


**Clearance Slip for:**

- Project Document, **AWP**
- Agreement; Amendment
- LVGA (Low-value grant)
- Other

**Project number/title:** Fire Safety\_DRM KOICA project\_113172

**Purpose:** 2020 AWP

| Cleared by:  | ProDoc   | AWP/<br>Revision  | MoU | Agreement/<br>Amendment           | SIGNATURE/<br>DATE   |
|--|--|---|-----|-----------------------------------|--|
| Team Leader<br>Daniyar Ibragimov                   | Author   | Compliance with Prodoc. Verification of document correctness (period, title, calculation) and grammar |     |                                   | <br>21-Jan-2020 |
| ARR  | Compliance with the RM strategy & pipeline   |   |     |                                   |  |
| M&E Officer /Gender<br>Aidai Arstanbekova          | Compliance with format/template based on the POPP. Definition of outputs/indicators/baseline (RRF and AWP). Gender Markers; gender specific activities and indicators. SES Screening compliance<br>Compliance with HACT (Programme). |   |     | Aidai Arstanbekova<br>22-Jan-2020 |  |
| Communications Unit<br>Ainagul Abdrakhmanova       | Communication Budget   |   |     |                                   | Ainagul Abdrakhmanova<br>22-Jan-2020   |
| OM (Procurement, Finance, HR)<br>Saltanat Dospaeva | Procurement plan. Recruitment plan. Budget (GMS, TRAC, Donor funds). HACT (Finance)  |   |     | Saltanat Dospaeva<br>29-Jan-2020  |  |

## United Nations Development Programme

Country: Kyrgyzstan



Empowered lives.  
Resilient nations.

### Project title: Improvement of fire safety of population by strengthening capacity of the Fire and Rescue Services in the Kyrgyz Republic.

#### 2020 Annual Work Plan

**Pillar 3:** Environment, Climate Change, Disaster Risk Management

**UNDAF Outcome:**

**Outcome:** By 2022, communities are more resilient to climate and disaster risks and are engaged in sustainable and inclusive natural resource management and risk-informed development.

**Expected CPD**

**Output 3.1:** Policy, legal and institutional systems strengthened for innovative climate change mitigation and adaptation practice;

**Outputs:**

**Output 3.2:** National and sub-national governments have improved capacities to adopt and implement gender-responsive disaster risk reduction strategies:

**Implementing agency:**

United Nations Development Programme

**Implementing partners:**

Ministry of Emergency Situations of the Kyrgyz Republic

#### Brief Description:

The project is a part of the implementation of the Concept of comprehensive protection of the population and territories of the Kyrgyz Republic from emergency situations for 2018-2030 that has been approved by the Decree of the Government of the Kyrgyz Republic on January 29, 2018 #58 and the Prospective Strategic Development Plan of the Ministry of Emergency Situations of the Kyrgyz Republic (approved by the Order of the Ministry of Emergency Situations on January 15, 2018 #31) on disaster preparedness and strengthening of emergency response to enable provision of timely assistance to victims of disasters and reduction of damage from disasters. The project aims to reduce vulnerability of the population to fires and create conditions for sustainable development. Reducing vulnerability of the population to fires will be achieved through;

- Modernizing Fire and Rescue units, i.e. constructing new buildings for Fire and Rescue units and equipping them with the necessary materials and equipment, including fire-fighting and Rescue machinery and equipment;
- Carrying out joint partnership measures aimed at improving the regulatory framework of the Fire and Rescue Service on actions during disasters to protect the population especially for most vulnerable groups, such as women and children.

Programme Period: 2019-2022

Key Result Area: Env., CC, DRM

Atlas Award ID: 00115680

Atlas Project ID: 00113172

Start Date: January 2019

End Date: December 2022

LPAC Date: December 31, 2020

Management arrangements DIM

#### Total 2020 AWP Budget

**4,249,629.89 USD**

Total resources required:

4,249,629.89 USD

Total allocated resources:

4,249,629.89 USD

Regular (Core) - TRAC

50,000.00 USD

Donor (KOICA)

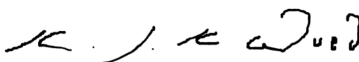
4,199,629.89 USD

In-Kind contribution

0.00 USD

**Approved by UNDP:**

**Ms. Jenty Krisch-Wood,**  
Deputy Resident Representative

 29-Jan-2020  
\_\_\_\_\_  
Signature: Date:

