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United Nations Development Programme

PROJECT DOCUMENT

Country: Nepal

Project Title: Strengthening Urban Preparedness and Earthquake Response in Western region of Nepal (SUPER-II)

Project Number: 01002611

Implementing Partner: United Nations Development Programme (UNDP), Nepal Country Office

Start Date: 01 August 2024 **End Date:** 31 July 2026 **PAC Meeting date:** 28 June 2024

Brief Description
Building on past urban preparedness and drawing learnings from recent disasters, the action aims to institutionalize operational urban and earthquake preparedness and response in targeted provinces and municipalities and link it with federal mechanism. With inclusion at the heart of the action, addressing specific needs of vulnerable groups especially women, children and persons with disabilities, it also intends to upscale interventions in project area and beyond. The key result areas: i)Government-led operational system for urban and earthquake preparedness institutionalized at provincial and local level for effective response ii) Coordination and information management strengthened at provincial and municipal levels, aligned with national framework, for disaster risk governance; iii) Enhanced policy engagement for scalability of disaster preparedness and response mechanism at federal, provincial, and local levels.It has been identified based on deeper risk analysis, consultation with federal, provincial, and municipal governments and development partners engaged in similar interventions, lessons learned from the recent earthquakes including Jajarkot earthquake & learnings from SUPER. Under the leadership of the NDRRMA, provincial government and municipalities, the project will be implemented by a UNDP led partnership with UNICEF and UN WOMEN and HI, and in close coordination with RCO, WHO, PIN, NRCS, CSOs and other development partners and will engage parliamentarians, various association of municipalities, government training institutions, media and private sector. In the ongoing federalization context, the Action aims to institutionalize urban preparedness including continuity of essential services such as ambulance, fire service, water supply, electricity, access for relief etc. through policy and procedures, knowledge transfer and capacity development, financing arrangement and partnership and will contribute to create environment for upscaling.

Contributing Outcome (UNSDCF, CPD, RPD):
UNSDCF (2023-2027) Outcome 3: *By 2027, more people, especially women, youth, and the most marginalized and poor, increasingly benefit from and contribute to building an inclusive, sustainable, climate-resilient and green society and reduced impacts of disasters at federal, provincial and local levels.*
CPD Output 3.1. Innovative resilience-building solutions introduced at all levels to reduce risks from disasters and climate change.
CPD Output 3.2: Environmental governance strengthened at all three levels for climate-change adaptation and mitigation, sustainable watershed, ecosystem and biodiversity management.
Gender Marker:
Output 1: GEN 2 | Output 2: GEN 2 |Output 3: GEN 2

Total resources required:		**USD 3,638,170**
Total resources allocated:	**ECHO:**	**USD 1,948,474**
	UNICEF:	**USD 285,716**
	UN Women:	**USD 54,976**
	UNDP:	**USD 399,004**
Unfunded		**USD 950,000**

Agreed by:

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Ayshanie Medagangoda-Labé, Resident Representative

Date:

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List of Abbreviation

APF	Armed Police Force
BIPAD	Building Information Platform Against Disaster
BCP	Business Continuity Plan
DAO	District Administrative Office
EOC	Emergency Operation Center
EPRP	Emergency Preparedness and Response Plan
GEDSI	Gender Equality, Disability and Social Inclusion
HI	Handicap International
HSA	Humanitarian Staging Area
IMO	Information Management Officer
MDSA	Monitor for Disaster Strategic Action Plan
MoHA	Ministry of Home Affairs
NDRRMA	National Disaster Risk Reduction and Management Authority
NEOC	National Emergency Operation Centre
PDRF	Provincial Disaster Response Framework
PEOC	Provincial Emergency Operation Centre
PHEOC	Provincial Health Emergency Operation Centre
SAR	Search and Rescue
SDG	Sustainable Development Goals
SFDRR	Sendai Framework for Disaster Risk Reduction
VMS	Volunteer Management System

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1. Development Challenge

A deeper analysis of the Jajarkot and Bajhang 2023 earthquake disaster response, simulation exercises and consultations have highlighted that in the project provinces and municipalities there is limited urban preparedness for medium and large-scale disaster/earthquake i.e., primarily confined to project wards and municipalities of provinces. It also highlighted that the interventions demonstrated models of preparedness, however, its sustainability is a challenge. The key factors are limited budget, technical capacity, HR, lack of prioritization at policy level, understanding of differential needs, including needs of women, children and persons with disabilities role clarity and limited internalization of risk and operationlisation of the GEDSI specific preparedness and response procedures at ground level focus on disaster response, thus creating new risks. The problem can be summarized as lack of institutionalization and upscaling of demonstrated preparedness intervention.

Problem 1: The current urban/earthquake preparedness and response plans, cluster contingency plans, guidelines, frameworks were used during disasters such as the Jajarkot earthquake, which highlights its significance, however, there is a need for revision of the plans in light of the recent earthquake. The development partners facilitated the process of plan development and testing through simulation exercises (SIMEX) and there is an issue of sustainability. The response highlighted lack of clarity among stakeholders in earthquake preparedness/ response including role of federal government, province, district, and municipality, the security forces, volunteers etc. in response, for example, the federal government sent relief materials to the DAO and the provincial government of Karnali had limited information. The stockpile of relief items at HSA located in Karnali required quick distribution thus, decision making at provincial level is important, however, HSA is currently managed through the federal government. It also highlighted that the response was limited in terms of meeting specific needs of vulnerable groups and it include response plans and procedure, search and rescue, relief distribution and centers.

Needs 1: There is a need for revision of existing preparedness and response plans to bring clarity on roles and responsibilities, specific needs of vulnerable groups, division of decision making etc. There is also a need for a government-led mechanism for updation, periodic testing of plans, government funding and monitoring of actions. It requires a government led task team with ToR for updating plans, further improving GEDSI considerations in response plans and procedures, its capacity development, and engagement of decision makers for budgetary allocation.

Problem 2: The significance of volunteers in response has been well established and it was also observed during the Jajarkot response and SIMEX. The role of volunteers, coordination among different volunteer groups, and their social security benefits is missing. The migration of community and impact of disasters to the volunteers can hinder availability of volunteers during disasters. The volunteers were trained through projects. Refreshing skills of volunteers is a challenge in projectized intervention. The ready access to trained volunteers is difficult in the absence of a database.

Needs 2: There is a need to map volunteer groups and analyze their role in the overall response. Aligned with the national guideline, the role of volunteers within the framework of response needs to be defined and social security to be created. There is a need to create a government-led system for training the volunteers. and update of an easily accessible database.

Problem 3: In Nepal, the cluster is led by ministry and co-led by partners, and it is coordinating mechanism for disaster response and preparedness, and it is significant for preparedness. It is established at federal and province levels, and active round the year. The provincial cluster is very

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important as the caseload for coordinating response actor is optimal at province level, unlike municipality where limited development partners operate. The lead ministry of a cluster can be different at federal and province level and due to federal structure of the country, the clusters at province and federal levels are independent of each other, which can lead to issue of coordination between clusters at province and national levels. In Karnali, all the clusters were activated within 24 hours of the Jajarkot earthquake. The practice of holding regular meetings of cluster members, as well as between clusters enabled it. Clusters had on-hand information about the resources that were readily available in the province which helped in carrying out response. PEOC proved to be helpful in coordinated response and it started sharing data to the stakeholders from day 1. Functioning of the cluster system and PEOC had been facilitated by projects such as SUPER and it include cluster meetings, developing cluster contingency plans, and IM support provided to PEOC. A gap has been realized in terms of ownership of cluster by ministries and it will also impact preparedness. The coordination between provincial and federal clusters was limited. A gap was also realized regarding the inefficient flow of information from the province to the federal EOC, because the district EOCs were sending information directly to the NEOC.

Needs 3: The cluster approach needs to be internalized by the sectoral ministries, the practice of holding regular cluster meetings and inter cluster meetings needs to be institutionalized. The link between federal and provincial cluster needs to be improved. Standardization of EOC package, including GEDSI considerations, information flow between EOCs need to be reinforced, i.e.; horizontal, entails PHEOC and PEOC and vertical, entails, between municipalities, districts, province and federal EOCs.

Problem 4: A province or a municipality can be overwhelmed during disasters, and it requires support from other provinces and municipalities. There has been practice of resource sharing on ad hoc basis, as has been observed during the Jajarkot earthquake and fire incidents. The ad hoc support has problem of unpredictability, lack of legal basis, audit issues and of scale.

Needs 4: The need for inter provincial and inter municipal resource sharing mechanisms has been realized by the provinces and municipalities. There is a need for legal provision, pre disaster agreement on resource sharing, funding and joint planning. These issues require federal engagement and, as federalism is still in a nascent phase, provinces and municipalities are seeking guidance from the federal government to create an enabling environment.

Problem 5: NDRRMA has been established in 2019 at national level and it have initiated several preparedness interventions, however, it lacks scale due to several reasons. NDRRMA does not have office at province and municipal levels and there is a lack of well-defined coordination structure between NDRRMA and province and municipalities. There is overlap between roles of NDRRMA and MoHA. The IM interventions including portals developed by NDRRMA need to be fully operationalized at province and municipality level. DP is still being perceived as a stand-alone component in the larger governance and development agenda by the policy makers. The lack in preparedness was evident during disaster such as Jajarkot earthquake when scarcity of experts (IMOs), established institutional arrangements (functioning disaster management committees), and equipment (SAR) posed a serious challenge. NDRRMA has developed national GEDSI strategy with the aim to strengthen GEDSI considerations in preparedness and response, however it has not been full operationlised at local level.

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Needs 5: There is a need for improved understanding on disaster and development linkage at the policy makers (parliamentarians and mayors) level which influences budgetary allocation, accountability at administrative level, etc. There is a need for discussion on DP at parliament level and creating a pool of Disaster Risk Reduction and Management champions from political parties who can demand for more budgetary allocation for development partners. There is a need to work closely with NDRRMA to support the localisation of the National GEDSI strategy of Nepal and also to build capacity at local level. NDRRMA's knowledge portals need to be fully operationalized at province and municipality level and lessons drawn can guide the updation/ customization of these portals to meet the local needs.

2. Strategy

The action will contribute to the NDRR Strategic Action Plan (2018-2030)[1] especially to the Priority Area 2, Strengthening Disaster Risk Governance at federal, provincial and local level and Priority Area 3, Promoting comprehensive risk informed private and public investments in DRR for resilience. It will also help in better utilization of national disaster information management system/ portal such as BIPAD, VMS, MDSA at province and municipality level. The cluster mechanism of Nepal will be further strengthened through the action. The action will build on the work undertaken through TAYAR in Birendranagar municipality. It will draw learnings of PIN led consortium on especially for EPRP, EOC, BCP and simulation exercises.

Response analysis for Problems and Needs identified:

A task team formed under the provincial and municipal disaster management committee under chair of Peace, Security and Disaster Management section of the Ministry of Internal Affairs of Law at provincial level and coordinated by the DRR focal person of province and municipality. The task team will be supported to develop a ToR to guide the updation of GEDSI inclusive plans and policies. The monitoring mechanism to track progress of plan implementation every six months will be established under the provincial and municipal disaster management committee. The plan will be tested through simulation exercises by leveraging similar exercises conducted by security forces (APF, NA) and other government agencies (NDRRMA) and findings will inform the updation of plans.

The EPRP will be updated to clarify roles and responsibilities of different volunteer groups (NRCS volunteers, community health volunteers, etc.) of in the overall response. The coordination between volunteers and other response actors will be tested and improved through simulation exercises. The national guideline on volunteer mobilization will be discussed at province and municipality level to initiate process for creating social security safety net for volunteers. For capacity building, mapping of institutions engaged in emergency response trainings will be conducted and a mechanism to share resources among local government, province, private sectors, and training institutions will be created for training of volunteers. The provincial and municipal EOC team will be capacitated on uploading, updating, and retrieving volunteer data from the Volunteer Management System (VMS), the national portal.

The cluster leads (government ministries) will be further strengthened through regular conduct of cluster meeting, inclusion of provision of holding regular cluster meetings in the Provincial Disaster

[1] http://drrportal.gov.np/document/category/ndrrpsap

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Response Framework (PDRF). A series of consultations between federal and provincial clusters under the leadership of MoHA/ NDRRMA will be facilitated to improve the linkage. The close engagement with provincial and municipal government for human resource of EOC will be identified and capacitated and it includes exploring the option of local organizations supporting EOCs.

Engage the NDRRMA for creating legal provision to address the needs for creating enabling environment for resource sharing including provision in existing DRRM acts, develop procedures for resource sharing based on the acts and build capacity of officials on resource sharing procedures. Furthermore, as some municipalities are better equipped with financial and other resources such as technical knowledge and trained human resources, the action will create networks between project municipalities which are more resourceful and their neighbouring municipalities and support in joint planning for major disasters.

A road map for systematic and long-term engagement of parliamentarians and municipal assembly members on DP will be developed. Also, the parliamentarians and municipal assembly members will be oriented on DRRM issues to appreciate its significance. Selected parliamentarians will be identified and closely engaged, who can advocate for resource allocation for DP in parliament and municipal assemblies. NDRRMA will be supported to customize and downscale its knowledge products to meet province and municipal needs. Also, it will be supported to share its interventions across provinces and municipalities, and it will be leveraged to upscale good practices of project province and municipalities.

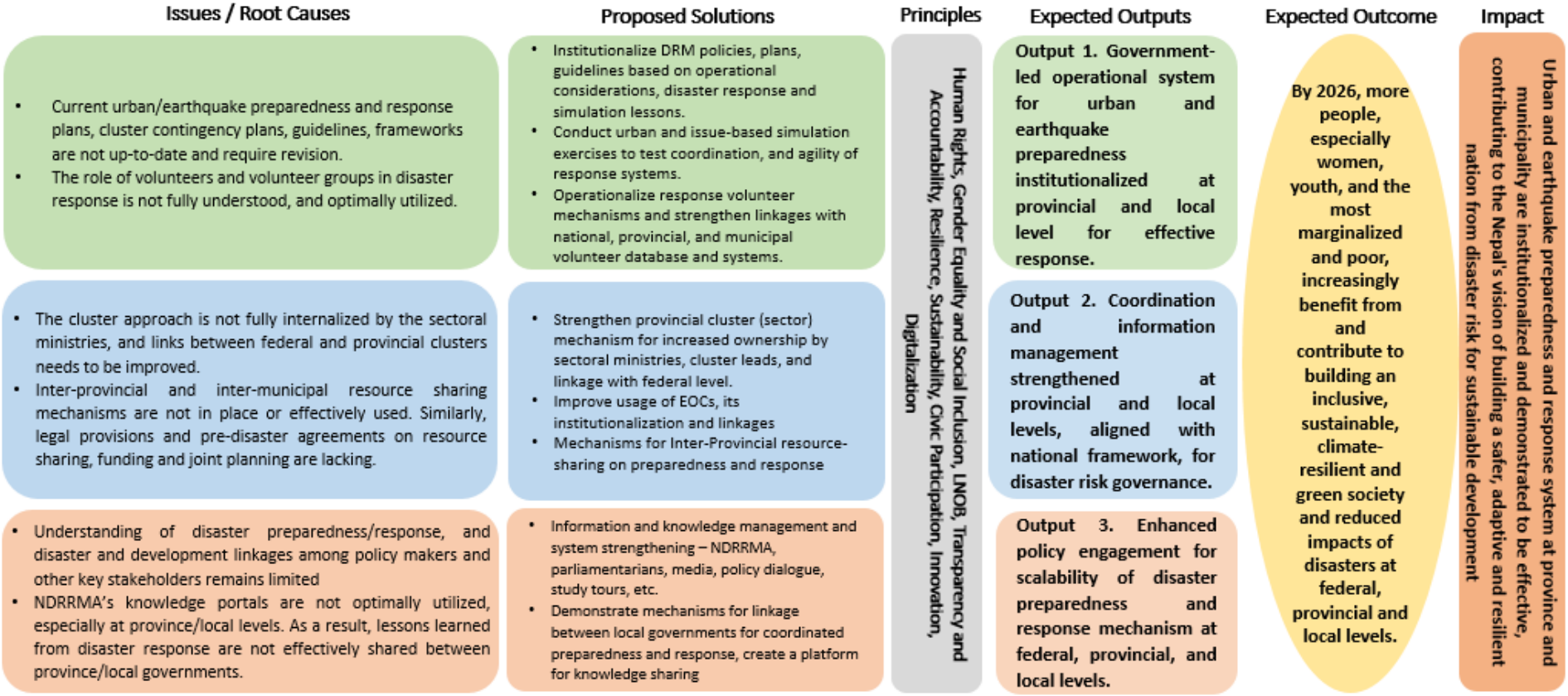
Theory of Change

Based on the above background, the Project's Theory of Change assumes that:

IF, government-led operational systems for urban and earthquake preparedness are institutionalized at provincial and local level for effective response, IF, Coordination and information management is strengthened at provincial and local levels, aligned with national framework for disaster risk governance, and IF, policy engagement for scalability of disaster preparedness and response mechanism at federal, provincial, and local levels is enhanced, THEN, by 2026, impacts of disasters will be reduced for people and communities of the select urban municipalities and provinces of western Nepal, BECAUSE, urban and earthquake preparedness and response system at province and municipality are institutionalized and demonstrated to be effective, contributing to the Nepal's vision of building a safer, adaptive and resilient nation from disaster risk for sustainable development.

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THEORY OF CHANGE



Assumptions

- Political instability and coalition government will not delay or hinder project implementation.
- Provincial and local governments of the Action areas continue to be committed to their efforts and prioritize allocation of resources for supporting DRRM intervention.
- The initial interest and commitment from the private sector for DRRM will remain, or further increase.
- Communities continue to actively take part in DRR initiatives and emergency preparedness efforts.

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Contribution to the global and national development frameworks

The project is formulated by building on the four key priorities of the Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030[2] and Nepal's Disaster Risk Reduction National Strategic Plan of Action (2018-2030). SFDRR identifies 4 key priorities i.e., understanding disaster risk; strengthening disaster risk governance to manage disaster risk; investing in disaster risk reduction for resilience; enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation, and reconstruction. The 3 outputs/result areas in the Joint Programme focus on two thematic areas of urban disaster preparedness and earthquake preparedness.

