

United Nations Development Programme
Regional
Asia and the Pacific
Project Document

Regional Climate Risk Reduction Project in the Himalayan Region

Expected RP Outcome(s): Improved and effective capacity of Governments and CSOs to prevent, manage and respond to conflict and natural disasters

Expected Output(s):

1. Risks and impacts of climate-induced hydro-meteorological hazards in the Himalayan region assessed
2. Community-based climate risk reduction measures identified and implemented
3. Process for formulating policy frameworks for climate risk reduction and promotion of regional and national networks for knowledge sharing and coordination initiated.

Implementing Partner/Executing Entity: UNDP Regional Centre in Bangkok

Narrative

The Regional Climate Risk Reduction Project proposes to build upon the activities and outputs achieved under the Regional GLOF Risk Reduction Initiative (Phase 1). The project will assess risks and impacts of climate-induced hydro-meteorological disasters in the Himalayan region and prepare hazard risk and vulnerability assessments. Inventories of glacial lakes on a GIS platform will be undertaken to strengthen GLOF risk mitigation activities in the region. The Project will support community-based risk mitigation and preparedness activities such as local level risk mitigation measures, setting-up and operationalizing a community-centred early warning system, training to enhance response capability of local administration and communities. The project will adopt an interactive and consultative approach by involving national nodal administrative departments/agencies, technical/scientific institutions, NGOs/CBOs, media, communities and their representatives. The consultative process would help formulate national/regional climate risk reduction strategies and promote greater coordination through knowledge networking and information sharing.

RPD Programme Period: 2008-2011
 Project Title: Regional Climate Risk Reduction Project in the Himalayan Region
 Atlas Award ID: TBD by Atlas
 Start date: 1 Oct., 2009
 End Date: 31 Dec., 2010
 LPAC Meeting Date: _____
 BPAC Meeting Date: _____

Total resources required	EUR 572,182.50
Total allocated resources:	EUR 572,182.50
• Regular	_____
• Other:	
○ Donor	EUR 486,355.13
○ UNDP/BCPR	EUR 85,827.38
○ Donor	_____
○ Government	_____
_____	_____
In-kind Contributions	_____

Agreed by (UNDP):

N. Rollin

20 NOV 2009

Agreed by (Government):

Agreed by (Government)

Agreed by (Government)

I. SITUATION ANALYSIS

The context: The Himalayan region is susceptible to a whole range of geo-physical and hydro-meteorological hazards. Over the past decades, the already high hazard and risk profile of the region has further exacerbated with increase in incidence of climate-induced hydro-meteorological disasters. Outside the polar region, the short-term and long-term impacts of climate change are being felt more perceptibly in the Hindu Kush Himalayas (HKH) region. With warming in the Himalayas being greater than the global average, there has been an increase in the number, frequency and intensity of hydro-meteorological hazards like glacial lake outburst floods (GLOFs), floods, flash floods, cloud-bursts, landslides and droughts. Hydro-meteorological disasters are the most common in Asia and during 1991-2005 the highest number of people affected by these disasters was in Asia (CRED). Climatic impacts are further exacerbating these incidents and also changing the hydrological cycle. The combined effect being a virtual re-definition of the hazard, risk and vulnerability profile. The communities are exposed to new and bigger challenges and the vulnerability of people, already high due to unsafe construction practices, lack of preparedness planning and inadequate capacity, is increasing. The fragile mountain eco-system is under severe strain. Remote terrain and scattered population impair access to health, education, communication, response mechanisms etc. More often than not, it takes much longer for external assistance to reach affected communities. Inadequate capacity of local administrations and mountain communities compounds the vulnerabilities which undermine lives, livelihoods and viability of socio-economic assets and development infrastructure.

Climatic hazards and risk mitigation: Risks and vulnerabilities of mountain regions have received inadequate attention amongst disaster risk management practitioners. The fact that hazards in the region are bound in a delicate cause and effect relationship and together combine to increase risk also needs to be sufficiently addressed. There is a felt need to understand and assess the risks posed by climatic hazards and address existing and emerging risks through comprehensive risk reduction strategies. The institutional structures for addressing risk reduction issues including climate change and variability impacts have either not been set-up or are at a nascent stage with inadequate capacity. Most countries are yet to formulate comprehensive national strategies to address risk reduction and climate change issues. Few countries have enacted requisite legislative frameworks to support risk reduction initiatives.

Recognizing that climate change plays a key role in the achievement of the Millennium Development Goals (MDGs) related to poverty, hunger, gender, health and environmental issues, UNDP has been engaging various stakeholders to develop holistic risk management strategies. These entail using DRR as a pro-active tool to reduce/mitigate the impact of natural hazards. Collaborative initiatives with the Energy and Environment Group (EEG), Global Environment Facility (GEF), Bureau for Development Policy (BDP), the International Research Institute for Climate and Society (IRI) and other nodal institutions have been taken. Efforts have been made to combine DRR efforts with climate science and long-term adaptation strategies and promote synergies of action. The National Adaptation Programme of Action (NAPA) initiatives (undertaken in some countries in the region viz. Bhutan and Nepal) to assess vulnerabilities across all development sectors had identified nine priority areas related to disaster risk reduction.

Regional GLOF Risk Reduction Initiative:

Regional GLOF Risk Reduction Initiative (Phase I), identified many feasible risk mitigation and preparedness activities to complement structural mitigation efforts for GLOFs and implemented some of them on a pilot basis. These interventions have a potential for addressing risks arising from all hydro-meteorological disasters, including GLOFs. The Preparatory Assessment Reports pertaining to GLOF hazard, interactions with various stakeholders and the Regional Workshop on GLOF Risk Mitigation held in Paro, Bhutan in January, 2009 and knowledge networking and information sharing efforts with various stakeholders have highlighted the need to adopt an integrated approach to address hydro-meteorological hazards. There was a well-articulated need to strengthen existing knowledge with regard to mountain hazards by studying, assessing and analyzing their nature, causes, triggers and impacts to devise suitable risk mitigation measures.

Resources on GLOFs and hydro-meteorological events include the report '**Managing Risk of a Changing Climate to Support Development: Asia Regional Workshop in April 2007**' UNDP-BCPR, GEF and IRI Columbia, Nepal; 2007 (Available at <http://www.solutionexchange-un.net.in/drm/cr/res08050802.pdf>); studies on GLOFs by ICIMOD (www.icimod.org) and '**Floods in the Himalayas**' a report by ICIMOD <http://www.icimod.org/home/pub/publications.content.php?puid=118> and the UNEP studies on GLOFs and impact of climate change at <http://www.rrcap.unep.org/issues/glof/> and the findings from Assessment Reports, e-discussion and Regional Workshop on GLOF Risk Mitigation organized under the Regional GLOF Risk Reduction Initiative at <http://www.managingclimaterisk.org/glofs.htm>

The need or rationale for scaling up and strengthening the activities initiated under the Regional GLOF Project (Phase I) stems from the following: (i) an evaluation of the report noted that GLOF hazard is a lesser known hazard and the project has promoted a greater understanding of its increasing incidence, frequency and impact as it has been brought to the attention of national nodal agencies; and (ii) consultations with national nodal departments/agencies, technical/ scientific institutions, with communities, community representatives and civil society organizations and other stakeholders. The need to adopt an integrated

approach to address various hydro-meteorological hazards including GLOFs arose as it was felt that risk mitigation and preparedness measures identified could be used to reduce disaster risks emanating from climatic hazards. Developing a thorough understanding of processes, nature, causes and triggers of hydro-meteorological hazards and their likely impacts was also underscored. The project will build on previous achievements and will focus on mountain hazards and will seek to address impacts of climate change through risk reduction approaches.

II. STRATEGY

Promote greater understanding of climatic hazards and risks: As highlighted by the evaluation of Phase I, at present, there is an insufficient understanding of the processes, nature, trends, pattern of occurrence and impacts of climatic hazards. The project will develop a data-base of past climate-induced disasters to help analyze the trends. Building on Phase I experience, an assessment of hazards, vulnerabilities and consequent risks will help identify appropriate risk reduction measures. The process will also help establish and test hazard, risk and vulnerability assessment tools and methodologies.

Institutionalize capacity: The project will help nodal national departments/agencies, UNDP COs and other key stakeholders to formulate comprehensive climate risk management strategies/approaches to reduce risks and mitigate their impacts. It will promote better understanding of short-term and long-term impacts of climate change and variability processes. It will help devise comprehensive community-centric risk reduction and preparedness measures and enhance community capacity to reduce, mitigate and prepare for such disasters. The community-based activities will include setting-up and operationalizing an early warning system ensuring 'last mile connectivity', introducing land-use planning, promoting natural resource management and feasible risk mitigation measures at community level. It would establish a scalable model for replication to address similar hydro-meteorological risks in an integrated manner in other mountain areas.