**Annual Work Plan****Duration of work plan:** January 2020 – December 2020**Project title:** Improvement of fire safety of population by strengthening capacity of the Fire and Rescue Services in the Kyrgyz Republic**Project ID:** 00113172

| EXPECTED OUTPUTS  | PLANNED ACTIVITIES  | TIE FRAME (QUATER) |    |    |    | RESPONSIBLE PARTY | PLANNED BUDGET   |                                    |                         |
|---|---|--------------------|----|----|----|-------------------|------------------|------------------------------------|-------------------------|
|   |   | Q1                 | Q2 | Q3 | Q4 |                   | Funding source   | Budget description                 | Amount (USD)            |
| <b>Output 1: Modernizing fire protection facilities and equipment for ensuring safety of vulnerable population</b><br><br><b>Baseline:</b><br>- The construction of new fire and rescue units documentation is not developed,<br>- Lack of technical specifications to arrange the procurement of fire and rescue services equipment.<br><br><b>Indicators for 2020:</b><br>1.1.1 # Final detailed design<br>1.1.2 # Approval letter<br>1.2.1 # Bidding doc and selected contractors<br>1.2.2 % of completion<br>1.3.1 # Final list of machinery and its specification<br>1.3.2 # Selected contractors<br><br><b>Targets for 2020:</b><br>1.1.1 one Final detailed design<br>1.1.2 one Approval letter<br>1.2.1 one bidding doc and at least 1 selected contractors<br>1.2.2 at least 50% of completion<br>1.3.1 one Final list of machinery and its specification<br>1.3.2 at least one selected contractors<br><br><b>Gender marker - 2</b> | <b>1.1 Activity: Development and approval of construction documents (design of construction specifications and estimates) for construction of premises of the fire and rescue units</b> |                    |    |    |    |                   |                  |                                    |                         |
|   | Action 1.1.1. Development of a standard detailed design (design specifications and estimates for the fire station(s), and its adaptation to the construction site                       | x                  |    |    |    | UNDP, MES, KOICA  | KOICA            | GMS for PO in 2019 (93 773,60 USD) | 7,501.89 USD            |
|   | Action 1.1.2. Approval of Work documentation with the needed state bodies and obtainment of necessary state approvals to enable construction  |                    |    | x  | x  | UNDP, MES         | UNDP             | Experts                            | 10,000.00 USD           |
|   |   |                    |    |    |    |                   |                  | <i>KOICA (GMS 2019)</i>            | <b>7,501.89 USD</b>     |
|   |   |                    |    |    |    |                   |                  | <i>UNDP (TRAC)</i>                 | <i>10,000.00 USD</i>    |
|   |   |                    |    |    |    |                   |                  | <b>Total: Activity 1.1.</b>        | <b>17,501.89 USD</b>    |
|   | <b>1.2 Activity: Construction of 4 buildings of fire-fighting units (fire-rescue services)</b>  |                    |    |    |    |                   |                  |                                    |                         |
|   | Action 1.2.1. Conduct of a bidding (competitive selection) to select a contractor for construction  | x                  | x  |    |    | UNDP, MES, KOICA  | KOICA            | Experts                            | 1,000.00 USD            |
|   | Action 1.2.2. Begin construction of 4 fire-fighting units and assistance with the implementation of construction supervision (state, author and technical)                              |                    |    | x  | x  | UNDP, MES, KOICA  | KOICA            | Goods and services                 | 2,457,000.00 USD        |
|   |   |                    |    |    |    |                   |                  | <i>KOICA</i>                       | <b>2,458,000.00 USD</b> |
|   |   |                    |    |    |    |                   |                  | <i>GMS</i>                         | <i>196,640.00 USD</i>   |
|   |   |                    |    |    |    |                   |                  | <b>Total: Activity 1.2.</b>        | <b>2,654,640.00 USD</b> |
|   | <b>1.3 Activity: Procurement of equipment and machinery for the new fire-fighting units</b>   |                    |    |    |    |                   |                  |                                    |                         |
|   | Action 1.3.1. Development and determination of the names and specifications of machinery and equipment for fire-fighting (fire-rescue) units  | x                  | x  |    |    | UNDP, MES, KOICA  | KOICA            | National expert                    | 3,000.00 USD            |
|   | Action 1.3.2. Conduct of a bidding (competitive bidding) for selection of machinery and equipment suppliers   |                    | x  | x  | x  | UNDP, MES, KOICA  | KOICA            | Goods and services                 | 1,300,000.00 USD        |
|   | <b>MONITORING</b>   | x                  | x  | x  | x  | UNDP, MES, KOICA  | KOICA            | Travel costs                       | 3,000.00 USD            |
|   |   |                    |    |    |    |                   |                  | <i>KOICA</i>                       | <b>1,306,000.00 USD</b> |
|   |   |                    |    |    |    |                   |                  | <i>GMS</i>                         | <i>104,480.00 USD</i>   |
|   |   |                    |    |    |    |                   |                  | <b>Total: Activity 1.3.</b>        | <b>1,410,480.00 USD</b> |
|   | Subtotal Output 1 (KOICA)   |                    |    |    |    |                   |                  |                                    | 3,764,000.00 USD        |
| Subtotal GMS (KOICA)  |   |                    |    |    |    |                   |                  | 308,621.89 USD                     |                         |
| Subtotal Output 1 (UNDP)  |   |                    |    |    |    |                   |                  | 10,000.00 USD                      |                         |
| <b>Total Output 1 (overall):</b>  |   |                    |    |    |    |                   |                  | <b>4,082,621.89 USD</b>            |                         |
| <b>Output 2: Strengthening fire-fighting capacity to protect the population especially women and children</b><br><br><b>Baseline:</b><br>Lack of regulatory framework (guidelines and manuals) and training materials of Fire and Rescue Services<br><br><b>Indicators for 2020:</b><br>2.1.1 # operationalization of standard developed<br>2.1.2 Adaptation of the guidelines<br>2.1.3 # training course developed and adopted<br>2.2.2 # participants<br><br><b>Targets for 2020:</b>   | <b>2.1 Activity: Policy consulting, improvement of guidelines and preparation of the training materials on firefighting taking into account gender aspects</b>                          |                    |    |    |    |                   |                  |                                    |                         |
|   | Action 2.1.1. Development and operationalization of standards related to fire-fighting service, fire-fighting trainings (will be implemented by KOICA based on parallel financing)      |                    | x  | x  |    | UNDP, MES, KOICA  | KOICA (parallel) | Expert                             | -                       |
|   | Action 2.1.2. Assistance in adaptation of fire-fighting guidelines to local conditions with the account of gender aspects and improving the regulatory framework;                       |                    | x  | x  | x  | UNDP, MES, KOICA  | UNDP             | Expert, Meetings, Travel           | 20,000.00 USD           |
|   | Action 2.1.3. Assistance in adaptation of training courses for employees of fire and rescue units, implementing the Sendai Framework and promoting the concept of DRR                   |                    |    | x  | x  | UNDP, MES, KOICA  | UNDP             | Expert, Meetings, Travel           | 20,000.00 USD           |
|   |   |                    |    |    |    |                   |                  | <b>Total Activity 2.1.</b>         | <b>40,000.00 USD</b>    |
| <b>2.2 Activity: Conduct trainings for employees of fire and rescue services and units</b>  |   |                    |    |    |    |                   |                  |                                    |                         |