The Project is in-line with UNDP's Strategic Plan (2022-2025) to support in building resilience through enhance of institutional capacity at Local Level and communities to respond to systematic uncertainty and risk. The Project's specifically supports the 'Resilience' signature solution that prioritizes risk-informed planning, gender-responsive policy and interventions and enhancing capacities of local governments on disaster risk management. The project will constribute to the following SP Output and indicators are provided below;

- *3.1 Institutional systems to manage multi-dimensional risks and shocks strengthened at regional, national and sub-national levels*
    - *3.1.1 Number of risk-informed development strategies and plans in place at regional, national and provincial level*
- *3.3 Risk informed and gender-responsive recovery solutions, including stabilization efforts and mine action, implemented at regional, national and sub-national levels*
    - *3.3.3 Number of institutions with gender-responsive resilient recovery strategies or plans in crisis and post-crisis settings, including stabilization and mine action, informed by joint assessments*

The action contributes to United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023-2027, priority area 3 prioritizes environmental sustainability, climate, and disaster resilience and directly responds to the following key Output indicators of Outcome 3;

- **Output 3.1. Innovative resilience-building solutions introduced at all levels to reduce risks from disasters and climate change**
    - *3.1.1. Number of provincial and local governments utilizing advanced Disaster Risk Management systems (IRRF-3.1.2)*
    - *3.1.2. Number of local governments implementing electronic building permit systems, climate friendly, resilient (infrastructure) guidelines and (health) waste management initiatives (IRRF-3.1.1)*
- **Output 3.2. Environmental governance strengthened at all three levels for climate-change, adaptation and mitigation, sustainable watershed, ecosystem and biodiversity management**
    - *3.2.3. Number of federal, provincial and local governments s integrating climate-change adaptation responding to gender equality and social inclusion in plans based on NPC mainstreaming guideline (2019) (IRRF-4.2.1)*

[2] https://www.undrr.org/publication/sendai-framework-disaster-risk-reduction-2015-2030

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The Project address the Sustainable Development Goals (SDG) 2015-2030 directly with SDG targets 11, 16, as well 5, 10. 16 and 17. The project also aligns with the objectives of the Commission of Status of Women 66 (2022) and United Nations Convention on Rights of Persons with Disabilities (UNCRPD) 2007.

More importantly, SUPER II has been formulated based on key learnings from earlier phases of ECHO funded SUPER and i-SUPER as well as past disaster events i.e. 2015 earthquake, 2017 floods and other localized disaster events. The project also provides a unique opportunity for collaboration between UNDP, UNICEF and UN-Women who have been working closely and coordinating with GoN line Ministries, NPC, provincial governments, local governments, and relevant stakeholders on DRRM.

3. Results and Partnerships

Expected Results

The **principal objective** is to institutionalize demonstrated urban and earthquake preparedness and response system at province and municipality and upscale it through federal linkages, policy engagement, advocacy and system strengthening thus, contributing to the Nepal's vision of building a safer, adaptive and resilient nation from disaster risk for sustainable development, as enshrined in the Disaster Risk Reduction National Strategic Plan of Action (2018-2030).

The action targets urban municipalities and provinces of western Nepal with focus on earthquake and collateral hazards which includes fire and landslides. To meet the principal objective, the **specific objectives** are:

- To operationalize a government-led mechanism for periodic updating of earthquake preparedness and response plans and operational procedures of urban municipalities and provinces, with inclusion at core, to enable efficient and effective response.
- To further strengthen coordination mechanism in disaster response between province and urban municipality and government and development partners including clusters and resource sharing mechanisms.
- To institutionalize Emergency Operation Centers (EOCs) at province and municipal levels and further improve its functionality for inclusive disaster data and information management system and linkages to federal and district levels mechanism.
- To integrate community volunteer system in disaster response in urban municipalities through integrated response planning, database and periodic skill updating.
- To partner with NDRRMA for upgrading disaster management portals and its localization and capacity building at province and urban municipality for enhancing usage.
- To upscale disaster preparedness and response intervention through engagement of elected representatives, study tours, media advocacy, co-financing and partnership.
- To promote joint planning approach among municipalities for urban and earthquake preparedness and response.

Building on the foundation laid by the DG ECHO HIP 2021-funded SUPER and I-SUPER projects, it aims to fortify urban preparedness and response capacities at the municipal and provincial levels and ensures linkages with federal disaster risk reduction and management system. It adopts an inclusive and operational approach and its institutionalization. This entails optimizing government budgets, engaging urban municipalities, collaborating with cluster leads, the private sector, and actively involving vulnerable groups to ensure effective and coordinated response actions. The action aims for

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close engagement with elected representatives, NDRRMA and media advocacy, key ingredients for institutionalization and upscaling.

Output 1: Government-led operational system for urban and earthquake preparedness institutionalized at provincial and local level for effective response

Activity 1.1. Institutionalize DRM policies, plans, guidelines updating process based on operational considerations and disaster response (Jajarkot earthquake response) and simulation lessons.

1.1.1 Provincial and municipal disaster management committee led updating of EPRP/DPRP, BCP: As analyzed in problem and needs 1 of section 4.2, regarding government led updation, an ad hoc task team constituted, by the committee, under chair of Peace security and disaster management section at province level and coordinated by DRR focal point of province and municipality to lead the revision of the plans. The ad hoc task team will include clusters, representatives from organization working on Persons with Disabilities (PWDs) and gender issues. A Terms of Reference of the task team will be prepared which will guide the updating of plans and can be referenced during future updating. It will include consultation with key stakeholders on drawing learnings from disaster response (Jajarkot earthquake), simulations, and review from intersectionality lens, women safety audit and revision will ensure clarity on roles and responsibilities, division of decision making etc.

1.1.2 Dissemination of the plans (EPRP/DPRP, BCP municipal disaster plans): The updated plans (EPRP/DPRP, municipal disaster plans) will be adopted by the committee, and it will be disseminated by MoIAL at the provincial level and by Disaster Management section at municipal level. It will be disseminated through multi stakeholder consultation and will be uploaded on portal of provinces and municipalities. The drafting of ToR and creation of ad hoc task team is aimed to put processes for updating the plans in future. This dissemination aims to ensure that stakeholders at various levels have access to the refined policies and plans. It promotes transparency, collaboration, and a shared understanding of the strategies outlined in the documents.

1.1.3 Monitoring implementation of EPRP/DPRP, BCP: At provincial level, Peace security and disaster management section and municipal disaster management committee will be capacitated to track progress of plan implementation and this clause will be included in the afore mentioned ToR. The monitoring mechanism to track progress of plan implementation every six months will be established under the provincial and municipal disaster management committee. The plan will be tested through simulation exercises by leveraging similar exercises conducted by security forces (APF, NA) and other government agencies (NDRRMA) and findings will inform the updation of plans.

1.1.4 Operationalization of BCP: The local disaster management committee will lead the operationalization of the BCP specially of critical services namely ambulance, fire brigade, communication, water supply, electricity. The stakeholder and resource mapping, private sector engagement and back up planning of minimal services for critical service including EOCs will be conducted and tested. LDMC will coordinate with Chamber of Commerce to prepare and test its BCP as it is linked with the BCP of municipalities. The action will also strengthen school disaster risk management component and integrate into School Improvement Plan (SIP), and it will be co-financed by the SMC.

1.1.5 Leveraging government budget for upscaling: It will support municipal and provincial government on upscaling preparedness intervention using their DM fund and other development

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budget and involve partnership with neighboring municipalities for joint interventions. It will have 2 phased approach, one combined and second at each local government.

Activity 1.2. Conduct urban and issue-based simulation exercises to test the coordination, and agility of the response system.

1.2.1 Catalogue of simulation packages: Several simulation packages has been developed in Nepal and there is a need to stock take of such packages as stated in problem and need 1 (section 4.2), the action will catalogue simulation packages related to disaster response with the objective to develop a catalogue for ready reference. It will be conducted under lead of NDRRMA and will include simulation packages on different themes/issues, administrative levels, and types of simulations.

1.2.2 Institutionalization of simulation exercises: The action will support dialogue among NDRRMA, armed forces, project provinces and municipalities, PIN and development partners for creating a mechanism of coordination on simulation exercises. It will include sharing of resources, developing annual calendar, sharing lessons, developing a roster of simulation exercise expert, and updating simulation packages based on learnings.

1.2.3 Conduct simulation exercises at the municipal and provincial levels and also joint exercises involving municipality and provinces. The exercises will evaluate the responsiveness and effectiveness of the response system including business continuity plan. BCP testing will include critical services to community namely electricity, water supply, access, health facilities/ ambulance, fire services, market. The Chamber of Commerce will be engaged in simulation exercises especially for BCP consideration. Additionally, joint exercises will be organized, involving both municipalities and provinces, to assess the collaborative efforts and coordination between different levels of governance.

1.2.4 Conduct issue-based tabletop exercises (GEDSI, relief distribution, damage data/ information management): These exercises will specifically address the gaps of intersectionality in response and how to improve operation, and coordination challenges in relief mobilization and distribution at municipal level. The private sector will be engaged in the exercise for relief mobilization. The damage data/information management related exercises at municipalities and province will help in identifying gaps in terms of data collection, compilation and analysis. These exercises will offer a targeted examination of key issues, allowing for a more detailed and nuanced understanding of the response system's strengths and areas for improvement.

1.2.5 Drills in school: This action will support conduct of drills under the leadership of disaster management section of municipality/ fire service in schools on various functions of response and advocate to include the conduction of drills in the ToR of the disaster management section and municipal police. 1.2.6 Create a pool of simulation exercises facilitators: A pool of facilitators, ensuring GEDSI representation, to conduct simulation exercises will be created for sustainability. A total of 25-30 participants will be selected from security forces (APF, police, army), NDRRMA, LDTA, PDTA, project provinces and municipalities. National institutions and experts will be engaged. The action will liaise with NDRRMA to maintain the roster of facilitators

Activity 1.3. Mechanism for refresher training of emergency response volunteers created and institutionalized in government system.

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1.3.1 Mapping of training institutions and facilities related to emergency response: Considering presence of several volunteer groups at community level with similar and different mandate, there can be overlaps and non-optimal utilization, as identified in needs section. The action will carry out mapping of government and Red Cross training institutions offering emergency courses at the national and provincial level. It will also map existing provisions in municipal and provincial budgets for leveraging these trainings to the communities.

1.3.2 Creating mechanism for resource sharing to conduct training of CERT volunteers: The action will create mechanism with government training academies such as Provincial Research and Training Academy, security forces and with Red Cross to support or conduct regular and refresher trainings in a cost-sharing basis to support institutionalization. The action will be led by the provinces and municipalities. The action will also upload the training curriculums on the website of project municipalities and provinces and national platforms (NDRRMA). Resource sharing by private sector will be explored. The emergency response volunteers trained or provided refresher training will be integrated into the emergency response system of municipalities, refer 1.4 for institutionalization of volunteers

Activity 1.4 Operationalize response volunteer mechanisms and strengthen linkages with national, provincial, and municipal volunteer database and systems.

1.4.1 Upload the trained volunteer into NDRRMA VMS system and create capacity for periodic updating: The volunteer groups existing at province and municipal levels will be uploaded in the VMS system of NDRRMA by municipalities. The municipal officials/ DRR focal point at municipality will be trained on updating the database and its usage during disaster response. (Linkage with 1.3)

1.4.2 Integrate local CERT volunteer mobilization with municipal and provincial disaster response: NDRRMA has developed volunteer guideline on volunteer mobilization and procedures for mobilization for volunteers has been developed under the SUPER project; and in few municipalities, such procedures exist. The procedure developed at municipal level is within the framework of national guideline. The action will establish clear and effective communication channels to create a synchronized approach to volunteer deployment during emergencies. It involves aligning local CERT volunteer mobilization with municipal and provincial disaster response efforts. The EPRP will be updated to clarify roles and responsibilities of different volunteer groups (NRCS volunteers, community health volunteers, etc.) of in the overall response.

1.4.3 The action will conduct drills to test the response capacities and coordination of the volunteers together with the municipal responders. The NDRRMA guideline on VMS and municipal procedure for volunteer mobilization will be part of the drills. The learnings will inform updation of preparedness and response plans.

Output 2: Coordination and information management strengthened at provincial and local levels, aligned with national framework, for disaster risk governance.

Activity 2.1 Strengthen provincial cluster(sector) mechanism for increased ownership by sectoral ministries, the cluster leads, and its linkage at the federal level.

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2.1.1 Orientation on humanitarian cluster (sector) system to provincial stakeholders: As mentioned in the problems and needs 3, the cluster in Nepal caters to response as well as preparedness, hence, strengthening clusters will also strengthen preparedness. The action initiates with an orientation program targeted at provincial stakeholders, especially sectoral ministries familiarizing them with preparedness, the humanitarian cluster system and approach and leave no one behind principles and gender in humanitarian action as mandated by IASC guideline and GESI checklist. This foundational step ensures a common understanding of the cluster mechanism, their roles and responsibilities, GEDSI consideration in response, effective collaboration and coordination among diverse stakeholders involved in urban/disaster preparedness and response.

2.1.2 Periodic meeting of cluster: The action will support five priority cluster leads to conduct periodic meetings of the respective clusters to enhance their coordination skills, foster effective communication, GEDSI considerations in response and promote a collaborative approach to disaster response within the province. It will promote at least two meetings of clusters, one before the monsoon to check preparedness and update cluster plans and one after the monsoon to review response of cluster and draw lessons. The action will also work with the disaster management committee to include this provision in the PDRF.

2.1.3 Strengthen coordination and information exchange mechanisms between provincial and federal clusters and districts: Recognizing the importance of seamless coordination, the action focuses on enhancing mechanisms for coordination and information exchange between provincial and federal clusters and districts. A series of consultations between federal and provincial clusters under the leadership of MoHA/ NDRRMA will be facilitated to improve the linkage.

2.1.4 Consultation with women group for preparedness and aligning with cluster plans: It involves seeking their input, feedback, and insights to ensure preparedness measures are in place and aligned with the plans outlined by various clusters.

Activity 2.2 Improve usage of EOCs and its institutionalization and linkage and communication among EOCs at urban municipalities, districts, sectoral, and provinces.

2.2.1 Standardization of EOC package and horizontal (sectoral) and vertical linkages (municipalities, districts, provinces, federal) between EOCs on communication and information management and management: The action will initiate standardization of minimum EOC package which include functions of EOC, facilities, communication equipment, ToR, etc. It will be conducted under the leadership of NDRRMA. For seamless communication, the action will focus on both horizontal (sectoral) and vertical (municipalities, district, province and federal) linkages between EOCs. This involves developing and reinforcing communication channels and protocols to ensure a smooth flow of information between different levels of the emergency response system. Strengthening these linkages promotes a cohesive and coordinated approach to disaster management.

2.2.2 Develop capacity on disaster data/Incident Reporting and Analysis, gender/inclusive data management and reporting, and risk information sharing with municipality and province: The action includes capacity development initiatives for disaster data and GEDSI data management. The EOC personnel will be trained on application of disaster-related data for emergency preparedness, response and development plan. The EOC personnel will be trained on managing volunteer databases including VMS.

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2.2.3 Mapping and updating of resource and vulnerability: This action will capacitate EOC on mapping and updating resources available municipalities and provinces on GODAM, the national portal. It will also support the vulnerability data/ maps on BIPAD, the national portal. The action will also map concerned private sector resources in province and municipality.

2.2.4 Creating mechanism for managing EOC: This action involves creating a mechanism to cater the human resource need of EOC which include dedicated staff through O&M, long term agreement with local development partners for deployment of human resource. It also involves creating a mechanism under leadership of province and municipality for additional human resource during emergency response for limited duration. The identified human resource will be oriented and peer to peer learning session for knowledge transfer will be conducted.

Activity 2.3 Continued engagement to create mechanism for the Inter-Provincial resource-sharing to facilitate preparedness and response

2.3.1 Create a mechanism for inter-provincial resource sharing using the framework developed under the ECHO-HIP 2021 SUPER project: Leveraging the framework developed under the ECHO-HIP 2021 SUPER project, this step involves dialogue between NDRRMA, project province to detail out the specific needs.

2.3.2 Advocacy for creating enabling legal provisions: The action will advocate with NDRRMA for creating legal provision to enable operationalization of Inter-Provincial Resource Sharing (IPRS). It includes creating provision under existing NDRRM act or identifying other act/ framework to support IPRS. 2.3.3 Capacity building of provincial officials on resource-sharing procedures. Recognizing the pivotal role of provincial officials in the success of inter-provincial resource sharing, this action includes targeted capacity-building initiatives. Provincial officials undergo training to familiarize themselves with IPRS ensuring that they are well-equipped to navigate and implement resource-sharing mechanisms effectively.

Output 3. Enhanced policy engagement for scalability of disaster preparedness and response mechanism at federal, provincial, and local levels.

Activity 3.1 Collaboration with NDRRMA on information management and system strengthening.

3.1.1 Workshops with NDRRMA on identifying DRRM needs: This action will support in conducting series of workshops on jointly identifying policy interventions, information management, coordination mechanism needs where NDRRMA is partnered and leveraged for promoting DRRM at the federal, provincial and municipal levels. The participants will include NDRRMA officials representing different sections/divisions, municipal and province representatives, project consortium members and other agencies working in DRRM.

3.1.2 Localization of DRRM portals (BIPAD and other portals) in co-financing modality: This action will support provinces and municipalities to train officials on usage of BIPAD and other DRRM related portals developed by NDRRMA. The capacity building on use of the portal includes accessing data, uploading data, generating reports for decision making etc. It will also include human resource support for compilation and uploading of data related to municipalities and provinces. The human resource

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for compilation and uploading of data will be primarily from province and municipalities, as their contribution and it will also help in knowledge transfer and sustainability.

3.1.3 Customization of existing DRRM portal with co-financing from NDRRMA to meet the changing needs: As analyzed in needs section 4.2, the existing knowledge portals of NDRRMA should be localized. This action will support development/ customization of the Monitor for Disaster Strategic Action (MDSA) portal which is geared to track DRRM interventions in Nepal using the framework of the National Strategic Plan of Action (2018-2030). It will also help in tracking progress against the Sendai Framework of DRR and UNDRR Gender Action Plan for Sendai Framework. The IT team of NDRRMA will lead the customization together with technical assistance from developers. It will help in meeting the needs of NDRRMA and will help in its maintenance as the IT team will be engaged in the entire process.

