

Country: Georgia

Project Document

Project Title: Strengthening of the Disaster Risk Reduction System in Georgia

UNDAF Outcome(s): UNDAF Outcome 4: Risk and impact of man-made and natural disasters is reduced

Expected CP Outcome(s): 4.2.1 Sustainable livelihoods restored, basic social services provided, multi-sector frameworks and sector-specific programmes designed and implemented.

Expected Output(s): Post-crisis rehabilitation and longer-term recovery assistance is provided through multi-sectoral integrated development projects; Special projects for IDP's developed and delivered.

Implementing Partner: UNDP

Brief Description

UNDP has embraced a comprehensive, long-term approach to CPR, encompassing not only direct engagement in conflict zones, but also an incremental approach towards supporting the disaster management capacity in Georgia. Based on this the project will support enhancement of the disaster risk management capabilities of local and national actors.

Technical assistance and policy advice will be rendered to government partners, at all levels, for adoption of relevant policies as well as in the priority areas identified in the field of Disaster Risk Reduction. In particular, to identify needs and support the existing expertise in the country for the finalization, advocacy and adoption of the National Emergency Response Plan, and refinement of the National Emergency Management Development Strategy.

Activities will also be directed towards strengthening Disaster Risk Reduction coordination capacity among UNCT members and within the larger humanitarian/ development community, as well as information sharing, and efficient strategic contingency planning.

| | | | |
|-----------------------------------|--|----------------------------|------------|
| Programme Period: | 2006-2010 | 2008 AWP budget: | 76,358USD |
| Key Result Area (Strategic Plan): | 3.1 Enhancing conflict & disaster risk management capabilities | Total resources required | 468,471USD |
| Atlas Award/Output ID: | 00049835/00061149 | Total allocated resources: | 468,471USD |
| Start date: | 1-Sept-08 | • Regular | 0USD |
| End Date | 31-Aug-10 | • Other: | |
| PAC Meeting Date: | 10-Jul-08 | ○ SDC | 447,471USD |
| | | ○ UN RC | 21,000USD |
| | | Unfunded budget: | 0USD |

Eka Zguladze, Deputy Minister of Internal Affairs

Agreed by UNDP:

Peter Van Ruysseveldt, UNDP Resident Representative (a.i.)

Date:

30. VII. '08

Date:


I. Situation Analysis

After the Rose Revolution, the Georgian government implemented a number of impressive programs of governance reforms, anti-corruption, and democratic institution building. Along with sweeping measures aimed at decentralization of power and provision of local governments with increased authority there occurred significant changes in institutional and legal settings at the national level. Within the Disaster Risk Reduction (DRR) field, this resulted in the set up of the Emergency Management Department (EMD) within the Ministry of Internal Affairs in December 2005. Also the legal framework has been revised with the adoption of the new law on Protecting Population and Territory from Natural and Manmade Emergency Situations in June 2007.

Georgia is exposed to a wide range of natural and human-induced disasters, including earthquakes, floods, droughts, landslides, avalanches and technological disasters. In July 2005 a United Nations Disaster Assessment and Coordination (UNDAC) mission studied the situation in the country. The UNDAC report concluded that Georgia's institutional capacities with regard to disaster prevention, mitigation, preparedness and response are limited. The system lacks the necessary human, financial, and material resources to respond effectively to disasters. The recommendations of the UNDAC mission are still relevant. Building on the findings and recommendations of UNDAC mission and on internationally agreed strategic goals and priorities spelled out in the Hyogo Framework for Action 2005-2015, and encouraged by the above-mentioned positive institutional and legal steps taken by the government of Georgia form the fundament which this project will build on.

