Module 5.2: Next steps for prioritised actions
CoM SSA
SEACAP Toolbox

Module 5.2: Next steps for prioritised actions

What you will learn in this module:

• Detailing sub-activities for each action
• Defining timeframes for each action
• Costing actions and sub-activities
• Defining roles and responsibilities for actions and sub-activities
• Developing stakeholder maps
Elaborating prioritised SEACAP actions

During the action planning phase of SEACAP development, details should have been provided for prioritised actions under each of the three pillars. Adaptation actions example:

<table>
<thead>
<tr>
<th>Sector</th>
<th>Title</th>
<th>Short description</th>
<th>Responsible body/department</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>Protecting people from the effects of extreme heat using trees</td>
<td>Plant trees throughout the city to cool the city extreme heat using trees down, particularly during times of heatwaves</td>
<td>Dept. Health</td>
<td>*Greening the City By Law</td>
</tr>
<tr>
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<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Action also affecting mitigation</th>
<th>Action also affecting access to energy</th>
<th>Stakeholders involved *</th>
<th>Vulnerability tackled *</th>
<th>Related indicator used</th>
<th>Outcome(s) reached (min. 1)</th>
<th>Costs</th>
<th>Key action</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>[Please select]</td>
<td>National government and/or agency(ies)</td>
<td>Extreme heat</td>
<td>RV_A6</td>
<td>300 trees planted to date</td>
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<td>[Please select]</td>
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<tr>
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Elaborating prioritised SEACAP actions

To move to implementing these actions, further details in a few areas can be helpful:

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<td>100 000.00</td>
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## Elaborating prioritised SEACAP actions

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### Action also affecting mitigation

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### Defined roles and responsibilities for each action and sub-activity

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### Defined timeframes for each action and sub-activity

<table>
<thead>
<tr>
<th>Costs</th>
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<tbody>
<tr>
<td>Investment</td>
<td>Avoided costs</td>
</tr>
<tr>
<td>100 000.00</td>
<td>150 000.00</td>
</tr>
<tr>
<td>120 000.00</td>
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### More detailed sub-activities for each action

Define the roles and responsibilities for each action and sub-activity.

Defined roles and responsibilities:

- Defined roles and responsibilities for each action and sub-activity.
1. More detailed sub-activities for each action

- Break down each prioritised action into smaller sub-activities (including at least one sub-activity that speaks to women and marginalised people in the community)

- This will allow you to fully understand the scope of each action in order to implement them
Example action:

Restore/establish 1,000 ha of forest cover by 2030

Sub-activities to achieve action:
• Consult a wide variety of stakeholders in project design and throughout implementation;
• Undertake project risk analysis with attention to potential impacts for women and other marginalised groups;
• Identify specific area/s for tree planting;
• Ensure there are no land tenure issues;
• Procure trees;
• Procure equipment;
• Secure labour;
• Plant trees (~1,000 trees per ha at spacing of 3 x 3 m = 1,000,000 trees);
• Establish plan for maintenance (including irrigation) and monitoring
2. Defined timeframes for each action and sub-activity

- Think through a timeline for each action and sub-activity to facilitate efficient implementation
Example action:

Restore/establish 1,000 ha of forest cover by 2030

Sub-activities to achieve action:

- Consult a wide variety of stakeholders in project design and throughout implementation: Throughout
- Undertake project risk analysis with attention to potential impacts for women and other marginalised groups: 1-2 months up front
- Identify specific area/s for tree planting: 1-2 months up front
- Ensure there are no land tenure issues and get approval for work to be done: 1-2 months up front
- Procure trees: 1 million trees over 8 years = ~10,500 trees per month + time for project start up and close out
- Procure equipment: 1-2 months up front
- Secure labour: needed over whole period
- Plant trees: over ~8 years to account for start-up, close out and any potential delays;
- Maintenance and monitoring: this will depend on how long trees take to establish as they will need frequent irrigation until then. Monitoring should be done every few months once trees are established until project close out.
3. Defined costings for each action and sub-activity

- Think through detailed costing for each action and sub-activity to ensure the total budget needed to implement the action is realistic.
- For your risk analysis, if there are indicative costs associated with particular risks, include these in your plans.
- It is sometimes possible to find generic costing on the internet for commonly implemented actions, e.g. tree planting.
- If you are not sure how to properly cost an action, consider involving the relevant Department or Ministry (e.g. Economic Planning; Resource Mobilisation; Finance; Budgeting; or sector-specific, e.g. Forestry) to help you do so.

In our example action, we estimate it would cost around USD 1 million to plant 1,000 ha of trees.
Engaging diverse stakeholders

- Including a diverse range of stakeholders will assist with implementation
- Include a range of stakeholders across sex, gender, age, ethnicity and ability
- Embrace the principles of co-design
4. Defined roles and responsibilities for each action and sub-activity

- During SEACAP development you have indicated whose mandate each action falls under (local government, national government, other stakeholders like private sector or NGO)

- A simple **stakeholder map** will help take this one step further by indicating all the stakeholders involved in the action, from funding the action to implementation on the ground

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What is stakeholder mapping?

Stakeholder mapping is the visual process of laying out all the stakeholders of a product, project, or idea on one map. The main benefit of a stakeholder map is to get a visual representation of all the people who can influence your project and how they are connected.
Example Stakeholder Map

- Shareholders
- Investors
- Banks
- Financial institutions
- Financial analytics
- PR agency
- Marketers
- Business consultants

New product

- Management
  - Board of directors
  - Project manager
- Suppliers
  - Local
  - Federal
- Retailers
  - Direct
  - Value-added
  - Independent

Make a list of digital agencies
Example of a stakeholder map for an action related to tree planting in Kenya

- **UNDP-GEF**
- **The Nature Conservancy**
- **International Climate Initiative**
- **International donor organisations**

**Grant funding $**

**Green Belt Movement** (environmental organisation)

**Financial and technical assistance**

- **Communities**
- **Faith-based groups**
- **Women’s groups**
- **Schools**

**Local government** (coordinating role)
Example of a stakeholder map for an action related to waste management in South Africa

Provincial Government

Oversees activities to ensure roll-out of project; alignment with province- and national-level plans and strategies

Local municipality

Constructs and owns MRF

Materials Recovery Facility

Private Sector Waste Company

Payments under Service Level Agreement

Operation of MRFs and Recycling Facilities under Service Level Agreement

MRF

Constructs and owns recycling facilities

Payment for Material

Recycling Facility/ies
Elaborating prioritised SEACAP actions

Once all these details have been captured for each action, they will inform what local governments do next to move towards implementation.
Please note:
This module has been designed for local government officials and partners who are developing their SEACAP.

This module is one component of the SEACAP Toolbox. For the full Toolbox, please visit: https://comssa.org/
CoM SSA SEACAP Toolbox

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ICLEI Africa

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Thank you

Find out more: [http://comssa.org](http://comssa.org)

Contact: helpdesk@comssa.org