DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

Government of Malawi

UN HABITAT
FOR A BETTER URBAN FUTURE

Strengthening all-inclusive Disaster Preparedness and linking Early Warning to Early Action in Mzuzu, Blantyre, Lilongwe, and Zomba City Councils.

2023-2024

January,2023

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

Country: Malawi

Project Title: *"Strengthening all-inclusive Disaster Preparedness and linking Early Warning to Early Action in Mzuzu, Blantyre, Lilongwe, and Zomba City Councils"*

'The project aims at enhancing the city council's capacity to prepare for and respond to disasters in the target cities of Mzuzu, Blantyre, Lilongwe and Zomba. The project addresses disaster management issues in the urban areas, including high exposure to climate and non-climate risks, low adaptive capacity, gender, age and disability disparities; limited access to basic social and protection services; disaster preparedness capacity gaps, ineffective early warning systems, weak or absent civil protection committees, lack of contingency and evacuation plans; low rate of disaster risk management (DRM) policy implementation; and inadequate protection and shock-responsive social protection system (SRSPS)'

Joint Project Outcome(s):

- *Target communities' livelihoods protected through enhanced all-inclusive disaster preparedness in urban centres of Blantyre, Zomba, Lilongwe and Mzuzu cities in Malawi, enabled by context-specific interventions at community, city, and national levels.*
  - *Reduced risk of injuries, deaths and property loss/damage from disasters suffered by the population of Blantyre, Zomba, Lilongwe and Mzuzu cities.*
  - People in target areas are able to prepare for and respond to disasters
  - Immediate and lifesaving needs of vulnerable people affected by a disaster are timely addressed.

<table>
<tr><td rowspan="2">Project Duration: 2 Years

Anticipated start/end dates: January 2023- December 2024</td><td>Total estimated budget*: 2,057,821 USD
Out of which:
1. Funded Budget: 2,057,821 USD
2. Unfunded budget: 0
* Total estimated budget includes both programme costs and indirect support costs</td></tr>
<tr><td>Sources of funded budget:

DG Echo: 1,666,667 USD
UNDP: 218,379 USD and UN Habitat: 172,775 USD
Total UN partner co-financing: 391,155 USD</td></tr>
</table>

DS
RG

Declaration of commitment and signatures

By signing this Joint Project document, all signatories – Government, participating UN Organizations, and other partners – committed to working together in a spirit of partnership to achieve the results identified in the **results framework, work plan and budget**.

UN organizations	Government
Name of Representative: Challa Getachew Signature: DocuSigned by: Challa Kumsa 59CE8BDE5A5F44C... Resident Representative (OIC)- UNDP Date & Seal: 9/03/2023	Name of Head of Partner: Charles Kalemba Signature: Commissioner - DODMA
Name of Representative: Oumar Sylla Signature: Director, Regional Office for Africa – UN Habitat Date & Seal : 10/03/2023	

DS RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

Contents

Acronyms 5
Executive Summary 6
I. Situation Analysis 7
II. Programme Strategies 9
Context/Background 9
The Proposed Joint Project 9
Project Beneficiaries 10
Table 1: Target Cities and Wards 10
Strategy 11
Expected Results 13
Sustainability of the Results 14
III. RESULTS FRAMEWORK 15
Theory of Change 15
Resources Required 16
Partnerships 17
Risks and Assumptions 19
Table 2: Risk Analysis 19
Table 3: Results Framework 22
IV. Management and Coordination Arrangements 25
Project Governance Structure (Figure 2) 26
V. Fund Management Arrangements 26
Implementing Partners 26
VI. Monitoring and Evaluation 26
Joint Program Monitoring Framework 28
Table 4: Joint Monitoring Framework 29
VII. Legal Context or Basis of Relationship 34
Table 5: Legal Context 34
VIII. Work Plans and Budget 34
Table 6: Multi- Year Workplan 35

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

Acronyms

CBEWS	Community Based Early Warning System
CityRAP	City Resilience Action Planning Tool
CP	Contingency Plan
CPC	Civil Protection Committee
CPCC	City project Coordination Committee
CSO	Civil Society Organisation
DG ECHO	Directorate-General for European Civil Protection and Humanitarian Aid Operations
DIM	Direct Implementation
DiMSUR	(Technical centre for) Disaster Risk Management Sustainability and Urban Resilience
DP	Disaster Preparedness
DoDMA	Department of Disaster Management Affairs
DRM	Disaster Risk Management
DUD	Department of Urban Development
EW	Early Warning
EWS	Early Warning System
H4HM	Habitat for Humanity Malawi
MUST	Malawi University of Science and Technology
MVAC	Malawi Vulnerability Assessment Committee
NFI	Non-Food Items
NGO	Non-Governmental Organisation
NSO	National Statistics Office
PDNA	Post Disaster Needs Assessment
PWD	People With Disabilities

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

Executive Summary

Malawi is highly vulnerable to climate hazards ranging from floods, cyclones, and droughts, resulting in significant loss of lives and livelihood assets in urban and rural areas. In the recent past, urban areas have been hit by high intensity disasters including floods, heavy rains, and strong winds. To date, disaster management efforts in Malawi have predominantly focused on rural areas with urban areas receiving less attention and funding. 17.4% of Malawians live in urban areas and the urban population is projected to double by 2050, it is therefore critical to strengthen disaster risk management arrangements in the urban areas. Close to 80% of the urban population in Malawi resides in Lilongwe, Blantyre, Zomba and Mzuzu (NSO, 2009).

'Strengthening all-inclusive Disaster preparedness and linking Early Warning to Early Action in Mzuzu, Blantyre, Lilongwe, and Zomba City Councils" aims at enhancing the city council's capacity to prepare for and respond to disasters. The project will target 376,811 beneficiaries (188,364 female and 188,447 male) in four prioritized wards in targeted cities (16 wards total). The project addresses disaster management issues in the urban areas, including high exposure to climate and non-climate risks, low adaptive capacity, gender, age and disability disparities; limited access to basic social and protection services; disaster preparedness capacity gaps, ineffective early warning systems, weak or absent civil protection committees, lack of contingency and evacuation plans; low rate of disaster risk management (DRM) policy implementation; and inadequate protection and shock-responsive social protection system (SRSPS).

The principal objective of the project is to protect livelihoods through enhanced all-inclusive disaster preparedness in urban centres of Blantyre, Zomba, Lilongwe and Mzuzu in Malawi enabled by context-specific interventions at community, city and national levels, and establishment of an early warning systems for early action. Specifically, the project aims to "contribute to the reduction of risk of injuries, deaths and property loss/damage from disasters suffered by the population of Blantyre, Zomba, Lilongwe and Mzuzu cities by 2024."

The project will:

- Undertake risk assessments using the participatory approach, i.e., the City Resilience Action Planning Tool.
- Develop, adapt, and test multi-hazard contingency plans incorporating environmental risk mitigation; identify and test evacuation routes
- Establish an automated community-based early warning systems (CBEWS)and design a mobile application for dissemination of warnings.
- Develop a national urban action plan and strategy to mainstream Disaster Preparedness (DP) and resilience building in urban planning and development and enhance stakeholder engagement.
- Strengthen protection mechanisms through training for government officers and communities, establish complaint and feedback mechanisms, and strengthen SRSPS.
- Clear solid waste in drainage networks and rehabilitate drainage networks in Blantyre, Zomba, Lilongwe and Mzuzu Cities

DS
RC

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

- Provide emergency contingency stocks for effective response
- Activate and implement the crisis modifier for households affected by disasters

I. Situation Analysis

Close to 80% of the urban population in Malawi resides in Lilongwe, Blantyre, Zomba and Mzuzu (NSO, 2009), and frequent disasters result in loss of property and life. The urban areas are prone to disasters, including floods, heavy rains, fires, strong winds, and disease outbreaks. Flood is a recurrent disaster that affects thousands of people every year. Between 2015 and 2019, Malawi declared three national disasters with cumulative losses estimated at $929 million, reconstruction costs at approximately $1.4 billion and cumulatively affected the food security of 30 million people (MVAC, 2021). To date, disaster management efforts have predominantly focused on rural areas with urban areas receiving less attention and funding. Considering that 17.4% of the population lives in urban areas, and the urban population is expected to double by 2050, it is imperative to give attention to disaster risk management in the urban areas.