### Gender Action Plan

**Duration of work plan:** January – December 2020

**Project ID:** 00081173

**Project title:** Improvement of fire safety of population by strengthening capacity of the Fire and Rescue Services in the Kyrgyz Republic

| KEY ACTIVITIES PLANNED   | TIMEFRAME<br>(QUARTER) |    |    |    | Indicator   | PLANNED BUDGET |                     |
|--|------------------------|----|----|----|---|----------------|---------------------|
|  | Q1                     | Q2 | Q3 | Q4 |   | Funding source | Amount (USD)        |
| <b>Capacity-building activities, which includes gender dimension (integration of gender perspectives in the TORs, reports and indicators, the inclusion of gender sessions in the agenda, gender balance in the composition of participants, etc.)</b> |                        |    |    |    |   |                | <b>2,464,501.89</b> |
| Action 1.1.1: Development of a standard detailed design (design specifications and estimates) for the fire and rescue station(s), and its adaptation to the construction site  | X                      | X  |    |    | # final detail design reflect gender aspect<br><br>The design of buildings will be done taking into account gender needs (for example, separate lounges, resting room, bathrooms for men and women, etc.) in addition to that the design considers easy access to people with disabilities. | KOICA          | 7,501.89            |
| Action 1.2.2. Begin construction of 4 fire-fighting units and assistance with the implementation of construction supervision (state, author and technical)   |                        |    | X  | X  | # of fire station constructed with gender considerations<br><br>UNDP and contractor will monitor the progress of the construction in the 4 projects sites and make sure the gender aspect design to be reflected in the construction  | KOICA          | 2,457,000.00        |
| Action 1.3.1. Development and determination of the names and specifications of machinery and equipment for fire-fighting (fire-rescue) units   | X                      | X  |    |    | # list and its specification.<br><br>The machinery and equipment will be considered and consulted by female staff from the fire stations and stakeholders from the national partners  | KOICA          | 3,000.00            |
| <b>Development of analytical, strategic and legal documents, which includes gender dimension (integration of gender perspectives in the TORs of experts, the conclusions and recommendations, gender disaggregated indicators, etc.)</b>               |                        |    |    |    |   |                | <b>20,000.00</b>    |
| Action 2.1.2. Assistance in adaptation of fire-fighting guidelines to local conditions with the account of gender aspects and improving the regulatory framework;  | X                      | X  | X  | X  | # consultations<br># draft guideline<br><br>When updating and developing the regulatory framework and training programs, special questions/sessions considering gender aspects will be included.  | KOICA          | 20,000.00           |



