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# Initiation Plan / AF PFG

<b>Project Title: Building the Resilience of Persons with Disabilities to Cope with Climate Change in the Asia Pacific Region</b>		
<b>Countries:</b> Bangladesh, Cambodia, Nepal, Thailand, Pakistan, Indonesia, and Philippines		
<b>Country Programme Outcome:</b> Outcome 3 “Build resilience to shocks and crises”		
<b>UNDP Strategic Plan Output:</b> 1.3 National Capacities and evidence-based assessment and planning tools enable gender responsive and risk-informed development investments including for response to and recovery from crisis.		
<b>Gender Marker rating:</b> Gen 2		
<b>SESP Pre-Screening Categorization:</b> N/A		
<b>Initiation Plan Start Date:</b> March 30, 2019		
<b>Initiation Plan End Date:</b> August 31, 2019		
ATLAS Project ID: 00118215	<b>Total budget:</b>	<b>US\$ 20,000</b>
ATLAS Output ID: 00115118	Allocated resources:	
PIMS ID: 6244	• Adaptation Fund	US\$ 18,433
Management Arrangement: DIM	• Government	US\$ 0
	• UNDP	US\$ 0

AGREED BY

3<sup>rd</sup> of April 2019

Date

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Pradeep Kurukulasuriya  
Executive Coordinator & Director-Global  
Environmental Finance  
& Lead, Natural Capital and the  
Environment  
Bureau for Policy and Programme Support  
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## **I. BRIEF DESCRIPTION OF THE INITIATION PLAN/ AF PFG**

### **Objective & Final Outputs**

The objective of the AF PFG is to develop the project pre-concept into a full project proposal for “Building the Resilience of Persons with Disabilities to Cope with Climate Change in the Asia Pacific Region in Bangladesh, Cambodia, Nepal, Thailand, Pakistan, Indonesia, and Philippines.” As described in the project pre-concept, the overall objective of the project is to build the capacity of participant countries to more effectively take action in improving the resilience of persons with disabilities to climate change and climate related disasters. This project will enhance the resilience of persons with disabilities, along with improving the climate change early warning systems, and enabling disabled people organizations to design effective adaptation options with persons with disabilities. Thus, this initiative aims to strengthen the climate resilience of persons with disabilities and disabled people organizations. The project will work with persons with disabilities and disabled peoples’ organizations to build their capacity on adapting to climate change, raise awareness so that they can be empowered, and work with government and the private sector to design effective climate change adaptation policies and strategies, which are inclusive and address the concerns of persons with disabilities. A major focus of the project will be the development of early warning systems, specifically for persons with disabilities, through the introduction of cutting-edge technology, working with disabled people’s organizations and the private sector, using a human-centred design process to design products specifically tailored to persons with disabilities which will be scaled up, and reproduced.

As described in the project pre-concept document, the project will engage with governments and disabled people’s organizations, providing the governments technical advice and designing specific tools for persons with disabilities on climate change, while facilitating the inclusion of person with disabilities and disabled people’s organizations, in the overall policy development discussion in the country. Overall, the project will build the capacity of the participant countries to take effective actions to improve the resilience of persons with disabilities to climate change and climate related disasters.

The project components are:

1. Capacity Building for Disabled People’s Organizations, Persons with Disabilities and Governments to address Climate Change, and Enhance Institutional Frameworks;
2. Early warning infrastructure and last mile services targeting the specific needs of persons with disabilities to better manage and reduce vulnerability of climate change induced risks;
3. Knowledge generation, codification and dissemination of the effectiveness of targeted measures to reduce the vulnerability of persons with disabilities to climate change risks.

During the initiation plan period, a number of studies and stakeholder consultations will be undertaken with the view to further develop the approved project concept into a fully formulated project document. The final output of the initiation plan will be a full project proposal for submission to the Adaptation Fund Board.