UNDP & UN-Habitat conducted a disaster risk and needs assessment (NA) between December 2021 and January 2022 through primary and secondary data collection and analysis, and involved beneficiaries and key stakeholders at the national, city and community levels. The needs assessment involved consultations with the relevant government ministries and departments (DODMA, Department of Urban Development, City Councils) and NGOs (Red Cross, Oxfam, Habitat for Humanity). The ongoing projects implemented by UNDP and UN Habitat also informed identifying gaps and needs and establishing linkages with other initiatives.

The NA aimed to understand risks, needs, and challenges regarding disaster preparedness, identify the most vulnerable cities and wards to target and on-going initiatives to build on, seek synergies, and align different interventions. Multiple risks facing four targeted cities were identified through literature review, meetings and focus group discussions with City Councils. The food insecurity report 2020-2021 (Malawi Vulnerability Assessment Committee (MVAC) shows that 20% of the population in Blantyre City (214,537) and Zomba (36,945) require aid. Zomba and Blantyre were affected by Cyclone Idai induced floods in 2019 that affected 8,249 households in Blantyre and 3,551 households in Zomba. Climatic projections suggest that (i) the severity and frequency of climate-induced weather shocks will increase (Future Climate for Africa Brief, 2017) (ii) floods are becoming more frequent, with an expected rise in intensity (Gama et al. 2019) and an increase in the depth of inundation water and number of people exposed (Boma et al., 2019). The ND-GAIN Country Index ranks Malawi 163 out of 182 countries, indicating high vulnerability and low readiness to respond to risk. Mzuzu, Blantyre, Lilongwe and Zomba are targeted due to the frequency of exposure and high vulnerability to disaster risks. Contributing factors to vulnerability and barriers to effectively respond to disasters were identified as follows:

- **Contingency Plans.** A recent review of the National Contingency Planning (NCP) process (UNDP, 2021) identified gaps in the alignment between national and district/city contingency plans, absence of robust risk assessment that guides the development of contingency planning, and absence of scenario planning. There is limited participation of vulnerable groups in contingency planning processes (Meeting with City Councils, 2022).
- **The Early Warning System** focuses on rural areas and does not address the specific needs of urban residents and vulnerable groups. The limited integration between meteorological and

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

hydrological services as well as other institutions compromise the delivery of timely and reliable advisories to vulnerable populations. There are challenges in reaching the vulnerable groups with early warning messages. The internal coordination among agencies to effectively observe, forecast and disseminate flood early warning remains a challenge. Currently, early warning messages are not delivered in local languages and prevent early action (Meeting with DoDMA Technical Director, Jan 2022)

- **Civil Protection Committees. DRM structures are non-existent or, where present, not active** due to lack of knowledge and limited resources, including access to information and basic equipment. These challenges were echoed during needs assessment with City Councils, including limited participation of women and People with Disabilities (PWD) in disaster preparedness and planning.

- **Implementation of the National Urban Policy** that guides DRM in urban areas is critical; however, the policy is yet to be operationalized. A plan of action is missing to implement the policy and other related strategies. There is lack of resources and institutional arrangements to set up early warning systems to alert people in the event of a disaster (Meeting with Director of Urban Development, Jan 2022). Stakeholder involvement in urban areas is low when compared to rural areas, and a lack of partners to support urban disaster preparedness was identified.

- **The Technical Sub-Committee on Early Warning System** lacks adequate capacity to engage and co-ordinate with other technical clusters on issues pertaining to early warning and early action. The needs assessment (2022) revealed that a one-off exercise per year is held instead of regular engagement among the clusters. The absence of multi-hazard Early Warning Systems and protocols at the national level further exacerbates these challenges.

- **High exposure to risks due to rapid urbanization, informal settlements, and poverty**. Migrants arriving in urban centres are settling in risks prone informal settlements (Mzuzu City Council Meeting, Dec 2021). 65% of the population in Blantyre and 60% in Zomba who are residing in informal settlements are exposed to hazards and lack access to financial assets and social services (PDNA 2015, 2019). The main reasons for higher exposure to disasters are the absence of risk mapping, awareness of risks, low implementation of DRM plans and policies and lack of urban planning and building codes (Meetings with City Councils, Dec 2021).

- **Slow Implementation of Shock-Responsive Safety Nets.** Some of the challenges contributing to the slow implementation of shock-responsive safety nets are: (i) the absence of a risk-informed plan to respond to seasonal shocks, and sudden-onset emergencies for quick action and expansion, (ii) absence of hazard and vulnerability assessments to inform targeting of vulnerable geographical areas, and (iii) gap in the use of historical data on hazards and risks to define triggers for action and mobilize an adequate response.

- **Gender, age, and disability. Women, boys and girls, older persons and People with Disabilities (PWD)** are highly vulnerable and disproportionately affected by disasters. There are minimal mechanisms to ensure that these groups are involved in humanitarian and preparedness action. Where they exist, Civil Protection Committees are dominated by men and when accessing social services, women, PWD, and older persons are the most disadvantaged. Data disaggregation in humanitarian action remains a challenge for Malawi, making it difficult to systematically assess the different effects and needs of different gender and age groups. Access to early warning information is a challenge for women, as men control

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

assets through which information is disseminated. Increased transactional sex for basic services, discrimination against PWD, women being afraid to report gender-based violence, and disruption of educational services are common in disaster-prone urban areas due to the absence of effective protection and complaint mechanisms.

- **Poor drainage networks and solid waste management:** Environmental degradation compounded by poor drainage and solid waste management systems further exacerbate vulnerability and exposure to hazards in all cities. Drainage systems are either non-existent, not properly maintained or are blocked by solid waste which contributes to flash floods.

II. Programme Strategies

Context/Background

The *"Strengthening_all-inclusive Disaster preparedness and linking Early Warning to Early Action in Mzuzu, Blantyre, Lilongwe, and Zomba City Councils"* project aligns to the United Nations commitment to the government of Malawi through the United Nations Development Assistance Framework Malawi (UNDAF 2019-2023). **UNDAF pillar 3 and outcome** 7: By 2023, households have increased food and nutrition security, equitable access to healthy ecosystems and resilient livelihoods. The programme also aligns to the Sustainable Development Goals, where **SDG goal 11**, target number 5 seeks to significantly reduce the number of deaths and the number of people affected and substantially decrease the direct economic losses relative to global gross domestic product caused by disasters, including water-related disasters. The program will also contribute to the **Malawi vision 2063** which aims at transforming the country into an inclusively wealthy and self-reliant upper-middle-income country by the year 2063. To achieve this vision, one of the enablers is to promote sustainable development with a clean, secure environment with Climate Change Management as one of the key focus areas: Mitigation of and adaptation to the effects of climate change. One of the key game changers for this enabler is "**Natural Disasters and Climate Adversities Preparedness: Disaster preparedness, Mitigation and Adaptation**"

The Proposed Joint Project

The project will leverage on UNDP and UN Habitat's extensive experience and expertise covering human settlements, climate change, disaster risk reduction, governance, and inclusive growth. The two organizations have extensive experience in Disaster Risk Management in the cities. Both UNDP and UN Habitat are actively engaged in urban DRM in targeted cities in Malawi through ongoing complimentary projects implemented in close collaboration with stakeholders at national and city levels, including DoDMA, City and District Councils, NGOs, and communities. UNDP has over the years led on technical innovations and digital solutions for a new generation of EWS in Malawi, with support from its aaccelerator Lab that guides innovations and technology solutions. UNDP has a long-standing partnership in City and District Councils with the DoDMA, the Ministry of Local Government and Rural Development, currently implementing a $10,201,506 million complementary project on DRM & Resilience (2019-2023) signed in February 2020 with the GoM. Since 2005, UN-Habitat has supported the GoM and Habitat Agenda Partners in Malawi in advancing the sustainable human settlements agenda. Most relevant for the project is UN-Habitat's work on climate change adaptation and disaster risk reduction, implemented in Zomba. UN-Habitat facilitated the establishment of the Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR) in Southern Africa and implemented participatory city resilience planning using the innovative CityRAP approach and methodology.

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

UNDP and UNHabitat have also established a Joint Regional Programme (JRP) on Smart Urban Resilience in Sub-Saharan Africa (SSA). This partnership addresses critical gaps in localizing the 2030 Agenda, as framed under the SDGs, Paris and Sendai Agreements and the New Urban Agenda by bringing together new generation of risk reduction and resilience building toward risk-informed development (RID) supported by emerging digital and green technologies and innovations to address urban challenges. The joint Malawi project will leverage on the experiences, learning, tools, and expertise from the joint regional program.