## 2020 Communications Plan for Project ID 113172 (KOICA DRM)

| #   | Activity  | What   | Who                            | When  | Target audiences                                   | Resources               | Product (evaluation criteria)  |
|---|---|--|--------------------------------|-------|--|-------------------------|--|
| 1   | Action 1.1.1: Development of a standard detailed design (design specifications and estimates) for the fire and rescue station(s), and its adaptation to the construction site | Ensure donor (KOICA) and UNDP visibility of procured goods (publication of News-release on UNDP & MES web-site as well as social media and mass media) | DRMP, press-service of the MES | Q1    | Governmental agencies, Civil society               | 500.00 USD              | # of Press-release, messages on www.undp.kg and undp social internet resources, and in social media with MES and KOICA                       |
| 2   | Action 1.2.2. Begin construction of 4 fire-fighting units and assistance with the implementation of construction supervision (state, author and technical)                    | Media coverage of special events of the Partners (MES and KOICA)   | DRMP, press-service of the MES | Q3-Q4 | Governmental agencies, Stakeholders, Civil society | 1,000.00 USD            | # of Messages on www.undp.kg and undp social internet resources, article/blog/success story at newspaper or Bayan magazine                   |
| 4   | Action 2.1.2. Assistance in adaptation of fire-fighting guidelines to local conditions with the account of gender aspects   | Media coverage of special events of the Partners (MES and KOICA)   | DRMP, press-service of the MES | Q2-Q3 | Governmental agencies, Stakeholders, Civil society | 1,000.00 USD            | At least 2 media-advisories and press-releases, messages on www.undp.kg and undp social internet resources, 2 articles/blogs/success stories |
| 5   | Action 2.2.1. Conduct of trainings for employees of fire and rescue services and units in Kyrgyzstan with specific gender needs.  |  |                                |       |  |                         |  |
| <b>Total</b>                                |   |  |                                |       |  | <b>2,500.00 USD</b>     |  |
| <b>Projects total budget</b>                |   |  |                                |       |  | <b>4,249,629.89 USD</b> |  |
| <b>Expected rate of monitoring expenses</b> |   |  |                                |       |  | <b>0.02%</b>            |  |

## 2020 Monitoring Schedule Plan for Project ID 113172 (KOICA DRM)

| Project titles and IDs  | Monitoring Action<br>(indicate which one: annual review, annual workplan, audit, monitoring visit, donor report, evaluation, workshop, special publication, etc) | Due date  | Budget                  | Description<br>(description of the purpose of monitoring action)          | Comments<br>(provide further details and update about the status) | Date completed<br>(actual completion date) | Responsibility<br>(name of the person responsible for the action)   |
|---|--|-----------|-------------------------|---|---|--|---|
| «Improvement of fire safety of population by strengthening capacity of the Fire and Rescue Services in the Kyrgyz Republic» | Project Boards/Steering Committee meetings   | Q4        | N/A                     | Meetings of the Project Board (KOICA, UNDP, MES KG)                       | Agendas and Minutes to be provisioned                             | Q4   | DRMP Staff, CO Programme Analyst, DRR Officer /Programme Associatee |
|   | Donor reports/Quarterly and annual reports   | Q2 -Q4    | N/A                     | To report on progress made  | Reports will be provided  | Q2-Q4                                      | DRMP Staff, CO Programme Analyst, DRR Officer /Programme Associatee |
|   | AWP development  | Q1        | N/A                     | Review of project progress, planning of activities                        | AWP development   | Q1   | DRMP Staff, CO Programme Analyst, DRR Officer /Programme Associatee |
|   | Project management reporting in Atlas (review risks, issues)   | Quarterly | N/A                     | To update and monitor the risks and issues                                | Reporting in Atlas will be provided                               | Q1-Q4                                      | DRMP Staff, CO Programme Analyst, DRR Officer /Programme Associatee |
|   | Project Quality Assurance on design stage  | Annualy   | N/A                     | Regular monitoring of achievement of goals and objectives of activities   | N/A   | Q1-Q4                                      | DRMP Staff, CO Programme Analyst, DRR Officer /Programme Associatee |
|   | Weekly programme meetings with SM  | Weekly    | N/A                     | Informing SM on the progress of the project, planning of priority actions | N/A   | Q1-Q4                                      | DRMP Staff, CO Programme Analyst, DRR Officer /Programme Associatee |
|   | Monitoring and field visits, etc.  | Regularly | 3,000.00 USD            | Assessment of the implementation of activities at the local level         | N/A   | TBD  | DRMP Staff, CO Programme Analyst, DRR Officer /Programme Associatee |
|   | Programme and Delivery meetings  | Weekly    | N/A                     | Informing SM on the progress of the project, planning of priority actions | N/A   | Q1-Q4                                      | DRMP Staff, CO Programme Analyst, DRR Officer /Programme Associatee |
| <b>Subtotal:</b>  |  |           | <b>3,000.00 USD</b>     |   |   |  |   |
| <b>Projects total budget</b>  |  |           | <b>4,249,629.89 USD</b> |   |   |  |   |
| <b>Expected rate of monitoring expenses</b>   |  |           | <b>0.05%</b>            |   |   |  |   |



