

Government of the Republic of Fiji



United Nations
Development Programme

Fiji Early Recovery Response Project 2009

Narrative

Two successive tropical depressions with associated torrential rains unleashed severe flooding in the Western, Central and Northern Divisions of the Fiji Islands in January 2009. This extreme flooding is considered a 1 in 50 year event and caused extensive damages and losses to the population affected, as well as to infrastructure such as roads and bridges, and basic services. The agricultural sector was heavily affected, with devastation to sugarcane crops and to small family gardens for subsistence and staple crops. UNDP proposes to support the government by providing expertise to conduct technical assessments of impacts in the agricultural sector, socio-economic assessment of the flood impact, and a transitional recovery framework. This will lay the foundations for a broader early recovery initiative. The Project, which is preparatory in nature is expected to deliver the following three key outputs: (i) Internal Assessment of the coordination mechanisms in the Ministry of Agriculture (b) Development of multi-dimensional Early Recovery Framework and Transitional Recovery Plan (iii) Socio-Economic Study on flood affected areas of the Western and Central division connected with the medium and long-term development programme.

United Nations Development Programme

Country: Fiji

Project Document

UNDAF Outcome(s): 2.4 *[Redacted]*

Expected CP Outcome(s): *[Redacted]*

Expected CPAP Output(s): strengthen the capacity of the Ministry of Agriculture and the Ministry of National Planning to respond to natural disasters including early recover plans for the medium and long term.

Implementing partner: Ministry of National Planning, Suva, Fiji Islands

Responsible Parties: UNDP Multi-Country Office based in Suva, Fiji

Programme Period:	Jan-Dec 2009
CPAP Programme Component:	
Project Title:	Fiji Early Recovery Response
Atlas Award ID:	need award ID
Start date:	January 2009
End Date:	December 2009.
PAC Meeting Date:	10 February 2009

Estimated annualized budget:	100,000
Total resources required:	100,000
Total allocated resources:	100,000 ✓
• Regular:	
• Other:	
o TRAC 3:	100,000 ✓
o Government:	In - Kind
o UNDP PC:	in - Kind
Unfunded budget:	_____
In-kind Contributions:	_____

Agreed by (Implementing Partner): *R. Bay*

Agreed by UNDP: *[Signature]*

Situation Analysis

The Republic of Fiji Island consists of 322 Islands with a total population of 837,271 people. The most important Islands are Viti-Levu and Vanua-Levu. Fiji, endowed with forest, mineral and fish resources, is one of the more developed of the Pacific Island economies, though still with a large subsistence sector. Sugar exports and a rapidly growing tourism industry are the major sources of foreign exchange; with sugar processing making up for one third of industrial activity.

A tropical depression over Fiji caused heavy rainfall, mainly from January 7-10, resulting in severe flooding in the Western, Northern and Central Divisions of the country. The affected areas mainly include the major towns of Ba, Lautoka, Nadi, Sigatoka, Navua, Nausori and Labasa, as well as a number of rural villages. Emergency operations have been activated in the three divisions, while the Western division had been officially declared a "state of natural disaster," with restricted movement to prevent looting and accidents.

As of January 11, a total of 816 mm accumulated precipitation was recorded in Monsavu, and 723 mm in Nadi, both in the Western Division, showing extreme flooding to an extent projected only once in 50 years for Fiji. In some areas, such as Wailotua village in the Central Division, floods are reaching the roofs of houses.

As per the latest report from the National Disaster Management Office (NDMO) and DISMAC, currently 8492 people are evacuated and housed in 119 Evacuation Centres throughout Fiji. A total of 11 deaths have been recorded, as a result of drowning, landslides, and road accidents caused by poor visibility in the heavy rain.

Flash flooding has caused severe damages in sectors including agriculture, housing, roads and bridges, utilities, and basic services provided by Telecom and Fiji Electricity Authority (FEA). Including the cost of rations provided to flood victims, the total damages so far stand at \$31,718,565 FJD.

At the time of this proposal, the floods are still ongoing, as a second tropical depression reached the Fiji Islands on January 14, bringing further heavy rains. Continued floods force the displaced population to remain in evacuation centres and are impeding government officials' ability to access affected areas to conduct damage assessments.

Preliminary Needs

The government is appealing to the donor partners and agencies to assist with emergency response in the affected districts. In a briefing by the Fiji Government on January 14, various preliminary resource gaps were identified for urgent funding and technical assistance. The government requested support for transportation (hiring of trucks, boats, aircrafts, helicopters, and fuel) and relief in the form of water storage and treatment supplies, as well as food and hygiene rations, for evacuation centers over the course of the disaster period. The Government also stated that it requires technical support for detailed damage and loss assessments in the areas of health; infrastructure; agriculture and nutrition; and flood impact assessment and mitigation measures.

Initial calculations indicate staggering losses to the agricultural sector, which is one of the backbones of Fiji's economy. The sugar crop is completely ruined, with water-logged and debris-ridden canefields written off for this year's harvest, and total damages to the sugar industry estimated in millions of FJD. Staple crops such as dalo, cassava and pumpkin are rotting under water on family farms, threatening food security and eliminating income for these rural families. Acres of grazing field for cattle are also under water, with many livestock drowned, and milk production substantially reduced due to difficulties for collection and refrigeration.

In Nadi town -- a tourist hub in the Western Division with a local population of 11,885 -- more than 300 small businesses are destroyed and facing bankruptcy, according to the Nadi Chamber of Commerce.

Strategy

UNDP proposes to use the TRAC 3 funding under category II to provide support and contribute to the Governments efforts to undertake technical needs assessments following the disaster, and to help formulate a transitional recovery plan. A needs assessment of the agricultural sector will be undertaken in coordination to strengthen the internal coordination mechanism of the Ministry with the aim of enhancing its response mechanism in times of natural disasters. In the medium and long term, a multi-dimensional early response assessment will be undertaken to assist the Government of Fiji draft and implement policies to assist in speedy recovery. Lastly, a socio-economic assessment of the flood impacts will also be supported by UNDP, in coordination with the Pacific Islands' Applied Geoscience Commission (SOPAC). UNDP will provide an expert to help design and conduct the socio-economic assessment, therefore this component will require TRAC 3 funding only for the related transportation costs.

