United Nations Development Programme

PROJECT DOCUMENT

[Humanitarian Advisory Team Project Phase III, Papua New Guinea]

Project Title: Humanitarian Advisory Team Project Phase III
Project Number: 00123936
Implementing Partner: National Disaster Centre
Start Date: 01 January 2024 **End Date:** 31 December 2024 **PAC Meeting date:**

Brief Description
The Project will ensure the continuation of critical humanitarian coordination and support services to Papua New Guinea. The Project team will support and advise the Government of Papua New Guinea, United Nations agencies, the Resident Coordinator in their Humanitarian Coordinator function, civil society, faith-based organisations, and communities to better prepare for, and respond to, natural disaster and pandemic events. The team, led by the Humanitarian Coordination Specialist, will be responsible for bringing together humanitarian entities to ensure a coherent response to emergencies and ensure there is a framework within which each entity can contribute to overall response efforts. The team will further support the mobilisation and coordination of effective and principled humanitarian action in partnership with national and international entities to alleviate human suffering in disasters and emergencies. The project will include a range of activities: advocacy; supporting resource mobilisation to response efforts; information management; and capacity building. The Project will support the NDC to address key goals, including modernising the Disaster Management Act, enhancing communication and coordination between national and provincial disaster management bodies, and providing technical support on contingency planning and needs' assessments.

UNDP Outcome 4: By 2028, people in Papua New Guinea, especially the most marginalized and vulnerable, benefit from equitable and participatory access to climate resilient services that improve livelihoods and protect natural resources.
UNDP Output 4.3: Institutional systems to manage multi-dimensional risks and shocks strengthened at national and sub-national levels.
UNDP Indicator 4.3: Number of risk informed development strategies and plans that are actively being implemented.

Gender Marker Rating: GEN2

Total resources required:		**USD 1,122,108.12**
Total resources allocated:	**UNDP TRAC:**	
	Donor:	**USD 1,122,108.12**
	Government:	
	In-Kind:	
Unfunded:		

Agreed by (signatures):

Government	UNDP
Laso Mana Acting Director, National Disaster Centre	**Nicholas Booth** Resident Representative, UNDP
Date:	Date: 20 February 2024

I. DEVELOPMENT CHALLENGE

Papua New Guinea (PNG) lies in the southwestern Pacific Ocean and comprises the eastern half of the island of New Guinea, the Bismarck Archipelago (New Britain, New Ireland, the Admiralty Islands, and others), Bougainville Island (part of the Solomon Islands chain), and small offshore islands and atolls. It is one of the world's most disaster-prone countries, with prevalent hazards including earthquakes, cyclones, storms, volcanic eruptions, riverine and coastal flooding, coastal erosion, epidemics, and droughts.[1] Nevertheless, PNG has tremendous natural wealth, an exceptional diversity of wildlife and a growing population, most of whom live subsistence lifestyles and depend directly on the environment to provide for their daily needs. Given inconsistent and weak investment in disaster risk reduction and management by authorities, the population is vulnerable to natural hazards and climate change.

PNG ranks 16 out of 191 countries globally on the 2024 INFORM Risk Assessment[2], which looks at hazard and exposure, vulnerability, and lack of coping capacity. The country ranks first in Oceania, far ahead of the Solomon Islands, Vanuatu, and the Marshall Islands.[3] It has the highest exposure to earthquakes, tsunamis, epidemics, and coastal floods. It also has a high risk of intense violent conflict. Since 2013, its hazards and exposure index score has more than doubled and its vulnerability index score has increased by 1 while its lack of coping capacity index score has remained relatively the same.

In 2023, there were some 16,000 people affected by natural disasters, roughly 90,000 people internally displaced (by both natural disasters and conflict), and nearly 14,000 refugees and asylum seekers in PNG.

Some significant risk indicators for PNG are:

- People using at least basic drinking water services (ranked 3rd lowest of 191 countries globally).
- Underweight children under 5 (ranked 7th highest).
- Access to electricity (ranked 9th lowest).
- Incidence of Tuberculosis (ranked 13th highest).
- Intensity of subnational conflict (ranked 14th highest).
- People using at least basic sanitation services (ranked 14th lowest).

Based on the Centre for Research on the Epidemiology of Disasters' EMDAT International Database data from 2000 to 2023[4], natural disasters have affected approximately 3.8 million people with drought affecting the most by far. The breakdown by natural hazard type is as follows:

Natural Hazard Type	Total Affected
Drought	2,520,000
Earthquake	574,065
Flood	450,043
Storm	183,685
Volcanic activity	58,815
Landslide	11,195
Epidemic	11,001
Multi-hazard Total	3,808,804

[1] United Nations Office of Disaster Risk Reduction [UNDRR], 2019

[2] https://drmkc.jrc.ec.europa.eu/inform-index/INFORM-Risk/Country-Profile/moduleId/1767/id/386/controller/Admin/action/CountryProfile

[3] https://drmkc.jrc.ec.europa.eu/inform-index/INFORM-Risk/Results-and-data/moduleId/1782/id/386/controller/Admin/action/Results#inline-nav-4

[4] EM-DAT (Dec. 2023) - The OFDA/CRED - International Disaster Database http://www.emdat.be For a disaster to be entered into the database at least one of the following criteria must be fulfilled: ten or more people reported killed; 100 or more people reported affected; declaration of a state of emergency; call for international assistance.