Project Beneficiaries

The project will target 376,811 beneficiaries (188,364 female and 188,447 male) in four prioritized wards in targeted cities (16 wards total). The targeted wards are as follows:

Table 1: Target Cities and Wards

Mzuzu	Mchengautuwa East
	Mchengautuwa West
	Nkhorongo-Lupaso
	Zolozolo West
Blantyre	Bangwe
	Blantyre South
	Ndirande Matope
	Makata
Zomba	Likangala
	Chambo
	Chinamwali
	Sadzi
Lilongwe	Area 2 (Mchesi)
	Area 7 (Kawale 1 and 2)
	Area 22 (Kaliyeka)
	Area 56 (Mtandire)

For the identification of the beneficiary wards, the following factors were considered:

- **Exposure to Risks.** Wards were rated on their vulnerability and exposure to multiple hazards (both climatic and non-climatic). The process looked at historic disaster impact and needs records, discussions were held with key stakeholders, reports of the vulnerability and capacity assessment were reviewed. Wards were then ranked in terms of vulnerability and exposure to multiple hazards (e.g., landslides, strong wind, fires). In addition, climate change projections were considered, and low laying wards were identified at risk of frequent inundation.
- **Investments & Capacity.** Wards were assessed in terms of existing investments and actions on DRM or for climate change adaptation by NGOs and other actors. In addition, the capacity of the Wards to address shocks including the availability of essential equipment to effectively engage in Disaster Preparedness at the community level was assessed.
- **People at Risk.** The national census report was used to identify the population in each of the prioritized wards. The process also considered wards with a higher percentage of informal

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

settlements that are found in risk-prone areas and areas experiencing rapid expansion due to rural-urban migration putting more people at risk.

The project is premised on the core rallying principle of the 2030 Agenda for Sustainable Development – ***leaving no one behind*** by targeting men, women, boys, girls, older persons and persons with disability, as the primary beneficiaries.

Strategy

The project seeks to address the key challenges affecting disaster preparedness in the four cities, identified through the needs assessment undertaken by UNDP and UN Habitat.

Problem/Response 1: Disaster preparedness capacity gaps in urban areas, including inadequate comprehension, use or absence of Contingency Plans (CP). This will be addressed through developing, updating and testing multi-hazard CP for the city councils. The CP will identify evacuation routes based on risks assessment and integrate sustainable waste management solutions, considering the needs of vulnerable groups. Each contingency plan developed will be **tested** at ward level and city levels, to ensure that it can effectively assist in disaster preparedness, response, and early recovery. For each contingency plan, priority preparedness activities will be identified which will then be implemented. These may include awareness-raising activities, capacity building for effective response, maintenance and testing of basic equipment for search and rescue, maintenance and clearing of drainage systems, and solid waste management. Contingency planning will be linked and informed by other complementary activities under the project (i.e., risks assessment, EWS) and ongoing initiatives (e.g., building evacuation centres, waste management, and strengthening of DRM structures) implemented by UNDP and UN Habitat.

City councils will be encouraged and assisted to register *for "Making Cities Resilient 2030", which will allow city councils to access tools and resources and connect with other cities and stakeholders around the world to exchange best practices, approaches, and partnerships.* This will enhance the cities' capacity to deal with the climate and non-climate hazards identified in the contingency plan.

Problem/Response 2: Early Warning Systems (EWS) focus on rural areas; ineffective coordination between key institutions and early warning information does not lead to early action. This will be addressed by establishing telemetric Community Based Early Warning System (CBEWS) for flood forecasting and warning, developing capacity and improving coordination between key institutions. The action will scale up lessons and test solutions and technology currently used in the rural areas for flood warning. The project will **equip the Ward and City Civil Protection Committees** (CPCs) with working materials and equipment for early warning and early action. The materials and equipment will aid the CPCs to effectively disseminate early warning information and be able to effectively respond to disasters as first responders. These may include lifejackets, gumboots, raincoats, working suits, first aid kits, mobile phones, torches, whistles, stretchers, ropes, high-visibility vests/jackets, thermal blankets, and bicycles. **Public awareness and information dissemination activities** will be implemented to reach the most vulnerable. The project will develop and disseminate information, education and communication (IEC) materials in form of radio and television jingles, radio programmes with educative comedy slots, leaflets and digital billboards. The project will ensure that the design and dissemination of all IEC materials consider the most vulnerable groups by being gender, age and disability responsive. The project will strengthen the **role of the Technical Sub-Committee on Early Warning System** by supporting its quarterly meetings, supporting coordination with other clusters and ensuring that it takes leadership in the finalization and dissemination of the Multi-hazard Early Warning System Protocols for Malawi. This will also ensure that there are clear interlinkages and

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

proper coordination across the different players in disaster preparedness, response and resilience in Malawi.

Problem/Response 3: Civil Protection Committees (CPC) for DRM coordination are new, non-existent, and if established, not active. As part of strengthening Early Warning Systems, the project will include building the capacities of Civil Protection Committees in the cities. Inactive Civil Protection Committees (CPCs) will be revamped, new committees will be established and trained. Part of the training will be delivered with support from national level humanitarian clusters, such as search and rescue, WASH, shelter, and early warning. The programme will encourage and facilitate the participation of vulnerable groups in the Civil Protection Committees. The Civil Protection Committees will be involved in the implementation of DRM activities, including supporting public awareness within their communities.

Problem/Response 4: Most DRM, Climate Change and related policies ignore urban areas; the National Urban Policy (2018), which is supposed to guide DRM in urban areas is yet to be operationalised; the Technical Sub-Committee on Early Warning System lacks adequate capacity to engage and co-ordinate with other technical clusters on issues pertaining to early warning and early action; stakeholder engagement in urban preparedness, response and resilience is low when compared to rural areas. The project will contribute to implementing relevant key policy instruments to ensure urban areas are prioritised for disaster preparedness, response and resilience which are priorities in the DRM Plans for the cities. The programme will support the **development/finalization and roll-out of a national action plan for government, civil society and community structures** to strengthen urban response and resilience. The development of the action plan will facilitate a paradigm shift and ensure that response, preparedness and resilience are mainstreamed in urban planning, development and management. The action plan will be developed through a consultative process involving national and local-level stakeholders (including national and sub-national government, civil society, academia, media, private sector and community members) and priority recommendations will be implemented. In addition, **the development of the SOPs** and action plan to strengthen urban response and preparedness for government and civil society will ensure that more stakeholders are involved in urban DRM, and both plans, and stakeholders' involvement will contribute to sustainable financing for urban disaster preparedness identified as a gap though needs assessment meetings with city councils (Dec 2021). **Capacity building for the national Technical Sub-Committee** will enable effective coordination among technical departments and stakeholders for early warning and early action.

Problem/Responses 5: Risk assessments and mapping mostly target rural areas and leave out urban areas. In line with the HIP priorities on implementing risk and vulnerability assessments in urban areas, the project will undertake risk assessment using the **CityRAP approach**. Setting up EWS will also require risk assessment and modelling. The project will collaborate with the Blantyre City Council and the Department of Disaster Management Affairs (DoDMA) on comprehensive risk modelling considering that the needs assessment established that the stakeholders are already at an advanced stage to undertake a risk assessment exercise in Blantyre. The Action will build on and scale up Blantyre City and DoDMA risk modelling to other targeted cities.

Problem/Response 6: **Limited or absent basic emergency supplies available to urban councils**. The programme will include providing basic equipment and materials based on the preparedness and response needs as identified in the contingency plans. These will mainly include non-food items, such as first aid kits, hand washing facilities, hygiene kit for girls, face masks, gloves, dignity kits, post-rape, and pregnancy delivery kits, cooking stoves, buckets, plates, pots, emergency school kits (school-in-a-box kits), blankets, insecticide treated mosquito nets, oral rehydration solutions and condoms. The

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

action will also enhance logistics preparedness in urban areas through training, development of a logistics preparedness plan, creation of logistics databases and strengthening of major observed logistics shortfalls within the cities. Support will be provided to the Blantyre, Zomba, Lilongwe and Mzuzu cities to strengthen their warehousing capacities and ensure that necessary transport and other equipment critical for disaster response are in working conditions.