In light of the implementation of the 2007 Law on Emergency Situations, the Emergency Management Department (EMD) at the Ministry of Internal Affairs has been tasked to elaborate a National Emergency Response Plan (NERP). According to the Law on Emergency Situations the NERP is to ensure that the government meets its obligations and responsibilities in saving life, property, and providing humanitarian assistance. The first draft of the National Emergency Response Plan is prepared. For the time being it is undergoing refinement and up-dating to better comply with the Law on Emergency Situations, international standards, and concrete needs and capacities of relevant ministries. To ensure the high quality of the final NERP, the Swiss Agency for Development and Cooperation (SDC) made the services of a senior international consultant available to the Emergency Management Department. According to the findings of the consultant, much remains to be done in terms of enhancing disaster risk reduction initiatives. This consultant recommended the deployment of fulltime Disaster Risk Reduction Advisor to support the EMD in particular for the roll out of the NERP, and the elaboration of an Emergency Management Strategy (EMS), as well as develop projects to support DRR in Georgia.

For a three month period, December 2007 – February 2008, UNDP deployed a local Emergency Management consultant to EMD on behalf of the UN Country Team. The consultant supported the work towards finalization of the NERP as well as formulation of EMS and of the design of a functional coordination and information exchange mechanism encompassing different stakeholders. This project intends to continue the work that has begun by continue supporting and advising on the policy work, as well as at a later stage support implementation of the NERP and EMS.



The Emergency Management Department is, as mentioned, a relative new department which is undergoing continuous changes in its mandate and is taking lead in several important national initiatives, e.g. NERP, but is not receiving matching resources to fulfil all its responsibilities. This reality and the experiences UNDP has gathered, suggests a strong need for complementing the national capabilities and provide expertise that can assist in building up the capacity of the department, and importantly support the advocacy and communication of the department and policy developments within the disaster risk reduction field.

In November 2007, UNDP's Bureau of Crisis Prevention and Recovery (BCPR) fielded a technical mission to Georgia to provide recommendations for the Disaster Risk Reduction component of the UNDP's Crisis Prevention and Recovery strategy for Georgia. The mission recommended one of the four areas of assistance to continue towards increasing the capacities of national and local authorities for disaster preparedness, response and risk reduction strengthened to reach highest-risk communities. In line with this, and with the support of the UNCT members and based on the identified national needs, UNDP in partnership with the Swiss Agency for Development and Cooperation intends to render technical assistance for capacity development of the Government of Georgia and other stakeholders¹ in the field of disaster risk reduction.

UNDP did not envisage direct involvement in the area of disaster risk reduction when formulating the Country Programme in 2005, since activities in the field was carried out jointly through the UN Humanitarian Affairs team. The team was later dissolved, and some of the issues were transferred to UNDP. Hence, the project is not explicitly contributing to the current country programme, but is in line with the UNDAF.

¹ As spelled out in the Hyogo Framework for Action 2005-2015 multi-sector approach and work with different stakeholders is needed for the implementation and follow-up to the strategic goals and priorities for actions set out in the Framework. Along with government and regional and international organizations, the Framework outlines civil society, including volunteers and community based organizations, the scientific community and the private sector as vital stakeholders in supporting the implementation of disaster risk reduction at all levels. United Nations, *Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters*, World Conference on Disaster Reduction, 18-22 January 2005, Kobe, Hyogo, Japan, 13. Available online at <www.unisdr.org/wcdr>. last viewed on July 8, 2008.

II. Strategy

UNDP embraces comprehensive, long-term approach to CPR, encompassing not only direct engagement in conflict zones, but also an incremental approach towards supporting the disaster management capacity in Georgia.

The project envisages an advisor to be hired for supporting the national partners, particular the Emergency Management Department. The advisor will provide technical assistance and policy advice, to support adoption of relevant policies and their implementation. Particular focus will be given to identify needs, utilize and support the existing expertise in the country for the finalization, advocacy and adoption of the NERP, and the refinement of the Emergency Management Strategy. In close collaboration with the EMD, the advisor will encourage and promote involvement of stakeholders in the policy work, and have a key role in the mobilisation of political, technical and financial back up of the foreseen plans. For this the advisor will have project resources to his/her disposal to enable training and promotion activities, and rendering experts to address specific needs in the policy development and implementation.

