

## INCEPTION REPORT

### **Consultancy to Prepare a Diagnostic Analysis for the Kiribati R2R Project Demonstration Sites**

#### **1. Introduction**

This inception report aims at providing detailed instructions for the implementation of the project and in addition the report is to define:

- The methodologies, tools and techniques to be applied, and
- The work plan and time table of the activities to be implemented.

The consultancy work centred on the preparation of the Island Diagnostic Analysis for the South Tarawa demonstration. The project is funded under the Kiribati International Water Ridge to Reef (R2R) project, which is the sub-project under the Pacific R2R programme funded by Global Environment Facility and coordinated by the Secretariat of the Pacific Community.

South Tarawa is chosen as the demonstration area because it is the only area in Kiribati where a high population migration has led to increase pressure on drinking water, coupled with increase in the pollution due to human interference and climate change induced influences. The consultancy work will commence by concentrating, first on the two major water sources for South Tarawa which are Bonriki and Buota to gather and interpret information regarding the impact on drinking water and waste pollution on the environment and then continue to look into the issues affecting drinking water and waste for the whole South Tarawa and Kiribati as a whole.

The diagnostic analysis will investigate/identify the immediate, underlying and root causes of the problems in the demonstration area, the specific practices, sources, locations and human activities which water shortage and sanitation issues arise or threaten to arise. The information on the problems/issues gathered will be evaluated for various options for reforms and actions for Bonriki and Buota, South Tarawa and Kiribati as a whole. These gathered information will be analysed and evaluated for options for reform and actions.

#### **2. Methodologies, Tools and Techniques**

The consultancy would be implemented in collaboration with Ms. Pelenise Alofa and Mr. Toaki Taburuea of Kirican. These two experts would provide assistance in conducting consultation workshops with Bonriki/Buota residents. They have been conducting community awareness campaigns under various overseas funded projects including WASH related projects, so their input in conducting workshops would be crucial to obtain essential information from residents of the two water reserve areas.

The consultation workshop would be executed using the following methods:

- (i) Video presentation
- (ii) Brainstorming
- (iii) Collecting data through Q&A to the audience
- (iv) Focus Group Discussions:
  - Identifications of issues
  - Environmental and socio-economic consequences

- Opportunities for reform and actions
- (v) Group Presentation to the plenary session
- (vi) Ice Breaker
- (vii) Discuss solutions in the plenary session.
- (viii) Discuss and prioritise solution
- (ix) Concluding remarks using the water knowledge network approach.

There would be four (4) consultation workshop using the above method to the 4 mother communities in the following areas:

- (a) Bonriki main village
- (b) Bonriki on the south of the airport runway
- (c) Anrae and Bonriki (Te Kawai ae boou), and
- (d) Buota Village

The number of participants would be 25 each from the above four areas so the total number of participants to the four consultation workshops would be 100. The consultation would be arranged by two Live & Learn staff who are Community Mobilisers responsible to the four (4) areas through the Bonriki Ward Councillors. Equipment such as the Video/Sound System set would be provided by the KiriCan at some costs.

Another two consultation workshops would be conducted using the above method. One for key stakeholders: Government Officials, Kiribati Chamber of Commerce, Non-Government Organisations and the Faithbased groups with thirty participants. The next consultation is for 25 leaders from the 25 Mother Communities from Betio to Temwaiku.

The basis for the consultation workshop to Bonriki and Buota residents and then to Government officials including KCCI, NGOs and Faith based bodies is considered essential to ensure no one is left behind in understanding the importance of the two water resources and the need to safeguard and secure the two water sources for future generations of Kiribati's capital.

### 3. Work plan and Budget

#### WORKPLAN & BUDGET IN AUSTRALIAN DOLLARS JULY 2021

Island Site: South Tarawa (Betio to Bonriki including Buota)

