KAREN KOMITI

CAREER PROFILE

20+ years experiences in Pacific region in research/primary data surveys, proposals drafting, resource mobilization, project/programme management/implementation/coordination/evaluation, DRR assessment tools and risk financing instruments, policy and planning for climate adaptation, resilience, disaster/natural hazard risk reduction/management for government, clients, AF, WB, USP/EU, SPC/GCF, NZMFAT, UNDP/GCF; facilitated capacity building for civil society and communities on gender, social protection, climate resilience and adaptation, disaster risks, and sustainable livelihoods

EDUCATION

University of the South Pacific
Suva, Fiji Islands

PhD Environmental Management *(fieldwork in progress)*
MSc in Climate Change *(2021)*
PGD in Climate Change *(2017)*
MBA *(2004)*
BA Economics, Management and Public Administration *(2001)*

2017 Gold Medalist *- Most Outstanding Overall Result in a Postgraduate Diploma in Faculty of Arts, Law and Education; Faculty of Business and Economics, and Pacific Centre for Environment and Sustainable Development*

LANGUAGES

Samoan, English, French

Diplome D'Etudes en Langue Francaise *(2017)*

CONTACT DETAILS

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KEY WORK EXPERIENCE

Pacific Community (SPC), Fiji Islands

Consultant *– WB-funded Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI), August 2022 – April 2023*

- **Pacific Risk Information System (PaCRIS) hazard exposure and risk data Survey**
  - Survey technical coordination – led national survey for urban assets/infrastructure, populations, hazards and risks data to update PCRAFI/PacRIS risk exposure database; ensured alignment of survey protocols/standards with National Statistics Office and government policies; developed survey plan, budget and timeline; identified risks and solutions to implementation and data usage; facilitated exposure modelling workshop, GeoNode training, PCRAFI field guides, templates, tools, Pacific Risk Tools – RiskScape platform, PacSafe and PartNER; supported awareness of DR finance and insurance capacity and quantifying potential costs of national fiscal budgets and disaster risk financing instruments; supported technical reviews and assessment of survey data; supported risk assessment Samoa case study; led stakeholder consultations; recorded lessons learnt and good practices; developed country communication plan;

University of the South Pacific (USP), Samoa

Research and Community Officer *- EUR $2.6m EU Intra-ACP Global Climate Change Alliance, Pacific Adaptation to Climate Change and Resilience (PACRES) Project, Nov 2019 – Nov 2022*

- **Project activities planning, management, implementation, monitoring**
  - Implement and monitor activities, risks, ensure Outputs completion according to Description of Action, Logical Framework Results and Indicators;
  - Ensure financial and procurement activities in accordance with USP policies;
  - Strengthen implementation of sector-based approaches, integrating climate and DRM in national policies and plans, and community action plans (CAPs);
  - Ensure proper planning and scheduling of Country AWP & Budget;
- **Training coordination and delivery for climate change and disaster resilience**
  - Conduct Participatory Needs Analysis to identify gaps and facilitate training to enhance planning and decision-making capacities to address CC and disaster risks including training for communities i.e., "Intensive Root Crop-based Cropping Systems for Food Security, Sustainability and Climate Resilience" and "UNDP SGP GEF proposal writing workshop for OP7"
  - Identify and strengthen skills and resources available to implement community interventions for CC and disasters and assess resilience competency modules to mainstream CC & DRM into national and CAPs;
- **Research and knowledge management on CC and disaster resilience**
  - Undertake research on CC and disaster resilience, identify good practices and lessons learnt from Samoa activities, share knowledge through CCA networks
  - Showcase project results via USP PACRES Quarterly Bulletin, publications, information materials, speeches, blogs and social media platforms;
  - Provide input to 2021 Results-Oriented Monitoring Review of PACRES USP;

United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), Fiji Islands

***Consultant** – Social Protection, October 2022*

- **Social Protection Policy Review 2022**
  - Supported stakeholder consultations and national documents review for training contents development in Cook Island, Niue, Samoa
  - Facilitated training delivery for Samoa stakeholders

Samoa Umbrella for Non-Government Organizations (SUNGO), Samoa

***Consultant** - EU 11th European Development Fund (EDF) Project, August - September 2022*

- **EU 11th EDF Project Training Tracer Study**
  - developed training survey methodology, undertook fieldwork with 30 participants to assess effectiveness of civil society project proposal writing training courses/workshops undertaken by SUNGO;

Conservation International, Samoa

***Consultant**, July 2022*

- **Annual Programme Review Facilitation**
  - Guided discussions for 1) Country Programme Strategy 2022-2027; 2) Operational Manual; AWP 2022-2023; and Draft Partnership and Opportunities Engagement Plan 2022-2023; designed and implemented ice-breaker activities to strengthen team-ness and recollection/awareness of CI Values, CI Global Southern Cross Strategy, and CI Pacific Regional Vision and Goals; Retreat Facilitation Report.