3.1.4 Support to NDRRMA for implementation of GEDSI Strategic Action Plan: This action will support province and municipality to grasp the key elements of GEDSI Strategic Action Plan and the learnings will be applied in updating of provincial and municipal EPRP, BCPs and other relevant plans, guidelines (Refer 1.1.1)

Activity 3.2 Engaging parliamentarians for strengthening disaster preparedness and response through policy and budgetary interventions

3.2.1 Develop a roadmap on systematic engagement of parliamentarians on DRRM: The action will support in developing a roadmap on engagement of parliamentarians at federal level, project provinces and municipal assemblies which will clearly articulate the need, including the specific needs of vulnerable group including women, interventions and outcomes. The roadmap will be developed in consultation with parliamentarians, municipal assembly members, Mayors Forum involving metropolitan and sub-metropolitan cities and other stakeholders. The roadmap will refer to training packages developed on disaster preparedness by different stakeholders including IOM.

3.2.2 Workshop with parliamentarians, municipal assembly members on DRRM: IOM has conducted consultations with members of federal parliament on DRRM in 2018-2019. The learnings from these consultations will be referred for developing the content of the workshop planned for parliamentarians, municipal assembly members. A series of workshop will be held at federal, provincial and municipal level to orient parliamentarians on significance of DRRM and policy and budgetary support required in Nepal. The action will ensure participation of parliamentarians from GEDSI lens. The parliamentarians are expected to bring this issue in parliament and municipal assembly. The action will document the key discussions and lessons learned from the intervention. It is expected that the orientation and engagement of parliamentarians will help to identify and create champions of DRRM at policy level.

3.2.3 Preparing briefing note on DRRM for parliamentarians: This action will support in preparing crisp briefs on DRRM for the parliamentarians which will highlight disaster risk and development link and its fiscal implications in Nepal, the good practices on DRRM in Nepal and similar context, GEDSI considerations, challenges and measures to overcome it. The brief will be specific to the target group i.e., federal, provincial and metro/sub-metropolitan cities. The brief will be informed of the learnings from workshops conducted for parliamentarians, municipal assembly members (Refer to 3.2.2) and IOM's consultation with parliamentarians in 2018-2019 and Disaster Risk Management Localization

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Manual developed by IOM. The parliament secretariat will be engaged in the process of developing briefing notes, conducting workshop with parliamentarians to institutionalize these interventions.

3.2.4 Engagement with DRRM champions (parliamentarians): Recognizing the need of champions at political level, as mentioned in the needs section, the action will support close engagement of selected parliamentarians and mayors on substantial issues related to DRRM. It will include deep dive workshop, advisory on DRRM issues with the aim that the parliamentarians/ mayors of metropolitan and sub-metropolitan cities raise the DRRM related issues and concerns and engage fellow parliamentarians/mayors in debate on DRRM agenda.

Activity 3.3 Media advocacy for policy dialogue on DRRM

3.3.1 Engaging media for prioritization of DRRM at the policy making level: This action will engage policy makers at federal and provincial level on DRRM agenda with the objective to appreciate impact of disaster on development including on vulnerable groups (women, PWDs etc.) and need for increased budgetary allocation for DRRM and intervention for meeting differential needs of vulnerable groups. It will also create an enabling environment for discussion on DRRM agenda in parliament. It will engage national media to design and conduct episodes on the above-mentioned themes by engaging parliamentarians, academia, opinion makers, local media, female lead media, Organization of Persons with Disabilities, etc.

3.3.2 Media advocacy at the municipal assembly level: This action will support in promoting an increased appreciation on DRRM for sustainable development and resilient local governments and bring out impact of unregulated development on community, success stories related to women empowerment, PWDs. It will bring out existing challenges that need to be overcome for strengthened DRRM at the community level through a discussion with the municipal assembly members. The action will ensure engagement of female lead media, Organization of Persons with Disabilities.

Activity 3.4 Study tour on disaster preparedness and response and EOC for federal, provincial and municipal officials

3.4.1 Capacity building on emergency operation center and emergency response coordination for NDRRMA: This action will support two senior officials of NDRRMA for study tour to the Emergency Response Coordination Centre (ERCC), Brussels and interact with ERCC on response coordination. The duration of study tour will be 10 days. The trained officials will be engaged in strengthening and monitoring EOCs at province and below levels, as part of the NDRRM mandate.

3.4.2 Study tour for project officials: Officials from the project area will be supported for study tour to get firsthand exposure and interactions with professionals engaged in emergency response coordination, EOC, disaster management training center. The duration of study tour will be 5 days. This study tour will be to one of the South Asian countries considering culture similarity and administrative setup. The action will support study tour of 3 government officials and additional resources will be mobilized from project partners, province and municipalities to support study tour of additional members from project provinces and municipalities.

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3.4.3 Cross learning and exchange visit: This action will support study tour between project provinces and metropolitan/sub-metropolitan cities and non-project provinces and metropolitan/sub-metropolitan cities. The objective is to share best practices and create opportunities for upscaling.

Activity 3.5 Documentation of ECHO supported urban and earthquake preparedness project implementation and cataloguing knowledge products

3.5.1 Catalogue of urban and earthquake preparedness related knowledge products: This action will support in systematic compilation of all urban and earthquake preparedness knowledge products developed under ECHO supported projects. It will be compiled in soft format and a catalogue will also be prepared for easy navigation of all knowledge products. It will also include translation of documents/summary into Nepali or vice-versa to English.

3.5.2 National workshop and dissemination of knowledge products: The knowledge products will be shared with federal ministries, all provinces, all municipalities and academic institutions engaged in DRRM. Mayors' forum will be engaged for upscaling. A national workshop will be organized to share project success, challenges and upscaling. It will include sectoral ministries at federal level, provinces, sub-metro/metropolitan cities, development partners, donors, academia and NGOs/CBOs.

Activity 3.6 Demonstrate mechanisms for linkage between metropolitan/sub-metropolitan city and urban municipalities for coordinated preparedness and response and create a platform for knowledge sharing

3.6.1 Create a network between project metropolitan cities and neighboring municipalities: This action will support in creating a formal/informal network of the municipalities with the project metropolitan cities with the objective to facilitate knowledge sharing and joint response to a major disaster using the framework developed under the ECHO-HIP 2021 SUPER project. It will include creating municipal DRR focal point group and conduct of periodic online or in-person meeting.

3.6.2 Platform for knowledge exchange among the municipalities: The action will support in creating system for knowledge exchange on DRRM, practices and challenges. In partnership with District Disaster Management Committee (DDMC) and District Coordination Committee (DCC), the field exposure visits of neighboring municipalities to the project metropolitan city using co-financing mechanism will be conducted. Using mayor's forum, the knowledge exchange among mayors of metropolitan and sub-metropolitan cities and advocacy for increased budgetary support for urban preparedness will be promoted (Refer activity 3.4).

3.6.3 Joint planning for a major disaster: This action will build on the network created through the subactivity 3.6.1 and it will support joint planning for a major disaster, the joint planning will include likely scenario, priority needs, resources available for sharing, etc. A table-top exercise to understand the gaps and priorities will be conducted.

Resources Required to Achieve the Expected Results

UNDP CO will mobilise technical and operations support to provide quality assurance and smooth implementation of the project. The Partners (UNICEF, UN Women and other) will also mobilize their officials and contribute additional resources for implementation of the project.

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The Action will be implemented through a consortium led by UNDP, UNICEF, UN WOMEN and Handicap International. The cost of operation which includes office rents, supplies, equipment, utilities, vehicles for carrying out all activities have been cumulated and shown as cumulative cost in the budget sheet. Refer to Annex 13.5 Financial Statement and Budget for details. UNDP will recruit/engage the following project team members to execute the project :1 Project Coordinator (National, full-time-24 months) based in Kathmandu responsible for overall project management and quality assurance, oversight and donor reporting, liaison with consortium members and other associated partners. 1 Disaster Risk Management Program Specialist (International, part-time-24 months) based in Kathmandu will provide necessary technical backstopping to ensure adequate integration of earthquake preparedness and urban preparedness, needs and issues into the project activities both at provincial and local levels; 1 Senior Project Officer (National, part-time-24 months),1 Administration & Finance Officer (National, part-time-24 months) and 1 Communication Officer (National, part-time , 24 months), 1 Monitoring and Reporting Officer (National, full -time- 24 months)based in Kathmandu will provide project operation support including financial, administrative and logistics management. UNICEF will recruit/engage the following project team members to execute the project: 1 Chief-Emergency and DRR- (National, part- time- 21 months), 1 Emergency Specialist and 1 Program Associate (National, part- time- 24 months), 1 Emergency Officer (National, 1 full- time- 24 months), 1 Child Protection, 1 Communication, 1 Education, 1 WASH Specialist (National, part-time- 18 months) will provide technical inputs on emergency preparedness and program support. UN Women will recruit/engage the following project team members to execute the project: 1 Head of mission (International, part-time, 3 months), 1 Program Specialist, 1 Program Officer, 1 Program Associate, 1 Communication Officer, 1 Admin Assistant (National, part- time- 18 months).HI will recruit/engage the following project team members: 1 Technical Officer (National, Full time, 18 months),1 Senior Technical officer, 1 Regional DRR Specialist, 1 Project Manager, 1 MEAL Manager (National, part-time, 18 months) based in Kathmandu will provide operational support. The above-mentioned staff will be engaged in managerial or administrative functions and will be primarily based at Kathmandu and a few at provinces.The technical experts and coordinators and officers engaged in direct implementation of activities based at provinces and municipalities are part of programme cost.Key staff leading the project implementation at municipalities and provinces: Three Provincial Project Coordinators (PCs) (Local, full time, 24 months), based at province headquarters, will lead implementation at provinces andguide municipal team / s, aided by 3 Technical Officers (Local, full time, 24 months), 1 Administration & Finance Assistant (National, full-time, 24 months).UNDP will hire 2 PCs, 2 TOs for province and municipalities in Sudurpaschim and Karnali while UNICEF will hire 1 each for Lumbini province and Nepalgunj municipality. UNICEF will further hire 3 Program Officers, 1 SeniorProgram Associate, 1 WASH officer, 1 Education Officer, 1 Child Protection Officer (Local, part-time, 24 months) in the field. UN Women will hire 3 Provincial Gender and DRR Project Officers (National, full time, 18 months) for inputs on gender dimensions. HI will hire 1 Finance Manager, 1 Account Controller, 1 Supply chain Officer, 1 IT support officer, 1 HR and admin supervisor and 1 Admin support officer (National, part time, 18 months).

Additional personnel, external technical experts and specialists based on needs at provincial and local levels who will provide necessary backstopping support in respective areas, such as the baseline survey, design and conduct of the simulation exercises, design and implementation of risk mitigation measures among others. Additionally, local partners to support implementation of ground level activities may also be considered depending on the needs.

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Table 1: Resources Required for the Expected Results

			Budget Year			
S.No	**Budget Head**	**Description**	**2024**	**2025**	**2026**	**Total**
1	**Service Contract - Indv.**	Project HR Costs and Information Management Support for EOCs	386,326	789,106	354,995	1,530,427
2	**Consultancy Service - Firm**	Consultancy firm cost includes	55,400	20,000	26,000	101,400
3	**Consultancy Service – Indv.**	Individual Consultant's cost for preparation	3,000	101,269	26,700	130,969
4	**Grants**	Cost for community mobilization	191,872	298,075	92,080	582,027
5	**Trainings /Meetings/ Workshop**	Includes cost to enhance capacity of national and sub-national governments and vulnerable communities as well as coordination events during implementation.	7,094	71,924	397,399	476,417
6	**Travel**	Travel cost for events during the project implementation.	6,881	30,689	17,426	54,996
7	**Publication**	Development, publication and dissemination of IEC materials of the project		9,247	13,642	22,889
8	**Equipment & Furnitures**	Procurement of office equipment and goods for project management unit and field offices	750	2,800	1,050	4,601
9	**Communication**	Communication cost at the field and project office	563	1,350	788	2,700
10	**Vehicle Movement**	Transportation cost for field mobility	3,934	9,442	5,508	18,885
11	**Operational Cost – Building Rent /Repair & Maintenance, Supplies , Over Head , Misc etc.**	Operational cost at the provinces, municipalities and national office	55,889	360,303	100,066	516,257
13	**Delivery Enabling Services to Projects**	Project service cost incurred for services directed to the project.	20,000	30,000	29,393	79,393
14	**Vehicle**	1 no - 4 WD vehicle		60,000		60,000
15	**General Management Cost**	GMS 7%	15,000	20,000	22,209	57,209
		Total Programme	**746,709**	**1,804,206**	**1,087,255**	**3,638,170**

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Partnerships

UNDP, UNICEF, and UN Women have been active in Nepal respectively since 1963, 1964, and 2012 while RPA (HI) has been present since 1996.

UNDP focuses on resilience, particularly in remote, impoverished areas across provinces. Key initiatives include promoting seismic resilience, emergency preparedness, risk governance, climate change. It uses a system-based approach, and it is important to institutionalize and upscale earthquake preparedness particularly for a large-scale earthquake. UNDP is the Provincial Focal Point Agency of the UN system for Sudurpaschim province. UNDP portfolio also includes governance under which it is engaged in building capacity of parliamentarians, officials and other stakeholders on public policy, governance, etc. and it covers all project provinces. The institutionalization and upscaling of urban preparedness requires close linkage with parliamentarians and officials and UNDP can leverage its governance expertise. UNDP is co-lead of early recovery cluster at province and federal levels and preparedness intervention will be leveraged through cluster mechanism.

UNICEF Nepal is dedicated to advancing the rights of all children in Nepal. UNICEF is aimed at supporting the Government to ensure that all children, including adolescents, realize their rights and have opportunities to develop their full potential, free from poverty, in an inclusive, protective society and in a safe and sustainable climate and environment. It prioritizes the well-being of children, especially the most disadvantaged, through increased access to inclusive and improved quality health, nutrition, water, sanitation and hygiene, education and child protection services, as well as access to social protection services and protection from disasters and other shocks. UNICEF prioritizes eliminating discrimination and violence against children and women, gender equality and promoting human rights both in development and humanitarian context. UNICEF is the Provincial Focal Point Agency for the UN system for Lumbini Province. UNICEF is the co-lead of WASH, Protection, Education and Nutrition and it will leverage it for urban preparedness.

UN Women focuses on gender equality and the empowerment of women. Its initiatives on DRR and resilience work are to save lives, and livelihoods, and build resilience through gender-responsive and inclusive efforts in better informed, targeted preparedness, prevention, and recovery. The work involves leveraging the voice, and leadership of women, integrating gender and inclusion dimensions into the DRM process and system, strengthening protection, delivering services, and offering support to women and vulnerable groups in areas such as humanitarian and disaster risk reduction (DRR) and climate action.

HI collaborates with local communities, civil society organizations (CSOs), Organizations of persons with disabilities (OPDs), and local authorities, notably developing inclusive emergency plans and enhancing warning and evacuation systems, considering the specific needs of people with disabilities and vulnerable people.

Both UNDP and UNICEF play significant roles in disaster response and risk governance. UNDP has assisted all seven provincial governments in formulating DRR policies and implemented SUPER and I SUPER projects. UN Women, UNICEF, HI, and the national humanitarian agency are key stakeholders in preparedness and response.

The collaboration among UNDP, UNICEF, UN Women, and HI in Nepal involves close coordination with the provincial governments and local governments and federal ministries (NDRRMA), and other stakeholders in preparedness and response. This collaboration spans the development of key

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frameworks such as the Provincial Disaster Response Framework, Municipal Emergency and Preparedness Plans, Provincial Cluster Contingency Plans, Women Safety Audit and federal level acts including DRRM Act, National Disaster Response Framework, DRR Policy & Strategic Action Plan (SAP), and proactive disaster preparedness measures. The partners will leverage their existing programs and projects such as UNDP's Provincial and Local Government Support Program (PLGSP), to institutionalize and upscale preparedness interventions.

In the Humanitarian Cluster system, UNDP co-leads Early Recovery, UNICEF co-leads WASH, Education, and Protection, while UN Women serves as the Inter-Cluster Lead for Gender in humanitarian action. With the federal structure, provincial and local governments play a significant role in DRRM activities and resource mobilization. The consortium works closely with governments in three western provinces and three municipalities to enhance disaster preparedness, particularly focusing on earthquake and fire risks.

UNICEF's DRR program targets 50 municipalities in Provinces 2, Lumbini, Karnali, and Sudur Paschim, with lessons learned replicated in other high-risk districts. UNDP has been supporting NDRRMA on information management which include capacity building of province and municipality on BIPAD portal, development of Monitoring Disaster Strategic Action (MDSA) and it will leverage it for strengthening information management system and Volunteer Management System (VMS). UN Women has developed Gender Audit, and Women Safety Audit tools which will be used during the EPRP, BCP updation and simulation exercise

HI has been implementing projects in the Karnali province focusing on inclusive disaster risk reduction and climate change adaptation. The project interventions are focused on the capacity strengthening of the community members including persons with disabilities and vulnerable groups regarding DRR and Climate Change Adaptation. In addition, HI is implementing health system strengthening programme focusing on physical and functional rehabilitation in the Karnali and Lumbini Province in coordination with Ministry of Health and Population.

Inter-agency and inter-project synergies within the consortium, as well as with other UN agencies, Resident Coordinator Office (RCO), I/NGOs, CSOs and the Provincial and Local Government Support Programme, will be leveraged for resources and expertise. HI's work encompasses Inclusive Education, Livelihoods, Health System Strengthening, and DRRM.

The consortium aims to capitalize on these opportunities to enhance the effectiveness of its collective efforts in Earthquake Preparedness and Response in Nepal. The four partners, namely UNDP, UNICEF, UN Women and HI bring their unique strength on system-based approach, intersectionality, gender dimensions and disability respectively. Thus, in line with capacity and competitive advantage of all partners, the roles and responsibilities have been mapped to ensure synergetic and efficient implementation (Annex: Roles and Responsibilities of Agencies).

Risks and Assumptions

The primary objective of the initiative is centered at province, municipalities and NDRRMA, with the aim of assisting the government in sustained urban preparedness at a scale for an effective response. A key aspect of this approach is the avoidance of individual beneficiary identification and the safeguarding of identities related to vulnerable populations considering the issue of inclusion and intersectionality. While the initiative collaborates with the private sector, it does not retain any proprietary business secrets; instead, such information is openly shared for supply chain management

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to support the municipal government. Similarly, at the Ward level, where the action collaborates with the municipality to identify specific beneficiaries facing heightened vulnerability due to factors like location, physical attributes, economic status, or social factors, detailed individual-level information is exclusively updated within the existing database of the municipality's Social Welfare division and its Emergency Operation Centre (EOC). Importantly, this information is not retained by the initiative, ensuring its protection and inaccessibility to external parties.