Items	Activities	Indicator	Facilitator	Timeframe Weeks - July				Budget July	Narration
				1	2	3	4		
Inception Report	Preparation and writing of the Inception report	Accepted by Director ECD - Contractor	Taboia Pelenise Toaki					\$300	Printing, transport and Professional fees
Community Consultation/ Workshop	Consultations/ and workshops in: Bonriki Police Line Bonriki Village Kawai ae Boou Buota Village	More than 100 contributed and understood the role of the project	Taboia Pelenise Toaki Taeateiti & Betero					\$1000	25 people from each site @ \$10 each
								\$200	Venue hire 4 x \$50 each
								\$200	Stationery
								\$250	Facilitators Fees 5 x \$50
							\$300	Transport	
Diagnostic Analysis Workshop Report	Write and complete the workshop report	Govt officers received the report on time	Pelenise Taboia					\$2,500	Professional fees for a one week report writing
Diagnostic Analysis Technical Report	Write and complete the technical report	Govt officers received the report on time	Taboia Toaki					\$2,500	Professional fees for a one week technical report writing.
Government/KC CI/ NGOs/Faithbased workshop	Consultations / and workshop for government reps, NGOs and Faithbase groups	More than 30 people clearly defined & understood water issues, causes and impacts.	Taboia Pelenise Toaki					\$600	30 participants x \$20 for refreshment
								\$150	30 x \$5 Busfares
								\$150	Hire of Venue
								\$60	Stationery
								\$150	Facilitators Fees
							\$150	Transport	
South Tarawa Communities Consultations	Consultations and workshops with community leaders from Betio to Temaiku	More than 25 people clearly defined the water issues, causes and solutions.	Toaki Taboia Pelenise					\$500	25 community leaders from 25 Mother Communities on South Tarawa x \$20 each
								\$100	Hire of venue
								\$60	Stationery
								\$150	Facilitators Fees
								\$150	Transport
Kiribati Is Diagnostic Analysis Workshop	Write and complete the workshop report for the KI Workshop	Govt officers received reports and had time to raise questions	Pelenise Taboia					\$2,500	Professional Fees for a one week report writing
Kiribati Islands Diagnostic Technical Analysis Report	Write and complete the Technical Analysis Report	Govt officers received reports and had time to	Taboia Toaki					\$2,500	Professional fees for a one week report writing

		raise questions							
Lessons Learned	Final report on Lessons Learned completed	All stakeholders had time to share their findings	Toaki					\$1,500	Compilation by Toaki
PowerPoint Presentation	Presentation of highlights and key results and lessons learned from the consultations.	Report and Findings accepted or questioned?	Toaki Pelenise Taboia					\$400	Presentation to all Stakeholders by Pelenise
TOTAL								\$16,370	

#### 4. Summary of Costs

Item	Description	Costs	Total
1	<b>Bonriki/Buota Consultation Workshops</b>		
	Village Participant \$10x25x4	1,000.00	
	Venue Hire \$50.00x4	200.00	
	Stationery	200.00	
	Facilitators Fee \$50x5	250.00	
	Transport	300.00	
	SubTotal		1,950.00
2	<b>Government Reps, KCCI, NGO Faith based</b>		
	Refreshment \$20x30	600.00	
	Bus Fare \$5x30	150.00	
	Venue Hire	150.00	
	Stationery	60.00	
	Facilitators Fee \$50x3	150.00	
	Transport	150.00	
	Sub Total		1,260.00
3	<b>Community Leaders Workshop</b>		
	Refreshment \$20x25	500.00	
	Hire of Venue	100.00	
	Stationery	60.00	
	Facilitators Fee \$50x3	150.00	
	Transport	150.00	
	Sub Total		960
4	<b>Professional Fees</b>		
	Inception Report	300	
	Bonriki/Buota Site Diagnostic Worksjop Report	2,500.00	
	Bonriki/Buota Site Diagnostic Technical Report	2,500.00	
	Kiribati Site Diagnostic Workshop Report	2,500.00	
	Kiribati Site Diagnostic Technical Report	2,500.00	
	Lessons Learned	1,500.00	
	Consultancy Report/Power Point Presentation	400.00	
	Sub Total		12,200.00
<b>GRAND TOTAL</b>			<b>16,370.00</b>

## 5. Roles of Key Team members

- (a) **Taboia Metutera.** Taboia would be the lead consultant in doing literature review of past papers and would be responsible to write up the Bonriki/Buota site island diagnostic analysis workshop report, the Bonriki/Buota site island reports and the Kiribati Diagnostic analysis workshop and technical report, in collaborations with Pelenise and Toaki. Taboia will also assist during the consultation workshops and to take a lead role as a rapporteur. Taboia would also work on drafting and review of lessons learned and the consultancy report.
- (b) **Pelenise Alofa.** Pelenise would be responsible for logistics arrangements such as informing the local communities for consultation workshop venues through the Live & Learn Community Facilitators staff. She will also be working with Taboia in the literature review, writing up of workshop and technical reports for the Bonriki/Buota Sites Diagnostic report and Kiribati diagnostic analysis workshop and technical report. She will also involve in the writing up of Lessons Learned and the consultancy report. She would also assist in the proof reading and assist during the consultation workshops as a rapporteur.
- (c) **Toaki Taburuea.** Toaki would be responsible for leading during the consultation workshop as the main speaker and the facilitator at the same time. Toaki would also assist in reviewing lessons learned and in the preparation of powerpoint presentations.
- (d) **Betero Buatia.** Betero would be doing liaison with the Bonriki and Buota communities in organising the number of participants from each village, equipment and the venue for the consultation workshop.
- (e) **Taeteiti Boueka.** Taeteiti's role would be the same with Betero Buatia.