PNG has the most active volcanoes in the Southwest Pacific. [5] Its most active volcanoes include Manam, Karkar, Lamington, Langila, Ulawun, Rabaul and Bagana volcano. In 2023, there were two major volcanic eruptions (Mt. Bagana[6] in Bougainville and Mt. Ulawun[7] in West New Britain) which affected a total population of around 30,000.

Since the 1960s, PNG has also been the destination for West Papuans seeking asylum from the Indonesian military and government. Most recently, at least 160 asylum seekers arrived in November 2019 and were relocated in August 2020 to Iowara, Western province, a designated camp for West Papuan refugees, while awaiting processing. In 2022, there were reports of another influx into Western province. The United Nations Refugee Agency reports that PNG hosts some 11,800 asylum seekers and refugees.[8]

Recurrent food insecurity and lack of access to clean water result in malnutrition and increased risk for diseases. They also exacerbate existing high rates of violence against women and girls while reducing their access to support.

Less than half of households (45%) have access to at least basic drinking water services, with strong differences between households in urban (83%) and rural (42%) areas. Just 19% of the households have access to at least basic sanitation services and 30% of people are reported to be washing hands with soap.

PNG has a weak health system and is facing an aging health workforce. The country suffers from a critical shortage of human resources for health. Recent estimates of health worker densities reflect 0.7 physicians per 10,000 population. These problems are more prominent in the provinces and hard-to-reach areas because of difficult terrain and risky conditions. The health workforce also lacks midwives and community health workers. Many are demotivated due to poor working conditions including low wages and poor physical infrastructure. Major challenges include a high level of fragmentation in the institutional and fiscal relationships between national, provincial, and lower levels of government, and an unclear allocation of responsibilities for service delivery.

There are approximately 100,000 people living with HIV/AIDS in PNG, of which about only 50,000 are regularly taking medication. There are also about 49,000 people living with tuberculosis (TB). PNG has high burdens of TB, multidrug-resistant TB and TB/HIV coinfection, exposing this segment of the population to a high risk of mortality due to COVID-19.

As of 2021, the country's Human Development Index, is 0.56. It has been growing on average of 1.23% since 1990 but the country remains ranked 154 of 191 countries. Within the country, the Highlands and border provinces are among the least developed.

The United Nations Office for the Coordination of Humanitarian Assistance (OCHA) maintained a country office in PNG from 2009 until 2015. During that time, it established a Humanitarian Country Team (HCT) that remains in place as the Disaster Management Team (DMT), which is co-chaired by the United Nations Resident Coordinator and the Director of the National Disaster Centre (NDC), the country's national disaster management agency, which currently sits under the Ministry of Defence. The DMT includes among its members UN cluster lead agencies[9], international NGOs, faith-based organizations, the Red Cross

[5] https://www.volcanodiscovery.com/papua-new-guinea.html

[6] https://dtm.iom.int/reports/papua-new-guinea-mount-bagana-site-profile-wakunai-and-torokina-2-august-2023

[7] https://dtm.iom.int/reports/papua-new-guinea-mount-ulawun-site-profile-december-2023

[8] https://www.unhcr.org/countries/papua-new-guinea

[9] There are key IASC cluster lead agencies that are not present in PNG, including UNHCR (protection), which closed its country office in 2012, and WFP (logistics, ETC), which has never had a country office in PNG. The Protection Cluster is led by UNWomen in PNG, while WFP monitors logistics and ETC from its regional offices in Suva and Bangkok. UNHCR provides remote support on refugee matters from its regional office in Canberra.

Movement, and key development partners. In 2023, it re-adopted a Terms of Reference (TOR) based on the Inter-Agency Standing Committee's HCT TOR and an annual work plan. In 2019, the DMT developed contingency plans for sudden-onset and slow-onset hazards and conflict in Bougainville. It also drafted a contingency plan for a refugee emergency along the country's border with Indonesia. In 2023 it updated the drought contingency plan.

Since 2016, the Government of Australia has funded the position of a humanitarian coordination specialist (P4), who manages a team of national staff, to fill the UN's humanitarian coordination responsibilities following the departure of OCHA. The position was funded as part of a Disaster Risk Management (DRM) project delivered by the United Nations Development Programme (UNDP), which ended on 31 December 2021. The humanitarian coordination function, hosted by UNDP, has continued to be embedded in the Humanitarian Advisory Services Team (HAT) project. This has emerged as a critical position offering expert advisory services to the UNRC, UN, all development partners and national and sub-national governments.

Since 2016, the DMT, at the request of the national government, has mobilised international resources for at least one disaster or crisis each year. Beginning with El Niño-related drought and food insecurity in 2016; Kadovar volcanic eruption displacement in 2018; Highlands earthquake displacement and polio outbreak in 2018; early action planning for El Niño-related drought, Ulawun volcanic eruption displacement and a small refugee emergency in 2019; COVID-19 in 2020 and 2021; the Highlands Election-Related Violence in 2022; and the Mt. Bagana and Mt. Ulawun volcanic eruptions in 2023.