Problem/Response 7: Limited Response Capacity through Shock Responsive Safety Protection Nets. Risk information is one of the key building blocks for shock responsive safety nets and the gap in data availability on risks has contributed to the limited response capacity through social safety net programs in the cities. The risk assessment that will be conducted using the CityRAP approach in the cities will inform the identification of vulnerable groups in the wards by identifying the most vulnerable geographical areas. The risk assessment and vulnerability modelling will also be used in defining thresholds for the triggers for a response. The risk informed targeting of vulnerable groups and definition of triggers will increase capacity to scale up the existing shock responsive social protection programmes (vertically or horizontally) as needed in case of disasters.

Problem/Response 8: Gender, age and disability protection needs. The project will as part of building local level disaster risk management structures deliver the **capacity building in protection issues**. It will provide a space for vulnerable groups to discuss issues affecting them and access to basic social services. **Basic materials and equipment** including first aid kits, hygiene kit for girls, post-rape, and pregnancy delivery kits, cooking stoves, buckets, plates, pots, emergency school kits (school-in-a-box kits), oral rehydration solutions and condoms will be procured and prepositioned in each city for use by vulnerable groups. All capacity building activities will ensure that issues of gender, age and disability are included in the curriculum. **Accountability, feedback and complaints mechanisms** will be established to ensure that safety and dignity, avoid causing harm, meaningful access, accountability, participation and empowerment are mainstreamed in all humanitarian actions in the four targeted urban areas as well as at national level. The project will ensure that all vulnerable groups receive adequate **information and participate** in all training activities.

Problem/Response 9: Poor drainage networks and solid waste management. The programme will undertake clearing of drainage networks that are blocked by debris, rehabilitate damage drainage networks, support development of byelaws and conduct public awareness on solid waste management, drainage systems and the byelaws.

Expected Results

The two main expected results are:

Result Area 1: People in target areas are able to prepare for and respond to disasters. This will be achieved by implementing several activities:

1.1. Undertake risk assessment using the City Resilience Action Planning (CityRAP) approach, which will also guide contingency planning and setting up of multi-hazard early warning systems,

1.2. Develop/adapt integrated contingency plans for Blantyre, Zomba, Lilongwe and Mzuzu cities, incorporating environmental risk-mitigating measures with clear evacuation plans and routes,

1.3. Establish community-based flood early warning systems and develop a mobile app for public warning and awareness,

1.4. Reinforce and strengthen institutional capacity of multi-hazard Early Warning Systems,

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

1.5. Develop/finalize and roll-out a national action plan for government, civil society and community structures to strengthen response and resilience in urban areas,

1.6. Prepositioning of emergency supplies for effective emergency response in Blantyre, Zomba, Lilongwe and Mzuzu cities, including protection materials and services to assist the most affected populations,

1.7. Conduct training for urban council staff and national-level humanitarian clusters in cash transfer response modalities and shock-responsive social protection systems (SRSPS) and conduct public awareness campaigns on disaster risk and preparedness,

1.8. Establish accountability and feedback and complaints mechanisms to strengthen disaster preparedness and response. Accountability mechanisms (including feedback and complaints mechanisms) will be established/strengthened in all the four cities by promoting the Inter-Agency Standing Committee's (IASC) standards on accountability to affected population (AAP).

1.9. Clear solid waste in drainage networks and rehabilitate drainage networks in Blantyre, Zomba, Lilongwe and Mzuzu Cities.

Result Area 2: Immediate and lifesaving needs of vulnerable people affected by a disaster are timely addressed. This will be achieved through one key activity:

2.1. Activate and implement the crisis modifier through provision of life-saving assistance to households affected by disasters. The crisis modifier will have a national coverage and will be triggered by a disaster to meet the urgent lifesaving needs of the most vulnerable affected population. Anticipatory actions in form of public awareness and logistical support (such as prepositioning of supplies and responders) could be triggered by early warning information from regional, national and community systems. Response processes will be initiated within 72 hours of a disaster occurring or declaration of a state of national disaster. Focus will be on rapid onset disasters, whether climatic or non-climatic. Response will be provided using cash transfers and in-kind support, including using prepositioned relief supplies for urban crises.

Sustainability of the Results

The long-term sustainability of the project's results will greatly depend on the ownership and institutionalisation of the interventions. It is expected that government will fully support the interventions over a long period of time since the activities will strengthen the government DRM systems. The program will strengthen Government's already existing structures which is crucial for the sustainability as there is continuity of interventions which is not the case when projects create parallel structures.

The project was developed through consultations with multiple stakeholders including government at National Level (DODMA) and local level (City councils), and community members themselves. This will increase the level of ownership of the project interventions. The consultations also extended to the NGOs, CSOs and academia which will enhance leveraging resources and learning for sustainability.

UNDP and UN Habitat have running (on-going) projects with city councils in partnership with the DoDMA at the national level, and since the action is building on a solid foundation and strong rapport with the lead agency for disaster management and urban development, the results of this program will build and leverage on existing structures that will ensure their sustainability post-project.

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

III. RESULTS FRAMEWORK

Theory of Change:

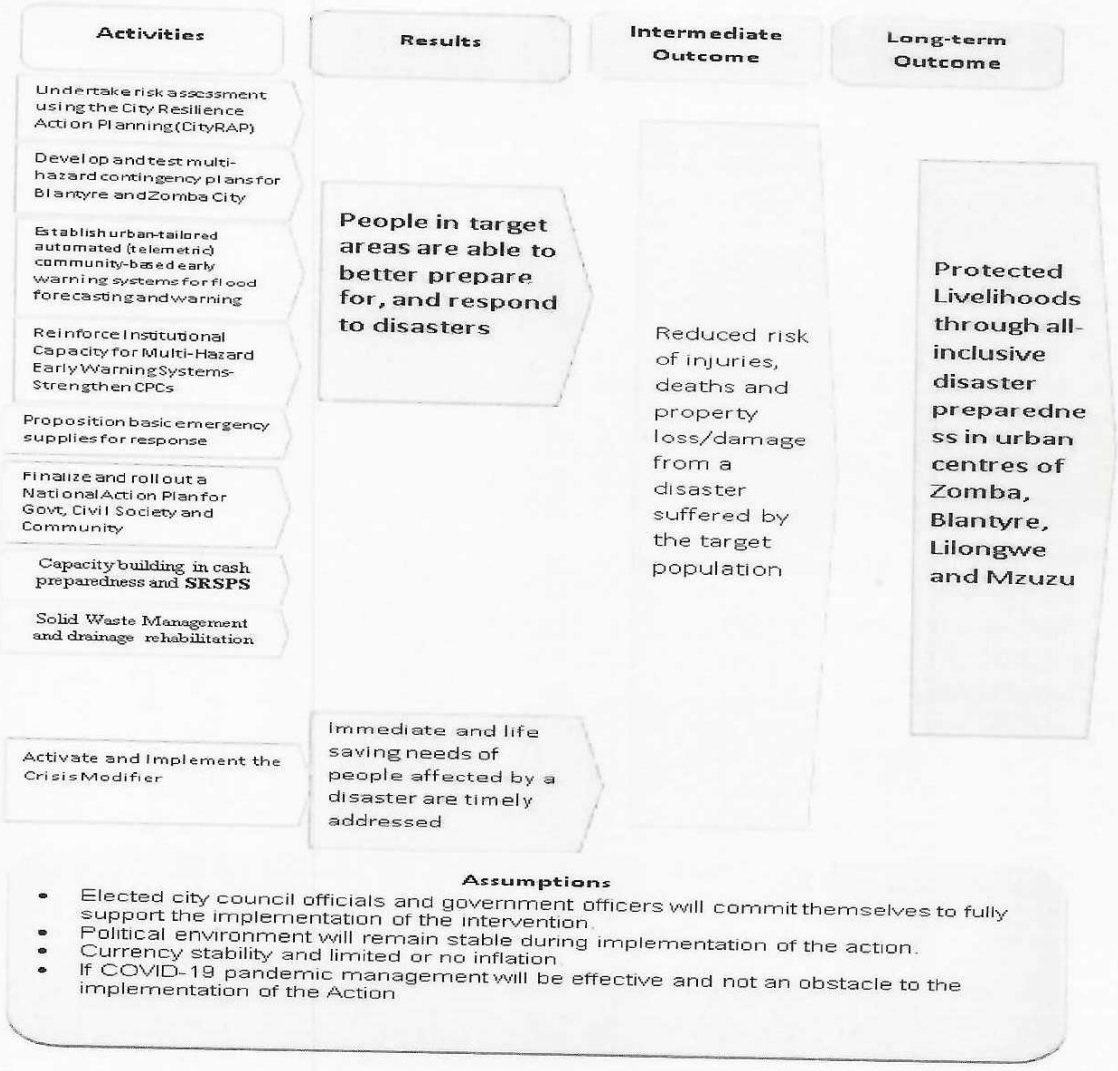


Figure 1: Theory of Change illustration

This project is conceptualized on the premise that: (1) If City councils conduct comprehensive risk assessments and modelling; (2) If city councils develop, update and test multi-hazard contingency plans from a robust risk assessment, with proper scenario planning; (3) If City councils have functional Early Warning Systems addresing the specific needs of urban residents and vulnerable groups; (4) If Civil Protection Committees (CPC) for DRM coordination are established and functional; (5) If City Councils are prepared with basic emergency supplies, and Crisis modifier at national level; (6) If City councils are capacitated in Cash Preparedness and Shock-Responsive Social Protection Systems (SRSPS), meeting the needs of the most vulnerable; (7) If City Councils engage in effective Solid Waste Management; (8) If Elected city council officials will fully support the intervention, and Government officers will fully commit themselves and support the implementation of the project; (9) If the Political environment will remain stable during the implementation of the project; (10) If currency will remain

