(Name of Island Council)

in accordance with the conditions stipulated in the Island Councils Adaptation Subproject Manual and the KOIRAP Operational Manual.

Provide all the materials, equipment and consulting required for the sub project  
Provide an amount of AUD\$....., that will be needed on the island for incremental operating costs.

..... agrees to:

(Name of Island Council)

Provide in-kind contribution (labour and local materials).

Use the incremental operating costs funds no later than the closing date of xxxx.

Use the incremental operating costs funds in accordance with its proposal of ..... as amended and approved by MIA on .....

Return any unused incremental operating costs funds to MIA no later than two weeks after the closing date or the termination of the MOA, or signatories will be liable for outstanding amount.

Keep full and detailed records to account for all incremental operating funds and expenditures and grant activities to the satisfaction of the MIA Internal Audit Unit

Incremental operating costs funds are treated as an advance (imprest) and must be acquitted (retired) in the Island Councils' financial accounts

Submit monthly accounts to MIA

The Ministry of Internal Affairs agrees to:

Purchase goods and services or construct works in accordance with the procurement procedures stated in the KOIRAP Operational Manual.

Provide monthly progress and a completion financial reports to the KOIRAP Steering Committee and ..... Island Council in accordance with the KOIRAP Operational Manual.

Arrange initial, progress and final public meetings to inform ..... Island Council and stakeholders and community members of the details of the subproject, amount of the subproject funds supplied under the KOIRAP and details of how the funds are to be dispersed and to give account of the actual expenditures and project achievements.

Obligations of the Island Council and MIA are not complete until MIA has accepted the acquittals (retirements);

Any balance of funds (activities not completed within the due time) should be returned to KOIRAP.

Suspension or closure

Subproject activities and authorities to expend funds may be postponed or discontinued by the KOIRAP Steering Committee if in the view of that Committee, the Island Council is not performing in a satisfactory manner.

Delay or failure in the implementation of the approved subprojects due to mistakes, errors or negligence on the part of the Island Council will be taken into account in assessment of any future adaptation subproject application by the same Island Council.

**Force Majeure**

If delay in the implementation of the approved subproject is due to force majeure, the sanctions in the above "Suspension or closure" clause of this contract will not be applied.

Force Majeure includes among others:

Natural disaster or climatic conditions that make the implementation of the approved subproject impossible.

Riots, war or chaotic situation that makes the implementation of the approved subproject impossible

Other situations beyond human capacity as accepted by the KOIRAP Steering Committee.

In the case of force majeure, the Island Council should inform the MIA Secretary, copying the KOIRAP Project Manager within 14 days of the event and should inform the same as soon as possible when the situation has again become normal.

**Settlement of disputes**

Disputation arising out of this memorandum of agreement will be settled wherever possible by negotiation between the parties. When this cannot be achieved, an arbitrator selected by the KOIRAP Steering Committee will make a binding determination.

**Other**

This Memorandum of Agreement will be considered valid and binding when signed by the authorized representatives of the parties.

.....  
Secretary, MIA  
Date.....

.....  
Mayor, ..... Island Council  
Date.....

.....  
Town Clerk  
Date .....