The 6 targeted urban municipalities and provinces have been engaged since 2021 through SUPER except Birendranagar municipality and they are aware of the ECHO supported project and the 4 consortium partners except Handicap International. The lead agencies at province and urban municipality are UNDP and UNICEF. Considering the ongoing engagement, it is expected that municipal and provincial cooperation will be smooth. It is also expected that the policies and procedures will be consistent, without any changes that adversely affect the project implementation including municipal financing on DRRM. The GoN will continue to prioritize and allocate resources for rolling out the national and provincial DRRM policy and action plan with municipalities firmly placed as the last mile government structure with clear roles, responsibilities and back up support mechanism. The provincial governments prioritize continuous efforts in delivering on their DRR policy and action plan priorities with improved synergies with local governments.

Assumptions:

Political instability and coalition government will have limited impact on delay in project implementation. Provincial and local governments of the Action areas continued to be committed to their efforts and prioritize allocation of resources for supporting DRRM intervention. The initial interest and commitment from the private sector for DRRM will further increase and it will help in higher acceptance of the project interventions by the provincial and local government, thus, reducing the chances of project delay due to instability and coalition. The engagement with parliamentarians in 2023 during SUPER created interest and it is assumed that the proposed engagement is received with similar interest. The Jajarkot earthquake and the Bajhang earthquake of 2023 has further created the need for urban preparedness among parliamentarians and officials.

Risks:

- A massive earthquake requiring humanitarian response and recovery for a longer duration requiring engagement of whole provincial and municipal government.
- A flood of long duration affecting major project areas requiring response and relief interventions.
- A pandemic wave may result in national / provincial / local governments imposing lockdowns with shift in priority of the national, provincial and municipal level government and lockdowns.
- Unstable government and political instability. High turnover of provincial and municipal staff.
- High inflation and fiscal deficit leading to limited budget allocation by national government to province and municipalities and lower local tax collection.

Mitigation Measures:

In case of a major earthquake requiring humanitarian response and recovery, consultation with government and ECHO will be done to reprioritize activities without diluting the key focus of the

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project. The lessons from the Jajarkot earthquake of 2023 in the SUPER project area will be useful for managing the action in case a major disaster hit.

The lessons learned from the major disaster will be incorporated to update provincial disaster response framework and plans. The activities related to simulation exercise or tabletop exercise can be revisited in terms of priority. The presence of the project team in the ground will be updating on political development. The wider engagement with provincial and municipal authorities as well as presence of the project team in provincial and municipal offices will help in moving project activities despite the turnover of government officials. The monthly meeting of project team as well as consortium partners will include the risk assessment as one of the agenda and will identify contingency measures to mitigate it. The consortium will also work with province, municipalities, NDRRMA and other national level ministries to address the risks related to staff turnover, non-prioritization or low prioritization of project activities by municipalities.

Stakeholder Engagement

The project places a strong emphasis on people-centered and locally led approaches. The action will ensure CBOS and local engagement in disaster preparedness and response. Moreover, the consortium will work through NRCS, local networks such as OPDs and local chapters of the National Federation of Disabled-Nepal, local NGOs, further supporting to strengthen local preparedness capacities.

The three action provinces and three action urban municipalities have been identified based on the high seismic risk, social economic vulnerability and capacity. According to the earthquake ensemble modeling study carried out by Durham University, UK, the provinces most susceptible to seismic risks are predominantly located in western Nepal.

Notably, an estimated 9.5 million people inhabit these high-risk regions, surpassing even the seismic vulnerability of the capital city, Kathmandu. The study's modeling unequivocally indicates an elevated risk in emerging urban areas, necessitating a nuanced and all-encompassing approach to preparedness and mitigation strategies. This revelation underscores the pressing need for targeted interventions and policy measures aimed at fortifying the resilience of these vulnerable communities against the imminent threat of earthquakes.

The Action aims to enhance preparedness, given the socio-economic vulnerability of the region, with a focus on the three provinces—Sudurpaschim, Karnali, and Lumbini. As per HDI report of NPC,2020, these 3 provinces scored low averages with Karnali scoring 0.538, Sudupaschim scoring 0.547, Lumbini scoring 0.563. The initiative recognizes the interconnectedness of services and resources across the three provinces, underscoring the importance of collaborative efforts during mega-crises. It will collaborate with provincial-level governments, humanitarian architecture stakeholders, and cluster leads in the Western region.

The benefits will extend to three urban municipalities, i.e., Dhangadi of Sudur Paschim province, Nepalgunj of Lumbini province and Birendranagar of Karnali province through activities like supporting the institutionalization of LEOCs, Emergency Response and Preparedness Plans (EPRP)/Disaster Response and Preparedness Plans (DPRP), Business Continuity Plans (BCPs), which will be further strengthened by testing them through simulation exercises. At the provincial level, the response capacities of the 3 provinces of Sudur Paschim, Lumbini, and Karnali will support in institutionalizing preparedness actions such as development process of DPRPs and BCPs through government led mechanisms.

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The primary beneficiaries will be the elected representatives of provinces and urban municipalities, government officials of provincial ministries and officials of municipalities, who will be supported via establishment of mechanisms and processed which will enable them to lead the preparedness activities such as development and yearly updation of plans, setting up of SoPs of monitoring and plan development task teams, and linking them with parliamentary committees such as Agriculture, Cooperative and Natural Committee, and direct oversight mechanism led by the Peace, Security, and Disaster Management Section of MoIAL. The parliament secretariat will be engaged to institutionalize these interventions related to building capacity of parliamentarians on urban/ disaster preparedness.

Consortium partners conducted a series of consultation meetings with federal disaster risk management institutions such as NDRRMA, provincial-level stakeholders, particularly DRR focal persons from the Ministry of Internal Affairs and Law and the Ministry of Social Development in all three provinces. Additional discussions involved stakeholders in three target urban municipalities to assess institutional capacities for disaster preparedness and emergency response, with a focus on earthquakes and urban hazards. The consultations aimed to identify needs and gaps, including coordination mechanisms, guiding the design of results and activities in alignment with stakeholders' priorities. At the provincial level, coordination mechanisms will be established, involving elected representatives, government officials, cluster leads/co-leads, security forces, and the private sector, media, academia, and municipal representatives. This collaborative approach in planning and implementation aims to build a shared understanding of earthquake risks and enhance systems and coordination for effective disaster preparedness and response. In municipalities, the action will closely coordinate with all stakeholders, ensuring active participation, engagement of sectoral departments, Local Disaster Management Committees, Municipal Assemblies, security forces and Community based organizations.

Consultations were also carried out with NRCS municipal chapters and also with the NRCS Headquarters to ensure sustainability of project interventions, especially through their engagement in EOCs and updation of plans and frameworks. Similarly, consultations were carried out with Chamber of Commerce at the provincial level to collaborate in activities such as simulation exercises.

The unique beneficiaries include the population of 3 targeted urban municipalities as interventions such as EPRP, EOC, BCP, Volunteer system, simulation exercises are geared to institutionalize urban preparedness and it will cater to whole population. The direct beneficiaries during project implementation will be mainly government officials and parliamentarians as objective is to institutionalize and upscale preparedness, thus, benefitting the population. The beneficiaries include various stakeholders such as NGOs/CBOs, provinces, municipalities, sub-metropolises, chambers of commerce, fire brigades, security forces, DAO, Forum of PWD, and Clusters. Based on the contact list maintained under the SUPER project, there will be several agencies and people and organizations benefiting Provinces (3); Lumbini, Karnali, Sudur Paschim; Municipalities (1): Birendranagar; Sub Metropolis: (2) Nepalgunj, Dhangadi; Chamber of Commerce at provinces & municipalities (9); Fire brigades (3); Security forces (3); NGO/CBOs; Forum of PWD (3); Clusters at province.

The project targets the above-mentioned vulnerable groups through policy, plans, capacity development, information management, simulation exercises and engaging organizations working on issues related to vulnerability. The simulation exercises to test urban response will have injects/ scenarios specific to women, PWD. Also, there are issue-based simulation exercises in the action, and

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it includes women, PWD. The urban/earthquake response plans and business continuity plans will include specific needs of women, elderly and PWD. The disaster data collection will also include provision of disaggregated data for vulnerable population.

The proposed monitoring and evaluation framework for the urban preparedness and response initiative will be anchored in a comprehensive approach that incorporates both process and outcome indicators. The framework will include a robust complaint mechanism to ensure continuous feedback from stakeholders promoting accountability, transparency, and adaptability throughout the project implementation.

The Project level Grievance Redress Mechanism (GRM) will be established to provide a channel for stakeholders, including vulnerable groups, to voice concerns, report grievances, and seek clarification on project activities. This mechanism will be designed to be accessible and inclusive, considering the diverse needs of the community including sexual exploitation and abuse at the municipal and community level. Regular feedback loops and consultations will be conducted to assess the effectiveness of the Grievence Mechanism and make necessary adjustments.

Proactively, a feedback and complaint box will also be placed at every EOC at provincial and municipal levels, ensuring confidentiality of complainant. In addition, regular feedback processes at each event organized by the Action will be given equal attention for concurrent course-correction as needed. The Action, through the monthly Consortium meetings and more frequent Action level meetings, will regularly review and analyze feedback and complaints data.

Gender and Social Inclusion

The project has assessed distinct needs of women, girls, socially excluded groups and people with disabilities. Consultative dialogues with stakeholders of diverse age, gender, social & economic groups, have informed the proposal that builds on work experience of UN Women & partner women and socially excluded organizations. Yet, specific roles, access to resources could not be analysed adequately. UN WOMEN will lead specific GESI analysis on gender discrimination and how inequalities could be exacerbated in communities during disasters and recommend remedial measures in preparedness plans, disaster risk reduction and response. It will also explore gender differential impacts and needs of communities intersecting various identities like gender, age, disability, caste/ethnicity, equity, urban/rural residence, vulnerability, marginalization, and other variables. GESI lens will be applied in design and execution of all activities, including awareness-raising, address GESI needs and capacities, focusing on Protection, SGBV and PSEAH and utilize SADDD monitoring framework, GESI analysis, and lessons learned to serve in a feedback loop. Action monitoring framework parameters will ensure participation of women's groups, LGBTIQ+, other excluded groups including disabled, girls, and adolescents in all stages of programme planning, implementation, and monitoring. SUPER will strengthen capacities of women and their organizations as key local actors in DRRM and in advocating for the specific needs, and priorities of different gender and age group. Gender Audits conducted in the first year will inform advocacy activities. Activities will facilitate involvement of Departments of Women/ Social units, Women Rights organizations, socially excluded groups in Provincial and District Clusters, DDMCs, ward/ local DRM committees and teams, and for GESI Experts to be part of Rapid Assessment Teams. The SUPER project from its various activities will ensure engagement 10% of most vulnerable groups and through outreach and various plans 40% will be women beneficiaries. (Annex D: Number of beneficiaries)

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HI expertise in inclusive preparedness, network with OPDs and presence in action provinces will be leveraged during project implementation. HI technical expertise on issue of disability will be helpful in updating plans and procedures from operational angle, also IEC materials will be updated from disability lens. The simulation exercises to test urban preparedness will have elements of disability and HI will contribute to it. collaborates with local communities, civil society organizations (CSOs), Organizations of persons with disabilities (OPDs), and local authorities on inclusive emergency plans and enhancing warning and evacuation systems, taking into account the specific needs of people with disabilities and vulnerable people.

Digital Solutions

The Action aims to leverage digital solutions for strengthening urban and disaster preparedness and response through localisation of existing Government of Nepal's portal BIPAD. The portal hosts data related to disasters and also live status of a few disasters. The Monitor for Disaster Strategic Action (MDSA) portal, which is geared to track disaster risk reduction and management (DRRM) interventions in Nepal using the framework of the National Strategic Plan of Action (2018-2030) will be customised to add features. It will help in tracking progress against the Sendai Framework of DRR and UNDRR Gender Action Plan for Sendai Framework.

Knowledge

The Action will produce several knowledge products, and a few are listed below:

- A roadmap on systematic engagement of the parliamentarians in disaster risk reduction and management
- Three Business continuity plan of targeted municipalities
- Catalogue of urban and earthquake preparedness policy, guidelines and tools
- Emergency/disaster preparedness and response plan of 3 province and 3 municipalities
- Catalogue of Nepal specific Simulation exercises packages

Sustainability and Scaling Up

The Action will work in close partnership with GON and its structures at federal, provincial, and local level, as well as district level which is critical for disaster response. UNDP, as Consortium lead will continue to maintain regular dialogue and align implementation strategy with relevant entities including NDRRMA, MoFAGA, provincial ministries among others. UNDP also as Provincial focal point agencies for Sudur Paschim, and UNICEF for Lumbini, have been engaged with provincial authorities on a regular basis. With provincial officials owning and leading all provincial level activities, the Action will ensure they will be fully engaged in project implementation and receive formal periodic sharing of project progress and planning. They will be formally updated on progress, plan, and issues/concerns on a timely basis to ensure that the interventions are locally owned for sustainability. The consortium will actively involve elected members and officials from municipalities and provinces, provincial parliaments (Agriculture, Cooperative and Natural Committee), and the Peace, Security, and Disaster Management Section of MoIAL. Close linkages and coordination with Provincial Research and Training Academy (PRTA), federal offices of security forces and municipal police.

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The action will actively collaborate with existing development programs at the municipal and provincial levels, ensuring a strategic alignment that prevents duplication and enhances synergy. It seeks to bolster the preparedness functions outlined in Nepal's 2015 constitution, concurrent laws, policies, plans, and relevant emergency response frameworks. By intertwining emergency preparedness planning with regular annual development activities, the action aims to minimize the exacerbation of existing and potential future risks. In Karnali Province, the initiative will coordinate with provincial authorities as well as ongoing preparedness and response initiatives supported by UNDP, UNICEF, and UNWOMEN. This collaboration will facilitate a realistic assessment, enriching the provincial earthquake response framework from inclusion and operational perspective.

The encompassing action implementation, earthquake response framework development, response guidelines, and the strengthening of Provincial and Local Emergency Operation Centers (EOCs), will foster leadership from the community to municipal, provincial, and national levels. The long-term impact is envisioned as strengthened governance capacities to manage disaster response with focus on earthquake response, thus reducing dependency on external response. In Lumbini province, the initiative will collaborate closely with ECHO funded Danish Red cross STRONG project and CRS funded NHSRP project.

Informed by the insights gained from the SUPER project and needs assessments in selected municipalities and provinces, the updation of plans will empower officials at both provincial and municipal levels. Furthermore, the initiative aims to enhance ownership of response frameworks and integrate inclusive preparedness into development programs. By initiating discussions and demonstrating practical aspects of emergency preparedness at the provincial and municipal levels, the action seeks to optimize local and provincial funds for DRRM. The action incorporates lessons from previous ECHO projects and ongoing SUPER initiatives, prioritizing the concerns of the most impoverished and vulnerable populations. By doing so, it aims to enhance urban earthquake preparedness and response mechanism to manage future disasters.

4. Project Management

Project Management

Cost Efficiency and Effectiveness

The Project will be implemented through a consortium led by UNDP with UNICEF, UN WOMEN and HI. The partnership approach seeks to generate maximum possible effectiveness while using each partner organizations' competitive advantage for enhanced cost efficiency. Geographically, UNDP would be responsible for implementation in Sudurpaschim and Karnali provinces as well as municipalities of Dhangadi and Birendranagar, while UNICEF would be responsible for Lumbini Province and its Nepalgunj Municipality. Thematically, cluster/ humanitarian level engagements would be led by UNICEF, while urban and other earthquake preparedness are led by UNDP, with UN-Women and HI being overarching lead on GEDSI.

The project will ensure using of national systems for its operations to the extent possible, to enhance cost efficiency and enhance national, provincial and municipal disaster risk management capacities in an integrated fashion. Activities that can be carried out by national stakeholders will be delegated/carried out through systems available at the national level. For example, national project staff and national consultants will be used for monitoring and evaluations.

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Field coordination and offices

The Project will have a single team comprising personnel from UNDP, UNICEF, UN-Women and HI, working at the national, provincial, and municipal levels led by a National Project Coordinator for the entire consortium. The Project will benefit from provincial level coordination and networking support from UNDP's provincial office based at Dhangadi for Sudur Paschim province and at Birendranagar for Karnali province while UNICEF office based at Butwal will be providing similar support to Lumbini province team and also for Nepalgunj sub- metro. Furthermore, the Parliament Support Project (PSP) being implemented by UNDP in Karnali province will provide networking support for carrying out the project activities related to engagement of parliamentarians in DRRM.

The Project will also bring on board additional personnel, external technical experts and specialists based on Project needs at provincial and local levels, who will provide necessary backstopping support in respective areas.

Human Resources

The Project will be implemented through a partnership led by UNDP, UNICEF, UN WOMEN and Handicap International. Please refer Annex 7. Financial Statement and budget, for details.

UNDP will recruit/engage the following project team members to execute the project:

- 1 Project Coordinator (National, full-time-24 months) based in Kathmandu responsible for overall project management and quality assurance, oversight and donor reporting, liaison with consortium members and other associated partners.
- 1 Disaster Risk Management Program Specialist (International, part-time-24 months) based in Kathmandu will provide necessary technical backstopping to ensure adequate integration of earthquake preparedness and urban preparedness, needs and issues into the project activities both at provincial and local levels;
- 1 Senior Project Officer (National, part-time-24 months),
- 1 Administration & Finance Officer (National, part-time-24 months) and
- 1 Communication Officer (National, part-time, 24 months), and 1 Monitoring and Reporting Officer (National, full -time24 months) based in Kathmandu will provide project operation support including financial, administrative and logistics management.

The technical experts and coordinators and officers engaged in direct implementation of activities based at provinces and municipalities are part of programme cost. Key staff leading the project implementation at municipalities and provinces:

- 3 Provincial Project Coordinators (PCs) (Local, full time, 24 months), based at province headquarters, will lead implementation at provinces and guide municipal team / s, aided by
- 3 Technical Officers (Local, full time, 24 months),
- 1 Administration & Finance Assistant (National, full-time, 24 months).

UNDP will recruit 2 PCs, 2 TOs for province and municipalities in Sudurpaschim and Karnali while UNICEF will recruit 1 each for Lumbini province and Nepalgunj municipality.

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No major procurements by the Action are foreseen- but some equipment and services could be procured via the UNDP Procurement Team for strengthening information management system.

Networking with other agencies working in the project area

The Project aims to enhance preparedness, given the socio-economic vulnerability of the region, with a focus on the three provinces—Sudurpaschim, Karnali, and Lumbini. The benefits will extend to three urban municipalities, i.e., Dhangadi of Sudur Paschim province, Nepalgunj of Lumbini province and Birendranagar of Karnali province through activities like supporting the institutionalization of LEOCs, Emergency Response and Preparedness Plans (EPRP)/Disaster Response and Preparedness Plans (DPRP), Business Continuity Plans (BCPs), which will be further strengthened by testing them through simulation exercises.

