

**CPAP 2013-17
Annual Work Plan 2017**

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:	2017-2018
Key Result Area (Strategic Plan):	
Award ID:	93552
Project ID:	97731
Project Start date:	01 January 2016
Project End Date:	30 December 2020
PAC Meeting Date:	9 Feb 2016
Management Arrangements:	DIM

2017 AWP budget:	USD 1,119,077
Contribution:	
Government of Jharkhand:	USD 5,356
Himachal Pradesh:	USD 978,810
Airport Authority of India:	USD 1,514
Government of Maharashtra:	USD 5,272
Government of Andhra Pradesh:	USD 128,125

1USD=67.95(Feb2017)

Project Expenditure

Total Budget	Project	Expenditure 2016	Budget 2017	Budget 2018	Budget 2019	Budget 2020
	Others	1,330,082	1,119,077	900,000	750,000	738,145

Agreed by UNDP:

Mudhat. S
(PIC)
10 March 2017
10 March 2017

Amey

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				PLANNED BUDGET			
		Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount (INR)	Amount (USD)
<p>And baseline, associated indicators and annual targets</p> <p>Output1: Enhancing community resilience and capacity building of Andhra Pradesh in the area of disaster risk reduction</p> <p><i>Baseline:</i> 5 District DM Plans 5 City DM Plans 5 Departmental DM Plans 0 SOP</p> <p><i>Indicators:</i> District, City and Departmental DM Plans SOP for State and District Emergency Centres</p> <p><i>Targets:</i> 13 DDMP 10 CDMP 10 Departmental DM Plans 1 SOP</p>	<p>List activity results and associated actions</p> <ol style="list-style-type: none"> Updating 13 District DM Plans Preparation of 10 City Disaster Management Plans (CDMP) Preparation of Departmental DM Plans for Key Departments Consultation with stakeholders to identify gaps in existing plans Preparation of SOPs for the SEOC and DEOC and finalisation of template 					Govt. of A.P.	71300, 71600, 71400	79,03,133	1,18,470
<p>Output2: Capacity Building of urban local bodies under the CCBP & NULM schemes to make 13 resilient cities in Himachal Pradesh</p> <p><i>Baseline:</i> 65</p>	<ol style="list-style-type: none"> Develop terms of reference for the identified technical positions Hiring experts for providing technical support to the state government 					UD Dept. Govt. of Himachal Pradesh (DSS)	71300, 71600, 71400	2,50,30,792	375,218

<p><i>Indicators: Number of Technical Experts implementing CCBP and NULM projects</i></p> <p><i>Targets: 105</i></p> <p>Output 3: Enhancing Institutional framework by strengthening State and District Disaster Management Authorities in State of Jharkhand</p> <p><i>Baseline: 2</i></p>	<p>1. Technical Support for Capacity Development</p>	<p>DM Dept. Govt. of Jharkhand (DSS)</p>	<p>71300, 71600, 71400</p>	<p>3,30,347</p>	<p>4,952</p>
<p>Output 4: Enhancing Disaster resilience at 2 Airports by strengthening of institutional mechanism for Disaster Mitigation, Preparedness and response planning</p> <p><i>Baseline: 1</i></p> <p><i>Indicators: Airport Disaster Management Plan</i></p> <p><i>Targets: 2</i></p>	<p>1. Contract Management of expert for providing technical support to AAI</p>	<p>Airports Authority of India</p>	<p>71300, 71600, 71400</p>	<p>93,394</p>	<p>1,400</p>

<p>Output5 : Establishment of climate risk management system in Pune District through Hazard Risk and Vulnerability Assessment (HRVA)</p> <p>Baseline: 0</p> <p>Indicators: Number of Training activity organized for state government personnel</p> <p>Targets: 1</p>	<p>1. Training of State Government officials for conducting HRVA</p>				<p>DM Dept. Govt. of Maharashtra</p>	<p>71300, 71600, 71400</p>	<p>3,25,211</p>	<p>4,875</p>
<p>Output 6: Enhancing Institutional framework by strengthening State and District Disaster Management Authorities in State of Himachal Pradesh</p> <p>Baseline: 0</p> <p>Indicators: Number of Districts implementing revised DM plans</p> <p>Targets: 12</p>	<p>1. Hiring of Disaster Management professionals for providing technical support to SDMA/DDMA</p>				<p>DM Dept. Govt. of Himachal Pradesh</p>	<p>71300, 71600, 71400</p>	<p>1,33,19,985</p>	<p>199,670</p>