These assessments, in combination with the transitional recovery plan, will establish the foundations for a broader recovery framework which can then be designed to restore livelihoods and dignified living conditions for the population affected.

The Project activities, as set out in the annual work plan, will run for a year to the 31st December 2009.

I. ANNUAL WORK PLAN BUDGET SHEET

YEAR: 2009

EXPECTED CORPUS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>Exclusively results and associated actions</i>	EMERGENCY			RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3		Funding Source	Budget Description	Amount
<p>Output 1: Capacity Assessment of the Ministry of Agriculture Response and Coordination Mechanism to Natural Disasters</p> <p><i>Baseline: Absence of internal coordination framework for the Ministry of Agriculture (baselines and indicators should matching; ie one baseline to one indicator)</i></p> <p>Indicators</p> <ol style="list-style-type: none"> 1. Assessment Report Finalized 2. Recommendations of Report discussed with key partners 3. Communication Hotline published extensively through all media outlets <p>Targets: National institutional capacities assessed and strengthened for effective response to natural disasters <i>Related CP outcome: 3</i></p>	<p>Activity 1 Results</p> <p>Capacity Assessment of the Ministry of Agriculture Response and Coordination Mechanism to Natural Disasters</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Conduct Capacity & Needs assessment and mapping of the Ministry of Agriculture internal response and coordination mechanisms to natural disasters. 2. Workshop with relevant partners to discuss and endorse the recommendations of the Assessment for internal response strategies 3. Draft a Model for internal response strategies to better cope with natural disasters. 4. Communication of Ministry of Agriculture Hot-Line and strengthening of internal communication mechanism. 				Ministry of Agriculture & UNDP	TRAC 3		
							30,000	Consultancy costs, DSA and Travel
							10,000	Communication & Equipment
							5,500	Workshop and logistical costs
<p>Output 2: Multi-Dimensional Early Recovery Response Assessment</p>	<p>Activity 2 Results : Multi-Dimensional Early Recovery Framework and Transitional</p>				Ministry of National Planning & UNDP			

<p>to support early relief coordination in Fiji that will strengthen self-sustaining nationally owned and resilient processes for post-crisis recovery</p> <p><i>Baseline: Absence of Multi-dimensional Early Recovery Framework and Plans for effective coordination of Early Recovery efforts in Fiji</i></p> <p>Indicators</p> <ol style="list-style-type: none"> 1. Framework for Early Recovery developed, identifying comparative roles of agencies involved in early recovery and gaps 2. Plan developed outlining interlinked, costed, phased and prioritised early recovery initiatives 3. Early Recovery Framework and Transitional Recovery Plan adopted by Fiji government and humanitarian agencies. <p><i>Targets: same as outcome 1</i></p> <p><i>Related CP outcome: 3</i></p>	<p>Recovery Plan to support coordination of recovery efforts in Fiji that will strengthen self-sustaining nationally owned and resilient processes for post-crisis recovery</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Review post-disaster needs assessments of various sectors (including activity 3.1 below on the socio-economic assessment of the flood affected areas). 2. Develop an Early Recovery Framework which incorporates the findings of the needs assessments and responses to date, outlines comparative advantages of key humanitarian agencies, and identifies early recovery plans 3. Develop a Transitional Recovery Plan proposing a series of inter-linked and coherent recovery programmes that are costed, phased and prioritised 4. Conduct consultations with Fiji government and all Humanitarian agencies involved in response and recovery efforts to validate framework and plan 5. Publish Framework and Plan 		TRAC 3	<p>Consultancy costs, DSA and Travel</p> <p>Workshop costs and logistics</p> <p>Publication and layout</p>	<p>35,000</p> <p>2,500</p> <p>2,500</p>
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I. ANNUAL WORK PLAN BUDGET SHEET

YEAR: 2009

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>And activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount
<p>Output 1: Capacity Assessment of the Ministry of Agriculture Response and Coordination Mechanism to Natural Disasters</p> <p><i>Baseline: Absence of internal coordination framework for the Ministry of Agriculture (baselines and indicators should matching: ie one baseline to one indicator)</i></p> <p>Indicators</p> <ol style="list-style-type: none"> 1. Assessment Report Finalized 2. Recommendations of Report discussed with key partners 3. Communication Hotline published extensively through all media outlets <p>Targets: National institutional capacities assessed and strengthened for effective response to natural disasters Related CP outcome: 3</p>	<p>Activity 1 Results</p> <p>Capacity Assessment of the Ministry of Agriculture Response and Coordination Mechanism to Natural Disasters</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Conduct Capacity & Needs assessment and mapping of the Ministry of Agriculture internal response and coordination mechanisms to natural disasters. 2. Workshop with relevant partners to discuss and endorse the recommendations of the Assessment for internal response strategies 3. Draft a Model for internal response strategies to better cope with natural disasters. 4. Communication of Ministry of Agriculture Hot-Line and strengthening of internal communication mechanism. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>				<p>Ministry of Agriculture & UNDP</p>	<p>TRAC 3</p>	<p>30,000</p> <p>10,000</p> <p>5,500</p>
<p>Output 2: Multi-Dimensional Early Recovery Response Assessment</p>	<p>Activity 2 Results : Multi-Dimensional Early Recovery Framework and Transitional</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>Ministry of National Planning & UNDP</p>			