Additionally, the DMT monitored at least 10 other emergencies in 2023, including earthquakes, minor volcanic eruptions, and the forecasted drought due to the combined effects of the El Niño and the positive Indian Ocean Dipole phenomena. For the latter phenomena, it is currently finalizing an early action plan to mitigate and possibly prevent the serious effects of a possible drought in the first quarter of 2024.

UNDP has and continues lead the UN's humanitarian coordination in PNG. Only a handful of the UN agencies maintain dedicated humanitarian staff, all work closely with UNDP in humanitarian coordination activities, including leading the DMT clusters. International non-governmental organization (NGO) members of the DMT as well, have a primary development focus and often small, regional footprints, including the Red Cross Movement. In-country capacities to respond in support of Government-led disasters are very limited, and regional surge support is unlikely except for large-scale, 'system-wide' (L3) events that would trigger IASC global cluster response.

II. STRATEGY

This Phase III Project builds on previous accomplishments and will strengthen national and international humanitarian coordination through a Humanitarian Advisory Services Team that provides direct support to, and advises the Government, United Nations agencies, the Resident Coordinator in their Humanitarian Coordinator function, the DMT, NGOs, faith-based organizations (FBO), and other partners in Papua New Guinea.

The team is responsible for bringing together humanitarian entities to ensure a coherent response to emergencies. It ensures there is a framework within which each entity can contribute to overall response efforts. It supports the mobilisation and coordination of effective and principled humanitarian action, with particular attention to vulnerable and marginalized persons, in partnership with national and international entities to alleviate human suffering in disasters and emergencies. It advocates for the rights of people in need, promotes preparedness, mitigation, and prevention, and facilitates sustainable solutions.

The team will be guided by UNDP's Country Programme Document (2024-2028), the 2023-2027 NDC Corporate Plan launched on 13 July 2023 and the 8th Provincial Disaster Coordinators (PDCs) Conference Statement signed on 23 November 2023 which prioritizes the review and operationalization of the Disaster Management Act of 1984, the development of a centralized disaster information management system, upscaling of logistics and communications facilities and the enhancement of technical capacities of the NDC, PDCs and all other relevant DRM actors.

III. RESULTS AND PARTNERSHIPS

The project will include a range of activities:

- **Advocacy**

  It will continue to advise the Government, United Nations agencies, the Resident Coordinator in their Humanitarian Coordinator function, and the Disaster Management Team on a diverse range of policy issues related to coordination, safeguarding humanitarian principles, humanitarian access, ensuring the effective delivery of humanitarian assistance and the linkages with other related areas of protection, with particular attention to vulnerable and marginalized persons, sensitivity to gender-specific needs and inclusive of people with special needs, and transition of humanitarian coordination mechanics to national counterparts.

- **Coordination**

  It will continue to organize, lead and participate in work groups, meetings, and consultations with Government, NGOs, Faith Based Organisations, and other partners on humanitarian and emergency relief matters. It will continue to coordinate international humanitarian assistance as requested by the Government for emergency events, including the production of appeals (humanitarian response plans) for international assistance.

- **Information Management**

  It will monitor, analyse, and report on possible emergency situations in the country, humanitarian response and developments, and disaster management. It will update existing provincial disaster profiles or develop new ones. It will support the Government (national and sub-national) in risk-mapping, disaster reporting, post-disaster needs assessments, disaster risk management and response planning, registration of crisis-affected or at-risk individuals or households for relief assistance, relief assistance tracking, gathering and referral of community feedback, information exchange and other aspects supporting humanitarian coordination.

- **Capacity Building**

  It will assist national and sub-national government counterparts in capacity-building with training and technical cooperation or assistance for disaster risk management and response coordination mainly by activating local disaster committees (in provinces and/or districts), data-driven decision-making through effective information management and increasing the participation of at-risk or affected women, persons with special needs and other under-represented persons through communication, community engagement and accountability (CCEA). It will support the provincial governments to address policy and resource challenges faced by local disaster offices, enhancing communication and coordination between national and provincial disaster authorities, and provide requested technical support in Civil-Military coordination and on disaster risk management and response planning and needs assessment.

- **Gender Equality, Disability and Social Inclusion (GEDSI)**

  The HAT Project is responsible for implementing the Disaster Management Team (DMT) Compact as stipulated in its Terms of Reference. The DMT Compact has nine (9) accountability areas of which, four directly address GEDSI:

  a. Accountability Area 6 - Centrality of Protection: the establishment of a Communications, Community Engagement Working Group (CCEA WG) is planned to address this accountability area. The HAT Project in collaboration with CEDAC Network conducted nationwide study on the status of CCEA in PNG. The study found significant gaps in CCEA and proposed a series of workshops for practitioners and decision-makers to build capacities and establish the CCEA Working Group.
  b. Accountability Area 7 - Gender-based violence: through the DMT coordination structure, the Secretariat is ensuring the implementation of the IASC GBV Guidelines. This year, the Secretariat in collaboration with UNFPA ran a PSEA training for DMT decision-makers and practitioners. This approach will be continued to ensure regular DMT discussions on key GBV-related issues and approaches to address them.
  c. Accountability Area 8 - Accountability to affected people: this is also to be achieved through the establishment of a Community Engagement Working Group to advocate for improving communication with affected communities.
  d. Accountability Area 9 - Protection from sexual exploitation, abuse and harassment (PSEAH) by humanitarian workers: PSEAH training for Humanitarian Workers and in collaboration with Protection Cluster, developed and implemented a PSEAH Code of Conduct for Humanitarian Workers during emergencies.