### **Management Arrangements**

The Initiation Plan will be conducted in close consultation with the following UNDP Country Offices: Bangladesh, Cambodia, Nepal, Thailand, Pakistan, Indonesia, and Philippines as well as national counterparts including stakeholders from national and regional disabled persons organizations, international organizations, IFRC, government agencies, ministry officials, relevant non-profits, civil society organizations, and representatives from the private sector. UNDP-GEF will lead the project development process and manage the Initiation Plan budget. UNDP-GEF will assign UNDP Bangkok Regional Hub as Responsible Party through the Sustainable Development and Resilience Cluster (SD&R). As Responsible Party, the SD&R cluster will undertake full programmatic and administrative-financial control and responsibility for implementing the project and will be responsible for approving deliverables prior to their reporting to the AF by UNDP.

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## II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's [Social and Environmental Standards](#) (SES), the development of the project to be undertaken during this AF PFG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries). A list of these stakeholders will be prepared and included in Annex to the proposal.

If the Social and Environment Screening Procedure (SESP) included in Annex to the proposal, has an overall safeguard risk rating of moderate or high, the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PFG phase. This report must demonstrate strong country ownership and will become a key reference document should an environmental and social safeguard complaint/grievance be filed during project implementation.
2. At the latest by the LPAC meeting, the project document, SESP and related management plans, and other relevant information/documents (e.g. ProDoc annexes) will be made available to the public on the UNDP website or [open.undp.org](http://open.undp.org). It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

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## III. AF PFG/ PROJECT PREPARATION ACTIVITIES

COMPONENT	LIST OF PROJECT PREPARATION ACTIVITIES	OUTPUT OF THE ACTIVITIES
A	7 in-country consultations	<p>Current baseline and capacity needs assessed. Desktop and field-based studies and data collection. This research should produce the background information required to prepare the AF project proposal. There will be collection of climate data in each country to construct climate profiles; analysis of current and future climate scenarios, disaster risk profiles; analysis of data gaps related to the laws and regulations to climate change, and persons with disabilities, and a review of relevant past and ongoing projects for lessons; and any other analyses required to address all comments on the Pre Concept received from AF Secretariat and Board.</p> <p>The in-country consultations which will be led by the country offices and supported by the project formulation consultants will also analyse and review the status of technology and identify possible appropriate technologies for persons with disabilities. There will be the initial design of elements of challenge scheme for design of innovative technological applications.</p>
B	1 regional consultation	<p>This will validate the outputs of the country workshops and also identify required training needs for official's policy makers, disabled persons organizations and community-based organizations as it relates to climate change and</p>

		persons with disabilities. There will also be the initial design of a web-based knowledge platform for sharing information and lessons learned from the project.
C	Gender evaluation	Gender baseline assessed, entry point and inclusion in project activities of gender identified.
D	Environmental and Social Impacts	Social and Environment Screening Procedure applied for the project
E	Full Project Proposal Formulation	Project Proposal Formulated

#### IV. TOTAL BUDGET AND WORK PLAN FOR AF PFG

<b>Award ID:</b>	00118215
<b>Award Title:</b>	PIMS6244 Asia Disability AF
<b>Business Unit:</b>	UNDP1
<b>Project Title:</b>	Building the Resilience of Persons with Disabilities to Cope with Climate Change in the Asia Pacific Region
<b>Project (PIMS) ID:</b>	6244
<b>Implementing Partner:</b>	UNDP

AF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-AF project document for project, "Building the Resilience of Persons with Disabilities to Cope with Climate Change in the Asia Pacific Region."	UNDP	62040	AF	71200	International Consultants	15,300	A
				71600	Travel	2,500	B
				72500	Supplies	400	C
				74500	Miscellaneous Expenses	233	D
<b>PROJECT TOTAL</b>						<b>18,433</b>	