The national policy documents needs to be properly anchored on the regional and district levels, both in the process of developing these instruments and its implementation. This is especially important in the disaster management field as the capacity on the community level will have vital importance in mitigation of risk and response to any disaster or emergency. Hence, the project aims to carry out capacity development and technical expertise initiatives, not only on the national, but also local, in line with the foreseen emergency management development action plan.

The adviser engaged under the project will work closely with the Emergency Management Department and support in finalizing and implementing the NERP and EMS. This approach will ensure that the project will not only complement the national capacities, but even more will provide direct capacity development support to the Department. Support in relation to the policies, advocacy and communication will further contribute to the sustainability of the intervention.

Addressing the issue of gender equality is of crucial importance in the development interventions. In that respect, the project will ensure that gender aspects are dully considered within the NERP and Emergency Management Strategy as well as in building the disaster management capacities at community levels. Specifically, efforts will be made to ensure that women equally benefit and participate from the policies to be supported, as well as the capacity building programmes run by the project.

Output: Enhanced conflict and disaster risk management capabilities of local and national actors

Activities will also be directed towards strengthening the Disaster Risk Reduction coordination capacity among UNCT members and within the larger humanitarian/ development community, information sharing, and efficient strategic contingency planning.

III. Results and Resources Framework

| Intended Outcome as stated in the United Nations Development Assistance Framework (UNDAF): Risk and impact of man-made and natural disasters is reduced | | | |
|--|--|---|--|
| Outcome indicators as stated in the UNDAF Results and Resources Framework, including baseline and targets: National disaster management system is operational; Baseline: limited disaster management capacity; Target: Natural disaster management capacities at the national level are established and functioning. | | | |
| Applicable Key Result Areas (UNDP): 3.1 Enhancing conflict and disaster risk management capabilities | | | |
| Partnership Strategy: UNDP will seek and forge close collaboration with UN agencies, Civil Society and Private sector in preparation, monitoring and implementation of the activities. Main Government counterpart will be the Emergency Management Department (EMD) within the Ministry of Internal Affairs. SDC is a key partner in the role out and financial support of the project. The project will be implemented in close cooperation with UN agencies and particular WFP. | | | |
| Project title and ID (ATLAS Award ID): Strengthening of the Disaster Risk Reduction System in Georgia. 00049835/00061149 | | | |
| Intended Outcomes | Output Targets | Indicative Activities | Responsible parties |
| <p>Output: Enhanced conflict and disaster risk management capabilities of local and national actors.</p> <p>Indicators:</p> <ol style="list-style-type: none"> UN Disaster Management Team established and operational UN Contingency Plans prepared and updated Partnership Strategy developed and implemented Operationalisation of the NERP Emergency Management Strategy developed and accepted by the relevant stakeholders Emergency Management Action Plan developed and implemented External resources mobilised for implementation of Emergency Management Action Plan Number of initiatives to strengthen local and national Disaster Risk Reduction Capabilities Number of disaster simulation exercises undertaken <p>Baseline:</p> <ol style="list-style-type: none"> No functioning UN Disaster Management Team. UN Contingency Plans has not updated in 2 years. Limited UN/DP partnerships in the area of DRR NERP developed and adopted; Emergency Management Strategy drafted; Emergency Management Action Plan not developed. Limited international resources available for DRR. SDC available for supporting national emergency management capacity (est. 300,000 annually) Currently none Currently none | <p>Targets 2008</p> <ol style="list-style-type: none"> A functioning UN Disaster Management Team UN Contingency plans available and relevant parties informed accordingly Partnership established with key stakeholders Relevant bodies are informed and preparedness improved according to the NERP <p>Targets 2009-10</p> <ol style="list-style-type: none"> Formulation of the Emergency Management Strategy completed according to the HYOGO framework of action Emergency Management Action Plan developed and implementation initiated External resources mobilised for implementation of Emergency Management Action Plan 12 capacity development initiatives, targeting some 150 persons, at local and national levels 2 disaster simulation exercises undertaken | <ol style="list-style-type: none"> Recruit Senior DRR advisor Support and facilitate the Disaster Management Team Support and facilitate preparation and updating of UN Contingency Plans Build partnerships with local and international stakeholders within and outside the country Support the national operationalisation of the NERP Support formulation and adoption of the National Emergency Management Development Strategy Support the development of National Emergency Management Action Plan Assist in implementation and awareness of the Emergency Management Action Plan and mobilisation of resources for its implementation Launch targeted initiatives in line with the national Emergency Management Action Plan for national and local stakeholders, using international and national expertise Disaster simulation exercises facilitated by UNDP to test and ensure preparedness of relevant stakeholders in support of NERP and Emergency, Management Development Strategy | <p>Inputs</p> <p>UNDP CO, assistant and consultancy support SDC \$447,471 UN RC \$21,000</p> <p>Emergency Management Department International Donors NGOs Private Sector Regional and District Administrations</p> |

