Annual Work Plan

B0426 - Papua New Guinea- Port Moresby

Project: 01002369 **Report Date:** 7/1/2026

Project Title: Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and U

Year: 2024

Output	Key Activities	Timeframe		Responsible Party	Planned Budget			
		Start	End		Fund	Donor	Budget Descr	Amount US$
01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity1.1-Review and update Disaster Management Act of 1984	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	2,650.00
					30000	MPTF-PNG Country Fund Phase II	71400 - Contractual Services - Individ	29,120.00
					30000	MPTF-PNG Country Fund Phase II	71600 - Travel	12,350.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	3,088.00
	Activity1.2-Maintain engagement with Disaster Management Team member agencies, partners and technical advisory bodies for disaster mitigation, preparedness, response and recovery	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	156.00
					30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	2,230.00
	Activity1.3-Support coordination of international humanitarian response, including needs assessment, community feedback and humanitarian resource mobilization	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	71600 - Travel	20,000.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	1,400.00
	Activity2.1-GIS service	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	39,700.00

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01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity2.1-GIS service	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	71600 - Travel	7,878.00
					30000	MPTF-PNG Country Fund Phase II	72800 - Information Technology Equipmt	7,000.00
					30000	MPTF-PNG Country Fund Phase II	73100 - Rental & Maintenance-Premises	45,422.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	7,000.00
	Activity2.2-National baseline surveys	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	72100 - Contractual Services-Companies	105,550.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	7,389.00
	Activity2.3-Conduct ground-truthing missions to verify and deepen survey findings	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	71600 - Travel	4,000.00
					30000	MPTF-PNG Country Fund Phase II	71400 - Contractual Services - Individ	60,361.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	12,416.00
					30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	13,014.00

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01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity2.3-Conduct ground-truthing missions to verify and deepen survey findings	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	64300 - Staff Mgmt Costs - IP Staff	70,000.00
					30000	MPTF-PNG Country Fund Phase II	74500 - Miscellaneous Expenses	30,000.00
	Activity3.1-Preparedness, response and coordination planning	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	1,050.00
					30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	8,000.00
					30000	MPTF-PNG Country Fund Phase II	71600 - Travel	7,000.00
	Activity3.2-Facilitation and coordination of quarterly provincial meetings for pilot provinces	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	71600 - Travel	5,000.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	350.00
	Activity3.3-Training materials	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	71600 - Travel	6,950.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	700.00
					30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	3,050.00

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		Start	End		Fund	Donor	Budget Descr	Amount US$
01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity4.1-Video series	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	71600 - Travel	8,000.00
					30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	12,000.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	1,400.00
	Activity4.2-Radio series	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	700.00
					30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	1,500.00
					30000	MPTF-PNG Country Fund Phase II	71600 - Travel	8,500.00
	Activity5.1-Human resource	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	61300 - Salary & Post Adj Cst-IP Staff	293,417.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	30,551.00
					30000	MPTF-PNG Country Fund Phase II	71400 - Contractual Services - Individ	143,021.00
	Activity5.2-Administration	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	75700 - Training, Workshops and Confer	12,000.00

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01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity5.2-Administration	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	74700 - Transport, Shipping and handle	13,000.00
					30000	MPTF-PNG Country Fund Phase II	72400 - Communic & Audio Visual Equip	20,000.00
					30000	MPTF-PNG Country Fund Phase II	73400 - Rental & Maint of Other Equip	5,000.00
					30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	3,500.00
	Activity5.3-Evaluation	2/20/2024	12/31/2026		30000	MPTF-PNG Country Fund Phase II	75100 - Facilities & Administration	2,800.00
					30000	MPTF-PNG Country Fund Phase II	72100 - Contractual Services-Companies	40,000.00
TOTAL								1,108,213.00
GRAND TOTAL								1,108,213.00

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		Start	End		Fund	Donor	Budget Descr	Amount US$
01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activit6.2-Support the coordination of international humanitarian response, including needs assessment, both in the field and in Port Moresby.	1/1/2025	12/31/2026		30000	Australian DFAT	75700 - Training, Workshops and Confer	10,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	800.00
	Activity10.1-Coordination support to assist with the establishment of a public hazard and risk related data repository from all currently available datasets.	1/1/2025	12/31/2026		30000	Australian DFAT	75100 - Facilities & Administration	2,672.00
					30000	Australian DFAT	75700 - Training, Workshops and Confer	10,000.00
					30000	Australian DFAT	71600 - Travel	23,400.00
	Activity10.2-Capacity building on data management and standardization to key government stakeholders and the national level and in selected provinces	1/1/2025	12/31/2026		30000	Australian DFAT	75100 - Facilities & Administration	2,640.00
					30000	Australian DFAT	71400 - Contractual Services - Individ	33,000.00
	Activity11.1-Embed coordination and information management officers in the National Disaster Centre to understand its relevant functional systems, determine capacity enhancement needs, design a program to address these needs and implement said program.	1/1/2025	12/31/2026		30000	Australian DFAT	75100 - Facilities & Administration	800.00
					30000	Australian DFAT	75700 - Training, Workshops and Confer	10,000.00

