





**Annual Work Plan 2017  
(Rev-02)**

**Project Title:** Institutional Support to Climate Change Adaptation and Mitigation

**OP/ Country Programme Outcome (3.2):** Vulnerable populations benefit from improved sustainable environmental management practices, including climate change mitigation and adaptation

**Country Programme Output: (3.2.1)** Climate change adaptation and mitigation strategies and action plans developed and piloted at local level by federal and provincial governments, private sector, academia and civil society, including women's groups.

**Project Outputs:** *(Those that will result from the project and are taken from the Project Strategy)* **Output 1:** Improved measures towards climate change adaptation and mitigation

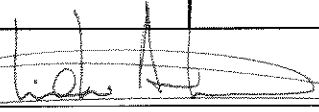
**Implementing Partner:** UNDP

**Responsible Parties:** UNDP

**Project Brief Description**

The Pakistan Federal Cabinet approved the "National Climate Change Policy" on September 26, 2012 and it was officially launched on February 26, 2013. The Policy includes Framework for Implementation of National Climate Change Policy and was developed through UNDP support. This DIM project aims at undertaking a series of activities to help mobilize substantially enhanced funding for climate change adaptation and mitigation related initiatives, within the over-arching framework defined by the Climate Change Policy. This project is, therefore, aimed at providing institutional support for the large scale operationalization of the National Climate Change Policy in the long term within the context of climate change adaptation and mitigation.

<p>Programme Period: 2013-2017 Key Result Area (Strategic Plan): Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.</p> <p>Atlas Award ID: 00075411 Atlas Project ID: 00087334</p> <p>Start date: August 1, 2013</p> <p>End Date: December 31, 2017</p> <p>PAC Meeting Date: July 30, 2013 PRB Meeting Date: December 29, 2016</p>	<p>2017 AWP budget (without DFID Funds): US\$ 644,640.00</p> <p>2017 AWP budget (with DFID Funds): US\$ 894,640.00</p> <p>Total allocated resources:</p> <ul style="list-style-type: none"> <li>• UNDP US \$ 575,000.00 ✓</li> <li>• DFID (Through APRC) US \$ 250,000.00</li> <li>• IDC US \$ 19,997.00 ✓</li> <li>• PIDSA (GoP) US \$ 47,383.25 ✓</li> <li>• Others (30000) US \$ 2,259.78 ✓</li> </ul>
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Agreed by UNDP (CD / DCD-P)  28/06/2017

I. ANNUAL WORK PLAN 2017

Project ID: 00087334 Project Title: Institutional Support to Climate Change Adaptation and Mitigation

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPO NSIBLE PARTY	Funding Source	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount (US\$)
1. Climate Change Programme Development and Resource Mobilization for Pilot Implementation at Local Level									
<b>TECHNICAL COMPONENT</b>									
<p><b>Output 1:</b> Improved measures towards climate change adaptation and mitigation</p> <p><b>Indicators:</b> 1.1: # of new projects/action plans developed and implemented</p> <p>1.2: % of resources mobilized required to implement newly designed programmes/projects</p> <p>1.3: Extent to which the projects/plans implemented, resulted in promoting climate change risk mitigation/adaptation</p> <p><b>Scale:</b> -Not implemented: 0% -Partially implemented: 30% -Significantly implemented: 31%-69% -Fully implemented: 70%-100%</p> <p><b>Scale Criteria:</b> 0%: implementation has not started 30%: project/studies are rolled out, inception carried out, teams on board 31%-69%: half or more than half of the deliverables are achieved</p>	<p><b>Activity Result 1.1.1:</b> Development of country action plan for SE4ALL and formalization of an investment plan to promote partnerships and bring in resources</p> <p><b>Action 1.1.1a:</b> Develop action plan &amp; investment plan and follow up on National Action Plan</p> <p><b>Action 1.1.1 b:</b> Stakeholders dialogue to promote SE4ALL at various levels</p> <p><b>Activity Result 1.1.2:</b> Manage "New World: Inclusive Sustainable Human Development Initiatives" second generation projects (UNDP's global programme funded by Coca-Cola)</p> <p><b>Action 1.1.2a:</b> Implementation of three projects on below mentioned initiatives</p> <p>i. Water and sanitation initiative in Umerkot, Sindh ii. Compact sewage water treatment plants at peri-urban areas of Lahore iii. Introduction to improved and innovative agricultural practices in Gigit Baltistan</p>	x	x			UNDP	UNDP	71300: Local Consultants 75700: Trainings, Workshops and Conferences	20,000.00
		x	x			UNDP	UNDP	75700: Trainings, Workshops and Conferences	5,000.00
						UNDP	New World Initiative (Coca Cola)	MCGA with New World Initiative. No funds required	0.00