UNICEF will be working with local and national partners like it worked in SUPER project. In SUPER project, in Lumbini province, the Nepal Red Cross society, were engaged. Likewise, UNICEF is also working with local partner Siddhartha Social Development Centre (SSDC) in Lumbini province; in Birendranagar Municipality, UNICEF is working with local NGO like Aawaaj Nepal and Sundar Nepal Santha (Beautiful Nepal BNA). The local partners will be identified before actual implementation based on the geographical presence, technical capacity, years of experiences etc.

UN-Women will be working with local and national partners like it worked in SUPER project. In SUPER project, local NGO named Legal Aid and Consultancy Center (LACC), and Forum for Women, Law and Development (FWLD) were engaged. In lumbini province, UN-Women is working with several local NGOs like Kapilbastu Integrated Development Services (KIDS), Center for Women's Awareness and Develop, Women for Human Rights – Single Women Group, Saathi. Likewise, in Sudupaschim province, UN-Women is working with Center for Women's Awareness and Development, Legal Aid and Consultancy Center, Center for Disaster management studies and Blue diamond society and yekanta. The local partners will be identified before actual implementation based on the geographical presence, technical capacity, years of experiences etc.

HI works with NFDN (National Federation of Disabled Nepal) which is the national federation and umbrella organization of about 400 OPDs (Organizations of People with Disabilities) in Nepal. HI works in close collaboration and partnership with district based OPDs, at present HI is working with 15 OPDs to build their capacity on promotion of rights of people with disabilities as per United Nations Convention on Rights of People with Disabilities (UNCRPD). The consortium will engage the local and national partners with capacity of working on disability issues.

The Action will coordinate with other humanitarian actors working in the Action area through regular sharing meetings organized with engagement of provincial and municipal governments where possible, the UNDP Field Offices, priority cluster co-leads (UNICEF, WFP, WHO and IFRC) and UNRC Office where relevant. Provincial Health Directorate Offices, Hub and Provincial Hospitals, Ministry of Health and Population at the federal and Provincial level will be coordinated during its implementation.

In Karnali province several agencies including USAID (Tayar Nepal) are working at provincial (and some municipal) levels, eg: in Birendranagar on preparedness initiatives, Tayar supports formulation of municipal level risk sensitive land use plan and strengthening local EOC at municipal level. The action will build upon the existing work for institutionalizing the urban preparedness. Plan International, Mercy Corps, World Vision International, International Nepal Fellowship, NRCS, Save the Children, GIZ,

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Helvetas and Nepal Red Cross Societies have initiatives across various locations in Karnali, so coordination will focus on developing synergy where possible, in consolidating available capacities and resources for province level preparedness planning and cluster system strengthening.

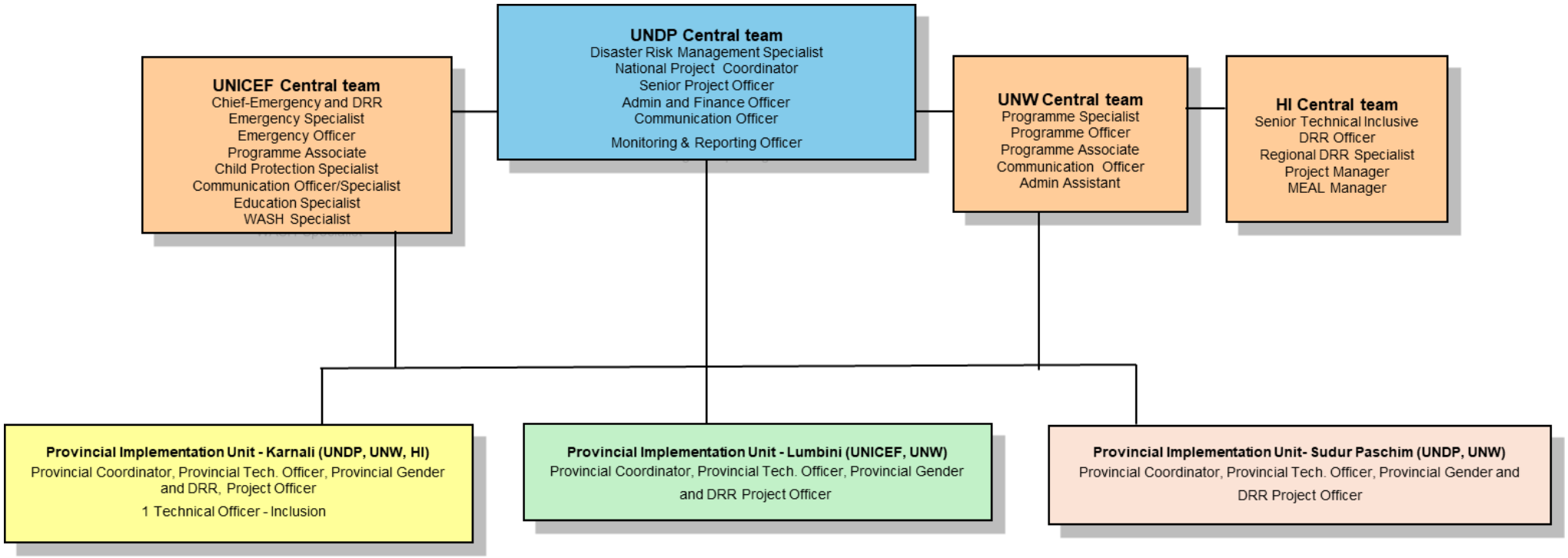
In Sudur Paschim and Lumbini province, coordination with Mercy Corps, Oxfam, LWF and DCA at municipal and where relevant at provincial level will be ensured. IOM is implementing SIKAI project and coordination has been agreed and operational linkage will be ensured during implementation. OXFAM, Mercy Corps, Practical Action, Habitat for Humanity etc are implementing disaster related projects in Sudurpaschim and action will have coordination with these agencies.

Close coordination with local OPDs and local chapters of NFDN will be established to ensure the inclusion, meaningful participation and reflect their voices and concerns in line with UNCRPD for disaster reparedness and response. Coordination with as Provincial Focal Agency (PFPA) will be instrumental for institutionalization of the Humanitarian Country Team's (HCT) role as representative of all UN agencies which has been set up as a one-door support mechanism to provincial governments. UNDP is the PFPA in Sudur Paschim province, UNICEF in Lumbini province, and WFP in Karnali province. The action will carry out provincial level activities through the PFPAs and facilitate their engagements with the Ministry of Internal Affairs and Law (MoIAL) in Sudur Paschim and Karnali province and with Ministry of Home Affairs (MoHA) which is the nodal ministry for DRRM in the provinces.

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In all provinces, WHO coordinates with health authorities for health sector preparedness interventions, the action will coordinate with WHO at Federal and Provincial levels to create synergies and avoid the duplication including maximizing the available resources during its implementation. Focused engagement with WHO will take place during conduction of simulation exercises. Key learnings, issues and concerns will also be shared to enhance synergy in implementation. Similarly, provincial governments and municipalities will be facilitated in organizing coordination meetings between/among various actors working in the areas which will be key in avoiding duplication, promoting synergy and ensuring smoother implementation. The Action will work in close coordination with other ECHO partners, especially People In Need (PIN).

Implementation Arrangement



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5. Results Framework[3]

Intended Outcome as stated in the UNSDCF/Country [or Regional] Programme Results and Resource Framework:
UNSDCF/CPD Outcome 3: By 2027, more people, especially women, youth, and the most marginalized and poor, increasingly benefit from and contribute to building an inclusive, sustainable, climate-resilient and green society and reduced impacts of disasters at federal, provincial and local levels.

Outcome indicators as stated in the Country Programme [or Regional] Results and Resources Framework, including baseline and targets:

3.1.1. Number of provincial and local governments utilizing advanced Disaster Risk Management systems (IRRF-3.1.2) Baseline (2022): PG-3; LG-123 | Target (2027): PG-5; LG-143
3.1.2. Number of local governments implementing electronic building permit systems, climatefriendly, resilient (infrastructure) guidelines and (health) waste management initiatives (IRRF-3.1.1) Baseline (2021): 17 | Targets (2027): 34
3.2.3. Number of federal, provincial and local governments s integrating climate-change adaptation responding to gender equality and social inclusion in plans based on NPC mainstreaming guideline (2019) (IRRF-4.2.1) Baseline (2022): 280 | Target (2027): 424

Applicable Output(s) from the UNDP Strategic Plan:

3.1 Institutional systems to manage multi-dimensional risks and shocks strengthened at regional, national and sub-national levels

3.3 Risk informed and gender-responsive recovery solutions, including stabilization efforts and mine action, implemented at regional, national and sub-national levels

Project title: Strengthening Urban Preparedness and Earthquake Response in Western region of Nepal (SUPER-II); Quantum Project Number: 01002611

EXPECTED OUTPUTS	OUTPUT INDICATORS[4]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)				DATA COLLECTION METHODS & RISKS
			Value	Year	2024	2025	2026	FINAL	
Output 1 *Government-led operational system for urban and earthquake preparedness institutionalized at provincial and local level for effective response*	***1.1*** *No. of non-project urban municipalities replicated urban preparedness with EPRP, functional EOC and LDMC and active volunteer engagement.*	*Plans, VMS, visit of EOC, LDMC meeting minutes*	0	2024	-	1	2	*3*	The indicator has 4 criteria namely EPRP, functional EOC and LDMC and active volunteer engagement. If non project urban municipality replicates SUPER urban preparedness by achieving at least 3 of the 4 criteria, it will be considered as target being achieved. The baseline has been indicated as zero as there is no comprehensive

[3] 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.

[4] 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.

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Gender Marker: 2									assessment of municipalities on these parameters and during project if the non-project municipalities meet the above criteria, the baseline will be revised, and target value will be adjusted accordingly
	***1.2** % Increase of municipalities and provinces where preparedness is institutionalized through budgetary provision and revision of plans through government led mechanism*	*FGDs with province and municipality officials and elected representatives Assessment of provincial and municipal plans, budget and procedures by project staff and external evaluation teams.*	*0*	*2024*	*-*	*2*	*2*	*4*	There has not been any comprehensive assessment of disaster/earthquake policy, plans and procedures from vulnerability and logistics lens. Hence, the baseline has been indicated as zero.
	***1.3** % of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner*	*Open Data Kit (ODK)*[5]	*0*	*2024*	*10*	*50*	*30*	*90*	The data will be collected using mobile data collection with an Open Data Kit (ODK) - based tool on six monthly basis using DG ECHO survey tool. Purposive samples will be taken for administering the survey
	***1.4** Number of people covered by early action/contingency plans (including GEDSI considerations in updated EPRP, BCP)*	*Revised EPRP, BCP.*	0	2024	*5000 M: 2524 F:2476*	*250,000 M: 126200 F: 123800*	*262,099 M:132307 F:129792*	*517,099 M: 261,031 F:256,068*	The baseline is zero, as plans were developed but not operationalized and updated based on simulation or disasters. To guide the revision of the plans for operational effectiveness,

[5] *Note: All annual targets will be finalized and updated during the project inception phase.*

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								Out of which 10,110 will be people with disabilities (M:5524, F:4586)	consultations with key stakeholders on drawing learnings from disaster response, simulations, and review from intersectionality lens will be included in the process.
	***1.5** Number of simulation exercises including issue-based simulation exercises conducted through co-financing mechanism (provinces, municipalities, Chamber of Commerce) at province and municipal level.*	*After-Action Review reports of the simulation including issue-based exercises will be the source of data collection.*	7	2024		*4*	*3*	17	The baseline 7 is based on simulations conducted in targeted provinces and municipalities during SUPER project
	***1.6** No. of urban municipalities where volunteers are integrated into urban/ disaster response system.*	*Event logs, Participants surveysfeedback forms.*	0	2024		*2*	*1*	3	The municipal disaster management plans and Volunteer Management System of NDRRMA and simulation exercises will be used.
Output 2 Coordination and information management strengthened at provincial and municipal levels, aligned with national framework, for disaster risk governance. *Gender Marker: 2*	***2.1** No. of EOCs institutionalized by creating human resource/ co-financing by local government.*	Review of the response/ public service delivery system, simulation exercises.	0	2024		3	3	*6*	*Municipal O & M budget, disaster response reports/ simulation exercise reports.*
	***2.2** Number of people reached through Information, Education and Communication on DRR (in non-project municipalities)*	IEC campaigns, radio, report/ attendance sheet on awareness campaign in schools	*0*	*2024*	*3000*	*45000*	*27,000*	*75,000*	*The three non-project municipalities will be identified based on the interest and commitment of the municipalities. The baseline has been indicated zero as non-project municipalities has not been identified and it will be updated. The target value for each municipality has been*

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									currently set at 25,000 i.e. 75,000 for 3 municipalities and it will be revised based on baseline if required.
	2.3 No. of provinces where pre and post monsoon cluster meeting institutionalized	Meeting minutes	*0*	*2024*	*0*	*1*	*2*	*3*	Monsoon preparedness and response report, and discussion with provinces (MOIAL).
Output 3 Enhanced policy engagement for scalability of disaster preparedness and response mechanism at federal, provincial, and local levels. Gender Marker: 2	**3.1** No. of times urban preparedness issues discussed substantially in federal, provincial parliaments and municipal assemblies and preparedness actions after the discussion.	Meeting minutes, workshop reports.	*0*	*2024*	*0*	*3*	*4*	*7*	Documentation/ reports of federal, provincial parliaments and municipal assemblies.
	3.2 No. of urban municipalities/ provinces capacitated and applied NDRRMA portals for preparedness and response planning	Operational procedures for inter-provincial and inter-municipal resource sharing, workshop reports.	*0*	*2024*	*0*	*6*	*6*	*18*	Discussion with municipalities and provinces.
	3.3 Number of people participating in interventions that enhance their capacity to face shocks and stresses.	Meeting minutes, workshop reports.	*500*	*2024*	*250*	*750*	*1500*	*2500 (Atleast 30% participant will be female)*	*The people include parliamentarians, municipal assembly members, federal, province and municipal officials, Information Managements experts, media and representatives of organizations working on vulnerability issues. The baseline is 500 as during SUPER, parliamentarians in Sudurpaschim and Lumbini were oriented on preparedness, officials of provinces and municipalities of*

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									SUPER project were oriented on EPRP, EOC and participated in several simulation exercises.

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6. Monitoring And Evaluation

The monitoring process will be multi-faceted, encompassing both quantitative and qualitative data collection methods. Key Performance Indicators (KPIs) has been identified for each action area to measure progress and effectiveness. Regular site visits, surveys, and interviews with stakeholders will be conducted to gather qualitative insights, while quantitative data will be collected through project-specific metrics and existing datasets.

1. For a robust Urban Earthquake Preparedness System, the project monitoring framework will track the updation process and dissemination of plans, the inclusivity of training programs, and the operationalization of response volunteer mechanisms. The effectiveness of these measures will be assessed through scenario and issue-based simulations, lessons drawn from any disaster in the project area and usage of the updated plans in response.
2. Improvements in operational response will be monitored through the establishment of databases, engagement of trained volunteers and responders in a disaster and the successful implementation of revised Business Continuity Plans, and through simulation exercises. Private sector engagement will be tracked through participation and the integration of their capacities into response planning.
3. Enhanced coordination and information management will be monitored by assessing the functionality of Emergency Operations Centers (EOCs), the development of cluster contingency plans, and the utilization of risk information. Inter-Provincial resource-sharing mechanisms will be evaluated based on operational procedures, joint exercises, and the capacity of provincial officials. The linkages with federal agencies such as NDRRMA and NEOC will be tracked through the uploading of municipal and provincial data in the portals of these federal agencies.
4. The enabling environment for upscaling urban preparedness will be tracked through the discussion on disaster preparedness, budget allocation etc. in the federal, provincial parliament and municipal assembly. The engagement of population in media advocacy outputs will also be tracked.

The external evaluation will be conducted by an independent agency/consultant, and it will be facilitated through UNDP CO. The evaluation will address the six criteria: relevance, coherence efficiency effectiveness, sustainability and impact. Regarding the last two criteria, the process will assess how the Action's results have contributed to them and provides future direction. Consultation with the beneficiaries, relevant government agencies at the three municipalities, three provinces and national levels will be a key part of the evaluation process. The internal evaluation will be conducted by UNDP team at periodic intervals.

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans: [Note: monitoring and evaluation plans should be adapted to project context, as needed]

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Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	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, or in the frequency required for each indicator	Slower than expected progress will be addressed by project management.	4,151.50
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.	2,075.75
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.	6,227.25
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.	Bi-annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	6,227.25
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.	6,227.25

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Monitoring Activity	Purpose	Frequency	Expected Action	Cost (if any)
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)		15,606.00
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 Multi-Year 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 lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Specify frequency (i.e., at least 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.	1000

Evaluation Plan[6]

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNSDCF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Final Evaluation	UNDP, UNICEF, UN Women	3.1 Institutional systems to manage multi-dimensional risks and shocks strengthened at regional, national and sub-national levels	Outcome 3	July 2026	MoHA, Provincial governments, UNDP, ECHO, CSO, UN agencies	$ 30,000

[6] Optional, if needed

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7. Multi-Year Work Plan

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.