The implementation of the project in close coordination with Environment and DM Units of UNDP COs will help build capacity in the COs to address climatic hazards and integrate the approaches in their long-term programmatic interventions on environment and disaster risk management. Implementation of activities in partnership with nodal national disaster management institutions and local administrations will help broad base the risk reduction agenda. Training and capacity building component will help enhance capacity at various levels for risk reduction, preparedness planning, response and sustainable recovery.

Regional coordination: The project will adopt a regional approach to assess the risks and impacts of climatic hazards. It is well known that hazards in the Himalayan region are intertwined in a close cause and effect relation and tend to have cross-boundary impacts. This necessitates enhanced coordination between countries and institutions in the region through existing regional platforms like SAARC DM Centre, ISDR Asia Partnership etc. The regional approach will help promote cross-learning and cross-fertilization of ideas and risk reduction measures.

Multi-stakeholder approach: The project will adopt a multi-stakeholder approach by involving various stakeholders including the national nodal departments/agencies, technical/scientific/academic institutions, training centres, civil society organizations, humanitarian and development agencies, community entities and representatives and others. Interactions with a cross-section of stakeholders and sectors will be held.

Knowledge networking: Knowledge on the impacts of climate change and variability processes is currently insufficient, dispersed across various institutions and is not used to develop convergent approaches. Some studies have been conducted by technical, scientific and research institutions. The project will facilitate sharing of learning and experiences on risk reduction measures for climatic hazards. The advocacy component under the project would help sensitize administrators, communities and other stakeholders.

Risk reduction being a cross-cutting issue, the project will involve disaster risk management, environmental management, land-use planning, administrations and civil society actors and will benefit practitioners and administrators working at local, national and regional levels. It will bring together professionals from different fields at one platform to address climatic hazards by developing convergent approaches through enhanced coordination, knowledge transfer and cross learning.

Project implementation: UNDP will work with members of the national disaster management authorities/committees in four project countries to promote national capacity building and institutionalization of capacity in nodal agencies and UNDP COs. Engagement with technical and academic organizations will help facilitate research and knowledge sharing on risk reduction and climate change issues. Involvement of local administrations, civil society organizations and communities will promote risk resilience at local level. Knowledge networking on e-networks such as DP-Net, Solution Exchange, Pamirtimes etc. will help disseminate the learning to a wider audience including risk management practitioners. Multi-sector approach will ensure association of practitioners from risk management, environmental management, land-use and development planning, hydro-meteorological monitoring and tracking agencies. This will create conditions for application of tools, methodologies and systemized best practices.

Project Partners: The project will coordinate its activities with local, national and regional organizations. Efforts will be made to associate SAARC DM Centre, ICIMOD, Wadia Institute of Himalayan Geology, WWF,

TERI and other national/ regional or international organizations and humanitarian agencies with the activities along with the national nodal agencies for DRM in each project country

Coordination at the national level will be facilitated by the UNDP Country Office and their established contacts with government counterparts and IO/NGO partners. The members of the national disaster management authorities/committees in the four countries (e.g. Central Disaster Relief Committee Nepal, National/State Disaster Management Authorities in India and Pakistan), as well as established networks (e.g. Disaster Preparedness Network Nepal, Solution Exchange India) will be one of the main entry points for engagement. Particular attention will be given not only to those organizations involved in disaster risk management, but also to those involved in land use urban planning and the management of hydro-meteorological research and early warning systems. This will create conditions not only for the application of tools, methodologies and systemised best practices, but for the development of a far larger number of interventions in vulnerable areas using counterpart resources.

Coordination with stakeholders will be undertaken through the orientation workshops, consultation meetings, bilateral interactions and dissemination of project reports. Selected stakeholders would be involved in undertaking various activities of the project. Specifically, some of the partners will include:

- SAARC DM Centre
- National DM Authorities/Committees
- State (Provincial)/Local administrations
- Technical/research institutions such as Wadia Institute of Himalayan Geology, G.B. Pant Institute, National Agricultural Research Centre (NARC), WWF, TERI, Tribhuvan University, ICIMOD, College of Natural Resources and others
- UN Agencies

Resources: The resources for the project have been mobilized from Directorate General European Commission for Humanitarian Aid (ECHO). The total cost of the project is 572,182.50 EUR, of which, ECHO is likely to provide 486,355.13 EUR and the remaining will be UNDP-BCPR contribution to the project. During the 5th DIPECHO Action Plan in South Asia, ECHO has earmarked nearly 10 million EUR for humanitarian aid.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Regional Programme Results and Resource Framework:

Improved and effective capacity of Governments and CSOs to prevent, manage and respond to conflict and natural disasters

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

1. **Outcome Indicator:** Communities have knowledge, understanding of climate risk and are prepared and able to take mitigation measures **Baseline:** No comprehensive approaches/measures have been identified for mitigating the impacts of climatic hazards at community level in the project countries. The understanding of processes, nature and causes of climatic hazards also remains inadequate. **Target:** Local-level risk reduction and preparedness measures including land-use planning, early warning systems, training and capacity building etc. implemented in at least three communities in each project country.
2. **Outcome Indicator:** Policy frameworks strategies developed for addressing climatic hazards and regional coordination on climate risk reduction. **Baseline:** There are no climate risk reduction policies/strategies to address climate-induced hazards. Little or no knowledge sharing and coordination on reducing climatic risks and mitigating their impacts. Efforts initiated for addressing GLOF risks need to be broadened to cover other mountain hazards. **Target:** A regional network with active participation of 500 practitioners from various agencies/institutions with nearly 30% participation of women promoted.

Partnership Strategy: The project will continue to coordinate its activities with local, national and regional organizations. Efforts will be made to associate SAARC DM Centre, ICIMOD, Wadia Institute of Himalayan Geology, WWF, TERI and other national/ regional or international organizations and humanitarian agencies with the activities along with the national nodal agencies for DRM in each project country. Coordination with stakeholders will be undertaken through the orientation workshops, consultation meetings, bilateral interactions and dissemination of project reports. Selected stakeholders would be involved in undertaking various activities of the project including intergovernmental organizations such as SAARC

Project title and ID (ATLAS Award ID): TBD

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS: October, 2009 to December, 2010)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS (in USD)		
Output 1 1. Risks and impacts of climate-induced hydro-meteorological hazards in the Himalayan region assessed Baseline: No data-base of hydro-meteorological disasters and no hazard, risk and vulnerability assessments have	A data-base of hydro-meteorological disasters and one hazard, risk and vulnerability assessment report prepared in at least one district in Nepal, Bhutan, India and Pakistan	1.1 Collect and collate data on past hydro-meteorological disasters in identified districts to prepare a data-base of hydro-meteorological disasters 1.2 Develop hazard, risk and vulnerability assessment reports 1.3 Compile/update the existing inventories of glacial lakes in consultation with key technical institutions/agencies in the region 1.4 Host the updated inventory on a web-based	RCB	2009	2010	
				Human Resources	207,000	
				Travel	12,000	8,000
				Inception W'Sh	18,000	
				Consultancy	19,500	
				Equipment	8,000	4,000
				Office Expenses	12,000	4,500
				Consultations and Training & CB W;'Sh	10,500	7,000