<p>to support early relief coordination in Fiji that will strengthen self-sustaining nationally owned and resilient processes for post –crisis recovery</p> <p>Baseline: Absence of Multi-dimensional Early Recovery Framework and Plans for effective coordination of Early Recovery efforts in Fiji</p> <p>Indicators</p> <ol style="list-style-type: none"> 1. Framework for Early Recovery developed, identifying comparative roles of agencies involved in early recovery and gaps 2. Plan developed outlining interlinked, costed, phased and prioritised early recovery initiatives 3. Early Recovery Framework and Transitional Recovery Plan adopted by Fiji government and humanitarian agencies. <p>Targets: same as outcome 1</p> <p>Related CP outcome: 3</p>	<p>Recovery Plan to support coordination of recovery efforts in Fiji that will strengthen self-sustaining nationally owned and resilient processes for post –crisis recovery</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Review post-disaster needs assessments of various sectors (including activity 3.1 below on the socio-economic assessment of the flood affected areas). 2. Develop an Early Recovery Framework which incorporates the findings of the needs assessments and responses to date, outlines comparative advantages of key humanitarian agencies, and identifies early recovery plans 3. Develop a Transitional Recovery Plan proposing a series of inter-linked and coherent recovery programmes that are costed, phased and prioritised 4. Conduct consultations with Fiji government and all Humanitarian agencies involved in response and recovery efforts to validate framework and plan 5. Publish Framework and Plan 	<p>TRAC 3</p>	<p>Consultancy costs, DSA and Travel</p> <p>Workshop costs and logistics</p> <p>Publication and layout</p>	<p>35,000</p> <p>2,500</p> <p>2,500</p>
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<p>Output 3: Socio-Economic Study in Collaboration with SOPAC in the Western and Central Division to enhance the information base for Governments medium and long term development programmes</p> <p>Baseline :</p> <ol style="list-style-type: none"> 1. Absence of baseline data and information on social economic impact of flooding in the Central and Western Divisions 2. Lack of investment in analysis for flood management and mitigation in medium and long term development strategies to address the impact of flooding <p>Indicators:</p> <ol style="list-style-type: none"> (a) Completed Study on Socio-Economic impact of flooding in the Central and Western Division (b) Technical Report with policy brief <p>Targets: same as Output 1 Baseline: same as output 1 Targets: same as output 1 Related CP outcome: same as output 1</p>	<p>Activity 3.1 Results Socio-Economic Study in Collaboration with SOPAC in the Western and Central Division to enhance the information base for Governments medium and long term development programmes and develop an advocacy tool for flood mitigation and management</p> <p>Actions:</p> <ol style="list-style-type: none"> (a) Conduct a socio-economic assessment in the Central and Western Division in collaboration with SOPAC (b) Reporting of preliminary findings of economic loss to stakeholders and government (c) Drafting of report and policy brief (d) Conduct consultation with Fiji Government 	<p>✓</p>			<p>UNDP & SOPAC</p>	<p>TRAC 3</p>	<p>Travel & DSA Costs of UNDP experts</p> <p>Workshop cost and consultation with Fiji Govt and Stakeholders</p>	<p>6,000</p> <p>2,500</p>
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<p>Output 4 Monitoring and Final Evaluation conducted in accordance with Programme and Project Management Guidelines, lessons learnt codified for future reference</p> <p>Baselines:</p> <ol style="list-style-type: none"> 1. <i>No financial and narrative reports</i> 2. <i>Results, issues and risks log have not been recorded</i> <p>Indicators:</p> <ol style="list-style-type: none"> 1. <i>Financial and narrative progress reports and TTPR conducted.</i> 	<p>Activity 4.1 Results Project Results, Issues and Risks tracked and monitored in ATLAS</p> <ul style="list-style-type: none"> ▪ Actions <ol style="list-style-type: none"> 1. Quarterly Narrative and Financial reports submitted to Project Board 2. Project Board meetings held, workplans reviewed and revised, 3. Quarterly narrative and financial reports prepared and distributed to project Board and MCO. 4. TTPR meeting conducted 5. Final Project review conducted and lessons learnt log updated. 		✓	UNDP MCO	TRAC 3		6000
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II. MANAGEMENT ARRANGEMENTS

The project will be directly executed by United Nations Development Programme and would maintain project accounts and financial responsibility. The Ministry of National Planning will be the Coordinating Partner and will Chair the Project Board as the representative of the Government of Fiji.

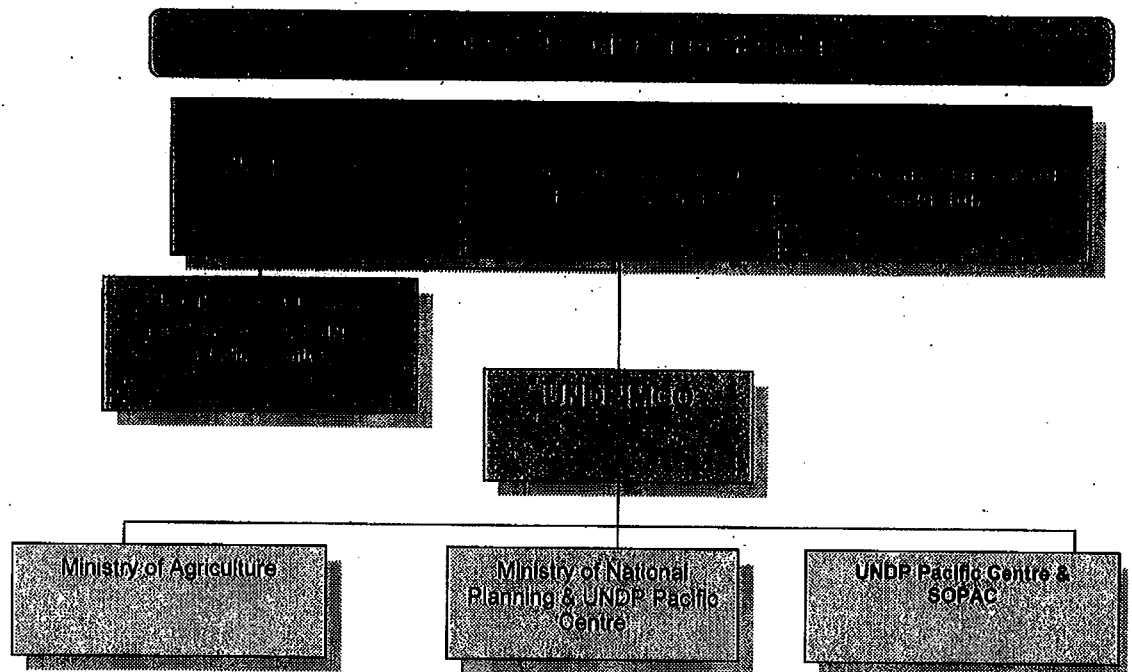
As the Implementing Partner will be seek the recruitment of consultants who will be selected in close collaboration with Representative of the Government of Fiji. Extra administrative costs accruing to the UNDP Suva Office will be reimbursed on the basis of the Universal Price List.