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01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity11.2-Conduct consultations with provincial administrations and provincial DRM authorities and actors to determine their capacity enhancement and planning needs	1/1/2025	12/31/2026		30000	Australian DFAT	71600 - Travel	10,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	800.00
	Activity11.3-Support the National Disaster Committee through the National Disaster Centre in developing and/or updating and implementing the national DRM framework and plan inclusive of the capacity enhancement of sub-national DRM authorities	1/1/2025	12/31/2026		30000	Australian DFAT	75700 - Training, Workshops and Confer	76,600.00
					30000	Australian DFAT	75100 - Facilities & Administration	6,128.00
	Activity11.4-Support sub-national authorities in establishing or reviving functional and technically capacitated Provincial Disaster Committees	1/1/2025	12/31/2026		30000	Australian DFAT	75100 - Facilities & Administration	4,000.00
					30000	Australian DFAT	71200 - International Consultants	50,000.00
	Activity11.5-Support sub-national DRM committees and disaster officers to ensure DRM action and disaster response plans are updated and appropriately prepared.	1/1/2025	12/31/2026		30000	Australian DFAT	71600 - Travel	10,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	800.00

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01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity12.1-National and international staff	1/1/2025	12/31/2026		30000	Australian DFAT	71400 - Contractual Services - Individ	32,000.00
					30000	Australian DFAT	61300 - Salary & Post Adj Cst-IP Staff	549,442.00
					30000	Australian DFAT	75100 - Facilities & Administration	46,515.00
	Activity12.2-Rental & Maintenance (Common Services), Communications, Project Vehicle Maintenance, Staff Transportation, Local Security Budget and Miscellaneous	1/1/2025	12/31/2026		30000	Australian DFAT	72400 - Communic & Audio Visual Equip	50,000.00
					30000	Australian DFAT	73400 - Rental & Maint of Other Equip	10,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	25,162.00
					30000	Australian DFAT	73100 - Rental & Maintenance-Premises	70,000.00
					30000	Australian DFAT	74700 - Transport, Shipping and handle	20,000.00
					30000	Australian DFAT	74500 - Miscellaneous Expenses	164,523.00
	Activity6.1-Maintain regular engagement and ensure secretariat functions to the Disaster Management Team, linking with all member agencies, partners and technical advisory bodies for disaster preparedness, response, and recovery.	1/1/2025	12/31/2026		30000	Australian DFAT	71600 - Travel	15,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	1,200.00

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01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity6.3-Conduct field missions in emergency situations to ensure predictable and accountable humanitarian coordination.	1/1/2025	12/31/2026		30000	Australian DFAT	71400 - Contractual Services - Individ	21,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	1,680.00
	Activity6.4-Conduct humanitarian access and Civil-Military coordination missions as required by the needs and in coordination with the relevant authorities.	1/1/2025	12/31/2025		30000	Australian DFAT	71600 - Travel	10,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	800.00
	Activity7.1-Monitor and prepare timely highquality information products about disasters and emerging humanitarian needs.	1/1/2025	12/31/2026		30000	Australian DFAT	72800 - Information Technology Equipmt	20,000.00
					30000	Australian DFAT	75700 - Training, Workshops and Confer	10,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	4,000.00
					30000	Australian DFAT	71600 - Travel	20,000.00
	Activity7.2-Track information and data of disasters and humanitarian situations to support evidence-based humanitarian responses.	1/1/2025	12/31/2026		30000	Australian DFAT	75100 - Facilities & Administration	8,640.00
					30000	Australian DFAT	71400 - Contractual Services - Individ	108,000.00

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01002369 Humanitarian Coordination and support services to Papua New Guinea by provision of support and advise to the Government of Papua New Guinea and UN Agencies including other actors for better preparedness and response coordination.	Activity8.1-Preparation and public release of regular country information products and information packages aligned with best international practice.	1/1/2025	12/31/2026		30000	Australian DFAT	75100 - Facilities & Administration	1,200.00
					30000	Australian DFAT	71600 - Travel	15,000.00
	Activity8.2-Regular liaison with OCHA Regional Office and relevant international stakeholders to advocate for the needs of people in need in Papua New Guinea and provide accurate evidence-based information on the crises in country, including in local	1/1/2025	12/31/2026		30000	Australian DFAT	75100 - Facilities & Administration	800.00
					30000	Australian DFAT	75700 - Training, Workshops and Confer	10,000.00
	Activity8.3-Provide Secretariat support for a country-based humanitarian pooled fund to facilitate DMT partner response to small and mid-scale emergencies.	1/1/2025	12/31/2026		30000	Australian DFAT	71600 - Travel	15,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	1,200.00
	Activity8.4-Liaise with international partners and OCHA-CERF in situations of major disaster and support the RC's role administering CERF funding	1/1/2025	12/31/2026		30000	Australian DFAT	71400 - Contractual Services - Individ	94,500.00
					30000	Australian DFAT	75100 - Facilities & Administration	7,560.00

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					30000	Australian DFAT	71600 - Travel	20,000.00
					30000	Australian DFAT	75100 - Facilities & Administration	2,400.00
	Activity9.2-Assistance to the relevant government stakeholders with the capture of community-level inputs and best international practice in the updated Disaster Risk Management governance frameworks.	1/1/2025	12/31/2026		30000	Australian DFAT	71400 - Contractual Services - Individ	48,500.00
					30000	Australian DFAT	75100 - Facilities & Administration	3,880.00
TOTAL								1,669,642.00
GRAND TOTAL								1,669,642.00