## Offline Risk Log for 2020

(see Deliverables Description for the Risk Log regarding its purpose and use)

| # | Description   | Date Identified   | Type  | Impact & Probability  | Countermeasures / Mngt response  | Owner  | Submitted, updated by   | Last Update   |
|---|---|---|---|---|--|--|---|---|
|   | Enter a brief description of the risk<br><br><i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i> | When was the risk first identified<br><br><i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i> | Environmental<br>Financial<br>Operational<br>Organizational<br>Political<br>Regulatory<br>Strategic<br>Other<br><a href="#">Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information)</a><br><i>(In Atlas, select from list)</i> | Describe the potential effect on the project if this risk were to occur<br><br>Enter probability on a scale from 1 (low) to 5 (high)<br>P =<br><br>Enter impact on a scale from 1 (low) to 5 (high)<br>I =<br><i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i> | What actions have been taken/will be taken to counter this risk<br><br><i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i> | Who has been appointed to keep an eye on this risk<br><br><i>(in Atlas, use the Management Response box)</i> | Who submitted the risk<br><br><i>(In Atlas, automatically recorded)</i> | When was the status of the risk last checked<br><br><i>(In Atlas, automatically recorded)</i> |
| 1 | Lack of political consensus   | December 20219  | Political   | Probability = 2<br><br>Impact = 3   | Conduct regular meetings with a national partner and keep advocating the project. Invite and involve project-related activities.   | Programme staff  | Programme staff   | December 2019   |
| 2 | Possible re-shuffling of MES's high officials   | December 20219  | Political   | Probability = 3<br><br>Impact = 2   | Prepare relevant documents for hand over to the replacement and conduct meetings with donors if there changes are informed   | Programme staff  | Programme staff   | December 2019   |
| 3 | Destructive natural disasters in the pilot regions  | December 20219  | Environmental   | P = 3<br><br>I = 5  | Re-Assess stability of the project sites. Creating nationally-owned Recovery structures and strengthening capacities.  | Programme staff  | Programme staff   | December 2019   |
| 4 | Increase in construction cost   | December 20219  | Financial   | P = 3<br><br>I = 5  | Review previous contracts and improve future contracts. Conduct regular meetings with contractors.   | Programme staff  | Programme staff   | December 2019   |

|   |  |                |           |                |  |                 |                 |               |
|---|--|----------------|-----------|----------------|--|-----------------|-----------------|---------------|
| 5 | The unfriendly weather for construction(Climate changes) | December 20219 | Financial | P = 2<br>I = 5 | conduct regular monitorings in the fields and meetings with contractors. | Programme staff | Programme staff | December 2019 |
| 6 | Unrest after president election                          | December 20219 | Financial | P = 2<br>I = 5 | monitor the situation after election and develop contngency plan         | Programme staff | Programme staff | December 2019 |

| Status  |
|---|
| e.g. dead,<br>reducing,<br>increasing, no<br>change<br><br><i>(in Atlas, use the<br/>Management<br/>Response box)</i> |
| No change   |
| No change   |
| Unpredictable   |
| Unpredictable   |

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| Unpredictable |
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 aidai.arstanbekova@undp.org  
 M&E Analyst  
 United Nations Development Program  
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*Aidai Arstanbekova*

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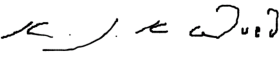
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 saltanat.dospaeva@undp.org  
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