A Project board outlined below is responsible for ensuring that project finance is accountably managed and results are delivered in an efficiently and effectively manner. The board will be responsible for building consensus around project strategy for the achievement of planned results. It will also be used as a mechanism for leveraging partnerships and mobilising resources for the multi year project document. In addition, the project board is responsible for making consensual management decision concerning project issues and risks and provides advice and guidance when required by the Project Manager. Approval of project budget revisions and AWP is also a key role of the project board. Project reviews by this group are made at designated decision points during the running of a project, or as necessarily raised by the Project Manager. This group is consulted by the Project Manager for decisions when PM tolerances (i.e. constraints normally in terms of time and budget) have been exceeded.

In particular, the composition of the project board is as follows:

1. The Permanent Secretary of the Ministry of Finance & National Planning assumes that Executive role, representing the project ownership and acts as Chairperson of the Board
2. UNDP Resident Representative will represent the Senior Supplier role to provide guidance regarding the technical feasibility of the project.
3. Ministry for Agriculture will represents the Senior Beneficiary role to ensure the realisation of project benefits from the perspective of project beneficiaries.
4. The UNDP Multi-Country Office will act as the Project Manager (PM) and assume responsibility for the direct implementation of the three outputs of the Project. In collaboration with the Ministry of Agriculture, the PM will procure the services of a consultant to undertake an internal capacity assessment and extensive publication of the Ministries hotline. . In collaboration with the UNDP Pacific Centre, the PM will procure the services of a Consultant to undertake the Multi-Sectorial Assessment to establish an Early Recovery Model for Fiji. Additionally, in collaboration with SOPAC, the UNDP Pacific Centre will assist in the socio-economic assessment of the Central and Western Division.
5. The PM will be responsible for providing quarterly progress and financial report to the Board of the activities implemented.

6. The Ministry of Agriculture will host the Consultant and provide the necessary assistance to enable a thorough capacity assessment of its internal response mechanisms. The Consultant will provide a Report with key recommendations to the PM and the Permanent Secretary of Agriculture for endorsement. Additionally, the PM will work closely with the Consultant on a Quarterly Report for the purposes of the Project Board.
7. The UNDP Pacific Centre will be responsible for the socio-economic component of the Project and will provide the PM with a report on its activities with SOPAC. Further in collaboration with BCPR and FAO, the PC will provide quality assurance of the Project including the Assessment for Early Recovery Model for Fiji.



II 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 January – December 2009

On a quarterly basis, a quality assessment exercise 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 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 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

Annual Workplan and Budget

The annual workplan and budget, will serve as the primary reference documents for the purpose of monitoring the achievement of results. The Project Manager is tasked with the responsibility of implementing the project in accordance with these documents.

Monitoring meetings by UNDP Suva

The project will be included in the UNDP Country Office Management Plan (CPMP) and will be the subject of monitoring visits undertaken by the Programme Portfolio Manager or a representative of the MCO Governance Unit. The UNDP office upon consultation and agreement with the Ministry of National Planning will set the agenda and quarterly meeting dates for oversight meetings. Prior to the meeting an agenda will be circulated to the members. A report outlining project progress as well as issues to be followed will be the outcome of these missions.

Financial and Operational Progress Reports will be prepared by on a quarterly basis in accordance with the "UNDP User Guide". These reports are required to monitor the project according to the annual work plan and will be used as the basis for the Annual Project Report (APR), which will be presented by the PM during the Quarterly Review Meeting. Any substantive changes to the budget and annual work plan will be decided upon at the Tripartite Review Meeting. Quarterly Progress Reports will be submitted to Ministry of National Planning, together with the Financial Report, on the 15th day of each month following the end of the quarter. A project work plan for the following quarter will be prepared in a mutually agreed format and must be submitted together with the financial advance requested.

Local Project Appraisal Committee (LPAC)

A multi-year project document formulated in consultant with key partners will be presented to the Local Project Appraisal Committee in Fiji in the first quarter of 2009. The LPAC is a process which appraises the needs, strategies and budgetary requirements to support the Government of Fiji.