EXPECTED OUTPUTS	PLANNED ACTIVITIES (List key activities to be undertaken during the year which will contribute to the respective outputs)				PLANNED BUDGET			
		Funding Source (code)	Responsible Party	Budget Description	Year 2024	Year 2025	Year 2026	TOTAL BUDGET
Activity Result : 1 Government-led operational system for urban and earthquake preparedness institutionalized at federal , provincial and local level for effective response	**Activity 1.1 Institutionalize DRM policies, plans, guidelines updating process based on operational considerations and disaster response (Jajarkot earthquake response) and simulation lessons**	ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	1,000	13,821	2,000	16,821
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	59,960	31,724	19,645	111,329
		ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings (RPA)	-	10,000	6,500	16,500
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost (RPA)	500	7,000	2,000	9,500
	Activity 1.2 Conduct urban and issue-based simulation exercises to test the coordination, and agility of the response system	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings	-	10,000	5,959	15,959
		ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings (RPA)	-	-	4,500	4,500
		ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	21,112	3,500	24,612
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	30,764	32,037	10,229	73,030
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost (RPA)	-	4,000	3,000	7,000

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	Activity 1.3 Mechanism for refresher training of emergency response volunteers created and institutionalized in government system	ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	19,200	-	19,200
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	30,800	18,200	7,800	56,800
	Activity 1.4 Operationalize response volunteer mechanisms and strengthen linkages with national, provincial, and municipal volunteer database and systems	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings (RPA)	-	1,500	1,500	3,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Equipment	-	1,000	-	1,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	24,320	7,490	5,640	37,450
		Unfunded	UNDP/ UNICEF/UNW	Travel Cost (RPA)	1,000	-	-	1,000
	Activity 1.5 Support to NDRRMA / MoHA/ MoFAGA / MoUD– Capacity building and policy planning.	Unfunded	UNDP	Training/ Workshop/ Meetings	-	-	350,000	350,000
	Activity 1.5 Support through MoUD & MOFAGA to promote Safer Construction Practice at Municipal Level (eBPS/RSLUP)	Unfunded	UNDP	Individual Consultant	-	245,000	95,000	340,000
	SUB TOTAL				**148,344**	**422,084**	**517,273**	**1,087,701**
Activity Result : 2 Coordination and information management strengthened at provincial and municipal	**Activity 2.1 Strengthen provincial cluster(sector) mechanism for increased ownership by sectoral ministries, the cluster leads, and its linkage at the federal level.**	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings (RPA)	-	1,000	700	1,700
		ECHO / UNDP	UNDP/ UNICEF/UNW	Contractual Services (Firm)	15,000	10,000	-	25,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	29,207	19,292	17,810	66,309
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost (RPA)	100	500	700	1,300

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levels, aligned with national framework, for disaster risk governance	**Activity 2.2 Improve usage of EOCs and its institutionalization and linkage and communication among EOCs at municipalities, districts, sectoral, and provinces.**	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings (RPA)	-	3,000	-	3,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	9,740	-	9,740
		ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings	-	1,221	-	1,221
		ECHO / UNDP	UNDP/ UNICEF/UNW	Contractual Services (Firm)	-	10,000	-	10,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	10,656	53,471	5,733	69,860
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost (RPA)	1,000	5,514	986	7,500
	Activity 2.3 Continued engagement to create mechanism for the Inter-Provincial resource-sharing to facilitate preparedness and response.	ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	9,033	-	9,033
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	2,865	19,807	2,294	24,966
	Activity 2.4 Support NDRRMA/MoHA to institutionlize BIPAD system among the federal , provincial & local Governments	Unfunded	UNDP	Training /Workshop,IC,Equipment	-	200,000	-	200,000
	SUB TOTAL				**58,828**	**342,578**	**28,223**	**429,629**
Activity Result : 3 Enhanced policy engagement for scalability of disaster preparedness and response	**Activity 3.1 Collaboration with NDRRMA on information management and system strengthening.**	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings (RPA)	-	6,000	-	6,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	14,730	-	14,730
		ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings	5,000	13,978	-	18,978
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	-	15,348	3,770	19,118

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mechanism at federal, provincial, and local levels.		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost (RPA)	-	7,500	3,500	11,000
	Activity 3.2 Engaging parliamentarians for strengthening disaster preparedness and response through policy and budgetary interventions	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings (RPA)	-	3,000	-	3,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Contractual Services (Firm)	40,400	-	-	40,400
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	3,300	14,880	4,420	22,600
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost (RPA)	-	500	500	1,000
	Activity 3.3 Media advocacy for policy dialogue on DRRM	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings (RPA)	-	2,000	2,000	4,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Contractual Services (Firm)	-	-	26,000	26,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost (RPA)	-	500	500	1,000
	Activity 3.4 Study tour on disaster preparedness and response and EOC for federal, provincial and municipal officials	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings	-	15,000	12,672	27,672
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	-	27,828	-	27,828
	Activity 3.5 Documentation of ECHO supported urban and earthquake preparedness project implementation and cataloging knowledge products	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings	-	-	10,918	10,918
		ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant (RPA)	-	-	200	200
		ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	-	10,000	10,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	-	4,167	4,010	8,177
		ECHO / UNDP	UNDP/ UNICEF/UNW	Printing/ Publications (RPA)	-	3,000	6,900	9,900
	Activity 3.6 Demonstrate mechanisms for linkage	ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	5,211	-	5,211

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	between metropolitan/sub-metropolitan city and urban and rural municipalities for coordinated preparedness and response and create a platform for knowledge sharing.	ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	-	45,329	7,085	52,414
	SUB TOTAL				**48,700**	**178,971**	**92,475**	**320,146**
Project Management Cost	**Assessment and Monitoring**	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings	2,000	5,000	2,519	9,519
		ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	5,927	-	5,927
		ECHO / UNDP	UNDP/ UNICEF/UNW	Low Value Grant/ Partner NGO	-	8,502	3,644	12,146
		ECHO / UNDP	UNDP/ UNICEF/UNW	Contractual Services (Firm)	-	-	-	-
		04000	UNDP	Vehicle	-	60,000	-	60,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost	4,000	4,000	5,346	13,346
	Visibility	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings	-	-	-	-
		ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	2,000	2,495	2,000	6,495
		ECHO / UNDP	UNDP/ UNICEF/UNW	Contractual Services (Firm)	-	-	-	-
		ECHO / UNDP	UNDP/ UNICEF/UNW	Printing/ Publications	-	6,247	6,742	12,989
	Internal Evaluation	ECHO / UNDP	UNDP/ UNICEF/UNW	Training/ Workshop/ Meetings	-	-	-	-
		ECHO / UNDP	UNDP/ UNICEF/UNW	Individual Consultant	-	-	9,000	9,000

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		ECHO / UNDP	UNDP/ UNICEF/UNW	Contractual Services (Firm)	-	-	-	-
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost	-	500	500	1,000
	Staff and Operation Cost	ECHO / UNDP	UNDP/ UNICEF/UNW	IPSA - DRM Advisor	-	15,000	-	15,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	IPSA - DRM Advisor	4,375	10,500	6,125	21,000
		ECHO / UNDP	UNDP/ UNICEF/UNW	Personnel Service Agreement	302,950	344,004	143,269	790,222
		ECHO / UNDP	UNDP/ UNICEF/UNW	Personnel Service Agreement	65,074	156,177	91,103	312,354
		ECHO / UNDP	UNDP/ UNICEF/UNW	Communication Cost	563	1,350	788	2,700
		ECHO / UNDP	UNDP/ UNICEF/UNW	Office supplies	844	2,025	1,181	4,051
		ECHO / UNDP	UNDP/ UNICEF/UNW	Rental & Maintenance - Premises (Office Rent, Security, Cleaning, IT Support)	32,717	83,699	49,524	165,940
		ECHO / UNDP	UNDP/ UNICEF/UNW	Maint Op Transportation Equip	3,405	8,172	4,767	16,344
		ECHO / UNDP	UNDP/ UNICEF/UNW	Maint Office Furniture & Equipment's	750	1,800	1,050	3,601
		ECHO / UNDP	UNDP/ UNICEF/UNW	Travel Cost	281	675	394	1,350
		ECHO / UNDP	UNDP/ UNICEF/UNW	Misc. Expenses	281	675	394	1,350
		ECHO / UNDP	UNDP/ UNICEF/UNW	Meeting / Workshop	94	225	131	450
		ECHO / UNDP	UNDP/ UNICEF/UNW	Personnel Service Agreement (RPA)	18,302	43,925	25,623	87,851

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		ECHO / UNDP	UNDP/ UNICEF/UNW	Rental & Maintenance - Premises (Office Rent, Security, Cleaning, IT Support) (RPA)	2,637	6,329	3,692	12,658
		ECHO / UNDP	UNDP/ UNICEF/UNW	Maint Op Transportation Equip	529	1,270	741	2,541
		ECHO / UNDP	UNDP/ UNICEF/UNW	Misc. Expenses (RAP)	1,602	3,844	2,242	7,688
		ECHO / UNDP	UNDP/ UNICEF/UNW	Overhead (RPA)	12,433	33,230	27,914	73,577
		ECHO / UNDP	UNDP/ UNICEF/UNW	Misc. Expenses	1,000	5,000	8,993	14,993
		ECHO / UNDP	UNDP/ UNICEF/UNW	Quality Assurance	20,000	30,000	29,393	79,393
		ECHO	UNDP/ UNICEF/UNW	GMS 7%	15,000	20,000	22,209	57,209
	SUB TOTAL				**490,837**	**860,573**	**449,284**	**1,800,694**
TOTAL BUDGET					**746,709**	**1,804,206**	**1,087,255**	**3,638,170**

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Multi-Year Budget Summary

Organization	2024	2025	2026	Total
UNDP	366,129	663,078	374,271	1,403,478
UNICEF	320,533	385,200	203,983	909,716
UNW	60,047	250,928	64,001	374,976
Unfunded	-	505,000	445,000	950,000
Total Budget	**746,709**	**1,804,206**	**1,087,255**	**3,638,170**

Contribution for this project from Partners

Partners	2024	2025	2026	Total
UNICEF	54,389.00	145,868.00	84,616.50	284,873.50
UN Women	6,759.00	44,466.30	4,594.20	55,819.40
UNDP		239,402.40	159,601.60	399,004.00
TOTAL	**61,148.00**	**429,736.70**	**248,812.30**	**739,696.90**

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8. Governance and Management Arrangements

The project will be directly implemented by UNDP Nepal following UNDP's Direct Implementation Modality (DIM) defined under Programme and Operations Policies and Procedures (POPP) in close collaboration with UNICEF, UN Women, and RPA partners, as well as NDRRMA, and relevant provincial and local governments of the project areas. The project implementation and management will be guided by the Grant Agreement signed between UNDP and ECHO.

As per the provision of the agreement[7], UNDP will hold bilateral meetings with ECHO on an annual basis to review the project progress, agree on annual project work plans and budgetary matters, addressing implementation challenges and risks.

As per standard practice, UNDP will set up a Project Board co-chaired by UNDP Deputy Resident Representative (DRR) and NDRRMA Chief Executive Officer. as highest governance mechanism for overall governance and oversight for project implementation. UNDP's Policy Advisor, Portfolio Manager for Environment and Resilience, Project Manager, UNDP Operations Manager, Programming Quality and RBM Analyst ,as well as beneficiaries representing provincial and local governments from the project action areas, will be the members of Project Board to provide quality assurance of the project delivery. The Project Board will review project performance based on monitoring, evaluation and reporting, including progress reports, risk logs and financial delivery reports. The Project Board is responsible for making management decisions to ensure best value money, fairness, timeliness, integrity, transparency, effectiveness and all decision will remain in line with Grant Agreement between ECHO and UNDP.

The Project Board will meet at least once a year and more frequently on quarterly basis if decided so by the Board. The Project Board is the group responsible for making, by consensus, management decisions for the project when guidance is required by the Project Manager, including recommendations for approval of project plans and revisions. In order to ensure accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with UNDP. In addition, the Project Board plays a critical role in UNDP-commissioned project evaluations by quality assuring the evaluation process and products, and using evaluations for performance improvement, accountability and learning. The Terms of Reference for the Project Board is provided in Annex: TOR for Project Board and represented diagrammatically in Fig 2: Project Board Structure.

A separate Coordination Structure will also be established to discuss and resolve operational issues on a more regular basis. The Coordination Structure will be chaired by the Policy and Planning Division Chief, NDRRMA for periodic monitoring and guidance of the project with representatives from the UNDP SUPER Project. The members from NDRRMA to include (i) Section Chief, Technical Section; (ii) Section Chief, Planning Section; (iii) Section Chief, Agency Coordination Section, (iv) Project Coordinator, UNDP; (v) Representatives from the Project consortium partners. The working committee will meet quarterly/ half yearly.

[7] Humanitarian and Contribution Agreement (HACA) of ECHO

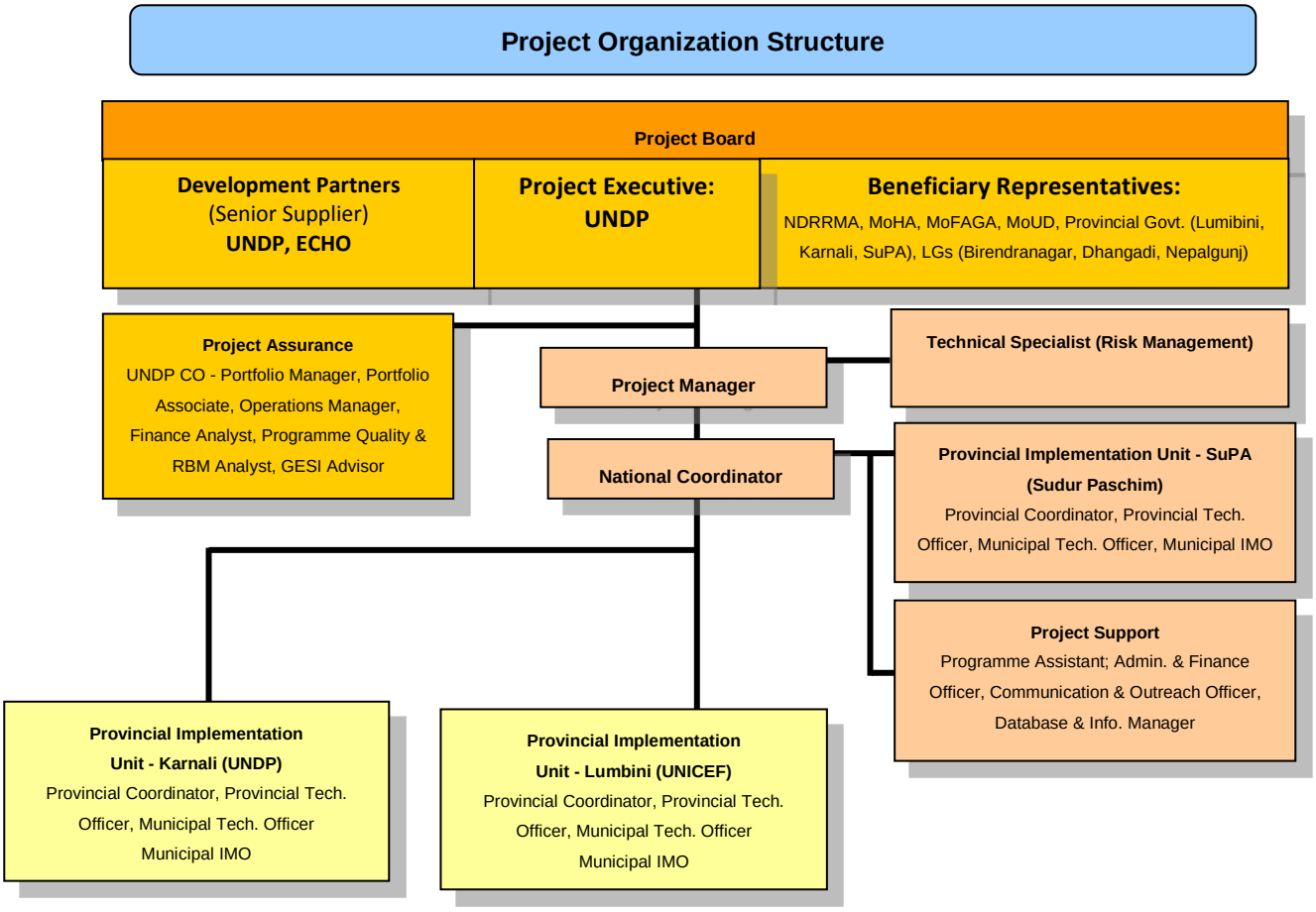
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Mandate: Approve project's annual plans and budgets, progress reports on results and finances, as per framework agreement article V. Discuss overall strategic direction and status of implementation, risks and cross-cutting issues. This is the formal, highest-level decision-making body, accountable for the project's overall management and results. Refer ANNEX: TOR for Project Board

Co-chaired by: UNDP and NDRRMA

Participants: UNDP, NDRRMA, federal sectoral ministries, representatives of participating provincial and local governments

On a day-to-day basis, the Project Coordinator based at UNDP has the authority to run the project on behalf of UNDP with the constraints laid down by the Project Board and in accordance with the UNDP Programme and Operations Policies and Procedures (POPP). Representatives of Responsible Parties and other key stakeholders will be invited to Project Board meetings as observers.



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9. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Nepal and UNDP, signed on 16 July 1984. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by UNDP ("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.

10. Risk Management

i. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)

ii. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds][8] [UNDP funds received pursuant to the Project Document][9] 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.

iii. 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).

iv. 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 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.

v. 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.

vi. 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

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

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

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Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

vii. 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, taking into account 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

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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

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requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

i. In the event that 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 or other financial irregularities, or otherwise paid other than in accordance with the terms and conditions of the 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.

   Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularities, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

   Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

l. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.

m. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the

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relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

n. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled “Risk Management” are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled “Risk Management Standard Clauses” are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

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11. ANNEXES

Annex A: Theory of Change

Annex B: Roles and Responsibilities of Agencies

Annex C: Number of beneficiaries

Annex D: Multi-Year Work Plan

Annex E: Project Quality Assurance Report

Annex F: Social and Environmental Screening Procedure

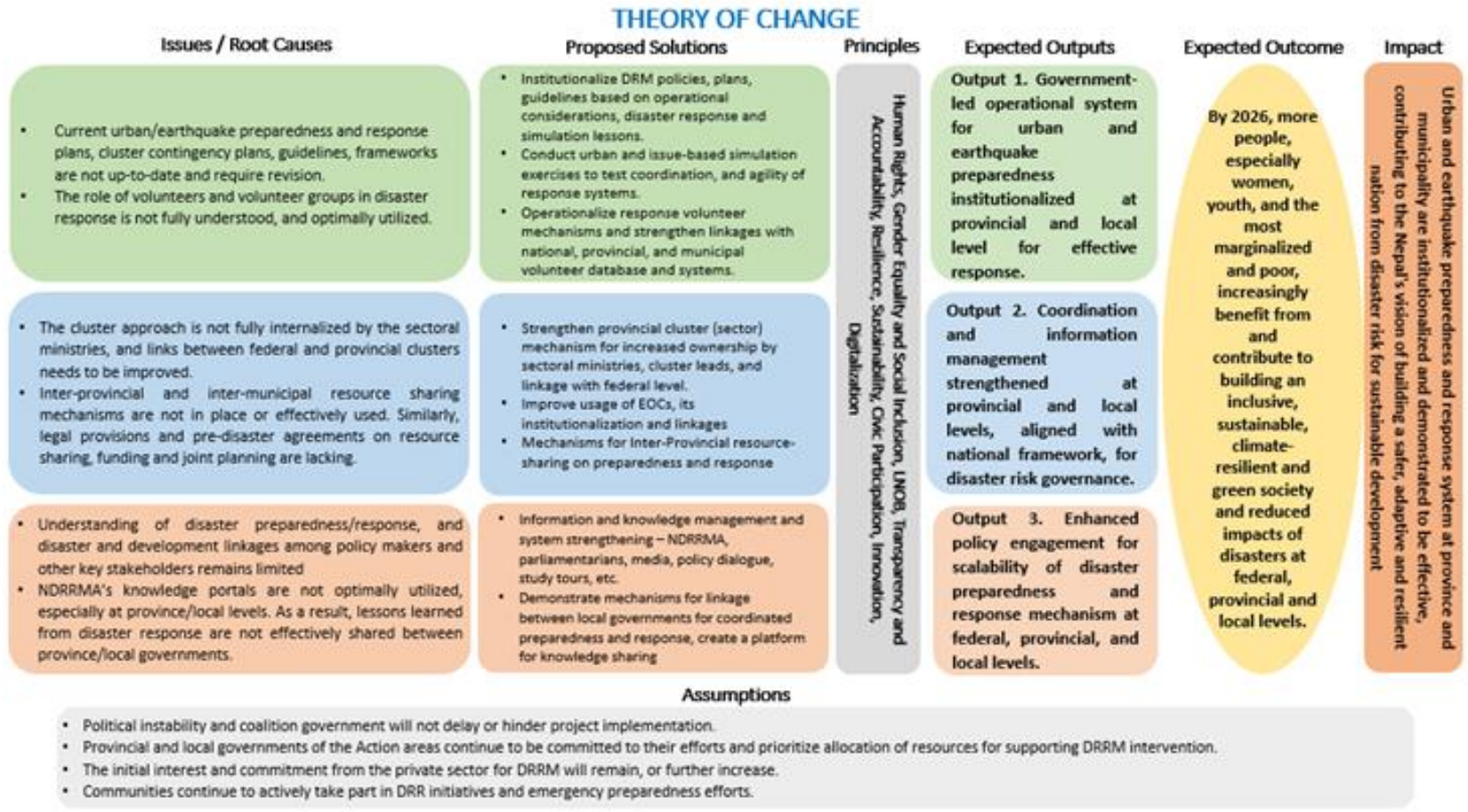
Annex G: Risk Analysis

Annex H: Terms of Reference

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Annex A: Theory of Change

IF, Government-led operational systems for urban and earthquake preparedness are institutionalized at provincial and local level for effective response, IF, Coordination and information management is strengthened at provincial and local levels, aligned with national framework for disaster risk governance, and IF, policy engagement for scalability of disaster preparedness and response mechanism at federal, provincial, and local levels is enhanced, THEN, by 2026, impacts of disasters will be reduced for people and communities of the select urban municipalities and provinces of western Nepal, BECAUSE, urban and earthquake preparedness and response system at province and municipality are institutionalized and demonstrated to be effective, contributing to the Nepal's vision of building a safer, adaptive and resilient nation from disaster risk for sustainable development.



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Annex B: Roles and Responsibilities of Agencies

UNICEF: Consortium member

UNICEF is the co-lead of WASH, Protection, Education and Nutrition and it will leverage it for urban preparedness interventions proposed in the action. In Nepal, for each province one UN agency has been identified as the focal agency to coordinate preparedness and response at sub-national level.

The government of Nepal is lead of all clusters while development partners are co-lead.

UNICEF is the Provincial Focal Point Agency for the UN system for Lumbini Province, one of the action provinces. It will lead the implementation of activities in Lumbini Province and Nepalgunj Municipality. The vulnerability including social vulnerability is a key element of preparedness and response and UNICEF works on issue of vulnerability. The key activities led by UNICEF includes humanitarian cluster interventions i.e. strengthening provincial cluster mechanism for increased ownership by sectoral ministries, the strengthening of linkage between clusters at the province and federal level, the Business Continuity Plans, drills in schools and all project activities in Lumbini province and Nepalgunj municipality.

UN Women: Consortium member

UN Women will provide technical assistance on inclusion of gender issues in preparedness policy domain, updating plans and procedures. It will lead Issue-based simulation exercise includes gender specific exercises and will provide inputs on gender dimension in the project intervention targeted to parliamentarians and municipal assembly members for increased appreciation of DRR and budgetary allocation. It will work with CBOs and networks working on gender issues and has developed several tools for preparedness from gender lens which include Women Safety Audit, GEDSI Responsive DRR Audit Guideline, GEDSI Mainstreaming in DRR. UN Women's network and the aforementioned tools on DRR will be leveraged for urban preparedness interventions proposed in the action. UN Women will lead consultation with women group for preparedness aligning with cluster plans and will support NDRRMA for implementation of GEDSI Strategic Action Plan.

Handicap International (HI)

HI will provide technical guidance on issue of disability in earthquake/ urban preparedness which will include updating of plans, policies, guidelines, from disability lens. It will also assist in simulation exercises to test urban preparedness will have elements of disability. HI will facilitate collaboration with local communities, civil society organizations (CSOs), Organizations of persons with disabilities (OPDs), and local authorities, notably developing inclusive emergency plans and enhancing warning and evacuation systems, taking into account the specific needs of people with disabilities and vulnerable people.

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Annex C: Number of beneficiaries

Number of direct beneficiaries: 517,099

Age	Total	Female	Male
0-59 months	40205	18435	21770
5-17 years	159296	74754	84542
18-49 years	243113	129842	113271
50 years and above	74485	38000	36485

Number of persons with disabilities as beneficiaries

Total	Female	Male
10110	4586	5524

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Annex D: Multi-Year Work Plan

SUPER II - Workplan (Period: August 2024 - July 2026)

WORKPLAN	YR1												YR2											
	2024					2025												2026						
Description of Activity	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Result 1: Government-led operational system for urban and earthquake preparedness institutionalized at provincial and local level for effective response																								
1.1: Institutionalize DRM policies, plans, guidelines updating process based on operational considerations and disaster response (Jajarkot earthquake response) and simulation lessons																								
1.2 Conduct earthquake and issue-based simulation exercises to test the coordination, and agility of the response system																								
1.3 Mechanism for refresher training of emergency response volunteers created and institutionalized in government system																								
1.4 Operationalize response volunteer mechanisms and strengthen linkages with national, provincial, and municipal volunteer database and systems																								
Result 2: Coordination and information management strengthened at provincial and municipal levels, aligned with national framework, for disaster risk governance																								
2.1: Strengthen provincial cluster mechanism for increased ownership by sectoral ministries, the cluster leads, and its linkage at the federal level.																								
2.2: Improve usage of EOCs and its institutionalization and linkage and communication among EOCs at municipalities, districts, sectoral, and provinces.																								
2.3: Continued engagement to create mechanism for the Inter-Provincial resource-sharing to facilitate preparedness and response.																								
Result 3: Enhanced policy engagement for scalability of disaster preparedness and response mechanism at federal, provincial, and local levels.																								
3.1 Collaboration with NDRRMA on information management and system strengthening.																								
3.2: Engaging parliamentarians for strengthening disaster preparedness and response through policy and budgetary interventions																								
3.3 Media advocacy for policy dialogue on DRRM																								
3.4 Study tour on disaster preparedness and response and EOC for federal, provincial and municipal officials																								
3.5 Documentation of ECHO supported urban and earthquake preparedness project implementation and cataloging knowledge products																								
3.6 Create mechanisms for linkage between metropolitan/sub-metropolitan city and urban and rural municipalities for coordinated preparedness and response.																								
Assessment and Monitoring																								
Visibility																								
External Evaluation																								
Quality Assurance																								

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Annex E: Project Quality Assurance Report

The Project quality assurance for design is available at QA_Design_SUPER II_Aug2024.pdf

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Annex F: Social and Environmental Screening Procedure

The Social and Environmental Screening document is available at SESP_SUPERII_08Aug2024_Final.pdf

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Annex G: Risk Analysis

The identified risks and mitigation measures includes;

#	Event	Cause	Impact(s)	Risk Category and Sub-category	Impact, Likelihood & Risk Level	Risk Valid From/To	Risk Owner	Risk Treatment and Treatment Owner
1	There is a risk that key project beneficiaries and stakeholders, including women, persons with disabilities, indigenous peoples, and people living in poverty, are not fully engaged in planned project activities, such as policy development processes and capacity development initiatives.	This potential risk is due to systemic issues of exclusion and challenges to access some of the remote areas in which the project plans to work.	If materialized, this could lead to low levels of ownership of project activities, and a lack of influence of policies relevant to these groups.	1. SOCIAL AND ENVIRONMENTAL (1.3. Grievances (Accountability to stakeholders)) - UNDP Risk Appetite: CAUTIOUS	Likelihood: 2 - Low likelihood Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 01-Aug-24 To: 31-Jul-26	Portfolio Manager, Resilience, DRR, and Climate Change	Risk Treatment 1.1: During the Inception Phase, the Project partners (UNDP, UNICEF, UN Women) will jointly develop standards and guidelines for substantive engagement of women and marginalized groups in all aspects of project implementation. This will include guidance related to workshops, capacity development initiatives, policy development and advocacy, etc. Throughout implementation, the project will regularly monitor and review effectiveness of activities, to inform any potential adjustments required. Risk Treatment Owner: Project Manager
								Risk Treatment 1.2: In addition, the project will utilize and build on existing knowledge, experience, and partnerships from the first phase of implementation (2021-2024) in the same project locations. The first phase of implementation has allowed the Project to gather important information about particular issues in the locations, which has informed project design for Phase 2.

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#	Event	Cause	Impact(s)	Risk Category and Sub-category	Impact, Likelihood & Risk Level	Risk Valid From/To	Risk Owner	Risk Treatment and Treatment Owner
								Risk Treatment Owner: Project Manager Risk Treatment 1.3: The Project will also establish a dedicated Grievance Redressal Mechanism to ensure that project beneficiaries have opportunity to raise concerns about implementation. This will include dedicated grievance boxes at project sites, and dedicated focal points in project locations. Risk Treatment Owner: Project Manager
2	There is a risk that government agencies supporting achievement of planned results do not have sufficient capacities to meet their obligations, or to ensure sustainability of project results. Similarly, there is a risk that government officials with enhanced capacity (from project activities) are transferred to different locations or departments.	This potential risk is due to systemic issues in governance structures, and the relatively recent establishment of provincial and local governments (2017).	If materialized, this could lead to limited ownership of implementation, and limited achievement of planned results.	7. STRATEGIC (7.5. Government commitment) - UNDP Risk Appetite: OPEN TO SEEKING	Likelihood: 3 - Moderately likely Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 01-Aug-24 To: 31-Jul-26	Portfolio Manager, Resilience, DRR, and Climate Change	Risk Treatment 2.1: One of the dedicated outputs of the project aims to enhance government capacity and to develop more inclusive policies. Building on lessons learnt from Phase I, the Project will increasingly engage with government officials in reviewing and updating policies, plans, guidelines, and regulations. Risk Treatment Owner: Project Manager Risk Treatment 2.2: The project includes dedicated interventions with National and Provincial Parliamentarians and Municipal Assembly Members to enhance their awareness of inclusive

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#	Event	Cause	Impact(s)	Risk Category and Sub-category	Impact, Likelihood & Risk Level	Risk Valid From/To	Risk Owner	Risk Treatment and Treatment Owner
								policy development, with the ambition to create a more enabling policy environment related to disaster risk reduction and management. Risk Treatment Owner: Project Manager
								Risk Treatment 2.3: The project will conduct regular monitoring and reviews to assess its success in enhancing capacities of stakeholders. Findings will inform any potential adjustments in approach. Risk Treatment Owner: Project Manager
3	Given the locations and nature of the project, there is an inherent risk that project implementation will be affected by disasters (earthquakes, floods, landslides, fires).	This is due to geography of project locations, the vulnerability of physical structures, and the limited capacity for preparedness and response. The purpose of the project is to enhance government and community preparedness to manage the impacts of such disasters.	The potential impact of a major disaster would significantly impact lives and livelihoods of project beneficiaries, as well as the project's ability to achieve planned results.	1. SOCIAL AND ENVIRONMENTAL (1.5. Climate change and disaster risks) - UNDP Risk Appetite: CAUTIOUS	Likelihood: 2 - Low likelihood Impact: 4 - Extensive Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 01-Aug-24 To: 31-Jul-26	Portfolio Manager, Resilience, DRR, and Climate Change	Risk Treatment 3.1: While the project will not be able to fully mitigate the risk of disasters, it includes dedicated outputs and activities to mitigate its impact, including policy and capacity development support. This will include simulation exercises with the provincial and local governments to test preparedness and response capacities and systems. Risk Treatment Owner: Project Manager
								Risk Treatment 3.2: As part of the core project approach, UNDP and project partners will also conduct first-aid and disaster response

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#	Event	Cause	Impact(s)	Risk Category and Sub-category	Impact, Likelihood & Risk Level	Risk Valid From/To	Risk Owner	Risk Treatment and Treatment Owner
								trainings to stakeholders, including first responders, firefighters, and security personnel in the select locations. Risk Treatment Owner: Project Manager
								Risk Treatment 3.3: In case of a major disaster, the project will consider re-programming of budgets and activities in line with local requirements and needs. Risk Treatment Owner: Project Manager
4	There is a risk that federal, provincial and local governments are unable to meet their commitments with regards to budget allocations for related disaster risk reduction/management work.	As a result of continued high inflation, limited revenue generation, limited fiscal transfers to provincial and local governments, and resulting fiscal deficit.	Which will impact in challenges to fully implement planned project activities, and challenges to ensure project sustainability, as government ownership and medium/long-term budget allocations are vital for long-term impacts.	3. OPERATIONAL (3.5. Partners' engagement) - UNDP Risk Appetite: EXPLORATORY TO OPEN	Likelihood: 2 - Low likelihood Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 01-Aug-24 To: 31-Jul-26	Portfolio Manager, Resilience, DRR, and Climate Change	Risk Treatment 4.1: While, ultimately, federal, provincial, and local government budget allocations for disaster risk response/management efforts are beyond the control of UNDP, close engagement and advocacy will be ensured with all concerned government stakeholders to ensure that sufficient budgets are allocated. Risk Treatment Owner: Project Manager
5	There is a risk that Project staff, consultants, partners or other key project stakeholders engage in acts of inappropriate behaviour, discrimination, sexual	As a result of …	Which will impact in consequences for UNDP's trust with partners and beneficiaries, affect engagement with stakeholders and beneficiaries, and	1. SOCIAL AND ENVIRONMENTAL (1.13. Sexual exploitation and abuse) - UNDP Risk Appetite: CAUTIOUS	Likelihood: 2 - Low likelihood Impact: 4 - Extensive Risk level: MODERATE (equates to a	From: 01-Aug-24 To: 31-Jul-26	Portfolio Manager, Resilience, DRR, and Climate Change	Risk Treatment 5.1: UNDP will ensure that all Project staff complete mandatory courses on prevention of sexual exploitation and abuse, and provide regular information and refresher trainings to all staff and partners, in close collaboration with other project partners.

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#	Event	Cause	Impact(s)	Risk Category and Sub-category	Impact, Likelihood & Risk Level	Risk Valid From/To	Risk Owner	Risk Treatment and Treatment Owner
	exploitation or abuse.		cause reputational damage.		risk appetite of EXPLORATORY)			Risk Treatment Owner: Project Manager Risk Treatment 5.2: In case of breach of rules and regulations, relevant disciplinary measures will be strictly implemented. Risk Treatment Owner: Project Manager
6	There is a risk that the partners in the proposed joint programme modality face challenges in coordination or joint implementation of planned activities.	As a result of disagreements of approaches or priorities, staff turnover, or insufficient coordination and communication.	Which will impact in challenges to effectively implement planned project activities, and to fully achieve expected project results.	3. OPERATIONAL (3.5. Partners' engagement) - UNDP Risk Appetite: EXPLORATORY TO OPEN	Likelihood: 2 - Low likelihood Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 01-Aug-24 To: 31-Jul-26	Portfolio Manager, Resilience, DRR, and Climate Change	Risk Treatment 6.1: As Project lead agency, UNDP will ensure close and regular coordination with all participating partners and stakeholders to ensure any potential issues are addressed at an early stage. For this, a dedicated Coordination Structure will be established, under UNDP's leadership. Risk Treatment Owner: Project Manager

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Annex H: Capacity Assessment

HACT Micro-Assessment and Partner Capacity Assessment Tool (PCAT) of Handicap International is available at;

Assessment	Report Link	Remarks
Micro-Assessment of Handicap International	Micro Assessment Handicap International_Dec2022.pdf	Micro-assessment was completed by UNICEF in December 2022
Partner Capacity Assessment Report	PCAT_HI_August2024.xlsx	Completed in August 2022

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Annex I: Terms of Reference

1. TOR for Project Board

All UNDP projects must be governed by a multi-stakeholder board or committee established to review performance based on established monitoring and evaluation metrics and high-level implementation issues to ensure quality delivery of results. For the purpose of this ToR and to ensure standardization, henceforth, as regards project documentation, such a body shall only be referred to by 'Project Board'. The Project Board is the most senior, dedicated oversight body for a UNDP 'Development Project', which is defined in the PPM as an instrument where UNDP "Delivers outputs where UNDP has accountability for design, oversight and quality assurance of the entire project."

The Project Board is responsible for making management decisions by consensus when required, including the approval of project plans and revisions, and the project manager's tolerances. The Project Board approves annual work plans and reviews updates to the project risk log.

Within the overall governance and management arrangements of the project, the role of the Project Board as regards these two key functions ('High-level oversight of the project' and 'Approval of key project execution decisions') is distinct from the roles of entities involved in the implementation of the project, namely the implementing partner (IP), responsibilities parties (if applicable), service providers and project staff.

In order to ensure UNDP's ultimate accountability, the Project Board decisions should be made in accordance with the Quality Standards for Programming that shall ensure management for development results, best value money, fairness, integrity, transparency and effective national and international competition. An effective Project Board needs credible data, evidence, quality assurance and reporting to aid decision making (see next section on supporting functions to the Board). The Project Board also needs to be accountable to protect against conflicts of interest and fraud.