Expected Results

- **Output 1: Humanitarian action and coordination**

  Key activities

  a. Review and update Disaster Management Act of 1984.
     - 2 x regional consultation workshops conducted for Southern and New Guinea Island regions.
     - 2 x field consultation visits to affected populations living in established care centres including Manam & Kadovar islanders.
     - Engage office of Public Solicitor to lead consultations and write up of proposed legislation.
     - Consider inclusion of the PNG Disaster Management Team and Secretariat within the scope of the revised Act.
  b. Maintain engagement with Disaster Management Team member agencies, partners and technical advisory bodies for disaster mitigation, preparedness, response, and recovery.
     - 11 x regular disaster management team meetings (1 per month).
     - 11 x inter-cluster coordination meeting prior to regular disaster meetings per month
     - Ad hoc disaster management team meetings in the case of sudden on-set disasters and emergencies.
  c. Support coordination of international humanitarian response, including needs assessment, community feedback and humanitarian resource mobilization

- Government and DMT multi-cluster rapid assessment and coordination missions during actual emergencies

- **<u>Output 2:</u> Enhanced information management for improved disaster prevention, planning and emergency response.**

  <u>Key activities</u>

  a. GIS service
     - Hazard maps developed for priority provinces. Consideration is also given for regional hazard maps to be developed where required.
     - Host hazard maps and active emergency maps on ReliefWeb/PreventionWeb (embedded PowerBI dashboard), UNDP's PNG Natural Resource Management Hub and an altogether separate portal for redundancy with crosslinks. These will be made publicly available.
     - Improve engagement with relevant partners to include DRRM actors' presence, activities, and reach maps.

  b. National baseline surveys
     - Collaborate with telecommunication service providers to establish baselines drawing on previous experience. These will offer multi-sectoral analysis and guide policy making.
     - Conduct twice yearly national mobile phone surveys among the public as an alternative means of capturing emerging humanitarian concerns.
     - Redesign previous phone survey questionnaire to better inform multi-hazard mapping for provinces.

  c. Conduct ground-truthing missions to verify and deepen survey findings.
     - Conduct two sets of 'ground-truthing' missions to actual locations to triangulate data collected by telecommunication companies.
     - In-person ground-truthing of crowdsourced data via FGDs with stakeholders in provinces of highest concern and/or most promising (i.e., 4 provinces in 2024 AWP) to confirm and elaborate on findings and to gather recommendations.

- **<u>Output 3:</u> Institutional strengthening**

  <u>Key activities</u>

  a. Enhance joint preparedness and response planning and coordination for Provincial and District Disaster Coordinators and other stakeholders through improved IM, CCEA, Cash/Voucher Modality and Logistics concepts and skills. (Creating training packages for the PDCs). (Pilot provinces are EHP, WNB, WSP, Western)

  b. Facilitation and coordination of quarterly provincial meetings for pilot provinces.

  c. Training materials
     - Development of Communication, Community Engagement and Accountability (CCEA) modules
     - Develop Information Management and GIS modules.

- Training modules correspond to various aspects/phases of DRRM cycle (including but not just IM) and tailored to different types of actors/stakeholders including the general public.

- **Output 4: National communications awareness raising campaigns.**

  Key activities

  a. Video series
     - Coordinate with various media outlets and initiatives, including the ABC media development initiative to develop the media emergency toolkit and expand content. Will also develop and input into public messaging.
     - Conduct awareness around possible impacts of Drought, floods, earthquakes (preparedness activities for the communities) and other hazards jointly identified with the national authorities. Will develop at least two video products.

  b. Radio series
     - Develop key messages collaboratively involving clusters, NDC, DMPGM, NWS, BOM, and other relevant partners and stakeholder on:
       i. Types of Disasters and Emergencies.
       ii. A, 'What to do during Disasters and Emergencies,' series particularly sudden on-set (earthquakes, tsunamis, flash floods, king tides) and if requested slow on-set disasters such as drought.

Resources Required to Achieve the Expected Results

- The project's activities to achieve the expected results are dependent primarily on human resources to facilitate and coordinate the Disaster Management Team and Inter-Cluster Coordination Group and facilitate workshops to build partner capacities. To accomplish this, occasionally the project will seek surge support from the region or HQ level, including from partner organizations such as OCHA and standby partners.

Partnerships

- The project's primary partners are the National Disaster Centre, the Provincial Disaster Centres, with whom it will work to support the enhancement of their capacities to prepare for and respond to disasters. UNDP will work closely with the Australian Government on such efforts.

Risks and Assumptions

- Continuing weak institutional capacity will require careful attention to ensure initiatives have impact and are sustainable.
- Limited resources require continuing calibration and careful attention to ensure such resources are well used.