IV. Annual Work Plan First Year 2008 (4 months)

| EXPECTED OUTPUTS | PLANNED ACTIVITIES | | | | TIMEFRAME | | | | RESPONSIBLE PARTY | Funding Source | Budget Description | Amount |
|---|--------------------|----|----|----|-----------|-------|---|--|--|----------------|--------------------|--------|
| | Q1 | Q2 | Q3 | Q4 | | | | | | | | |
| <p>Output 1 : Enhanced conflict and disaster risk management capabilities of local and national actors</p> <p>Indicators:</p> <ol style="list-style-type: none"> UN Disaster Management Team established and operational UN Contingency Plans prepared and updated Partnership Strategy developed and implemented Operationalisation of the NERP <p>Baseline:</p> <ol style="list-style-type: none"> Disaster Management Team not operational Low awareness of UN Contingency Plans and DRR related ones have not been updated for long Partnerships are not very developed with Civil Society, private sector and international actors in the area. NERP developed and adopted. | | | X | X | UNDP | SDC | 71100 ALD Salary | 69,358 | | | | |
| | | | | | | | | 73100 – Rental and maintenance - premises Local transportation, project assistant (part time) 72100 Contractual Services- Companies 71200 International Consultants | In kind In kind On demand project On demand project | | | |
| <p>Output 2 : Coordination and information systems strengthened</p> <p>Baseline:</p> <ol style="list-style-type: none"> Disaster Management Team not operational Low awareness of UN Contingency Plans and DRR related ones have not been updated for long Partnerships are not very developed with Civil Society, private sector and international actors in the area. NERP developed and adopted. | | | X | X | UNDP | UN RC | 72100 Contractual Services- Companies; 72700 Hospitality/ catering | 4,000 3,000 | | | | |
| | | | | | | | | | | | | |
| TOTAL | | | | | | | | 76,358 | | | | |

8 Annual Work Plan Second Year 2009 (12 months)

| EXPECTED OUTPUTS | PLANNED ACTIVITIES | | | | TIMEFRAME | | | | RESPO NSIBLE PARTY | Funding Source | PLANNED BUDGET | |
|---|--|----|----|----|--------------------|--------|---|---|--------------------------|---|----------------|---------|
| | Q1 | Q2 | Q3 | Q4 | Budget Description | Amount | | | | | | |
| <p>Output Enhanced conflict and disaster risk management capabilities of local and national actors</p> <p>Indicators</p> <p>1 Emergency Management Action Plan developed and implemented</p> <p>2 External resources mobilised for implementation of Emergency Management Action Plan</p> <p>3 Number of initiatives to strengthen local and national Disaster Risk Reduction Capabilities in the regions</p> | <p>1. Activity Result: DRR policy environment strengthened</p> <p>- Action 1. Support the national operationalisation of the NERP</p> <p>- Action 2. Support Formulation and adoption of the National Emergency Management Development Strategy</p> <p>- Action 3. Support the Development of National Emergency Management Action Plan</p> <p>- Action 4 Assist in implementation and awareness of the Emergency Management Action Plan and mobilisation of resources for its implementation</p> | | | | X | X | X | X | SDC | 71100 ALD Salary | 208,074 | |
| | <p>Baseline</p> <p>1 Emergency Management Action Plan not developed</p> <p>2 Limited international resources available for DRR. SDC available for supporting national emergency management capacity (est. 300,000 annually)</p> <p>3 Currently none</p> | | | | | | | | | 73100 – Rental and maintenance - premises | In kind | |
| <p>Targets 2009</p> <p>1 Emergency Management Action plan developed and implementation initiated</p> <p>2 External Resources mobilised for implementation of Emergency Management Action plan</p> <p>3 12 capacity development initiatives, targeting some 150 persons, supported by the project at local and national levels</p> | <p>2. Activity Result: DRR coordination and information systems strengthened</p> <p>Action 1. Support and facilitate the Disaster Management Team</p> <p>Action 2. Support and facilitate preparation and updating of UN Contingency Plans;</p> | | | | X | X | X | X | UNDP | 72100 Contractual Services-Companies; | 4,000 | |
| | <p>72700 Hospitality/ catering</p> | | | | | | | | UN RC | | 3,000 | |
| TOTAL | | | | | | | | | | | | 215,074 |

