

CPAP 2013-17
Annual Work Plan 2016

Project Title: Development Support Services (DSS) for Strengthening Disaster Risk Reduction Capacities

Implementing Partner: UNDP

UNDP SP Outcome(s): Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change

UNDP SP Output (s): Preparedness systems in place to effectively address the consequences of and response to natural hazards (e.g. geo-physical and climate related) and man-made crisis at all levels of government and community

UNDP SP Indicators: Number of countries with contingency plans in place at national and sub-national level for disaster and extreme climate events with adequate financial and human resources, capacities and operating procedures

UNDAF Outcome(s):

Brief Description

The disaster management portfolio under the energy and environment unit is working in partnership with Ministry of Home Affairs (MHA) since 2002 and supporting the central and state governments in mitigation and management of disaster risk in the country. UNDPs programme from 2002 to 2008 reached out to approximately 300 million people living across many states in areas vulnerable to multiple hazards. Subsequent projects also helped the government in building capacities for various aspects of disaster management. However, in the changing scenario of disaster risk, which is also being increasing due to impact of climate change the challenges being faced by states remain to be addressed. The need to build capacities in the states still exists which being reflected by inadequate utilisation of the resources is allocated for it. In view of this, Ministry of Home Affairs (MHA) had advised states to utilise the services of UNDP in fast tracking utilisation of resources allocated by the central Government as per the recommendations of the Finance Commission. Accordingly, many state governments have been approaching UNDP to provide demand based development support to strengthen DRR capacities and enhance resilience of communities. The sensitisation of Government functionaries at various levels under the "GOI-UNDP Project on Enhancing Resilience of Institutions and Communities to disaster risks and climate change" on mainstreaming DRR in development planning has also developed interest in demanding capacity building support to address DRR in sectoral activities as well as to ensure sustainable development.

Programme Period:	2016-2017
Key Result Area (Strategic Plan):	
Award ID:	93522
Project ID	97731
Project Start date:	01 January 2016
Project End Date	30 December 2020
PAC Meeting Date	9 Feb 2016
Management Arrangements	DIM

2016 AWP budget:	USD 645,649
------------------	-------------

Contribution:

Government of Jharkhand:	114,000
Himachal Pradesh:	329,500
Airport Authority of India:	54,449
Government of Maharashtra:	47,700
Government of Andhra Pradesh:	100,000

1USD=68.23(Feb2016)

Project Expenditure

Total Project Budget	Budget 2016	Budget 2017	Budget 2018	Budget 2019	Budget 2020
Others	645,649	900,000	900,000	750,000	738,145

Agreed by UNDP


Jaco Cilliers
UNDP Resident Representative a.i.

Annual Work Plan

Year: 2016

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				PLANNED BUDGET			
		Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount (INR)	Amount (USD)
And baseline, associated indicators and annual targets	List activity results and associated actions								
Output1: Enhancing community resilience and capacity building of the state in the area of disaster risk reduction Baseline: 0 Indicators: District, City and Departmental DM Plans SOP for State and District Emergency Centres Targets: 5 DDMP 5 CDMP 5 Departmental DM Plans	1. Identifying and analysis of existing and potential hazards in the state and its likely impact 2. Identification of selected cities and departments in consultation with state government 3. Consultation with stakeholders to identify gaps in existing plans 4. Updating the district/departamental Disaster Management plans/SOP's with feedback from all stakeholders					Govt. of A.P.	71300, 71600, 71400	63,08,886	92,465
Output2: Capacity Building of urban local bodies under the CCBP & NULM schemes to make 13 resilient cities in Himachal Pradesh Baseline: 0 Indicators: Hiring of Technical Consultants Targets: 65	1. Identification of the technical positions required in consultation with the state government 2. Develop terms of reference for the identified technical positions 3. Recruitment of professionals for the positions					UD Dept. Govt. of Himachal Pradesh (DSS)	71300, 71600, 71400	49,84,065	73,048
Output 3: Enhancing Institutional framework by strengthening State and District Disaster Management Authorities in State of Jharkhand Baseline: 0 Indicators: Hiring of Technical Experts Targets: 16	1. Develop terms of reference for the identified technical positions 2. Recruitment of Professionals for the mentioned positions					DM Dept. Govt. of Jharkhand (DSS)	71300, 71600, 71400	71,92,124	105,410