Stakeholder Engagement

- This project's key stakeholders are the members of the Disaster Management Team and the Inter-Cluster Coordination Group. The project's primary activities are to facilitate and coordinate these groups to support and contribute to national and provincial emergency preparedness and response.
- The project will advocate for the centrality of protection across humanitarian actions, including the prevention of gender-based violence and sexual exploitation and abuse, for inclusion of vulnerable and marginalized groups in preparedness and response activities, and for accountability to affected people in humanitarian response.

IV. PROJECT MANAGEMENT

The Project will be implemented by UNDP. The team will report to UNDP's Resident Representative (or their designate). The Project team will continue to advise and work closely with the United Nations Resident Coordinator, United Nations agencies and other partners to deliver services.

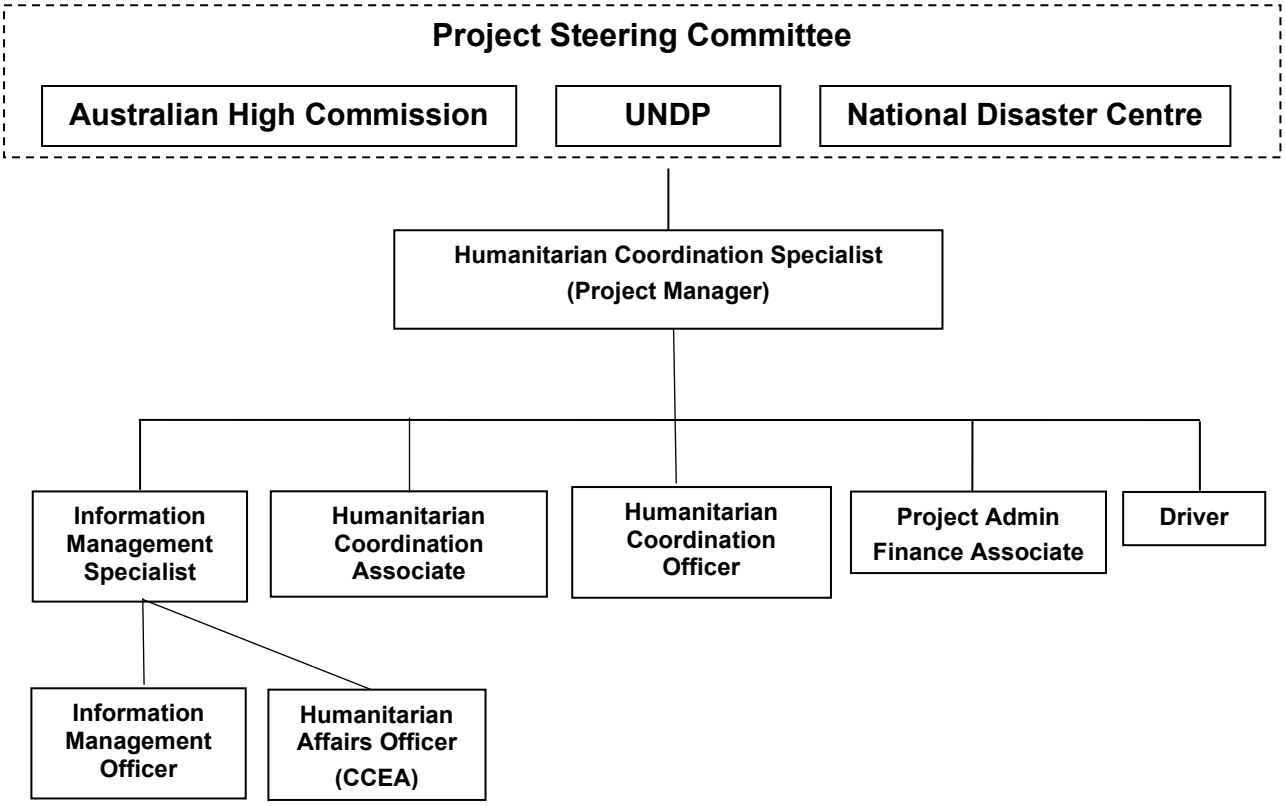
The day-to-day activities of the team will be managed by the Humanitarian Coordination Specialist, who will have oversight of administrative and financial matters under the direction of Resident Representative (or their designate).

The Project will convene a Project Steering Committee meeting and produce reports annually. Additional meetings could be convened should the Steering Committee require on various issues of strategic interest. The Committee will comprise senior representatives from UNDP, the Government of Australia, and the Government of Papua New Guinea (National Disaster Centre). Membership to the Committee may be expanded at the discretion of the Committee.

The project team will comprise:

- Humanitarian Coordination Specialist (HCS) who will provide overall management, policy advice and strategic programme coordination and broader harmonisation with other UNDP, UN and development partner activities that support disaster preparedness and response in Papua New Guinea.
- Humanitarian Coordination Officer and the Humanitarian Coordination Assistant who will support the HCS and the project team with programme coordination and harmonisation with other UNDP, UN and development partner activities that support disaster preparedness and response in Papua New Guinea.
- Information Management Specialist and the National Information Management Officer who will support the HCS and the project team by establishing and maintaining information sharing platforms for the HAT Project/DMT and partners as required.
- Humanitarian Affairs Officer who will provide support in Communications, Community Engagement and Accountability for ICCG and DMT
- Project Finance Associate who will support the day-to-day administrative aspects of the project.
- Driver/administrative assistant who will support logistics and day-to-day team operation.