Annual Work Plan Third Year 2010 (8 months)

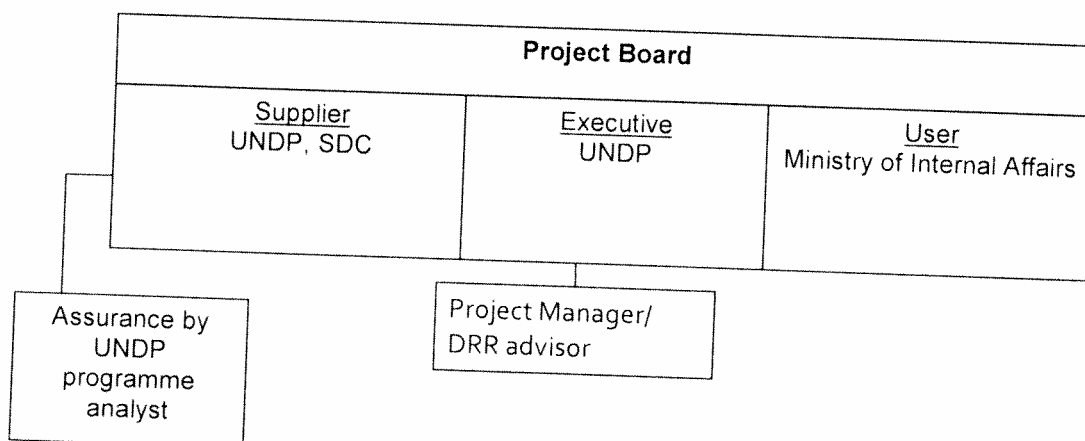
| EXPECTED OUTPUTS | PLANNED ACTIVITIES | TIMEFRAME | | | | RESP ONSI BLE PART Y | Funding Source | PLANNED BUDGET | |
|--|--|-----------|----|----|----|----------------------------------|-------------------|--|---|
| | | Q1 | Q2 | Q3 | Q4 | | | Budget Description | Amount |
| <p>Output: Enhanced conflict and disaster risk management capabilities of local and national actors</p> <p>Indicators:</p> <ol style="list-style-type: none"> External Resources mobilised for implementation of Emergency Management Action Plan Number of initiatives to strengthen local and national Disaster Risk Reduction Capabilities in the regions Number of disaster simulation exercises facilitated by UNDP <p>Baseline:</p> <ol style="list-style-type: none"> Limited international resources available for DRR. SDC available for supporting national emergency management capacity (est. 300,000 annually) Currently none Currently none <p>Targets 2010</p> <ol style="list-style-type: none"> External Resources mobilised for implementation of Emergency Management Action Plan 12 capacity development initiatives, targeting some 150 persons, supported by the project at local and national levels 2 disaster simulation exercises facilitated by UNDP | <p>1. Activity Result: DRR policy environment strengthened</p> <ul style="list-style-type: none"> - Action 1. Assist in implementation and awareness of the Emergency Management Action Plan and mobilisation of resources for its implementation - Action 2. Initiate targeted initiatives in line with the national Emergency Management Action Plan for national and local stakeholders, using international and national expertise - Action 3. Disaster simulation exercises facilitated by UNDP to test and ensure preparedness of relevant stakeholders in support of NERP and Emergency Management Development Strategy | X | X | X | X | UNDP | SDC | 71100 ALD Salary | 138,716 |
| | | | | | | | | 73100 – Rental and maintenance - premises Local transportation, project assistant (part time) | In kind |
| | | | | | | | | 72100 Contractual Services- Companies; 71200 International Consultants | In kind On demand project On demand project |
| | | | | | | | | 72100 Contractual Services- Companies; | 4,000 |
| | | | | | | | | 72700 Hospitality/ catering | 3,000 |
| TOTAL | | | | | | | | | 145,716 |