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

stable with limited inflation; (11) If COVID-19 pandemic management will be effective and not an obstacle to the implementation of the Action,

then, people in the target areas will be able to prepare for and respond to disasters, thereby reducing the *risk of injuries, deaths and property loss/damage from disasters suffered by the population of the target cities of Blantyre, Zomba, Lilongwe and Mzuzu cities.*

This is because: (a) Building the capacity of the city councils to undertake comprehensive risk assessments and modelling will help cities to understand urban risk and plan practical actions to reduce risk and progressively build resilience against natural and other hazards; (b) Updated City multi-hazard contingency plans will enhance the council's preparedness for different scenarios; (c) the automated (telemetric) community-based early warning systems for flood forecasting and warning will improve the accuracy of data collected, analyzed, and reduce data transition (transmission) time, to reach different vulnerable groups, thereby necessitating early action; (d) Prepositioning of emergency supplies in the cities, and the crisis modifier will enhance the capacity of the city councils to deliver effective emergency response in a timely manner; (e) Strengthening the institutional capacity of the DRM structures at local level i.e., Civil Protection Committees will enhance the coordination as well as logistics preparedness for the city councils; (f) Capacitating the humanitarian clusters in cash preparedness and shock-responsive social protection systems (SRSPS), will strengthen the preparedness capacity of urban councils to utilise cash-based response options and uphold protection principles and standards across all activities that will ensure that safety and dignity in disaster preparedness and response, meaningful access, accountability, participation and empowerment is achieved for all vulnerable groups; (g) Solid Waste Management and drainage maintenance will reduce flash flooding incidents in urban areas, which are often associated with blocked drainage networks due to uncontrolled disposal of solid waste.

Resources Required

The total resources required for this project are estimated at 2,057,821. UNDP and UN Habitat has contributed a total of **391,155 USD**, whereby UNDP will contribute **218,380 USD** and UN Habitat: **172,775 USD from** their core resources, while the donor, DG Echo has contributed **1,666,667 USD.** The pre-financing rate for the donor resources is 80% while the 20% will be claimed by the UN entities after the submission of the final report. The contributions from UNDP and UN Habitat will be based on direct cash contributions towards the project, as well as in kind contributions from existing projects in the four cities and at national level whose activities the project is building on or aligned to and which were already considered during the design of the project. UNDP and UN Habitat will also mobilize additional resources internally and from other donors to cover their contribution. The detailed project budget contains details on which activities the contribution will go towards and has been summarised in Table 2 below:

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

	Total Budget (USD)	DG ECHO Budget	UNDP Contribution	UN Habitat Contribution
Activity 1.1	280,636	214,565	24,172	41,898
Activity 1.2	111,111	77,090	34,021	
Activity 1.3	295,616	239,564	44,941	11,111
Activity 1.4	49,200	32,974	16,226	
Activity 1.5	113,800	55,358		58,442
Activity 1.6	77,778	64,444		13,333
Activity 1.7	69,444	32,757		36,688
Activity 1.8	91,417	62,865	28,552	
Activity 1.9	182,222	126,041	56,182	
Activity 2.1	165,441	165,441		
Activity Total	1,436,664	1,071,098	204,093	161,472
GMS			14,287	11,303
Total UN Contribution			218,380	172,775

Table 2: Breakdown of UN Agency Financial Contribution to the Action

Delivery of this project will also require services from UNDP and UN Habitat, including technical support, operational support like procurement, human resource function, and project quality assurance processes. UNDP and UN Habitat will utilize expertise from Malawi country offices, Regional Hubs and the Brussels team as appropriate.

Partnerships

The United Nations Development Programme (UNDP) has partnered with UN-Habitat as the leads in this program. Habitat for Humanity Malawi (HfHM) will be the implementing partner in the 3 cities of Mzuzu, Blantyre and Zomba in collaboration with the 3 city councils, while UN Habitat will lead implementation in Lilongwe. The project will also collaborate with the Malawi University of Science and Technology (MUST), the Department of Disaster Management Affairs (DoDMA), and the Department of Urban Development (DUD) in Mzuzu, Lilongwe, Zomba, and Blantyre city councils. DODMA and DUD will be national level partners supporting the implementation of various activities at National Level. DODMA will support capacity building and provision of trainers to support councils on urban preparedness, lead work around EWS, protocols and technical working group. MUST will guide the risk Assessment and capacity building of the City Councils and disaster risk management committees, as well as the development of the mobile application for EWS. The DUD will support the coordination among the four city councils in implementing the preparedness activities.

The project will coordinate with other actors implementing disaster preparedness actions financed by DG ECHO and other donors, including the Red Cross Society and other NGO consortiums (such as Coopi, Concern Worldwide, United Purpose, Goal Malawi, Save the Children and Care International). The project will also coordinate closely with Oxfam and its consortium partners that are implementing education in emergency and humanitarian actions. UNDP and UN-Habitat will also coordinate with UNDRR, the World Bank, DFID, Irish Aid, USAID and other development partners that are supporting or implementing actions on disaster preparedness, response and resilience. The National Technical Committee on Climate Change and Disaster Risk Management is used as a platform for knowledge exchange, sharing and learning and the project will utilise the committee in coordinating with other actors.

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

The project has identified the following risks and that are key to the projects' success and their mitigation measures as presented in table 2 below:

Risk/event	Cause	Impacts	Impact Risk Rating	Likelihood Rating	Risk Level	Risk Treatment / Management Measures	Risk Owner
Description of the potential future event. The occurrence or change of a particular set of circumstance	*Description of what could cause the potential event.*	*Description of the potential impact of the event*	*Likelihood based on 1-5 scale (1 = Not likely; 5 = Expected)* *Impact based on 1-5 scale (1 = Negligible; 5 = Extreme)*			*Actions taken/will be taken to manage this risk.*	*The person or entity with the responsibility to manage the risk.*
Volatile Political environment during the implementation of the aactivities could affect the achievement of results	Presidential or parliamentary elections campaign period may lead to political instability. The worsening economic conditions may also cause instability	Disruption in the implementation of project activities	3	3	Moderate	The political environment will be regularly monitored, and any potential risks to the project from any instability will be proactively reported to the project board for early mitigation.	DoDMA/UNDP/UN Habitat
Elected city council officials not fully support the intervention.	Frequent transfers of city council officers to other councils or change in government would mean having new people who were not briefed on the project	Lack of ownership of the project activities at council level	3	3	Moderate	Periodical briefing will be held for elected city representatives at the city level & Councillors from impact wards will be part of ward management committees.	DoDMA/UNDP/UN Habitat