Project Organisation Structure



V. RESULTS FRAMEWORK[10]

UNDP Country Programme Document:
Outcome 4: Environment and climate change
Output 4.3: Institutional systems to manage multi-dimensional risks and shocks strengthened at national and sub-national levels
Indicator 4.3: Number of risk informed development strategies and plans that are actively being implemented

UNSDCF
Outcome 5: Environment and Climate Change
Impact: By 2028, people in Papua New Guinea, especially the most marginalized and vulnerable, benefit from equitable and participatory access to climate resilient services that improve livelihoods and protect natural resources.
Output 5.3: Strengthened resilience and preparedness of the most vulnerable and displaced communities through implementation of disaster management strategies and systems.
Indicators:
5.3.1: Number of improved provincial disaster risk reduction strategies (SDG 13.1.3; SDG 13.1.2)
5.3.2: Multi-hazard disaster information, risk assessments and early warning systems available to be used in relief efforts.

Project title and Atlas Project Number: Humanitarian Advisory Team Project Phase III # 00123936

EXPECTED OUTPUTS	OUTPUT INDICATORS[11]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	
Output 1 Humanitarian action and coordination	**1.1** Partnership with National Disaster Centre	Minutes of consultations relevant bodies (i.e., Constitutional and Law Reform Commission, State Solicitor, First Legislative Council, national and	Momase and Highlands provinces consultations	2021	At least one NGI and/or Southern provinces consultations At least one consultation with Constitutional and Law Reform Commission, State Solicitor, or First Legislative Council	N/A	Document review

[10] UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

[11] It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

EXPECTED OUTPUTS	OUTPUT INDICATORS[11]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	
		sub-national governments etc.) Analysis / concept / information paper/s Draft DM Bill Implementing guidelines and SOPs	Background information Draft Bill (needs updating post-COVID, etc.) No implementing guidelines or SOPs	2022 2019 2023			
	1.2 Active and sustained engagement with Disaster Management Team member agencies, partners, and technical advisory bodies for DRM	Meetings of/among DMT, ICCG, clusters, technical working groups, other thematic networks, and ND Committee Meeting minutes Technical guidance documents	One set of DMT annual terms of reference, work plan and compact on accountability renewed for 2023. 11 DMT Meetings were held (9 Regular meetings and 2 Ad Hoc meetings); 11 Action Items monitored.	2023 2023 2023	One set of DMT annual terms of reference, work plan and compact on accountability renewed for 2024. Regular DMT meetings At least one action item monitored. One Sudden-Onset Contingency Plan updated.	N/A	Document review Community feedback

EXPECTED OUTPUTS	OUTPUT INDICATORS[11]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	
		Plans for DRM action, contingency and response (as needed)	One Slow-Onset (i.e., Drought) Contingency Plan updated. 1 El Niño Early Action Plan developed. No formal engagement in Civil-Military coordination No attendance or participation in CM-Regional Consultative Group meeting. Logistics and Access Working Group in PNG is launched. CCEA scoping report published; 1 x CCEA workshop for decision makers and practitioners held. One PDC Conference	2023 2023 2023 2023 2023 2022 2023	One Slow-Onset (i.e., Drought) Contingency Plan updated. At least one humanitarian action plan launched, as needed. One Civil-Military coordination assessment conducted supported by OCHA. One Civil-Military coordination training conducted for DMT/ICCG PNG participates in Annual Meeting of Regional Consultative Group for Civil-Military Coordination National Logistics and Access Working Group meets regularly. CCEA is mainstreamed in DRM practices. One PDC Conference		

EXPECTED OUTPUTS	OUTPUT INDICATORS[11]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	
				2023			
	1.3 Effective coordination of international humanitarian response, including needs assessment, community feedback and humanitarian resource mobilization	Humanitarian response is better planned, more from the perspectives of the affected or at-risk population, driven by data and better resourced.	Assessment and response coordination missions for Chambri Lake and Madang earthquakes and, Mt Bagana and Mt. Ulawun eruptions	2023	Assessment and response coordination missions as needed		Document review Community feedback
Output 2 Enhanced information management for improved disaster prevention, planning and emergency response	**2.1** Development and maintenance of an online, interactive, GIS-visualized hazard, disaster, and response information platform	Data and information sharing is improved, and common datasets (CODs) are used to enhance emergency preparedness and response, including HDX, ArcGIS Licensing, Adobe licensing, and Microsoft Power BI Licence. This will Deliver	No agreed CODs Outdated risk/hazard maps No common data portal for tracking humanitarian incidents and activities Inconsistent, irregular 4Ws situation updates for 10 distinct incidents of concern.	2023 2023 2023 2023 2023	All partners use CODs. Updated hazard maps Partners use common portal in Relief Web 4Ws are current. Updated and current 4Ws At least one major disaster, if any, monitored.	N/A	Document review Community feedback