Quality Management for Project Activity Results

OUTPUT 1: Institutional mechanisms of disaster plans strengthened and disaster risk reduction and management mainstreamed in national planning and budgeting.		
Activity Result 1.2 (Atlas Activity ID)	Activity 1.1 Results: Internal Response Assessment in the Ministry of Agriculture to establish better coordination mechanisms to effectively respond to natural disasters in Fiji including strengthening communication hotlines to the general public.	Start Date: March 1, 2009 End Date: July 1, 2009
Purpose	Increase the resilience of Ministry of Agriculture to better respond to Fijian farmers in future flood events which threaten their livelihoods.	
Description	Assessment conducted of 2009 flood impacts on groups of Fijian farmers, including recommendations for prevention measures. Advertising and outreach to promote government-sponsored help desk for farmers.	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
(a) Credible methodology established for the assessment	Assessment Report	September 1 2009
(b) Wide Consultations conducted with relevant stakeholders	Assessment Report	September 1 2009
(c) Incorporation of the key principles of the Pacific Disaster Risk Reduction and Disaster Management Framework for Action & the Pacific Plan	Assessment Report	September 1 2009
(d) Incorporation of Gender Dimensions in Capacity Assessment	Assessment Report	September 1 2009
(d) Number of recommendations in report accepted by government.	Identification of recommendations report accepted or not accepted by government.	September 1, 2009
(e) Increase in number of consultations by farmers to help desk.	Tracking number of consultations in reference to baseline numbers.	September 1, 2009
OUTPUT 2: Multi-Dimensional Early Recovery Response Framework to support early relief coordination in Fiji that will strengthen self-sustaining nationally owned and resilient processes for post –crisis recovery.		
Activity Result 2 (Atlas Activity ID)	Activity Results 2: Multi-Dimensional Early Recovery Framework and Transitional Recovery Plan to support coordination of recovery efforts in Fiji that will strengthen self-sustaining nationally	Start Date: March 1, 2009 End Date: August 1, 2009

	owned and resilient processes for post -crisis recovery	
Purpose	To provide detailed and evidence-based guidance to government on post-flood recovery development programming priorities and establish a post-recovery model for Fiji	
Description	Post-disaster recovery framework and associated programme plan.	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
(a) Credible methodology established for the assessment	Assessment Report	September 1 2009
(b) Wide Consultations conducted with relevant Cluster Groups	Assessment Report	September 1 2009
(c) Incorporation of the key principles of the Pacific Disaster Risk Reduction and Disaster Management Framework for Action & the Pacific Plan	Assessment Report	September 1 2009
(a) Incorporation of Gender Dimensions and principles of CEDAW, Pacific Women's Plan of Action	Assessment Report	September 1 2009
(d) Government endorsement of recovery framework.	Roundtable Report on findings of Assessment.	September 1, 2009
(e) Donor community support of the recovery framework.	Roundtable attendance by Donor partners	September 1, 2009

OUTPUT 3: Socio-Economic Study in Collaboration with SOPAC in the Western and Central Division to enhance the information base for Governments medium and long term development programmes		
Activity Result 1.1 (Atlas ID)	Activity 3 Socio-Economic Study in Collaboration with SOPAC in the Western and Central Division to enhance the information base for Governments medium and long term development programmes and develop an advocacy tool for flood mitigation and management	Start Date: February 16, 2009 End Date: September 1 2009
Purpose	To provide detailed and evidence-based information to government decision-makers on the 2009 flood impacts on the vulnerable population.	
Description	Socio-economic assessment report based on household surveys, including	

recommendations for policymakers.		
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
(a) Credible methodology established for the assessment	Assessment Report	September 1 2009
(b) Incorporation of the key principles of the Pacific Disaster Risk Reduction and Disaster Management Framework for Action & the Pacific Plan	Assessment Report	September 1 2009
(c) Incorporation of Gender Dimensions and principles of CEDAW, Pacific Women's Plan of Action	Assessment Report	September 1 2009
(e) Incorporation of MDG Goals and Indicators	Assessment Report	September 1 2009
(e) Endorsement by Government of Socio-Economic Report	Communication by Government to SOPAC and UNDP	September 1, 2009

III. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

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

The implementing partner 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 implementing partner'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 implementing partner 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”.

ANNEX 1: RISK ANALYSIS

OFFLINE RISK LOG

Project Title: Fiji Early Recovery Response Project	Award ID:	Date:
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Delay in internal procurement processors to hire Consultants	27/1/2009	Organizational	P = 4 I = delay in our response as UNDP	Pursue Rosters and Waiver for procurement of Consultant	MCO & Pacific Centre for Roster	27/1/2009	
Recurrence of natural disaster in the upcoming months	27/1/2009	Act of God	P = 5 I = may impact our work plan priorities or volume of work	Agree on Strategies with counter parts for this event	MCO & PC	27/1/2009	
Limited funding due to increase scope of work	27/1/2009	Organizational	P = 4 I = funding constraints	Seek TRAC or Donor funding to supplement the Activities	MCO	27/1/2009	

Annex 1

UNDP Fiji Multi-Country Office Terms of Reference

Title: Agricultural Specialist (SSA)
Duty Station: Suva, Fiji
Project: "Preparing Foundations for Recovery in Fiji Islands Following Severe Floods in Western, Central and Northern Divisions"
Duration: A total of 25 working days from 20 February to 30 March 2009
Language: English
Supervisor: Laisa Bale, Assistant Resident Representative, Fiji MCO

1. Background on the disaster situation

The republic of Fiji Island consists of 322 Islands with a total population of 837,271 people. The most important Islands are Viti-Levu and Vanua-Levu. Fiji, endowed with forest, mineral and fish resources, is one of the more developed of the Pacific Island economies, though still with a large subsistence sector. Sugar exports and a rapidly growing tourism industry are the major sources of foreign exchange; with sugar processing making up for one third of industrial activity.

A tropical depression over Fiji caused intense rainfall, mainly from January 7-10, resulting in severe flooding in the Western, Northern and Central Divisions of the country. The affected areas mainly included the major towns of Ba, Lautoka, Nadi, Sigatoka, Navua, Nausori and Labasa, as well as a number of rural villages. Emergency operations were activated in the three divisions, while the Western division was officially declared a "state of natural disaster," with restricted movement to prevent looting and accidents.

As of January 11, a total of 816 mm accumulated precipitation was recorded in Monsavu, and 723 mm in Nadi, both in the Western Division, showing extreme flooding to an extent projected only once in 50 years for Fiji. In some areas, such as Wailotua village in the Central Division, floods reached the roofs of houses. A second tropical depression reached the Fiji Islands on January 14, bringing further heavy rains. Continued floods force the displaced population to remain in evacuation centres and impeded government officials' ability to access affected areas to conduct damage assessments.