<p>been conducted</p> <p>Indicators: At least one data-base of hydro-meteorological disasters and at least one hazard, risk and vulnerability assessment report prepared in Bhutan, India, Nepal and Pakistan</p>		<p>GIS platform</p> <p>1.5 Training and capacity building of key stakeholders and nodal institutions on maintaining and operationalizing the inventory on IMS</p>		<table border="0"> <tr> <td>Programme Activities</td> <td>70,000</td> <td>40,000</td> </tr> <tr> <td colspan="3">(incl. preparation of reports, Data compiling and data-base Development, inventory, IMS, IEC materials, website hosting, Community interactions etc.)</td> </tr> <tr> <td>Visibility (ECHO)</td> <td>2,500</td> <td></td> </tr> <tr> <td>Total</td> <td>152,500</td> <td>63,500</td> </tr> </table>	Programme Activities	70,000	40,000	(incl. preparation of reports, Data compiling and data-base Development, inventory, IMS, IEC materials, website hosting, Community interactions etc.)			Visibility (ECHO)	2,500		Total	152,500	63,500																		
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Total	152,500	63,500																																
<p>Output 2</p> <p>Community-based climate risk reduction measures identified and implemented</p> <p>Baseline: No comprehensive approaches/measures identified for community-level implementation to address climatic hazards</p> <p>Indicators: (i) At least two community-based risk mitigation and preparedness measures focusing on land-use planning, early warning systems, training and capacity building implemented in each project country. (ii) At least two initiatives to strengthen DRM systems and capacities implemented in Bhutan focusing on capacity development, awareness raising, emergency preparedness and school safety.</p>	<p>Community-based risk mitigation measures implemented in at least three communities in Pakistan, Nepal and India and in three districts and cities in Bhutan</p>	<p>2.1 Identify and implement local level risk mitigation and preparedness measures at community and local administration level to address hydro-meteorological hazards including GLOFs</p> <p>2.2 Undertake advocacy and awareness campaign to sensitize key stakeholders and communities about climatic hazards and risks</p> <p>2.3 Establish a community-based early warning system on a pilot basis ensuring 'last mile connectivity' and train communities in operating the system and interpreting the warnings generated</p> <p>2.4 Training and capacity building programmes to strengthen community response capability with specific focus on women and children</p> <p>2.5 Strengthen disaster risk management systems at national and local levels in Bhutan through capacity enhancement, advocacy and awareness, emergency preparedness and school safety initiatives</p>	<p>RCB</p>	<table border="0"> <tr> <td></td> <td style="text-align: right;">2009</td> <td style="text-align: right;">2010</td> </tr> <tr> <td>Programme Activities</td> <td style="text-align: right;">14,000</td> <td style="text-align: right;">28,000</td> </tr> <tr> <td colspan="3">(incl. local level risk mitigation activities, training and capacity building, workshops, training modules, community interaction, DM planning etc.)</td> </tr> <tr> <td>IEC materials</td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td colspan="3">(incl. hiring an agency for printing, film etc; posters, visibility and information products,)</td> </tr> <tr> <td>Early warning systems</td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">20,000</td> </tr> <tr> <td>Consultancies</td> <td style="text-align: right;">28,000</td> <td></td> </tr> <tr> <td>Strengthening DRM Systems in Bhutan</td> <td style="text-align: right;">30,000</td> <td style="text-align: right;">62,066</td> </tr> <tr> <td>Travel</td> <td style="text-align: right;">10,000</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">124,000</td> <td style="text-align: right;">148,000</td> </tr> </table>		2009	2010	Programme Activities	14,000	28,000	(incl. local level risk mitigation activities, training and capacity building, workshops, training modules, community interaction, DM planning etc.)			IEC materials	20,000	25,000	(incl. hiring an agency for printing, film etc; posters, visibility and information products,)			Early warning systems	20,000	20,000	Consultancies	28,000		Strengthening DRM Systems in Bhutan	30,000	62,066	Travel	10,000	10,000	Total	124,000	148,000
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<p>Output 3</p> <p>Policy frameworks for the formulation of climate risk</p>	<p>Support formulation/ integration of at</p>	<p>3.1 Support incorporation of climate risk management initiatives in country DRM programmes</p>	<p>RCB</p>	<table border="0"> <tr> <td></td> <td style="text-align: right;">2009</td> <td style="text-align: right;">2010</td> </tr> <tr> <td>Travel</td> <td style="text-align: right;">2,000</td> <td style="text-align: right;">3,153</td> </tr> <tr> <td>National Stakeholder</td> <td></td> <td style="text-align: right;">16,000</td> </tr> </table>		2009	2010	Travel	2,000	3,153	National Stakeholder		16,000																					
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<p>reduction and promotion of regional and national networks for knowledge sharing and coordination initiated</p> <p>Baseline: No climate risk reduction strategies in project countries. No formal platforms for knowledge networking.</p> <p>Indicators: At least one stakeholder consultation in each project country and one regional workshop organized to promote knowledge networking and information sharing</p>	<p>least one climate risk reduction initiative in UNDP DRM programmes and networking of over 150 practitioners through DRM-Asia Community of Practice</p>	<p>3.2 Conduct an e-discussion on issues and challenges related to climate risk management to promote knowledge networking and regional cooperation on the issue</p> <p>3.3 Organize a Regional Workshop to facilitate multi-stakeholder interaction on climatic hazards and risks</p> <p>3.4 Organize national stakeholder consultations in each project country to promote CRM approaches</p> <p>3.5 Produce a knowledge product on 'Managing Climate Risks in the Himalayan Region' through community-based approaches.'</p>		<table border="0"> <tr> <td colspan="3">Consultations</td> </tr> <tr> <td>Regional Workshop</td> <td></td> <td>70,000</td> </tr> <tr> <td>E-discussion (moderator)</td> <td></td> <td>3,000</td> </tr> <tr> <td>and meetings to promote Regional Coordination</td> <td></td> <td></td> </tr> <tr> <td>Publication (engaging copy editor, designing & printing)</td> <td></td> <td>6,000</td> </tr> <tr> <td>Evaluation</td> <td></td> <td>6,000</td> </tr> <tr> <td>Visibility (ECHO - press inserts, media interaction)</td> <td></td> <td>2,500</td> </tr> <tr> <td>Total</td> <td>2,000</td> <td>106,653</td> </tr> </table>	Consultations			Regional Workshop		70,000	E-discussion (moderator)		3,000	and meetings to promote Regional Coordination			Publication (engaging copy editor, designing & printing)		6,000	Evaluation		6,000	Visibility (ECHO - press inserts, media interaction)		2,500	Total	2,000	106,653
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Indirect Costs				60,375 USD (40,250 EUR)																								
GRAND TOTAL				859,094 USD (572,182.50 EUR)																								

IV. ANNUAL WORK PLAN FROM ATLAS (ATTACHED AT ANNEX-VI)

Annex-A : GANTT CHART

TITLE OF THE ACTION: Regional Climate Risk Reduction Project in the Himalayan Region																
Results and Activities	Stage	July 09	Aug 09	Sept 09	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	July 10	Aug 10	Sept 10
Result 1: Assess Risks and impacts of climate-induced hydro-meteorological hazards in the Himalayan region																
Activity 1.1: Prepare a data-base of hydro-meteorological disasters and develop hazard, risk and vulnerability assessment reports for at least one district in each project country	Prop				[Blue Bar]											
	Intermed															
	Intermed															
Activity 1.2: Compile/update inventory of glacial lakes using a web-based GIS platform	Prop				[Blue Bar]											
	Intermed															
Result 2: Community-based climate risk reduction and preparedness measures identified and implemented																
Activity 2.1: Identify and implement local level risk mitigation and preparedness measures in identified communities	Prop				[Red Bar]											
	Intermed															

V. MANAGEMENT ARRANGEMENTS

DEX

The project will be implemented over a period of 15 months, commencing 1 October 2009 through to 31st of December 2010. The project will be directly executed by UNDP Regional Centre in Bangkok (RCB). UNDP RCB will be responsible for the technical and financial management of the project, and for all fiduciary arrangements, with guidance provided by the Project Board.

As the executing agency under ECHO guidelines, the UNDP Regional Centre in Bangkok will be responsible for the direct implementation of project activities. UNDP RCB will submit the final evaluation report, assessing the overall impact of the project as well as lessons learned that can inform future project design and implementation, to ECHO no later than (Insert date).

The Project Assurance Officer will share the schedule of key events and planned monitoring missions and the bi-monthly MRs (provided by the Project Manager) with the ECHO Regional Office.

UNDP RCB will provide following personnel:

Position	Work Months	In kind Contribution (in work months)	Professional Fees (Euro / month)
UNDP Regional DRR Advisor		1	X
UNDP RCB – CPR Team Leader		0.5	X

Project Board

A Project Board will be established (see diagram below and TOR for the Board in [Annex V](#)) to provide guidance as and when required by the Project Manager (see TOR for the Project Manager in Annex II). Periodic project reviews by the Project Board will be done in accordance with key reporting requirements of ECHO, which will require a mid-point review and a final review. The Board will maintain overall financial management and coordination of reporting to ECHO in accordance with ECHO reporting and financial requirements.

The Board will be consulted if and when the Project Manager's tolerances (in terms of time and budget) have been exceeded. These tolerances will be monitored by the Project Assurance Officer. Bi-monthly project Monitoring Reports (MRs) prepared by the Project Manager, will be submitted to the Board to be reviewed by the Project Assurance Officer and consolidated for the Board Meetings. The consolidated Monitoring Reports will be presented to the Board by the Project Assurance Officer at the mid-term review Board Meeting (31 March 2010) and the final review Board Meeting on 31 December, 2010.

A schedule of bi-monthly MRs is described in the following Section VII – Monitoring, Evaluation and Financial Reporting. Submission of all required reporting to ECHO will be the responsibility of the Board. The Board will comprise of:

1. Executive representing RCB to chair the Board (drawn from RCB Senior Management)
2. Senior Supplier role will provide guidance regarding the technical and overall feasibility of the project (drawn from RCB Operations)
3. Senior Beneficiary role is to ensure the project benefits rationally reach the intended beneficiaries (drawn from senior staff of the relevant officer from one of the target countries).