## **6. Curriculum Vitae of other Team Members**

### **(i) Pelenise Alofa**

National Coordinator – Kiribati Climate Action Network (KiriCAN)

Career Objective:

My objective in life is to fully utilize my skills, talents and abilities to alleviate poverty and improve quality of life for the people of Kiribati, the Pacific and the Global South in the face of Climate Change.

Work Experience:

Current Positions: (Partner Organisations):

1. National Coordinator – Kiribati Climate Action Network 2010 to present
  - Coordinate all activities for (KiriCAN)
  - Conduct community Vulnerability Adaptation Assessments
  - Prepare Workplan, Budget and acquittals
  - Compilation of good CCA practice in Kiribati
  - Implementation and monitoring of project in Kiribati.
  - Liaise with Kiribati National Experts Group (KNEG) and National Project Adaptation Committees
  - Strengthen members of the network (KiriCAN) – 10 groups
  - Managing all project related meetings
  - Organize workshops and seminars for network
  - Organize outer islands Climate Change awareness programs
  - Liaise with Government officials and donors on CCA programs
  - Prepare progress reports on CCA projects
  - Build relationship with local communities and international partners
  - Organize media meetings: local and international media
  - Assist local and international Climate Change researchers
  - Develop Strategic Plans for KiriCAN & LLEE.
  - Project Proposals writing - Fundraising

## 2. **Other past & current affiliations**

- \*Member of the Technical Advisory Group (PCCMHR) Regional
- \*Member, Kiribati National Experts Group (KNEG) Office of President
- \*Advisor, Kiribati Health Retreat Association, Kiribati
- \*Advisor, Banaban Elders & Landowners Assoc. Fiji
- \*Member, Pacific CAN and CAN International
- \*Member, Churches Education Director's Association in Kiribati (CEDAK)

## 3. **PAST:**

- \*Member of the Education Advisory Committee
- \*Member of the Scholarship Board

## 4. **Consultations & Research**

- 2020 – Australia Pacific Climate Partnership – Climate Audit Jobs
- 2020 – ILO (Labour Scheme: Australia/NZ)
- 2020 - ACIAR Project Review
- 2018 - Arts & Humanities Research Council – Mobilising Global Voices by Engaging  
Parliaments with Research (UK Research Innovation)
- 2018 - Indigenous Research Methodologies Seminar - International Seminar  
on Indigenous Engagement, Research Partnership, and Knowledge Mobilisation.
- 2017 - Australian Award Fellow

2016-17 -Project Coordinator/Researcher – Institute of Technology, Sydney

2017 - Co-author of the book: “Adapting to Water Shortages in Kiribati – a knowledge network approach” and co-author of the presentation on “Dynamic adaptive management for drinking water security in Kiribati” presented at the symposium in Lautoka, 2016.

2012-17 -University of the South Pacific Climate Change Training

2016 – FAO (Reef to Ridge Project)

**5. Academic Qualifications:**

\*Australian Award Fellow – 2018

\*Pacific Island Forum Fellow – 2017

\*CAN International Fellow – 2013

\*Avondale College, Sydney M.Ed. 2006 pursuing

\*Pacific Adventist University, Papua New Guinea

B.Ed. (Admin/Accounting/English – 1988

**7. Past Positions**

2012-2017 - In-Country Coordinator University of the South

Pacific: EU GCCA Project

2008-9 - Managing Director – Kauaoki Foundation

Enterprise

1998-2005 - Lecturer & Human Resource Manager –

Pacific Adventist University (PNG)

1993-1997 -Human Resource & Teacher, Chief Secretary  
Office & Nauru Secondary School, Nauru.

## **8. Key Skills**

### AREAS OF EXPERTISE

- \*Vulnerability Adaptation Assessment
- \*GIS Mapping
- \*Research Assistance
- \*Project Management/Reporting
- \*Strategic Planning
- \*Accounting/Budgeting
- \*Human Resource Management
- \*Monitoring & Evaluation & Learning
- \*Literacy and Language
- \*Community Based Enterprise Development

### **8. PROJECT MANAGEMENT SKILLS**

- \*People centered approach to work
- \*Willing to delegate and accept delegated work
- \*Willing to learn from mistakes and others.