United Nations Development Programme (UNDP), Samoa

***Consultant – Gender and Time-Use Specialist**, June-July 2022*

- **Rapid Time-Use Appraisal**
  - Developed methodology (survey, data collection via KII and FGD) and implementation for baseline Time-Use Study in Samoa: framework for concepts, definitions and classifications of unpaid services within Samoa Family Unit

World Bank Group, Washington DC

***Consultant** - AF Technical Evaluation Reference Group, September 2021 – June 2022*

- **AF Ex-post Evaluation Methodology Piloting in Samoa**
  - Conducted AF ex post evaluation pilot of AF/UNDP "Enhancing the Climate Resilience of Coastal Communities of Samoa" 2013-2018; deployed AF ex post evaluation methodology: Sustained and Emerging Impacts Evaluation Tools (Venn Diagram, Seasonal Timeline, Transect Walks, Field Observations), examined sustainability of outcomes since project completion, and Resilience Analysis Tools (climate disturbances, natural and human systems, resilience characteristics, R-R-R Typology), examined how outcomes were climate resilient – for 7 shoreline and flood management infrastructure assets (floodwall, bridge, wave breakers and coastal rockwall, seawall, road and coastal rockwall) in 6 villages; project documentation review; stakeholder consultations, analysis and report write-up;

Prime Consulting Pacific PTE Ltd, Fiji Islands

***Consultant** – GCF SPC Concept Note "Enhancing resilience of agriculture and food security in the Pacific Island Countries through managing climate-induced transboundary plant, animal pests and invasive exotic aquatic species threats in Fiji, Samoa, Solomon Islands", July–Aug 2021*

- **GCF Concept Note/Samoa Pre-Feasibility Study revision**
  - Compiled local data - national policies/plans, projects on food security, biosecurity/transboundary pests, diseases, invasive species, CC, extreme climatic events on crop yield;
  - Drafted Samoa technical study: scope, methodology, context; baseline mapping; analysis of CC impacts and associated vulnerabilities in relation to transboundary pests, diseases, invasive species, environmental, social and gender issues;
  - Undertook national stakeholder engagements on additional national biosecurity risks caused by CC on distribution, incidence and intensity of animal and plant pests; identified relevant activities linked to CC; detailed private sector activities in agriculture value chain of project; relationship of project activities with food security and targeted beneficiaries; relationship to similar national initiatives; stakeholder roles in pest management, and programmatic approaches;

UNDP, Samoa

***Consultant – Project Implementation Specialist,** GCF "Integrated Flood Management to Enhance Climate Resilience of Vaisigano River Catchment in Samoa", Project USD $65.7m, Jun 2020–Apr 2021*

- **Coordination of UNDP oversight, due diligence role**
  - Monitor risks, maintain project risk log and ensure compliance with UNDP HACT;
  - Provide technical oversight, monitor project expenditure, implementation & reporting, according to FAA, project Annual/Quarterly WPs, procurement plan, M&E Framework, & UNDP POPP, and ensure approval of revisions to A& MYWB
  - Ensure Interim Evaluation Management Responses;
  - Coordinate UNDP due diligence reviews of infrastructure (riverwalls, bridges, drainage, roads) designs, report on final technical designs, safeguards reports/documents required by GCF Secretariat
  - Ensure compliance with UNDP and GCF Social & Environmental Standards & Policy;
- **Day-to-day management of project implementation**
  - Manage relations with implementing entities, procurement and UNDP contractors;

- Ensure timely Contingency and tranche payments with GCF Secretariat, Regional Specialists and UNDP;
- Ensure timely submission of FACE Forms and supporting documents and follow-up on timely processing of liquidations and advances by GSSU;
- Keep UNDP Management abreast of project progress & issues (briefing notes, official correspondences;
- Provide written inputs on project to UNDP 2020 Results-Oriented Annual Report, 2020 Independent Interim Evaluation, MCO Management Briefings, Bi-Weekly Reports to UNDP Regional Bureau, Quarterly Project Board and Monthly Coordination Meetings;

- **Contribute to effective knowledge management**
  - Identify & synthesize good practices & lessons learnt & share knowledge through UNDP Knowledge Networks & Communities of Practice;
  - Ensure project results are showcased in UNDP publications, materials, speeches, blogs, social media platforms working with UNDP Communications;