<p>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 in Himachal Pradesh</p> <p><i>Baseline: 15 DM Plans 42 Number of Training Courses</i></p> <p><i>0 Panchayat level Action Plans</i></p> <p><i>Indicators: Number of DM Plans, Number of Training Courses and Number of Panchayat level Action Plans</i></p> <p><i>Targets: 43 DM Plans 111 Training Courses 20 Panchayat level Action Plans</i></p>	<ol style="list-style-type: none"> 1. Preparation of State Disaster Management Plans 2. Preparation of 12 District Disaster Management Plans 3. 13 Departmental Disaster Management Plans 4. Training of Trainers 5. Training of Government functionaries at State, District and sub-district levels 6. Carry out mass awareness Campaign in the state 7. Develop Baseline Database at Panchayat Samiti level 8. Develop Panchayat Samiti level Action Plan for integration of disaster mitigation measures into ongoing development schemes 9. Develop disaster preparedness and response plans at Panchayat Samiti / Village level 10. Strengthen Response Capacity at the Gram panchayat / Village level 	<p>DM Dept. Govt. of Himachal Pradesh</p>	<p>71300, 71600, 71400</p>	<p>2,20,24,973</p>	<p>330,160</p>
		DPC		34,51,375	51,737
		GMS		21,74,345	32,594
		AWP Grand Total		7,46,53,626	1,119,077

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				
				Source/ Method of Collection	Schedule/ Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
Enhancing community resilience and capacity building of the state in the area of disaster risk reduction in Andhra Pradesh.	1. No. of District. 2. No. of City and 3. No. of Departmental DM Plans 4. SOP for State and District Emergency Centres	5 5 5 0	13 DDMP 10 CDMP 10 Departmental DM Plans 1		Monthly	Project Staff		
Capacity Building of urban local bodies under the CCBP & NULM schemes to make 13 resilient cities in Himachal Pradesh.	Number of Technical Experts implementing CCBP and NULM projects	65	105		Monthly	Project Staff		
Enhancing Institutional framework by strengthening State and District Disaster Management Authorities in State of Jharkhand.	Number of districts implementing DRR activities in the districts	2	12		Monthly	Project Staff		
Enhancing Disaster resilience at 2 Airports by strengthening of institutional mechanism for Disaster Mitigation, Preparedness and response planning.	Contract Management of Consultants On board	1	2		Monthly	Project Staff		
Establishment of climate risk management system in Pune District through Hazard Risk and Vulnerability Assessment	Number of Training activity organized for state government personnel	0	1		Monthly	Project Staff		
Enhancing Institutional framework by strengthening State and District Disaster Management Authorities in State of Himachal Pradesh	Number of Districts implementing revised DM plans	0	12		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.	Number of DM Plans, Number of Training Courses Number of panchayat level Action Plans	15	43		Monthly	Project Staff		
		42	111					
		0	20					

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								

IV. Procurement Plan 2017

(Include all local and international procurements valued at or above \$ 5000 envisaged in AWP 2017 – including goods, assets, services and works)
Project ID: __97731

Project Title: Development Support Services

Country Office	India
Submitted by:	G.Padmanabhan
Date:	25 Feb 2017

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
	Development Support Services	Services		Long Term Agreement for Hiring Resource Persons for Capacity Building of Stakeholders	1	25	97,500	97,500	February 2017		GoHP	
		Services		Collection, compilation and analysis of Baseline data for 77 Panchayat samitis	1	77	43,500	43,500	March - December 2017		GoHP	
		Services		Strengthen Response Capacity	1	TBC	TBC		March - December 2017		GoHP	
Total Estimated 2017 Procurement Plan (USD)												141,000

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 applicable to DIM modality.

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.

Audit: Project Audit will be done as per UNDP rules and regulations

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]¹⁵.

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

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