V. Management Arrangements

UNDP will be the implementer of this project and will be responsible for producing outputs and use of resources. As such, it will bear the overall accountability for delivering the project in accordance with its applicable regulations, rules, policies and procedures.

As per new UNDP internal procedures and requirements, the project will introduce the Project Board with the three relevant roles of executive, supplier and user. While the executive will ensure the funds are managed properly and in a cost-efficient manner, the user will actually use its benefits and the supplier will provide resources and skills to produce the output. Therefore, the project executive role will rest with UNDP, whereas the supplier role will be divided between UNDP and SDC. The Ministry of Internal Affairs will be the principle user of the output. The key decision-makers within the board will be Representative of the Ministry of Internal Affairs, SDC and UNDP. The Board meetings will take place on a quarterly basis during the project implementation period. Project assurance will be provided by relevant programme analyst within UNDP.

A DRR advisor will be the official liaison between the UNDP and Ministry of Internal Affairs/EMD to ensure proper project implementation. The DRR advisor will be in charge of requesting funds to cover project-related expenses. If the tolerances are exceeded, the decisions will be made by the board and the project revision signed between the Ministry of Internal Affairs and UNDP.



The project will benefit from other initiatives by international partners, such as WFP's food safety activities, SDC's training support and USAID funded rehabilitation of rescue service facilities by. Throughout the implementation regular contacts will be maintained to maximize synergies with these activities, and above all to mobilise key stakeholder's involvement and engagement in the envisaged policy work.

VI. Monitoring Framework

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 DRR advisor to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis (see Appendix 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 DRR advisor 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 DRR advisor and shared with the Project Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the Quarterly Progress Reports covering the whole year with updated information for each above element of the Quarterly Progress Reports as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project 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.

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| OUTPUT: Enhanced conflict and disaster risk management capabilities (00061149) | | |
| Activity Result 1 (Atlas Activity ID) | DRR policy environment strengthened | 1 September 2008 31 August 2010 |
| Purpose | To strengthen DRR policy environment and local and national capabilities to manage emergencies | |
| Description | <ul style="list-style-type: none"> - Support Institutionalisation of the NERP; - Support Formulation and adoption of the National Emergency Management Development Strategy - Develop and carry out capacity development at national and local based in with the emergency management development action plan; Facilitate simulation exercises to test disaster preparedness | |
| Quality Criteria | Quality Method | Date of Assessment |
| <ul style="list-style-type: none"> • NERP adopted in 3rd quarter with high level political backing, followed by roll out and testing; • Formulation and adoption of the National Emergency. Management Development Strategy in line with HYOGO framework of action; • Number of capacity development initiatives on local and national levels; • Number of trained people. | <ul style="list-style-type: none"> • International (BCPR) experts assessment • Post-course evaluations • International experts assessment • Evaluation of simulation exercise | TBC |