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPO NSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount (US\$)
<p>70%-100%: project is in final stage or being or is formally closed</p> <p><b>Baseline:</b> 1.1: Zero projects/ action plans developed and implemented</p> <p>1.2: 0% resources mobilized for implementation of various projects/ plans under development</p> <p><b>Targets:</b> 1.1: 03 programmes/studies will be developed and 02 projects shall be implemented</p> <p>1.2: 25% resources shall be mobilized to support various programmes/projects that will be developed.</p>	<p><u>Activity Result 1.1.3:</u> Climate change Vulnerability Assessment of Pakistan</p> <p><u>Action 1.1.3.a:</u> Data collection/ modelling techniques on water behaviour, precipitation on levels</p> <p><u>Action 1.1.3.b:</u> Enhance donor coordination for effective action on water issues and create new partnerships</p> <p><u>Action 1.1.3.c:</u> Develop new GCF water management proposal for Balochistan</p>							0.00
		x	X			UNDP	UNDP	15,000.00
		x	x	X		UNDP	IDC	10,000.00
		x			UNDP	IDC	9,997.00	
	<p><u>Activity Result 1.2.1:</u> Support the process for strengthening the governance of Climate Change finance</p> <p><u>Action 1.2.1.a:</u> Mainstreaming CC into national and provincial budgetary and planning systems through climate responsive budgeting</p> <p><u>Activity Result 1.2.2:</u> Promoting Green Energy to Mitigate Climate Change and Energy Crisis</p> <p><u>Action 1.2.2.a:</u> Improved access to sustainable energy in rural areas of Pakistan by carrying out below mentioned interventions under renewable energy</p> <ol style="list-style-type: none"> <li>1. Installation of Biogas Plants</li> <li>2. Installation of solar panels</li> <li>3. Installation of micro hydel</li> </ol> <p><u>Activity Result 1.3.1:</u> Bridging gap for national communication in order to support MOCC in the process of development of country's Second National Communication (SNC) project on Climate Change</p> <p><u>Action 1.3.1.a:</u> Develop Strategic guidelines for UNDP's proposed national implementation of Climate Change Policy programme</p>							250,000.00
		x	x		UNDP	DFID (APRC)		
		x			UNDP	PIDSA		47,383.25
		x			UNDP	UNDP		0.00

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPO NSIBLE PARTY	FUNDING SOURCE	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount (US\$)
	Activity Result 1.3.2 Promoting integrated water conservation practices in Baluchistan	x	x			UNDP	UNDP	72600: Micro Capital Grants-Other	63,000.00
	Action 1.3.2.a Implementation of water conservation pilot projects through innovative solutions								
	Technical Component	x	x	x	x	UNDP	Sub-Total (A)		420,380.25
	DPC	x	x	x	x	UNDP	UNDP	71400: Contractual Services- Individual	278,917.00
							UNDP	61100: Salary Costs-NP Staff (DPC)	69,000.00
	Operations Component	x	x	x	x	UNDP	Sub-Total (B)		347,917.00
							UNDP	71400: Contractual Services- individual;	21,500.00
								72200: Equipment and Furniture	4,500.00
								72400: Communication & Audio Visual	5,000.00
								71600: Travel	45,000.00
								74500: Miscellaneous Expenses (04000)	15,083.00
							Others -	74500: Miscellaneous Expenses (30000)	2,259.78
							UNDP	73100: Rental & Maintenance- Premises	25,000.00
							UNDP	73400: Maint, Opr of Transport Equipment	8,000.00
							Sub-Total (C)		126,342.78
								TOTAL OUTPUT-1 (A+B+C)	894,640.00
								UNDP 575,000.00+DFID 250,000+IDC 19,997.00+PIDS 47,383.25+ Others 2,259.78 = 894,640.00	

**II. MONITORING PLAN 2017**

*(Include all monitoring and evaluation activities/events*

**Project ID: 00087334**      **Project Title: Institutional Support to Climate Change Adaptation and Mitigation**

Data Collection Plan								
Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection

<p><b>Project Output 1:</b> Improved measures towards climate change adaptation and mitigation</p>	<p>1.1: # of new projects/action plans developed and implemented</p> <p>1.2: % of resources mobilized required to implement newly designed programmes/projects</p> <p>1.3: Extent to which the projects/plans implemented, resulted in promoting climate change risk mitigation/adaptation</p>	<p>1.1: Zero projects/ action plans developed and implemented</p> <p>1.2: 0% resources mobilized for implementation of various projects/ plans under development</p> <p>1.3: Scale</p>	<p><b>Targets:</b></p> <p>1.1: 06 programmes/studies will be developed and 05 projects shall be implemented</p> <p>1.2: 50% resources shall be mobilized to support various programmes/projects that will be developed.</p> <p>1.3: Scale 3.</p>	<p>Office and field meetings, Email Correspondence, conference calls etc</p>	<p>- 2<sup>nd</sup> week and 4<sup>th</sup> week for one month consultancy assignment monthly on two or more months assignment</p>	<p>Programme Officer and Admin Finance Associate</p>	<p>As per Actual but estimated to be around 10,000 USD</p>	<p>- Timelines to collect data through interviews, meetings, and conducting workshops might face delays in achieving deliverables</p> <p>- Security situation in terms of movement might also face delays in execution of various activities</p> <p>- Non availability of technical or relevant persons to be hired as consultants (national and international) might face delays in timely execution.</p>
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**III. Recruitment Plan 2017**

*(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)*

**Project ID:** 00087334    **Project Title:** Institutional Support to Climate Change Adaptation and Mitigation

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/EAD/ IP/PMU etc)	Contract Modality (TA/FTA/SC/ NIMU/Govt)	Reporting to/ Supervisor	Duty Station	Contract Start Date	Contract End Date



IV. PROCUREMENT PLAN 2017

Project ID: 00087334 Project Title: Institutional Support to Climate Change Adaptation and Mitigation

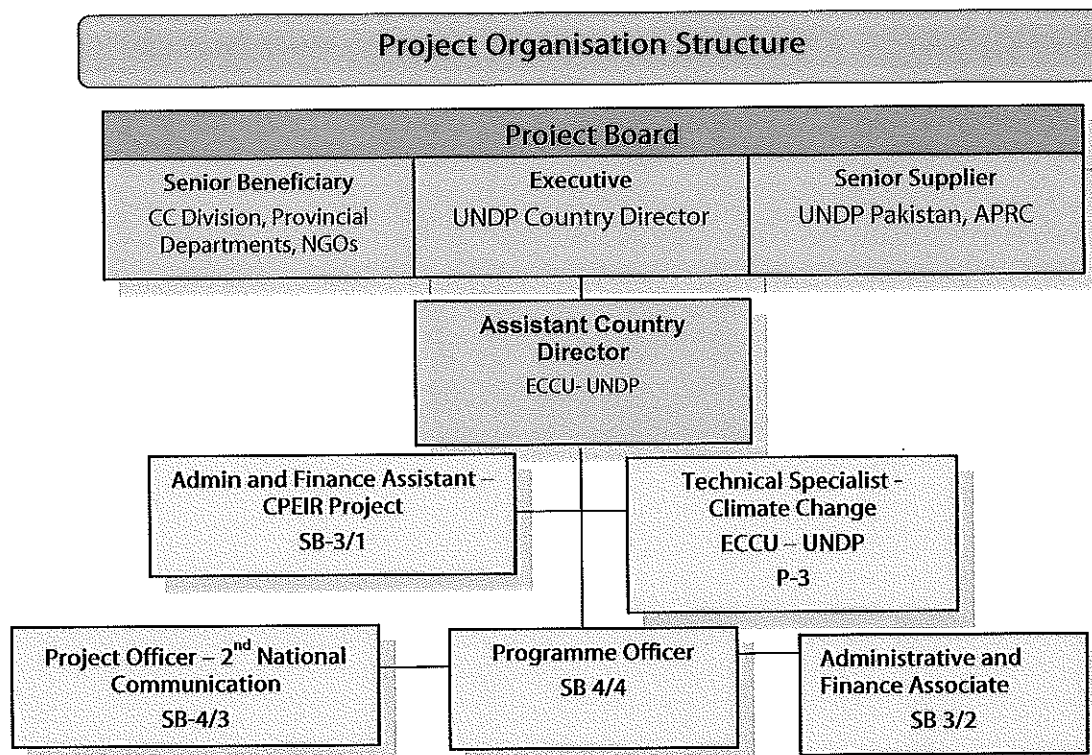
No.	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EAD / IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1.	Climate change Vulnerability Assessment of Pakistan	Services	15,000.00	UNDP	IC Notice	Apr 17	Apr 17	NA	NA	May 17	Jul 17	Programme Officer / AFA
2.	Promoting water conservation practices in Baluchistan	Services	20,000.00	UNDP	IC Notice	Apr 17	Apr 17	NA	NA	May 17	Jul 17	Programme Officer / AFA
3.	Procurement of Laptops	Goods	4,500.00	UNDP	RFQ	Mar 17	Mar 17	NA	NA	Mar 17	Mar 17	Programme Officer / AFA
	<b>TOTAL</b>		<b>39,500.00</b>									

## V. MANAGEMENT ARRANGEMENTS

Explain the roles and responsibilities of the parties involved in managing the project.

Please refer to the Project Document – Deliverable Description to complete this component of the template.