As per reports from the National Disaster Management Office (NDMO) and DISMAC, at the height of the emergency 8492 people were evacuated and housed in 119 Evacuation Centres throughout Fiji. A total of 11 deaths were recorded, as a result of drowning, landslides, and road accidents caused by poor visibility in the heavy rain.

Flash flooding caused severe damages in sectors including agriculture, housing, roads and bridges, utilities, and basic services provided by Telecom and Fiji Electricity Authority (FEA). In Nadi town -- a tourist hub in the Western Division with a local population of 11,885 -- more than 300 small businesses are destroyed and facing bankruptcy, according to the Nadi Chamber of Commerce.

The government appealed to donor partners and agencies to assist with emergency response in the affected districts. In a briefing by the Fiji Government on January 14, various preliminary resource gaps were identified for urgent funding and technical assistance. The government requested support for transportation (hiring of trucks, boats, aircrafts, helicopters, and fuel) and relief in the form of water storage and treatment supplies, as well as food and hygiene rations, for evacuation centers over the course of the disaster period. The government also stated that it required technical support for detailed damage and loss assessments in the areas of health; infrastructure; agriculture and nutrition; and flood impact assessment and mitigation measures.

Initial calculations indicate staggering losses to the agricultural sector, which is one of the backbones of Fiji's economy. The sugar crop was ruined, with water-logged and debris-ridden canefields written off for this year's harvest, and total damages to the sugar industry estimated in millions of FJD. Staple crops such as dalo, cassava and pumpkin rotted under water on family farms, threatening food security and eliminating income for these rural families. Acres of grazing field for cattle were also under water for days, with many livestock drowned, and milk production substantially reduced due to difficulties for collection and refrigeration. Damage to agriculture, including destruction and deterioration of access roads, is approximately FJD 60 million. The Ministry of Agriculture, AusAID, SPC and UNDP are discussing recovery plans for agriculture with an immediate focus on the production of seedlings for food security, domestic trade as well as export crops such as papaya.

Once the flood waters had receded, SOPAC started its technical baseline survey of hydro-meteorological boundary condition and impact to buildings and structures in the worst affected areas. Preliminary results show that flood waters rose to a level of 3.7 meters in Nadi town. Measurements indicate that rainfall was about 30% higher than ever recorded in history. The total value of damage to water, sewerage, road, health and electrical infrastructure is currently estimated to be FJD 54.9 million.

In view of this disaster and the many hardships that it is causing for the affected population, UNDP mobilized TRAC 1.1.3. funds under category 2, "sudden response." These resources will be used to provide an assessment of impacts on the agricultural sector, in addition to complementary actions on request from the Fiji government.

2. UNDP's role in facilitating early recovery

In 2005 the Inter-Agency Standing Committee (IASC) Cluster Working Group on Early Recovery (CWGER) was formed as one nine underserved gap "clusters" at the global level. Today, the CWGER consists of 24 UN and non-UN members from the humanitarian and developmental communities, with UNDP as the designated Cluster

Lead. At the country level, the Early Recovery Cluster and/or Early Recovery Network is also led by UNDP and is composed of all global CWGER partners in addition to governmental ministries and/or departments relevant to early recovery (ER), local authorities, global and local non-governmental and community-based organizations, international finance institutions and the private sector.

The United Nations defines Early Recovery as follows:

“Early recovery is a multi-dimensional process of recovery that begins in a humanitarian setting. It is guided by development principles that seek to build on humanitarian programmes and catalyze sustainable development opportunities. It aims to generate self-sustaining, nationally owned, resilient processes for post-crisis recovery. It encompasses the restoration of basic services, livelihoods, shelter, governance, security and rule of law, environment and social dimensions, including the reintegration of displaced populations.”

Early recovery has three broad aims:

- 1) Augment ongoing emergency assistance operations by building on humanitarian programmes.
- 2) Support spontaneous recovery initiatives by affected communities.
- 3) Establish the foundations for longer-term recovery.

An early recovery process post-disaster may last up to 18 months, beginning with urgent early recovery projects in the first 3 months, followed by integrated early recovery programmes, including monitoring and evaluation mechanisms, and phasing out with an appropriate exit strategy by the 18th month. Recent experience in a range of countries following climate-related disasters and conflicts shows that overall coordination and planning of the recovery process optimizes the use of resources from various sources and facilitates better and more sustainable development results. Effective sequencing of activities is an important success factor in countries where institutional capacities are low and priorities are numerous and competing.

For damage assessment and recovery programming for the agricultural sector, UNDP uses the sustainable livelihoods framework developed by DFID. Further details on the UN approach to facilitating early recovery can be found in the “Guidance Note on Early Recovery”, issued by the CWGER in April 2008.

Additionally, but no less important, Gender equality and women’s empowerment are critical in all early recovery activities beginning with the initial assessment and planning stage of early recovery through to the longer term recovery and that any such efforts be guided by the Eight Point Agenda for Women’s Empowerment and Gender Equality in Crisis Prevention and Recovery < http://www.undp.org/cpr/we_do/8_pa.shtml>.

IV. 2. PROPOSED ASSIGNMENT

The Agricultural Specialist will be required to:

- Work closely with designated Fiji government officials at the national and local levels;
- Update the UNDP CO weekly on progress;
- Conduct field visits to affected zones as required, in consultation with government authorities;
- Review and summarize agricultural damage and loss assessments conducted by Fiji government, SOPAC, AusAid, SPC and others;
- Provide an overview of total damages and losses to agriculture in Fiji as a result of the recent floods, indicating sub-sectors, crops and types of farmers most seriously affected, including a gender analysis to identify and incorporate the unique circumstances and needs of both men and women, boys and girls;
- Based on available data, estimate short-term and medium-term impact of the disaster on poverty levels through linkages of vulnerable groups to agricultural livelihoods and using the DFID sustainable livelihoods framework.
- Draft a proposed recovery programme for the agricultural sector, prioritizing the most affected groups. This program should be costed.
- Propose preventive measures, taking into account the role that women and men can play, which will mitigate impacts on the agricultural sector and farmers in the event of similar flooding events in the future;
- In close coordination with Fiji government officials and UNDP CO, discuss and finalize the assessment and recommendations.