| | | |
|---|--|------------------------------------|
| OUTPUT: Enhanced conflict and disaster risk management capabilities (00061149) | | |
| Activity Result 2 (Atlas Activity ID) | DRR Coordination and information systems strengthened | 1 September 2008 31 August 2010 |
| Purpose | To strengthen DRR Coordination and information systems and to facilitate a test and training on preparedness of relevant stakeholders in case of emergency | |
| Description | <ul style="list-style-type: none"> - Facilitate and support Disaster Management Team - Facilitate preparation and updating of UN Contingency plans maintenance manual; | |
| Quality Criteria | Quality Method | Date of Assessment |
| <ul style="list-style-type: none"> • Disaster Management Team re-established and operational; • UN Contingency plans prepared and updated; • Number of simulations; • Number of participants; • Coverage in media. | <ul style="list-style-type: none"> • Minutes of Disaster Management Team meetings; • Drafts of UN Contingency plans • Attendance records; • Press/ media coverage; • International experts assessment | TBC |

ANNEX 1. Risk Analysis

| Type of Risk | Likelihood | Programme Implications | Management response |
|--|------------|--|--|
| <i>Political Risks</i> | | | |
| Lack of willingness, ownership of Government | medium | <ul style="list-style-type: none"> • Slow down implementation • Negatively impact on sustainability and effectiveness of the project activities. | <ul style="list-style-type: none"> • Increase advocacy and communications efforts • Consider changes in project activities |
| <i>Operational risks</i> | | | |
| Turn over of key partners and staff | medium | <ul style="list-style-type: none"> • Delay roll out of planned activities and implementation | <ul style="list-style-type: none"> • Strong focus on institutional capacity building in the implementation of the project |

ANNEX 2. Budget overview

| <i>Item/Sector/Activity</i> | <i>Value</i> | <i>Unit</i> | <i>Total</i> | <i>SDC</i> | <i>UN RC</i> | <i>UNDP</i> |
|---|--------------|-------------|------------------|------------------|-----------------|-----------------|
| II. PERSONNEL COSTS | | | | | | |
| Project staff | | | | | | |
| DRR Specialist (ALD 4) | \$17,339.50 | 24 | \$416,148 | \$416,148 | | |
| DRR Assistant (part time) | \$600 | 24 | \$14,400 | | | In kind |
| Subtotal Project Staff | | | \$430,548 | \$416,148 | \$0 | |
| III SUB-PROJECT COSTS | | | | | | |
| Capacity development | | | | | | |
| International Technical Expert/ week | \$2,000 | 15 | \$30,000 | | | On demand proj. |
| National Technical Expert/ month | \$1,500 | 12 | \$18,000 | | | On demand proj. |
| Rent of training facilities | \$1,000 | 7 | \$7,000 | | | In-kind |
| Training materials | \$4,900 | 1 | \$4,900 | | | In-kind |
| Capacity development Subtotal | | | \$59,900 | \$0 | \$0 | |
| Simulation Exercise | | | | | | |
| International Technical Expert/ week | \$2,000 | 6 | \$12,000 | | | On demand proj. |
| Inputs | \$7,000 | 1 | \$7,000 | | | On demand proj. |
| Sub-total Simulation Exercise Subtotal | | | \$19,000 | \$0 | \$0 | |
| Support to coordination and information mechanism | | | | | | |
| DMT retreat | \$5,000 | 2 | \$10,000 | | \$10,000 | |
| National Technical Expert/ month | \$1,500 | 4 | \$6,000 | | \$6,000 | |
| Study | \$5,000 | 1 | \$5,000 | | \$5,000 | |
| Support to coordination and information mechanism Subtotal | | | \$21,000 | \$0 | \$21,000 | |
| SUBTOTAL -SUB-PROJECT COSTS | | | \$99,900 | | \$21,000 | |
| IV. OPERATIONAL EXPENSES- | | | | | | |
| Transportation | \$700 | 24 | \$16,800 | | | in kind |
| Office Rent | \$500 | 24 | \$12,000 | | | in kind |
| SUBTOTAL- OPERATIONAL EXPENSES | | | \$28,800 | | | |
| TOTAL PROJECT BUDGET: | | | | \$416,148 | \$21,000 | |
| GMS (7%) | | | | \$31,323 | | |
| GRAND TOTAL | | | | \$447,471 | \$21,000 | |