Output4: Enhancing Disaster resilience at 2 Airports by strengthening of institutional mechanism for Disaster Mitigation, Preparedness and response planning Baseline: 0 Indicators: Targets: 2	1. Review of Disaster Management plan of airports and preparation of model template 2. Revision of disaster management plans of two (2) select airports as per model template 3. Develop Integrated Training Module for members of Disaster Management Committee 4. Conduct Training for members of Disaster Management Committee of airports							Airports Authority of India 71300, 71600, 71400	3,435,107 50,346	
Output5 : Establishment of climate risk management system in Pune District through Hazard Risk and Vulnerability Assessment (HRVA) Baseline: 0 Indicators: HRVA Study Targets: ;1	1. Desk review of various literature and secondary data collection 2. Stakeholder identification, consultation and capacity building programmes 3. Multi Hazard Mapping and Analysis 4. Develop Exposure Database 5. Vulnerability Assessment 6. Risk Analysis 7. The capacity assessment of stakeholders 8. Preparation of HRVA Report in consultation with the stakeholders							DM Dept. Govt. of Maharashtra 71300, 71600, 71400	3,009,284 44,105	
Output 6: Enhancing Institutional framework by strengthening State and District Disaster Management Authorities in State of Himachal Pradesh Baseline: 0 Indicators: Hiring of Technical Experts at District and State Level Targets: 28	1. Develop terms of reference for the identified technical positions 2. Recruitment of the professionals for the mentioned positions							DM Dept. Govt. of Himachal Pradesh 71300, 71600, 71400	9,497,616 1,39,200	
Output 7: Enhancing resilience of institutions and people through sustainable reduction of disaster risk by developing capacity for disaster prevention, response and recovery at all levels	1. Review of State and District Disaster Management Plans: Activity 2. Develop Departmental Disaster Management Plans 3. Formulate Capacity Development strategy for DRR in the state 4. Develop Standardized Training Modules 5. Training of Trainers 6. Develop Guidelines for Certification &							DM Dept. Govt. of Himachal Pradesh 71300, 71600, 71400	6,308,886 92,465	

Baseline: 0 Indicators: Preparation of 15 DM Plans, Training and Consultations Targets: 15	Accreditation 7. Training of Government functionaries at State, District and sub-district levels 8. Formulate Disaster Awareness Strategy for the State 9. Carry out Awareness Campaign in the state 10. Develop level Baseline Database at Panchayat Samiti level 11. Develop Panchayat Samiti level Action Plan for integration of disaster mitigation measures into ongoing development schemes 12. Develop disaster preparedness and response plans at Panchayat Samiti level 13. Strengthen Response Capacity										
										2,034,823	29,823
										1,281,837	18,787
										44,052,631	645,649
										DPC	
										GMS	
										AWP Grand Total	

II. Monitoring and Evaluation

A. Framework

(Include all monitoring and evaluation activities/events)

Project ID: 00097331

Project Title: Development Support Services

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan					Risks and Assumptions
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)		
Enhancing community resilience and capacity building of the state in the area of disaster risk reduction in Andhra Pradesh.	District, City and Departmental DM Plans SOP for State and District Emergency Centres	0	5 DDMP 5 CDMP 5 Departmental DM Plans		Monthly	Project Staff			
Capacity Building of urban local bodies under the CCBP & NULM schemes to make 13 resilient cities in Himachal Pradesh.	Hiring of Technical Consultants	0	65		Monthly	Project Staff			
Enhancing Institutional framework by strengthening State and District Disaster Management Authorities in State of Jharkhand.	Hiring of Technical Consultants	0	16		Monthly	Project Staff			
Enhancing Disaster resilience at 2 Airports by strengthening of institutional mechanism for Disaster Mitigation, Preparedness and response planning.	Implementation of Disaster Management Planning and Preparedness of Airports	0	2		Monthly	Project Staff			
Establishment of climate risk management system in Pune District through Hazard Risk and Vulnerability Assessment	HRVA Study	0	1		Monthly	Project Staff			
Enhancing Institutional framework by strengthening State and District Disaster Management Authorities in State of Himachal Pradesh	Hiring of Technical Experts at District and State Level	0	28		Monthly	Project Staff			
Enhancing resilience of institutions and people through sustainable reduction of disaster risk by developing capacity for disaster prevention, response and recovery at all levels in Himachal Pradesh.		0			Monthly	Project Staff			