3. Preparation

The Agricultural Specialist will be expected to:

- Become familiar with key inter-agency, in particular IASC, and UNDP documents relating to Early Recovery;
- In collaboration with the UNDP country office and UNDP Pacific Centre, gather and review relevant background and contextual information.
- Liaise with FAO regional office in Samoa for technical advice and guidance.

4. Management arrangements

4a) Duration of assignment

The assignment shall comprise 25 work days in total.

4b) Travel & DSA

The consultant will travel to Suva, Fiji. UNDP will cover travel costs and DSA for the period of the assignment.

4c) Final products & deliverables, deadlines, authorization of payment

Deliverables:

- Draft assessment report – 20 March 2009
- Final assessment report – 30 March 2009

Payment for the whole period will be authorized when the final products are approved by the supervisor.

4d) Monitoring and progress control

Given the nature of this assignment, monitoring and progress control are built in. No further reporting is required. Deadlines are detailed above.

4e) Requirements

Competencies:

- Excellent demonstrated drafting skills in English.
- Solid grasp of technical aspects of agriculture, climatology and extreme weather processes.
- Demonstrated conceptual and strategic analytical capacity and ability to thoroughly evaluate critical matters pertaining to agricultural livelihoods and recovery.
- Experience in gender analysis and gender mainstreaming of disaster impact assessment in the agricultural sector and in **ensuring gender-responsive recovery and preventative measures**
- Ability to influence others to reach agreement on difficult issues.
- Ability to work under pressure, on occasion in a highly stressful environment.
- Ability to provide sound, innovative advice on complex issues to national and international officials.
- Establish effective collaboration and partnerships with officials at all levels.
- Good understanding of UN structures and donor mechanisms.
- Good interpersonal skills.
- Proven ability to work in a multi-cultural and multi-ethnic environment.

Education:

Advanced university degree in agronomy, agricultural engineering, international development or related fields. A relevant combination of university degree, professional training and experience would be considered in lieu of the advanced degree.

Work Experience:

Approximately 10 years' experience addressing agricultural development issues in developing countries.

Languages:

Fluency in English (written and oral) is essential. Excellent drafting skills in English. Knowledge of Fijian or Hindi language would be an asset.

Annex 2

UNDP Fiji Multi-Country Office Terms of Reference

Title: Early Recovery Advisor (SSA)
Duty Station: Suva, Fiji
Project: "Preparing Foundations for Recovery in Fiji Islands Following Severe Floods in Western, Central and Northern Divisions"
Duration: A total of 20 working days from 20 February to 30 March 2009
Language: English
Supervisor: Laisa Bale, Assistant Resident Representative, Fiji MCO

3. Background

The republic of Fiji Island consists of 322 Islands with a total population of 837,271 people. The most important Islands are Viti-Levu and Vanua-Levu. Fiji, endowed with forest, mineral and fish resources, is one of the more developed of the Pacific Island economies, though still with a large subsistence sector. Sugar exports and a rapidly growing tourism industry are the major sources of foreign exchange; with sugar processing making up for one third of industrial activity.

A tropical depression over Fiji caused intense rainfall, mainly from January 7-10, resulting in severe flooding in the Western, Northern and Central Divisions of the country. The affected areas mainly included the major towns of Ba, Lautoka, Nadi, Sigatoka, Navua, Nausori and Labasa, as well as a number of rural villages. Emergency operations were activated in the three divisions, while the Western division was officially declared a "state of natural disaster," with restricted movement to prevent looting and accidents.

As of January 11, a total of 816 mm accumulated precipitation was recorded in Monsavu, and 723 mm in Nadi, both in the Western Division, showing extreme flooding to an extent projected only once in 50 years for Fiji. In some areas, such as Wailotua village in the Central Division, floods reached the roofs of houses.

As per reports from the National Disaster Management Office (NDMO) and DISMAC, currently 8492 people are evacuated and housed in 119 Evacuation Centres throughout Fiji. A total of 11 deaths were recorded, as a result of drowning, landslides, and road accidents caused by poor visibility in the heavy rain.

Flash flooding caused severe damages in sectors including agriculture, housing, roads and bridges, utilities, and basic services provided by Telecom and Fiji Electricity

Authority (FEA). Including the cost of rations provided to flood victims, the total damages so far are estimated at \$31,718,565 FJD.

A second tropical depression reached the Fiji Islands on January 14, bringing further heavy rains. Continued floods force the displaced population to remain in evacuation centres and impeded government officials' ability to access affected areas to conduct damage assessments.

The government appealed to donor partners and agencies to assist with emergency response in the affected districts. In a briefing by the Fiji Government on January 14, various preliminary resource gaps were identified for urgent funding and technical assistance. The government requested support for transportation (hiring of trucks, boats, aircrafts, helicopters, and fuel) and relief in the form of water storage and treatment supplies, as well as food and hygiene rations, for evacuation centers over the course of the disaster period. The government also stated that it required technical support for detailed damage and loss assessments in the areas of health; infrastructure; agriculture and nutrition; and flood impact assessment and mitigation measures.

Initial calculations indicate staggering losses to the agricultural sector, which is one of the backbones of Fiji's economy. The sugar crop was ruined, with water-logged and debris-ridden canefields written off for this year's harvest, and total damages to the sugar industry estimated in millions of FJD. Staple crops such as dalo, cassava and pumpkin rotted under water on family farms, threatening food security and eliminating income for these rural families. Acres of grazing field for cattle were also under water for days, with many livestock drowned, and milk production substantially reduced due to difficulties for collection and refrigeration.