ANNEX 3 Terms of References – DRR Advisor



I. Position Information

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|-----------------------|--|
| Job Code Title: | Disaster Risk Reduction (DRR) Advisor |
| Duty Station: | Tbilisi, Georgia |
| Pre-classified Grade: | A4 |
| Duration: | Contract for one year, with possibility of extension |
| Supervisor: | DRR |

II. Organizational Context

Under the overall guidance of the UNDP Resident Representative in Georgia and the direct supervision of the Deputy Resident Representative, and in close cooperation with the CPR Programme Analyst, the Disaster Risk Reduction Specialist will be responsible for strengthening the national counterpart's capacity in the field of DRR.

III. Functions / Key Results Expected

Analysis and strategic advice

- Provide policy advice to government bodies, at all levels, in the adoption of relevant policies as well as in the priority areas identified in the field of Disaster Risk Reduction;
- Advocate and advice relevant partners on the operationalisation of the National Emergency and Response Plan;
- Support and provide advice on the formulation and adoption of the Emergency Management Strategy;
- Advise CO management on issues that would benefit from high-level advocacy efforts;
- Support formulation and roll out of resource mobilisation plan in support of the National Emergency, Management Development Strategy

Programme development

- Design and formulate project proposals in line with UNDP's Crises Prevention and Recovery Strategy and national plans and priorities;
- Identify possible source of funding and lead resource mobilization efforts for UNDP's CPR

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| <p>programming</p> <ul style="list-style-type: none"> ❑ Identify and develop activities to support local communities' preparedness, mitigation and response capacity; ❑ Identify opportunities and entry points in UNDP's ongoing activities to strengthen disaster risk management capacities in the country; |
| <p><i>Information sharing and coordination</i></p> <ul style="list-style-type: none"> ❑ Support the re-establishment of the UN Disaster Management Team (DMT); ❑ Lead the Disaster Management Team as a coordination entity for international players. This will include the coordination of disaster risk reduction actions, including regular coordination and facilitation of contingency planning exercises dissemination of early warning information and trends analysis. Support the RC in the coordination of emerging humanitarian interventions. Regular update of the DMT assets inventory database, contacts directory, organize DMT mobilization and activation and joint needs assessment. |
| <p><i>UN Coordination on Disaster Risk Reduction Issues</i></p> <ul style="list-style-type: none"> ❑ Provide adequate and timely support to UN RC and UN Country Team in relation to key developments in Georgia, including: monitoring of the humanitarian/disaster preparedness situation, major trends related to political and socio-economic situation and its actual potential impact on the humanitarian or transitional situation in country; provide timely analysis, briefings, talking points and other related assistance as required; and contribute to relevant sections in the UNCT strategic planning exercises, such as CCA/UNDAF |
| <p><i>Technical Assistance for Disaster Risk Reduction</i></p> <ul style="list-style-type: none"> ❑ Identify and utilize expertise and global best practices to support the national Emergency Management, by rendering technical assistance in line with the Emergency Management Strategy. |

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| <p>IV. Impact of Results</p> |
| <p>The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.</p> |

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Negotiating and training/facilitation skills.
- Familiarity with the CIS/Southern Caucasus region; previous working experience in the region would be an asset;
- Understanding of, and experience in, gender-related issues and programming;
- Understanding of UNDP and the UN system, including thorough knowledge of its practices and procedures

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery
- Ability to implement new systems and affect staff behavioral/ attitudinal change

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

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|------------------------|---|
| Education: | Advanced university degree (Master's degree or equivalent) preferably in Disaster Management, Peace and Development Studies, conflict resolution or related discipline could be acceptable |
| Experience: | A minimum of seven years of relevant experience in Disaster Management is required, at least 3 of which have been spent in the field, preferably in both emergency relief and disaster risk reduction capacity. |
| Language Requirements: | Fluency in spoken and written English; knowledge of Russian and/or Georgian would be an asset |