The Project Board will submit a mid-term progress report and a detailed expenditure report to ECHO no later than 31 March, 2010 . The progress report will include detailed information on the status of project implementation and the achievement of project Outputs and Activities as outlined in the project's Results Framework. The detailed expenditure report will indicate expenses by category as outlined in the original project budget.

Outputs and Activities described in detail in the Results and Resources Framework (Section IV) will serve to guide and monitor achievement of the project objectives together with the Annual Work Plan and Budget (Section V) and the Annual Work Plan Monitoring Tool in Section VII Monitoring Evaluation and Financial Reporting. As described above, in-kind contributions to the project will be made by the CPR Team Leader, the Regional Disaster Reduction Advisor and the financial tracking and oversight shall be maintained by Operations and Financial Team in RCB.

The Project Manager will be responsible for the daily management of the project, to coordinate the entire 15 months initiative (See ToR for Project Manager in **Annex 2**). The Project Manager will work closely with the Regional Disaster Reduction Advisor and the other members of the BCPR team based in Delhi. The Project Manager will travel throughout the four project countries and will be responsible for coordinating all the preparatory activities, consultations/workshops, post-workshop publications and all follow up activities. It is envisaged that the Project Manager will be based in Delhi and travel to the other three programme countries when necessary, and as a result s/he will be responsible for directly conducting all activities.

The Project Manager will be supported by six full-time Project Support Officers (see TOR in Annex 3) who will assist in coordinating the routine activities of the project in the four programme countries (Bhutan, India, Nepal and Pakistan) and will report on a regular basis to the Project Manager (See ToR for Project Support Officer in **Annex 3**). There will be one Communication and Reporting Officer (see TOR in Annex 4) to handle all communication, information sharing and visibility activities including developing relevant IEC materials and publications under the Project. Additional researchers or consultants will be engaged as and when required for specific activities in accordance with the project outcomes as follows:

Output 1: Risks and impacts of climate-induced hydro-meteorological hazards in the Himalayan region assessed

CPR Team: Delhi/Project Manager will establish a research team to work exclusively on identifying and documenting experiences of past hydro-meteorological disasters and preparing a data-base in each project country. The team may be made up of consultants/researchers/an NGO contracted directly by UNDP and potentially be directly linked to a centre of excellence in the region, such as a university, research centre or NGOs, to be determined during the planning phase. The information/data will be utilized to prepare hazard, risk and vulnerability assessment reports for at least one district in each project country.

Output 2: Community-based climate risk reduction and preparedness measures identified and implemented

The project team will organise and implement identified risk reduction and preparedness measures to build capacity at community and local administration levels. In addition, specialised agencies/personnel will be hired/engaged to coordinate the key strategic areas relating to public awareness and media relations, marketing and logistics. Services will be contracted also for the development of a publication, which will document in greater depth the selected good practices. Well qualified firms will

be identified within South Asia to undertake these initiatives, and in the absence of these, UNDP will make use of contacts and services already used by UNDP on a Consultancy basis by using the Short Service Agreement modality and the process shall involve selecting the Agency empanelled for the purpose, though it will not be restricted or constrained by the same in selecting the one best placed to provide qualitative services.

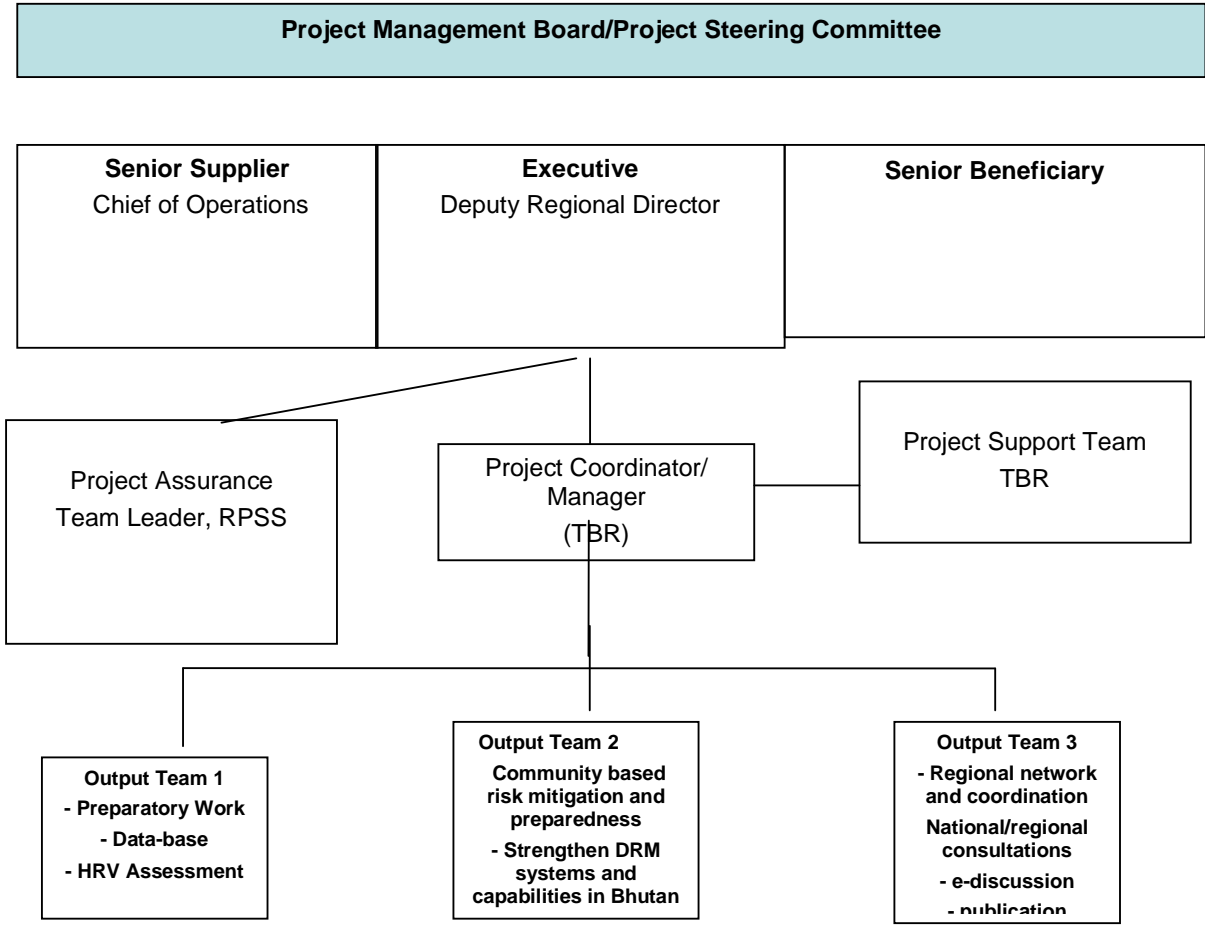
The implementation of the component related to strengthening DRM systems and capabilities in Bhutan shall be implemented in close coordination with the Department for Disaster Management, Royal Government of Bhutan and an expatriate DRM Specialist shall be recruited to institutionalize capacity on DRM.

Output 3: Policy frameworks for climate risk reduction formulated and promotion of regional and national networks for knowledge sharing and coordination initiated

The output will involve organization of national and regional consultation meetings/workshops. Linkages will be established with key technical/scientific/research institutions in the region and within each project country for promoting greater coordination. Similarly, existing e-networks in each project country and the ones regional/international ones shall be used to host an e-discussion on risk reduction approaches for climate risk reduction. Outputs from the interactive process shall be used to support the process to promote better understanding of risks emanating from processes of climate change and variability and the measures needed to mitigate their impacts at community and local administration levels. There may be a need for contracting a web-designer to help with setting up/maintaining the electronic network and a website for the network.

Project Management Board/Project Steering Committee

A Project Management Board/ Project Steering Committee will be established (see diagram below) to provide guidance to the project and the Project Coordinator.



VI. MONITORING FRAMEWORK AND EVALUATION

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 Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see Annex 3), 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 Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board 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 Project Manager and shared with the Project Board. 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 at the end of the project implementation period or during the fourth quarter of the year or soon after, to assess the performance of the project. This review is driven by the Project Board 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.