Ministry of Finance, Samoa

Monitoring & Reporting Analyst *- GCF UNDP "Integrated Flood Management to Enhance Climate Resilience of the Vaisigano River Catchment in Samoa" Project, 2019*

- **Day-to-day Monitoring and Analysis of Project Activities**
  - Lead implementation of M&E/Logical Framework (MEF) and M&E Plan (MEP);
  - Monitor and report on achievement of Indicators;
  - Develop TOR for M&E data collection (surveys, evaluations) via quantitative/qualitative methods;
  - Develop Monitoring and Reporting tools;
  - Identify data sources and determine appropriate methodologies for capturing/reporting on Indicators;
  - Ensure project reports capture gender issues, assess number/nature of participation of male and females;
  - Oversee and participate in Evaluations;
  - Ensure quality control of M&E activities including design, field test of methodology, implementation of survey, participatory data collection, protocols, data verification techniques and tasks;
  - Monitor project progress through field visits, provide feedback and keep regular communications with IAs;
- **Day-to-day monitoring for Project Results**
  - Prepare Monthly Reports, Quarterly Progress Reports, APR for UNDP and GCF Secretariat;
  - Coordinate IA and stakeholders' submission of monthly monitoring reports, and review for impact;
  - Identify bottlenecks in project implementation and make recommendations/suggest solutions;
  - Revise monitoring and reporting templates/formats, and maintain database of issues impacting M&R;
- **Contribute to Knowledge Management**
  - Support NDA, PMU and IA focal points and provide capacity building on MEP, MEF to implement M&R;
  - Undertake training on M&R tools (MEF and MEP) and methodologies for obtaining Results Indicators;
  - Support information dissemination and MEF information collection & timely dissemination;
  - Attend, participate and provide necessary inputs for preparation of project workshops and trainings;
  - Gathered lessons learned across IA focal points

Pacific Science Solutions, Fiji Islands

Environmental Consultant*, Mar 2019 – Dec 2020*

- **Contribute to Funding Proposal Drafting of UNEP GCF USD 49.9m 'Enhancing Climate Information and Knowledge Services for Resilience in 5 Island countries of the Pacific Ocean' Regional Programme**
  - Draft Feasibility Study for Republic of Marshall Islands: Situational Analysis, country overview, climate, vulnerabilities, gap analysis, rationale, draft Interventions, Activities and Sub-Activities
  - Complete detailed Minutes and Summary of National Stakeholder Consultations in Cook Islands, Niue, Palau, RMI and Tuvalu;
- **Contribute to Funding Proposal Drafting of UNDP GCF 'Increasing the resilience of Niue through a comprehensive approach to climate information services and early warning systems'**
  - Undertake desktop review for updated data on programme description (strategic context, baseline scenario & investments) background, implementation arrangements;
  - Undertook Samoa-based partner consultations UNDP MCO, WMO Pacific, SPREP;
- **Lead drafting of Australia Volunteer Programme (AVP) Samoa Country Report**
  - Identify and assess potential partner agencies in government and civil society for AVP CC volunteer placements in Samoa, Palau, Tonga, Tuvalu, SPREP;
  - Complete Samoa stakeholder consultations of potential partner organizations (SPREP, USP, SUNGO, SCS, ADRA, Siosiomaga Society, MoH Policy and Planning Division and Public Health Division, MoF Energy Division, Climate Resilience Division);
- **Lead PSS in-country assessments in Samoa**
  - Conduct desktop analysis and draft assessment reports, complete in-country consultations in Samoa;

SUNGO, Samoa

Climate Change Specialist *- Pacific-American Climate Fund (PACAM) Project, July – December 2018*

- **PACAM Project "Strengthening Communities' CCA Capacity" Activities**
  - Identify and assess potential beneficiary communities for PACAM capacity building interventions;
  - Facilitate delivery of CC Project Design and Management (CCPDM) Course, funded under PACAM delivered in 10 communities in Savaii and Upolu

Islands for Planning a CCA Project, Monitoring and Supervision, Financial Management, and Reporting;
- Provide technical support to trainers and management including drafting of Acquittal and Activity Completion Report for submission to USAID;

SPC, Fiji Islands

Regional Implementation Coordinator *– Ten Year Pacific Statistics Strategy (TYPSS) 2015 – 2016*