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

COVID-19 Pandemic	Health Factors	escalation of covid 19 in the target areas may affect the participation of beneficiaries and hamper implementation of the action, including in causing delays for equipment and materials procured outside the country. National full or partial lockdowns may also affect progress.	5	3	Substantial	The project will adhere to regulations and guidelines on COVID-19. Activities that can be virtually implemented will be prioritized during times of restrictions/lockdown Procurement processes of key materials and equipment will be front-loaded, and the project will utilize global procurement standards and experience of UNDP for highly specialized work, and long-term agreements with prequalified suppliers will be utilized as appropriate.	DoDMA/UNDP/UN Habitat/City Councils
Vandalism or theft of automated/telemetric early warning system equipment/installations.	Economic hardships leading to high cases of theft	Disruption of the flood early warning system leading to increased risk of injuries and deaths in the communities	5	3	High	The project will set up local committees to manage assets created through the action. Community awareness will be undertaken prior to the installation of equipment by-laws will be set up as a safeguard measure.	UNDP/City Councils
Limited participation of the vulnerable groups especially women, in the implementation of the project	Cultural barriers that prevent women for participating in decision making	Poor representation of the women and other vulnerable group's issues	3	2	Moderate	Committees will be set up in each city and at national level to serve as technical coordination structures for the project with inclusive membership of women and other vulnerable groups. Complaint mechanisms will be set up to ensure that the target groups are not being left out during the implementation of the activities under the programme. Close monitoring will be undertaken to ensure women, boys and girls, persons with disability and older	UNDP/UN Habitat/City Councils

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

						persons take active roles in the implementation of the activities.	
Delays in the disbursement of resources for project implementation.	Weak compliance to progress and financial reporting requirements from the implementing partner	Delays in project implementation and achievement of results	4	2	Moderate	capacity assessment ratings of partners are known, and the proposed project management arrangement has been tailor-made to complement potential capacity gaps in some partners including timely reporting.	UNDP
Climate shocks occurring during the design and implementation phase of the project	Climate Change	May result in disruptions to installed equipment and severely affect communities.	4	3	Substantial	Detailed assessments will be conducted prior to installation of any assets, which will ensure that they are sited in the optimal places, with less likelihood of being affected by disasters, and that the designs are disaster-proof.	UNDP/UN Habitat/City Councils
Failure of the community members to manage and operate the telemetry hydro-meteorological early warning system	Inadequate Capacity	Damage to the telemetric Early Warning System	3	2	Moderate	Agreements with service providers of EWS will have a mandatory clause of transferring skills to meteorological and Hydrological Engineers from Malawian institutions. A study is underway on the private sector niche of climate services, as such revenue collected from climate services from such equipment will be used for operation and maintenance of the telemetry system.	UNDP/DODMA/City Councils
Diversion of project funds to fund other priorities outside the project by implementing partners	Fraud	Low delivery of project results	3	2	Moderate	UNDP will be conducting regular spot checks to ascertain that implementation of the project delivers high-quality results, and within acceptable fiduciary (financial, procurement, administrative) standards and the project will undergo an annual audit.	UNDP

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

Table 4: Results Framework

	UNDAF Outcome 7: Households have increased food and nutrition security, equitable access to healthy ecosystems and WASH and resilient livelihoods **UNDAF indicator 7.5:** Proportion of districts that adopt and implement local disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030							
	Joint Project Outcome: *Reduced risk of injuries, deaths and property loss/damage from disasters suffered by the target population of Blantyre, Zomba, Lilongwe and Mzuzu cities by 2024.* Indicator 1: % reduction in the number of people affected (experienced, expected, modelled). Baseline: 0, Baseline year:2022, Target Value: 40% Indicator 2: % of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner. Baseline: 0, Baseline Year: 2022, Target Value: 70%							
Intermediate Objective	Participating UN organization- specific Outputs	Participating UN organization	Participating UN organization corporate priority	Implementing Partner	Indicative activities for each Output	Resource allocation and indicative time frame*		
						Y1	Y2	Total (USD)
Reduced risk of injuries, deaths and property loss/damage from disasters suffered by the target population of	*Strengthened capacity for selected communities of Blantyre, Zomba, Mzuzu and*	UNDP UN Habitat	UNDAF Pillar 3[1],Outcome 7[2]	H4H MUST DODMA	Undertake risk assessment using the City Resilience Action Planning (CityRAP) approach, which will also guide contingency planning and setting up of multi-hazard early warning systems	280,636	0	280,636

[1] ***UNDAF Pillar 3: inclusive and resilient growth***

[2] ***Outcome 7: By 2023 households have increased food and nutrition security, equitable access to WASH and healthy ecosystems and resilient livelihoods***

os

KG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

Blantyre, Zomba, Lilongwe and Mzuzu cities by 2024.	*Lilongwe to prepare for and respond to disasters*				Develop/adapt integrated contingency plans for Blantyre, Zomba, Lilongwe and Mzuzu cities, incorporating environmental risk-mitigating measures with clear evacuation plans and routes	55,556	55,556	111,111
					Establish automated (telemetric) community-based early warning systems for flood forecasting and warning and develop a mobile app for public warning and awareness	147,808	147,808	295,616
					Reinforce institutional capacity of multi-hazard Early Warning Systems	24,600	24,600	49,200
					Develop/finalize and roll-out a national action plan for government, civil society and community structures to strengthen urban response and resilience	85,350	28,450	113,800
					Preposition emergency supplies for effective emergency response in Blantyre, Zomba, Lilongwe and Mzuzu cities, including protection materials and services to assist the most affected populations and strengthen logistics preparedness	38,889	38,889	77,778
					Conduct training for urban council staff and national-level humanitarian clusters in cash transfer response modalities and shock-responsive social protection systems (SRSPS) and conduct public awareness on urban disaster preparedness and on risk knowledge	34,722	34,722	69,444
					Establish accountability and feedback and complaints mechanisms to strengthen disaster preparedness and response, including training on accountability to affected population, protection principles and standards targeting local urban civil protection committees, council staff, local leaders and faith leaders in Blantyre, Zomba, Lilongwe and Mzuzu	45,708	45,708.33	91,417

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

					Clear solid waste in drainage networks and rehabilitate drainage networks in Blantyre, Zomba, Lilongwe and Mzuzu Cities	91,111	91,111	182,222
					Monitoring	8,337	8,337	16,673
	Improved preparedness of the city councils, to address the immediate and lifesaving needs of vulnerable people affected by a disaster.	UN Habitat	UNDAF Pillar 3, Outcome 7	H4H, DODMA	2.1 Activate and Implement the Crisis Modifier	82,720	82,720	165,441
UNDP	Programme Cost[3]					574,056	373,390	947,446
	Indirect Support Cost[4]					40,184	26,137	66,322
UN Habitat	Programme Cost					646,785	328,966	975,751
	Indirect Support Cost					45,275	23,028	68,303
Total	**Programme Cost**					1,220,841	702,356	1,923,197
	Indirect Support Cost					85,459	49,165	134,624
	Total					1,306,300	751,521	2,057,821

DS
RG

[3] Supplies, commodities, equipment and transport, Personnel, Training of counterparts, Contracts and Other direct costs
[4] Indirect Support Costs: Reimbursable Costs

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

IV. Management and Coordination Arrangements

The project's highest decision-making body will be the Steering Committee, which will be providing guidance on project strategic and policy direction and will be approving workplans. The UNDP Resident Representative will co-chair the project steering committee with the Commissioner for Disaster Management Affairs and the committee will meet at least twice a year. The steering committee will comprise of the signatories to the joint project, the City Chief Executive Officers and the Principal Secretaries (PS) from relevant government agencies (Ministry of Lands, WASH, Ministry of Local Government, Forestry)

Below the Steering Committee, the project will have a **Technical Committee (TC)**, chaired by Director of Urban Development, which will provide technical direction and resolve technical issues related to the project. The TC will present issues to the Steering Committee including work plan, progress reports and issues requiring policy direction. The technical committee will meet quarterly, and City Councils will be represented by Directors of Planning and Development (DPD). Membership will include heads of all Implementing Partners and relevant government agencies.

In each city, a City **Project Coordination Committee (CPCC)** will be established, which will provide oversight to the project implementation. The CPCC will be chaired by the City's Director of Planning and Development and will include key members from the City Civil Protection Committee and City Project Coordinators. The CPCC will meet quarterly to review progress. It will also review and approve work plans at city level. The chairperson will be presenting reports to the technical committee.

At the ward level, the **Ward Civil Protection Committee** will function as the project coordination committee. Where these are non-existent, the project will establish them. The project will promote equal representation of women and men, as well as other vulnerable groups in such committees (including youths, older persons and persons with disabilities). The coordination committees will comprise key players from government, UN agencies, CSOs, private sector, academia and media involved in humanitarian and DRM, as appropriate.