Monitoring Reports

The Project Manager will provide monthly progress reports to BCPR Delhi and Bangkok and to DIPECHO South Asia regional team. A mid-term progress report (Intermediate Report) and a detailed expenditure report shall be submitted to ECHO in February/March, 2010. The progress report will include detailed information on the status of project implementation and the achievement of project Outputs and Activities as outlined in the project's Results and Resources Framework. The detailed expenditure report will indicate expenses by category as outlined in the original project budget. Outputs and Activities described in detail in the Results and Resources Framework (Section III) will serve to guide and monitor achievement of the project objectives together with the Annual Work Plan and Budget and the Annual Work Plan Monitoring Tool in Section VII Monitoring Evaluation and Financial Reporting. After the project/action is complete, a project evaluation will be carried out internally through RCB Bangkok and/or BCPR Geneva.

Risks and Assumptions

1. Governments share knowledge

It is also important that while compiling the data-base on past hydro-meteorological disasters and preparing HVR assessment reports, government agencies and other technical agencies, nodal government departments/agencies are open to sharing information on impacts of those events and are open to critically examining the lessons learned from managing the aftermath of those events.

2. Countries will be committed to explore holistic climate risk reduction measures

There is a certain amount of uncertainty in the project countries but the nature, causes and impacts of climatic disasters. The general tendency is to focus more on structural measures that involve large investments. There is relatively less interest in "soft" solutions that take a pragmatic community-based approach and reduce disaster risk. This is essentially an advocacy project to address some of these concerns. It is important that there is at least some initial buy-in from the governments in this direction. Government's buy-in will be demonstrated, among other things, by their willingness to share data on the impact of past hydro-meteorological events.

3. Effective and reliable non-structural measures for climate risk reduction can be identified

While there are a range of non-structural measures known and applied towards other disaster events, it is not clear as to what extent these can be applied to dealing with climatic disasters as well. The existing options will have to be examined through a consultative process. However, at this stage it is only an assumption that well known and tested community-based approaches to dealing with other disasters will also work for hydro-meteorological events.

4. Project will not be delayed by conflict situation or other disasters in the country/region

Some Himalayan regions are currently or were recently affected by violent conflict. It is hoped that the security situation will not affect the project.

Quality Management for Project Activity Results

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process "Defining a Project". This table shall be further refined during the process "Initiating a Project".

OUTPUT 1: Assess risks and impacts of climate-induced hydro-meteorological hazards in the Himalayan region		
Activity Result 1 (Atlas Activity ID)	<i>Compile data-base and prepare hazard, risk and vulnerability assessment reports</i>	Start Date: Oct, 2009 End Date: June , 2010
Purpose	<i>To understand the nature, pattern of occurrence, causes and impacts of hydro-meteorological disasters and to prepare hazard, risk and vulnerability assessment reports</i>	
Description	<ol style="list-style-type: none"> 1. <i>Compile a data-base of past hydro-meteorological disasters from various sources and prepare hazard, risk and vulnerability assessment reports</i> 2. <i>compile an inventory of glacial lakes and make them available on a GIS platform</i> 	
Quality Criteria <i>Hazard, risk and vulnerability assessment reports prepared and used for identifying risk mitigation and preparedness measures</i>	Quality Method <i>Reports peer reviewed and shared with administrations</i>	Date of Assessment <i>Q 1 and 2 of 2010</i>

OUTPUT 2: Community based climate risk reduction and preparedness measures identified and implemented		
Activity Result 1 (Atlas Activity ID)	<i>Community-level risk reduction and preparedness</i>	Start Date: Oct., 2009 End Date: Dec, 2010
Purpose	<i>Build community capacity for risk reduction and preparedness for climatic hazards</i>	

Description	<ol style="list-style-type: none"> 1. <i>Local level risk reduction and preparedness</i> 2. <i>Community-based early warning systems</i> 3. <i>Training and capacity building for strengthening community response capability</i> 4. <i>Strengthening DRM systems and capacity in Bhutan</i> 		
Quality Criteria <i>Tangible improvement in community capacity to manage and respond to disaster risks</i>	Quality Method <i>Risk reduction initiatives and training programmes institutionalized with local administration or with nodal training institute</i>	Date of Assessment <i>Q 3 of 2010</i>	

OUTPUT 3: Initiate the process of formulation of policy frameworks for climate risk reduction and promotion of regional and national networks for knowledge sharing and coordination			
Activity Result 1 (Atlas Activity ID)	<i>National and regional network on climatic hazards</i>	Start Date: Oct, 2009 End Date: Dec, 2010	
Purpose	<i>To develop a network of stakeholders and partners to share information and experiences with regard to climate risk reduction measures</i>		
Description	<ol style="list-style-type: none"> 1. <i>organize national and regional consultations and workshop</i> 2. <i>conduct an e-discussion on 'Promoting DRR as a tool for climate risk management' and promote knowledge sharing</i> 3. <i>publication on 'Managing Climate Risks in the Himalayan Region'</i> 		
Quality Criteria <i>Practitioners from project countries and other regions contribute towards regional network on climate risk reduction</i>	Quality Method <i>Reports of consultation meetings and workshop Feedback from participants Publication on climate risk reduction</i>	Date of Assessment <i>Q 3 and 4 of 2010</i>	

VII. Legal Context

a) LEGAL CONTEXT

This regional project is directly executed by the UNDP Regional Centre in Bangkok and located in Bangkok, Thailand. As Thailand, as host country, has not signed the SBAA, the following text applies:

The project document shall be the instrument envisaged in the [Supplemental Provisions](#) to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

- a) 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;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

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 this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document 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/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

Project activities will be undertaken in those countries which have endorsed the project. For those countries which have signed the Standard Basic Assistance Agreement (SBAA), the following text applies:

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the implementing partner.

The executing agency shall:

- b) 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;
- c) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

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 this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document 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/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

For those countries which have not signed the SBAA, the same text applicable to this Thailand-based regional project (and quoted above) applies.

VIII. ANNEXES

Annex 1: Initial Risk Log

Risk Analysis. Use the standard Risk Log Template below.

Risk Log Matrix

#	Description	Category	Impact & Probability	Countermeasures / Mngt response	Owner	Author	Date Identified	Last Update	Status
1	Limited involvement of key policy makers of national and local administrations, nodal authorities	Strategic	Output 1 would have limited impact P = 2	Effective national level communication showing the benefits of the project at all levels administrative authorities/agencies	Project manager	CPR Team Leader	08.09.09		
2	Limited high level support from respective Governments for climate risk reduction initiatives	Strategic	Sustainability of activities P = 2	Work plan and Implementation process formulated in consultation with nodal authorities/agencies	Project manager	-CPR Team Leader	08.09.09		
3	Limited result due to in-sufficient or non-availability of data on past disaster events	Operational Strategic	Reduce the efficacy and utility of hazard, risk and vulnerability assessments P = 2	Explore multiple sources to access data/information	Project manager	- CPR Team Leader	08.09.09		
4	Project delayed by factors outside the control of the project (conflict or disaster) in project countries/region	Security	Adverse impact on timeliness and quality of activities P = 2	Work in close coordination with local administrations and stakeholders	Project manager	-CPR Team Leader	08.09.09		

Annex 2: Terms of Reference for the Project Manager

Post Title:	Project Manager
Organization:	Regional Climate Risk Reduction Initiative in the Himalayan Region, Bureau for Crisis Prevention and Recovery, South & South-West Asia Office, UNDP
Duty Station:	New Delhi
Duration:	15 months
Type of Contract:	Service Contract/SSA

Background

The Bureau for Crisis Prevention & Recovery (BCPR), UNDP provides technical inputs and knowledge networking on issues related to crisis prevention, disaster risk reduction, early and long-term recovery planning, climate risk management including capacity development to mainstream risk reduction and to manage climate-induced risks. BCPR, South & South-West Asia Office is assisting UNDP COs in the region with developing comprehensive disaster risk management programs. Technical inputs on key aspects of disaster risk reduction, learning and experiences from other countries and regions and latest practices are brought to bear upon the process.

With impacts of climate change and climate variability becoming increasingly more perceptible in the Himalayan region, BCPR has been promoting climate risk management programs. The hazard, risk and vulnerability profiles of the countries in the region are changing due to climate change and variability. The number, frequency and incidence of climate induced hazards have already witnessed an increasing trend. On the one hand, the existing hazards are getting exacerbated and on the other, newer hazards and risks are emerging due to climate change and variability processes.

Climate adaptation and risk management approaches can help mitigate the impacts of climate change. These need to be integrated within the on-going and future initiatives on disaster risk management. BCPR is helping UNDP COs and nodal regional/national institutions in the region to access and connect with latest research and knowledge on the subject to promote a better understanding and appreciation of climate change and variability processes and impacts.

A Regional Workshop on 'Reducing Risks of a Changing Climate in support of Development' was organized in association with IRI Columbia in Kathmandu in 2007 as a first initiative in this direction to promote better understanding of impacts of climate change on development process. It underscored the need to implement multi-stakeholder and multi-sectoral initiatives for mitigating the impacts of climate change.