- **Day-to-day implementation AUD 800,000**
  - Support 9-member Pacific Statistics Steering Committee (PSSC) to effect oversight of TYPSS implementation in 16 PICT National Statistics Offices;
  - Support 10 Technical Partners to harmonize bi-lateral and TYPSS Activities under regional programme;
  - Support Technical Working Groups (Data, IT, Surveys TWGs) to effect implementation of TYPSS WP;
  - Manage delivery of bi-annual PSSC meetings including preparing Meeting Agenda, Briefings, Minutes, PSSC Resolutions, and Communique;
  - Facilitate Monthly Telephone Meetings amongst PSSC, NSOs and their sub-regional reps (Melanesia, Micronesia, Polynesia), TWGs & Technical Partners;
  - Ensure regular communications with NSOs, TWGs and PSSC to promote harmonization of statistics development activities under TYPSS Programme;
- **Day-to-day Programme Monitoring and Reporting**
  - Coordinate preparation and support PSSC, Technical Partners, and TWGs to update Activity Status Reports for presentation at PSSC Meetings;
  - Revised TYPSS programme M&E Framework, Results Matrix, Detailed Indicator Specifications, AWP 2015-2016, Activity Status Report templates, Calendar of Statistical Events 2015-2020;
  - Coordinated PSSC and NSO input and preparation of TOR for Mid-Term Review and Phase 3 TYPSS;
  - Manage procurement and performance of deliverables of project contractors (M&E Specialist, Communications Specialist and Media Experts);
  - Develop and implement TYPSS Communications Strategy 2016-2017 including establishment of TYPSS Website, Facebook, and logo imageries;

United Nations Fund for Population Activities, Samoa

Country Programme Analyst*, Dec 2014 – Jun 2015*

- **Samoa Country Programme Workplan Implementation USD 570,057**
  - Prepare quarterly monitoring reports & coordinate progress & acquittal reports from focal points within implementing agencies (Ministry of Finance, Health, Women, Community and Social Development, National Health Service, Family Health Association)
  - Assess acquittal reports and ensure timely tranche payments from Suva Pacific Sub-regional Office;
  - Monitor performance and review deliverables of Technical Assistance for National Population Policy 1998 review and Demographic Health Survey 2014;
  - Contribute to development of UN Country Team Programme Action Plan 2015;

NZ Ministry of Foreign Affairs and Trade, Samoa

Senior Development Programme Coordinator *- International Development Group, 2012 – 2014*

- **Day-to-day management and coordination of Samoa-NZ Grant Funding Arrangements implementation support**
  - Manage funding arrangements under Cyclone Evan Early Relief Support Programme NZD 2.1m, Cyclone Evan Reconstruction / Rehabilitation and Recovery Framework NZD 9m; and Health SWAP NZD 16.3m;
  - Manage contractors (Hydrologists, Civil & Structural Engineers, Flood Assessment Specialists);
  - Coordinate input for DALA assessments of Vaisigano River Flood Damages and Risk; and Alaoa Hydro-Dam Damages Assessments for WB TCE 2012 PDNA;
  - Ensured Monthly, Quarterly, 6-monthly, Progress, Acquittals, assess acquittal reports, arrange tranche payments with Wellington and Ministry of Finance;
  - Support SWAP Health Review Missions including drafting of the Aide Memoire Report;
  - Contribute to reviews i.e., Evaluation of SWAp 2013, and MTR of the Health Sector Plan 2008-2018;
  - Prepare and ensure timely submission of Quarterly Activity Monitoring and Completion Reports to WEL;

Office of the Regulator, Samoa

Manager *- Regulatory and Consumers Division*

WBG Steering Committee Member*, Telecommunications and Postal Sector Reform Project' USD 6.33m, 2009 – 2012*

- **Steering Committee Representative,**
  - Guided, reviewed project implementation of day-to-day management of WB USD 100,000 Output-Based-Aid (OBA) Scheme;
  - Develop TOR for 'Accelerate Access to Communications Services in Rural Areas' to scope OBA design to extend rural communications;
  - Manage contract of study consultants, undertake consultations with telecommunications operators, civil society, and Apia Urban Area communities;
  - Develop and implement Universal Access Policy 2010 and undertake national awareness of Broadcasting Act 2010, Electricity Act 2010 with providers;
- **National Strategic Planning and Policy Development**
  - Contributed to development of Strategy for Development of Samoa 2008-2012, Competition Policy 2010, Broadcasting Act 2010, Electricity Act 2010, OOTR Strategic, Implementation Plan 2010-1;
  - Contributed to drafting Annual Report 2004-6;
- **Networking, Partnerships and Collaboration**
  - Led engagements with Telecommunications Providers to comply with Competition Policy,

Telecommunications Act 2005, Orders of the Regulator, and Sector Regulations;