B. Monitoring and Evaluation Plan

Monitoring Plan

Monitoring Visit	Time Frame				By whom	Place	Purpose	Expected Outcome	Resources
	Q1	Q2	Q3	Q4					
Field Visit 1	X				Project Staff		To review the progress under the project and government schemes.	Project implementation streamlined and early signals for deviations from desired project objectives detected and risk mitigation steps initiated	
Field Visit 2		X							
Field Visit 3			X						
Field Visit 4			X						
Field Visit 5				X					

Evaluation Plan

Evaluations/Assessments/ Planned for this year	Reviews	Time Frame				By whom (External Internal)	Purpose and how the evaluation/assessment/reviews results & Recommendation will be utilized	Resources
		Q1	Q2	Q3	Q4			
Evaluation/Assessment 1							Not Applicable	
Evaluation/Assessment 2								
Evaluation/Assessment 3								
Evaluation/Assessment 4								
Evaluation/Assessment 5								

III. Recruitment Plan 2016

(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)

Project ID: 97731

Project Title: Development Support Services

Modality	Level	No of Positions
NA	NA	
Total		

IV. Procurement Plan 2016

(Include all local and international procurements valued at or above \$ 5000 envisaged in AWP 2016 – including goods, assets, services and works)
Project ID: __ 97731

Project Title: Development Support Services

Country Office	India
Submitted by:	G.Padmanabhan
Date:	25 Feb 2016

Instructions:

- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
- If you need additional lines, right-click and "Insert" rows, do not copy-paste, to keep drop-down menus & format.

Requesting Unit	Project Name (acronym or brief name)	Type of Supply	Category	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalization of services date	End user of goods, services or works	Procurement Process Status
		Services		Hiring of Individual Consultants	1	12	70,000	70,000	March 2016		GoHP	
	Development Support Services	Services		Hiring of Individual Consultants	1	5	15,000	15,000	April 2016		GoAP	
		Services		Hiring of Individual Consultants	1	1	15,000	15,000	April 2016		AAI	
Total Estimated 2016 Procurement Plan (USD)									100,000			

V. Management Arrangements

Implementing Partner (IP): The above project components would be directly implemented by UNDP in close collaboration with the concerned Authority/Ministry and departments of the state Governments. UNDP will be responsible for all financial management, reporting and recruitment services in line with UNDP rules and procedures. Financing Agreements signed by UNDP with the Government will form the basis for implementation of the project as per UNDP rules and regulations. UNDP will enter into contracts with individuals and agencies in line with its rules and procedures and keeping within the mandate of direct implementation of the above support. The concerned government entity will be kept posted of the progress of implementation of various activities.

Project Assurance: Project Assurance will be the responsibility of UNDP. UNDP will provide the above support with all due diligence, efficiency and economy in line with UNDP rules and procedures. UNDP will observe sound management practices in line with its programme policy and guidelines.

Fund Flow arrangement and financial Management

UNDP will receive funds from the Government for the budgeted amount. A UNDP standard financing agreement will be signed with the Government to receive funds in UNDP bank account. The funds will be managed and accounted for as per standard UNDP rules and regulations.

Audit

The project would be audited as per UNDP norms.

Project Closure: Project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities completed. Through the PSC, the implementing partner notifies the UNDP when this has been done. When a project is operationally complete, the parties must agree on the disposal of any equipment and complete the transfer of assets under the project. Projects will be financially completed when the Implementing Partner has reported all financial transactions to UNDP so that the project accounts can be closed. UNDP and the Implementing Partner will certify a final Combined Delivery Report. Projects will be financially completed not more than 12 months after being operationally completed. Between operational and financial closure, the Implementing Partner will be required to identify and settle all financial obligations and prepare a final expenditure report. No adjustments can be made to a financially completed project.

LEGAL CONTEXT

- A) Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
- b) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- c) Assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]¹⁴.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document

VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year.

Timeline /Target Date	Activity	Primary Responsibility
15 January 2017	Submit final Annual Progress Report 2015 to UNDP	Project Director/ Emergency Analyst
07 April 2016	Quarterly Progress Reports, including:	Project Manager
07 July 2016	a) Report on project progress and financial delivery	/Emergency Analyst / Program Officer
07 October 2016		
07 January 2017		
30 November 2016	IRRF, IWP and ROAR updates	Emergency Analyst
30 November 2016	a) Review of project contribution to results and financial delivery 2016; b) Review and endorsement of AWP 2017	Project Director/ Project Manager

ANNEXES

- Annex 1: Cost sharing agreements signed with donors/government (if any)
- Annex 2: Project cooperation agreement signed with NGOs (if any)
- Annex 3: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc), if any