EXPECTED OUTPUTS	OUTPUT INDICATORS[11]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	
		monitoring, analysis, and reporting on incidents of humanitarian concern including actual disasters and response operations.					
	2.2 Twice yearly national mobile phone surveys among the public as an alternative means of capturing emerging humanitarian concerns	Emerging humanitarian concerns are flagged for possible action.	1 round of El Nino survey	2023	2 rounds of multi-hazard survey		Document review Community feedback
	2.3 Ground-truthing missions to verify survey findings	Flagged humanitarian concerns are verified,	No ground-truthing mission	2023	2 sets of ground-truthing missions		Document review Community feedback
Output 3 Institutional strengthening	**3.1** Regional consultations with provincial administrations and provincial authorities to ensure DRM action and disaster response	Consultation and induction documentation Official committee activation document			At least 4 provinces (West Sepik, Western, Eastern Highlands and West New Britain) with updated Disaster Risk Management plans with hazard profiles, coordination	N/A	Document review Community feedback

EXPECTED OUTPUTS	OUTPUT INDICATORS[11]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	
	plans are up to date and appropriately prepared. This will support possible provincial disaster committee meetings as well	Minutes of launching committee meeting Provincial hazard maps Inter-cluster training programme design document Training workshop documentation Provincial DRM policy paper/s or legislation Provincial DRM plans/SOPs	Provincial disaster officials trained in humanitarian coordination, Information Management, CCEA and Logistics	2023	mechanisms, IM systems and SOPs.		
Output 4 National communications awareness raising campaigns	**4.1** Development and dissemination of multi-hazard preparedness key messages	Compilation of inter-cluster multi-hazard preparedness key messages	Ongoing compilation and review of key messages for drought	2023	Refined key messages.		Document review Community feedback

EXPECTED OUTPUTS	OUTPUT INDICATORS[11]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	
		Print, audio, and video material	No materials developed and produced		4 Multi-media (radio and TV) materials produced		

VI. ANNUAL WORK PLAN AND BUDGET[12]

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated, and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

OUTPUT 1: Humanitarian action and coordination		**$66,350.16**
Activity	**Description**	**Total**
Review and update Disaster Management Act of 1984	Regional consultation workshops conducted for Southern and New Guinea Islands regions (1 per region) Field consultation visits to affected populations living in established care centres in Manam, & Kadovar Islands (1 per affected population) Engage office of Public Solicitor to lead consultations and write up of proposed legislation Consider inclusion of the PNG Disaster Management Team and Secretariat within the scope of the revised Act	$44,120.16
Maintain engagement with Disaster Management Team member agencies, partners and technical advisory bodies for disaster mitigation, preparedness, response and recovery	Regular Disaster Management Team meetings (1 per month x 11 months) Inter-cluster coordination meeting prior to regular disaster meetings per month (11 meetings) Ad hoc disaster management team meetings in the case of sudden on-set disasters and emergencies	$2,230.00
Support coordination of international humanitarian response, including needs assessment, community feedback and humanitarian resource mobilization	Government and DMT multi-cluster rapid assessment and coordination missions during actual emergencies	$20,000.00
OUTPUT 2: Enhanced information management for improved disaster prevention, planning and emergency response		**$386,200.96**
Activity	**Description**	**Total**
GIS service	Hazard maps developed for priority provinces. Consideration is also given for regional hazard maps to be developed where required. Host hazard maps and active emergency maps on ReliefWeb/PreventionWeb (embedded PowerBI dashboard), UNDP's PNG Natural Resource Management Hub and an altogether separate portal for redundancy with crosslinks. These will be made publically available. Improve engagement with relevant partners to include DRRM actors' presence, activities, and reach maps.	$100,000.00
National baseline surveys	Collaborate with telecommunication service providers to establish baselines drawing on previous experience. These will offer multi-sectoral analysis and guide policy making. Conduct twice yearly national mobile phone surveys among the public as an alternative means of capturing emerging humanitarian concerns. Redesign previous phone survey questionnaire to better inform multi-hazard mapping for provinces.	$108,000.00

[12] Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

Conduct ground-truthing missions to verify and deepen survey findings.	Conduct two sets of 'ground-truthing' missions to actual locations to triangulate data collected by telecommunication companies. In-person ground-truthing of crowdsourced data via FGDs with stakeholders in provinces of highest concern and/or most promising to confirm and elaborate on findings and to gather recommendations.	$38,400.00
	Operational and field support for ground truthing missions	$139,800.96
OUTPUT 3: Institutional strengthening		**$30,000.00**
Activity	**Description**	**Total**
Preparedness, response and coordination planning.	Enhance joint preparedness and response planning and coordination for Provincial and District Disaster Coordinators and other stakeholders through improved IM, CCEA, Cash/Voucher Modality and Logistics concepts and skills. Creating training packages for the PDCs.	$5,000.00
Facilitation and coordination of quarterly provincial meetings for pilot provinces	Quarterly provincial meetings	$20,000.00
Training materials	Development of Communication, Community Engagement and Accountability (CCEA) modules Develop Information Management and GIS modules. Training modules correspond to various aspects/phases of DRRM cycle (including but not just IM) and tailored to different types of actors/stakeholders including the general public.	$5,000.00
OUTPUT 4: National communications awareness raising campaigns		**$30,000.00**
Activity	**Description**	**Total**
Video series	Coordinate with various media outlets and initiatives, including the ABC media development initiative to develop the media emergency toolkit and expand content. Will also develop and input into public messaging. Conduct awareness around possible impacts of Drought, floods, earthquakes (preparedness activities for the communities) and other hazards jointly identified with the national authorities. Will develop at least two video products.	$20,000.00
Radio series	Develop key messages collaboratively involving clusters, NDC, DMPGM, NWS, BOM, and other relevant partners and stakeholder on: i. Types of Disasters and Emergencies. ii. 'What to do during Disasters and Emergencies,' series particularly sudden on-set (earthquakes, tsunamis, flash floods, king tides) and if requested slow on-set disasters such as drought.	$10,000.00
OUTPUT 5: Project Management Unit		**$526,437.88**
Activity	**Description**	**Total**
Human resource	Staff salaries	$ 436,437.88
Administration	Communications, project vehicle maintenance, common services and local security budget	$50,000.00
Terminal Evaluation	Project Terminal Evaluation	$40,000.00
	TOTAL Programme Implementation Cost	**$1,038,989.00**
	General Management Service Fee (8%)	**$83,119.12**
	TOTAL Programme Programmable Cost	**$1,122,108.12**