Budget Note	Total estimated person weeks	Budget	Remark
A	International Consultants to be hired for project formulation. <ul style="list-style-type: none"> <li>Junior consultant @ \$180 / day * 45 days (8,100)</li> <li>Senior consultant @ \$600 a day * 12 days (7,200).</li> </ul>	15,300	Please see Annex 2 for key responsibilities.
B	Travel for consultants to go to national workshops	2,500	
C	Supplies	400	
D	Miscellaneous	233	

**V. AF PFG ACTIVITIES TIMEFRAME AND BUDGET**

AF PFG Activity	Timeframe						Responsibility	Budget (US\$)
	Mar	Apr	May	Jun	Jul	Aug		
In-country consultations (Component A)	X	X	X				COs / Consultants	12,000
Regional consultation (Component B)		X	X	X	X		COs/Consultants	3,500
Full Project Proposal Formulation (Component C-E)	X	X	X	X	X	X	Consultants	2,933

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## VI. MANDATORY ANNEXES

### Annex 1: Adaptation Fund Secretariat Approval Letter



1818 H Street, NW  
MSN N7-700  
Washington, DC 20433 USA  
Tel: 202.458.0580  
Fax: 202.522.3240/3245  
E-mail: [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org)

Ref: 2018/478

5 November 2018

Ms. Adriana Dinu  
Executive Coordinator, Global Environmental Finance  
Bureau for Policy and Programme Support  
United Nations Development Programme (UNDP)  
[Adriana.dinu@undp.org](mailto:Adriana.dinu@undp.org); [undpef@undp.org](mailto:undpef@undp.org)

Re: Cambodia, Nepal, Philippines and Thailand: Building the Resilience of Persons with Disabilities to Cope with Climate Change in the Asia Pacific Region

Dear Ms. Dinu,

I am writing with regard to the project pre-concept "Building the Resilience of Persons with Disabilities to Cope with Climate Change in the Asia Pacific Region" that your organization submitted to the Adaptation Fund, for Cambodia, Nepal, Philippines and Thailand. After conducting a technical review on the pre-concept, and after taking note of the comments provided by your organization to the findings of the initial review, the secretariat forwarded it to the Project and Programme Review Committee (PPRC) of the Adaptation Fund Board for a review based on the criteria approved by the Board.

The Adaptation Fund Board, at its thirty-second meeting which took place on 11-12 October 2018 in Bonn, Germany, considered the above-mentioned project pre-concept and decided to endorse the project pre-concept. Please find the text of the Board Decision B.32/32 including a list of observations, that the PPRC wishes to transmit to you, attached in the Annex.

In addition, I have the pleasure to inform you that the Adaptation Fund Board decided to approve the Project Formulation Grant Request for the amount of US\$ 20,000 in accordance with Board Decision B.32/32. The secretariat will contact you as soon as the legal agreement between the Adaptation Fund Board and UNDP has been prepared for signature.

The Board would like to request your organization to transmit the observations referred to above to the Government of Cambodia, Nepal, Philippines and Thailand and to encourage the Government of Cambodia, Nepal, Philippines and Thailand to submit a concept or a fully-developed project proposal through your organization, taking into account the observations made by the PPRC during its review of the pre-concept.

Please do not hesitate to contact the secretariat if you have any questions about the Board decision.

Sincerely,



Mikko Ollikainen  
Manager  
Adaptation Fund Board secretariat

Cc: Ms. Pensiri Sattapan, UNDP, [pensiri.sattapan@undp.org](mailto:pensiri.sattapan@undp.org)  
Mr. Pradeep Kurukulasuriya, UNDP, [Pradeep.kurukulasuriya@undp.org](mailto:Pradeep.kurukulasuriya@undp.org)  
Ms. Jaturong Padungsapya, UNDP, [jaturong.padungsapya@undp.org](mailto:jaturong.padungsapya@undp.org)  
Mr. Tin Ponlok, Designated Authority (DA) for Cambodia, [etap@online.com.kh](mailto:etap@online.com.kh)

## Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Formulation Grant (AF PFG)

Position, Type and Cost	Role, Deliverables and Qualifications
<p><b>Position:</b> Project Development Specialist &amp; Junior Consultant</p> <p><b>Type:</b> IC</p> <p><b>Cost:</b> \$7,200 for Project Development Specialist and \$8,100 for Junior Consultant</p>	<p><b>Role</b> The Project Development Specialist will be the AF PFG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the team, and coordinating the Team's work.</p> <p>The junior consultant will be required to support the project development specialist in consultations, desk research, proposal writing and other tasks as necessary.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1) <u>Management of the AF PFG Team</u> <ol style="list-style-type: none"> <li>a. Define and submit a <b>detailed methodology and work plan</b> in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs);</li> <li>b. Ensure that project development is <b>participatory, gender-responsive and based on extensive stakeholder engagements</b>; and</li> <li>c. Verify and ensure that all project components are <b>technically sound and cost effective</b>.</li> </ol> </li> <li>2) <u>Preparatory Technical Studies and Reviews:</u> With inputs from the other national and international consultants, as detailed in their respective TORs: <ol style="list-style-type: none"> <li>a. Compile <b>baseline/situational analysis</b> for the full proposal. This will include a precise definition of baseline projects, activities, budgets, goals and co-finance.;</li> <li>b. Oversee the <b>stakeholder analysis and consultations</b> and ensure that they are complete and comprehensive;</li> <li>c. Ensure the preparation of the <b>gender analysis</b> and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;</li> <li>d. Conduct/oversee the <b>identification of the project sites</b>, with documentation of selection criteria;</li> <li>e. Oversee the consultations with partners regarding <b>financial planning</b>; and</li> <li>f. Ensure completion of <b>any additional studies</b> that are determined to be needed for the preparation of the full proposal, ProDoc and all other final outputs.</li> </ol> </li> <li>3) <u>Formulation of the Full Proposal and Mandatory and Project Specific Annexes:</u> With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice: <ol style="list-style-type: none"> <li>a. Develop, present and articulate the project's <b>theory of change</b>;</li> <li>b. Develop the <b>Results Framework</b> in line with UNDP-GEF policy;</li> <li>c. Develop a detailed <b>Monitoring and Evaluation Plan and Budget</b>;</li> <li>d. Oversee and ensure the preparation of a <b>Stakeholder Engagement Plan</b>;</li> <li>e. Oversee and ensure the preparation of a <b>Gender Action Plan and Budget</b>;</li> </ol> </li> </ol>



	<p>f. Update the <b>SESP</b> based on assessments undertaken during Component A, and ensure the development of <b>environmental and/or social management plan(s)</b> for all risks identified as Moderate or High in the SESP;</p> <p>g. Secure and present agreements on <b>project management arrangements</b>;</p> <p>h. Ensure the completion of the <b>required official endorsement letters</b>; and</p> <p>i. Synthesize all analyses, studies, etc. that are prepared to produce <b>the draft proposal, and all mandatory and project specific Annexes</b>, using the required templates.</p> <p>4) <u>Validation Workshop</u>:</p> <p>a. Lead the validation workshop to present, discuss and validate the final draft proposal and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and</p> <p>b. Oversee all necessary revisions that arise during the workshop.</p> <p>c. Ensure completion of Validation Workshop Report.</p> <p>5) <u>Final Deliverables</u>:</p> <p>a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, AF Secretariat, into a well written and concise proposal with all required sections and Annexes, in line with the template;</p> <p>b. Validation Workshop Report</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master's degree or higher in a relevant field, such as climate change, environmental resources management, disaster risk, social science, economics.</li> <li>▪ Minimum 15 years of demonstrable experience in the technical area of climate change project development for leader, and 5 years for junior consultant.</li> <li>▪ Fluency in written and spoken English.</li> </ul>
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