In Nadi town -- a tourist hub in the Western Division with a local population of 11,885 -- more than 300 small businesses are destroyed and facing bankruptcy, according to the Nadi Chamber of Commerce.

In view of this disaster and the many hardships that it caused for the affected population, UNDP mobilized TRAC 1.1.3. under category 2, "sudden response." These resources will be used to provide an Early Recovery Advisor, in addition to complementary actions on request from the Fiji government.

4. Methodology

In 2005 the Inter-Agency Standing Committee (IASC) Cluster Working Group on Early Recovery (CWGER) was formed as one nine underserved gap "clusters" at the global level. Today, the CWGER consists of 24 UN and non-UN members from the humanitarian and developmental communities, with UNDP as the designated Cluster Lead. At the country level, the Early Recovery Cluster and/or Early Recovery Network is also led by UNDP and is composed of all global CWGER partners in addition to governmental ministries and/or departments relevant to early recovery (ER), local

authorities, global and local non-governmental and community-based organizations, international finance institutions and the private sector.

The United Nations defines Early Recovery as follows:

"Early recovery is a multi-dimensional process of recovery that begins in a humanitarian setting. It is guided by development principles that seek to build on humanitarian programmes and catalyze sustainable development opportunities. It aims to generate self-sustaining, nationally owned, resilient processes for post-crisis recovery. It encompasses the restoration of basic services, livelihoods, shelter, governance, security and rule of law, environment and social dimensions, including the reintegration of displaced populations."

Early recovery has three broad aims:

- 4) Augment ongoing emergency assistance operations by building on humanitarian programmes.
- 5) Support spontaneous recovery initiatives by affected communities.
- 6) Establish the foundations for longer-term recovery.

An early recovery process post-disaster may last up to 18 months, beginning with urgent early recovery projects in the first 3 months, followed by integrated early recovery programmes, including monitoring and evaluation mechanisms, and phasing out with an appropriate exit strategy by the 18th month. Recent experience in a range of countries following climate-related disasters and conflicts shows that overall coordination and planning of the recovery process optimizes the use of resources from various sources and facilities better and more sustainable development results. Effective sequencing of activities is an important success factor in countries where institutional capacities are low and priorities are numerous and competing.

Further details on the methodology to be used can be found in the "Guidance Note on Early Recovery", issued by the CWGER in April 2008.

Additionally, but no less important, Gender equality and women's empowerment are critical in all early recovery activities beginning with the initial assessment and planning stage of early recovery through to the longer term recovery and that any such efforts be guided by the Eight Point Agenda for Women's Empowerment and Gender Equality in Crisis Prevention and Recovery < http://www.undp.org/cpr/we_do/8_pa.shtml>.

V. 2. PROPOSED ASSIGNMENT

The Early Recovery Advisor will be required to:

- Work closely with designated Fiji government officials at the national and local levels;
- Update the UNDP CO weekly on progress;
- Gather and adjust inputs from other Cluster Leads (e.g. Health & Nutrition Cluster; WASH Cluster) at the national level;
- Review post-disaster needs assessments of various sectors conducted by Fiji government, UNDP, SOPAC, Asian Development Bank, SPC and others;
- Draft an Early Recovery Framework which is gender responsive, summarizes and analyzes the findings of the needs assessments including gender analyses, identifies the overall response to date and the comparative advantages of the actors, and captures early recovery gaps;
- Draft a Transitional Recovery Plan, proposing a series of inter-linked recovery programmes, and ensuring overall coherence. Plan should be costed, phased and prioritized and should promote gender equality as part of "building back better."
- In close coordination with Fiji government officials and UNDP specialists, discuss and finalize the framework and plan.

3. Preparation

The Early Recovery Advisor will be expected to:

- Become familiar with key inter-agency, in particular IASC, and UNDP documents relating to Early Recovery;
- In collaboration with the UNDP country office and UNDP Pacific Centre, gather and review relevant background and contextual information.

4. Management arrangements**4a) Duration of assignment**

The assignment shall comprise 20 work days in total.

4b) Travel & DSA

The consultant will travel to Suva, Fiji. UNDP will cover travel costs and DSA for the period of the assignment.

4c) Final products & deliverables, deadlines, authorization of payment**Deliverables:**

- Early Recovery Framework – 15 March 2009
- Transitional Recovery Plan – 30 March 2009

Payment for the whole period will be authorized when the final products are approved by the supervisor.

4d) Monitoring and progress control

Given the nature of this assignment, monitoring and progress control are built in. No further reporting is required. Deadlines are detailed above.

4e) Requirements

Competencies:

- Excellent demonstrated drafting skills in English.
- Demonstrated conceptual and strategic analytical capacity and ability to thoroughly analyze and evaluate critical matters pertaining to a broad spectrum of development and recovery issues including ensuring **gender-responsive recovery and preventative measures**
- Ability to influence others to reach agreement on difficult issues.
- Ability to work under pressure, on occasion in a highly stressful environment.
- Ability to provide sound, innovative advice on a wide range of complex issues, including to national and international officials on developing strategies to deal with recovery processes and related development issues.
- Establish effective collaboration and partnerships with officials at all levels.
- Good understanding of IASC structures and donor mechanisms.
- Good interpersonal skills.
- Proven ability to work in a multi-cultural and multi-ethnic environment.

Education:

Advanced university degree in social science, economics, sociology, or related fields. A relevant combination of university degree, professional training and experience would be considered in lieu of the advanced degree.

Work Experience:

Approximately 10 years of progressively responsible experience in development related or transition issues.

Languages:

Fluency in English (written and oral) is essential. Excellent drafting skills in English. Knowledge of Fijian or Hindi language would be an asset.