The BCPR has taken another initiative related to the global Climate Risk Management – Technical Assistance Support Project (CRM-TASP), being implemented in selected climate-sensitive countries in Asia, Africa, Europe and South America to identify and assess climate-related risks. The program aims to develop capacity to adapt to climate change and manage risks emanating from climate variability and change.

A Regional GLOF Risk Reduction Initiative in the Himalayas was implemented in Bhutan, India, Nepal and Pakistan to develop community-based risk mitigation and preparedness measures for mitigating the impacts of glacial lake outburst floods (GLOFs). The implementation and interactive process has underscored the need to adopt a comprehensive climate risk reduction approach to address increasing hydro-meteorological hazards in the region.

The activities and outputs achieved under the Regional GLOF Risk Reduction Initiative, implemented with support from DG ECHO during the 4th DIPECHO Action Plan, are sought to be strengthened and built upon through the proposed Regional Climate Risk Reduction Project in the Himalayan Region under the 5th DIPECHO Action Plan. The project aims to ***develop and implement comprehensive climate risk management strategies in the Himalayan region to reduce the risks faced by mountain communities and to mitigate the impacts of hydro-meteorological/climate-induced hazards.***

The Regional Team Manager/Project Manager shall lead the implementation of the Regional Climate Risk Reduction Project in Bhutan, India, Nepal and Pakistan and shall have overall responsibility for the under-mentioned duties and responsibilities.

Duties and Responsibilities

Under the immediate guidance and supervision of the Regional Disaster Reduction Advisor (RDRA), BCPR, S&SW Asia and oversight of the Regional Team Leader, Regional Centre in Bangkok, the Regional Team Manager/Project Manager will perform the following duties and responsibilities:

- a. Overall responsibility for management, coordination and supervision of the Regional Climate Risk Reduction Project in the Himalayan Region:
 - Overall responsibility for implementation of the regional project in four project countries i.e. Bhutan, India, Nepal and Pakistan
 - Establish close liaison with UNDP COs in the project countries, the nodal national departments/agencies for disaster management and climate change, UN agencies, technical/scientific institutions, national and regional institutions working on DM, environment, climate change and related issues, CBOs/NGOs and INGOs, other DIPECHO partners and associate them with project activities
 - Interact with national/state governments in project countries, UNDP COs and other stakeholders for developing a work plan for the project to prepare the ground for project implementation
 - Correspond and interact with ECHO/DIPECHO regional team in New Delhi with regard to the Climate Risk Reduction Project under the 5th DIPECHO Action Plan
 - Ensure completion of all formalities and documentation for submission to ECHO
 - Ensure completion of Regional Project Template and other requisite documentation for internal BCPR/UNDP approval processes for the up scaled project
 - Organize a Team Building and Planning Workshop involving project team and focal points from Env/DRM Units in UNDP COs to identify areas/activities/partner institutions and stakeholders for implementation of Regional Climate Risk Reduction Project
 - Guide and supervise the Project Team in four project countries on a day-to-day basis including planning, coordinating and rolling out the project activities to ensure smooth, timely and qualitative implementation of the project and achievement of project outputs
 - Maintain regular contact and ensure timely information sharing and consultation with ECHO/DIPECHO regional team in South Asia and seek their inputs for enhanced impact of project activities
 - Represent the Project Team in DIPECHO Coordination Meetings and other formal platforms

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- Ensure timely submission of reports and required information to BCPR regional office and HQ as well as to ECHO in required reporting formats
 - Prepare and submit Intermediate and Final Reports to ECHO and support project evaluation on completion of activities
 - Overall project management
- b. Administrative responsibilities
- Preparation of TORs for recruiting required project staff, handling the advertisement of project positions, review and short-listing of potential candidates, organize interviews and selection of staff in accordance with HR rules and regulations
 - Handle HR related issues of project staff in consultation with and under the guidance of Regional Disaster Reduction Advisor (RDRA), BCPR, S&SW Asia Office
 - Manage administrative and financial matters related to the project including preparation of financial reports as and when required and ensure compliance with requisite procedures
 - Monitor project implementation progress and ensure timely and qualitative implementation
 - Team management
 - Any other task assigned by RDRA, South & South-West Asia Office and Regional Advisor and Practice Team Leader, Regional Centre in Bangkok
- c. Knowledge networking and advocacy
- Lead the knowledge management, coordination and advocacy initiatives to sensitize key stakeholders including national and regional agencies
 - Organize knowledge networking and information sharing activities on a regular basis by keeping partner departments/organizations in information sharing loop
 - Ensure publication/documentation of initiatives and activities highlighting the key experiences and lessons learnt for future interventions
 - Develop relevant knowledge products on climate adaptation, risk reduction issues by involving key research institutions and other relevant stakeholders
 - Participate in national/regional workshops/meetings on DRR, climate change to promote climate adaptation and risk reduction approach

Expertise and qualification:

- Masters Degree in social sciences, disaster management or related subjects
- Minimum six years of professional experience of working in the field of disaster management with sound understanding of risk reduction and climate change issues in the region
- Experience of managing ECHO/DIPECHO projects in the past and familiarization with ECHO rules and regulations relating to reporting and financial management
- Experience in community-based disaster risk management projects, coordination with partner organizations, dealing and interacting with nodal national/regional organizations/institutions, capacity building activities etc.
- Past experience of working with UNDP and familiarity with UN system and UNDP rules and regulations
- Ability to promote knowledge networking and partnership on DRR and climate change issues by creating a learning environment within the team and UNDP and involve other stakeholders with knowledge/information sharing process

Knowledge and skills:

- Fluency in English with excellent oral and written communication skills. Knowledge of one of the regional languages will be an asset.

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- Strong ability to interact and network with UNDP COs, respective nodal departments/agencies in project countries, technical/scientific institutions working on DM and CC issues, I/NGOs and international humanitarian/development organizations working in the region, donors and bi-lateral agencies and other stakeholders and build relations for closer coordination and working relationship
 - Good facilitation and presentation skills and ability to represent BCPR in high-level consultations, seminars and interactive forums
 - Ability to work well under pressure and meet strict deadlines
 - Proven team-building, networking and inter-personal skills with good management, communication, leadership skills and flexible attitude and ability to work with people of different backgrounds and nationalities
 - Demonstrates integrity and cultural, gender, religion, race, nationality and adaptability
 - Excellent working knowledge of MS Office-Word, Excel, Access, Power Point, Intra-Internet, e-mail applications etc. Knowledge of other applications such as Front Page, Publisher and some multimedia tools would be useful though not mandatory
 - International travel will be an important part of successful candidate's activities. Flexibility to undertake international travel is necessary.

Annex 3: Terms of Reference for Project Support Officers

Post Title:	Project Support Officer
Organization:	BCPR, S&SW Asia Office, New Delhi
Project:	Regional Climate Risk Reduction Project (supported by DIPECHO and Implemented by BCPR through UNDP COs in the project countries)
Duty Station:	New Delhi/Islamabad/Thimphu/Kathmandu
Duration:	15 months [The position is subject to receipt of project funding]
Type of Contract:	Service Contract

Background:

The Bureau for Crisis Prevention & Recovery (BCPR), UNDP provides technical inputs and knowledge networking on issues related to crisis prevention, disaster risk reduction, early and long-term recovery planning, capacity development to mainstream disaster risk reduction and climate risk management approaches to mitigate/adapt to climate-induced risks. BCPR, South & South-West Asia Office is assisting UNDP COs in the region with developing comprehensive disaster risk management programs. Technical inputs on key aspects of disaster risk reduction, learning and experiences from other countries and regions and latest practices are brought to bear upon the process.

With impacts of climate change and climate variability becoming increasingly more perceptible in the Himalayan region, BCPR has been promoting climate risk management programs. The hazard, risk and vulnerability profiles of the countries in the region are changing due to climate change and variability. The number,

frequency and incidence of climate induced hazards have already witnessed an increasing trend. On one hand, existing hazards are getting exacerbated and on the other, newer hazards and risks are emerging due to climate change and variability processes.

One of the manifestations of the impacts of climate change in the Himalayan region has been in the form of an enhanced melting/retreat of glaciers leading to formation of glacial lakes. These lakes are inherently unstable and have the potential to breach/outburst suddenly causing catastrophic flooding downstream and adversely impacting lives, livelihood, socio-economic infrastructure and community assets. With a view to address this emerging hazard, a Regional GLOF Risk Reduction Initiative in the Himalayas project, supported by DIPECHO, was implemented during 2008-2009 to strengthen GLOF risk mitigation efforts through community-based mitigation and preparedness approaches.