VII. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
Learn	Knowledge, good practices, and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.		
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons, and quality will be discussed by the project board and used to make course corrections.		
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)			
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture	Semi-annually	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.		

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
	lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.				

VIII. LEGAL CONTEXT

The country has signed the Standard Basic Assistance Agreement (SBAA)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by National Disaster Centre (NDC) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

IX. RISK MANAGEMENT

UNDP (DIM)

1. UNDP as the Implementing Partner will comply with the policies, procedures, and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds][13] [UNDP funds received pursuant to the Project Document][14] are used to provide support to individuals or entities associated with terrorism , that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via https://www.un.org/securitycouncil/content/un-sc-consolidated-list. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (http://www.undp.org/ses) and related Accountability Mechanism (http://www.undp.org/secu-srm).
4. UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised

[13] To be used where UNDP is the Implementing Partner

[14] To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner

through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

5. In the implementation of the activities under this Project Document, UNDP as the Implementing Partner will handle any sexual exploitation and abuse ("SEA") and sexual harassment ("SH") allegations in accordance with its regulations, rules, policies and procedures.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
7. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor, and sub-recipient:
    a. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's, subcontractor's and sub-recipient's custody, rests with such responsible party, subcontractor, and sub-recipient. To this end, each responsible party, subcontractor, and sub-recipient shall:
        i. put in place an appropriate security plan and maintain the security plan, considering the security situation in the country where the project is being carried;
        ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
    b. 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 responsible party's, subcontractor's, and sub-recipient's obligations under this Project Document.

    c. Each responsible party, subcontractor, and sub-recipient (each a "sub-party" and together "sub-parties") acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the sub-parties, and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
    (a) In the implementation of the activities under this Project Document, each sub-party shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").

(b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, each sub-party, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

d. In the performance of the activities under this Project Document, each sub-party shall (with respect to its own activities) and shall require from its sub-parties (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, sub-parties will and will require that their respective sub-parties will take all appropriate measures to:
   (i) Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
   (ii) Offer employees and associated personnel training on prevention and response to SH and SEA, where sub-parties have not put in place its own training regarding the prevention of SH and SEA, sub-parties may use the training material available at UNDP;
   (iii) Report and monitor allegations of SH and SEA of which any of the sub-parties have been informed or have otherwise become aware, and status thereof;
   (iv) Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
   (v) Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. Each sub-party shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the relevant sub-party shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
e. Each sub-party shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of

the relevant sub-party to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.

f. Each responsible party, subcontractor and sub-recipient will ensure that any project activities undertaken by them will be implemented in a manner consistent with the UNDP Social and Environmental Standards and shall ensure that any incidents or issues of non-compliance shall be reported to UNDP in accordance with UNDP Social and Environmental Standards.

g. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud, corruption, or other financial irregularities, by its officials, consultants, subcontractors, and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption, anti-fraud and anti-money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.

h. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor, and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices (b) UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy; and (c) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

i. If an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors', and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.

j. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud, corruption other financial irregularities with due confidentiality.
Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

k. UNDP will be entitled to a refund from the responsible party, subcontractor, or sub-recipient of any funds provided that have been used inappropriately, including through fraud corruption, other

financial irregularities or otherwise paid other than in accordance with the terms and conditions of this Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail any responsible party's, subcontractor's, or sub-recipient's obligations under this Project Document.

Special Clauses.

In case of government cost-sharing through the project, the following clauses should be included:

1. The schedule of payments and UNDP bank account details.
2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended, or terminated by UNDP.
3. The above schedule of payments considers the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.
4. UNDP shall receive and administer the payment in accordance with the regulations, rules, and directives of UNDP.
5. All financial accounts and statements shall be expressed in United States dollars.
6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavours to obtain the additional funds required.
7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 6 above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended, or terminated by UNDP.
8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.
9. In accordance with the decisions and directives of UNDP's Executive Board:

   The contribution shall be charged:

(a) [8%] cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices

(b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

10. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.
11. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, and directives of UNDP."