UNDP Programme Analyst for Disaster Risk Management will serve as the Project Manager in Collaboration with National Project Manager from UN Habitat, who will serve as National Project Coordinator and will report to the UNDP Resident Representative and UN Habitat Human Settlement Officer. The Managers will be responsible for technical oversight and manage the City Project Coordinators. The City Project Coordinators will be responsible for timely execution of the action and will be accountable to UNDP and UN Habitat. The Implementing partner will also have a full-time Finance and Administrative Assistant who will be managing finance, procurement and administrative functions of the project at technical level including financial reporting. DODMA and MUST will have National Focal Points who will report to the National Project Managers and each city council will have a City Focal Point who will support the City Project Coordinators in implementation.

As a convening agent, UNDP is responsible for *operational and programmatic* coordination: Coordinate all the Joint Project partners, coordinate and compile annual work plans and narrative reports, coordinate monitoring of annual targets, call and report on Steering Committee meetings, facilitate audits and evaluation, and report back to the Steering Committee.

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

Project Governance Structure (Figure 2)

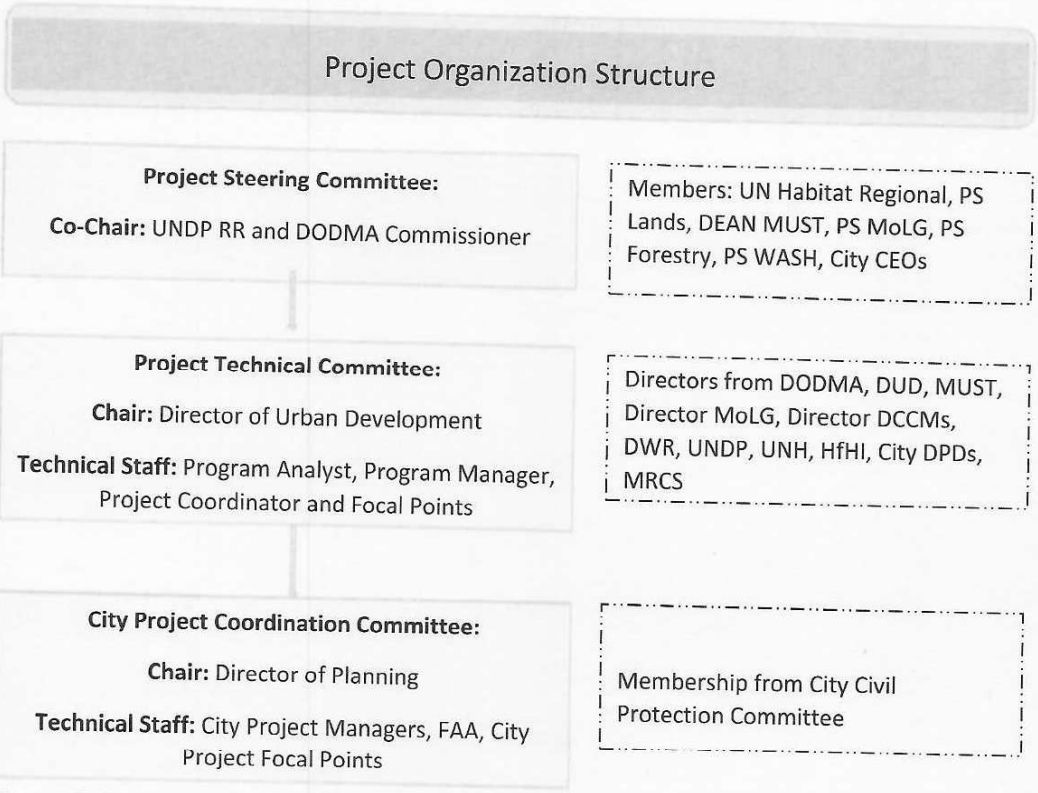


Figure 2: Project Governance Structure

V. Funds Management Arrangements

The donor (DG Echo) will channel the funds through UNDP and UNDP will disburse the funds to the partner UN Habitat based on agreed budgets. UNDP and UN Habitat shall be financially responsible solely for the part of the action to be implemented by each (including by its Contractors and Implementing Partner), as set out in the Single Form, or for the activities assigned to it during the implementation of the project in case these are not defined in the Single Form.

Implementing Partners

The project will have a range of implementing partners, including local CSOs, government institutions, line ministries, academia. The project will be implemented through Direct Implementation Modality (DIM) modality with the following partners: DODMA, DUD, MUST and Habitat for Humanity.

VI. Monitoring and Evaluation

The scope of the project is guided by the theory of change and results framework which will guide project monitoring. The project baselines and targets are around numbers and percentages of people with enhanced

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

preparedness, and data around people will require monitoring will be based on tracing how there is progress of change across the specific indicators. Work plans will be results based, with a complete results chain (baseline, indicator, targets, means of verification), baselines will be conducted as part of risk assessment at ward level, and impact survey will be conducted by a consultant close to the end of year 2. The evaluation will build on the project monitoring and other progress reports and will focus on how the project has delivered results which were sought during design. This will be an important phase to draw lessons and recommendations which may be useful for future investments in urban resilience projects.

Each monitoring exercise will be guided by appropriate data collection tools, designed based on the MEAL framework, as well as work plans. Apart from monitoring the implementation of activities, the process will also include an assessment of the beneficiary satisfaction and perceptions on the implementation of the project. Records for the complaint redress system will also be reviewed. Project monitoring will be undertaken at different levels:

Key Project Monitoring and Reporting Arrangements

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table which will be activated.
- An Issue Log shall be activated and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change from beneficiaries and implementing partners.
- Based on the initial risk analysis submitted, a risk log shall be activated and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information, a Project Progress Reports (PPR) shall be submitted to the donor (ECHO) in line with the Special Conditions of the agreement.
- A project lessons-learned log shall be activated and regularly updated to ensure ongoing learning and adaptation within the project, and to facilitate the preparation of the lessons-learned report at the end of the programme.
- A Monitoring Schedule Plan shall be activated and updated to track key management actions/events
- Communities will monitor implementation of activities through project committees as well as the civil protection committees. The local committees will monitor implementation on a daily basis, or as when activities are underway.
- The City Council will monitor project implementation through the city project committee. The monitoring at the city level will be undertaken monthly.
- Habitat for Humanity will serve as the Implementing Partner working with the City Councils, and they will undertake joint monitoring with the City Councils and regularly conduct project reviews at city level.
- The Steering Committee will be meeting at least bi-annually. The Department of Disaster Management Affairs and other members of the national project coordination committees may also participate in the monitoring missions.
- UNDP Regional Resilience Hub and UN-Habitat Regional Office for Africa in Nairobi will conduct annual missions (depending on COVID-19 restrictions) to monitor progress and strengthen coordination with other actors across all levels

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

- Project progress reports (Narrative and Financial) will be prepared on a quarterly basis by each implementing partner and submitted to UNDP. The project coordination committees at city level will meet at least once every quarter to review progress and provide any guidance or directions as may be required. UNDP will be responsible for consolidating the reports and submitting the reports to DG ECHO.
- **Baseline:** Key baselines have been indicated at different result levels. Council specific monitoring matrices will be used. Each council will have a decentralized M&E matrix that builds the cause-and-effect change relationship linked to the main monitoring and evaluation plan for the project.

The project will be directly implemented by UNDP and UN Habitat, and to facilitate timely implementation on the ground, UNDP will enter an agreement with HfHM, and applicable audit requirements in accordance UNDP policy on recipient of project funds will be applied in addition to regular quality assurance functions. This is an important exercise to ensure that all partners are implementing development/humanitarian support in compliance with fiduciary requirements.