On the basis of the learning and experience derived from the Regional GLOF Project, it is proposed to implement a *Regional Climate Risk Reduction Project* (with proposed funding support from DIPECHO) with a view to develop and implement climate risk management strategies in the Himalayan region to reduce the risks faced by vulnerable mountain communities and to mitigate impacts of hydro-meteorological/climate-induced hazards including GLOFs. The Project will focus on assessing the impact of climate-induced/hydro-meteorological hazards on mountain communities to develop a better understanding of the nature, occurrence, triggers, impacts and trends of climate-induced disasters and their inter-relationship. The Project will also address issues related to GLOFs along with other hydro-meteorological hazards especially the climate-induced ones.

The proposed action will take a comprehensive look at the hazards and risks posed by hydro-meteorological disasters in the Himalayan region in order to better understand the nature, pattern of occurrence and impacts. On the basis of this understanding, it will devise and implement a community-centric approach for: (i) risk mitigation and preparedness, (ii) undertake risk assessment on pilot basis to establish methodology for HVR assessments for hydro-meteorological hazards and (iii) capacity enhancement at community and local administration level etc. The knowledge and experience generated would help promote formulation of holistic climate risk management policy frameworks at national and regional levels. At the same time, a coordinated national and regional approach, involving various stakeholders and sectors, would be advocated to address the risks arising from climate-induced hazards through convergence of approaches.

Duties and Responsibilities:

Under the overall supervision of the Regional Disaster Reduction Advisor (RDRA) and the day-to-day guidance of the Regional Team Manager, the Project Support Officer will perform the following duties and responsibilities:

1. **Implementation of Regional Climate Risk Reduction Project (RCRRP) with focus on achievement of the following results:**
 - Assess risks and impacts of climate-induced hydro-meteorological hazards in the Himalayan region including updating inventory of glacial lakes and hosting them on web-based GIS platform and preparing hazard, vulnerability and risk assessments in identified districts
 - Community-based climate risk reduction and preparedness measures identified and implemented
 - Initiate the process for formulation of policy frameworks for climate risk reduction and promotion of regional and national networks for knowledge sharing and coordination.

2. **Specific activities related to implementation of Regional Climate Risk Reduction Project:**

- Interact and introduce the Project to national nodal departments/agencies and other stakeholders including technical/scientific/academic institutions working on climate change, adaptation, disaster risk reduction, environment management, land-use planning and related issues, civil society organizations, I/NGOs, community representatives and elected entities etc.
- Promote and establish a network of stakeholders for involving them in project-related activities and keeping them in regular information sharing network
- Compile and collect information with regard to hydro-meteorological hazards from varied sources and prepare an inventory of hydro-met disasters in the past
- Interact with state/district/local administrative authorities for developing the work plan
- Identify local institutions/organizations and develop TORs for compiling community information about hydro-met disasters and traditional coping mechanisms including mitigation and preparedness measures adopted
- Interact with and support identified institution/organization with preparation of hazard, vulnerability and risk assessment for identified districts including developing a methodology for conducting HVR assessments for climate-induced disasters. Support conduct of HVR assessments in identified project areas to establish a model for replication
- Interact with nodal technical/research institutions for updating/revising inventory of glacial lakes and for hosting the same on a web-based GIS platform
- Develop TORs for engaging the services of an institution or a consultant or an NGO for supporting the process of collecting information about past hydro-met disasters, developing methodology for HVR assessments and inventorization of glacial lakes
- Identify and implement community-based climate risk mitigation and preparedness measures including land-use management concepts and practices, training and capacity building initiatives including formulating training modules, conducting training programmes and establishing linkages with national/regional training institutions etc.
- Support conduct of an e-discussion by promoting participation of all stakeholders and individual experts
- Support organization of national consultation meetings and Regional Workshop on climate risk management
- Conduct research on issues connected with climate risk management and network with institutions/organizations at national/regional/international level to bring to bear the latest thinking and knowledge on the project activities and outcomes
- Support UNDP COs and national nodal departments/agencies and regional institutions with formulation of policy frameworks and initiatives to address climate-induced hazards through considered climate risk management strategies
- Prepare Reports for being shared with DIPECHO and meet other information/ communication needs to ensure that RDRA, BCPR Team in Regional Centre in Bangkok, UNDP COs in project countries and the DIPECHO South Asia team is kept in continuous/regular information loop
- Liaise with Environment and DRM Units in UNDP COs with regard to project activities
- Support timely preparation of Intermediate and Final Reports for the Project
- Assist Project evaluation undertaken by DIPECHO or an internal evaluation undertaken by BCPR

3. **Administrative and reporting functions:**

- Maintain and update all project documents and files for future reference and record
- Support regular up dating of the MCR (Managing Climate Risk) website especially the webpage on Regional GLOF Project including uploading of all documents/IEC materials produced under the Project

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- Prepare monthly updates and reports and share the same with identified stakeholders through uploading on the webpage and/or through email groups
 - Contact and follow-up with designated focal points in UNDP COs with regard to reporting/financial requirements of Regional Project
 - Maintain a calendar of events related to the project at national and regional level
 - Assist Regional Team Manager with day-to-day implementation and management of the Project
 - Perform administrative, logistical and financial management functions to support the South & South West Asia Office
 - The Project Support Officer based in BCPR, S&SW Office in New Delhi would support the Regional Team Manager in addressing regional matters and in implementing project activities with a regional focus.
 - Any other task assigned by the Regional Disaster Reduction Advisor (RDRA) and the Regional Team Manager with regard to BCPR work in the region from time to time.

Expertise and Qualifications:

- Graduation/Post Graduation in Rural Development, Sociology, Social Work/Social Sciences, Business or Public Administration, Humanities, Disaster Management, Environment or related subjects
- Minimum 3 years of relevant experience (for Post-Graduates) and 5 years (for Graduates) in the field of disaster risk management involving implementation of community-based activities
- Experience of addressing issues connected with disaster management and/or climate risk management issues. Familiarization with current national/international frameworks and consultations on climate change issues would be desirable
- Past experience of community-based disaster preparedness and risk management activities
- Familiarity with UN systems, especially UNDP rules and guidelines and CPR community of practice
- Past experience of working with UNDP on disaster risk management, environment, climate change related subjects/projects would be desirable
- Experience with DIPECHO project reporting requirements would be preferred.
- Broad understanding of the current global discourse on disaster risk management and climate change issues

Knowledge and skills:

- Ability to interact and network with key nodal departments, technical/scientific agencies and other stakeholders. Good facilitation and presentation skills and ability to represent the organization at seminars, workshops and other events
- Strong reporting, writing and oral communication skills in English. Knowledge of one regional language will be an asset
- Experience of association with developing/assessing/evaluating policies, programmes and frameworks related to disaster risk management, climate change, urban risk reduction, environment and related subjects desirable
- Proficiency with computer and web applications including web-search and developing/managing content for project website. Excellent working knowledge of MS Office-Word, Excel, Access, Power Point, Intra-Internet, e-mail applications etc. Knowledge of other applications such as Front Page, Publisher and some multimedia tools would be useful though not mandatory
- Excellent community mobilization, networking and partnership development and collaboration skills including experience of working with administrative systems at local/state/national levels
- Ability to multi-task and work in a team, good inter-personal skills and flexible attitude and work well under pressure

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- Ability to liaise and work with people of different backgrounds and nationalities
 - International travel will be an important part of successful candidate's activities. A passport and flexibility to undertake international travel is necessary.

Annex 4: TOR for Communication and Reporting Officer

Post Title: Communication and Reporting Officer
Organization: BCPR, S&SW Asia Office, New Delhi
Project: Regional Climate Risk Reduction Project (supported by DIPECHO and Implemented by BCPR through UNDP COs in the project countries)
Duty Station; New Delhi
Duration: 15 months [The position is subject to receipt of project funding]
Type of Contract: Service Contract

Background:

The Bureau for Crisis Prevention & Recovery (BCPR), UNDP provides technical inputs and knowledge networking on issues related to crisis prevention, disaster risk reduction, early and long-term recovery planning, capacity development to mainstream disaster risk reduction and climate risk management approaches to mitigate/adapt to climate-induced risks. BCPR, South & South-West Asia Office is assisting UNDP COs in the region with developing comprehensive disaster risk management programs. Technical inputs on key aspects of disaster risk reduction, learning and experiences from other countries and regions and latest practices are brought to bear upon the process.

With impacts of climate change and climate variability becoming increasingly more perceptible in the Himalayan region, BCPR has been promoting climate risk management programs. The hazard, risk and vulnerability profiles of the countries in the region are changing due to climate change and variability. The number, frequency and incidence of climate induced hazards have already witnessed an increasing trend. On one hand, existing hazards are getting exacerbated and on the other, newer hazards and risks are emerging due to climate change and variability processes.