Specific responsibilities of the Project Board include the following:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints, and promote gender equality and social inclusion (LNOB) in the project implementation;
- Review project performance based on monitoring, evaluation and reporting, including standard quality assurance checks, progress reports, risk logs, spot checks/audit reports and the combined delivery report;
- Address any high-level project issues as raised by the project manager and project assurance;
- Provide guidance on emerging and/or pressing project risks and agree on possible mitigation and management actions to address specific risks (including ensuring compliance with UNDP's Social and Environmental Standards, Fraud/corruption, Sexual Exploitation and Abuse and Sexual Harassment);
- Agree or decide on project manager's tolerances as required, within the parameters set by UNDP (Manage Change in the PPM) and the donor, and provide direction and decisions for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor;
- Agree or decide on a project suspension or cancellation, if required; (note that for GEF and GCF projects it is UNDP that decides to suspend or cancel and project and the Project Board is informed/consulted only).

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- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Receive and address project level grievance, including overseeing whatever specific compliance and stakeholder response (or grievance) mechanisms have been put in place so that individuals and communities potentially affected by the project have access to effective mechanisms and procedures for raising concerns about the social and environmental performance of the project[10].
- Engage in the low value grant selection process where there is no Grant Selection Committee, as guided by the Low Value Grants – UNDP Operational Guide.

Additional responsibilities of the Project Board can include, but are not limited to, the following:

- Ensure coordination between the various donors and government-funded projects and programmes;
- Report to relevant inter-ministerial bodies or higher-level oversight bodies;
- Ensure coordination with multiple government agencies and their participation in project activities;
- Track and monitor co-financing for this project;
- Appraise the annual project implementation report, including the quality assessment rating report;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
- Act as an informal consultation mechanism for stakeholders;
- Approve the Project Inception Report, Mid-term Review and Terminal Evaluation reports and corresponding management responses;
- Review the final project report package during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up;
- Providing guidance or reporting protocols to technical committees or sub-bodies reporting to the Board (if applicable);

2. TOR for Key Management Positions

i. Project Coordinator - 1

The Project Coordinator (PC) will report to the Project Manager for SUPERII. S/he will be responsible for supporting implementation of the project and work under the overall quality assurance of the Portfolio Management Analyst (Resilience and Environment Portfolio). PC will also be focal point for maintaining communication and coordination with provincial and municipal officials, including the local partners and other key stakeholders engaged in the project. S/he will be responsible for overseeing implementation of the project across all 3 provinces and 4 municipalities, both programmatic and financial, including management of the team that is comprised of Provincial Coordinators, Provincial Technical Officers,

[10] The responsibilities of the board in this regard should follow UNDP's Social and Environmental Standards (SES) as codified in the PPM. It should be noted that while a project board can play a role in addressing or assisting with the compliance and stakeholder response (or grievance) mechanisms put in in place for a given project (as part of their quality assurance and oversight function), this will be in addition to and does not substitute for UNDP's core responsibility to ensure compliance with the SES throughout the project management cycle as part of UNDP's Programming Quality Assurance system.

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Municipal Technical Officers, Information Management Officers, Admin and Finance Officers and Community Development Workers.

Roles and Responsibilities:

- Lead the development of appropriate working relations with national, provincial and local stakeholders to build their ownership on relevant aspects of the project.
- In collaboration with DRM Specialist, lead coordination with the UN Consortium partners on all aspects of the project during implementation of the project at all levels, adhering to the agreed implementation framework, including on financial and programmatic reporting
- Ensure coordination with ECHO consortia members during implementation of the activities, ensuring possible and knowledge and resource sharing
- Ensure coordination with UN cluster leads and co-leads, UNRCO, and government line agencies during implementation of cluster related activities and preparation of framework and guidelines.
- Ensure all activities are being planned, implemented and monitored in close coordination with the provincial and local governments and line agencies, including the target communities and key stakeholders and community of practices.
- Ensure establishing coordination and relation with other humanitarian actors, partners working in the 3 target municipalities and also at district level as and when deemed necessary, to inform about the action objectives, approach, services for the communities to ensure proper and timely coordination and enhance synergy in implementation
- Plan, implementation, management, and coordination aspects of the projects at provincial, district and municipal levels guiding the Provincial Coordinators and rest of the Provincial and Municipal teams.
- Provide oversight and regular updates, including preparation of approach papers for specific activities, quarterly work plans, action plans and calendar of events, in close coordination with the Admin and Finance, M&E, GESI focal person of CDRMP.
- Monitor regularly and ensure timely and adequate implementation of the project activities, undertake necessary preparatory actions for the planned activities, and liaise with relevant parties.
- Provide guidance in liaising with the all three tiers of stakeholders, preparation of the detailed workplan and adherence to action plans/ approaches developed for the project along with engagement of the project staff in community consultation processes.
- Formulate measures so that project approaches, monitoring system and reporting mainstreams the aspects of gender and social inclusion with adequate GESI sensitive data collection and tailored support in coordination with UNWOMEN.
- Lead the integration of GESI aspects in all stages of the project in coordination with GESI Focal Person of UNDP/ CDRMP/ SUPER project and consortium members.

Qualifications:

- Master's Degree in Social Science, Disaster Risk Management, Urban Planning, or any other related fields.
- More than seven years of practical experience in working in development sector
- Experience of working in the area of Disaster Risk Management and Humanitarian Response including in urban contexts and good understanding of current DRR policies of the Government of Nepal and familiar with various initiatives at provincial and local levels through various stakeholders (ministries and local bodies)
- Demonstrated social skills of coordinating with different stakeholders and facilitating high level discussions and fostering cooperation amongst various stakeholders

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- Experience of working in UN and international agencies will be preferable

ii. Admin and Finance Officer - 1

The Admin. And Finance Officer will work under the guidance of Project Manager, the key responsibilities of the Administration and Finance Officer include the following:

Roles and Responsibilities:

- Lead the overall financial management of the project and its outputs;
- Maintain and upload the annual/ revise budget and CDRs in ATLAS along with other supporting documents;
- Prepare & review vouchers in ATLAS, obtain approval and process payments for all the financial transactions done at Project;
- Keep record of the disbursements made from UNDP CO and by cooperating agency on behalf of the Project;
- Manage ATLAS generated donor reports for donor reporting;
- Identify capacity gaps of Sub Recipients NGO's in Financial Management and provide guidance where necessary;
- Ensure compliance of all the provisions of DIM Guidelines regarding personnel management, procurement, subcontract and financial management;
- Support and facilitate the DIM audit, RPA and LVG audits as well as internal audit conducted by UNDP and follow up on measures to be taken based on the findings;
- Support the programme team in preparing and updating Annual Work Plan and Acceleration/Quarterly work plan of the project;
- Conduct periodic field monitoring visits to ensure the financial management system in place with the partner organizations/grantees;
- Ensure budgeting from GESI perspective.
- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Provide significant support in annual audit exercise and ensure that the action plan is implemented;
- Support the Project Manager in overseeing the contracts with implementing partners including governmental and non-governmental organizations as well as with service providers for the programme (individuals and companies);
- Support to organize Project Board Meetings; ensure documentation and timely dissemination of minutes to the concerned parties;
- Ensure all administrative, human resource and programme related materials are properly documented and archived for ease of access;
- Full compliance of UN rules and regulations, policies and strategies on travel management and ensure that vehicles are used in accordance with UN rules and regulations and that vehicle usage date is correctly recorded

Qualification:

- Bachelor's or Master's degree in management, Finance, Accounting, Administration or human resource management or any other relevant areas
- At least five years for Bachelor's degree or at least three years for Master's degree of relevant work experience in administration and finance;
- Knowledge of office management including account and financial management skills; and project management procedures that UNDP follows will be a strong asset;

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- Experience on administration of projects and development programme.
- Operating knowledge of ATLAS would be an added advantage;
- Experience on working on respective field and working with local governments will be an asset.

iii. Provincial Coordinator – 2 Positions

The PCs will report directly and work under supervision of the National Project Coordinator. S/he will be responsible for supporting implementation of the project in respective provinces and municipalities, including management of the team that is comprised of Provincial Technical Officers, Municipal Technical Officers, Information Management Officers, Admin and Finance Officers and Community Development Workers.

Roles and Responsibilities:

- Lead close coordination and necessary linkages with the provincial government, key ministries, provincial EOCs, Provincial Focal Point Agency, Cluster Co-leads/focal and partners, local government including ward offices, line agencies, Tole Lane Organizations, women groups, and the local people.
- Maintain communication/ coordination mechanism with the National Project Coordinator as well as the national staffs and other provincial and municipal technical officers, Admin, and finance officers of the project team.
- Carry out field supervision, joint monitoring to support quality delivery of outputs and activities.
- Plan in a timely, efficient and dynamic manner and carry out day-to-day management of the work based on prepared and updated detail work plan.
- Coordinate with the local partners for timely mobilization of human and logistic resources, and concurrently monitor their service delivery for effective and efficient delivery of the project activities
- Cross learning shall be ensured among consortium members and other community of practices
- Liaise with provinces and urban municipalities for impact-based simulation and regular liaison with Provincial Disaster Management Committee, ministries for ownership of project envisioned activities
- Facilitate and support for the finalization of data attributes in coordination with IMOs for the development of GIS Mapping & web-based GIS, at the provincial and municipal level along with validation and dissemination
- Lead in sensitization of the provincial elected representatives, key ministerial authorities, humanitarian partners on their exposure, vulnerability, and risks.
- Facilitate meeting and liaise with provincial ministries, PFPA and Humanitarian Cluster Co-lead for Clusters-specific Preparedness plan, to improve coordination and interlinkages between province, local levels.
- Facilitate capacity building trainings, meetings/discussion at provinces to create enabling environment for coordinated actions that support in implementation of DRR related activities including preparation of plans, standards and guidelines
- Provide technical and facilitative support, where necessary, to the Provincial technical officer. Municipal Technical Officer, engineers, Community Development Worker for developing clarity in approach during implementation of the project activities through regular weekly monthly meetings or when required.
- Support advocacy and policy engagement for enhancing humanitarian preparedness and reducing disaster risk at provincial level

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- Advocate for and provide support to the provincial and local level government for their resource mobilization to ensure sustainability of the actions and initiatives
- Support on donor monitoring, project evaluation, and implementation of activities as per agreed work plan, etc.
- Provide high quality feedback on the emergency preparedness and Business continuity plans, relief guidelines and frameworks prepared at provincial level maintaining coherence based on the findings from the risk assessments and federal guideline and endorsement of these guideline
- Jointly with provincial technical officer and municipal technical officer ensure synergies and quality across the guidelines, framework and key document produced.
- Timely preparation and quality control of technical and progress reports, briefs and other required documents.
- Ensure project data/information are maintained in line with project M&E framework in a disaggregated fashion.
- Ensure that project approaches, monitoring system and reporting mainstreams the aspects of gender and social inclusion with adequate GESI sensitive data collection and tailored support.
- Document learning and disseminate information to wider DRR community at provincial level in coordination with project staffs
- Work closely with Information and Database officer and Communication officer to collect and comply, reports, data, news, events, human stories, challenges and lessons learnt to publish in periodic reports
- Support in integration of GESI aspects in all stages of the project in coordination with GESI Focal Person of UNDP/ CDRMP/ SUPER project

Qualification:

- Master's degree of Engineering, Disaster Management, Urban planning, Environmental Sciences and any related Social science fields.
- Master's degree with at least 7 years of relevant experience in implementation, monitoring and evaluation of projects related to building construction, land use planning or related field.
- Experience of working with or exposure to community planning process.
- Demonstrated technical skills in safer construction and disaster risk management/preparedness.
- Demonstrated social skill of coordinating with different stakeholders and facilitating discussions,
- Experience of working in the federal structure with the stakeholders, specially at the provincial level

iv. Provincial Technical Officer – 2 Positions

The PTOs will report directly to the Provincial Coordinator and work under overall supervision of the National Project Coordinator. S/he will be responsible for supporting implementation of the project in respective provinces or municipalities, including management of the teams working with them. Municipal Technical Officers (MTO) will oversee the Information Management Officers and Community Development Workers, while the Provincial Technical Officers (PTO) will work with the entire provincial team and assist the Provincial Coordinator in coordinating with the municipalities.

Roles and Responsibilities:

- Support close coordination and necessary linkages with the provincial/ municipal governments, key ministries/ departments, Provincial/ Municipal EOCs, Provincial/ Municipal Focal Point Agency, Cluster Co-leads and partners, other government entities at local level including ward offices, line agencies, Tole Lane Organizations, women groups, and the local people.

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- Maintain communication/ coordination mechanism with the Provincial Coordinator (and by delegation the PTO) as well as the national staff and other provincial and municipal technical officers, Admin, and finance officers of the project team.
- Under the overall guidance of National Project Coordinator and oversight of the Provincial Coordinator, undertake responsibility for planning, implementation, management, and coordination aspects of the project at provincial/ municipal level.
- Carry out field supervision and monitoring to support quality delivery of outputs and activities.
- Plan in a timely, efficient and dynamic manner and carry out day-to-day management of the work, including coordination with the local partners, based on prepared and updated detail work plan.
- Organize simulation based on the impact modelling in provinces and urban municipalities and undertake baseline/ midline/ end line KAP surveys
- Facilitate and support for the development of GIS Mapping & development of different types of maps at the provincial level along with validation and dissemination
- Lead in sensitization of the provincial elected representatives, key ministerial authorities, humanitarian partners on their exposure, vulnerability, and risks.
- Facilitate meeting in coordination with provincial ministries, PFPA and Humanitarian Cluster Co-lead for Clusters-specific Preparedness plan, to improve coordination and interlinkages between province, local levels and humanitarian stakeholders
- Facilitate capacity building trainings, meetings/ discussion at provinces and municipalities to create enabling environment for coordinated actions that support in implementation of DRR related activities including preparation of plans, standards and guidelines
- Provide technical and facilitative support, where necessary to the other Technical Officers, Community Development Worker for developing clarity in approach during implementation of the project activities.
- Advocate for and provide support to the local level government for their resource mobilization to ensure sustainability of the actions and initiatives
- Support in implementation of risk mitigation measures to reduce structural and non-structural vulnerabilities.
- Support advocacy and policy engagement for enhancing humanitarian preparedness and reducing disaster risk at provincial/ municipal level, ensuring sustainability of the action initiatives through mobilization of own resources of the provincial and municipal government
- Support on donor monitoring, project evaluation, and implementation of activities as per agreed work plan, etc.
- Provide high quality feedback on the Emergency preparedness and response plans and Business continuity plans, relief guidelines and frameworks prepared at provincial/ municipal level maintaining coherence based on the findings from the risk assessments and federal guideline
- Support in ensuring project data/information are maintained in line with project M&E framework in a disaggregated fashion.
- Support in ensuring that project approaches, monitoring system and reporting mainstreams the aspects of gender and social inclusion with adequate GESI sensitive data collection and tailored support.
- Support for documentation of project results and achievements and their dissemination in coordination with provincial coordinator
- Support in integration of GESI aspects in all stages of the project in coordination with GESI Focal Person of UNDP/CDRMP/ SUPER project

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Qualifications:

- Master Degree of Engineering, Disaster Management, Planning, Housing and any related Social science fields.
- At least 5 years of relevant experience in implementation, monitoring and evaluation of projects related to building construction, land use planning or related field.
- Demonstrated technical skills in safer construction and disaster risk management/preparedness.
- Demonstrated social skill of coordinating with different stakeholders and facilitating discussions,
- Excellent skills on preparing quality reports and other knowledge products

v. Communication and Outreach Officer - 1

Roles and Responsibilities:

- Communication of results and advocacy for enhanced municipal preparedness for urban and earthquake risks with focus on vulnerable population and enhancing risk governance for coordinated response from national to local level.
- Carry out strategic result communication of the project targeting public, the government, and donors through preparation of project specific strategic communication plan. The tasks include generating high-quality human-interest stories, press releases, case studies, good practices and advocacy documents, including policy briefs; designing infographics and other visual items for reporting based on the data collected through the project; and effectively utilize social media outlets in disseminating key project activities.
- Closely liaise with the UNDP Nepal country office communication unit for the contents of communication, while working independently for production of high-quality products.
- Ensure that the ECHO component of CDRMP/UNDP project website is up to date for public view.
- Maintain communication/coordination mechanism with the Provincial Coordinator as well as the national staffs and other provincial and municipal technical officers, for communication and outreach related work.
- Synchronize actions at field level between different actors within the components of this project.
- Establish and maintain contacts with print and electronic media nationally and locally in the area where the project activities are implemented.
- Lead in carrying out media (district/national) visits to the sites to document and report issues and good practices as an advocacy tool.
- Daily monitoring, review and record media coverage of the portfolio and circulate to relevant authorities.
- Wherever possible, analyze any gap in communication for the project beneficiaries and suggest the project team for potential improvement.
- Contribute in reviewing of translations, contacts with printers and other vendors to ensure timely and quality production of IEC materials and other resources.
- Provide logistical support to information campaigns along key events or international days.
- Maintain visual/audio archive of the project outcomes (photo, videography etc.).
- Liaise with project team, relevant government stakeholders and agency for the development of high-quality risk communication materials for the beneficiaries.
- Support the project management team in production of quality Information Education and Communication (IEC) materials and other communication resources for the beneficiaries
- Ensure project communication and outreach are maintained in line with project communication framework and various baseline and simulation

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- Ensure that project approaches, communication, visibility and outreach mainstreams the aspects of gender and social inclusion with adequate GESI sensitive tailored support in communication.
- Support for documentation of project results and achievements and their dissemination in coordination with national project coordinator and senior project officers
- Guide and work with information and database officer to collect and comply, reports, data, news, events, human stories, challenges and lessons learnt to publish in periodic reports
- Support in integration of GESI aspects in all stages of the project in coordination with GESI Focal Person of UNDP-CDRMP.

Qualification:

- Bachelor's degree in communications, media studies, IT, journalism, international relations, international development or another related field.
- At least 4 years of relevant experience in strategic communication, content development or marketing in the development sector with proven skill in urban disaster preparedness and earthquake preparedness
- Experience of working with NDRRMA, MoFAGA (facilitation of technical working group) and local level for preparation of high-quality communication and knowledge products.
- Working experience of traditional and social media, digital marketing, multimedia (photography/videography) tools and a variety of other communication platforms.
- Preparation of lesson learned, knowledge products focusing on urban disaster preparedness initiatives including earthquake reconstruction and recovery.
- Demonstrated technical skills in preparation of disaster risk management/preparedness related IEC materials.
- Demonstrated social skills of coordinating with different stakeholders and facilitating discussions including shared learning dialogues.
- Excellent skills on preparing high quality reports, human interest stories, case studies and other knowledge products.
- Working knowledge of graphic design and video editing tools like Adobe Photoshop, Illustrator, InDesign, Canva, Premiere Pro or Final Cut Pro.