Joint Program Monitoring Framework

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework: "Households have increased food and nutrition security, equitable access to healthy ecosystems and WASH and resilient livelihoods"										
Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets: **UNDAF indicator 7.5:** Proportion of districts that adopt and implement local disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030 (National: Number of DDPs that have integrated DRM) (SD G 11.b.1).										
Applicable Output(s) from the UNDP Strategic Plan: Strengthening Resilience and shocks to crises										
Applicable Output (s) from UN Habitat Strategic Plan: Effective urban crisis prevention and response										
Project title and Atlas Project Number: *'Strengthening all-inclusive Disaster preparedness and linking Early Warning to Early Action in Mzuzu, Blantyre, Lilongwe, and Zomba City Councils"*										
Expected Results (Outcomes & outputs)	**INDICATORS**	**Indicator Definition**	**BASELINE**		**Target**			**Means of verification**	**Frequency of data collection**	**Responsible party**
			Value	**Year**	**Year 1**	**Year 2**	**Final Value**			
Intermediate Objective: Reduced risk of injuries, deaths and property loss/damage from disasters suffered by the target population of Blantyre, Zomba, Lilongwe and Mzuzu cities by 2024.	Indicator 1: % reduction in the number of people affected by disasters in the selected city wards (experienced, expected, modelled).	**'Affected'** covers women, men, boys, and girls who have been injured or have had their assets lost or damaged (including houses, household property, crops, livestock) because of a disaster.	0	2022	20%	40%	40%	Administrative records; Modelling report; Survey of affected people/people at risk	Annual	DODMA

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

	Indicator 2: % of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner.	Process Indicator for measuring protection mainstreaming.	0	2022	35%	70%	70%	Activity reports, disaster damage and needs assessment reports, cash distribution records, post response monitoring and review survey report	Annual	DODMA, H4H, UN Habitat
Output 1 *Strengthened capacity for selected communities of Blantyre, Zomba, Mzuzu and Lilongwe to prepare for*	*1.1 Number of people in selected wards with enhanced disaster risk management knowledge and skills through public awareness on urban disaster preparedness and risk knowledge*	Enhanced disaster Risk Management knowledge and skill attributed to trainings and public awareness activities	0	2022	*150724*	376,811	376,811	*Activity reports, attendance list of activities*	*Quarterly*	*H4H, UN Habitat*

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

and respond to disasters.	1.2 Number of people covered by a functional early warning system	Functional Early Warning System should comprise: i) Knowledge of risk; ii) Monitoring, Analysis and Forecasting of Hazards; iii) Communication or dissemination of alerts and warnings; iv) Local capabilities to the warnings received	0	2022	37681	94,202	94,202	Risk assessments reports; EW baseline; Modelling/simulation reports.	Annually	H4H, UN Habitat, City Councils
	1.3 Number of people covered by early action/contingency plan	The indicator covers the population that will be covered by the contingency plans in the target wards Blantyre, Zomba, Lilongwe and Mzuzu cities.	0	2022	150724	376,811	376,811	Community and local administration's contingency and preparedness plans. Signatories and sign offs (e.g., plan agreement, updating).	Annually	DODMA, H4H, UN Habitat

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

	1.4 Number of people living in settlements with a functional drainage network	**Functional drainage network** means drainage that empties in a reasonable amount of time, is clear of solid waste and does not overflow leading to flash floods.	0	2022	*113,043*	*282,608*	*282,608*	*Activity reports, rapid disaster assessment reports,*	*Annually*	*H4H, UN Habitat, City Councils*
	1.5 Number of city wards in the selected areas that regularly assess and clear drainage networks	The indicator assesses the number of communities, defined by a ward within a city, that are able to demonstrate that they assess and clear any solid waste in their drainage networks "**Regularly**" will refer to the frequency set by the city councils	0	2022	*12*	*12*	*12*	*Contingency plans, risk assessment report, annual drainage assessment reports. activity reports*	*Annually*	H4H, City Councils, UN Habitat

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

Output 2: Improved preparedness to address the Immediate and lifesaving needs of vulnerable people affected by a disaster.	*2.1 Number of people covered by early action/contingency plan*	Total number of people that will be assisted with the response action (cash/in kind). While the cash will be disbursed at 'household' and not 'individual' level, 'people' is used to denote all those that will benefit from the action, eventually.	0	2022	16060	16060	16060	Activity reports, rapid disaster and market assessment reports, cash distribution records	Annually	DODMA
	2.2 Number of hours taken to respond to a crisis from moment of occurrence.	Number of hours that will be taken to respond to a crisis from the time that the project has been notified of the occurrence of a disaster to the time when response processes have been initiated for the affected population	120	2022	72	72	72	Activity reports, disaster damage and needs assessment reports, cash distribution records	Annually	DODMA

DS
KG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

VII. Legal Context or Basis of Relationship

Table 5. Legal Context

Participating UN organization	Agreement
UNDP	This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Malawi and UNDP, signed on 15th July 1977. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner." This project will be implemented by Habitat for Humanity ("Implementing Partner") 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.
UN Habitat	UN Habitat will directly support implementation of project activities in Lilongwe City. Implementation of other activities will be undertaken through the Department of Disaster Management Affairs (DoDMA), Malawi University of Science and Technology (MUST) and Habitat for Humanity. With the exception of Habitat for Humanity, resources for MUST and DoDMA will be managed through UN Habitat and/or UNDP. Separate Agreement(s) of Cooperation or Contracts may be entered into with the implementing parties.

VIII. Work Plans and Budget

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

Work Plan for: ***'Strengthening all-inclusive Disaster preparedness and linking Early Warning to Early Action in Mzuzu, Blantyre, Lilongwe, and Zomba City Councils"***

Period Covered by the Work Plan: 2 Years

JP Outcome

UN organization-specific Annual targets	UN organization	Activities	Year 1				Year 2				Implementing Partner/ Responsible Party	PLANNED BUDGET		
			Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8		Source of Funds	Budget Description	Amount (USD)
JP Output 1: Strengthened capacity for people to prepare for and respond to Disasters														
(of UN organization 1)	UN Habitat	1.1 Undertake risk assessment using the City Resilience Action Planning (CityRAP) approach, which will also guide contingency planning and setting up of multi-hazard early warning systems									MUST, H4HM, UNH	UN Habitat	Travel, equipment, personnel costs, commodities, and materials	280,636
		1.5Develop/finalize and roll-out a national action plan for government, civil society and community structures to strengthen urban response and resilience									DODMA	UN Habitat	Contractual services, workshops, materials & goods, and travel	113,800
		Activity 1.6. Preposition emergency supplies									UN Habitat,	UN	Materials and	77,778

DS
RG

		for effective emergency response in Blantyre, Zomba, Lilongwe and Mzuzu cities including protection materials and services to assist the most affected populations and strengthen logistics preparedness									DODMA	Habitat	Goods, Supplies, Travel costs	
		Activity 1.7 Conduct training for urban council staff and national-level humanitarian clusters in cash preparedness and shock-responsive social protection systems (SRSPS) and conduct public awareness on urban disaster preparedness and on risk knowledge									DODMA, H4HM, UNH	UN Habitat	Trainings, workshops, travel, Supplies.	69,444
(of UN organization 2)	UNDP	Activity 1.2. Develop/adapt integrated contingency plans for Blantyre, Zomba, Lilongwe and Mzuzu cities, incorporating environmental risk-mitigating measures with clear evacuation plans and routes									H4HM, UNH	UNDP	Contractual services, workshops, materials & goods, and travel	111,111
		Activity 1.3. Establish urban-tailored automated (telemetric) community-based early warning systems for flood forecasting and warning and develop a mobile app for public warning and awareness									UNDP, H4HM, UNH	UNDP	Contractual services; supplies; Materials and goods	295,616
		Activity 1.4. Reinforce institutional capacity of multi-hazard Early Warning Systems									DoDMA	UNDP	Travel, workshops; meetings	49,200

RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

		Activity 1.8. Establish accountability and feedback and complaints mechanisms to strengthen disaster preparedness and response, including training on accountability to affected population, protection principles and standards targeting local urban civil protection committees, council staff, local leaders and faith leaders in Blantyre, Zomba, Lilongwe and Mzuzu		DoDMA, H4HM, UNH	UNDP	Trainings, workshops, materials & goods and travel	91,417
		Activity 1.9: Clear solid waste in drainage networks and rehabilitate drainage networks in Blantyre, Zomba, Lilongwe and Mzuzu Cities, including public awareness on solid waste management:		H4HM, UNH	UNDP	Contractual services, workshops, materials & goods and travel	182,222
JP Output 2: Improved preparedness to address the Immediate and lifesaving needs of vulnerable people affected by a disaster							
(of UN organization 1)	UN Habitat	Activity 2.1. Activate and implement the crisis modifier through provision of humanitarian aid to households affected by disasters		DoDMA	UN Habitat	Materials and Goods; Supplies; contractual services; Travel	165,441
Total Budget							**2,057,821**
Including*		**Total UNDP**					**1,013,768**
		Total UN Habitat					**1,044,053**

DS
RG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E

DocuSign Envelope ID: 75FFE77C-6EDD-4FD7-B169-745F2DDDD7A4

* The Total Planned Budget by UN Organization includes both programme cost and indirect support costs

DS
KG

DocuSign Envelope ID: 23551C41-A426-490B-BEEA-C9ADBB225D4E