- \*Efficient and orderly
- \*Transparent and communicative
- \*Ability to negotiate and solve problems
- \*Ability to do a task until its completion
- \*Work within the time frame
- \*Ability to perform under pressure

9. **PERSONAL SKILLS**

- \*Communication and people's skills
- \*Cross cultural competency
- \*A team worker, creative, innovative and self motivated.
- \*Computer literate: MSWord, Excel, Publisher, Online meetings
- \*Ability to speak and write in English, Kiribati & Fijian

REFERENCES: Available on request

CONTACT DETAILS:

Pelenise Alofa

PO Box 110, Bairiki, TARAUA, Kiribati

Lagoon Breeze, Abarao, TARAUA, Kiribati

Telephone: (686) 73020793/ 73021504

Email: pelealofa13@gmail.com

(ii) Toaki Taburuea

## (i) Toaki Arinoko

Kiribati Teachers College, P. O. Box 265, Bikenibeu Tarawa. Tel: 28158.

• Tel: (686)72065345 • e-mail: toakia98@gmail.com

---

(ii) **Objective:** To secure a promising position that offers both a challenge and a good opportunity for growth.

(iii) **Personal Data:**

*Date of Birth:* July 12, 1966

*Place of Birth:* Makin, Kiribati

*Nationality:* I-Kiribati

(iv) **Education:**

2003	Bachelor of Education Major: Industrial Arts Minor: Expressive Arts	Pacific Adventist University, PNG
1992	Certificate in Auto Mechanic	Kiribati Institute of Technology *Certificate of Merit

(v) **Specialist Field of Expertise**

WASH training	Disaster Risk Management
Leadership and Education	Climate Adaptation
Community Engagement & Networking	Community Integrated Vulnerability Assessment

Art & Design	Mechanic & Engineering
Building Construction	Electrical
Plumbing	Computer Systems

**(vi) WASH Experience**

Year	Organisation Donor	Activity
2020	UUSC	Implement 23 water tanks in 23 Preschools on South Tarawa. This is to support and help children have clean water for drinking and to wash hands.
2019	KiriCAN	Support the implementation of solar water pumps and electric pumps to the KiriCAN office.
2013-2017	USAID	This is a water and health project implemented by the University of the South Pacific. As a coordinator I was able to monitor and to make sure that 21 water tanks were installed on Abaiang and North Tarawa. One clinic was built at Buariki village complete with its own toilet and water tanks. I was able to raise awareness at Buariki on water safety and management.
2014-2016	EUGCCA	This project was also implemented by USP. I supported the coordinator to implement:  Buariki North Tarawa - 8 water tanks  Ewena, Abaiang - 5 water tanks  Kuria Island - 28 water tanks and a reticulation water system.
2016-2017	PACAM USAID	This project was implemented by University of Technology Sydney together with KiriCAN. We trained water technicians from all islands of Kiribati and also trained administrators from the MISE, PUB, Ministry of Health and other NGOs. We ran

		the programs in North Tabiteuea, Abaiang and Abemama and South Tarawa.
2014-2015	UNICEF	This project was implemented by KiriCAN. After cyclone most of the Southern Islands were affected. We implemented water tanks at Tabo North, Bangai, Arorae and Tamana. Community Awareness programs were also implemented.
2015	UNICEF	A Japanese funded projected on water tanks was installed at two Junior Secondary Schools on Arorae and Tamana islands.
2013	Government of Monaco	After the flooding at Ierutarem Ae Boou, KiriCAN/LLEE responded to the problem by implementing 24 water tanks in this community of more than 200 households.
2012	Ministry of Education and Unicef	I conducted baseline assessment on water and sanitation situation at Primary Schools on Kuria Island, Marakei and South Tarawa.

**(vii) Other Experiences:**

2010/2013	Chief Examiner	Kiribati National Certificate (KNC) Applied Technology
2013	Designer	Inclusive Education Workshop
2011/2013	Facilitator	Teacher Professional Development Workshop for Outer Islands (implementation of new curriculum)
2012/2013	Committee Member	Healthy Living Committee – raising awareness on healthy living in outer islands related to school sanitation
	UNICEF	Attend conference on community strategies on healthy living
2012	Kiribati Teachers College	Attend workshop on Curriculum Climate Change Adaptation Programs.
2012	Kiribati Teachers College	Attend Workshop on Gender Equality

2010	Senior Master, Teabike College (Govt Institution)	Caretaker of the Youth (Boys only)
2009	Head of Department – Industrial Arts	Teabike College
2009	Infrastructure Assistant	Teabike College – building houses and water wells for staff
2007	Registrar	Kauma High School
2007	Coordinator – KNC & PSSC exams	Kauma High School

### Teaching Experience

2011-14	Lecturer – Physical Education  Assistant Lecturer – Education	Kiribati Teachers College
2008-10	Teacher – Industrial Arts (Applied Technology and Graphical Communication)  Assistant Teacher - Maths and Science	Teabuke College (Govt Institute)
2004-07	Teacher – Industrial Arts (Applied Technology, Building, Carpentry, Metal Work, Graphical Communication – designing & estimation)  Other duties: maintaining school vehicles, generators and campus buildings	Kauma High School