- **Division management and operations**
  - Managed contractors for Institutional Strengthening (Economics Specialist, ICT4D specialists);
  - Developed, implemented Divisional WP and Budget

UNDP, Samoa

***Project Manager**-Violence Against Women*
***Monitoring and Evaluation Analyst** – Governance and Poverty Reduction Unit, Jun 2008 – Jun 2009*

- **Day-to-day management of Gender Thematic Trust Fund (GTTF) Violence Against Women Project (USD 500,000) implemented in Cook Islands, Niue, Samoa, Tokelau**
  - Review, approve Quarterly WP activities and Budget;
  - Prepare quarterly monitoring reports and coordinate input from implementing agencies for BKK;
  - Assess acquittal reports and tranche payments;
  - Support focal points within implementing agencies including Cook Islands FAD, Niue CAD, Samoa MWCSD, and Council of Ongoing Government of Tokelau, to complete activities;
- **Manage and coordinate ICT4Development Outcome Evaluation**
  - Manage evaluation process - established Evaluation Focal Team, drafted TOR, recruitment, supported field mission, coordinated feedback on Draft Evaluation Report, UNDP Management Response to Final Evaluation Report, updated ERC;
  - Manage procurement process including monitoring contractor performance, review of deliverables and ensuring timely submission and payments;
  - Facilitate evaluation mission meetings and support to focal points within Cook Islands Office of the Prime Minister, Niue External Affairs Office of the Premier, and Samoa MCIT for ICT4D Project Evaluation;

2007 South Pacific Games Authority, Samoa

***Manager** – Marketing and Sponsorship Division, Dec 2004 – Dec 2007*

- **National Strategic Planning and Policy Development**
  - Contributed to drafting of Corporate Plan 2005-2006
- **Networking, Partnerships and Collaboration**
  - Led engagements and negotiations with Games Major Sponsors, Friends of the Games, Merchandize Licensees, and Broadcasters in implementation of SPG Marketing and Sponsorship Plan 2004-2007, Games TV and Broadcast Rights Strategy
- **Division management and operations**
  - Contributed to development of agency AR 2004-6;
  - Managed contractors to develop and implement Marketing and Sponsorship Plan 2004-2007, and Games TV and Broadcast Rights Strategy and Content;
  - Developed and implemented SPG Local Communications Strategy 2005-2007
  - Developed, implemented Divisional AWP & Budget

SamoaTel Ltd, Samoa

***Sales and Marketing Officer**, Oct 2001 – Feb 2004*

- **Communications Strategy**
  - Supported development and implementation of SamoaTel Marketing Plan for Strategic Action 2002-3
  - Planned & implemented national roadshows, PR & media events, product launches, signage collateral, imageries, branding, & awareness campaigns
  - Managed procurement contracts (Advertising agents)
- **Sales Networking**
  - Liaised with residential, corporate and government customer segments on strategic engagement opportunities, analysis of needs, consumer preference, market trends, competitor activities, and new product and sales propositions

Australia Agency for International Development, Australian High Commission, Samoa

***Projects Officer** - Development Cooperation Section, Sept-Oct 2001*

- **Day-to-day monitoring and reporting**
  - Prepare quarterly monitoring report including coordinating progress and acquittal reports from AusAID ISPs implemented at MAFF, Meteorology, PWD, Quarantine, and Water Authority;
  - Support focal points, follow-up & assess acquittal reports and ensure timely tranche payments;

Tasman Asia Pacific Pty Ltd, Samoa

***Project Administration Officer** – Samoa Water Authority (SWA) Institutional Strengthening Project (ISP), Mar-Sept 2001*

- **SWA ISP implementation**
  - Coordinated input from Technical Assistance Experts (Technical, HR, Executive and Finance) and disseminate Quarterly Project Monitoring Report;
  - Ensure timely reports and contractor payments;
  - Arrange Quarterly Project Steering meetings, prepare and disseminate papers, and record minutes;
  - Kept track of expenditure and keep project records;

New Zealand High Commission, Samoa

***Consular and Administration Officer**, Aug 1998 – Feb 2000*

- **Consulate and Administration**

  Coordinated Consular, passport, citizenship duties - handled monies, receipting, daily cash/cheque reconciliation, record-keeping, maintain asset, vehicle register, vehicle usage, mileage, maintenance, fuel consumption, property records, private household sale, register NZ citizens in Samoa/American Samoa, logistics and travel, processed passport applications, update inventory, process birth registrations and citizenship applications, liaise with NZ MFAT on applications, monthly reports and consular enquiries