Use the diagram below for the composition of the Project Board.



### Prior obligations and prerequisites

A brief description/summary of the inputs to be provided by all partners

### Audit and Oversight Arrangements

Implementing partners agree to cooperate with UNDP for monitoring all activities supported by cash transfers and will facilitate access to relevant financial records and personnel responsible for the administration of cash provided by the UNDP. To that effect, Implementing partners agree to the following:

1. Periodic on-site reviews and spot checks of their financial records by UNDP or its representatives,
2. Programmatic monitoring of activities following UNDP's standards and guidance for site visits and field monitoring,
3. Special or scheduled audits. UNDP will establish an annual audit plan, giving priority to audits of Implementing Partners with large amounts of cash assistance provided by UNDP, and those whose financial management capacity needs strengthening.

The audits will be commissioned by UNDP and undertaken by private audit services. Assessments and audits of non-government Implementing Partners will be conducted in accordance with the policies and procedures of UNDP.

## VI. PLANNING, MONITORING AND REPORTING

The project will follow the following planning, monitoring and reporting cycle during the year. *As necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.*

Timeline /Target Date	Activity	Primary Responsibility
1 November 2016	Prepare draft Annual Work Plan 2017 and budget	Project Manager
11 November 2016	Review of AWP for Quality assurance, alignment with CPAP and UNDP priorities, results orientation and resource availability	ACD UNDP and Program Officer
06 December 2016	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP	Project Director/ Project Manager
6 December 2016	Submit draft Annual Progress Report 2016, including project contribution to outcomes, outputs, activities and financial delivery and lessons-learnt, to UNDP	Project Director/ Project Manager
20 December 2016	Approval of AWP and LOS by UNDPs	ACD UNDP and Program Officer
24 December 2016	Review and provide feedback on the project APR	ACD UNDP and Program Officer
27 December 2016	Submit final Annual Progress Report 2016 to UNDP	Project Director/ Project Manager
15 January 2017	Annual audit of the project	SMU-UNDP
05 April 2017	Quarterly Progress Reports, including:	Project Manager
05 July 2017	a) Report on project progress and financial delivery	
05 October 2017	b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change)	
	c) Update of Risk Log (Reviewing of external environment that may affect project implementation)	
15 Feb 2017	Mid-year review of project progress and, if needed, revision of the AWP	Project Director/ Project Manager
30 November 2017	a) Review of project contribution to results and financial delivery 2017; Review and endorsement of AWP 2018	Project Director/ Project Manager

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

### Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Programme Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Programme Manager to the Project Steering Committee through Project Assurance, using the standard report format available in the Executive Snapshot.

- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

#### Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Programme Manager and shared with the Project Steering Committee. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Steering Committee and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

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## VI. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the Supplemental Provision to the Project attached hereto and forming an integral part hereof, as the "Project Document".

**Alternative B** [where the Implementing Partner is UNDP (DIM), the UN, a fund/programme of the UN, or a UN agency]

UNDP, as the Implementing Partner (IP), shall comply with the policies, procedures and practices of the United Nations safety and security management system.

UNDP agrees to undertake all reasonable efforts to ensure that none of the project funds<sup>1</sup> are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

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<sup>1</sup> To be used where UNDP is the Implementing Partner

**ANNEXES**

**Risk Log Matrix - ATTACHED**



OFFLINE RISK LOG

Project Title: Institutional Support to Climate Change Adaptation and Mitigation		Award ID:00075411		Date: 10 Nov 2015					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Resource mobilization	05 Nov 2016	Financial	<p>We should ensure enhanced resource mobilization. Failing to do so would impact our future funding and delivery with respect to our environment and climate change portfolio</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P = 2</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = 4</p>	<p>We will develop more marketable programmes and vigorously pursue global and local funding sources</p>	DIM project		05 Nov 2017	New
2	Hiring of Consultants	05 Nov 2016	Operational Organizational	<p>Hiring of technical consultants require a lot of effort and time especially when the technical expertise are required. Sometimes they quote on the higher side so we have to ensure we have enough budget to facilitate them keeping in mind their competency and experience P = 4 I = 4</p>	<p>We will ensure that the consultancies are advertised on the websites and also shared amongst stakeholders. We can also pick from the rosters if possible</p>	DIM Project and UNDP Jointly		05 Nov 2017	New



	Donor	Donor Code	Op Balance 2017	Receipts in 2017	Expected Receipts 2017	ASL 2017 + Expected	Carrying to 2018 and onward from 2017
87334	Italy	00137	19,996.15		-	19,996.15	
87334	Govt of Pakistan	'00190	47,383.25			47,383.25	
87334	Variuos		2,260.08			2,260.08	
			69,639.48	-	-	69,639.48	

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