One of the manifestations of the impacts of climate change in the Himalayan region has been in the form of an enhanced melting/retreat of glaciers leading to formation of glacial lakes. These lakes are inherently unstable and have the potential to breach/outburst suddenly causing catastrophic flooding downstream and adversely impacting lives, livelihood, socio-economic infrastructure and community assets. With a view to address this emerging hazard, a Regional GLOF Risk Reduction Initiative in the Himalayas project, supported by DIPECHO, was implemented during 2008-2009 to strengthen GLOF risk mitigation efforts through community-based mitigation and preparedness approaches.

On the basis of the learning and experience derived from the Regional GLOF Project, it is proposed to implement a *Regional Climate Risk Reduction Project* (with proposed funding support from DIPECHO) with a view to develop and implement climate risk management strategies in the Himalayan region to reduce the risks faced

by vulnerable mountain communities and to mitigate impacts of hydro-meteorological/climate-induced hazards including GLOFs. The Project will focus on assessing the impact of climate-induced/hydro-meteorological hazards on mountain communities to develop a better understanding of the nature, occurrence, triggers, impacts and trends of climate-induced disasters and their inter-relationship. The Project will also address issues related to GLOFs along with other hydro-meteorological hazards especially the climate-induced ones.

The proposed action will take a comprehensive look at the hazards and risks posed by hydro-meteorological disasters in the Himalayan region in order to better understand the nature, pattern of occurrence and impacts. On the basis of this understanding, it will devise and implement a community-centric approach for: (i) risk mitigation and preparedness, (ii) undertake risk assessment on pilot basis to establish methodology for HVR assessments for hydro-meteorological hazards and (iii) capacity enhancement at community and local administration level etc. The knowledge and experience generated would help promote formulation of holistic climate risk management policy frameworks at national and regional levels. At the same time, a coordinated national and regional approach, involving various stakeholders and sectors, would be advocated to address the risks arising from climate-induced hazards through convergence of approaches.

Duties and Responsibilities:

Under the overall supervision of the Regional Disaster Reduction Advisor (RDRA) and the day-to-day guidance of the Regional Team Manager, the Communication and Reporting Officer will perform the following duties and responsibilities:

1. **Support implementation of Regional Climate Risk Reduction Project (RCRRP) with focus on achievement of the following results:**
 - Assist the process of assessment of risks and impacts of climate-induced hydro-meteorological hazards in the Himalayan region including updating inventory of glacial lakes and hosting them on web-based GIS platform and preparing hazard, vulnerability and risk assessments in identified districts with requisite inputs
 - Support identification of community-based climate risk reduction and preparedness measures through review of existing literature and reports on the subject
 - Support the process of formulating policy frameworks for climate risk reduction and promotion of regional and national networks for knowledge sharing and coordination.

2. **Specific activities related to implementation of Regional Climate Risk Reduction Project:**
 - Develop communication strategy to address communication needs and to disseminate activities and outcomes of the Project and identify and utilize relevant communication modes to ensure visibility and dissemination of outputs/learning
 - Prepare timely reports for activities undertaken and workshops/consultation meetings organized and documentation of key initiatives and outcomes
 - Address information, communication and awareness generation component by ensuring development of relevant IEC materials and other visibility products
 - Ensure optimum reflection of project in media and other publicity products
 - Support promotion and establishment of a network of stakeholders for involving them in project-related activities and keeping them in regular information sharing network
 - Compile and collect information with regard to hydro-meteorological hazards from varied sources to support preparation of an inventory of hydro-met disasters

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- Support development of TORs and Questionnaire for compiling community information about hydro-met disasters and traditional coping mechanisms including mitigation and preparedness measures adopted and for engaging the services of an institution or a consultant or an NGO
 - Provide requisite support to project team to identify community-based climate risk mitigation and preparedness measures including land-use management concepts and practices, training and capacity building initiatives including formulating training modules and establishing linkages with national/regional training institutions etc.
 - Support the project team with research on issues related to climate risk management especially hydro-meteorological hazards and the processes related to interactions/consultations at national/regional/international level on the subject and collate relevant information for being shared with the project team
 - Compile information/updates from project team in different countries and develop an information resource base on the project/subject
 - Support project team with research inputs on issues connected with climate risk reduction, disaster risk reduction and related aspects
 - Support conduct of an e-discussion by promoting participation of all stakeholders and individual experts
 - Prepare Reports for being shared with DIPECHO and meet other information/ communication needs to ensure that RDRA, BCPR Team in Regional Centre in Bangkok, UNDP COs in project countries and the DIPECHO South Asia team is kept in continuous/regular information loop
 - Liaise with Environment and DRM Units in UNDP COs with regard to sharing of information on project activities
 - Support timely preparation of Intermediate and Final Reports for the Project
 - Assist Project evaluation undertaken by DIPECHO or an internal evaluation undertaken by BCPR

3. **Administrative and reporting functions:**

- Maintain and update all project documents and files for future reference and record
- Support regular up dating of the MCR (Managing Climate Risk) website especially the webpage on Regional GLOF Project including uploading of all documents/IEC materials produced under the Project
- Prepare monthly updates and reports and share the same with identified stakeholders through uploading on the webpage and/or through email groups
- Maintain a calendar of events related to the project at national and regional level
- Assist Regional Team Manager with day-to-day implementation and management of the Project especially the knowledge management and documentation component
- Support the project team in identifying and addressing regional matters through relevant communication and information products
- Address communication and reporting needs of BCPR South & South-West Asia Office
- Any other task assigned by the Regional Disaster Reduction Advisor (RDRA) and the Regional Team Manager from time to time with regard to research, documentation, information development on issues connected with crisis prevention, risk reduction, climate risk management and BCPR's work in the region in general.

Experience and Qualifications:

- Graduation/Post Graduation in Mass Communication, Journalism, Literature, Humanities, Disaster Management, Environment or related subjects. Fresh pass outs with outstanding academic background would also be considered
- Minimum 3 years of relevant experience (for Post-Graduates) and 5 years (for Graduates) in reporting and communication of projects of similar nature or of national/regional dimensions.

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- Familiarization with issues connected with disaster management and climate risk management and current thinking/consultations on climate change issues would be desirable

Knowledge and skills:

- Familiarity with UN systems, especially UNDP rules and guidelines and CPR and DRM Community of Practice
- Past experience of working with UN, I/NGOs or other similar organizations on communication and reporting for disaster management, climate change or similar projects
- Excellent networking and partnership building skills to support continuous information sharing and consultation with nodal departments, technical/scientific institutions and other stakeholders
- Multi-tasking, ability to work in a team, flexible attitude, strong inter-personal skills and work under strict deadlines and pressure
- Ability to interact and network with key nodal departments, technical/scientific agencies and other stakeholders. Good facilitation and presentation skills and ability to represent the organization at seminars, workshops and other events
- Strong reporting, writing and oral communication skills in English. Knowledge of one regional language will be an asset
- Proficiency with computer and web applications including web-search and developing/managing content for project website. Excellent working knowledge of MS Office-Word, Excel, Access, Power Point, Intra-Internet, e-mail applications etc. Knowledge of other applications such as Front Page, Publisher and some multimedia tools would be useful though not mandatory
- Ability to liaise and work with people of different backgrounds and nationalities
- International travel will be an important part of successful candidate's activities. A passport and flexibility to undertake international travel is necessary.

Annex:V TOR Project Management Board

A Project Management Board (PMB) shall be constituted to provide oversight and guidance to the project and to ensure timely and qualitative delivery of outputs and achievement of objectives. The composition of the Project Management Board shall be as follows:

1. Deputy Regional Director , RBAP, Regional Centre in Bangkok (Executive and Chair)
2. Senior Supplier from RCB Operations
3. Senior Beneficiary

Roles and Responsibilities: The Project Management Board shall discharge the following functions:

1. The PMB shall meet at least once every six months.
2. It shall provide regular oversight and supervision to ensure timely and qualitative implementation.
3. It shall monitor the project activities and ensure that these are designed to meet the overall objectives of the project and are in accordance with the RRF.
4. The Work Plan shall be approved by the PMB at the initiation of the Project.
5. Periodic project reviews will be done in accordance with the key reporting requirements of ECHO/DIPECHO.

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6. Overall financial management and coordination of reporting to ECHO/DIPECHO shall be supervised by PMB in accordance with the reporting and financial requirements.
 7. Regular Monitoring Reports (MRs) shall be submitted to the PMB by the Project Manager. These will be consolidated at mid-term and final review meetings.
 8. PMB will supervise and approve submission of mid-term and final reports to ECHO/DIPECHO.